



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COMMITTEE OF THE WHOLE MEETING AGENDA

Tuesday May 21, 2019

10:00 AM

DeBolt Public Service Building
DeBolt, AB

#1 CALL TO ORDER

#2 ADOPTION OF AGENDA

#3 MINUTES 3.1 Committee of the Whole Meeting minutes held April 15, 2019 – to be adopted. 2

3.2 Business Arising from the Minutes

#4 DELEGATION 10:15 a.m. 4.1 Falher Friendship Corner Association 5

10:30 a.m. 4.2 Encana Presentation 19

10:45 a.m. 4.3 Early Learning – Knowledge Tree 36

11:00 a.m. 4.4 Accurate Assessment Group Ltd. 97

#5 OLD BUSINESS

#6 NEW BUSINESS 6.1 Action List 133

#7 CLOSED SESSION

#8 ADJOURNMENT

Minutes of a
COMMITTEE OF THE WHOLE MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Grande Cache Golf and Country Club
Grande Cache, Alberta, on Monday, April 15, 2019

1:
CALL TO ORDER

Deputy Reeve Winston Delorme called the meeting to order at 9:00 a.m.

PRESENT

Chair
Reeve
Councillors

Winston Delorme
Dale Gervais
Shawn Acton
Tom Burton
Duane Didow
Roxie Rutt
Bill Smith
Les Urness

ATTENDING

Interim Chief Administrative Officer
General Manager, Community Services
General Manager, Corporate Services
Acting General Manager, Infrastructure & Planning
Recording Secretary

Denise Thompson
Stacey Wabick
Rosemary Offrey
Roger Autio
Lianne Kruger

ABSENT

Councillor
Councillor

Dale Smith
Tyler Olsen

#2:
AGENDA

MOTION: 19.04.26. Moved by: COUNCILLOR SHAWN ACTON
That the Monday April 15, 2019 Committee of the Whole agenda as presented.
CARRIED

#3.1
COMMITTEE OF THE
WHOLE MINUTES

MOTION: 19.04.27. Moved by: COUNCILLOR DUANE DIDOW
That the Minutes of the Committee of the Whole meeting held on Monday,
February 19, 2019 be adopted presented.

CARRIED

#3.2
BUSINESS ARISING

3.2 BUSINESS ARISING FROM MINUTES:

#6
NEW BUSINESS

6.0 NEW BUSINESS

MARKETING &
COMMUNICATIONS
MANAGER

MOTION: 19.04.28. Moved by: COUNCILLOR ROXIE RUTT
That Committee of the Whole recommend to Council the request for a
Marketing & Communications Manager position.

CARRIED

#4
DELEGATIONS

4.0 DELEGATIONS

4.1 GRANDE PRAIRIE SPORT CONNECTION PRESENTATION

GRANDE PRAIRIE
SPORT CONNECTION

MOTION: 19.04.29. Moved by: COUNCILLOR ROXIE RUTT
That Committee of the Whole move the Grande Prairie Regional Sport
Connection Executive Director report to the next Regular Council Meeting.
CARRIED

4.2 GRANDE CACHE RCMP

GRANDE CACHE RCMP

MOTION: 19.04.30. Moved by: COUNCILLOR TOM BURTON
That Committee of the Whole accept the summary of current investigations and
detachment status from the Grande Cache RCMP, for information.
CARRIED

4.3 HERB CASTLE PRESENTATION (VERBAL)

Mr. Herb Castle, previous mayor of the Town of Grande Cache, presented
Council with the key to the Town of Grande Cache.

#5
OLD BUSINESS

5.0 OLD BUSINESS

There was no Old Business presented.

#6
NEW BUSINESS

6.0 NEW BUSINESS

6.2 GRANDE CACHE DINOSAUR TRACKS FEASIBILITY REPORT REVIEW

DINOSAUR TRACKS
FEASIBILITY REPORT

MOTION: 19.04.31. Moved by: COUNCILLOR TOM BURTON
That Committee of the Whole accept the Grande Cache Dinosaur Tracks
Feasibility Report for information, as presented.

CARRIED

6.3 ACTION LIST

ACTION LIST

MOTION: 19.04.32. Moved by: COUNCILLOR SHAWN ACTON
That Committee of the Whole accept the Action List for information, as
presented.

CARRIED

#7
CLOSED SESSION

7.0 CLOSED SESSION

There was no Closed Session.

#9
ADJOURNMENT

9.0 ADJOURNMENT

MOTION: 19.04.33. Moved by: COUNCILLOR ROXIE RUTT
That this meeting adjourn at 11:15 a.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT:	Falher Friendship Corner Association		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 21, 2019	CAO: DT	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: SW	PRESENTER:
STRATEGIC PLAN:	Quality of Life		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the presentation provided by the Falher Friendship Corner Association for information, as presented.

BACKGROUND/PROPOSAL:

The Falher Friendship Corner Association is requesting funds for a 24-hour residence to house six (6) people with developmental disabilities and employ up to eight (8) staff. The Falher Friendship Corner Association currently provides 24-hour supports to five (5) individuals from St. Isidore, Eaglesham, High Prairie, Girouxville and McLennan, therefore the request is intended as a second residence. The Association has a potential property in mind for the second 24-hour residence, the property located in Falher is valued at \$399,900.00.

A grant application dated March 12, 2019, has a funding request of \$10,000.00. The board and staff have been actively collecting donations both locally as well as from surrounding communities and have raised \$64,500 as of the received application date.

The Association's goal at this time is to reach \$100,000.00 to enable us to apply for the matching CIP grant in October. The Falher Friendship Corner Association has not received grant funding from Greenview in the past.

Community Services Miscellaneous Grant has a balance of \$882,071.04 as of May 12, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation for information is to confirm receipt of the Falher Friendship Corner Association funding request for a 24-hour residence to house six (6) people with developmental disabilities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action on accepting the presentation for information.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Request Letter
- Grant Application

Falher Friendship Corner Association

#206, Main Street, South East
Falher, Alberta
T0H 1M0



Hand in Hand Together



Towards a Better Future

Phone: 780-837-2153

Fax: 780-837-2254

E-mail: ffcacarol@serbnet.com

January 15th, 2019

M.D. of Greenview
P.O. Box 1079
Valleyview, Alberta
T0H 1N0

To Whom it May Concern:

Falher Friendship Corner Association (FFCA) is a non-profit charitable organization that provides a variety of support to individuals with developmental disabilities. The managing body of the association is the Board of Directors which is selected annually by election and appointment. FFCA currently provides 24-hour residential supports for 5 people living in a home owned by FFCA. FFCA also provides hourly supports for people living in their own homes based on their needs and choices.

FFCA has been providing services to individuals with developmental disabilities since 1969. It began as a school and has grown and expanded programming over the years, now offering residential support, day programming support at Grandma's Den Thrift Shop, independent living support, respite and employment prep support. Our purpose is to provide quality services and supports to individuals with developmental disabilities and to assist them reach their goals of independence and quality of life.

Recently we have seen the need for more 24-hour residential support and FFCA would like to purchase a second residence in Falher to help fill this need. The Association has a property in mind that would be suitable as a second 24-hour residence. This property is listed at \$399,900, has potential to house 6 people with developmental disabilities, and employ up to 8 staff. This endeavor would create jobs and help give homes and programming opportunities to individuals not only our community but surrounding communities as well. Any amount of funding, should you decide to consider us, would be greatly appreciated.

Thank you in advance for considering our request. We look forward to meeting with you soon to discuss our goals in more detail. We will follow up with your office in a few weeks to schedule a meeting or your staff may contact us by phone at:

Ken Gour
(780)618-9438
gourken@yahoo.ca
President

Ryan Roy
(780)837-1360
ryanroy0823@gmail.com
Vice-President

Rene Tanguay
(780)837-5647
rtang1957@gmail.com
Director

The Board of the Falher Friendship Corner Association

Our Purpose: To provide quality services and support to individuals with developmental disabilities and to assist them to reach their goals of independence and increase their quality of life. **Our Values:** To promote quality services with utmost care and dignity with a focus on independence for persons with developmental disabilities.

Teresa Marin

From: Teresa Marin
Sent: Wednesday, February 13, 2019 3:29 PM
To: 'gourken@yahoo.ca'; 'ryanroy0823@gmail.com'; 'rtang1957@gmail.com'
Cc: Stacey Wabick
Subject: FFCA Grant Request
Attachments: Online Fillable Community-Grant-Application.pdf; Presentation Request Form.docx

Good Afternoon,

We have received your letter dated January 15th, 2019 in regards to the Falher Friendship Corner Association requesting grant funds to purchase a property to house 6 people with developmental disabilities. Please complete the attached online community grant application and fill in the amount that you are requesting from Greenview in the capital area.

A grant request this large will likely require a presentation to the Committee. Please select a date from the list below that you will be available to make this presentation. Please complete the presentation request form and return both of these completed documents to myself via this email, please add a read receipt to ensure the documents arrive successfully. Alternatively, you can mail the documents to the address provided with this email message.

- April 15th Committee of the Whole Meeting in Grande Cache.
- May 21st Committee of the Whole Meeting in DeBolt.
- June 10th Committee of the Whole Meeting in Grovedale
- July 15th Committee of the Whole Meeting in Grande Cache

Additional dates may be provided if the above are not acceptable. If you have any questions or concerns, please contact me.

Kind regards,
Teresa Marin



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

GRANT APPLICATION

Organization Information:

Name of Organization: _____

Address of Organization: _____

Contact Name and Phone Number: _____

Position of Contact Person: _____

Purpose of organization: _____

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

Grant Information:

Total Amount Requested	_____	_____
	Operating	Capital

Proposed Project: _____

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

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

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



Municipal District of Greenview #16
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Phone: (780) 524-7600

Additional Information:

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

Yes _____ No _____

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

1. Amount \$ _____ Year _____

Purpose: _____

2. Amount \$ _____ Year _____

Purpose: _____

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

Yes _____ No _____

If no, why has the report not been filed?

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

Yes _____ No _____

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

If yes; who, purpose and amount?

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



Municipal District of Greenview #16
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Phone: (780) 524-7600

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

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

Applicant Information:

Name: _____

Signature: Carol L'Abbe

Address: _____

Telephone Number: _____

Date: _____



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

APPLICATION FOR GRANT
FORM A - OPERATING

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

Cash on Hand

\$ _____

Current Account Balance

\$ _____

Savings Account Balance

\$ _____

Accounts Receivable

\$ _____

Inventory to Dec 31, 20__

\$ _____

Buildings

\$ _____

Furniture/Fixtures

\$ _____

Land

\$ _____

Equipment

\$ _____

Operating Loans

\$ _____

Other Loans

\$ _____

Accounts Payable

\$ _____

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



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

APPLICATION FOR GRANT
FORM B - CAPITAL

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

Estimated Completion Date: _____

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

1.

Amount \$_____
2.

Amount \$_____
3.

Amount \$_____

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



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

APPLICATION FOR GRANT FORM A - OPERATING

REVENUE		Previous Year Actual 20 18	Current Year Estimates 20 19	Next Year Proposal 20 20
1.	Fees			
2.	Memberships	130	105	120
3.	Other income (please list)			
	Room & Board	67,953	64994	70000
	Expense Recovery	72,521	80191	80000
			104	
4.	Grants (please list)			
		7,669	6528	7000
	NW PDD	925513	973149	975000
5.	Donations (please list)			
		308		
6.	Interest Earned	2,031	201	200
7.	Miscellaneous Income			
	TOTAL REVENUE (add up items 1-7)	1,076,125	1,125,272	1,132,320
EXPENSES				
8.	Honourariums/Wages/Benefits	868,808	905029	910,000
9.	Travel Expenses	5,888	5786	6000
10.	Professional Development	14,432	14046	14000
11.	Conferences			
12.	Cleaning & Maintenance & Rep.	13,719	10370	11000
13.	Licensing Fees			
14.	Office Supplies	4,470	3349	3500
15.	Utilities (phone, power, etc.)	16,333	17534	18000
16.	Rent	27,300	31200	31200
17.	Bank/Accounting Charges	570	2573	3000
18.	Advertising	1,224	603	1000
19.	Miscellaneous	24,237	26447	27000
	Insurance	6,542	6709	7000
20.	Capital Purchases (please list)			
	Expense Recovery	68,049	77292	78000
	Professional Fees	7,396	7500	7500
	TOTAL EXPENSES (add up lines 8-20)	1,058,968	1,108,438	1,117,200
	NET BALANCE (subtract Total Expenses from Total Revenue)	17,157	16,834	15,120

Cash on Hand \$ 150
Current Account Balance \$ 196,275
Savings Account Balance \$ 284,554
& Reserve
Accounts Receivable \$ 56327
Inventory to Dec 31, 2018 \$
Buildings \$ 105,235
Furniture/Fixtures Vehicles \$ 19,058
Land \$ 21,211
Equipment \$ 16627

Operating Loans \$
Other Loans \$ 94,834
Accounts Payable \$ 32,181

*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);

FFCA has seen a need for a 2nd 24 hour residential support home for individuals
needing services that are currently living with their parents. Projected Budget is:

\$399,900 Purchase of Residence

\$50,000 Renos & Maintenance to meet Alberta Facility Standards Codes

\$449,900

\$64,500 Donations received to date

\$385,400 Remaining

FFCA will be submitting an application to Community Facility Enhancement Program
for funding up to 50%. The remaining will be covered by Donations and Bank Loan.

Estimated Completion Date: 2020

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

1. Purchase of Residence

Amount \$399,900

2. Renovation to meeting Facility Standards Codes

Amount \$50,000

3.

Amount \$

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



REQUEST FOR DECISION

SUBJECT: **Encana Presentation**

SUBMISSION TO: COMMITTEE OF THE WHOLE

MEETING DATE: May 21, 2019

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

MANAGER:

GM:

PRESENTER:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from Encana, for information.

BACKGROUND/PROPOSAL:

This will be Encana's annual update to Council with regard to development program in the Duvernay.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update from Encana.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Presentation

encana

Municipal Outreach MD Greenview

May 21, 2019

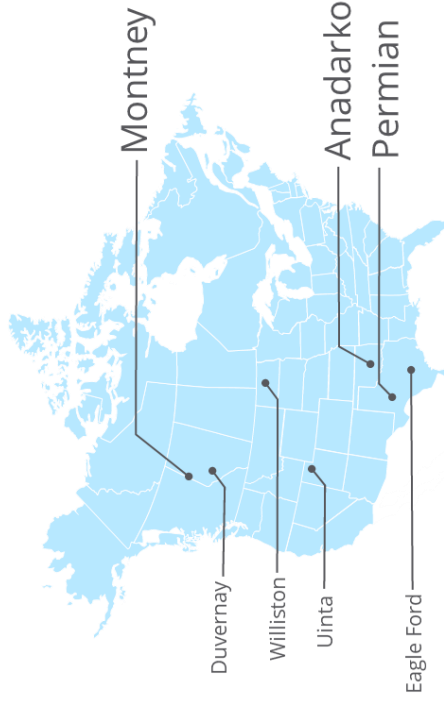
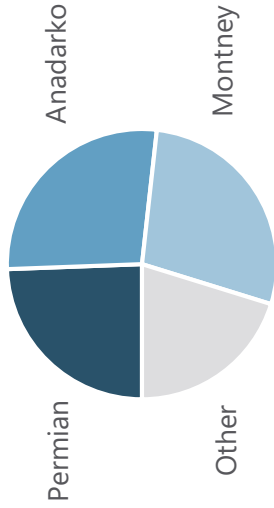




Liquids-Focused, Multi-Basin Portfolio Strength

- Core positions in three of the top plays in North America
- 2.0 BBOE of proforma high quality proved reserves*
 - 2018 YE Reserve Life Index (RLI) of ~10 years
 - >80% increase to RLI since 2015
 - 55% liquids

2.0 BBOE of Proforma Proved Reserves*

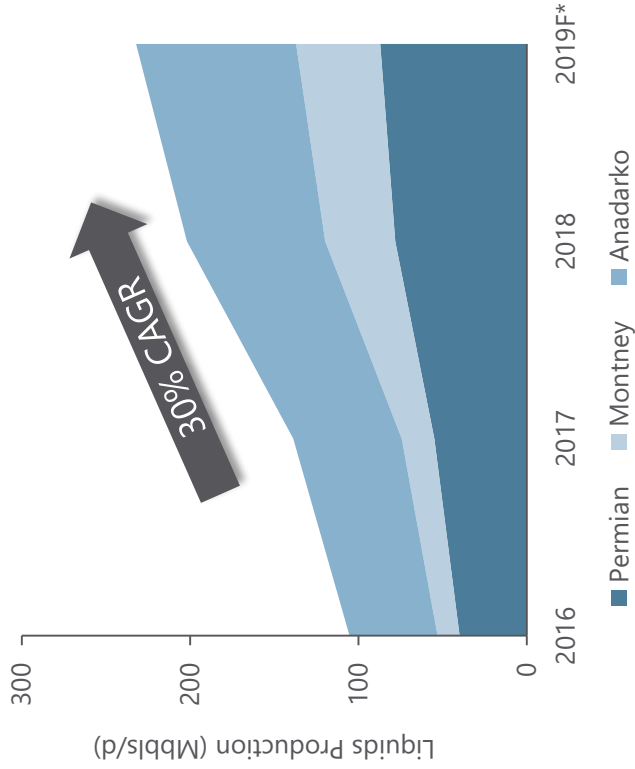


ASSET	NET ACRES	2018 PRODUCTION	LIQUIDS %
CORE			
PERMIAN	115,000	92 MBOE/d	85%
ANADARKO	361,000	135 MBOE/d	60%
MONTNEY	793,000	191 MBOE/d	22%
OTHER			
EAGLE FORD	42,000	45 MBOE/d	81%
WILLISTON	80,000	21 MBOE/d	84%
UINTA	222,000	20 MBOE/d	87%
DUVERNAY	264,000	18 MBOE/d	44%

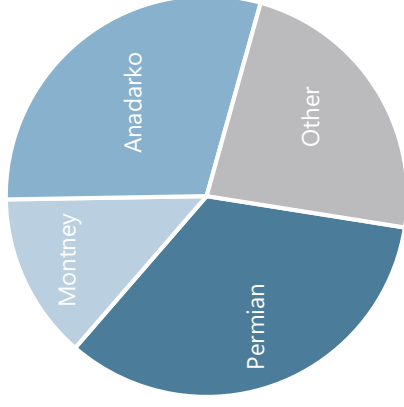
* All reserves are stated on an SEC (U.S. protocol) basis, 2.1 BBOE of proforma NI 51-101 (Canadian protocol) proved reserves.

Deep Inventory of High Return Growth Assets

Core 3 Liquids Growth*



2019F** Capital \$2.7-2.9B



- >75% of 2019F** capital directed to Core 3 plays
- 20% less capital (2019F** vs 2018*) expected to generate growth and free cash flow†

* Full year proforma basis above includes legacy Newfield activity.

** Full year proforma basis above includes legacy Newfield activity from January 1 to February 13, 2019. On a reportable basis, amounts for volumes, capital and expenses will exclude amounts for this period.

† Non-GAAP measures defined in advisories. For additional information regarding non-GAAP measures see the Company's website.

2019 Development Plan

Drilling & Completions

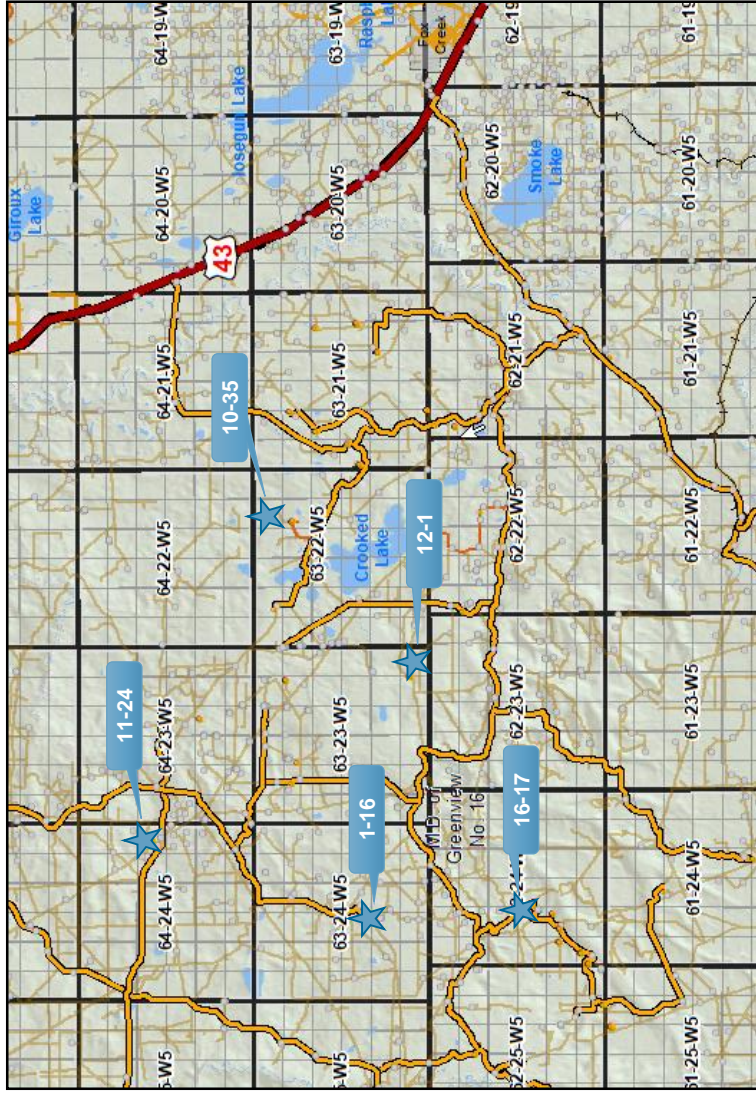
- Focus on multi well pads
- Typically 2-6 wells per pad

Wellsite Facilities & Pipeline

- Well pad facility construction
- Small oil battery
- Minor pipeline infrastructure

Roads

- No major infrastructure
- Maintenance

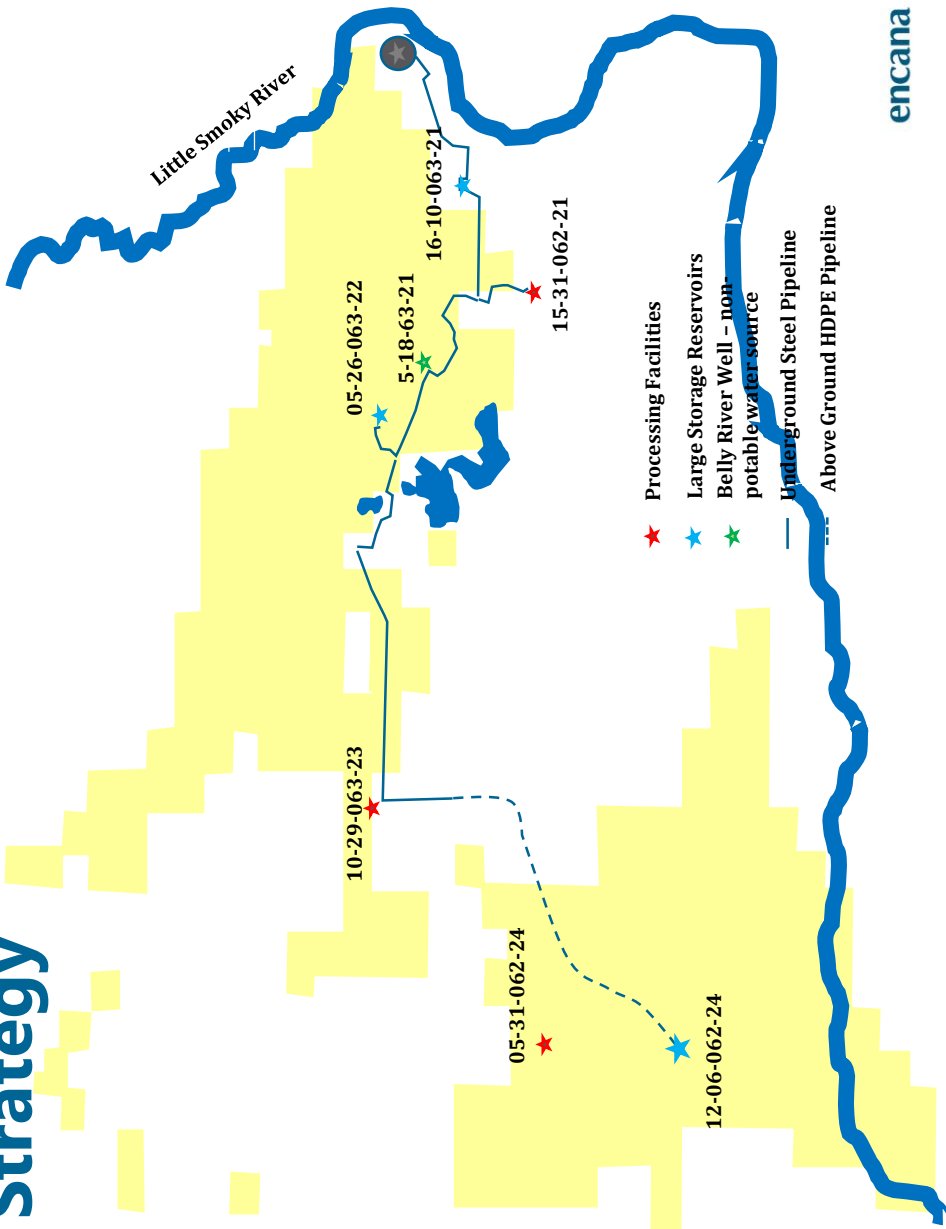


Duvernay Water Strategy

Strong commitment to responsible water use

Multiple water sources

- Water Intake – Tied to Approved Term License
- Pipelines – Connecting large storage reservoirs and facilities, capable of moving saline and non-saline water
- Reservoirs – ~1.5 Million m3 of storage
- Disposal wells located at major facilities
- Collaboration with industry



Courtesy Matters & Encana's Business Strategy

For over a decade, Courtesy Matters has been an integral part of Encana's business strategy.

Our long-term development depends upon our long-term relationships with local stakeholders and area residents.

Some actions to resolve issues.

- Noise and light management
- Road monitors
- Preferred routing
- Spring clean-ups
- Dust suppression during heavy hauling
- Communicate our expectations to workers
- Resident notifications



COURTESY[®]
MATTERS

★ SINCE ★
2006

Noise Mitigation

Efforts made throughout the year

- Discussions with affected landowners and regulatory bodies
- Internal Noise Committee
- Noise Operators Group
- Discussions with service providers through PSAC
- Noise assessments
- Noise fingerprinting of both drilling and completions sites
- Panel design and engineering
- GIS design civil modeling

Advancements

- Panel design and placement
- Standard best practice
- Whisper quiet generators
- Noise blanketing at source
- Variable speed fans
- Live and ongoing sound modeling and monitoring
- GIS design through civil construction techniques



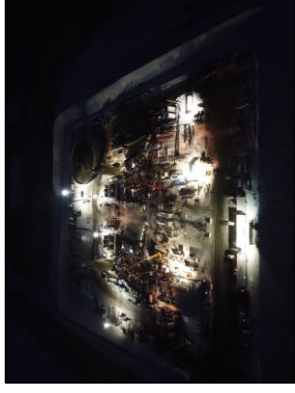
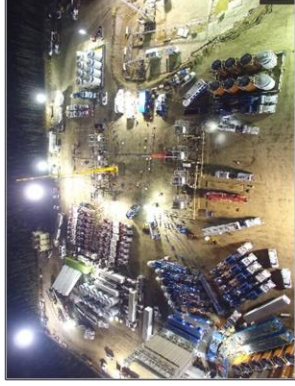
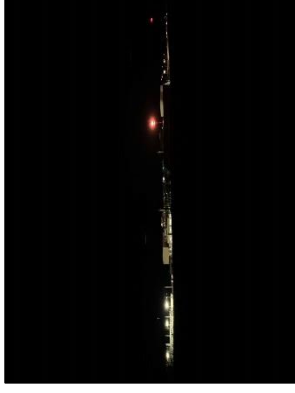
Light Mitigation

Efforts made throughout the year

- Discussions with affected landowners and regulatory bodies
- Internal multi disciplinary team reviewed plants and wellsites
- Light Operators Group

Advancements

- Light placement and direction
- Standard best practice
- Whispering quiet generators
- Reduced number of light generators > than 50%



Encana is committed to the safety of our workers and the community

Encana has just completed our safest year on record with a TRIF below 0.30.

Our success depends on:

- o a strong safety culture
- o a disciplined commitment to safe operating practices

We continue to make improvements so incidents can be avoided

If there is an incident, we will manage it effectively and mitigate potential impacts to the community and environment.

! If you see a Life Saving Rule being compromised or broken **STOP WORK**
Pause, Stop, Suspend the job.

At Encana, it's **safety** above all else.



In Your Community

Encana's stakeholder engagement and community investment programs go together and are vital to our sustainable business approach.

Engagement efforts throughout the year

- Regulatory Stakeholder Tours
- FCOG / Fox Creek Synergy Partnership
- Energy IQ map
- Municipal Government Outreach
- Community Newsletter

Since 2014, Encana has contributed \$1.1 MM to communities in the MD of Greenview region.



Thank you

encana

FUTURE ORIENTED INFORMATION

13

This presentation contains certain forward-looking statements or information (collectively, "FLS") within the meaning of applicable securities legislation, including the U.S. Private Securities Litigation Reform Act of 1995. FLS include:

- leading positions and quality of plays in North America
- anticipated reserves and resources, including product types and stacked resource potential
- timing, success and benefits from innovation, cube development approach, advanced completions design, scale of development, high-intensity completions and precision targeting, and transferability of ideas
- ability to manage costs and anticipated efficiencies and synergies, including drilling and completion, operating, corporate, transportation and processing, staffing, services and materials secured and supply chain management
- ability to successfully develop and implement noise and light mitigation measures
- ability to maintain and improve safe operating practices to achieve incident reduction
- expected transportation and processing capacity, commitments, curtailments and restrictions, including flexibility of commercial arrangements and costs and timing of certain infrastructure being operational
- anticipated production, including growth from core assets, cash flow, free cash flow, capital coverage, payout, profit, net present value, rates of return, recovery, return on capital employed, production and execution efficiency, operating, income and cash flow margin, and margin expansion, including expected timeframes
- anticipated capital program, including focus of development and allocation thereof, number of wells on stream, level of capital productivity, expected return and source of funding
- execution of strategy and future outlook, including expected growth, returns, free cash flow, projections based on commodity prices and use of cash therefrom

- well performance, completions intensity, location of acreage and costs relative to peers and within assets
- number of potential drilling locations, well spacing, number of wells per pad, decline rate, rig count, rig release metrics, focus and timing of drilling, anticipated vertical and horizontal drilling, cycle times, commodity composition, gas-oil ratios and operating performance compared to type curves
- running room and scale of assets, including its competitiveness and pace of growth against peers
- pace-setting metrics being indicative of future well performance and costs, and sustainability thereof
- anticipated third-party incremental and joint venture carry capital
- growth in long-term shareholder value, options to maximize shareholder returns and timing thereof
- environmental, health and safety performance
- advantages of a multi-basin portfolio

Readers are cautioned against unduly relying on FLS which, by their nature, involve numerous assumptions, risks and uncertainties that may cause such statements not to occur, or results to differ materially from those expressed or implied. These assumptions include: future commodity prices and differentials; foreign exchange rates; assumptions contained in the Company's corporate guidance, five-year plan and as specified herein; data contained in key modeling statistics; availability of attractive hedges and enforceability of risk management program; effectiveness of Encana's drive to productivity and efficiencies; results from innovations; expectation that counterparties will fulfill their obligations under the gathering, midstream and marketing agreements; access to transportation and processing facilities where Encana operates; assumed tax, royalty and regulatory regimes; enforceability of transaction agreements; and expectations and projections made in light of, and generally consistent with, Encana's historical experience and its perception of historical trends, including with respect to the pace of technological development, benefits achieved and general industry expectations. Risks and uncertainties that may affect these business outcomes include: ability to generate sufficient cash flow to meet obligations; commodity price volatility; ability to secure adequate transportation and potential pipeline curtailments; timing and costs of well, facilities and pipeline construction; business interruption, property and casualty losses or unexpected technical difficulties, including impact of weather, counterparty and credit risk; impact of a downgrade in a credit rating, including to refinance debt required to be repaid because of a downgrade, and its impact on access to sources of liquidity, fluctuations in currency and interest rates; risks inherent in Encana's corporate guidance; failure to achieve cost and efficiency initiatives; risks inherent in marketing operations; risks associated with technology; changes in or interpretation of royalty, tax, environmental, greenhouse gas, carbon, accounting and other laws or regulations; risks associated with existing and potential lawsuits and regulatory actions made against Encana; impact of disputes arising with its partners, including suspension of certain obligations and inability to dispose of assets or interests in certain arrangements; Encana's ability to acquire or find additional reserves; imprecision of reserves estimates and estimates of recoverable quantities of liquids and natural gas from plays and other sources not currently classified as proved, probable or possible reserves or economic contingent resources, including future net revenue estimates; risks associated with past and future acquisitions or divestitures of certain assets or other transactions or receipt of amounts contemplated under the transaction agreements (such transactions may include third-party capital investments, farm-outs or partnerships, which Encana may refer to from time to time as "partnerships" or "joint ventures" and the funds received in respect thereof which Encana may refer to from time to time as "proceeds", "deferred purchase price" and/or "carry capital", regardless of the legal form) as a result of various conditions not being met; and other risks and uncertainties impacting Encana's business, as described in its most recent Annual Report on Form 10-K and Quarterly Report on Form 10-Q and as described from time to time in Encana's other periodic filings as filed on SEDAR and EDOAR.

Although Encana believes the expectations represented by FLS are reasonable, there can be no assurance FLS will prove to be correct. Readers are cautioned that the above assumptions, risks and uncertainties are not exhaustive. FLS are made as of the date hereof and, except as required by law, Encana undertakes no obligation to update publicly or revise any FLS. The FLS contained herein are expressly qualified by these cautionary statements. Certain future oriented financial information or financial outlook information is included in this presentation to communicate current expectations as to Encana's performance. Readers are cautioned that it may not be appropriate for other purposes. Rates of return for a particular asset or well are on a before-tax basis and are based on specified commodity prices with local pricing offsets, capital costs associated with drilling, completing and equipping a well, field operating expenses and certain type curve assumptions. Pacesetter well costs for a particular asset are a composite of the best drilling performance and best completions performance wells in the current quarter, in such asset and are presented for comparison purposes. Drilling and completions costs have been normalized as specified in this presentation based on certain lateral lengths for a particular asset. For convenience, references in this presentation to "Encana", the "Company", "we", "us" and "our" may, where applicable, refer only to or include any relevant direct and indirect subsidiary corporations and partnerships ("Subsidiaries") of Encana Corporation, and the assets, activities and initiatives of such Subsidiaries.

