



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

Monday June 10, 2