ADVISORY REGARDING OIL & GAS INFORMATION

All reserves and economic contingent resource estimates in this presentation are effective as of December 31, 2018, prepared by qualified reserves evaluators in accordance with procedures and standards contained in the Canadian Oil and Gas Evaluation ("COGE") Handbook, National Instrument 51-101 (NI 51-101) and SEC regulations, as applicable. On August 14, 2017, Encana was granted an exemption by the Canadian Securities Administrators from the requirements under NI 51-101 that each qualified reserves evaluator or qualified reserves auditor appointed under section 3.2 of NI 51-101 and who execute the report under Item 2 of Section 2 of NI 51-101 be independent of Encana. Detailed Canadian and U.S. protocol disclosure is contained in Encana's most recently filed Form 51-101F1 and Annual Report on Form 10-K, respectively. Additional detail regarding economic contingent resources disclosure is available in the Supplemental Disclosure Document filed concurrently with the Form 51-101F1. Information on the forecast prices and costs used in preparing the Canadian protocol estimates is contained in the Form 51-101F1. For additional information relating to risks associated with the estimates of reserves and resources, see "Item 1A, Risk Factors" of the Annual Report on Form 10-K.

Reserves are the estimated remaining quantities of oil and natural gas and related substances anticipated to be recoverable from known accumulations, from a given date forward, based on: analysis of drilling, geological, geophysical and engineering data, the use of established technology, and specified economic conditions, which are generally accepted as being reasonable. Proved reserves are those reserves which can be estimated with a high degree of certainty to be recoverable. It is likely that the actual remaining quantities recovered will exceed the estimated proved reserves. Probable reserves are those additional reserves that are less certain to be recovered than proved reserves. It is equally likely that the actual remaining quantities recovered will be greater or less than the sum of the estimated proved plus probable reserves. Contingent resources do not constitute, and should not be confused with, reserves. Contingent resources are defined as those quantities of petroleum estimated, as of a given date, to be potentially recoverable from known accumulations using established technology or technology under development, but which are not currently considered to be commercially recoverable due to one or more contingencies. There is uncertainty that it will be commercially viable to produce any portion of the resources. All of the resources classified as contingent are considered to be assigned a 100% chance of discovery, but have however been risked for the chance of development. The chance of development is defined as the likelihood of a project being commercially viable and development proceeding in a timely fashion. Determining the chance of development requires taking into consideration each contingency and quantifying the risks into an overall development risk factor at a project level. Contingent resources are defined as "economic contingent resources" if they are currently economically recoverable and are categorized as economic if those contingent resources have a positive net present value under currently forecasted prices and costs. In examining economic viability, the same fiscal conditions have been applied as in the estimation of Encana's reserves. Contingencies include factors such as required corporate or third party (such as joint venture partners) approvals, legal, environmental, political and regulatory matters or a lack of infrastructure or markets. None of Encana's estimated contingent resources are subject to technical contingencies.

Encana uses the terms play, resource play, total petroleum initially-in-place ("TPIIP"), natural gas-in-place ("NGIP"), and crude oil-in-place ("COIP"). Play encompasses resource plays, geological formations and conventional plays. Resource play describes an accumulation of hydrocarbons known to exist over a large areal expanse and/or thick vertical section, which when compared to a conventional play, typically has a lower geological and/or commercial development risk and lower average decline rate. PIP is defined by the Society of Petroleum Engineers - Petroleum Resources Management System ("SPE-PRMS") as that quantity of petroleum that is estimated to exist originally in naturally occurring accumulations. It includes that quantity of petroleum that is estimated, as of a given date, to be contained in known accumulations prior to production plus those estimated quantities in accumulations yet to be discovered (equivalent to "total resource potential"). NGIP and COIP are defined in the same manner, with the substitution of "natural gas" and "crude oil" where appropriate for the word "petroleum". As used by Encana, estimated ultimate recovery ("EUR"), which Encana may refer to as recoverable resource potential, has the meaning set out jointly by the Society of Petroleum Engineers and World Petroleum Congress in the year 2000, being those quantities of petroleum which are estimated, on a given date, to be potentially recoverable from an accumulation, plus those quantities already produced therefrom.

The conversion of natural gas volumes to barrels of oil equivalent ("BOE") is on the basis of six thousand cubic feet to one barrel. BOE is based on a generic energy equivalency conversion method primarily applicable at the burner tip and does not represent economic value equivalency at the wellhead. Readers are cautioned that BOE may be misleading, particularly if used in isolation.

NON-GAAP MEASURES

Certain measures in this presentation do not have any standardized meaning as prescribed by U.S. GAAP and, therefore, are considered non-GAAP measures. These measures may not be comparable to similar measures presented by other companies. These measures have been provided for meaningful comparisons between current results and other periods and should not be viewed as a substitute for measures reported under U.S. GAAP. For additional information regarding non-GAAP measures, including reconciliations, see the Company's website and Encana's most recent Annual Report as filed on SEDAR and EDGAR. Non-GAAP measures include:

Non-GAAP Cash Flow and Free Cash Flow – Non-GAAP Cash Flow (or Cash Flow) is defined as cash from (used in) operating activities excluding net change in other assets and liabilities, net change in non-cash working capital and current tax on sale of assets. Free Cash Flow is Non-GAAP Cash Flow in excess of capital expenditures, excluding net acquisitions and divestitures. Management believes these measures are useful to the company and its investors as a measure of operating and financial performance across periods and against other companies in the industry, and are an indication of the company's ability to generate cash to finance capital programs, to service debt and to meet other financial obligations. These measures may be used, along with other measures, in the calculation of certain performance targets for the company's management and employees.

Contact Investor Relations:

403.645.3550 | 281.210.5110 | investor.relations@encana.com

The Encana logo, consisting of the word "encana" in a lowercase, sans-serif font, preceded by a small circular icon.



REQUEST FOR DECISION

SUBJECT: **Early Learning – Knowledge Tree**
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: May 21, 2019
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the presentation provided by the Knowledge Tree Early Learning & Childcare Centre for information, as presented.

BACKGROUND/PROPOSAL:

The Knowledge Tree Early Learning & Childcare Centre (Knowledge Tree) is requesting financial support to help fund some of the renovations to the Knowledge Tree's new location.

Currently, the Knowledge Tree Early Learning & Childcare Centre is the only not-for-profit Childcare Centre in the Valleyview and district area. The Knowledge Tree holds a super license with the Alberta Child Care Regulation, they carry Alberta Accreditation on all three of their programs and they are 1 of 78 Alberta Government funded \$25 a day Early Learning and Child Care pilot projects. The Knowledge Tree receives funding from both the Federal and Provincial government to offer affordable childcare. The low-income families who receive subsidy from Alberta Human Services, benefit by having no childcare fees, they access free childcare from the Knowledge Tree, the grant and subsidy work together, 51% of the community are low income. The Knowledge Tree currently provides childcare to 71 families within the community, 80% of the families reside within Greenview.

The Knowledge Tree have been requested by their current landlord to vacate the location in the Perron Complex by July 31, 2019. The Knowledge Tree has a mortgage on a new location and have come short to covering the cost of all the necessary renovation. In addition, the Knowledge Tree has been notified by St. Stephen's School that this is the last year they have access to using one of their classrooms to offer a preschool program. The Knowledge Tree has operated the preschool program in the school since September 2007.

As of August 1, 2019, the Knowledge Tree will be forced to temporarily shut its door until they can access financial supports to complete the necessary renovations to the new location. This action will displace the 71 families in the Valleyview and District community.

In 2014, Greenview provided Knowledge Tree Early Learning and Child Care Centre Society \$25,000.00 for the renovation, set-up and supplies needed to meet Government Regulations at the Perron Building.

Community Services Miscellaneous Grant has a balance of \$882,071.04 as of May 12, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation for information is to confirm receipt of the Knowledge Tree Early Learning & Childcare Knowledge Tree's funding request.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action on accepting the presentation for information.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Grant Application
- Option 1

- Option 2
- Option 3
- Draft Contract
- Cost Estimate



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:

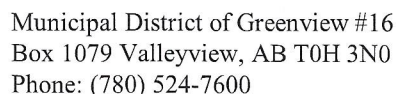
- 1) Name of Organization
- 2) A summary of actual expenditures of grant funds compared to submitted budget
- 3) A short written description of activities, number of participants, successes etc.
- 4) Signatures of two members of the organization's executive



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? ☒



Organization Information:

Position of Contact Person: Executive Director

What act are you registered under? Charitable Organization Registration No. 323984

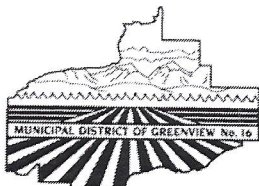
Total Amount Requested	<u> </u>	\$190,000 <u> </u>
	Operating	Capital

Proposed Project: The Knowledge Tree Early Learning & Childcare Centre is in the process of relocating to another building that meets our budgetary needs and spacing. We have worked out a mortgage for the property. The new building requires renovations to be in compliance with Fire & Safety, Health & Safety, and Alberta Licensing Regulation. We are seeking financial supports to ensure long term feasibility of the Centre once the Alberta Early Learning Childcare \$25 a day Pilot Project concludes. In addition, we are providing an essential community service with easy access from residents both within the Valleyview and MD District; 80% of our enrollment resign in the MD of Greenview. We are currently working on attaining additional grants and funding to assist us with our long-term plans. Our long term plans is to continue to meet the childcare needs for the community to affordable and accessible.

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

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

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



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

Additional Information:

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

Yes ☒ No ☐

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

1. Amount \$ 7000 Year 2016

Purpose: Operational costs for computers and software

2. Amount \$ _____ Year _____

Purpose: _____

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

Yes ☒ No ☐

If no, why has the report not been filed?

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

Yes ☒ No ☐

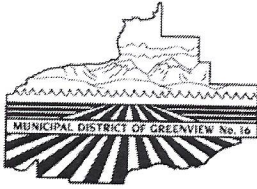
Have you received grant funds from sources **other** than the M.D. of Greenview?

If yes; who, purpose and amount?

Alberta Government ELCC \$25 a day affordable childcare grant has allocated us \$40,000 towards access
dollars to use towards renovations. Pembina Oil Field has verbally committed to fund a portion of our
Healthy meal kitchen project.

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

We have raised \$3500 from completing 15km MD ditch clean and 5km Alberta Highway ditch clean
We have a cash raffle going to raise \$3500 & starting a Go Fund Me page on Facebook
We have also, approached others for sponsorship




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

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

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

Applicant Information:


Name: Venessa Soto, Executive Director

Signature: 

Address: Box 1241 Valleyview, AB T0H3N0

Telephone Number: 780-380-4060

Date: May 14, 2019

Amie Prince, President of Board


587-343-2059

May 14, 2019



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

APPLICATION FOR GRANT FORM A - OPERATING

REVENUE		Previous Year Actual 20 19	Current Year Estimates 20 19	Next Year Proposal 20 20
1.	Fees	311890.79	311891	311891
2.	Memberships			
3.	Other income (please list)			
	Government funding			
	government funding is monthly			
	Subsidy Admin Fees			
4.	Grants (please list)			
	ELCC- \$25 a day Opilot project	69349.35	340,000	200,000
5.	Donations (please list)			
	Fundraiser	6555.90	10,000	10,000
6.	Interest Earned	4.59	4.59	4.59
7.	Miscellaneous Income			
	TOTAL REVENUE	387800.63	661,896	621,896
	(add up items 1-7)			
EXPENSES				
8.	Honourariums/Wages/Benefits	318006.49	400000	40000
9.	Travel Expenses			
10.	Professional Development		2000	2000
11.	Conferences			
12.	Cleaning & Maintenance	14545.82	15000	15000
13.	Licensing Fees	3085.00	4000	4000
14.	Office Supplies	1129.55	1300	1300
15.	Utilities (phone, power, etc.)	10318.20	14000	14000
16.	Rent	27165.00	30000	30000
17.	Bank/Accounting Charges	3187.85	5000	5000
18.	Advertising		10000	3000
19.	Miscellaneous	11572.40	12000	12000
	Improvements under the ELCC g	12980.62	60000	10000
20.	Capital Purchases (please list)			
	ELCC grant upgrade	12175.95	40000	13000
	TOTAL EXPENSES	41466.88	593300	509300
	(add up lines 8-20)			
	NET BALANCE	-26366.25	68596	112596
	(subtract Total Expenses from Total Revenue)			

Cash on Hand \$ 0
Current Account Balance \$ 46872.96
Savings Account Balance \$ 351526.75
ELCC Grant Acc
Accounts Receivable \$ 4578
Inventory to Dec 31, 20 \$ 0
Buildings \$ 0
Furniture/Fixtures \$ 50000
Land \$ 0
Equipment \$ 0

Operating Loans \$ 0
Other Loans \$ 0
Accounts Payable \$

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



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

APPLICATION FOR GRANT FORM B - CAPITAL

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

The Grant is to help our ELCC centre, renovate our new location so we are compliant with all government regulations which will foster a safe and secure space for the Knowledge Tree to continue to offer the community Affordable Childcare. We have hired an Architect from Grande Prairie who is over seeing the project. We have applied to various sources for funding and have been denied. We are short funding to complete the necessary renovations to move into the building. Unforeseen circumstances, is leaving the Knowledge Tree to temporary shut its doors as of August 1, 2019 until we can secure the financial support to complete the renovation on top of displacing the 71 families we serves, we have also, been notified that we will no longer be offering our preschool program located in St. Stephen's.

Estimated Completion Date: August 2019

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

1. Field Lievers Architecture. LTD - option 3, everything included
Amount \$ 241,053.22
2. option 2 - 2 levels not including the whole building.
Amount \$
3. option 1- 1 section area
Amount \$

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

Knowledge Tree Childcare Centre
Profit & Loss
December 2018 through April 2019

	Dec '18 - Apr 19
Ordinary Income/Expense	
Income	
Bank Error	50.00
ELCCG	107,206.28
Program Fees	
Subsidy Admin Fees	1,825.00
Program Fees - Other	71,844.42
Total Program Fees	73,669.42
Subsidy Adjustment	32,670.96
Total Income	213,596.66
Gross Profit	213,596.66
Expense	
Accounting / Tax Preparationn	2,420.00
Advertising and Promotion	2,500.00
Bank Service Charges	231.35
Child Minding	90.00
Daycare Supplies	
Preschool Supplies	997.14
Program Upgrades	3,087.02
Daycare Supplies - Other	3,059.55
Total Daycare Supplies	7,143.71
Interest Expense	195.76
Janitorial	152.38
License Renewal	75.00
Meals and Entertainment	268.67
Multicultural Enhancment	3,535.47
Office Supplies	694.14
Payroll Expenses	
ELCC Government Grant	2,265.13
Payroll Expenses - Other	119,568.49
Total Payroll Expenses	121,833.62
Professional Fees	3,000.00
Refunded Fees	1,300.00
Rent Expense	15,000.00
Repairs and Maintenance	21,411.92
Telephone Expense	387.00
Training	175.00
Travel Expense	1,406.56
Utilities	5,921.44
Total Expense	187,742.02
Net Ordinary Income	25,854.64
Other Income/Expense	
Other Income	
Interest Payment	2.33
Total Other Income	2.33
Net Other Income	2.33
Net Income	25,856.97

**Knowledge Tree
Monthly Expenses**



2018

	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	YEAR
Employee Costs													
Employee wages	\$663.49	\$2,481.88	\$1,502.39	\$1,555.71				\$422.24					\$5,475.29
EFT Payroll	\$16,116.96	\$10,727.76	\$18,675.47	\$12,040.57	\$24,781.87	\$12,687.14	\$11,383.04	\$9,156.43	\$7,731.35	\$9,621.73	\$11,698.56	\$9,403.13	\$154,024.01
Employee Top Up										\$302.52			\$302.52
EFT Top Up	\$5,079.46	\$5,541.46	\$6,383.71	\$4,903.60	\$5,798.02	\$6,738.65	\$6,365.04	\$7,421.89	\$5,816.92	\$5,873.99	\$5,097.98	\$6,534.94	\$71,657.66
Contractors Wage									\$1,386.75				\$3,348.66
Employee training	\$256.40		\$50.00			\$150.00							\$918.40
Conference	\$3,900.00												\$2,110.00
Advance		\$750.00											\$14,700.00
WCB		\$800.00	\$1,000.00	\$1,000.00	\$400.00	\$1,000.00	\$1,200.00	\$600.00	\$1,500.00	\$1,300.00	\$1,000.00	\$1,000.00	\$31.18
Minister of Finance		\$50.00											\$2,358.16
Receiver General	\$4,434.10	\$3,691.46	\$3,336.97	\$4,388.18	\$4,209.47	\$7,076.66	\$5,981.15	\$6,056.50	\$6,007.57	\$5,415.18	\$6,046.00	\$6,635.28	\$63,280.52
Subtotal	\$30,352.41	\$24,042.66	\$30,950.54	\$22,488.06	\$35,339.36	\$30,170.61	\$24,929.23	\$23,657.08	\$22,446.59	\$23,564.60	\$23,842.54	\$26,222.93	\$318,006.49

Office Costs													
Office lease	\$1,575.00	\$1,575.00		\$3,390.00	\$2,625.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,625.00	\$2,625.00	\$2,625.00	\$2,625.00	\$27,165.00
Office utilities	\$604.13	\$1,520.52	\$1,155.42	\$1,127.40	\$1,380.79	\$449.64	\$666.89	\$647.59	\$1,071.00	\$1,071.00	\$637.19	\$1,147.63	\$10,318.20
Janitorial Supplies - VV4H, VBS	\$472.12		\$246.55		\$662.76	\$400.00	\$862.16	\$837.54	\$300.00	\$610.21		\$442.95	\$4,934.29
Insurance/License				\$200.00		\$2,885.00							\$3,085.00
Staff Appreciation/ Luncheon		\$63.13											\$63.13
Fundraising Expenses	\$1,500.00												\$3,257.20
Cultural Enhancement											\$1,000.00	\$500.00	\$200.00
Community Care				\$54.40			\$400.00					\$75.00	\$529.40
Bookkeeping / Office		\$100.00	\$95.33		\$194.94						\$2,797.58		\$3,187.85
Registries													\$0.00
Office Supplies					\$37.07	\$167.95		\$495.11			\$429.42		\$1,129.55
Building Maintenance	\$262.50	\$125.00	\$394.50	\$262.50	\$199.50	\$199.50	\$330.00	\$289.80	\$289.80	\$520.00			\$2,883.80
Building Upgrades			\$850.00		\$262.50			\$700.00			\$3,864.80		\$5,677.30
Relocation												\$800.00	\$800.00
Janitorial Fees	\$238.43	\$312.00				\$400.00				\$100.00			\$1,050.43
ELCC Grant Upgrades					\$5,293.23	\$967.05			\$1,235.58	\$1,212.42	\$2,076.17	\$1,391.50	\$12,175.95
Daycare supplies	\$1,822.52	\$1,754.79	\$1,951.61	\$717.39	\$1,006.72	\$1,280.23	\$2,120.67	\$1,625.63			\$701.06		\$12,980.92
Subtotal	\$4,974.70	\$6,950.44	\$4,693.41	\$5,751.68	\$11,973.01	\$9,248.37	\$6,979.72	\$6,805.87	\$4,450.38	\$6,596.83	\$14,031.22	\$6,882.08	\$89,437.72

Other Costs													
Community Kitchen													\$0.00
Transfer Accounts													\$0.00
Banking Fees	\$56.45	\$56.00	\$74.70	\$45.00	\$91.70	\$44.00	\$40.35	\$38.10	\$59.90	\$52.45	\$51.05	\$41.15	\$651.85
Reversed Deposit			\$813.63						\$187.50	\$3,689.09			\$4,690.22
Customer Overpayment/ Refund										\$925.00			\$1,024.00
Cheques, GST, HST		\$150.60											\$150.60
Fee Adjustments	\$56.45	\$208.60	\$888.33	\$450.00	\$91.70	\$44.00	\$40.35	\$39.10	\$247.40	\$4,566.54	\$51.05	\$41.15	\$6,722.67
Subtotal	\$56.45	\$208.60	\$888.33	\$450.00	\$91.70	\$44.00	\$40.35	\$39.10	\$247.40	\$4,566.54	\$51.05	\$41.15	\$6,722.67

Total Expenses	\$35,383.56	\$31,199.60	\$36,532.28	\$28,689.75	\$47,404.07	\$39,463.98	\$31,949.30	\$30,902.03	\$27,144.37	\$34,726.97	\$37,924.81	\$33,246.16	\$414,166.88
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Income													
Alberta Subsidy	\$14,639.08	\$18,355.25	\$16,379.32	\$15,410.34	\$14,160.53	\$10,987.41	\$11,169.43	\$12,057.02	\$13,580.06	\$12,432.74	\$9,562.67	\$15,217.23	\$163,891.08
Daycare Fee's	\$4,887.00	\$2,574.00	\$4,013.00	\$2,530.00	\$1,000.00	\$2,865.00	\$2,540.00	\$1,610.00	\$1,610.00	\$1,405.00	\$2,490.00	\$2,000.00	\$29,514.00
Interest Payment	\$0.77	\$0.64	\$0.61	\$0.70	\$1.50	\$0.23	\$0.11	\$0.11	\$0.03				\$4.59
ELCC Grant Incentive						\$3,645.00	\$3,413.63	\$780.00	\$400.14	\$3,862.00	\$3,783.00	\$11,791.01	\$27,674.98
ELCC Wage Floors						\$2,220.01	\$1,064.18	\$744.19	\$3,483.00	\$1,450.00	\$1,555.80	\$9,117.18	\$9,117.18
ELCC Receipts						\$3,178.51	\$3,905.00	\$5,284.35	\$3,451.34	\$1,697.58	\$3,999.44	\$1,525.22	\$21,516.22
ELCC Gift Training										\$794.72	\$731.00		\$1,525.72
ELCC Contractors/ Renos						\$500.00		\$1,388.75		\$8,126.50	\$2,840.00		\$9,515.25
Donation/Fundraising							\$3,215.90						\$6,555.90
Accounts Transfer	\$1,850.00		\$1,700.00		\$7,285.73				\$1,379.00		\$150.00		\$12,763.71
Reversed Deposit			\$6,627.23						\$187.50	\$3,948.98			\$4,123.71
Transfers	\$10,262.00	\$9,514.00	\$5,779.00	\$8,625.00	\$13,466.27	\$8,028.00	\$6,414.00	\$3,951.00	\$8,292.00	\$4,804.00	\$6,480.00	\$5,590.00	\$93,317.27
Subtotal	\$31,638.85	\$30,443.89	\$39,499.16	\$26,566.04	\$35,914.03	\$31,404.16	\$31,722.45	\$24,911.31	\$32,363.07	\$30,395.02	\$38,316.41	\$34,580.24	\$387,600.63

Balance (Income minus Expenses)	(\$3,744.71)	(\$755.71)	\$2,966.88	(\$2,123.71)	(\$11,490.04)	(\$8,059.82)	(\$226.85)	(\$5,564.72)	\$5,238.70	(\$4,331.95)	\$393.60	\$1,352.08	(\$26,366.25)
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E.L.C.C. GRANT BREAKDOWN

1st Quarter	APRIL	MAY	JUNE	TOTAL
ACCESS		\$ 39,476.82	\$ 2,561.21	\$ 42,038.03
AFFORDABILITY			\$ 3,905.00	\$ 3,905.00
QUALITY			\$ 378.67	\$ 378.67
WAGE FLOORS		\$ 2,220.01	\$ 1,064.18	\$ 3,284.19
IMPROVEMENTS	\$ 5,285.73	\$ 3,645.00	\$ 473.95	\$ 9,404.68
TOTAL	\$ 5,285.73	\$ 45,341.83	\$ 8,383.01	\$ 59,010.57

2nd Quarter	JULY	AUGUST	SEPTEMBER	TOTAL	
ACCESS	\$ 3,989.10	\$ 2,384.99	\$ 100.00	\$ 6,474.09	\$ 48,512.12
AFFORDABILITY	\$ 3,464.00	\$ 3,483.00	\$ 3,862.00	\$ 10,809.00	\$ 14,714.00
QUALITY			\$ 1,644.72	\$ 1,644.72	\$ 2,023.39
WAGE FLOORS	\$ 744.19	\$ 400.14	\$ 377.61	\$ 1,521.94	\$ 4,806.13
IMPROVEMENTS		\$ 4,911.21	\$ 9,702.47	\$ 14,613.68	\$ 24,018.36
TOTAL	\$ 8,197.29	\$ 11,179.34	\$ 15,686.80	\$ 35,063.43	\$ 94,074.00

3rd Quarter	OCTOBER	NOVEMBER	DECEMBER	TOTAL	
ACCESS	\$ 4,719.38	\$ 4,880.01	\$ 7,117.63	\$ 16,717.02	\$ 65,229.14
AFFORDABILITY	\$ 3,783.00	\$ 2,989.00	\$ 2,890.00	\$ 9,662.00	\$ 24,376.00
QUALITY	\$ 731.00	\$ 2,441.63	\$ 1,122.50	\$ 4,295.13	\$ 6,318.52
WAGE FLOORS	\$ 155.80		\$ 82.35	\$ 238.15	\$ 5,044.28
IMPROVEMENTS	\$ 7,406.56	\$ 12,202.14	\$ 8,564.93	\$ 28,173.63	\$ 52,191.99
TOTAL	\$ 16,795.74	\$ 22,512.78	\$ 19,777.41	\$ 59,085.93	\$ 153,159.93

4th Quarter	JANUARY	FEBRUARY	MARCH	TOTAL	
ACCESS	\$ 6,599.78	\$ 1,212.64		\$ 7,812.42	\$ 73,041.56
AFFORDABILITY	\$ 3,919.00	\$ 36,804.23	\$ 8,766.00	\$ 49,489.23	\$ 73,865.23
QUALITY	\$ 310.00	\$ 1,364.86	\$ 826.88	\$ 2,501.74	\$ 8,820.26
WAGE FLOORS	\$ 117.75	\$ -	\$ -	\$ 117.75	\$ 5,162.03
IMPROVEMENTS	\$ 822.73	\$ 12,417.14	\$ 2,173.12	\$ 15,412.99	\$ 67,604.98
TOTAL	\$ 11,769.26	\$ 51,798.87	\$ 11,766.00	\$ 75,334.13	\$ 228,494.06

	TOTAL	Budget	Remaining
ACCESS	\$ 73,041.56	\$ 78,000.00	\$ 4,958.44
AFFORDABILITY	\$ 73,865.23	\$ 152,100.00	\$ 78,234.77
QUALITY	\$ 8,820.26	\$ 37,000.00	\$ 28,179.74
WAGE FLOORS	\$ 5,162.03	\$ 39,272.00	\$ 34,109.97
IMPROVEMENTS	\$ 67,604.98	\$ 84,116.00	\$ 16,511.02
TOTAL	\$ 228,494.06	\$ 390,488.00	\$ 161,993.94
Interest Earned			1558.03
Available March 30			163551.97
Bank Balance			163551.97
out			\$ -

E.L.C.C. GRANT BREAKDOWN

1st Quarter	APRIL	MAY	JUNE	TOTAL
ACCESS	\$ 3,150.00			\$ 3,150.00
AFFORDABILITY	\$ 7,868.00			\$ 7,868.00
QUALITY				\$ -
WAGE FLOORS	\$ 112.50			\$ 112.50
IMPROVEMENTS	\$ 1,259.65			\$ 1,259.65
TOTAL	\$ 12,390.15			\$ 12,390.15

2nd Quarter				Total	
ACCESS					\$ 3,150.00
AFFORDABILITY					\$ 7,868.00
QUALITY					\$ -
WAGE FLOORS					\$ 112.50
IMPROVEMENTS					\$ 1,259.65
TOTAL					\$ 12,390.15

3rd Quarter	OCTOBER	NOVEMBER	DECEMBER	TOTAL	
ACCESS					\$ 3,150.00
AFFORDABILITY					\$ 7,868.00
QUALITY					\$ -
WAGE FLOORS					\$ 112.50
IMPROVEMENTS					\$ 1,259.65
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 12,390.15

4th Quarter	JANUARY	FEBRUARY	MARCH	TOTAL	
ACCESS					\$ 3,150.00
AFFORDABILITY					\$ 7,868.00
QUALITY					\$ -
WAGE FLOORS					\$ 112.50
IMPROVEMENTS					\$ 1,259.65
TOTAL	\$ -	\$ -	\$ -	\$ -	\$ 12,390.15

	TOTAL	Budget	Remaining
ACCESS	\$ 3,150.00	\$ 78,000.00	\$ 74,850.00
AFFORDABILITY	\$ 7,868.00	\$ 152,100.00	\$ 144,232.00
QUALITY	\$ -	\$ 37,000.00	\$ 37,000.00
WAGE FLOORS	\$ 112.50	\$ 39,272.00	\$ 39,159.50
IMPROVEMENTS	\$ 1,259.65	\$ 84,116.00	\$ 82,856.35
TOTAL	\$ 12,390.15	\$ 390,488.00	\$ 378,097.85
Interest Earned			
Available March 30			
Bank Balance			
April 2 Adjustment	295.11		
Deposits	199900.00		
out			



“Where learning takes root”.

The Knowledge Tree Childcare Centre

We are the Knowledge Tree Early Learning & Childcare Centre Located in the Town of Valleyview Alberta. We have been in operations as a Daycare since 2014. I Venessa Soto have been in the Executive Director position since June 2016.

Currently we are the only Child Care establishment in our community that carries Accreditation Certification and holds a Super License with the Alberta Government. In our ELCC Centre we have an Infant, Toddler, and Preschool programs. Within our building we also, provide an Out of School Care program. We have another preschool program in a separate location at the St. Stephens Catholic School.

We are an Accredited ELCC Centre and one of the Alberta Governments ELCC Grant recipients in a province wide pilot program to provide quality child care for children 0 to kindergarten with maximum fee of \$25 per day.

The Overview initiative of the Early Learning and Child Care (ELCC) Centres is to support children and families by focusing on improvements to address gaps in the current system.

The Knowledge Tree’s approach on **Access** is to increase current enrollment and work towards helping to meet the local needs of the community. This also, includes Start-up Costs for furnishing, equipment and materials/supplies directly related to the implementation of filling spaces, curriculum, inclusion, and documentation of children’s learning and development. Under **Affordability**, Parent fees are capped at \$25 per day and there are no changes to subsidy eligibility within the centre. For our families who receive full subsidy from Alberta Human Services, working together with the (ELCC) Grant these families have zero childcare fees. Under **Quality**, we are also, working towards creating a leadership team with our Childhood Educators that will be participating in training and work closely with external resources supports to facilitate curriculum and inclusion practices. Along with the **Play, Participation, Possibilities: An Early Learning and Child Care Curriculum Framework for Alberta**

The areas of **Improvements** for our organization are based off a community needs and asset assessment information we complied with the Centre and community.

1. Affordable child care
2. Flexible child care hours
3. Implement more Culture and linguistic development; by creating a committee devoted for supporting culture and linguistic diversity as it relates to Indigenous families. Alongside of supporting diversity we will provide knowledge and resources to immigrant, and refugee children.
4. Build relationships with other agencies we have yet to collaborate with.

5. Creating a family support worker position
6. Having a wage floor.
7. Providing cook meals to the children.
8. Offering Parent Educational workshops.

Currently, we have formed many relationships within the community through collaboration. We attend regular monthly Inter-agency meetings held at our local FCSS building in the town of Valleyview and attend Inter-agency meetings.

Some of the services we utilize in our programming are: Parent Link, the town of Valleyview's municipal Library, Valleyview Community Learning Council, Supports to Early Learning and Childcare, Inclusive Child Care, FCSS, The Town of Valleyview's Recreational department, and the multiplex.

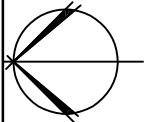
The vision for the Knowledge Tree Early Learning & Childcare Centre is to be in an independent property where we can utilize and customized it to meet all the Centre's necessities to continue to support and provide quality care that reflects current research and leading practices over and above Licensing regulations, as well as to focus on the outcome for children, families, staff and community to support optimal early learning and development.

For unforeseen circumstance we are facing closure of our facility. Last year the owners of our current location had increased our rent and limited our ability to provide the services we had anticipated, such as providing cooked healthy meals. The owner refused us to install a working kitchen or come to a renegotiation on our expired lease agreement. This led the Centre to seek another location to fit the needs and continue to offer the community affordable quality childcare. We have secured a new location; however, it does require renovations to meet compliant standards to be in operations as a daycare establishment. Our current landlord has served the Knowledge Tree an eviction notice for July 31, 2019. Along with being evicted from our current location due to the owners having alternative use for their property, we have also been notified by St. Stephen's school that we no longer will be able to use their space in the school to offer our preschool program.

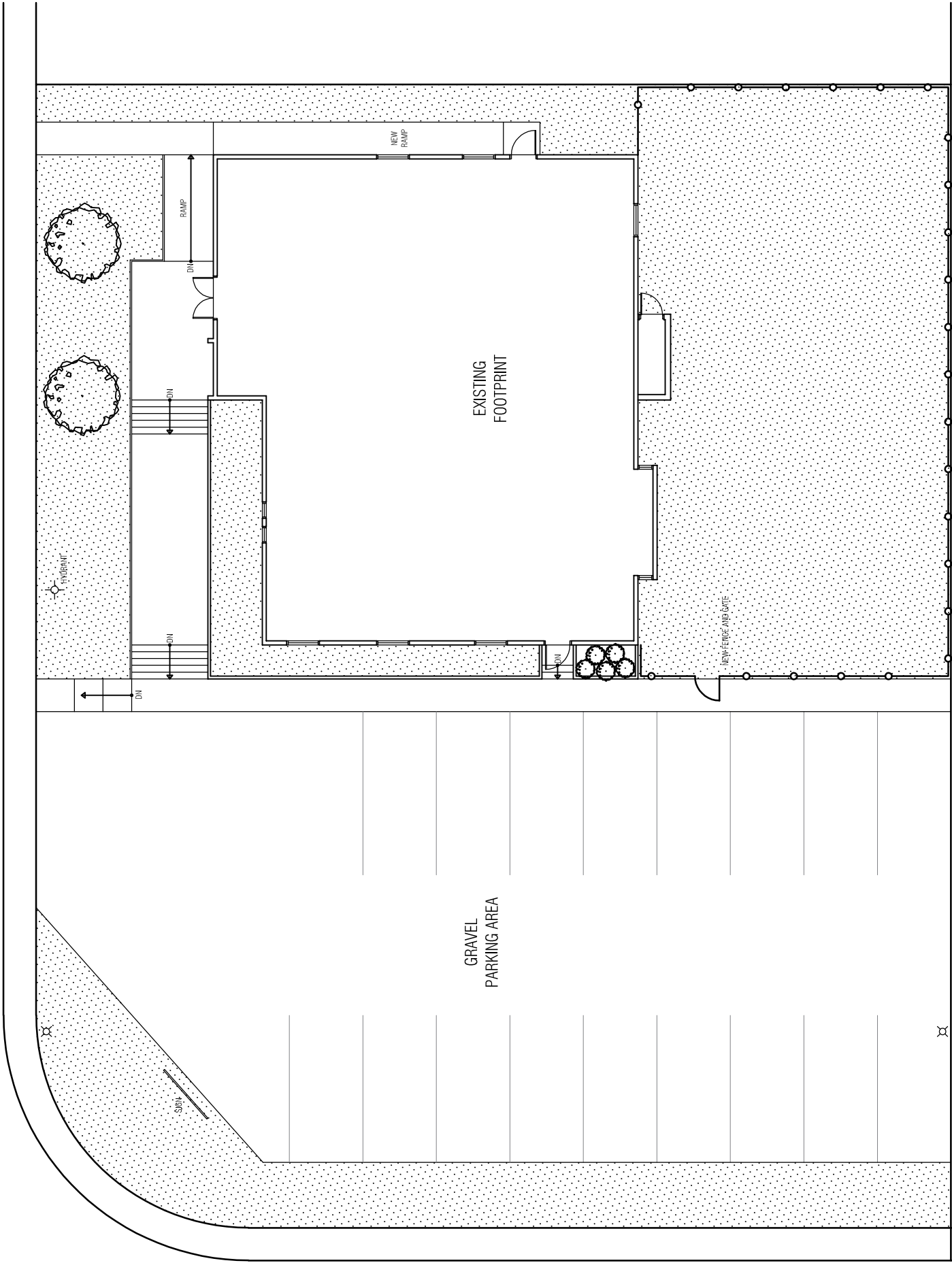
We have been working hard to continue with fundraising, applying for grants, and sponsorship to attain the goal of relocation.

In closing,

The Valleyview & District Early Learning & Childcare Centre Society, would like to thank you for this amazing opportunity.



55 AVENUE



LANE

49 STREET



1 403.983.1010 Avenue, Grande Prairie, Alberta, Canada T8V 5V4 1
1 Tel: 780.532.3000 1 Fax: 780.538.3006 1 field@fieldlievers.com

PROJECT NAME:

DAYCARE
RENOVATION

PROJECT LOCATION:

4812 55 AVENUE
VALLEYVIEW, AB T0H 3N0

DRAWING NAME:

OPTION 1
SITE PLAN

CLIENT:

KNOWLEDGE TREE
EARLY LEARNING &
CHILDCARE CENTRE

DATE NO REVISION

- - -

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DATE FEB 19, 2019

SCALE: 1/16" = 1'-0"

DRAWN BY: AFL

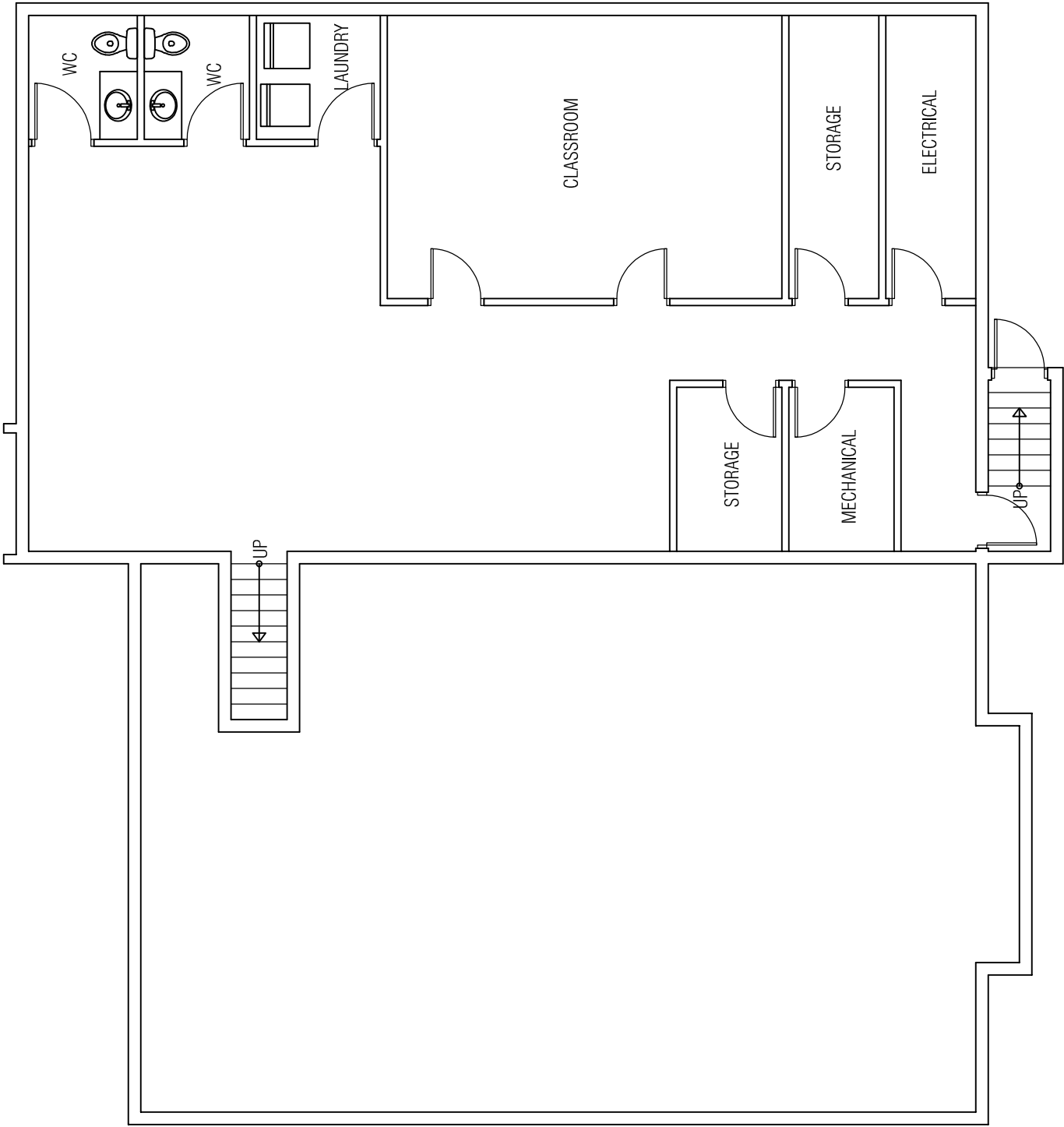
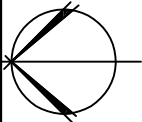
CHECKED BY: RJF

PROJECT NO.

1911

DRAWING NO.

A2.0



OPTION 1

LEAVE LEFT SIDE OF BUILDING (OLD SANCTUARY) AS IS.
LEAVE BASEMENT AS IS.
LEAVE KITCHEN AS IS.

LIVE WITH LESS ROOM THAN REQUIRED FOR ALL THREE GROUPS OF CHILDREN.

- NEW: PARTITIONS BETWEEN ROOMS
- NEW: WC FOR CHILDREN. CHANGE EXISTING WC TO MEET HANDICAP REQUIREMENTS
- NEW: EXTERIOR RAMP FOR EXITING
- NEW: MECHANICAL VENTILATION
- NEW: ELECTRICAL AND FIRE ALARM SYSTEM
- NEW: EXTERIOR FENCING FOR OUTDOOR PLAY AREA

OCCUPANCY REQUIREMENTS:

MIN. NET FLOOR AREA OF 3 SQUARE METERS (± 32.3 SQUARE FEET) PER CHILD
(MEASURED BY MEASURING PRIMARY PLAY SPACE.

- 6 INFANTS
- 12 TODDLERS
- 19 PRE-SCHOOLERS
- TOTAL: 37 CHILDREN

REQUIRED AREAS:

- INFANTS = 18 SQ.M. (194 SQ.FT.)
- TODDLER = 36 SQ.M. (388 SQ.FT.)
- PRE-SCHOOL = 57 SQ.M. (614 SQ.FT.)
- TOTAL AREA REQUIRED: 111 SQ.M. (1,196 SQ.FT.)

EXTERIOR REQUIRED AREAS:

- INFANTS = 12 SQ.M. (130 SQ.FT.)
- TODDLER = 54 SQ.M. (582 SQ.FT.)
- PRE-SCHOOL = 85.5 SQ.M. (921 SQ.FT.)
- TOTAL AREA REQUIRED: 151.5 SQ.M. (1,631 SQ.FT.)

EXISTING EXTERIOR YARD = 2,700 SQ.FT.



1 490. 983.101 Avenue Grande Prairie, Alberta, Canada T8V 5M4 1
1 Tel: 780.532.3000 1 Fax: 780.538.3006 1 field@fieldlievers.ca

PROJECT NAME:

DAYCARE
RENOVATION

PROJECT LOCATION:

4812 55 AVENUE
VALLEYVIEW, AB T0H 3N0

DRAWING NAME:

OPTION 1
BASEMENT FLOOR PLAN

CLIENT:

KNOWLEDGE TREE
EARLY LEARNING &
CHILDCARE CENTRE

DATE	NO	REVISION
-	-	-

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PRIOR TO COMMENCING THE WORK.

DATE: FEB 19, 2019

SCALE: 1/16" = 1'-0"

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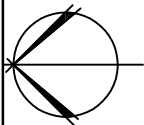
CHECKED BY: RJF

PROJECT NO.

1911

DRAWING NO.

A2.1



#100, 9835 101 Avenue, Grande Prairie, Alberta, Canada T8V 5V4 |
Tel: 780.532.3690 | Fax: 780.538.1066 | field@eversarchitecture.ca

PROJECT NAME:

DAYCARE
RENOVATION

PROJECT LOCATION:

4812 55 AVENUE
VALLEYVIEW, AB T0H 3N0

DRAWING NAME:

OPTION 1 MAIN FLOOR PLAN

CLIENT:

KNOWLEDGE TREE
EARLY LEARNING &
CHILDCARE CENTRE

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 PRIOR TO COMMENCING THE WORK.

DATE: FEB. 19, 2019

CALE: 1/16" = 1'-0"

CHKD BY:	RIF
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PROJECT NO.

1911

DRAWING NO.

A22

OPTION 1

LEAVE LEFT SIDE OF BUILDING (OLD SANCTUARY) AS IS.
LEAVE BASEMENT AS IS.
LEAVE KITCHEN AS IS.

LIVE WITH LESS ROOM THAN REQUIRED FOR ALL THREE GROUPS OF CHILDREN.

NEW: PARTITIONS BETWEEN ROOMS

NEW: WC FOR CHILDREN, CHANGE EXISTING WC TO MEET HANDICAP REQUIREMENTS

NEW: EXTERIOR RAMP FOR EXITING ON EAST SIDE

NEW: MECHANICAL VENTILATION

NEW: ELECTRICAL AND FIRE ALARM SYSTEM

NEW: EXTERIOR FENCING FOR OUTDOOR PLAY AREA

OCCUPANCY REQUIREMENTS:

MIN. NET FLOOR AREA OF 3 SQUARE METERS (\pm 32.3 SQUARE FEET) PER CHILD
(MEASURED BY MEASURING PRIMARY PLAY SPACE).

6 INFANTS

12 TODDLERS

19 PRE-SCHOOLERS

TOTAL: 37 CHILDREN

REQUIRED AREAS:

INFANTS = 18 SQ.M. (194 SQ.FT.)

TODDLER = 36 SQ.M. (388 SQ.FT.)

PRE-SCHOOL = 57 SQ.M. (614 SQ.FT.)

TOTAL AREA REQUIRED: 111 SQ.M. (1,196 SQ.FT.)

EXTERIOR REQUIRED AREAS:

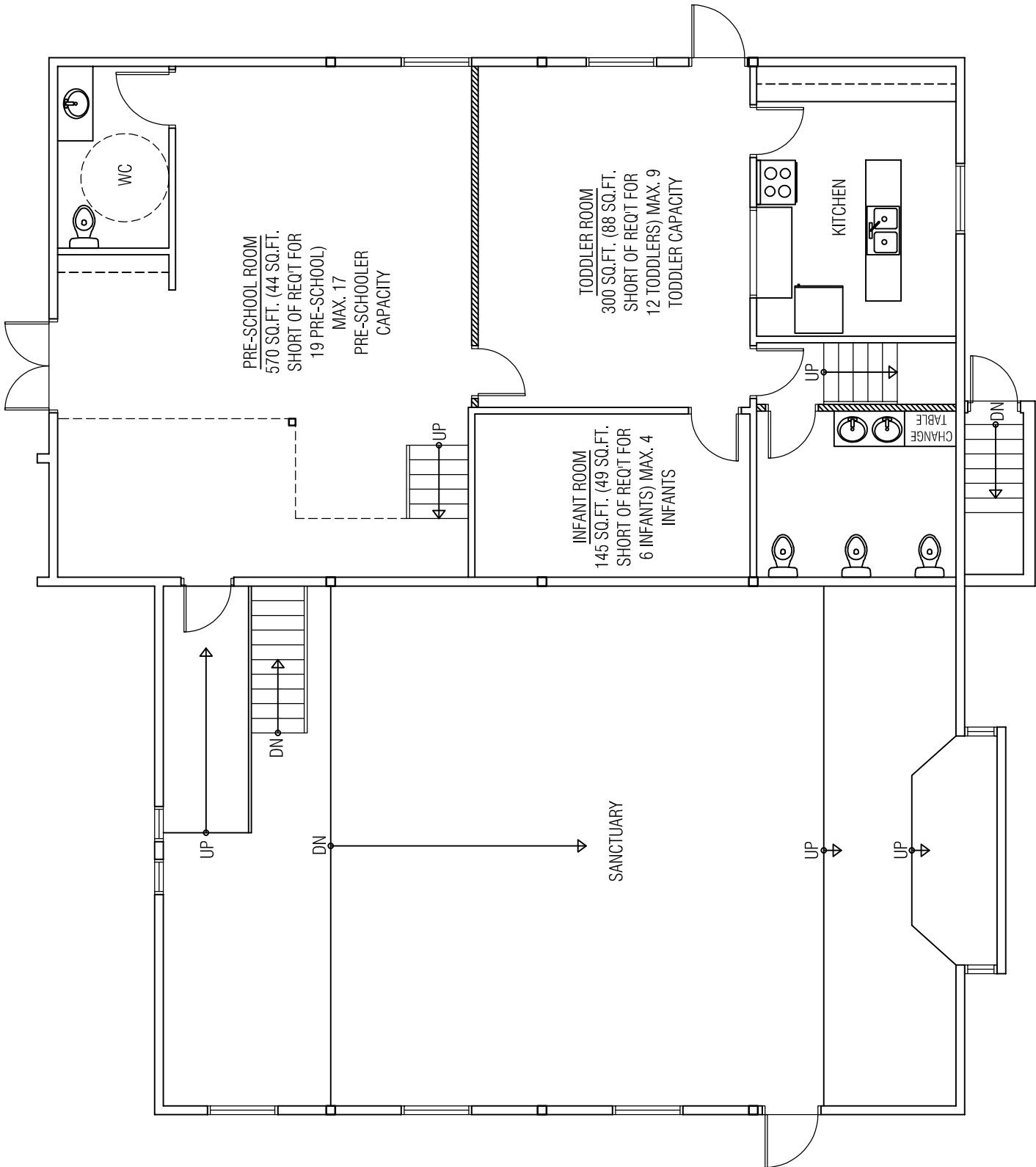
INFANTS = 12 SQ.M. (130 SQ.FT.)

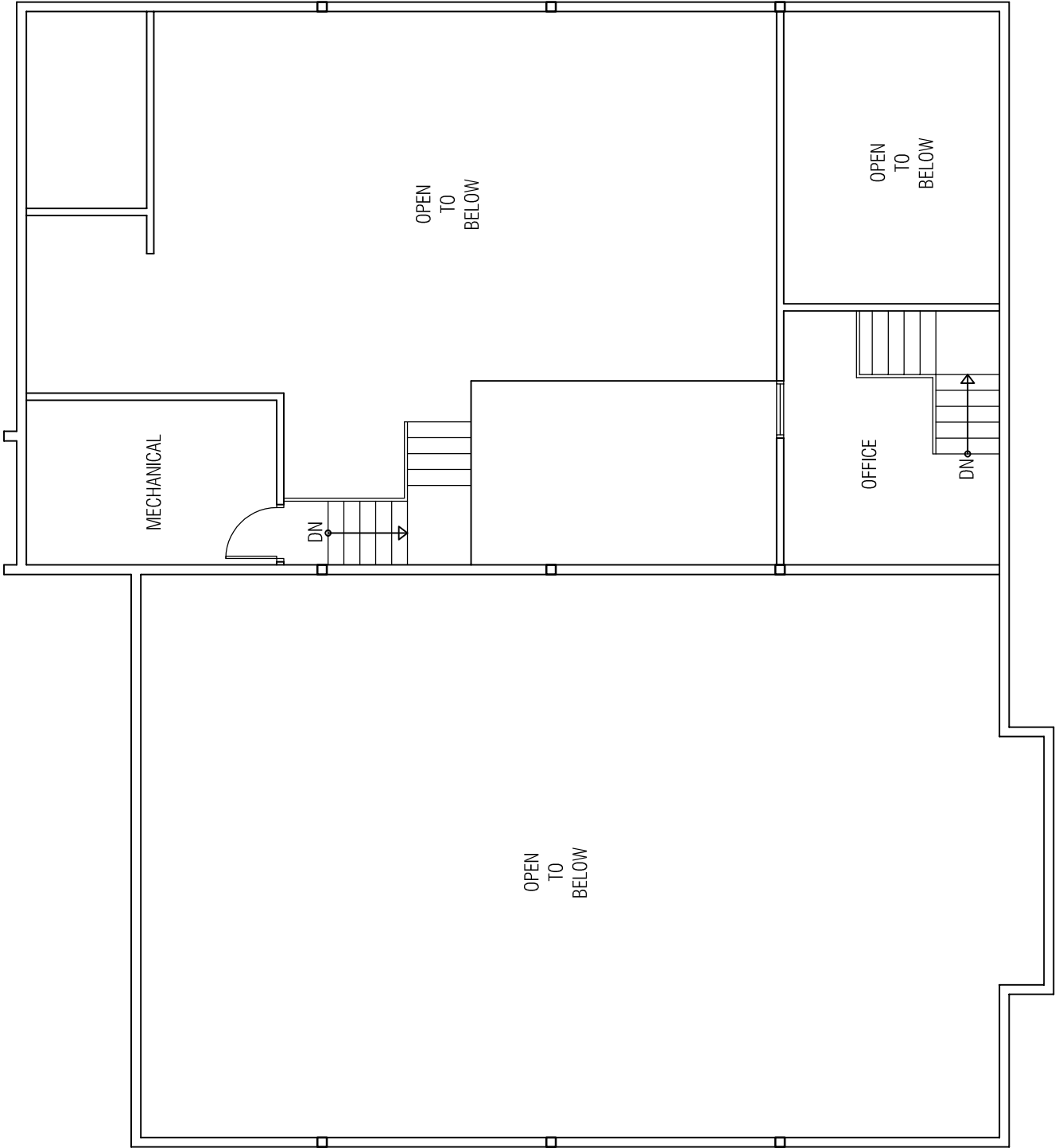
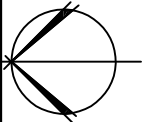
TODDLER = 54 SQ.M. (582 SQ.FT.)

PRE-SCHOOL = 85.5 SQ.M. (921 SQ.FT.)

TOTAL AREA REQUIRED: 151.5 SQ.M. (1,631 SQ.FT.)

EXISTING EXTERIOR YARD = 2,700 SQ.FT.





OPTION 1

LEAVE LEFT SIDE OF BUILDING (OLD SANCTUARY) AS IS.
LEAVE BASEMENT AS IS.
LEAVE KITCHEN AS IS.

LIVE WITH LESS ROOM THAN REQUIRED FOR ALL THREE GROUPS OF CHILDREN.

- NEW: PARTITIONS BETWEEN ROOMS
- NEW: WC FOR CHILDREN, CHANGE EXISTING WC TO MEET HANDICAP REQUIREMENTS
- NEW: EXTERIOR RAMP FOR EXITING
- NEW: MECHANICAL VENTILATION
- NEW: ELECTRICAL AND FIRE ALARM SYSTEM
- NEW: EXTERIOR FENCING FOR OUTDOOR PLAY AREA

OCCUPANCY REQUIREMENTS:
MIN. NET FLOOR AREA OF 3 SQUARE METERS (± 32.3 SQUARE FEET) PER CHILD
(MEASURED BY MEASURING PRIMARY PLAY SPACE.

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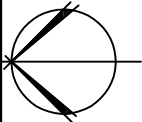
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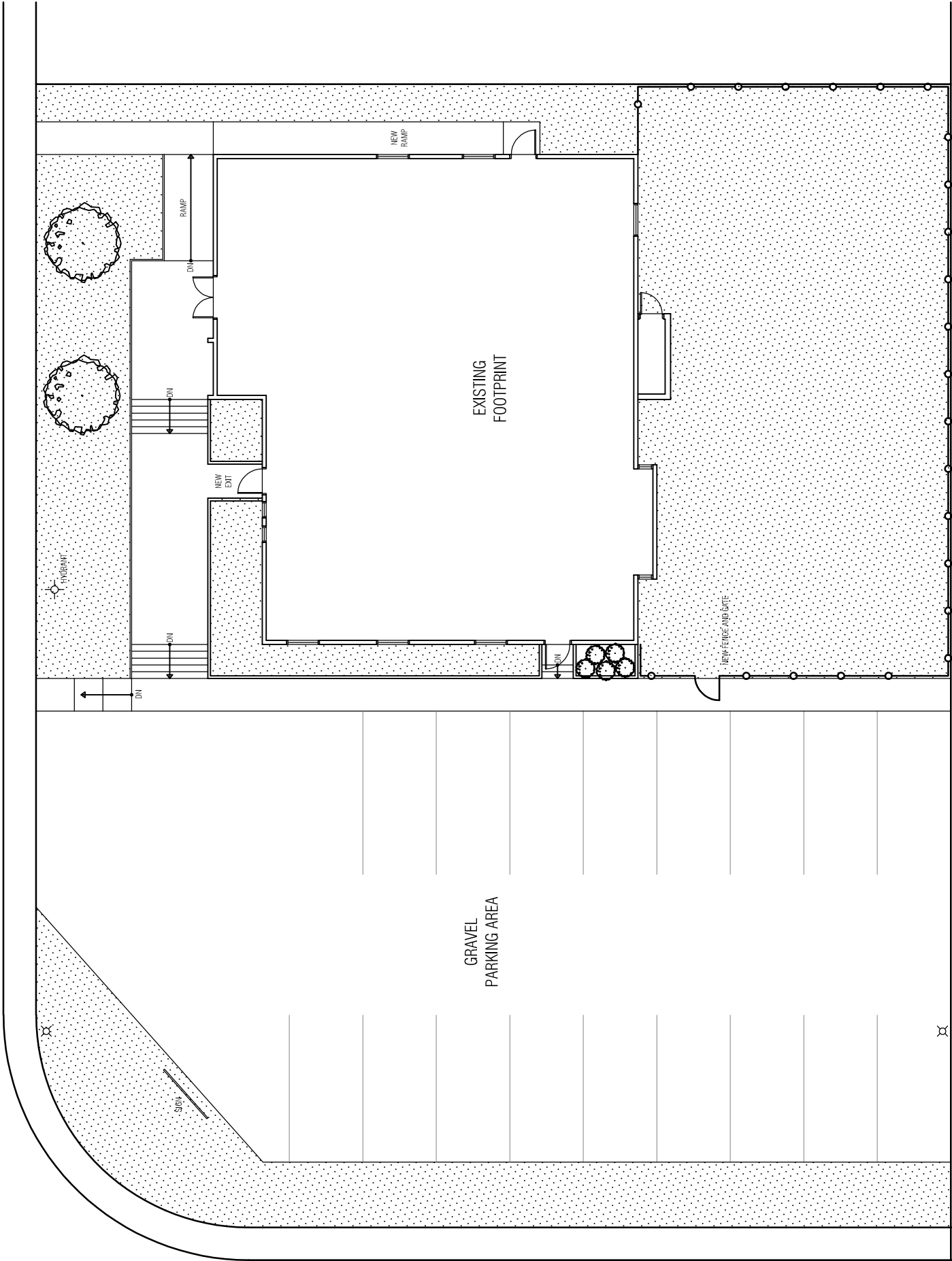


1 4090 9845 100 Avenue, Grande Prairie, Alberta, Canada T8Y 5M4 1
1 Tel: 780.532.3000 1 Fax: 780.538.3066 1 fieldlieversarchitecture.ca 1

PROJECT NAME: DAYCARE RENOVATION	PROJECT LOCATION: 4812 55 AVENUE VALLEYVIEW, AB T0H 3N0	DRAWING NAME: OPTION 1 UPPER FLOOR PLAN	CLIENT: KNOWLEDGE TREE EARLY LEARNING & CHILDCARE CENTRE					DATE	NO	REVISION
								-	-	-
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DATE:	FEB 19, 2019									
SCALE:	1/16" = 1'-0"									
DRAWN BY:	AFL									
CHECKED BY:	RJF									
PROJECT NO.	1911									
DRAWING NO.	A2.3									



55 AVENUE



49 STREET



1 4906 9835 100 Avenue, Grande Prairie, Alberta, Canada T8V 5Y4 1
1 Tel: 780.532.3000 1 Fax: 780.538.3006 1 field@fieldlievers.ca

PROJECT NAME:

DAYCARE
RENOVATION

PROJECT LOCATION:

4812 55 AVENUE
VALLEYVIEW, AB T0H 3N0

DRAWING NAME:

OPTION 2
SITE PLAN

CLIENT:

KNOWLEDGE TREE
EARLY LEARNING &
CHILDCARE CENTRE

DATE NO REVISION

- - -

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DATE FEB 19, 2019

SCALE: 1/16" = 1'-0"

DRAWN BY: AFL

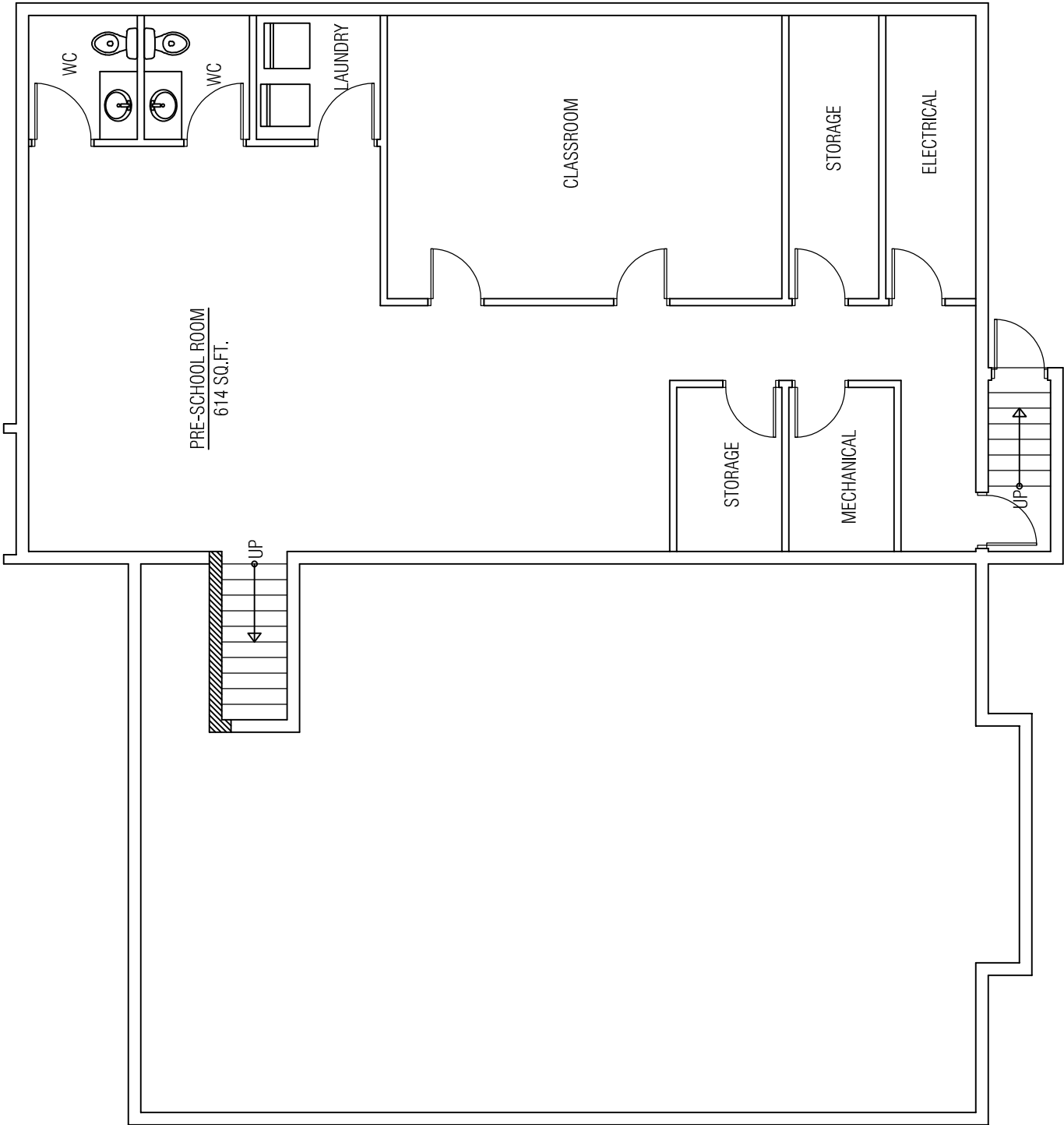
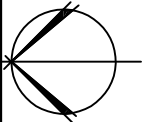
CHECKED BY: RJF

PROJECT NO.

1911

DRAWING NO.

A3.0



OPTION 2

LEAVE LEFT SIDE OF BUILDING (OLD SANCTUARY) AS IS.
USE BASEMENT TO ACHIEVE AREAS REQUIRED FOR 37 CHILDREN.
LEAVE KITCHEN AS IS.

- NEW: PARTITIONS BETWEEN ROOMS
- NEW: WC FOR CHILDREN, CHANGE EXISTING WC TO MEET HANDICAP REQUIREMENTS
- NEW: WIDEN BASEMENT STAIR TO MEET EXITING REQUIREMENTS, ADD EXTERIOR DOOR
- NEW: EXTERIOR RAMP FOR EXITING ON EAST SIDE
- NEW: MECHANICAL VENTILATION
- NEW: ELECTRICAL AND FIRE ALARM SYSTEM
- NEW: EXTERIOR FENCING FOR OUTDOOR PLAY AREA

OCCUPANCY REQUIREMENTS:

MIN. NET FLOOR AREA OF 3 SQUARE METERS (± 32.3 SQUARE FEET) PER CHILD
(MEASURED BY MEASURING PRIMARY PLAY SPACE.

- 6 INFANTS
- 12 TODDLERS
- 19 PRE-SCHOOLERS
- TOTAL: 37 CHILDREN

REQUIRED AREAS:

- INFANTS = 18 SQ.M. (194 SQ.FT.)
- TODDLER = 36 SQ.M. (388 SQ.FT.)
- PRE-SCHOOL = 57 SQ.M. (614 SQ.FT.)
- TOTAL AREA REQUIRED: 111 SQ.M. (1,196 SQ.FT.)

EXTERIOR REQUIRED AREAS:

- INFANTS = 12 SQ.M. (130 SQ.FT.)
- TODDLER = 54 SQ.M. (582 SQ.FT.)
- PRE-SCHOOL = 85.5 SQ.M. (921 SQ.FT.)
- TOTAL AREA REQUIRED: 151.5 SQ.M. (1,631 SQ.FT.)

EXISTING EXTERIOR YARD = 2,700 SQ.FT.



1 403. 983.101 Avenue Grande Prairie, Alberta, Canada T8V 5M4 1
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PROJECT NAME:

DAYCARE
RENOVATION

PROJECT LOCATION:

4812 55 AVENUE
VALLEYVIEW, AB T0H 3N0

DRAWING NAME:

OPTION 2
BASEMENT FLOOR PLAN

CLIENT:

KNOWLEDGE TREE
EARLY LEARNING &
CHILDCARE CENTRE

DATE

NO. REVISION

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DATE

FEB 19, 2019

SCALE:

1/16" = 1'-0"

DRAWN BY:

AFL

CHECKED BY:

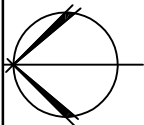
RJF

PROJECT NO.

1911

DRAWING NO.

A3.1



#100, 9835 101 Avenue, Grande Prairie, Alberta, Canada T8V 5V4 |
Tel: 780.532.3690 | Fax: 780.538.1066 | field@eversarchitecture.ca

PROJECT NAME:

DAYCARE
RENOVATION

PROJECT LOCATION:
4812 55 AVENUE
VALLEYVIEW, AB T0H 3N0

WING NAME: **OPTION 2
MAIN FLOOR PLAN**

CLIENT: KNOWLEDGE TREE
EARLY LEARNING &
CHILDCARE CENTRE

[illegible]

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DATE: FEB. 19, 2019

CALE: 1/16" = 1'-0"

CHKD BY: RJF

1911

DRAWING NO.

A3.2

OPTION 2

LEAVE LEFT SIDE OF BUILDING (OLD SANCTUARY) AS IS.
USE BASEMENT TO ACHIEVE AREAS REQUIRED FOR 37 CHILDREN.
LEAVE KITCHEN AS IS.

NEW: PARTITIONS BETWEEN ROOMS

NEW· WC FOR CHILDREN CHANGE EXISTING WC TO MEET HANDICAP REQUIREMENTS

NEW • WIDEN BASEMENT STAIR TO MEET EXITING REQUIREMENTS ADD EXTERIOR DOOR

NEW: EXTERIOR RAMP FOR EXITING ON EAST SIDE

NEW: MECHANICAL VENTILATION

NEW • ELECTRICAL AND FIRE ALARM SYSTEM

NEW: EXTERIOR FENCING FOR OUTDOOR PLAY AREA

OCCUPANCY REQUIREMENTS:

MIN. NET FLOOR AREA OF 3 SQUARE METERS (\pm 32.3 SQUARE FEET) PER CHILD
(MEASURED BY MEASURING PRIMARY PLAY SPACE.

6 INFANTS

12 TODDLERS

19 PRE-SCHOOLERS

TOTAL: 37 CHILDREN

REQUIRED AREAS:

INFANTS = 18 SQ.M. (194 SQ.FT.)

TODDLER = 36 SQ.M. (388 SQ.FT.)

PRE-SCHOOL = 57 SQ.M. (614 SQ.FT.)

TOTAL AREA REQUIRED: 111 SQ.M. (1,196 SQ.FT.)

EXTERIOR REQUIRED AREAS:

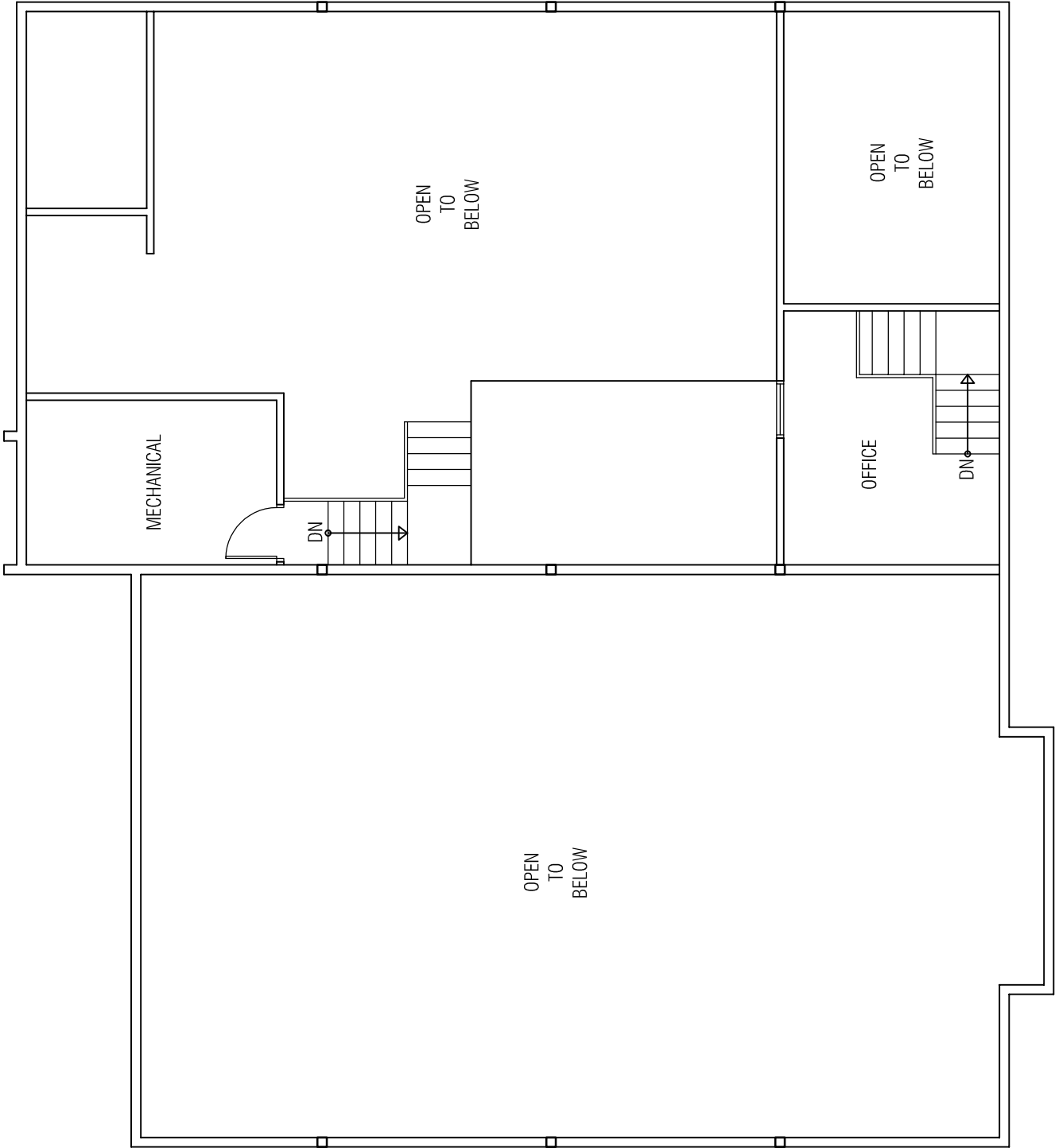
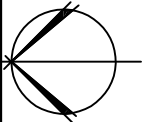
INFANTS = 12 SQ.M. (130 SQ.FT.)

TODDLER = 54 SQ.M. (582 SQ.FT.)

PRE-SCHOOL = 85.5 SQ.M. (921 SQ.FT.)

TOTAL AREA REQUIRED: 151.5 SQ.M. (1,631 SQ.FT.)

EXISTING EXTERIOR YARD = 2,700 SQ.FT.



OPTION 2

LEAVE LEFT SIDE OF BUILDING (OLD SANCTUARY) AS IS.
USE BASEMENT TO ACHIEVE AREAS REQUIRED FOR 37 CHILDREN.
LEAVE KITCHEN AS IS.

- NEW: PARTITIONS BETWEEN ROOMS
- NEW: WC FOR CHILDREN, CHANGE EXISTING WC TO MEET HANDICAP REQUIREMENTS
- NEW: WIDEN BASEMENT STAIR TO MEET EXITING REQUIREMENTS, ADD EXTERIOR DOOR
- NEW: EXTERIOR RAMP FOR EXITING ON EAST SIDE
- NEW: MECHANICAL VENTILATION
- NEW: ELECTRICAL AND FIRE ALARM SYSTEM
- NEW: EXTERIOR FENCING FOR OUTDOOR PLAY AREA

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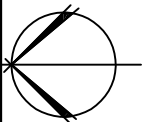
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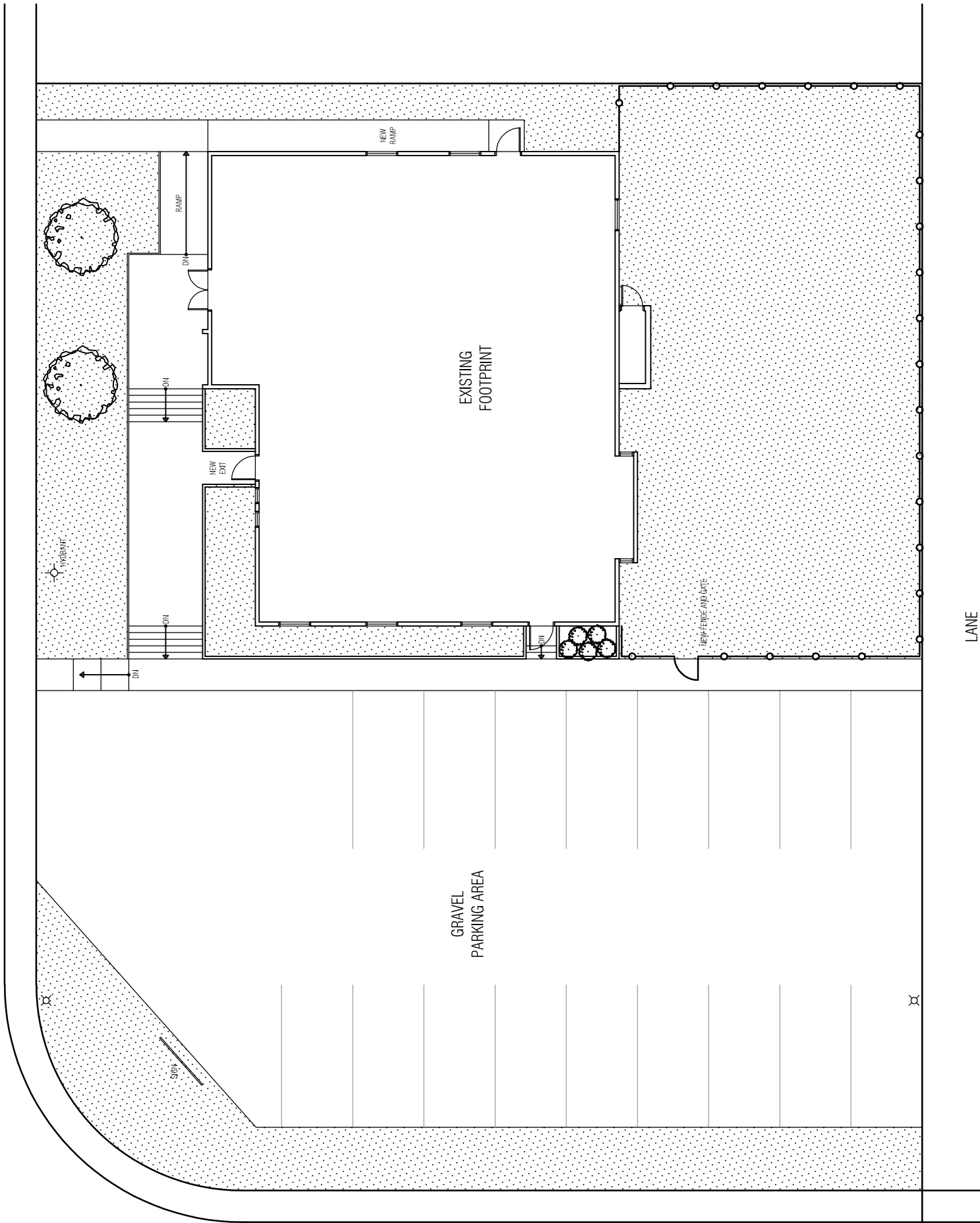


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PROJECT NAME: DAYCARE RENOVATION	PROJECT LOCATION: 4812 55 AVENUE VALLEYVIEW, AB T0H 3N0	DRAWING NAME: OPTION 2 UPPER FLOOR PLAN	CLIENT: KNOWLEDGE TREE EARLY LEARNING & CHILDCARE CENTRE					DATE	NO	REVISION
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CHECKED BY:	RJF									
PROJECT NO.	1911									
DRAWING NO.	A3.3									

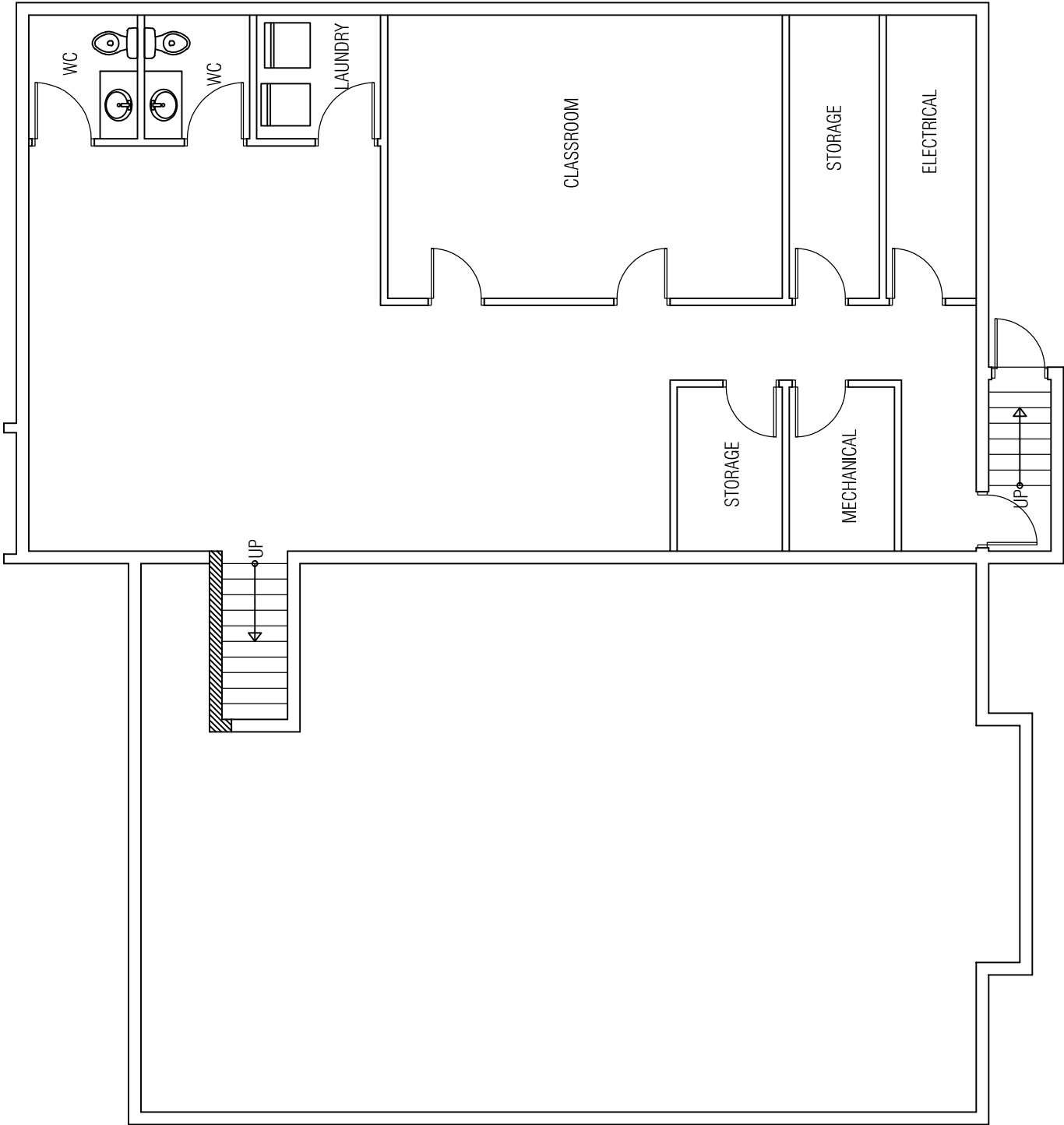
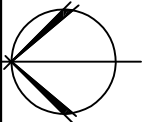


55 AVENUE

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CHECKED BY:	RJF
PROJECT NO.	1911
DRAWING NO.	A4.0



OPTION 3

UPDATE SANCTUARY
USE BASEMENT TO ACHIEVE AREAS REQUIRED FOR 37 CHILDREN.
UPDATE KITCHEN

NEW: PARTITIONS BETWEEN ROOMS
NEW: WC FOR CHILDREN, CHANGE EXISTING WC TO MEET HANDICAP REQUIREMENTS
NEW: WIDEN BASEMENT STAIR TO MEET EXITING REQUIREMENTS, ADD EXTERIOR DOOR
NEW: LEVEL SANCTUARY FLOOR AND TAKE OUT RISERS
NEW: KITCHEN
NEW: EXTERIOR RAMP FOR EXITING ON EAST SIDE
NEW: MECHANICAL VENTILATION
NEW: ELECTRICAL AND FIRE ALARM SYSTEM
NEW: EXTERIOR FENCING FOR OUTDOOR PLAY AREA

OCCUPANCY REQUIREMENTS:
MIN. NET FLOOR AREA OF 3 SQUARE METERS (± 32.3 SQUARE FEET) PER CHILD
(MEASURED BY MEASURING PRIMARY PLAY SPACE.

6 INFANTS
12 TODDLERS
19 PRE-SCHOOLERS
TOTAL : 37 CHILDREN

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INFANTS = 18 SQ.M. (194 SQ.FT.)
TODDLER = 36 SQ.M. (388 SQ.FT.)
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TOTAL AREA REQUIRED: 111 SQ.M. (1,196 SQ.FT.)

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TOTAL AREA REQUIRED: 151.5 SQ.M. (1,631 SQ.FT.)

EXISTING EXTERIOR YARD = 2,700 SQ.FT.



1 4906 9845 100 Avenue, Grande Prairie, Alberta, Canada T8Y 5M4 1
1 Tel: 780.532.3000 1 Fax: 780.538.3006 1 field@fieldlievers.ca

PROJECT NAME:

DAYCARE
RENOVATION

PROJECT LOCATION:

4812 55 AVENUE
VALLEYVIEW, AB T0H 3N0

DRAWING NAME:

OPTION 3
BASEMENT FLOOR PLAN

CLIENT:

KNOWLEDGE TREE
EARLY LEARNING &
CHILDCARE CENTRE

DATE	NO	REVISION
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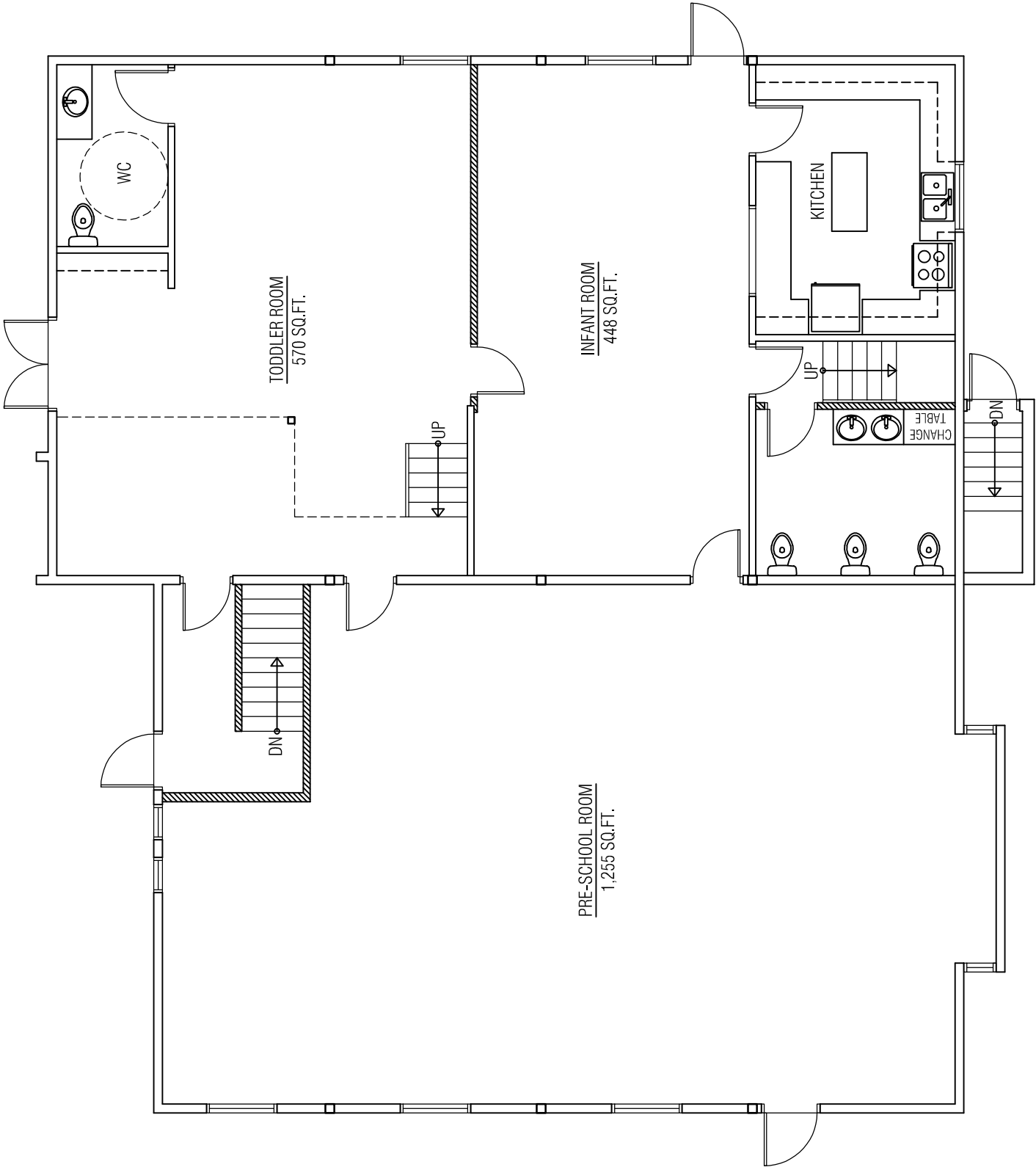
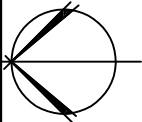
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PROJECT NO.

1911

DRAWING NO.

A4.1



OPTION 3

UPDATE SANCTUARY
USE BASEMENT TO ACHIEVE AREAS REQUIRED FOR 37 CHILDREN.
UPDATE KITCHEN

NEW: PARTITIONS BETWEEN ROOMS
NEW: WC FOR CHILDREN, CHANGE EXISTING WC TO MEET HANDICAP REQUIREMENTS
NEW: WIDEN BASEMENT STAIR TO MEET EXITING REQUIREMENTS, ADD EXTERIOR DOOR
NEW: LEVEL SANCTUARY FLOOR AND TAKE OUT RISERS
NEW: KITCHEN
NEW: EXTERIOR RAMP FOR EXITING ON EAST SIDE
NEW: MECHANICAL VENTILATION
NEW: ELECTRICAL AND FIRE ALARM SYSTEM
NEW: EXTERIOR FENCING FOR OUTDOOR PLAY AREA

OCCUPANCY REQUIREMENTS:

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EXTERIOR REQUIRED AREAS:

INFANTS = 12 SQ.M. (130 SQ.FT.)
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TOTAL AREA REQUIRED: 151.5 SQ.M. (1,631 SQ.FT.)

EXISTING EXTERIOR YARD = 2,700 SQ.FT.



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1 Tel: 786.532.3000 1 Fax: 786.538.3066 1 field@fieldlievers.ca

PROJECT NAME:

DAYCARE
RENOVATION

PROJECT LOCATION:

4812 55 AVENUE
VALLEYVIEW, AB T0H 3N0

DRAWING NAME:

OPTION 3
MAIN FLOOR PLAN

CLIENT:

KNOWLEDGE TREE
EARLY LEARNING &
CHILDCARE CENTRE

DATE

NO. REVISION

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DATE

FEB 19, 2019

SCALE:

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DRAWN BY:

AFL

CHECKED BY:

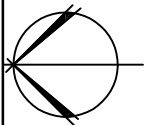
RJF

PROJECT NO.

1911

DRAWING NO.

A4.2



#100, 9835 101 Avenue, Grande Prairie, Alberta, Canada T8V 5V4 |
Tel: 780.532.3690 | Fax: 780.538.1066 | field@eversarchitecture.ca

PROJECT NAME:

DAYCARE
RENOVATION

PROJECT LOCATION:

4812 55 AVENUE
VALLEYVIEW, AB T0H 3N0

DRAWING NAME:

OPTION 3 UPPER FLOOR PLAN

CLIENT:

KNOWLEDGE TREE
EARLY LEARNING &
CHILDCARE CENTRE

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DRAWN BY: AFL

CHKD BY:

PROJECT NO.

1911

DRAWING NO.

A43

OPTION 3

UPDATE SANCTUARY
USE BASEMENT TO ACHIEVE AREAS REQUIRED FOR 37 CHILDREN.
UPDATE KITCHEN

- NEW: PARTITIONS BETWEEN ROOMS
- NEW: WC FOR CHILDREN, CHANGE EXISTING WC TO MEET HANDICAP REQUIREMENTS
- NEW: WIDEN BASEMENT STAIR TO MEET EXITING REQUIREMENTS, ADD EXTERIOR DOOR
- NEW: LEVEL SANCTUARY FLOOR AND TAKE OUT RISERS
- NEW: KITCHEN
- NEW: EXTERIOR RAMP FOR EXITING ON EAST SIDE
- NEW: MECHANICAL VENTILATION
- NEW: ELECTRICAL AND FIRE ALARM SYSTEM
- NEW: EXTERIOR FENCING FOR OUTDOOR PLAY AREA

OCCUPANCY REQUIREMENTS:
MIN. NET FLOOR AREA OF 3 SQUARE METERS (\pm 32.3 SQUARE FEET) PER CHILD
(MEASURED BY MEASURING PRIMARY PLAY SPACE).

6 INFANTS
12 TODDLERS
19 PRE-SCHOOLERS
TOTAL: 37 CHILDREN

REQUIRED AREAS:
 INFANTS = 18 SQ.M. (194 SQ.FT.)
 TODDLER = 36 SQ.M. (388 SQ.FT.)
 PRE-SCHOOL = 57 SQ.M. (614 SQ.FT.)
 TOTAL AREA REQUIRED: 111 SQ.M. (1,196 SQ.FT.)

EXTERIOR REQUIRED AREAS:
 INFANTS = 12 SQ.M. (130 SQ.FT.)
 TODDLER = 54 SQ.M. (582 SQ.FT.)
 PRE-SCHOOL = 85.5 SQ.M. (921 SQ.FT.)
 TOTAL AREA REQUIRED: 151.5 SQ.M. (1,631 SQ.FT.)
 EXISTING EXTERIOR YARD = 2,700 SQ.FT.

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DATE:	FEB. 19, 2019
CALCULATE:	1/16" = 1'-0"
DRAWN BY:	AEI
THICK BY:	RIF
PROJECT NO.	1911
DRAWING NO.	A4 3



Canadian Standard Form of Contract for Architectural Services

DOCUMENT SIX 2017 Edition

ADAPTED FOR:

Knowledge Tree Early Learning & Childcare Centre Renovations
Project: 1911



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The Royal
Architectural Institute
of Canada

Canadian Standard Form of Contract for Architectural Services

Document Six 2017 Edition

This document has been developed by the Royal Architectural Institute of Canada (RAIC) on behalf of the architectural profession in Canada.

Enquiries on the application and use of this document should be directed to the Practice Advisors of the appropriate Provincial Association of Architects.

Suggestions on the development of standard contract documents can be forwarded in writing to:

The Royal Architectural Institute of Canada
Suite 330
55 Murray Street
Ottawa, Ontario
K1N 5M3

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2017 Edition

A1	This agreement is made on:	02/07/2019
A2	between the <i>Client</i> :	<div>(Date) Knowledge Tree Learning & Childcare Centre</div> <hr/> <div>(Name) 5001 - 52 Avenue</div> <hr/> <div>(Address) Valleyview, Alberta T0H 3N0</div> <hr/> <div>knowledge.tree@live.ca</div> <hr/> <div>(E-mail) (Fax no.)</div>
A3	and the <i>Architect</i> :	<div>Field Lievers Architecture Ltd.</div> <hr/> <div>(Name) 100, 9835 - 101 Avenue</div> <hr/> <div>(Address) Grande Prairie, AB T8V 5V4</div> <hr/> <div>info@fieldlievers.ca (780) 538-1066</div> <hr/> <div>(E-mail) (Fax no.)</div>
A4	for the following <i>Project</i> :	Daycare Renovations
A5	at the following <i>Place of the Work</i> :	4812 - 55 Avenue, Valleyview, Alberta
A6	The owner, if other than the <i>Client</i> , is:	n/a
A7	The <i>Construction Budget</i> is:	\$ _____
A8	The <i>Client's</i> anticipated dates for construction are:	
	.1 Commencement of construction:	_____
	.2 Ready-for-Takeover:	_____
A9	The anticipated <i>Project</i> delivery method and form of <i>Construction Contract</i> are:	
	.1 <i>Project</i> delivery method:	Stipulated Price Contract
	.2 Form of <i>Construction Contract</i> :	CCDC2
A10	The <i>Architect</i> shall provide the <i>Services</i> described in Schedule A – Services. The <i>Client</i> shall be responsible for other services as indicated in Schedule A – Services.	

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A11 The following *Consultants* have been or will be engaged on the *Project*:

.1 by the *Architect*:

Structural/Civil Engineers	Mechanical Engineers
Electrical Engineers	

.2 by the *Client*:

Geotechnical	Survey

A12 The fee for the *Services*, excluding any *Value Added Taxes*, shall be comprised of one or more of the following as indicated in Schedule A - *Services*:

.1 A fixed fee of \$_____.

.2 A percentage-based fee calculated as 7.00 % of the *Construction Budget*, the *Construction Cost Estimate*, and the *Construction Cost* as described in GC 13 – Percentage-Based Fee.

.3 A fee based on time-based rates for personnel employed by the *Architect* or the *Architect's Consultants* as stated in Schedule C – Time Based Rates.

.4 Other:

A13 Payment of a fixed or percentage fee shall be apportioned to the phases of the *Services* as follows:

.1 Pre-design phase:	<u>2.50</u> %
.2 Schematic design phase:	<u>10.00</u> %
.3 Design development phase:	<u>12.50</u> %
.4 Construction documents phase:	<u>50.00</u> %
.5 Bidding or negotiation phase:	<u>5.00</u> %
.6 Construction phase:	<u>18.00</u> %
.7 Post-construction phase:	<u>2.00</u> %
Total:	100 %

A14 *Reimbursable Expenses* shall be payable on the basis stated in Schedule B – *Reimbursable Expenses*.

A15 The *Client* shall pay the *Architect*, upon execution of this contract, a retaining fee in the amount of \$ 5,250.0, which shall be applied to the *Architect's* last invoice.

A16 The *Architect* shall issue invoices for the *Architect's* fee and *Reimbursable Expenses*, plus *Value Added Taxes*, in accordance with GC 12.1. Invoices shall be issued monthly, unless the *Client* and the *Architect* agree otherwise.

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- A17 The *Client* shall pay the *Architect* within 30 days after date of issuance of an invoice. An invoice unpaid after 30 days shall bear interest, calculated monthly at the rate of 7 % per annum.
- A18 The addresses for official notices in writing between the *Architect* and the *Client* shall be as stated in Articles A2 and A3. The delivery of such notices shall be by hand, by courier, by first class mail, by facsimile, or by other means of electronic communication during the transmission of which no indication of failure of receipt is communicated to the sender. A notice shall be deemed to have been received by the addressee on the date of delivery if delivered by hand or by courier or, if sent by mail, it shall be deemed to have been received five calendar days after the date of mailing, not counting days without mail service. If sent by electronic means, a notice shall be deemed to have been received on the date of its transmission, provided that if such day is not a working day, or if received after the end of normal business hours on the date of its transmission at the place of receipt, then it shall be deemed to have been received at the opening of business at the place of receipt on the first working day next following the transmission. Any change in address of the parties for official notices shall be communicated by official notice in accordance with this Article.
- A19 If, at any time during provision of the *Services*, the *Construction Cost Estimate* or the lowest compliant bid or the lowest negotiated proposal exceeds the *Construction Budget*, and the excess is less than or more than 15% as the case may be, the provisions of GC 4.4, or GC 4.5 and 4.6, shall apply. Alternatively, if the *Architect* and the *Client* wish to agree to a percentage other than 15%, that percentage shall be %.
- A20 The professional liability insurance to be carried by the *Architect* pursuant to GC 10.1 shall be a claims made policy with limits of not less than \$ 2,000,000.00 per claim, with an aggregate limit of not less than \$ 2,000,000.00 within any policy year. This policy shall be maintained continuously from the commencement of the *Services* and, subject to commercial availability, for a minimum of three years after the *Ready-for-Takeover* date. The *Client* acknowledges that the actual amount of insurance available at any given time under a claims made policy will be dependent on the aggregate amount of all claims made during a policy year.
- OR**
- A21 The *Client* shall arrange and pay for project specific professional liability insurance in the amount of \$, with a maximum deductible of \$. This policy shall be maintained continuously from the commencement of the *Services* and for years after the *Ready-for-Takeover* date.
- A22 The *Architect's* liability pursuant to GC 9.1.2 shall be limited to: \$ 2,000,000.00 .
- A23 The general liability insurance to be carried by the *Architect* pursuant to GC 10.2 shall have limits of not less than \$ 2,000,000.00 per occurrence.
- A24 This contract shall be governed by the laws of Alberta .
- A25 This contract represents the entire and integrated contract between the *Client* and the *Architect* and supersedes all prior negotiations, representations, agreements, or contracts, either written or oral. This contract may be amended only in writing signed by the *Client* and the *Architect*.

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Client

Knowledge Tree Learning & Childcare Centre

(Name of Client)

(Signature)

(Name and title of person signing)

(Signature)

(Name and title of person signing)

Witness

(Signature)

(Name and title of person signing)

Architect

Field Lievers Architecture Ltd.

(Name of Architect)

(Signature)

Roger J. Field, Architect

(Name and title of person signing)

(Signature)

Amy Lievers, Architect

(Name and title of person signing)

Witness

(Signature)

Donna McQuaig, Office Manager

(Name and title of person signing)

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Definitions

The following Definitions apply to this contract. References to the singular shall be considered to include the plural as the context requires.

Additional Services

Additional Services are the services that are not included as *Services* to be provided by the *Architect* in Schedule A – *Services* at the time this contract is made but which, with the written agreement of the *Client* and *Architect*, are subsequently added to the *Services* identified in Schedule A – *Services*.

Architect

The *Architect* is the person or entity identified in Article A3 of the agreement and who is registered, licensed or otherwise authorized to use the title "*Architect*" and to practice architecture at the *Place of the Work*.

Client

The *Client* is the person or entity identified in Article A2 of the agreement.

Construction Budget

The *Construction Budget* is the maximum amount of money, including contingency allowances, which the *Client* is prepared to spend on the *Construction Cost*. This amount is stated in Article A7 of the agreement or may be an adjusted amount determined or approved by the *Client* under the terms of this contract.

Construction Contract

The *Construction Contract* is the contract between the *Client* and the *Constructor* and is comprised of the *Construction Documents* and other documents that identify the contractual rights and obligations of the *Client* and the *Constructor*.

Construction Cost

The *Construction Cost* is the total cost of the *Work* to the *Client* to construct all elements of the *Project* designed or specified by, or on behalf of, or as a result of coordination by, the *Architect*, consisting of the *Construction Contract* price, cost of changes to the *Work* during construction, construction management fees or other fees for the coordination and procurement of construction services, and all applicable taxes, except *Value-Added Taxes*, which shall be excluded. *Construction Cost* excludes the compensation of the *Architect* and *Consultants*, land cost, land development charges and other professional fees.

Construction Cost Estimate

The *Construction Cost Estimate* is the anticipated total *Construction Cost* at the anticipated time of construction, including contingency allowances, as determined or agreed to by the *Architect* from time to time, the accuracy of which corresponds to the available level of detail of design development and the *Construction Documents*, and the extent of construction completed.

Construction Documents

The *Construction Documents* are the drawings, specifications and other documents appropriate to the size and complexity of the *Work*, used to describe the size, quality, and character of the entire *Work*, including architectural and where applicable structural, mechanical, electrical, and other systems, materials and elements, setting forth in detail the requirements for the *Work*.

Constructor

For the purposes of this contract, the *Constructor* is the person or entity engaged by the *Client* under the *Construction Contract* to perform some or all of the *Work*. It does not mean "constructor" as this term may be defined in any provincial or territorial legislation.

Consultant

A *Consultant* is a person or entity engaged by the *Client* or the *Architect* to provide specialized services or services supplementary to those provided by the *Architect*.

General Review

General Review, which is synonymous with field review, is review by the *Architect* and *Consultants* during visits to the *Place of the Work* and, where applicable, at locations where building components are fabricated for use at the *Place of the Work*, at intervals appropriate to the stage of the construction that the *Architect* and *Consultants*, in their professional discretion, consider necessary to become familiar with the progress and quality of the *Work* and to determine that the *Work* is in general conformity with the *Construction Documents* and to so report, in writing, to the *Client*, the *Constructor*, and authorities having jurisdiction.

Instruments of Service

Instruments of Service are representations, in any medium of expression, of the tangible and intangible creative work that forms part of the *Services* or *Additional Services*.

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Place of the Work

The *Place of the Work* is the designated site or location of the *Work* identified in Article A5 of the agreement.

Project

The *Project* is the total undertaking contemplated by the *Client*, of which the *Work* may be the whole or a part.

Ready-for-Takeover

Ready-for-Takeover is as defined in the *Construction Contract* or, if not defined in the *Construction Contract*, the date of substantial performance or completion of the *Work* as defined in the lien legislation applicable to the *Place of the Work*.

Reimbursable Expenses

Reimbursable Expenses are those expenses, necessarily incurred by the *Architect* and *Consultants* engaged by the *Architect*, in the interests of the *Project*, as identified in Schedule B – Reimbursable Expenses and which are payable by the *Client* in addition to the fee for the *Architect's Services*.

Services

The *Services* means the professional services identified in Schedule A – Services including those performed by the *Architect*, the *Architect's* employees, and the *Consultants* engaged by the *Architect*.

Toxic or Hazardous Substances or Materials

Toxic or Hazardous Substances or Materials are any solid, liquid, gaseous, thermal or electromagnetic irritant or contaminant, and include, without limitation, pollutants, moulds, asbestos, biocontaminants, biohazards, nuclear, and special wastes, whether or not defined in any federal, provincial, territorial or municipal statutes or regulations.

Value Added Taxes

Value Added Taxes are those taxes levied by the federal or any provincial or territorial government including the Goods and Services Tax, the Quebec Sales Tax, the Harmonized Sales Tax, and any similar tax, the collection and payment of which are imposed by tax legislation.

Work

The *Work* means the total construction and related services required by the *Construction Documents*.

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General Conditions

GC0 Preamble

- 0.1 The terms of this preamble are incorporated into and form part of this contract.
- 0.2 This contract is entered into for the mutual benefit of the *Client* and the *Architect* for the development of the *Project*.
- 0.3 This contract shall be interpreted fairly and reasonably.
- 0.4 The relationship between the *Client* and the *Architect* shall be one of mutual respect, support, openness, and good faith.
- 0.5 The final design of the *Project* is unknown at the outset of this contract and thus exploration of solutions and adaptability to changing circumstances are essential aspects of the relationship between the *Client* and the *Architect*. This contract anticipates and accommodates necessary adjustments during the *Project's* design and construction.
- 0.6 The *Client* acknowledges that the *Architect* has a duty of care arising by law and from the *Architect's* professional status and professional code of ethics.
- 0.7 The *Client* and the *Architect* acknowledge that the success of the *Project* is reliant on a relationship of mutual respect, support, openness, and good faith with the *Constructor*.

GC1 Architect's Responsibilities and Scope of Services

- 1.1 The *Architect* shall:
 - .1 perform those *Services* identified as the *Architect's* responsibilities in Schedule A – *Services*,
 - .2 perform the *Services* with professional skill and care, consistent with the orderly progress of the *Services* and the *Work*,
 - .3 authorize, in writing, a person to act on the *Architect's* behalf (in the absence of such authorization, the signatory on the agreement is deemed to be the *Architect's* authorized representative),
 - .4 utilize key personnel where so identified and request the *Client's* approval of any change to key personnel, which approval shall not unreasonably be withheld,
 - .5 engage those *Consultants* identified in Article A11.1 of the agreement under contracts that incorporate applicable terms and conditions of this contract,
 - .6 request the *Client's* approval of any change to those *Consultants* identified in Article A11.1 of the agreement, which approval shall not be unreasonably withheld,
 - .7 advise the *Client* in the interest of the *Project*,
 - .8 advise the *Client* of the need to engage *Consultants* or other third parties when necessary,
 - .9 perform the *Services* of the coordinating professional who:
 - .1 manages the communications among all *Consultants* identified in Article A11 of the agreement and with the *Client*,
 - .2 provides direction to all *Consultants* identified in Article A11 of the agreement as necessary to give effect to all design decisions, and
 - .3 reviews the services of all *Consultants* identified in Article A11 of the agreement to identify matters of concern and monitor *Consultants'* compliance with directions,
 - .10 maintain appropriate administrative, financial, and other *Project* related records, including records of *Reimbursable Expenses* and any *Services* for which the fee is based on hourly rates, and make these records available to the *Client* for review upon request, and
 - .11 perform the *Services* with impartiality and, except with the *Client's* knowledge and consent, neither engage in any activity, nor accept any commission, discount, payment, gift, or other benefit that would compromise the *Architect's* professional judgment or that would cause, or would appear to cause, a conflict of interest.

GC2 Additional Services

- 2.1 Upon recognizing a need to perform *Additional Services*, either the *Architect* or the *Client* shall promptly notify the other explaining the facts and circumstances.

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2.2 The *Architect* and the *Client* acknowledge that the need for *Additional Services* may arise for reasons that include, but are not limited to:

- .1 changes to the *Client's* program of requirements,
- .2 changes to the *Project* size, scope, quality, or complexity,
- .3 changes to the *Client's Construction Budget*,
- .4 changes to the *Client's* schedule, including the anticipated dates for construction as stated in Article A8 of the agreement,
- .5 changes to the project delivery method or the form of *Construction Contract* as stated in Article A9 of the agreement,
- .6 *Client* instructions that are inconsistent with instructions or written approvals previously given by the *Client*,
- .7 the *Client's* failure to render decisions in a timely manner,
- .8 the enactment of new or revised statutes, regulations, codes, or by-laws,
- .9 information provided by the *Client*, *Consultants*, or other third parties engaged by the *Client* that differs materially from actual conditions,
- .10 interpretations by authorities having jurisdiction that differ from the *Architect's* interpretations of statutes, regulations, codes or by-laws, which differences the *Architect* could not have reasonably anticipated,
- .11 acceptance of *Constructor* proposed substitutions that require revisions to the *Construction Documents*,
- .12 an unreasonable number or complexity of *Constructor* claims, requests for information (RFIs) or proposed substitutions,
- .13 replacement of work damaged or destroyed during construction by fire, flood, or other cause,
- .14 major defects or deficiencies in the *Work* or default by either the *Client* or the *Constructor* under a *Construction Contract*, and
- .15 dispute resolution proceedings arising out of the *Construction Contract*.

2.3 The *Architect* shall only perform *Additional Services* with the prior written agreement of the *Client* and the *Architect*.

GC3 Client's Responsibilities

3.1 The *Client's* responsibilities shall include those items identified as *Client* responsibilities in Schedule A – Services.

3.2 The *Client* shall provide to the *Architect* the *Project* objectives, constraints, criteria and the following information, as applicable:

- .1 Legal description and surveys describing physical characteristics, legal limitations and utility locations for the *Place of the Work* and adjoining properties showing, as applicable, grades and lines of streets, alleys, pavements and structures, adjacent drainage, rights of way, restrictions, easements, encroachments, zoning, deed restrictions, site boundaries and contours, locations and dimensions of existing buildings, other improvements, trees, and information concerning utility services, both public and private, above and below grade, including inverts and depths.
- .2 Subsurface investigation reports including test borings, test pits, determination of soil bearing values, percolation tests, a list of and evaluations of *Toxic or Hazardous Substances or Materials* present at the *Place of the Work*, ground corrosion and resistivity tests, including necessary operations for anticipating subsoil conditions, with appropriate professional recommendations.
- .3 Air and water pollution tests, tests for *Toxic or Hazardous Substances or Materials*, structural, mechanical, chemical and other laboratory and environmental tests, inspections, field tests and reports with appropriate professional recommendations.
- .4 All available information on existing buildings, including investigation or condition reports, facility management drawings, and original drawings and specifications, via electronic media where possible and with the permission of copyright holders for the use of such information.

3.3 The *Architect* shall be entitled to rely upon the accuracy and completeness of all information provided by the *Client*, *Consultants*, or other third parties engaged by the *Client*.

3.4 The *Client* shall:

- .1 authorize in writing a person to act on the *Client's* behalf and shall define that person's scope of authority as necessary (in the absence of such authorization, the signatory on the agreement is deemed to be the *Client's* authorized representative),
- .2 engage the *Consultants* identified in Article A11.2 of the agreement,

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- .3 ensure that all *Consultants* identified in Article A11.2 of the agreement are engaged under contracts compatible with this contract, provide upon the *Architect's* request a copy of such contracts and evidence that such *Consultants* carry professional liability insurance acceptable to the *Architect*, and obtain the *Architect's* written approval of any change to such *Consultants*, which approval shall not be unreasonably withheld,
- .4 engage a qualified *Constructor* under a *Construction Contract* compatible with this contract,
- .5 notify the *Architect* in writing of *Client* initiated increases or decreases to the *Construction Budget*,
- .6 give due consideration to the *Architect's* advice and recommendations, and make necessary written decisions promptly,
- .7 review documents submitted by the *Architect* and give the *Architect* timely written decisions and approvals thereon for the orderly progress of the *Services*,
- .8 comply with all regulatory requirements applicable to the design and construction of the *Project*, including signing or arranging for signing of applications for, and paying for, all development approvals and permits required by authorities having jurisdiction,
- .9 if the *Client* is not the owner of the real property at the *Place of the Work*, obtain the owner's written consent for the *Work*,
- .10 promptly notify the *Architect* in writing if the *Client* observes or otherwise becomes aware of any fault or defect in the *Work* or any nonconformity with the *Construction Documents*, and
- .11 promptly notify the *Architect* in writing if the *Client* is dissatisfied with any of the *Services*.

GC4 Construction Budget, Construction Cost Estimate and Construction Cost

- 4.1 The *Architect's* initial evaluation of the *Construction Budget* and any preliminary or updated *Construction Cost Estimates* that may be prepared by the *Architect* represent the *Architect's* judgement as a design professional. However neither the *Architect* nor the *Client* has control over the cost of labour, materials or equipment, over the *Constructor's* methods of determining bid prices, or over competitive bidding, market or negotiating conditions. Accordingly, the *Architect* cannot and does not warrant or represent that the lowest compliant bid or the lowest negotiated proposal will not vary from the *Construction Cost Estimate* and the *Construction Budget*.
- 4.2 The *Construction Cost Estimate* shall include contingency amounts to cover unforeseen or changing factors of cost including:
 - .1 a design and pricing contingency to provide for the evolution of the design and refinement of the *Construction Cost Estimate* prior to the construction phase,
 - .2 an escalation contingency to cover price escalation from the time a *Construction Cost Estimate* is prepared to the time when bids or proposals are received, and
 - .3 a construction contingency to cover necessary design and construction changes that cause *Construction Cost* increases during the construction phase including those arising from GC7.3.
- 4.3 If the bidding or negotiation phase does not commence within three months after the *Architect* submits the completed *Construction Documents* to the *Client*, the *Construction Cost Estimate* shall be adjusted to reflect escalation in construction prices between the time of submission of the *Construction Documents* to the *Client* and the time when bids or proposals are sought.
- 4.4 If at any time the *Construction Cost Estimate* or the lowest compliant bid or the lowest negotiated proposal exceeds the *Construction Budget* by less than the percentage stated in Article A19 of the agreement, the *Architect* shall make appropriate recommendations to the *Client* and the *Client* shall:
 - .1 provide written approval of an increase in the *Construction Budget* or,
 - .2 co-operate with the *Architect* in decreasing the *Project* scope or quality as an *Additional Service*.
- 4.5 If at any time the *Construction Cost Estimate* or the lowest compliant bid or the lowest negotiated proposal exceeds the *Construction Budget* by more than the percentage stated in Article A19 of the agreement, the *Architect* shall make appropriate recommendations to the *Client* and the *Client* shall:
 - .1 provide written approval of an increase in the *Construction Budget*, or
 - .2 abandon the *Project* and terminate this contract in accordance with GC11 Termination and Suspension, or
 - .3 co-operate with the *Architect* in decreasing the *Project* scope or quality.

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- 4.6 If the *Client* proceeds under GC 4.5.3, and the overage is not due to extraordinary market conditions or other factors not reasonably foreseeable by or under the control of the *Architect*, then the *Client* may require the *Architect* to modify the design, the *Construction Documents*, or provide other *Services*, including *Services* related to re-bidding or re-negotiating of a *Constructor's* proposal, as necessary to reduce the *Construction Cost Estimate* to within the percentage in excess of the *Construction Budget* as stated in Article A19 of the agreement, in which case the *Architect* shall perform these *Services* for no additional fee. This shall be the limit of the *Architect's* responsibility under this GC 4.6.

GC5 Architect's Role and Authority During Construction

- 5.1 The *Architect* shall provide administration of the *Construction Contract*.
- 5.2 The *Architect* is not the *Client's* authorized agent or representative for the purposes of the *Construction Contract*.
- 5.3 The duties, responsibilities and limitations of authority of the *Architect* as set forth in the *Construction Contract* shall be modified or extended only with the written consent of the *Client*, the *Architect*, and the *Constructor*.
- 5.4 The *Architect* shall:
- .1 perform *General Review* of the *Work*,
 - .2 be, in the first instance, the interpreter of the *Construction Contract*, and shall make written interpretations and findings that are impartial and consistent with the intent of the *Construction Documents*,
 - .3 manage or be included in all communications between the *Client* and the *Constructor*,
 - .4 have the authority to reject work that does not conform to the requirements of the *Construction Contract*,
 - .5 have the authority to require special inspection or testing of work, whether or not such work has been fabricated, installed or completed, and
 - .6 have the authority to order minor adjustments in the *Work* that are consistent with the intent of the *Construction Contract*, when these do not involve an adjustment in the *Construction Cost* or an extension of the *Construction Contract* time.
- 5.5 Issuance of a certificate for payment by the *Architect* shall constitute a representation by the *Architect* to the *Client*, based on the *Architect's General Review* and on review of the *Constructor's* schedule of values and application for payment, that the *Work* has progressed to the value indicated, that to the best of the *Architect's* knowledge, information and belief, the *Work* observed during the course of *General Review* is in general conformity with the *Construction Contract*, and that the *Constructor* is entitled to payment in the amount certified.
- 5.6 Issuance of a certificate for payment by the *Architect* shall not be a representation that the *Architect* has made any examination to ascertain how and for what purpose the *Constructor* has used the monies paid by the *Client*, or that the *Constructor* has discharged its legal obligations.
- 5.7 The *Architect* shall not be responsible:
- .1 for, nor be responsible for the discovery of, acts or omissions of the *Constructor*, subcontractors, suppliers or any other persons performing any of the *Work*, nor for failure of any of them to carry out the *Work* in accordance with the *Construction Documents*,
 - .2 for, nor have control, charge, or supervision of construction means, methods, techniques, schedules, sequences or procedures, nor for safety precautions and programs required in connection with the *Work*,
 - .3 for any and all matters arising from *Toxic or Hazardous Substances or Materials*,
 - .4 for information provided by product manufacturers, nor
 - .5 for providing *Services* that involve substantive modification of the *Construction Documents*, except as provided under GC 7.3 or except as *Additional Services*.

GC6 Use of Documents

- 6.1 The *Architect* and the *Consultants* engaged by the *Architect* shall retain all common law, statutory and other reserved rights, including copyrights to the *Instruments of Service* and including moral rights.
- 6.2 Submission or distribution of any of the *Instruments of Service* to meet requirements of authorities having jurisdiction or for other similar purposes shall not to be construed as publication in derogation of the rights of the *Architect* and of the *Consultants* engaged by the *Architect*.
- 6.3 The *Architect* grants to the *Client* a non-exclusive license to use the *Instruments of Service* solely for the purposes of constructing, using, maintaining, altering, and adding to the *Project*. The *Architect* may rescind this license if the *Client* fails to fulfill its obligations under this contract, including failure to make payment for *Services* when due, or if the *Architect* terminates this contract pursuant to GC 11.4.

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- 6.4 The *Instruments of Service* shall be used only by the *Client* for the intended purposes of the *Project* at the *Place of the Work* and shall not be offered for sale or transfer to third parties without the *Architect's* written consent.
- 6.5 Any alterations to or unauthorized use of the *Instruments of Service* shall be at the *Client's* sole risk. Moreover, the *Client* shall indemnify the *Architect* and the *Consultants* engaged by the *Architect* against claims and costs (including legal costs) associated with such alterations or unauthorized use. In no event shall the *Architect* or the *Consultants* engaged by the *Architect* be responsible for any damages, costs, or other liability of any kind whatsoever arising in consequence of any alterations or unauthorized use.
- 6.6 If building information modelling (BIM) will be used for the *Project*, and the standard BIM Contract Appendix published by the Institute for BIM in Canada (IBC) is appended to this contract, copyright for the model and model elements shall be as set out in the BIM Contract Appendix.
- 6.7 This GC6 shall survive suspension, termination, or completion of this contract.
- GC7 Standard of Care**
- 7.1 The *Architect* and the *Consultants* engaged by the *Architect* shall perform the *Services* to the standard of care ordinarily exercised by other members of their professions under similar circumstances, at the same time and in the same or similar locale.
- 7.2 The *Client* acknowledges that the standard of care prescribed in GC 7.1 does not require perfection.
- 7.3 The *Architect* and the *Client* shall promptly notify the other in writing upon discovery of any matters that require clarification or amendment of the *Instruments of Service* prepared by the *Architect* or a *Consultant* engaged by the *Architect*. The *Architect* shall provide the necessary *Services* to remedy or clarify such matters arising in the *Instruments of Service*. Such amendments shall be carried out on a without prejudice basis in a timely fashion so as to minimize disruption to the *Project*.
- 7.4 If the *Client* considers any matter to be a negligent error or omission of the *Architect* or of a *Consultant* engaged by the *Architect*, the *Client* shall promptly notify the *Architect* in writing accordingly. The *Architect* shall thereupon take the necessary steps to advise any *Consultant* so impacted, and to preserve its coverage under any professional liability insurance policy that may apply.
- GC8 Indemnification**
- 8.1 Subject to GC 9 Limitations of Liability, the *Architect* and the *Client* shall each indemnify and hold harmless the other from and against all claims, demands, losses, costs, damages, actions, suits or proceedings in respect of claims by a third party, provided such claims are attributable to:
- .1 negligent performance of professional *Services* by the *Architect* or by those for whom the *Architect* is responsible in law, or
 - .2 a breach of this contract by the party from whom indemnification is sought.
- 8.2 This GC 8 shall survive suspension, termination or completion of this contract.
- GC9 Limitations of Liability**
- 9.1 Any and all claims, whether in contract or tort, which the *Client* has or may have against the *Architect* in any way arising out of, or related to, the *Architect's* duties and responsibilities, including those arising from GC 8 Indemnification, shall be limited in amount to the lesser of:
- .1 the amount of insurance coverage provided under Article A20 or A21 of the agreement that is available at the time the claim is made, or
 - .2 the amount stated in Article A22 of the agreement.
- 9.2 The *Architect* shall not be liable, in contract or tort, for:
- .1 any alterations to the *Architect's* design or to the *Construction Documents* made by the *Client*, the *Constructor*, or other third parties without the *Architect's* written approval,
 - .2 acts, omissions, or errors of the *Client*, of *Consultants* or other third parties retained by the *Client*, or of the *Constructor*, nor
 - .3 for the result of any interpretation or finding of the *Architect* rendered in good faith in accordance with the *Construction Documents*.
- 9.3 The liability of the *Architect* and the *Client* with respect to any claims against each other, in contract or in tort, shall be limited to direct damages only and neither party shall have any liability whatsoever for consequential or indirect loss or damage incurred by the other party.
- GC10 Insurance**
- 10.1 Unless the *Client* arranges and pays for project specific professional liability insurance as stated in Article A21 of the agreement, the *Architect* shall carry professional liability insurance under a policy that has limits not less than those stated in Article A20 of the agreement.

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10.2 The *Architect* shall carry general liability insurance under a policy with limits not less than those stated in Article A23 of the agreement, from the date of commencement of the *Services* until one year after the *Ready-for-Takeover* date.

10.3 The *Architect* shall require all *Consultants* engaged by the *Architect* to carry insurance.

10.4 Upon request, insurance policies of the *Architect* and of the *Consultants* engaged by the *Architect* shall be available for the *Client's* inspection.

10.5 This GC 10 shall survive suspension, termination or completion of this contract.

GC11 Termination and Suspension

11.1 If the *Architect* or the *Client* is adjudged bankrupt, or makes a general assignment for the benefit of creditors because of its insolvency, or a receiver is appointed because of its insolvency, the other party may, without prejudice to any other right or remedy it may have, terminate this contract by giving that party or receiver or trustee in bankruptcy notice in writing to that effect.

11.2 The *Client* may suspend performance of the *Services* or terminate this contract by notice in writing sent to the *Architect*. Upon receipt of such notice in writing, the *Architect* shall perform no further *Services* and shall take measures to mitigate costs incurred by the *Architect* as a result of the suspension or termination.

11.3 If the *Client* suspends performance of the *Services* through no fault of the *Architect*:

- .1 the *Architect* shall be entitled to be paid for all *Services* performed and *Reimbursable Expenses* incurred to the date of suspension, plus additional fees for demonstrable costs that the *Architect* reasonably incurs as a direct result of the suspension,
- .2 resumption of the *Services* shall be conditional upon an agreement in writing between the *Client* and the *Architect* regarding the time of the resumption of the *Services* and any additional fees payable by the *Client* as a result of the suspension, and
- .3 if there is no agreement to resume the *Services* within 60 calendar days after the date of the suspension, the *Architect* may terminate this contract upon providing a notice in writing to the *Client*.

11.4 If the *Client* is in default in the performance of any of the *Client's* obligations under this contract, including but not limited to failure to make payments to the *Architect* when due, the *Architect* may suspend performance of the *Services* or terminate this contract by notice in writing sent to the *Client*. The *Architect* shall not be liable for any delay or damages the *Client* may suffer as a result of such suspension or termination. The *Architect's* right to such suspension or termination shall be in addition to and not in substitution for any other rights the *Architect* may have under this contract or by law.

11.5 If the *Client* terminates this contract through no fault of the *Architect*, or if the *Architect* terminates this contract pursuant to GC 11.1, 11.3.3, or 11.4, the *Architect* shall be entitled to be paid for all *Services* performed and *Reimbursable Expenses* incurred to the date of termination, plus additional fees for demonstrable costs, including loss of profit, which the *Architect* reasonably incurs as a direct result of the termination.

GC12 Payments to the Architect

12.1 The *Architect* shall invoice the *Client* for *Services* performed and *Reimbursable Expenses* incurred based on, as applicable:

- .1 the apportionment of a fixed or percentage-based fee for each phase of the *Services* as stated in Article A13 of the agreement and in proportion to progress made within each phase of the *Services*,
- .2 time-based rates as stated in Schedule C – Time Based Rates, and
- .3 *Reimbursable Expenses* as stated in Schedule B – Reimbursable Expenses.

12.2 Any expenditure not defined in Schedule B – Reimbursable Expenses, which the *Architect* intends to invoice as a *Reimbursable Expense*, shall be approved by the *Client* in writing as a *Reimbursable Expense* prior to the expenditure being incurred.

12.3 The *Client* shall pay the *Architect's* invoices as stated in Article A17 of the agreement. The *Client* shall not make any deductions or set-offs from amounts invoiced by the *Architect* on account of any claims or demands of the *Client*.

12.4 If the *Client* retains holdback from payments to the *Architect* pursuant to applicable lien legislation, and the *Architect* provides *Services* both before and after the commencement of the *Work*, then, for purposes of the applicable lien legislation, this contract shall be deemed to be divided into two contracts comprised of:

- .1 a contract for the provision of *Services* up to and including the commencement of the *Work*, and
- .2 a second contract for the provision of *Services* after the commencement of the *Work*,

so that the holdback related to the first contract may be released upon its completion.

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GC13 Percentage-Based Fee

13.1 This GC 13 shall apply only when the *Architect's* fee, or a part thereof, is percentage-based as stated in Article A12 of the agreement.

13.2 The basis for calculating the percentage fee shall be as follows:

- .1 before a *Construction Cost Estimate* is available, the fee shall be based on the *Construction Budget* at the time of the invoice,
- .2 after a *Construction Cost Estimate* is available, the fee shall be based on the *Construction Cost Estimate* at the time of the invoice, and
- .3 after the *Construction Contract* is entered into, the fee shall be based on the *Construction Cost* at the time of the invoice.

13.3 The fee shall not be subject to any retroactive adjustments based on increases or decreases to the *Construction Budget* or the *Construction Cost Estimate* as the *Services* progress.

13.4 If the *Client* furnishes labour or material below market cost, the amounts upon which the fee is calculated shall be adjusted as if all labour and material were paid for at market prices at the time of construction.

GC14 Dispute Resolution

14.1 Differences between the *Architect* and the *Client* as to the interpretation, application or administration of this contract, or any failure to agree where agreement between the *Architect* and the *Client* is called for, collectively called disputes, shall be settled in accordance with this GC 14.

14.2 The *Architect* and the *Client* shall make all reasonable efforts to resolve disputes by amicable negotiations and shall provide, on a without prejudice basis, frank, candid and timely disclosure of relevant facts, information and documents, to facilitate these negotiations.

14.3 If the *Architect* and the *Client* so agree, the dispute shall be submitted to mediation or arbitration in accordance with CCDC 40 - Rules for Mediation and Arbitration of Construction Industry Disputes, in effect on the date of this contract.

14.4 If the *Construction Contract* or a subsequent agreement between the *Client* and *Constructor* provides that a dispute between the *Client* and *Constructor* may be finally resolved by arbitration:

- .1 the *Client* shall notify the *Architect* in writing of the matter in dispute at least 14 calendar days in advance of any arbitration proceeding,
- .2 the *Client* shall ensure that the *Construction Contract* or a subsequent agreement between the *Client* and *Constructor* provides that the *Architect* has the option to request or object to the joinder of the *Architect* as an additional party to the arbitration, and
- .3 if the *Architect* requests the joinder of the *Architect* as an additional party to the arbitration, the *Client* shall consent to the joinder, and
- .4 if the *Client* fails to comply with GC 14.4.1, 14.4.2, or 14.4.3, the *Client* shall have no claim against the *Architect* arising from matters resolved by the arbitration.

14.5 This GC14 shall survive suspension, termination, or completion of this contract.

GC15 Miscellaneous General Conditions

15.1 The *Architect* and the *Client* shall maintain each other's confidentiality. Except as necessary in the proper performance of the *Services* and except for promotional purposes with the *Client's* written consent, which shall not be unreasonably withheld, the *Architect* shall neither use, nor disclose nor otherwise communicate any information about the *Project* or the *Client*.

15.2 The *Architect* shall be entitled to sign the building by inscription or otherwise, on a permanent, suitable and reasonably visible part of the building.

15.3 The *Architect* and the *Consultants* engaged by the *Architect* shall be identified on any temporary *Project* identification signs erected at the *Place of the Work*.

15.4 If any provision of this contract is declared by a court of competent jurisdiction to be invalid, illegal, or unenforceable, such provision shall be severed from this contract and the other provisions shall remain in full force and effect.

15.5 The *Client* and the *Architect* respectively bind themselves, their partners, successors, assigns and legal representatives to the other party to this contract and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this contract. Except as otherwise provided herein, neither the *Client* nor the *Architect* shall assign, sublet, or transfer an interest in this contract without the written consent of the other. Consent to such assignment or transference shall not be unreasonably withheld.

15.6 Unless otherwise agreed in writing by the *Architect* and the *Client*, the *Services* and this contract shall be considered complete one year after the *Ready-for-Takeover* date.

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Editing Note: This Schedule must be reviewed line-by-line and edited to suit the circumstances of each individual contract. It is intended for use as a checklist in the first instance. Review each item to determine whether it is applicable/required, determine the applicable method of fee determination, and insert the appropriate alphanumeric designation in the far right column. Alternatively, at the user's discretion, inapplicable items may also simply be deleted, although it is generally advisable to clearly indicate those Services that will NOT be provided by the Architect by leaving them in the schedule and designating them as "N/A" or "C". The headings and descriptive language provided are intended to be generally appropriate for most required services but should be reviewed and edited for appropriateness to the needs of individual Architects, Clients and contracts.

The Services that the Architect is responsible to provide under the contract are as described in this Schedule A - Services. Other services that are not applicable, or that the Client is responsible to provide, are so indicated in this Schedule A - Services.

The method(s) of fee determination applicable to the contract is as stated in Article A12 of the agreement. The following designations are used to indicate the method of fee determination applicable to each line item, or the non-applicability of an item to the contract:

- F1** Indicates the service is the responsibility of the Architect and the fee for the service is included in the fixed fee stated in the agreement.
- F2** Indicates the service is the responsibility of the Architect and the fee for the service is included in the percentage-based fee stated in the agreement.
- F3** Indicates the service is the responsibility of the Architect and the fee for the service is payable on the basis of time-based rates as stated in Schedule C – Time Based Rates.
- N/A** N/A (or an item left blank) indicates the service is not anticipated to be required at the time of contract signing and will not be provided by the Architect nor the Client. If the item is subsequently determined to be required, it shall be an Additional Service.
- C** Indicates the service is required but will be the responsibility of the Client and not the Architect.

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1	GENERAL SERVICES, ALL APPLICABLE PHASES	
1.1	Structural Consulting Engineering Services - Engage a structural engineer for all services related to the structural integrity of the Work including building foundations and superstructure and minor secondary supports such as loose masonry and steel lintels. If the Work involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing structural components and systems.	F2
1.2	Mechanical Consulting Engineering Services – Engage a mechanical engineer for all services related to mechanical systems and their controls including: plumbing and drainage; heating, ventilating and air conditioning; fire protection; process piping and equipment; and other special systems. If the Work involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing mechanical components and systems.	F2
1.3	Electrical Consulting Engineering Services – Engage an electrical engineer for all services related to electrical systems and their controls including: normal and emergency power; lighting; communications; lightning protection; grounding; fire protection; access control; and other special systems. If the Work involves expansion to, or renovation of, an existing building, services include modifications and upgrades to existing electrical components and systems.	F2

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.4	Acoustic Consulting Services –	N/A
1.5	Audio Visual Consulting Services –	N/A
1.6	Building Sciences Consulting Services –	N/A
1.7	Energy Modelling Consulting Services –	N/A
1.8	Civil Engineering Consulting Services –	F2
1.9	Commissioning Agent Consulting Services – Engage a commissioning agent for services over and above take-over at completion of construction.	C
1.10	Cost Estimating Consulting Services –	F2
1.11	Food Services Consulting Services –	C
1.12	Heritage Conservation Consulting Services –	N/A
1.13	Archaeological Consulting Services –	N/A
1.14	Hardware Consulting Services –	N/A
1.15	Interior Design Consulting Services –	F2
1.16	Laboratory Design Consulting Services –	N/A
1.17	Landscape Architect Consulting Services –	F2
1.18	Lighting Design Consulting Services –	F2
1.19	Microclimate Consulting Services –	N/A
1.20	Planning Consulting Services –	N/A
1.21	Security Consulting Services –	N/A
1.22	Building Security and Communications Systems Consulting Services –	C
1.23	Traffic Consulting Services –	N/A
1.24	Vertical Transportation Consulting Services –	N/A
1.25	[] Consulting Services –	
1.26	Furniture, Fixtures and Equipment (FF&E) Selection, Procurement, and Installation Coordination – Provide services for the selection, procurement and installation of FF&E, including re-use of <i>Client's</i> inventoried FF&E.	C
1.27	Graphic Design and Signage – Provide services for design, selection, procurement and installation of graphics, corporate logos, signage and similar elements for interior and exterior application.	C
1.28	Tenant Improvement Design Services – Provide tenant layout and fit up <i>Construction Documents</i> coordinated with base building <i>Construction Documents</i> .	F2

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
1.30	Multiple Construction Contracts - Additional <i>Construction Documents</i> and <i>Construction Contract</i> administration in connection with multiple bid packages, multiple <i>Construction Contracts</i> , and fast track <i>Project</i> delivery.	C
1.31	Multiple Phases - Services in connection with multiple phased occupancies.	C
1.32	Coordination of Work of Client's Own Forces – Coordinate <i>Work</i> of <i>Client's</i> own forces with that of <i>Constructor</i> .	C
1.33	Coordination of Client's Equipment – Coordinate delivery, receipt, and installation of <i>Client's</i> equipment with <i>Constructor</i> .	C
1.34	Value Engineering Services –	N/A
1.35	Life Cycle Cost Analysis Services –	N/A
1.36	Energy Modelling Services –	N/A
1.37	Climate Change Analysis – Analyse effects of climate change on building components and systems over the life of the <i>Project</i> .	N/A
1.38	Enhanced Sustainable Design - Enhanced sustainable design services to incorporate advanced levels of sustainable design.	N/A
1.39	Sustainable Design Certification - Services to document and prepare submissions to independent bodies for review and certification of achieved sustainable design objectives.	N/A
1.40	Commissioning - Services related to commissioning of the building.	C
1.41	Multiple Language Services – <i>Construction Documents</i> , and all other <i>Services</i> , provided in a language other than the language of this contract.	C
2	COORDINATION SERVICES, ALL APPLICABLE PHASES	
2.1	Project Protocols - Meet with <i>Client</i> and <i>Consultants</i> at the outset of the <i>Project</i> to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.	F2
2.2	Client Meetings - Hold regular <i>Client</i> meetings with <i>Client</i> and, when relevant, with <i>Consultants</i> to review status of <i>Project</i> , exchange information, provide recommendations, receive decisions and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	F2
2.3	Consultant Coordination Meetings - Hold regular <i>Consultant</i> coordination meetings with <i>Consultants</i> and, when relevant, with <i>Client</i> to review progress and coordinate efforts. Hold meetings at intervals appropriate to the progress of the <i>Project</i> (generally monthly). Prepare and circulate minutes.	F2

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
2.4	Project Dossier - Maintain written records of information flow between <i>Architect</i> , <i>Client</i> , <i>Consultants</i> , authorities having jurisdiction and other <i>Project</i> stakeholders. Document information requested and provided, recommendations made and accepted, advice given and decisions taken.	F2
2.5	Project Report - Prepare <i>Project</i> report, including key information flow between <i>Architect</i> , <i>Client</i> , <i>Consultants</i> , authorities having jurisdiction and <i>Project</i> stakeholders. Document <i>Project</i> status, design, proposed materials, components and building systems, schedule, <i>Construction Budget</i> , <i>Construction Cost Estimate</i> , information requested and provided, recommendations made and accepted, advice given and decisions taken. Obtain and coordinate input from <i>Consultants</i> . Provide to <i>Client</i> and <i>Consultants</i> at: 1. end of Pre-Design Phase, 2. end of Schematic Design Phase, 3. end of Design Development Phase, 4. when Construction Documents Phase is 50% complete, and 5. end of Construction Documents Phase.	F2
2.6	Coordination of Consultants - Coordinate the services of each <i>Consultant</i> identified in the agreement with the architectural services and with the services of all other <i>Consultants</i> identified in the agreement.	F2
2.7	Coordination of Multiple Constructors - Coordinate <i>Work</i> of multiple <i>Constructors</i> , including contract administration for multiple <i>Construction Contracts</i> .	C
2.8	Coordination of Client's Own Forces - Coordinate <i>Work</i> of <i>Client's</i> own forces with that of the <i>Constructor</i> .	C
2.9	Coordination of Client's Furniture, Fixtures and Equipment (FF&E) – Coordinate the delivery, receipt, and installation of <i>Client's</i> FF&E with the <i>Constructor</i> .	C
2.10	Computer-Aided Design and Drafting (CADD) – Utilize and coordinate the <i>Client's</i> CADD standards.	F2
2.11	Building Information Modelling (BIM) – Utilize BIM in accordance with the IBC 100-2013 BIM Contract Appendix published by the Institute for BIM in Canada (IBC) and appended to this contract.	N/A
2.12	BIM Model Manager – Function as the model manager in accordance with the IBC 100-2013 BIM Contract Appendix published by the Institute for BIM in Canada (IBC) and appended to this contract.	N/A
3	AUTHORITIES HAVING JURISDICTION SERVICES, ALL APPLICABLE PHASES	
3.1	Review of Regulatory Requirements - Review applicable statutes, regulations, codes and by-laws, and where necessary review with authorities having jurisdiction, so that necessary regulatory consents, approvals, licences and permits may be obtained.	F2
3.2	Zoning or Land Use Amendment - Assist <i>Client</i> in preparation of documents for, application for, and attendance at public hearings for, amendments to land use or zoning by-laws.	F2

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
3.3	Variances - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings for variances.	F2
3.4	Site Development Review - Assist <i>Client</i> in preparation of documents for, application for, and attendance at, public hearings and other meetings for site development review.	F2
3.5	Development Approval or Agreement - Assist <i>Client</i> in preparation of documents for and attendance at meetings for a development approval or agreement.	F2
3.6	Public Hearings – Assist <i>Client</i> in preparation of documents for, and attendance at, public hearings.	F2
3.7	Building Permit Application - Prepare documents for building permit application for <i>Client</i> or owner's signature and assist with submission of the application.	F2
4	PRE-DESIGN PHASE SERVICES	
4.1	Analyses of Client Needs - Review <i>Client's</i> stated objectives for the <i>Project</i> and advise.	F2
4.2	Program Confirmation - Review and advise on <i>Client's</i> program of requirements and other <i>Client</i> provided information.	F2
4.3	Initial Evaluation - Prepare and review with <i>Client</i> an initial evaluation of <i>Client's</i> program of requirements, schedule, <i>Construction Budget</i> , <i>Project</i> site, proposed <i>Project</i> delivery and procurement methods, and other initial <i>Client</i> provided information.	F2
4.4	Owner's Statement of Requirements - Set out fundamental objectives of the <i>Project</i> , including interrelation of space allocations, areas required for the spaces, specific materials and assemblies to be used, massing, time factors, cost implications, constraints, and any special design considerations.	F2
4.5	Functional Programming - Analyse <i>Client's</i> needs and prepare functional program.	F2
4.6	Furnishings, Fixtures and Equipment (FF&E) Inventory - Provide an inventory of existing FF&E including details on space, environmental and service requirements.	C
4.7	Financial Feasibility Study - Analyze the reasonable probability of the <i>Client's</i> objectives for the <i>Project</i> being reached within the <i>Construction Budget</i> and advise on measures to align the <i>Project</i> requirements with the <i>Construction Budget</i> .	F2
4.8	Technical Investigation - Undertake technical investigations of existing building materials, components and systems and advise on a range of possible actions.	F2
1.9	Building Condition Assessment - Undertake a building condition assessment of entire building and provide a reserve fund study or similar type of report.	N/A
4.10	Construction Cost Estimate - Based on functional program, site conditions and constraints, time of construction, and known construction economics, prepare a <i>Construction Cost Estimate</i> . Advise <i>Client</i> accordingly.	F2

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
4.11	Site Evaluation Study - Review <i>Project</i> site and assess its suitability to accommodate the <i>Client's Project</i> .	F2
4.12	Comparative Studies of Prospective Sites - Review a number of potential <i>Project</i> sites and assess the suitability of each to accommodate <i>Client's Project</i> .	C
4.13	Investigate Existing Conditions - Visit the <i>Place of the Work</i> and review characteristics of the site.	C
4.14	Measured Drawings - Prepare measured drawings of existing conditions.	N/A
4.15	Verifying Accuracy of Drawings Furnished by Client - Review drawings, visit <i>Project</i> site and take measurements to satisfy that drawings are reasonably accurate in their representation of the existing premises.	N/A
4.16	Drawing Conversion - Convert drawings provided by <i>Client</i> to an another appropriate format.	N/A
4.17	Photographs - Prepare a photographic record of existing conditions.	N/A
4.18	Engage Land Surveyor - Engage a land surveyor to provide a land survey.	C
4.19	Assist Client Regarding Land Survey Information Required - Coordinate with land surveyor and other <i>Consultants</i> to identify information required from the survey.	F2
4.20	Engage Geotechnical Consultant - Engage a geotechnical <i>Consultant</i> to provide a geotechnical or soils investigation report and advice.	C
4.21	Assist Client Regarding Geotechnical Information Required – Coordinate with geotechnical and other <i>Consultants</i> as to identification of information required from the report.	F2
4.22	Engage Toxic or Hazardous Substances Consultant –	N/A
4.23	Assist Client Regarding Toxic or Hazardous Substances Information Required – Coordinate with toxic or hazardous substances <i>Consultant</i> and other <i>Consultants</i> as to identification of information required.	N/A
4.24	Marketing - Prepare promotional presentations or special marketing materials.	N/A
4.25	Basic Climate Analysis: Review for sun paths, wind conditions, temperature and precipitation data, and climate change effects.	N/A
5	SCHEMATIC DESIGN PHASE SERVICES	
5.1	Design Approaches - Discuss with <i>Client</i> alternative design approaches at outset of the schematic design concepts.	F2
5.2	Schematic Design Concept(s) - Based on the <i>Project's</i> requirements agreed upon with the <i>Client</i> , the <i>Architect</i> shall prepare for the <i>Client's</i> approval a concept design, or designs, illustrating the scale and relationship of the <i>Project</i> components. Prepare Class 'D' <i>Construction Cost Estimates</i> as appropriate for each concept design.	F2

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
5.3	<p>Schematic Design Documents - Based on the <i>Client</i> approved schematic design concept and Class 'D' <i>Construction Cost Estimate</i>, prepare for the <i>Client's</i> review and approval schematic design documents to illustrate the scale and character of the <i>Project</i> and how the parts of the <i>Project</i> functionally relate to each other and including, as appropriate:</p> <ol style="list-style-type: none"> 1. site plan, 2. principal floor plans(s), 3. schematic sections and elevations, 4. massing representation, and 5. other illustrative sketches or renderings to convey the intent of the design. <p>Prepare a schematic design report incorporating, as appropriate:</p> <ol style="list-style-type: none"> 1. design approach or philosophy, 2. site data, 3. design area(s) comparison to functional program, 4. design compliance with regulatory requirements, 5. architectural, structural, mechanical and electrical building systems descriptions, 6. <i>Project</i> schedule, and 7. Class 'C' <i>Construction Cost Estimate</i>. 	F2
5.4	Marketing Documents - Provide or arrange for provision of promotional materials.	N/A
5.5	Architectural Models - Provide or arrange for provision of scale models.	N/A
5.6	Architectural Renderings - Provide or arrange for provision of renderings and other special delineations.	N/A
5.7	Digital Modelling - Provide or arrange for provision of 3D digital modelling.	N/A
5.8	Submit Schematic Design - Submit the schematic design documents to the <i>Client</i> and obtain the <i>Client's</i> approval prior to proceeding to the Design Development Phase.	F2

Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
6	DESIGN DEVELOPMENT PHASE SERVICES	
6.1	<p>Design Development Documents - Based on the <i>Client</i> approved schematic design documents and agreed <i>Construction Cost Estimate</i>, and any <i>Client's</i> authorization of adjustments in the <i>Project</i> requirements and the <i>Construction Budget</i>, prepare for the <i>Client's</i> review and approval, design development documents, drawings and other documents to describe the size and character of the <i>Project</i> including as appropriate the architectural, structural, mechanical, and electrical systems, materials and such other elements, and including:</p> <ol style="list-style-type: none"> 1. site plan, 2. floor plans, 3. elevations, 4. building sections, and 5. other illustrative sketches or renderings to convey the intent of the design. <p>Prepare an updated design development report incorporating, as appropriate:</p> <ol style="list-style-type: none"> 1. design approach or philosophy, 2. site data, 3. updated design area(s) comparison to functional program, 4. design compliance with regulatory requirements, 5. architectural, structural, mechanical and electrical building systems descriptions, 6. outline specifications, 7. materials, finishes and preliminary colour schemes, 8. project schedule, and 9. Class 'B' <i>Construction Cost Estimate</i>. 	F2
6.2	Update Project Schedule - Update and submit to the <i>Client</i> for approval a Project Schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.	F2
6.2	Submit Design Development - Submit the design development documents to the <i>Client</i> , advise the <i>Client</i> of any adjustments to the <i>Construction Cost Estimate</i> and obtain the <i>Client's</i> approval prior to proceeding to the Construction Documents Phase.	F2
7	CONSTRUCTION DOCUMENTS PHASE SERVICES	
7.1	Drawings and Specifications - Based on the <i>Client</i> approved design development documents and agreed updated <i>Construction Budget</i> , prepare for <i>Client's</i> review and approval, <i>Construction Documents</i> consisting of drawings and specifications setting forth in detail the requirements for the <i>Work</i> .	F2
7.2	<p>Update Construction Cost Estimate - Advise the <i>Client</i> of any adjustments to the <i>Construction Cost Estimate</i>, including adjustments indicated by changes in requirements and general market conditions. Provide:</p> <ol style="list-style-type: none"> 1. an updated Class "B" <i>Construction Cost Estimate</i> when the <i>Construction Documents</i> are []% completed, and 2. a Class "A" <i>Construction Cost Estimate</i> when they are fully completed 	F2

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
7.3	Update Project Schedule - Update and submit to the <i>Client</i> a <i>Project</i> schedule identifying major and minor tasks, sequence of tasks, duration of tasks, start and finish dates of tasks, interdependencies of tasks, critical path and major project milestones.	F2
7.4	Prepare Bidding Requirements and Construction Contract Conditions - Obtain instructions from and advise <i>Client</i> on the preparation of the necessary bidding requirements, bid forms, and form of <i>Construction Contract(s)</i> .	F2
7.5	Prepare Bidding Requirements for Alternative Prices – Identify and specify requirements for alternative prices to be submitted with bids.	F2
7.6	Prepare Bidding Requirements for Unit Prices – Identify and specify requirements for unit prices to be submitted with bids.	F2
7.7	Bidding Requirements for Multiple Bid Packages - Prepare multiple bid packages as required for sequential bidding of trade contracts and multiple Construction Contracts.	N/A
7.8	Submit Construction Documents - Submit <i>Construction Documents</i> to <i>Client</i> for formal review at 50%, 75% and 100% completion. Submit final <i>Construction Documents</i> to <i>Client</i> and obtain <i>Client's</i> approval to proceed to the Bidding/Negotiation Phase.	F2
8	BIDDING/NEGOTIATION PHASE	
8.1	Assist Client with Pre-qualification of Bidders - Prepare request for qualifications, receive responses from interested parties, evaluate responses, and report results to <i>Client</i> for decision.	F2
8.2	Assist Client in Calling for Bids – Arrange and manage the process for public or invitational call for bids and distribution of bid documents.	F2
8.3	Pre-Bid Meetings - Organize pre-bid meetings for bidders.	F2
8.4	Bidding Inquiries – Respond to and address questions raised by bidders during the bid period.	F2
8.5	Addenda - Prepare and issue addenda during bid period and before award of <i>Construction Contract(s)</i> .	F2
8.6	Bid Receipt and Review - Arrange for receipt of bids, opening of bids, review bids for compliance, and report to <i>Client</i> .	F2
8.7	Bidding/Negotiation - Assist the <i>Client</i> with <i>Construction Contract</i> negotiations.	F2
8.8	Bonds and Insurance - Receive bonds and insurance documents for <i>Client's</i> review and acceptance.	F2
8.9	Assemble Construction Contract - Assemble <i>Construction Contract</i> for legal review and signature by the contracting parties.	F2

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
9	CONSTRUCTION PHASE SERVICES	
9.1	Project Protocols - Meet with <i>Client</i> , <i>Constructor</i> and <i>Consultants</i> to establish project protocols, lines of communications and administrative procedures. Prepare and circulate minutes.	F2
9.2	Architect Chaired Site Meetings - Organize and direct site meetings with <i>Constructor</i> , major sub-contractors, <i>Client</i> and <i>Consultants</i> to review the progress of the <i>Work</i> , address emerging concerns and coordinate efforts. Prepare and issue meeting minutes.	F2
9.2	Constructor Chaired Site Meetings - Attend all site meetings chaired by the <i>Constructor</i> . Review and comment on meeting minutes prepared by the <i>Constructor</i> .	N/A
9.3	Update Construction Documents - Update and issue revised <i>Construction Documents</i> to incorporate addenda and negotiated changes made during the Bidding/Negotiation Phase.	F2
9.4	Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> submittals required by the <i>Construction Contract</i> .	F2
9.5	Requests for Information (RFI's) - Receive RFIs from <i>Constructor</i> and respond.	F2
9.6	Supplemental Instructions - Prepare and issue supplemental instructions as required for clarification of the requirements of the <i>Construction Documents</i> .	F2
9.7	Contemplated Change Notices, Change Orders and Change Directives - Prepare contemplated change notices with required drawings and specifications, evaluate <i>Constructor's</i> proposals, and prepare change directives and change orders for the <i>Client's</i> approval in accordance with the <i>Construction Contract</i> .	F2
9.8	General Review - Provide <i>General Review</i> at intervals required by the definition of <i>General Review</i> in the contract .	F2
9.9	Additional General Review - Provide additional <i>General Review</i> with more frequent visits to the <i>Place of the Work</i> than required by the definition of <i>General Review</i> in the contract, as follows: [].	N/A
9.10	Additional Off-Site General Review of Manufactured Products – Provide additional <i>General Review</i> of major components produced at off-site prefabrication or manufacturing facilities with more frequent visits to those off-site facilities than required by the definition of <i>General Review</i> in the contract, as follows: [].	F3
9.11	Additional Project Representation – Provide full-time on-site representation for the duration of construction.	N/A
9.12	Inspection and Testing Services – Provide assistance in having inspection and testing companies perform services as required by the <i>Construction Contract</i> , receive and review their reports and report to <i>Client</i> .	F2
9.13	Enhanced Inspection and Testing Service - Provide assistance related to the inspection and testing of mock-ups, including witnessing testing of Project elements and systems	F2
9.14	Constructor's Proposed Substitutions – Evaluate substitutions proposed by the <i>Constructor</i> and make any resulting necessary revisions to the <i>Construction Documents</i> .	F2

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Schedule A - SERVICES

ITEM	SERVICE	SERVICE PROVISION AND BASIS OF FEE
9.15	Services Necessitated By Default of <i>Client</i> or <i>Constructor</i> – Provide services necessitated by the default of the <i>Constructor</i> or the <i>Client</i> under the <i>Construction Contract</i> , or by major defects or deficiencies in the <i>Work</i> of the <i>Constructor</i> .	F3
9.16	Services Related to Replacement of Damaged <i>Work</i> – Provide consultation concerning replacement of <i>Work</i> damaged by fire or other cause during construction and provide services related to replacement of such <i>Work</i> .	F3
9.17	Evaluation of Extensive or Unreasonable Claims - Evaluate an extensive or unreasonable number of claims by the <i>Constructor</i> or others.	F2
9.18	Payment Certification - Receive and assess the <i>Constructor's</i> applications for payment and determine amounts payable by the <i>Client</i> under the <i>Construction Contract</i> .	F2
9.19	Deficiency Review - Review <i>Constructor's</i> list of outstanding and deficient <i>Work</i> . Identify incomplete <i>Work</i> and defects and deficiencies in the <i>Work</i> . Report in writing to the <i>Client</i> , <i>Constructor</i> , and <i>Consultants</i> .	F2
9.20	Record Drawings - Prepare record drawings showing changes to the <i>Work</i> made during construction based on as-built drawings (marked up prints) and other data submitted by the <i>Constructor</i> .	F3
9.21	Close-out Submittals - Review and take appropriate action with reasonable promptness on all <i>Constructor's</i> close-out submittals required by the <i>Construction Contract</i> .	F2
9.22	Systems Demonstrations - At the completion of construction coordinate with the <i>Constructor</i> , and if appropriate, <i>Consultants</i> to conduct systems demonstrations for the <i>Client's</i> operations personnel.	F2
9.23	Lien Legislation Certification – Issue certification as and when required by lien legislation applicable at the <i>Place of the Work</i> .	C
9.24	Ready for Take-Over Certification – Issue certification as and when required by the <i>Construction Contract</i> .	F2
10	POST CONSTRUCTION PHASE SERVICES	
10.1	Warranty Review - Prior to the end of the warranty period, undertake a review for defects or deficiencies and notify the <i>Constructor</i> in writing of items requiring attention by the <i>Constructor</i> .	F2

Schedule B - REIMBURSABLE EXPENSES

The *Client* shall pay to the *Architect Reimbursable Expenses* on the basis described in this Schedule B - REIMBURSABLE EXPENSES. Probable costs, where indicated, are the *Architect's* estimate of the total amount, excluding *Value Added Taxes*, of *Reimbursable Expenses* that may become payable for each item. Except where *Reimbursable Expenses* are indicated as payable on an "E3" basis, the *Architect* does not represent nor warrant that the Reimbursable Expenses will be less than or equal to the probable costs indicated.

The following designations are used to indicate the method of remuneration applicable to each line item, or the non-applicability of an item to the contract:

- E1** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts. An administrative charge of 10 % will be added to these items.
- E2** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* on the basis of actual costs, as they are incurred and supported by receipts, but without any added administrative charge.
- E3** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined fixed amount, regardless of actual costs incurred. This amount is indicated in the probable cost column but shall not be exceeded. It shall be apportioned to the phases of the *Services* as stated in Article A13 of the agreement and is payable accordingly.
- E4** Indicates that these *Reimbursable Expense* items are payable by the *Client* to the *Architect* as a pre-determined percentage of the *Architect's* fee for *Services*, regardless of the method of fee calculation and regardless of actual costs incurred. The percentage is ____ %, which amount shall be added to each invoice.
- E5** Indicates that these items are deemed to **not** be *Reimbursable Expenses* that are separately payable by the *Client* to the *Architect*. They are deemed to be included in the *Architect's* fee for *Services*.
- N/A** N/A (or an item left blank) indicates that, on the date the agreement is made, it is anticipated that these *Reimbursable Expense* items will not be incurred.

ITEM	REIMBURSABLE EXPENSE	BASIS OF PAYMENT	PROBABLE COST
1	General reproduction graphic services including: 1. Small format (ledger sized sheet or smaller) colour or black and white photocopying of original hard copies or printing of digital files. 2. Large format (greater than ledger sized sheet) colour or black and white photocopying of original hard copies or printing of digital files. 3. Scanning original hard copies to create digital files. 4. Printing and binding of reports and specifications. 5. Printing and binding of construction drawings.	E1	
2	Special reproduction graphic services including: 1. High-quality colour or black and white printing of digital files. 2. Mounting or framing of prints. 3. Production of marketing or presentation materials.	E1	
3	Delivery costs including: 1. Couriers 2. Registered or express mail 3. Postage	E1	

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Schedule B - REIMBURSABLE EXPENSES

ITEM	REIMBURSABLE EXPENSE	BASIS OF PAYMENT	PROBABLE COST
4	Local transportation including: 1. Taxis 2. Use of personal vehicles at rate of \$0.51/km outside Grande Prairie 3. Automobile rental 4. Parking	E1	
5	Other Transportation including: 1. Air fare, rail fare, intercity bus fare 2. Use of personal vehicles at rate of \$0.51/km	E1	
6	Meals: 1. Actual Receipts	E1	
7	Travel time of <i>Architect's</i> and <i>Architect's Consultant's</i> personnel	N/A	
8	Communications charges including: 1. Long distance telephone and facsimile charges 2. Internet services 3. Video and teleconference services 4. Collaborative project-specific internet sites 5. Project web camera 6. Cell phone charges	E1	
9	Local <i>Project</i> office	N/A	
10	Commissioned presentation materials including: 1. Renderings 2. Physical models 3. Computer models 4. Computer animations	E1	
11	Internet based services 1. Virtual storage 2. FTP site 3. <i>Project</i> management file sharing service	E1	
12	Miscellaneous		
TOTAL PROBABLE COST			

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Schedule C - TIME BASED RATES

The *Architect's* fee shall be based on the following time based rates for personnel employed by the *Architect* and the *Architect's Consultants*. All rates exclude *Value-Added Taxes*.

PERSONNEL	RATE
Architect / Engineer	\$200.00 / hr
Senior Architectural Technologist	\$125.00 / hr
Intermediate Architectural Technologist	\$100.00 / hr
Junior Architectural Technologist	\$80.00 / hr
Administration	\$50.00 / hr
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OPTION 1

New partitions between rooms, new wc for children, make hc wc, new exterior ramp, new mechanical and electrical, new exterior fencing. **** This option does not meet required areas for current number of children****

Demolition	\$2,500.00
New Partitions	\$10,000.00
New Finishes (Paint, Trim, Flooring)	\$5,000.00
New Washroom Upstairs	\$10,000.00
New Exterior Ramp on East Side	\$5,000.00
New Mechanical Ventilation	\$20,000.00
New Electrical and Fire Alarm System	\$12,000.00
New Exterior Fencing Around Outdoor Play Area	\$1,500.00
Sub-Total of Work	\$66,000.00
Building Permit Fee	\$740.52
Contractor Overhead & Profit (15%)	\$10,011.08
Design & Engineering Fees (7%)	\$5,372.61
Sub-Total	\$82,124.21
GST	\$4,106.21
TOTAL COST OPTION 1	\$86,230.42

OPTION 2

New partitions between rooms, new wc for children, make hc wc, widen basement stairs to meet exiting requirements, new exterior door, new exterior ramp, new mechanical and electrical, new exterior fencing.

Demolition	\$7,500.00
New Widen Exit Stair & Add Exterior Door	\$12,500.00
New Partitions	\$10,000.00
New Finishes (Paint, Trim, Flooring)	\$15,000.00
New Washroom Upstairs	\$10,000.00
New Exterior Ramp on East Side	\$5,000.00
New Mechanical Ventilation	\$25,000.00
New Electrical and Fire Alarm System	\$12,000.00
New Exterior Fencing Around Outdoor Play Area	\$1,500.00
Sub-Total of Work	\$98,500.00
Building Permit Fee	\$1,105.17
Contractor Overhead & Profit (15%)	\$14,940.78
Design & Engineering Fees (7%)	\$8,018.22
Sub-Total	\$122,564.16
GST	\$6,128.21
TOTAL COST OPTION 2	\$128,692.37

OPTION 3

Do everything in option 2, finish sanctuary, finish kitchen.

Option 2 costs	\$98,500.00
Sanctuary Costs	
Demolition	\$2,500.00
Level Floor	\$15,000.00
Raise Exterior Doors	\$5,000.00
New Finishes (Paint, Trim, Flooring)	\$10,000.00
New Mechanical and Electrical Work This Area	\$10,000.00
Kitchen Costs	
Demolition	\$2,500.00
New Millwork	\$10,000.00
New Appliances	\$15,000.00
New Finishes (Paint, Trim, Flooring)	\$6,000.00
New Mechanical and Electrical Work This Area	\$10,000.00
Sub-Total of Work	\$184,500.00
Building Permit Fee	\$2,070.09
Contractor Overhead & Profit (15%)	\$27,985.51
Design & Engineering Fees (7%)	\$15,018.89
Sub-Total	\$229,574.50
GST	\$11,478.72
TOTAL COST OPTION 3	\$241,053.22



REQUEST FOR DECISION

SUBJECT: **Accurate Assessment Group Ltd. – 2019 Annual Assessment Presentation**
SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 21, 2019 ICAO: DT MANAGER: DD
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: TB
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the Accurate Assessment Group's annual Greenview Property Assessment report, for information.

BACKGROUND/PROPOSAL:

Accurate Assessment Group is contracted by Greenview to provide assessment services on properties within Greenview, excepting Grande Cache at this point.

Accurate Assessment Group representatives will be in attendance to elaborate on Greenview's Property Assessment report.

Council members may wish to prepare questions in relation to the attached presentation to ensure clarity for Council.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the report as information is to keep Council informed about the changes in Greenview's property assessment from one year to the next.
 2. Another benefit of the recommended action is that Council will have an opportunity to dialogue with the Accurate Assessment Group regarding the changes in assessment.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Accurate Assessment Group Ltd. – PowerPoint Presentation





Agenda

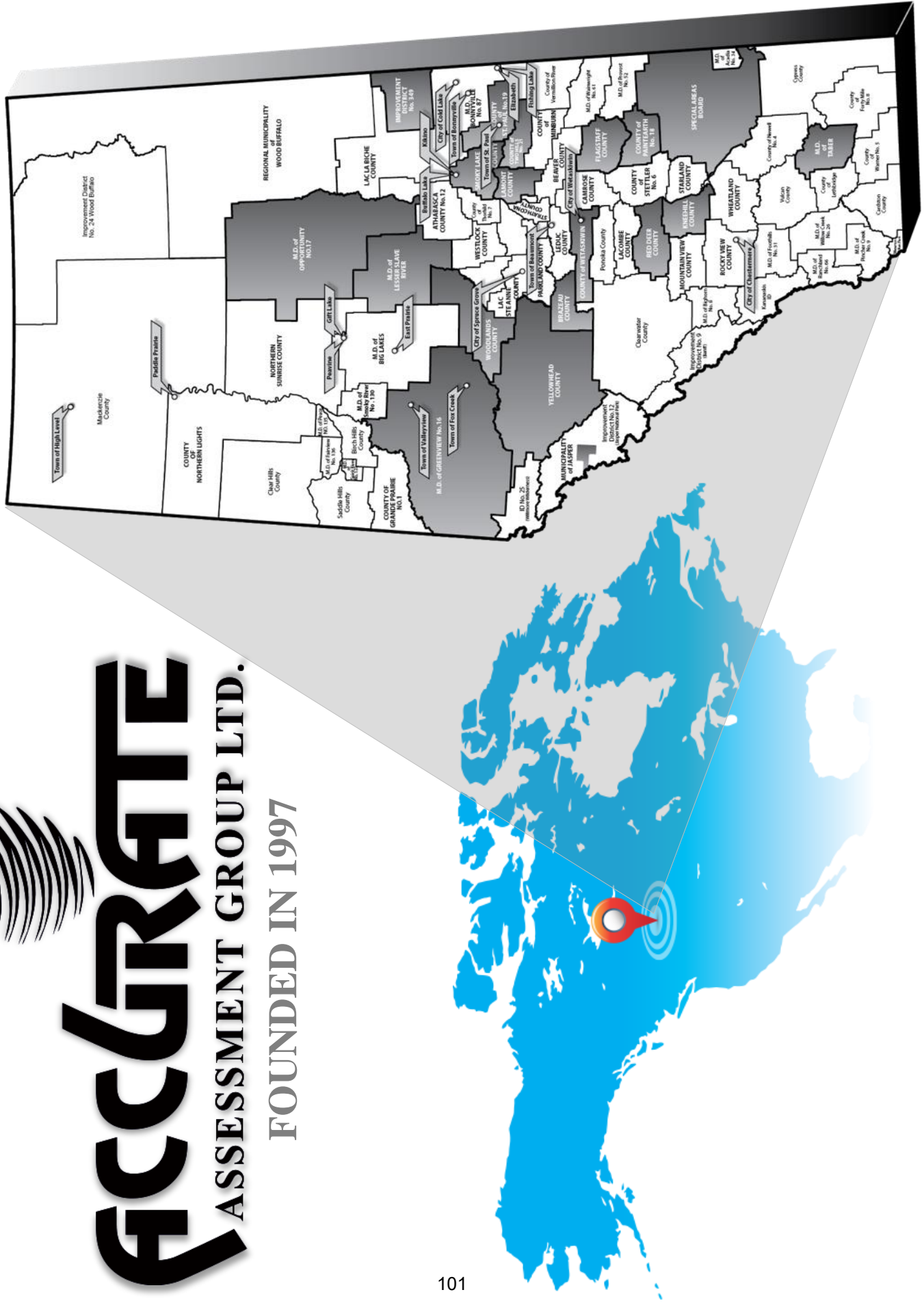


Accurate Assessment Group Ltd.

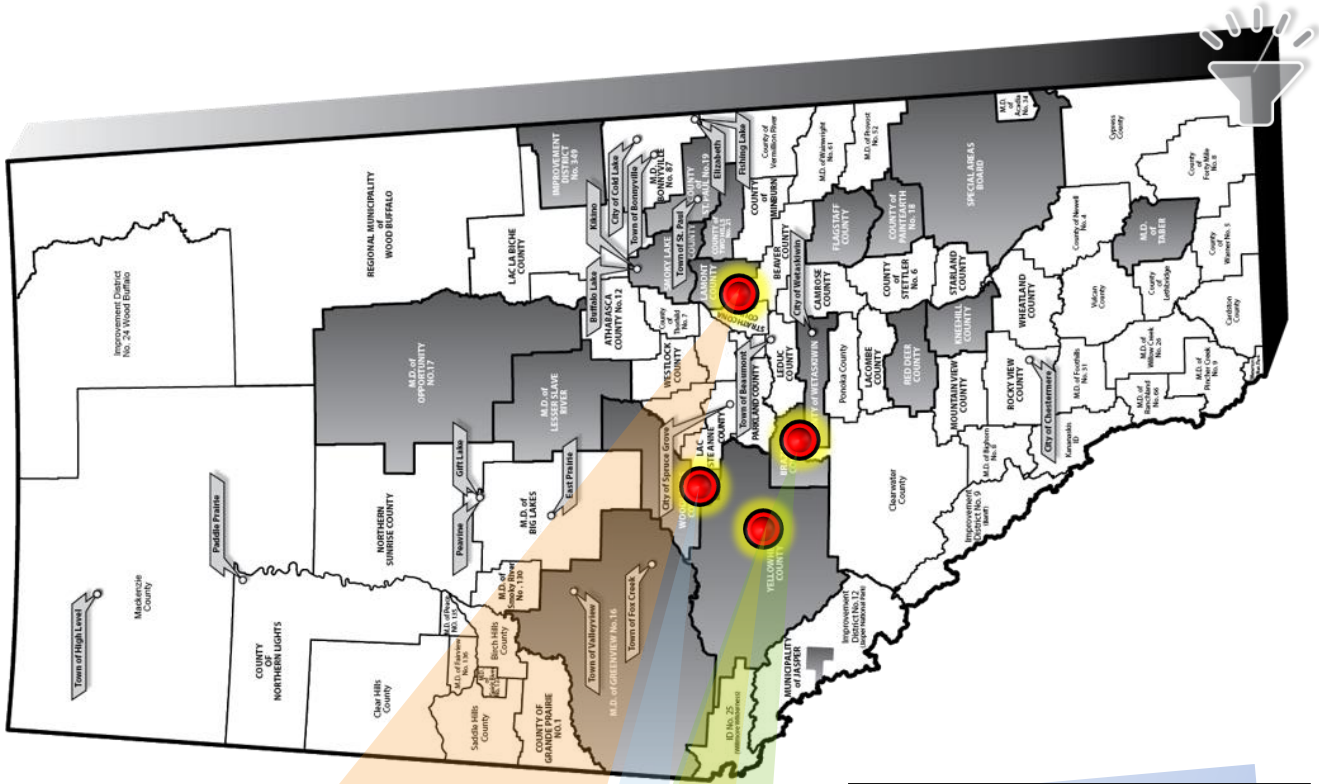


Highlights of the Municipality's Assessment

FOUNDED IN 1997



Where We are Located



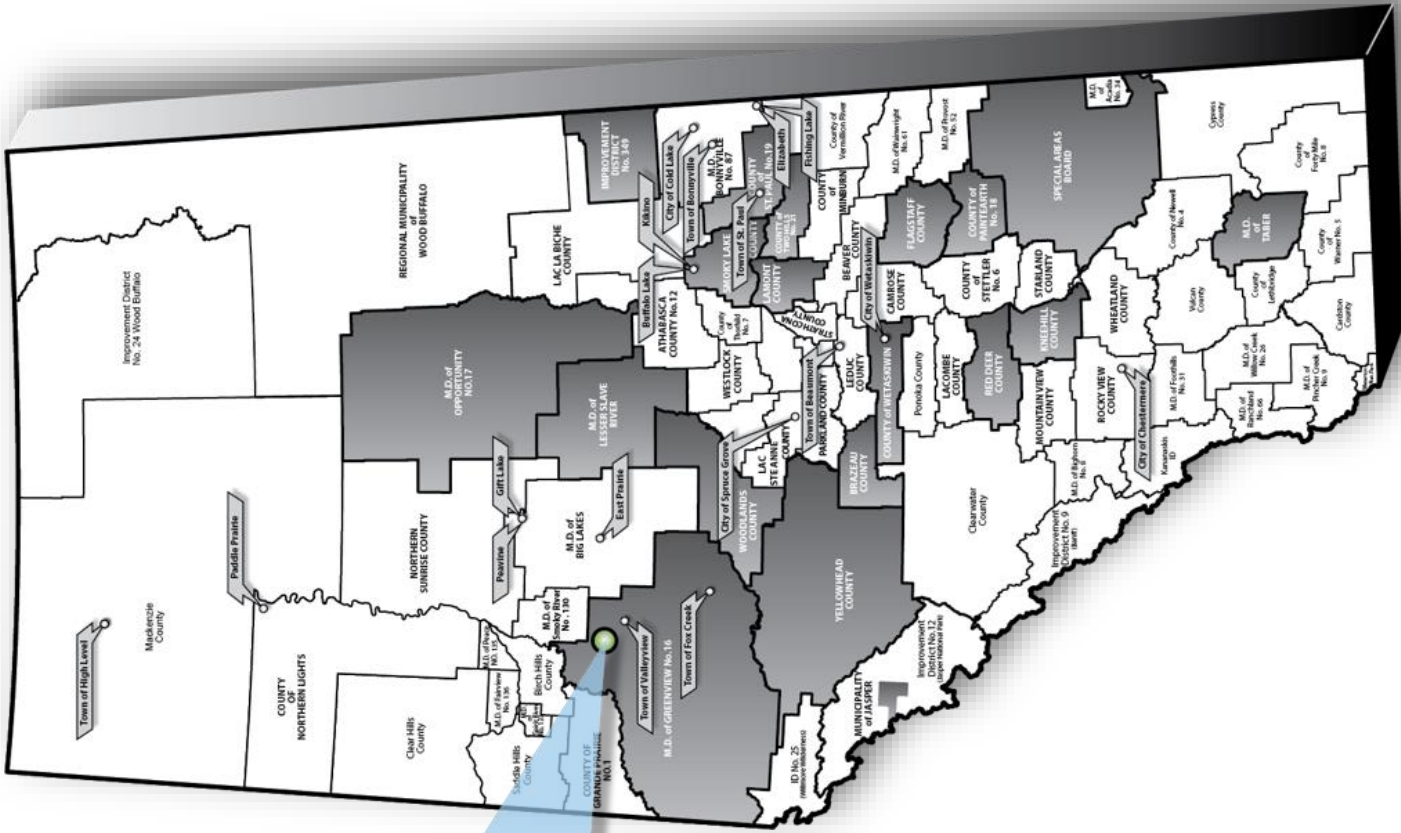


**M.D. of
Greenview**



AAG's Client Partners

- ✓ 20 Rural Municipalities
- ✓ 6 Cities
- ✓ 6 Towns
- ✓ 8 Metis Settlements



Trusted Advisors



At AAG, our purpose is to continuously seek improvement and earn the role of Trusted Advisor.



TEAM DEPTH



Specializing in all aspects of Municipal Property Assessment
300+ Years of Combined Experience



COMMUNICATION



We connect with Rate Payers successfully
We communicate with Council, CAO's and Administration



DATA INTEGRITY



Our technology drives best practices for assessment operations.
Leaders in quality control through technology and experience



Residential



Non-Residential



Farmland

Troy Birtles, AMAA	Assessment Coordinator
Kris Meadows, AMAA	Residential Assessor
Sean Cosens, Bsc. Ag	Farmland Assessment Specialist
Bob Daudelin, AMAA	Assessment Specialist
Alison Reid, AMAA	Senior Assessor
Josh McMillan	Residential Assessor
Jesse Nelson	Residential Assessor
Cory Allen	Residential Assessor

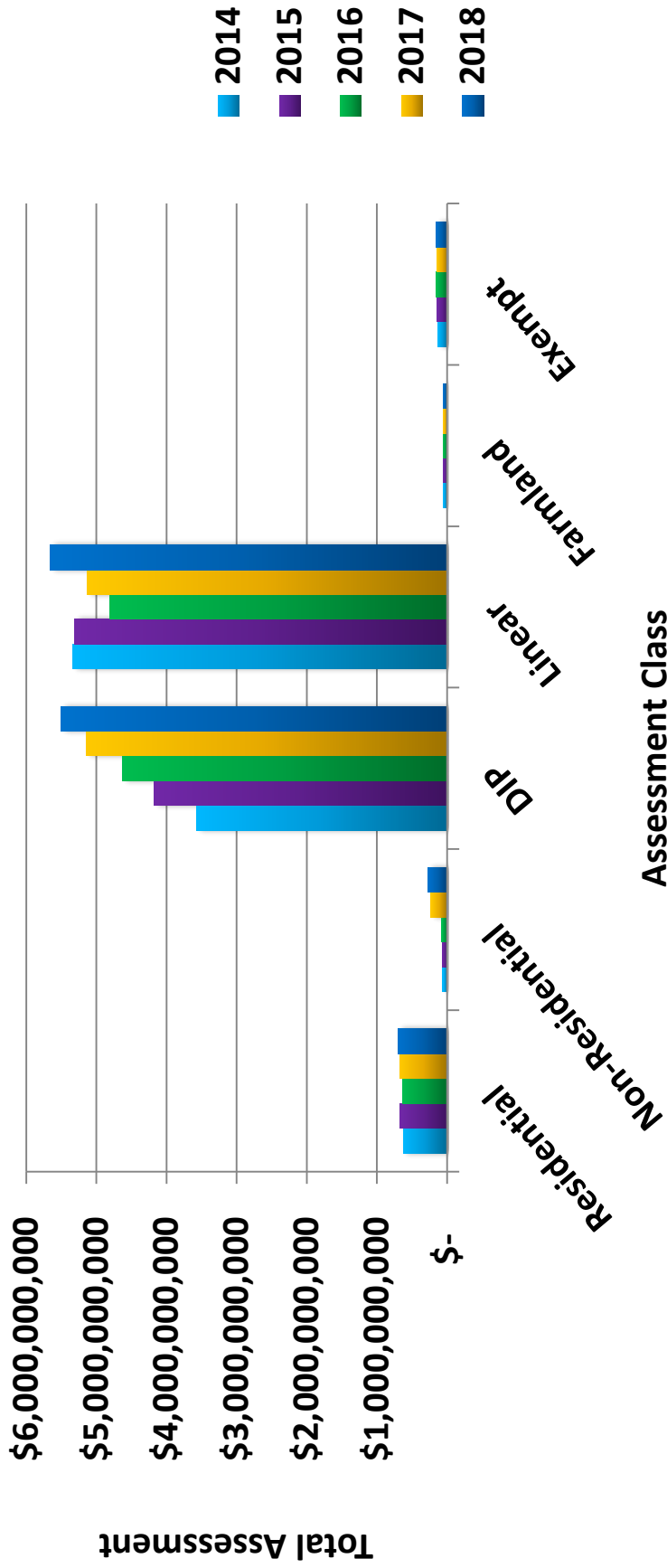


2017 Compared to 2018 Assessment

	2017	2018	Difference	
	Totals	Totals	\$	%
Residential	\$672,086,720	\$696,276,420	\$24,189,700	104%
Non-Residential	\$230,591,760	\$272,985,500	\$42,393,740	118%
Designated Industrial Property (DIP)	\$5,143,353,630	\$5,509,214,000	\$365,860,370	107%
Linear	\$5,127,233,630	\$5,660,875,820	\$533,642,190	110%
Farmland	\$57,485,850	\$57,624,090	\$138,240	100%
Exempt	\$148,414,170	\$154,359,550	\$5,945,380	104%
Grand Total:	\$11,379,165,760	\$12,351,335,380	\$972,169,620	109%

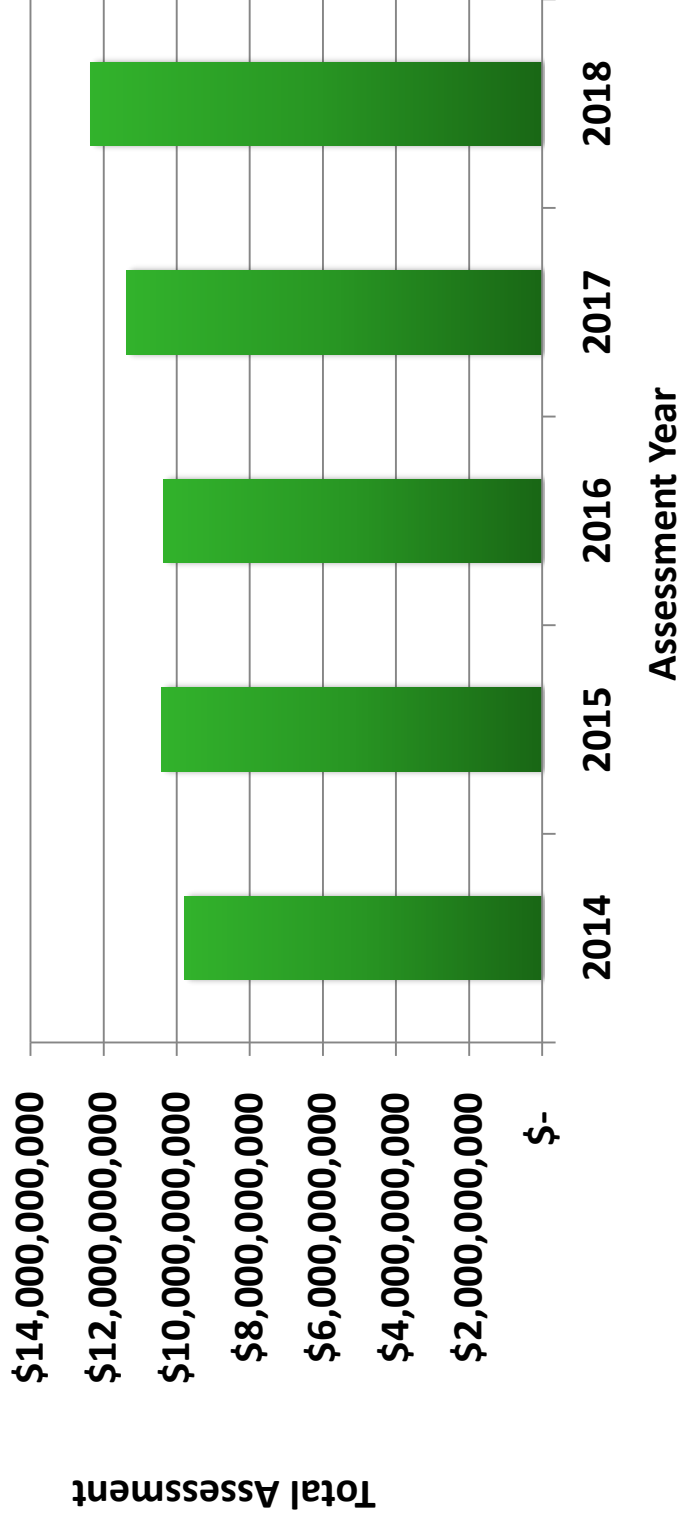


Assessment Class History Comparison





Assessment Total History Compare





Taxable Assessment Change Compare by %

Range	Properties	%
-25% to -100%	402	2.7%
-10% to -25%	166	1.1%
-1% to -10%	3,484	23.5%
No Change	6,133	41.3%
1% to 10%	3,465	23.3%
10% to 25%	274	1.8%
25% to 100%	156	1.1%
Over 100%	207	1.4%
New Roll #'s	445	3.0%
Inactive Roll #'s	120	0.8%
Total Properties	14,852	100%

88%



Taxable Assessment Change Compare by \$

Range	Properties	%
Over - \$1,000,000	19	0.1%
-\$100,000 to -\$999,999	366	2.5%
-\$25,000 to -\$99,999	431	2.9%
-\$10,000 to -\$24,999	644	4.3%
-\$1,000 to -\$9,999	2,856	19.2%
-\$999 to \$999	6,995	47.1%
\$1,000 to \$9,999	1,586	10.7%
\$10,000 to \$24,999	749	5.0%
\$25,000 to \$99,999	321	2.2%
\$100,000 to \$999,999	216	1.5%
Over \$1,000,000	104	0.7%
New Roll #'s	445	3.0%
Inactive Roll #'s	120	0.8%
Total Properties	14,852	100%

86%



New Roll #'s & Permit Comparison

<u>New Roll #'s Summary</u>					
	2014	2015	2016	2017	2018
Residential/Non-Res	130	157	104	110	117
<u>Development Permit</u>					
	2014	2015	2016	2017	2018
Development Permits	357	377	368	379	354



Overview

(NOT including Industrial or Linear)

Residential (Rural)	
Valleyview	4.5% Increase
DeBolt	0.5% Increase
Grovedale	2.5% Increase

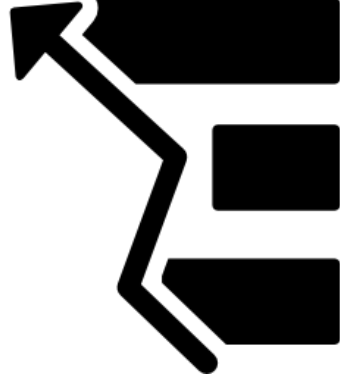




Overview

(NOT including Industrial or Linear)

Residential (Hamlets)	
Little Smoky	5.0% Increase
DeBolt	8.8% Increase
Ridge Valley	3.8% Increase
The Narrows	2.0% Increase
Sandy Bay	3.2% Increase





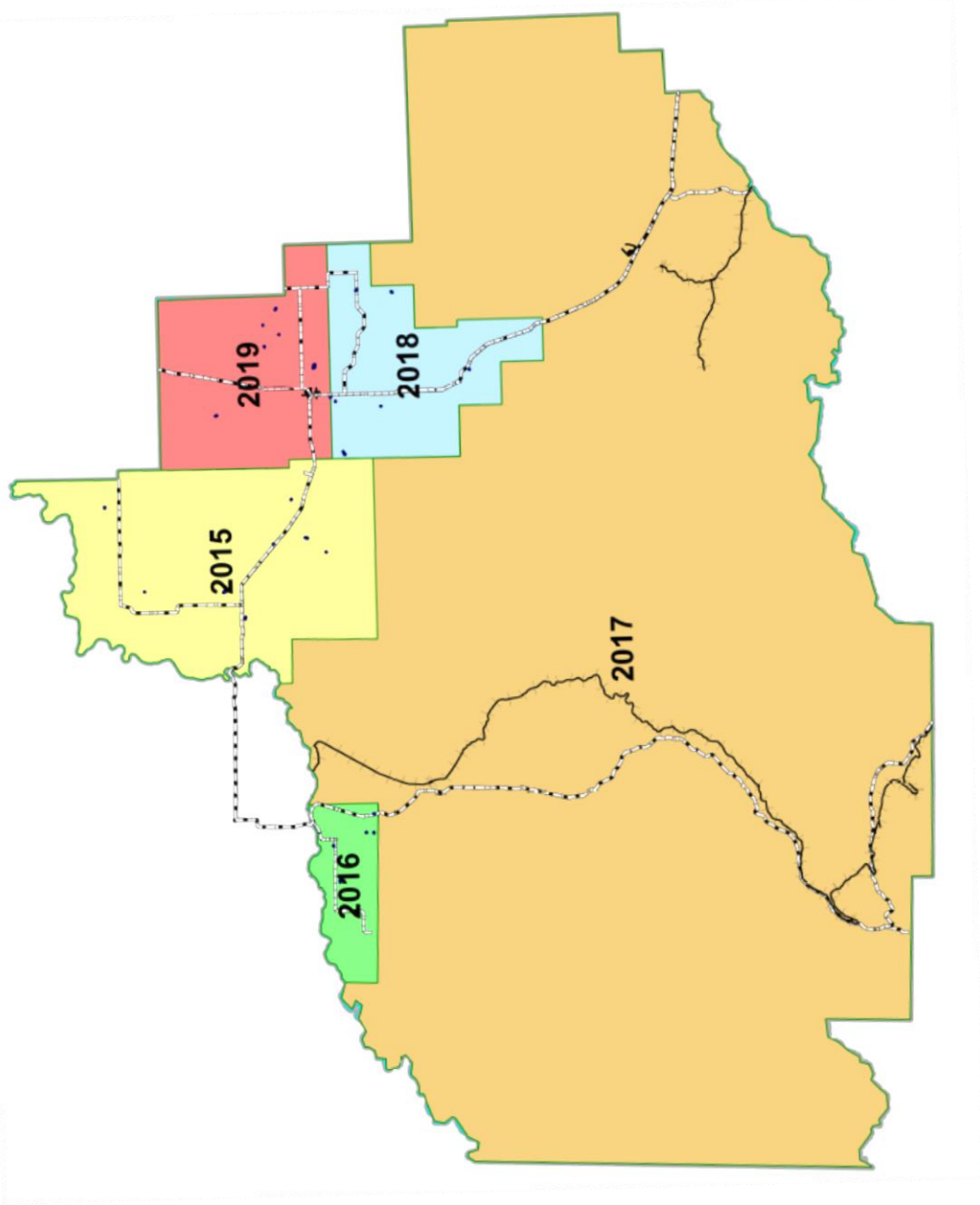
Overview

(NOT including Industrial or Linear)

<u>New Residential Growth Assessment</u>			
	2016	2017	2018
New Construction	\$11.3M (1.6%)	\$13.7M (2.1%)	\$9.8M (1.5%)
<u>Residential Inflation</u>			
	2016	2017	2018
Market Change	-\$40.9M (-5.8%)	\$18.7M (2.9%)	\$14.4M (2.1%)

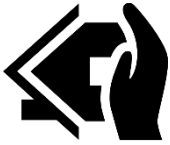


Residential / Non-Residential Re-inspection Cycle





Moving Forward – Residential / Non-Residential



Open House to Inform Rate Payers, Troy and / or another representative from AAG be in the Greenview office periodically



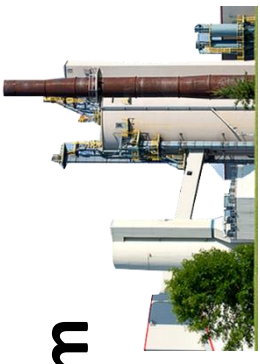
2019 Assessment Cycle will be concentrated on the Valleyview North area.



Stabilizing Oil Price has resulted in signs of economic growth resulting in minor increases to market values. We will continue to monitor into 2019



Industrial Assessment Team



Ray Fortin, AMAA	Industrial Assessment Specialist
Sean Barrett, AMAA	Industrial Coordinator
Kent Smith, AMAA	Industrial Assessor
*Chad Nelson	Industrial Assessor
Steve Sawatsky, AMAA	Industrial Assessor
Chris Smith, AMAA	Industrial Assessor
*Ally Dittrick	Industrial Assessor
Harry Schmidt, AMAA	Specialty Assessment Services

***Denotes Assessors currently working towards AMAA accreditation**



Designated Industrial Property

Designated Industrial property includes:

- Properties regulated by the Alberta Energy Regulator, National Energy Board, Alberta Utilities Commission.
- Linear property (wells, pipeline, railways, telecommunications and electric power systems) assessed by the province. Note that railway became linear on January 1, 2018.
- Property designated as a “major plant” by the 2018 Alberta Machinery and Equipment Minister’s Guidelines regulation; for example, large refineries, upgraders, pulp and paper mills.
- Land and improvements associated with property regulated by the Alberta Energy Regulator, Alberta Utilities Commission or National Energy Board and major plants.



Designated Industrial Property

2018 DIP Assessment:

- AAG has spent a considerable amount of time during the 2018 DI property assessment creating new processes and procedures in order to adhere to DIP requirements and legislative MGA changes.
- In your municipality AAG has identified 7,048 Designated Industrial Properties.
 - Including 23 properties designated as “Major Plants”. However, this number is likely to grow as additional large scale facilities are completed.
- For comparison purposes there were only 4,500 Industrial Properties 10 years ago.

Inspections:

- Within this municipality, AAG has completed 2,200 field inspections.
- Additionally, in 2018 AAG has completed over 14,200 field inspections within 17 Hybrid municipalities.



Designated Industrial Property

2018 Industrial Land:

- The Alberta Linear Property Assessment Minister's Guidelines now includes a regulated value for land at all wellsite's based on one of 5 geographical regions in Alberta.
 - Meaning, most wells included in the municipalities Linear Assessment now include a regulated value for land.
- The municipal assessor will continue to assess land at non-wellsite facilities utilizing market value.
 - Examples would include, land at a Gas Plant, Sawmill or other large production facilities.



In The Field







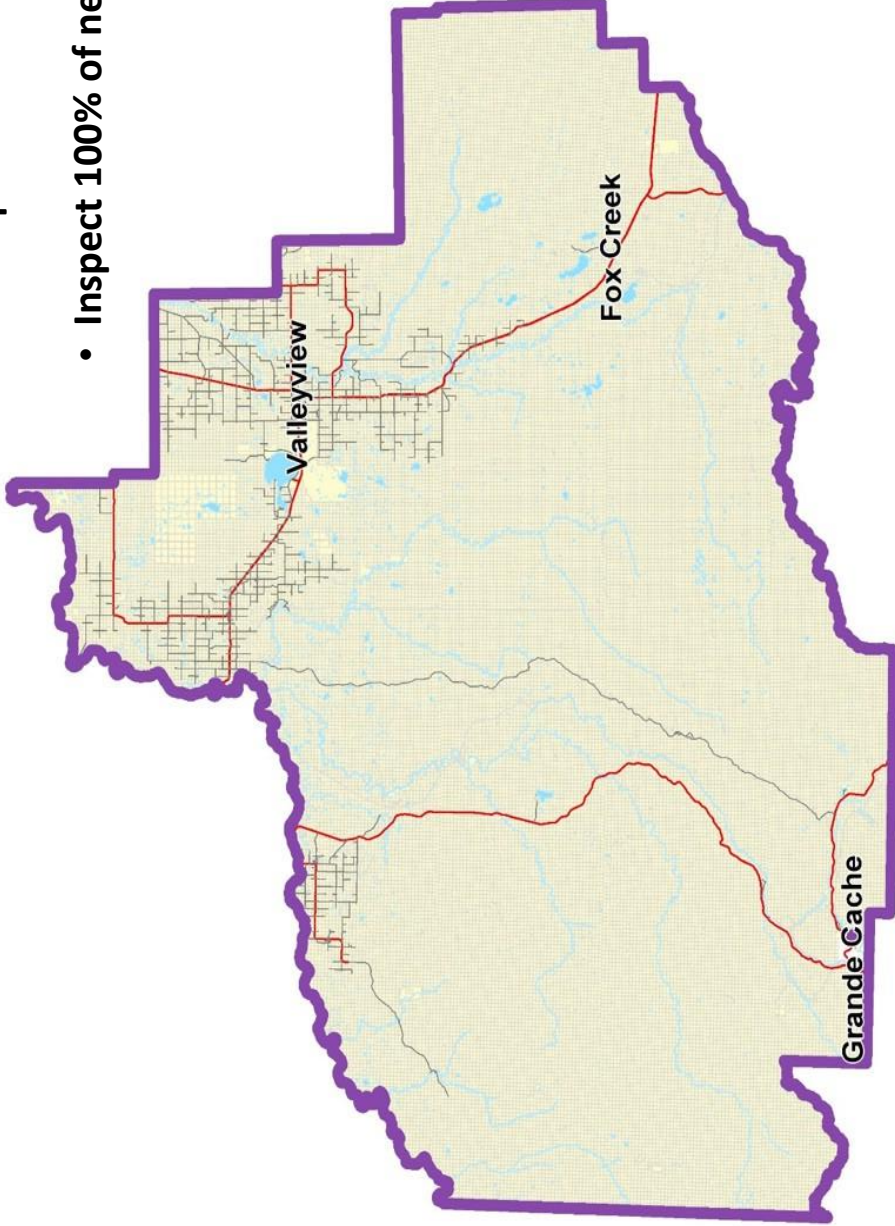
Geographic Information System for DIP





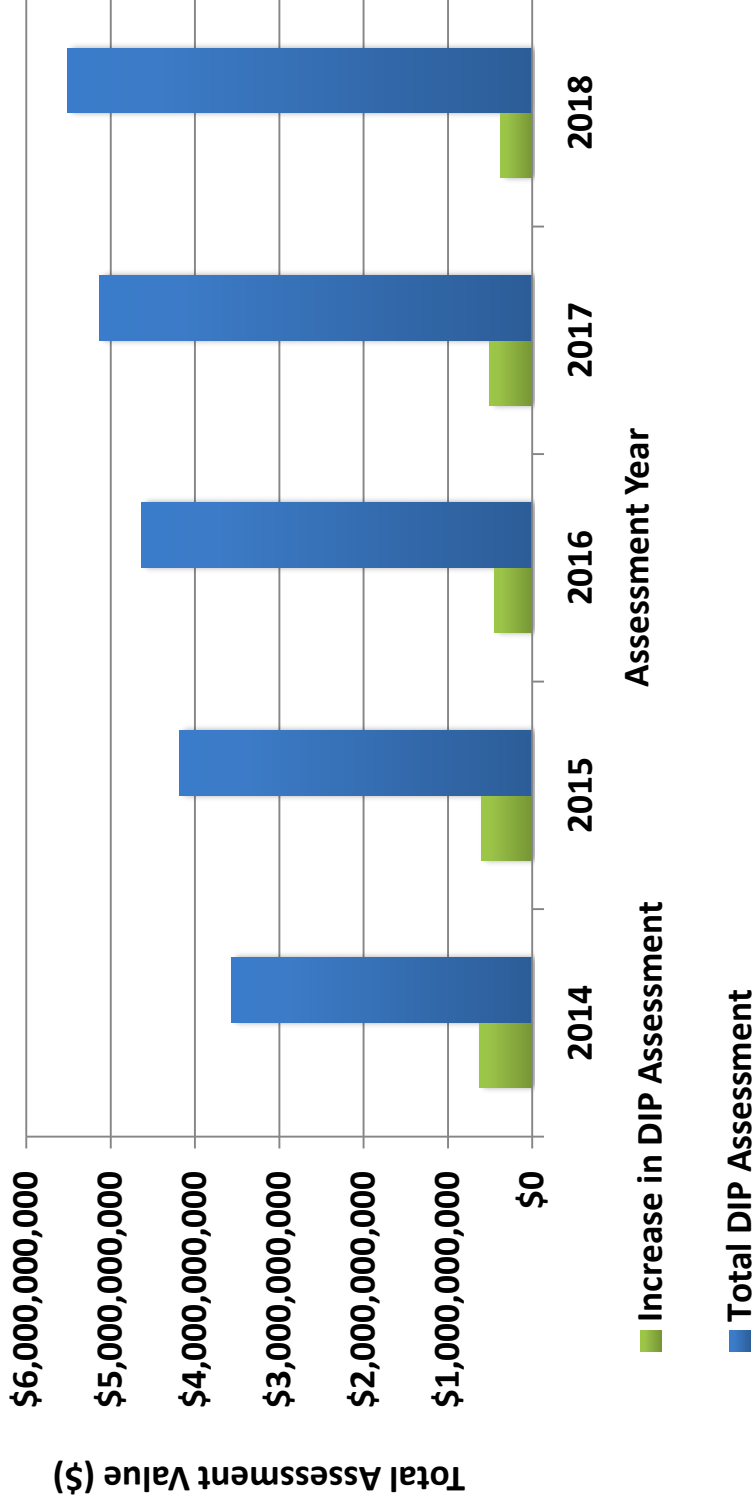
DIP Re-Inspection Cycle

- Re-inspect 20% of all existing DIP parcels
- Inspect 100% of new Well sites and Facilities





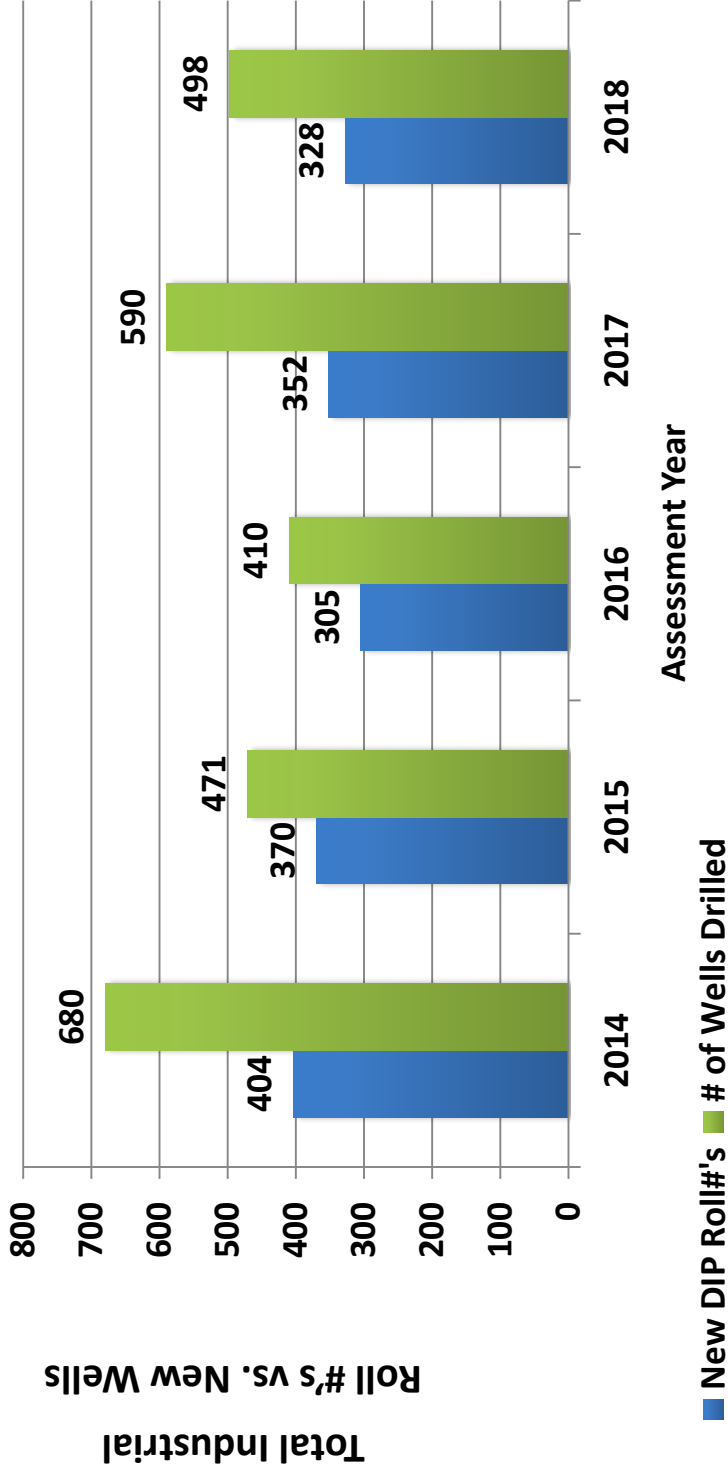
Historical DIP Assessment Comparison



***Please Note – The above totals exclude Linear Assessment**



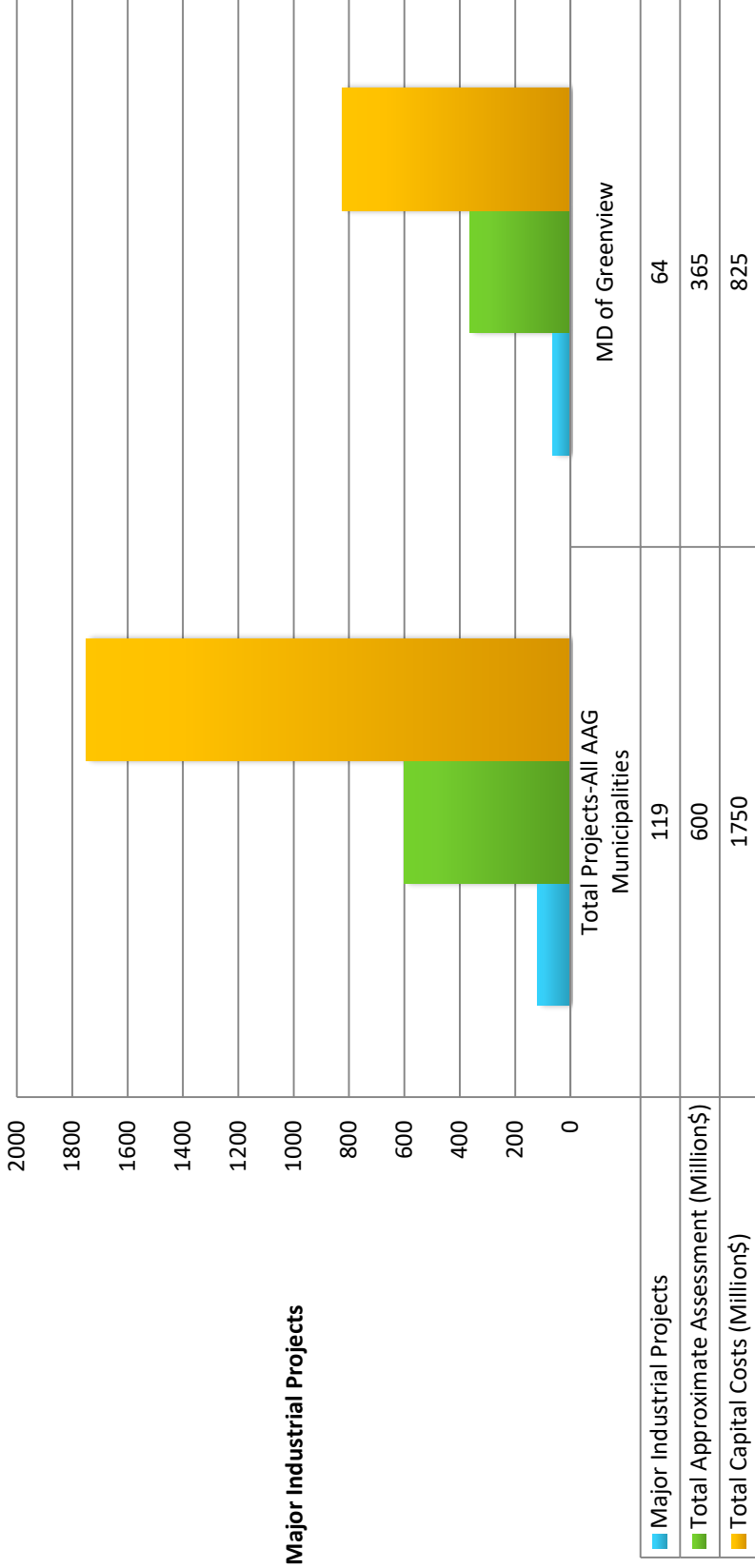
New DIP Roll #'s vs. New Wells Drilled



***Please Note – The 2018 Totals are up to and including October 31st, 2018.**



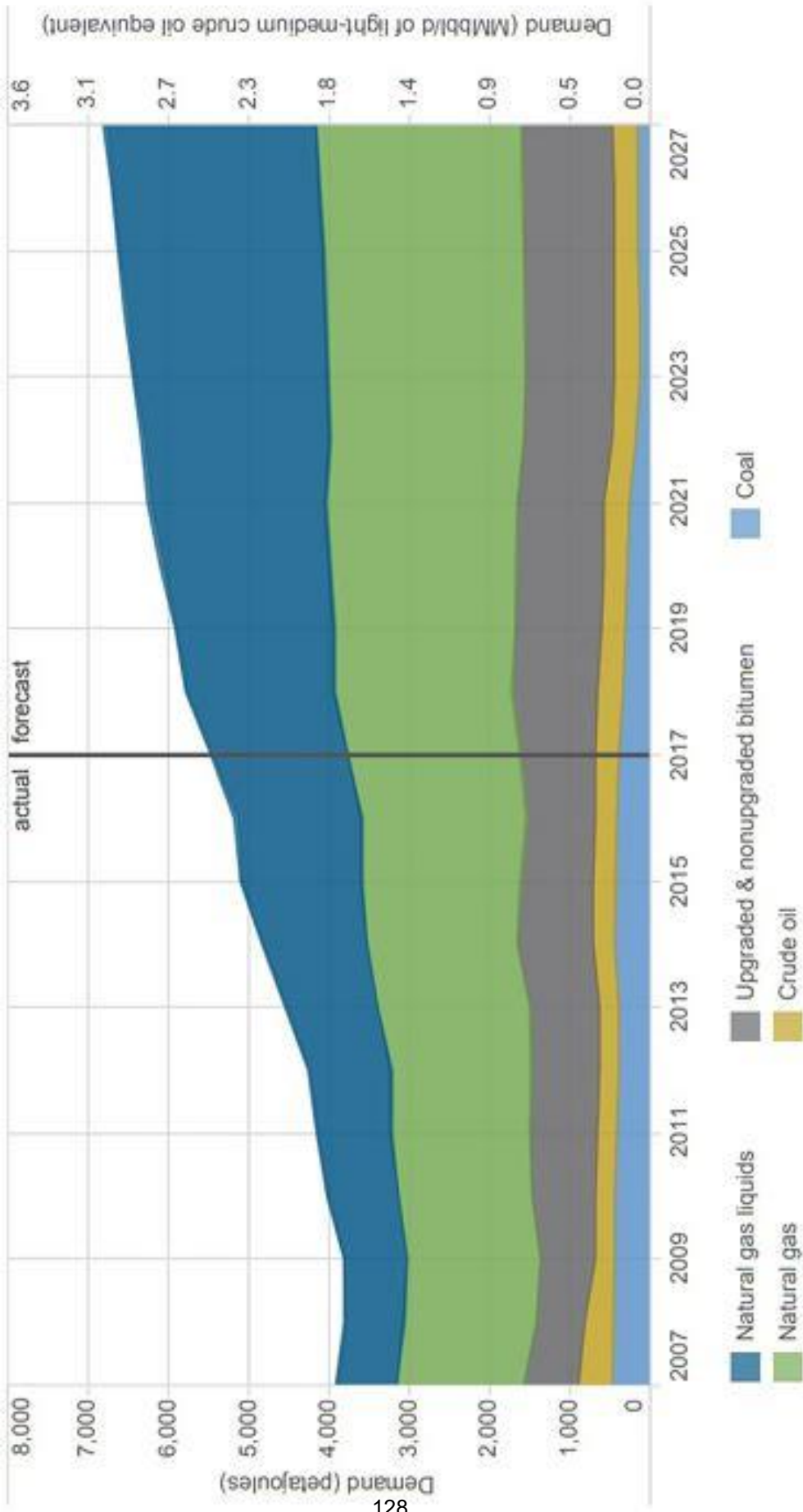
AAG Major Industrial Projects



Note: 2018 Industrial Assessment included **64** major capital projects.
Approximately \$365 Million new Assessment for 2018 taxation.



Alberta Energy Demand Forecast





Industrial Major Projects



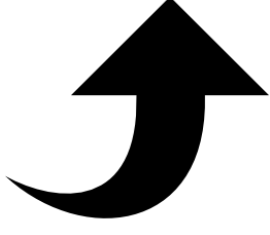
2019+ Assessment – Major Projects

- Bailly's Transload Ltd. – Gold Creek Frac Sand Terminal
- Catapult Environmental Inc. – Bigstone Facility
- Hammerhead Resources Inc. – Gold Creek Battery
- Keyera Energy Ltd – Gold Creek Compressor Station
- Keyera Energy Ltd – Simonette Acid Gas & Facility Additions
- Keyera Energy Ltd – Wapiti Gas Plant
- Nova Gas – Latonnell Compressor Station
- Paramount Resources – Karr Plant Expansion and Stabilization Project
- Pembina Gas Services – Duvernay II Gas Plant & Stabilization
- Pembina Pipeline Corporation – Lator Tank Terminal Expansion
- Secure Energy Services – Tony Creek SWD
- SemCAMS Midstream ULC – Patterson Creek Phase III
- SemCAMS Midstream ULC – KA Acid Gas Project
- SemCAMS Midstream ULC – Smoke Lake Gas Plant
- SemCAMS Midstream ULC – Wapiti Gas Plant
- Seven Generations Energy Ltd – Gold Creek Gas Plant

Total \$ capital spending of the above major projects is approximately \$1.75 Billion



Designated Industrial Property Moving Forward



2019 DIP Assessment –

- AAG will continue to inspect DI properties throughout the M.D. of Greenview.
- Please note that AAG has already completed annual inspections of “Winter Access” locations. These inspections were completed by the Industrial Team in February 2019.

2020 DIP Assessment –

- Changes to the regulations and Ministers Guidelines are anticipated
- Possible changes to DI properties will be necessary to adhere to the new regulations and ministers guidelines
- It is currently unknown with regard to the required time and resources and potentially the impacts to the municipalities DIP assessment moving forward

AAG will continue to be involved in stakeholder consultations and advise the municipality of any legislative changes or impacts as we move forward.



QUESTIONS?



*Thank
you!*

Date	Chief Administrative Officer Action Log	Responsible Party	NOTES/STATUS	Assigned To	Completion Date
19 05 13 RC Meeting					
May 13, 2019	MOTION: 19.05.350. Moved by: COUNCILLOR LES URNESS That Council approve Administration to hire Ron's Trenching to install 800m of 200mm DR 13.5 HDPE water line down the north ditch of the 700 road starting at Highway 43 going west, for the sum of \$39,088.54 with the money to come from water reserves. CARRIED	I&P	Complete	Gary	
May 13, 2019	MOTION: 19.05.351. Moved by: COUNCILLOR LES URNESS That Council approve Administration to transfer \$45,000.00 from water reserves to a new capital budget Job ID, WD19002, for Valleyview Rural Waterline Extension. CARRIED	Corporate Service	In progress	Rosemary	
May 13, 2019	MOTION: 19.05.352. Moved by: COUNCILLOR BILL SMITH That Council approve Administration to award the Landry Heights Water Distribution System- Contract 4, less the waterline extension that was subject to deletion, to Thompson Infrastructure Ltd., in the amount of \$3,726,600.66 with money to come from Environmental Services 2019 Capital Budget. CARRIED	I&P	Complete	Gary	
May 13, 2019	MOTION: 19.05.353. Moved by: COUNCILLOR DALE GERVAIS That Council approve Administration to transfer \$1 million from WW17001, Grovedale Collection System Project, to WD16004, Landry Heights Water Distribution System project. CARRIED	Corporate Service	In progress	Rosemary	
May 13, 2019	MOTION: 19.05.354. Moved by: COUNCILLOR ROXIE RUTT That Council appoint Madeleine Clough as Weed Inspector for the Municipal District of Greenview No. 16 under Section 7 of the Weed Control Act W-5.1 for the term of her employment. CARRIED	Comm. Serv			
May 13, 2019	MOTION: 19.05.356. Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to bring back a report on what a Community Policy Program would entail, including options. CARRIED				
May 13, 2019	MOTION: 19.05.359. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to acquire a lease at Shuttler Flats and to operate the site and work towards divestment of the site. CARRIED				
May 13, 2019	MOTION: 19.05.361. Moved by: COUNCILLOR BILL SMITH That Council approve a grant in the amount of \$5,600.00 to Alberta Parks for the development of an emergency access boat launch to the Simonette River located within the Simonette Provincial Recreation Area, with funds to come from Protective Services Budget. CARRIED				
May 13, 2019	MOTION: 19.05.362. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to transfer \$5,600.00 from Contingency to Protective Services Budget. CARRIED				

May 13, 2019	MOTION: 19.05.364. Moved by: COUNCILLOR DUANE DIDOW That Council award Western Star and Freightliner Trucks of Grande Prairie, AB the 2019 Plow Truck (Hamlet of Grande Cache) Tender for the amount of \$294,829.30. Funds to come from the Equipment and Fleet Reserves. CARRIED				
May 13, 2019	MOTION: 19.05.366. Moved by: COUNCILLOR BILL SMITH That Council transfer \$671,187.00 from Grande Cache Unrestricted Net Assets to the Operating Contingency Reserve. CARRIED				
May 13, 2019	MOTION: 19.05.367. Moved by: COUNCILLOR DALE GERVAIS That Council authorize Administration to write off the outstanding balance of \$325.96 on account #184806. CARRIED	Complete			
May 13, 2019	MOTION: 19.05.369. Moved by: COUNCILLOR TYLER OLSEN That Council provide notice to the Town of Hinton of withdrawal from the Intermunicipal ASB and Intermunicipal SDAB and request that the Town of Hinton waive the notification requirement. CARRIED	Complete	CAO Services		
May 13, 2019	MOTION: 19.05.370. Moved by: COUNCILLOR DALE GERVAIS That Council approve Administration to award Tender 77756-19-2 (Bridge File 77756) to Boss Bridgeworks Inc. in the amount of \$283,100.00. CARRIED	Complete	I&P	Roger	
May 13, 2019	MOTION: 19.05.371. Moved by: DEPUTY REEVE WINSTON DELORME That Council transfer funding in the amount of \$73,326.25 for BF77756 from Bridge replacement reserve, to the 2019 capital budget. CARRIED	Complete	I&P	Roger	
May 13, 2019	MOTION: 19.05.372. Moved by: COUNCILLOR ROXIE RUTT That Council accept the job title change from Assistant General Manager of I & P to Roads & Bridges Construction Inspector for information. CARRIED	Complete	I&P	Roger	
May 13, 2019	MOTION: 19.05.374. Moved by: COUNCILLOR TYLER OLSEN That Council direct Administration to bring back options on office space within Grande Cache. CARRIED		Com. Serv.	Tara	
May 13, 2019	MOTION: 19.05.375. Moved by: COUNCILLOR DUANE DIDOW That Council approve sponsorship in the amount of \$500.00 to Community Futures West Yellowhead for Northern Alberta Lemonade Day, with funds to come from Community Services Miscellaneous Grant. CARRIED		Com. Serv.		
May 13, 2019	MOTION: 19.05.376. Moved by: COUNCILLOR ROXIE RUTT That Council approve sponsorship in the amount of \$500.00 for the 2019 Mackenzie Regional Charity Golf Tournament, with funds to come from Community Services Miscellaneous Grant. CARRIED		Com. Serv.		
May 13, 2019	MOTION: 19.05.377. Moved by: COUNCILLOR DALE GERVAIS That Council approve sponsorship in the amount of \$500.00 to Lila's Angels Travel Foundation for the 2019 Lila's Angels Medieval Faire in Little Smoky, Alberta, with funds to come from Community Services Miscellaneous Grant. CARRIED		Com. Serv.		

May 13, 2019	MOTION: 19.05.378. Moved by: DEPUTY REEVE WINSTON DELORME That Council approve sponsorship in the amount of \$20,000.00 for the 2019 Canadian Fastball Championship Event in Grande Prairie, Alberta, with funds to come from Community Service Miscellaneous Grant. CARRIED	Com. Serv.			
May 13, 2019	MOTION: 19.05.379. Moved by: COUNCILLOR DALE GERVAIS That Council approve a grant in the amount of \$1,000.00 to the Valleyview Recreation Department for the Valleyview 2019 Canada Day fireworks display, with funds to come from Community Service Miscellaneous Grant. CARRIED				
May 13, 2019	MOTION: 19.05.380. Moved by: COUNCILLOR LES URNESS That Council authorize Administration to forward the 2019 Capital and Operating Requisitions to the Evergreens Foundation in the amounts of \$1,205,310.06 and \$739,829.38 respectively, with funds to come from the Community Services Budget. CARRIED				
May 13, 2019	MOTION: 19.05.381. Moved by: DEPUTY REEVE WINSTON DELORME That Council authorize Administration to transfer \$1,283,389.11 from Contingency Reserve to the Community Services Budget. CARRIED				
May 13, 2019	MOTION: 19.05.383. Moved by: COUNCILLOR BILL SMITH That Council hold the June 17, 2019 Grovedale Ratepayer BBQ at the Grovedale Community Hall and the July 15, 2019 Grande Cache Ratepayer BBQ at the Recreation Centre. CARRIED	CAO Serv.		Diane	
May 13, 2019	MOTION: 19.05.390. Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to proceed with intent to purchase or property for the Agriculture Services expansion. CARRIED				
May 13, 2019	MOTION: 19.05.391. Moved by: COUNCILLOR BILL SMITH That Council take no action on the Sturgeon Heights Water Point Upgrade project as the project budget is higher than Council's upset limit. CARRIED	I&P	Complete	Gary	
18 04 23 RC Meeting					
April 23, 2019	MOTION: 19.04.316. Moved by: COUNCILLOR TOM BURTON That Council schedule a Public Hearing for Bylaw No. 19-815, to be held at 10:00 am on May 27, 2019, for the Tri-Municipal Industrial Partnership Area Structure Plan. CARRIED	Com. Serv.	In progress	Kevin K.	June 30, 2019
April 23, 2019	MOTION: 19.04.319. Moved by: COUNCILLOR DUANE DIDOW That Council award the Township Road 681 and Range Road 230 reconstruction and grading projects in the amount of \$298,921.65 for consulting services to Bearisto Associates with funding to come from the 2019/2020 roads capital budget. CARRIED	I&P	Complete	Omar	
April 23, 2019	MOTION: 19.04.320. Moved by: COUNCILLOR DALE SMITH That Council authorize the transfer of \$268,809.78 from the Operating Fund Reserve to the Cash-In Lieu for Municipal Reserves (Land) fund. CARRIED	Corp. Serv.	Complete	Donna D.	April 24, 2019

April 23, 2019	MOTION: 19.04.321. Moved by: COUNCILLOR ROXIE RUTT That Council appoint: Dennis Haglund, Maureen Bly, Hazel Edwards, Jennifer Hammel, Terri Hoddinott, Marlee Ratzlaff, Brenda Jantz, Erika Pagenkopf, Terrence Peever, Sue Lepage, Stephanie Williams, Cheylin Patenuade, and Sage Eshelman as Pest inspectors for the Municipal District of Greenview No. 16 under Section 10 of the Agricultural Pests Act A-8 for the term of their employment. CARRIED	Com. Serv.	Complete	Quentin	
April 23, 2019	MOTION: 19.04.322. Moved by: COUNCILLOR ROXIE RUTT That Council appoint: Dennis Haglund, Maureen Bly, Hazel Edwards, Jennifer Hammel, Terri Hoddinott, Brenda Jantz, Marlee Ratzlaff, and Erika Pagenkopf as Weed inspectors for the Municipal District of Greenview No. 16 under Section 7 of the Weed Control Act W-5.1 for the term of their employment. CARRIED	Com. Serv.	Complete	Quentin	
April 23, 2019	MOTION: 19.04.325. Moved by: COUNCILLOR DALE SMITH That Council waive the road closure fee on Plan 2761PX within NW 9-69-21 W5M, subject to cost covered reclamation agreement with the landowner. CARRIED				
April 23, 2019	MOTION: 19.04.326. Moved by: COUNCILLOR DUANE DIDOW Council approve the request for a Marketing & Communications Manager position. CARRIED				
April 23, 2019	MOTION: 19.04.327. Moved by: COUNCILLOR SHAWN ACTON Council accept for information the change in title of Supervisor of Facilities and Maintenance to Manager of Facilities and Maintenance. CARRIED	I&P	Complete	Roger	
April 23, 2019	MOTION: 19.04.328. Moved by: COUNCILLOR ROXIE RUTT That Council host the 2019 Greenview Stakeholder Outreach Event at the Shot Shell Sporting Clay Range in Valleyview on Thursday, September 12, 2019. CARRIED				
April 23, 2019	MOTION: 19.04.329. Moved by: COUNCILLOR TOM BURTON That Council approve a capital grant in the amount of \$59,515.60 to the Cranberry Rodeo Association, with funds to come from Community Service Miscellaneous Grant. CARRIED	Com. Serv.	Complete	Stacey/Teresa	Apr. 30/19
April 23, 2019	MOTION: 19.04.330. Moved by: COUNCILLOR DALE SMITH That Council approve a sponsorship in the amount of \$2000.00 to the Grande Theatre Players located in Grande Cache for the 2019 Missoula Children's Theatre production, with funds to come from Community Service Miscellaneous Grant. CARRIED	Com. Serv.	Complete	Stacey/Teresa	Apr. 30/19
April 23, 2019	MOTION: 19.04.331. Moved by: COUNCILLOR BILL SMITH That no action be taken on the sponsorship request from the Mighty Peace Youth for Change Society for the Mighty Peace Day. CARRIED	Com. Serv.	Complete	Stacey/Teresa	Apr. 30/19
April 23, 2019	MOTION: 19.04.332. Moved by: COUNCILLOR BILL SMITH That Council approve the \$15,000.00 in awarded grant funds for the purchase of a side-by-side unit to Peace Area Riding for the Disabled Society (PARDS) to be reallocated for the installation of a lift in the PARDS facility. CARRIED	Com. Serv.	Complete	Stacey/Teresa	Apr. 30/19

April 23, 2019	MOTION: 19.04.323. Moved by: COUNCILLOR SHAWN ACTON That Council approve Administration to award BF75354 to Cox Contractors Ltd. in the amount of \$537,347.00, with funds to come from the 2019 Capital budget. CARRIED				
April 23, 2019	MOTION: 19.04.337. Moved by: COUNCILLOR DALE SMITH That Council transfer funding in the amount of \$146,312.69 for BF75354 from Bridge Replacement reserves to the 2019 Capital budget. CARRIED	Corp. Serv.		Rosemary/Wanda	
April 23, 2019	MOTION: 19.04.342. Moved by: COUNCILLOR DALE SMITH That Council approve Administration to award the Grovedale Water Distribution System and Sanitary Collection System Contract 3 to Mainline Construction (2014) Ltd with money to come from Environmental Services 2019 Capital Budget. CARRIED	I&P	Complete	Gary	
April 23, 2019	MOTION: 19.04.343. Moved by: COUNCILLOR ROXIE RUTT That Council direct Administration to accept the proposal for Engineering on the Ridgevalley Overlay capital project from WSP with funds of \$55,583 to come from the 2019 approved capital budget. CARRIED	I&P	Complete	Omar	
19 04 15 COW Meeting					
15-Apr-19	MOTION: 19.04.. Moved by: COUNCILLOR ROXIE RUTT That Committee of the Whole recommend to Council the request for a Marketing & Communications Manager position. CARRIED	CAO Services	Complete		
April 15, 2019	MOTION: 19.04.. Moved by: COUNCILLOR ROXIE RUTT That Committee of the Whole move the Grande Prairie Regional Sport Connection Executive Director report to the next Regular Council Meeting. CARRIED				
19 04 08 RC Meeting					
April 8, 2019	MOTION: 19.04.265. Moved by: COUNCILLOR TOM BURTON That Council approve Policy 6309 "Agricultural Improvement" as presented. CARRIED	CAO Services	Complete	Danie	
April 8, 2019	MOTION: 19.04.266. Moved by: COUNCILLOR DALE SMITH That Council repeal Policy AG 01. CARRIED	CAO Services	Complete	Danie	
April 8, 2019	MOTION: 19.04.267. Moved by: COUNCILLOR DALE SMITH That Council approve Policy 6310 "Agricultural Service Board" as amended. CARRIED	CAO Services	Complete	Danie	
April 8, 2019	MOTION: 19.04.268. Moved by: COUNCILLOR TOM BURTON That Council repeal Policy AG 02. CARRIED	CAO Services	Complete	Danie	
April 8, 2019	MOTION: 19.04.269. Moved by: COUNCILLOR DALE SMITH That Council approve Policy 6311 "Animal Health" as presented. CARRIED	CAO Services	Complete	Danie	
April 8, 2019	MOTION: 19.04.270. Moved by: COUNCILLOR DALE SMITH That Council repeal Policy AG 11. CARRIED	CAO Services	Complete	Danie	

April 8, 2019	MOTION: 19.04.271. Moved by: COUNCILLOR TOM BURTON That Council approve Policy 6312 "Voluntary Program Participation Alberta Agriculture and Forestry" as presented. CARRIED	CAO Services	Complete	Danie	
April 8, 2019	MOTION: 19.04.272. Moved by: COUNCILLOR TOM BURTON That Council repeal Policy AG 16. CARRIED	CAO Services	Complete	Danie	
April 8, 2019	MOTION: 19.04.273. Moved by: COUNCILLOR DUANE DIDOW That Council approve Policy 6314 "Soil Conservation" as presented. CARRIED	CAO Services	Complete	Danie	
April 8, 2019	MOTION: 19.04.274. Moved by: COUNCILLOR DALE SMITH That Council repeal Policy AG 18. CARRIED	CAO Services	Complete	Danie	
April 8, 2019	MOTION: 19.04.275. Moved by: COUNCILLOR TOM BURTON 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, and portion of NE ¼ 22-70-26 W5 and SE ¼ 27-70-26 W5 for future development opportunities. CARRIED	Community Services	Complete	Quentin	May 3, 2019
April 8, 2019	MOTION: 19.04.290. Moved by: COUNCILLOR BILL SMITH That Council defer motion 19.04.287. Grovedale Public Service Building Site Dugout until more detailed information can be brought forward on options 2 and 3. CARRIED	Community Service	In progress	Derian	May 13, 2019
April 8, 2019	MOTION: 19.04.294. Moved by: COUNCILLOR DUANE DIDOW That Council direct Administration to re-tender BF77756 in Sweathouse Creek Area. CARRIED	I & P	Complete	Roger	
April 8, 2019	MOTION: 19.04.300. Moved by: COUNCILLOR DALE SMITH That Council direct Administration to write off the tax arrears and penalties on Tax Roll 319273 for \$144,340.44 as per the recommendation of Greenview's Legal Counsel. CARRIED	Corp Services	Complete	Marilyn	April 12, 2019
April 8, 2019	MOTION: 19.04.301. Moved by: COUNCILLOR TYLER OLSEN That Council direct Administration to investigate other counties and municipalities and the remuneration package of the elected officials to come to the May 27, 2019 Regular Council Meeting. CARRIED	CAO Services	In Progress	Danie	
April 8, 2019	MOTION: 19.04.302. Moved by: COUNCILLOR DUANE DIDOW Council directs Administration bring back comparable information from similarly structured municipalities as Greenview on how the urban and rural residential tax rates are delineated. CARRIED	Corp Serv	In Progress	Rosemary/Donna D.	
April 8, 2019	MOTION: 19.04.303. Moved by: COUNCILLOR DUANE DIDOW Council direct Administration provide a service level matrix of the municipal supplied services to all residents within the MD. CARRIED	CAO Services / Corp Serv	In Progress	Danie/Lianne Rosemary/Donna D.	

April 8, 2019	MOTION: 19.04.304. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to add the Grovedale South Wapiti Recreation Board to the Additional Named Insurer (ANI). CARRIED	Corp. Serv.	In progress waiting on information from the Rec Board.	Donna D.	
April 8, 2019	MOTION: 19.04.309. Moved by: COUNCILLOR BILL SMITH That Council approve the MD of Greenview Library Board as an Additional Named Insurer (ANI). CARRIED	Corp Services	In progress waiting on information from the Library Board	Donna D.	
19 03 25 RC Meeting					
March 25, 2019	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	Corp Serv	Ongoing	Shane/Rosemary	May 1, 2019
March 25, 2019	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	CAO Serv	To be conducted fall 2019	Danie	
March 25, 2019	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 MD of Greenview in 2018. CARRIED	CAO Serv	To be conducted fall 2019	Danie	
March 25, 2019	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	I & P	In progress	Denise	
March 25, 2019	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	I & P	Complete	Roger	
March 25, 2019	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	Comm. Serv.	In progress	Stacey/Teresa	May 13/19
March 25, 2019	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	Comm. Serv.	In progress	Kevin Gramm	Dec. 31/19
March 25, 2019	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	Comm. Serv.	Complete	Kevin Gramm	May 17/19

March 25, 2019	MOTION: 19.03.249. Moved by: DEPUTY REEVE WINSTON DELORME Council directs Administration to develop a job description for a geothermal project coordinator. CARRIED	Ec. Dev. / CAO Services	In progress	Kevin Keller /Denise	
March 25, 2019	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	Ec. Dev.	In progress	Denise Thompson	
March 25, 2019	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	CAO Serv.	In Progress	Denise	
March 25, 2019	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	Planning & Dev	In progress	Sally	
March 25, 2019	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	Comm. Serv.	Ongoing	Stacey	
19 03 11 RC Meeting					
March 11, 2019	MOTION: 19.03.193. Moved by: COUNCILLOR DUANE DIDOW Council approve the request for a Marketing & Communications Manager position. MOTION: 19.03.194. Moved by: COUNCILLOR DUANE DIDOW That Council defer motion 19.03.193. until the April 15, 2019 Committee of the Whole meeting. CARRIED		In Progress		
March 11, 2019	MOTION: 19.03.199. Moved by: COUNCILLOR DUANE DIDOW That Council direct Administration to purchase the Seniors Minibus in Grande Cache for \$1.00, with funds to come from Reserves. CARRIED	CAO	In Progress	Denise	
March 11, 2019	MOTION: 19.03.201. Moved by: COUNCILLOR DUANE DIDOW That Council approve Greenview Communications provide \$2,500 in promotional sponsorship to the HEART Conference in May 2019, with funds to be provided from the 2019 Communications Budget. CARRIED	CAO	Complete	Diane	
19 02 25 RC Meeting					
February 25, 2019	MOTION: 19.02.184. Moved by: COUNCILLOR DALE SMITH That Council approve a funding request in the amount of \$2,000,000.00 to Heart River Housing, to construct a common area as part of a senior housing apartment development attached to the Iosegun Manor located in Fox Creek, with funds to come from the Operating Contingency Reserve. CARRIED	Comm. Serv./Corp Serv.	In progress Added to budget	Stacey/Teresa/ Rosemary	

February 25, 2019	MOTION: 19.02.189. Moved by: COUNCILLOR ROXIE RUTT That Council agrees to apply for the exemption from Section 631 of the Municipal Government Act, under Ministerial Order MSL: 047/18, due to the boundary between Birch Hills County and the M.D of Greenview being comprised of Provincial Crown Land. CARRIED	CAO Services	Waiting for GOA Response	Danie	
February 25, 2019	MOTION: 19.02.190. Moved by: COUNCILLOR DALE SMITH That Council agrees to apply the exemption from Section 631 of the Municipal Government Act, as per Ministerial Order MSL: 047/18, due to the boundary between Woodlands County and the M.D of Greenview No. 16 being comprised of Provincial Crown Land. CARRIED	CAO Services	Waiting for GOA Response	Danie	
February 25, 2019	MOTION: 19.02.204. Moved by: COUNCILLOR TOM BURTON That Council reimburse the Grande Cache Fire Fighters Association for cost incurred for health services to a maximum of \$10,000.00 with funds to come from Protective Services. CARRIED	Comm. Serv./Corp Serv.	In Progress	Rosemary	
19 02 21 COW Meeting					
February 21, 2019	MOTION: 19.02.16. Moved by: REEVE DALE GERVAIS That Committee of the Whole recommend to Council to draft a letter to Minister Environment & Parks with regards of Greenview being a participating stakeholder with PLUZ. CARRIED	Comm. Serv	In progress, on hold due to election.	Stacey	
19 02 11 RC Meeting					
February 11, 2019	MOTION: 19.02.157. Moved by: DEPUTY REEVE WINSTON DELORME That Council direct Administration to proceed with the Recreation (REC) Lease application process to Alberta Environment and Parks (AEP) for the Jason Delorme Memorial site. CARRIED	Community Services / I & P	In progress	Debbie/Sally	
February 11, 2019	MOTION: 19.02.159. Moved by: COUNCILLOR DUANE DIDOW That Council approve Administration adding a Heavy Duty Equipment Apprentice to the Grande Cache Fleet Services Budget. CARRIED	Ops/ Corp Serv	In Progress/ Complete	Doug/ Rosemary	
February 11, 2019	MOTION: 19.02.166. Moved by: REEVE DALE GERVAIS That Council direct Administration to investigate new guidelines for grant applications for Greenview. CARRIED	CAO Serv./Com. Serv.	In progress	Stacey/Teresa/ Danie	
February 11, 2019	MOTION: 19.02.168. Moved by: DEPUTY REEVE WINSTON DELORME That Council grant approval to Administration to proceed with the installation of network connectivity infrastructure between Valleyview Administration Office and Grande Cache sites as listed on the attached. CARRIED	Corp Serv	Ongoing Grande Cache on track to be complete by end of May 2019	Shane	
19 01 28 RC Meeting					
January 28, 2019	MOTION: 19.01.116. Moved by: COUNCILLOR TYLER OLSEN That Council direct Administration to proceed to acquire ownership of the thirty-two (32) residential units currently held by Deloitte Restructuring, commonly known as Mainstreet Lofts in the Hamlet of Grande Cache. CARRIED	CAO	In Progress	Denise	
January 28, 2019	MOTION: 19.01.130. Moved by: COUNCILLOR DALE SMITH That Council authorize Administration to proceed with the Solicitor General of Alberta application process to become an authorized employer of a Peace Officer Program within Greenview, with funds to come from the Protective Services Budget. CARRIED	Com. Serv.	In progress	Derian/Brian	

January 28, 2019	<p>MOTION: 19.01.140. Moved by: COUNCILLOR DALE SMITH That Council authorize Administration to enter into a Valleyview Library Agreement with the Town of Valleyview for the purpose of maintaining joint provision of library services.</p> <p>MOTION: 19.01.141. Moved by: COUNCILLOR TOM BURTON That Council defer motion 19.01.140. until a later Regular Council Meeting. CARRIED</p>	Com. Serv.	In progress	Teresa/Stacey	Apr. 30/19
19 01 21 COTW Meeting					
January 21, 2019	<p>MOTION: 19.01.05. Moved by: COUNCILLOR ROXIE RUTT That Committee of the Whole recommend to Council to bring forward a delegation from the Safety Codes Council. CARRIED</p>	I&P	In Progress	Sally/Susanne	
19 01 14 RC Meeting					
Janaury 14, 2019	<p>MOTION: 19.01.91. Moved by: COUNCILLOR DALE SMITH That Council approve the replacement of BF76768 on Twp. 670 in 2019 in the amount of \$795,000 with funds to come from Capital Infrastructure Reserve. CARRIED</p>	I & P/Corp Serv	In Progress Corp. Serv. Has updated the dollar amount.	Roger/Rosemary	
18 12 10 RC Meeting					
December 10, 2018	<p>MOTION: 18.12.699. Moved by: COUNCILLOR BILL SMITH That Council agrees to apply the Intermunicipal Development Plan exemption from Section 631 of the Municipal Government Act, as per Ministerial Order MSL-047/18, as both the County of Grande Prairie and Greenview have a common boundary comprised of provincial crown land. CARRIED</p>	CAO	Waiting for GOA Response	Danie	
December 10, 2018	<p>MOTION: 18.12.712. Moved by: COUNCILLOR ROXIE RUTT That Council award to WSP Range Road 260 and Range Road 201 construction projects for consulting services in the amount of \$261,009.57 with funds from the 2019/2020 Capital Budget and Connector Road Block Funding, RD18001A & RD18007. CARRIED</p>	I&P/ Corp. Serv.	Complete Funds updated RR260 RR201 - block funds	Omar Rosemary	
December 10, 2018	<p>MOTION: 18.12.713. Moved by: COUNCILLOR DALE SMITH That Council award to Bearisto & Associates Township Road 670 re-construction project for consulting services in the amount of \$341,697.44 with funds from the 2019/2020 Capital Budget for Roads, RD18012. CARRIED</p>	I&P/ Corp. Serv.	Complete Funds updated	Omar Rosemary	
December 10, 2018	<p>MOTION: 18.12.714. Moved by: COUNCILLOR LES URNESS That Council award to WSP Range Road 64 and Township Road 701 re-grade and a new construction project for consulting services in the amount of \$255,330.86 with funds from the 2019/2020 Capital Budget for Roads and Residential Road Block Funding, RD18008 & RD18005B. CARRIED</p>	I&P/ Corp. Serv.	Complete Funds updated	Omar Rosemary	
December 10, 2018	<p>MOTION: 18.12.719. Moved by: REEVE DALE GERVAIS That Council as a whole engage a third party to conduct the annual Council Self-Appraisal to occur in early 2019. CARRIED</p>	Council			
December 10, 2018	<p>MOTION: 18.12.720. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to include an update on the transition status of Grande Cache as a stand-alone item presented by the CAO or designate and the Grande Cache Contractor at each Regular Council Meeting until the end of June, 2019. CARRIED</p>	CAO	Ongoing	Denise	

18 11 26 RC Meeting					
Nov. 26, 2018	MOTION: 18.11.642. Moved by: COUNCILLOR LES URNESS That Council authorize the Reeve and Chief Administrative Officer to execute the proposed Community Development Initiative Agreement with the Town of Fox Creek and Town of Valleyview. CARRIED	CAO Services	In Progress	Danie	
Nov. 26, 2018	MOTION: 18.11.676. Moved by: COUNCILLOR WINSTON DELORME That Council review and approve Revised Policy 1003, Vehicle Usage Policy. MOTION: 18.11.677. Moved by: COUNCILLOR SHAWN ACTON That Council defer motion 18.11., Policy 1003 Vehicle Usage Policy to the Policy Review Committee. CARRIED	Corp Serv.	Ongoing Going to the PRC late June	Rosemary/Danie	
18 11 13 RC Meeting					
Nov. 13, 2018	MOTION: 18.11.632. Moved by: DEPUTY REEVE TOM BURTON That Council approve the revised Policy 5001 "Home Support" as presented. MOTION: 18.11.633. Moved by: REEVE DALE GERVAIS That Council table motion 18.11.632., Policy 5001 Home Support until a later date. CARRIED	Com. Serv.	Date to be determined.	Lisa H.	
18 10 22 RC Meeting					
October 22, 2018	MOTION: 18.10.611. Moved by: COUNCILLOR WINSTON DELORME That Council direct administration to investigate the options for policing weights and speed on the Forestry Trunk Road. CARRIED	Community Services	Ongoing	Derian R.	May 13/19
October 15, 2018	MOTION: 18.10.89. Moved by: COUNCILLOR DALE SMITH That Committee of the Whole recommend to Council that Greenview explore a five (5) year funding in the amount of \$150,000.00 to the Philip J Currie Dinosaur Museum. CARRIED	Comm. Serv	In progress	Stacey/Teresa	June 24/19
18 10 09 RC Meeting					
Oct. 9, 2018	MOTION: 18.10.559. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land in the Grovedale area for industrial development, once Alberta Environment and Parks has reviewed their application to purchase process. CARRIED MOTION: 18.10.560. Moved by: REEVE DALE GERVAIS That Council rescind motion 18.10.559., in regard to the Grovedale Public Land Purchase. CARRIED MOTION: 18.10.561. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land, NE 35-68-6 W6M and the NW 36-68-6 W6M, in the Grovedale area for industrial development. CARRIED	I & P	In Progress- Application submitted to Public Lands through Bearisto. Anticipated completion date 2020+	Sally	
18 09 24 RC Meeting					

September 24, 2018	MOTION: 18.09.532. Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to develop a plan for the purchase of land located at NW34 -70-19 W5M for the purpose of building a parking lot to accommodate parking for an adjacent boat launch located on Snipe Lake, subject to an approved development plan with Big Lakes County. CARRIED	Comm. Serv.	Ongoing	Matthew	Apr. 23/19
September 24, 2018	MOTION: 18.09.533. Moved by: COUNCILLOR SHAWN ACTON That Council authorize Administration to develop a plan for a partnership with Big Lakes County to make improvements to a boat launch located on SW34-3-71-19 W5M. CARRIED	Comm. Serv.	Ongoing	Matthew	Apr. 23/19
September 24, 2018	MOTION: 18.09.536. Moved by: COUNCILLOR ROXIE RUTT That Council direct Administration to complete the Intermunicipal Collaboration Frameworks with Yellowhead County, Woodlands County, and Birch Hills County Administratively. CARRIED	CAO Serv	In Progress	Danie	
September 24, 2018	MOTION: 18.09.537. Moved by: COUNCILLOR DALE SMITH That Council authorize the Reeve and CAO to complete the Intermunicipal Collaboration Framework with the County of Grande Prairie. CARRIED	CAO Serv	In progress	Denise	
September 24, 2018	MOTION: 18.09.541. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to complete the minor brushing and some ditch improvements to keep positive water drainage subject to authorization from the Town of Grande Cache if required and to complete a preliminary road and drainage elevation design in an effort to achieve standard road compliance. CARRIED	I & P	In Progress	Omar	
18 06 25 RC Meeting					
June 25, 2018	MOTION: 18.06.361. Moved by: DEPUTY REEVE TOM BURTON That Council authorize Administration to exchange 0.76 acres of Greenview Municipal Reserve, located at Lot 7MR, Block 5, Plan 0625581 in the Hamlet of Ridgevalley for 0.76 acres of land from William and Rhonda Toews located at the trailhead of the Ridgevalley walking trail SE 22-71-26W5M for the purpose of establishing a trailhead staging area. CARRIED	Comm. Serv.	In progress.	Matthew	May 31/19
June 25, 2018	MOTION: 18.06.362. Moved by: COUNCILLOR SHAWN ACTON That Council approve the purchase of 0.43 acres of land located at SE 22-71-26W5M from William and Rhonda Toews, for a cost of \$1032.00 for the purpose of establishing a trailhead on the Ridgevalley Walking Trail. CARRIED	Comm. Serv.	In progress.	Matthew	May 31/19
18 06 11 RC Meeting					
June 11, 2018	MOTION: 18.06.330. Moved by: COUNCILLOR WINSTON DELORME That Council approve the grant of 1,500.00 to each Co-operative and Enterprises for the upkeep of the cemeteries, funds to come from the Community Services Budget. CARRIED	Community Services	In progress	Teresa	Unknown, waiting for correspondence from the Coops and Enterprises.
18 04 23 RC Meeting					
April 23, 2018	MOTION: 18.04.205. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to install municipal water services to the Hamlet of Landry Heights. CARRIED	I & P	In Progress Transmission Line from RR63/TWP700 to Hamlet of Landry Heights. Distribution line within Hamlet of Landry Height.	Gary	September 2018 March 2019

16 06 28 RC Meeting						
June 28, 2016	<p>MOTION: 16.06.227. Moved by: COUNCILLOR GEORGE DELORME</p> <p>That Council direct administration to investigate the creation of a bylaw to support the Grande Cache Source Water Protection Plan around the air strip, Victor Lake and the Town of Grande Cache.</p> <p>CARRIED</p>	CAO Serv	On going	CAO Serv	June 25, 2018	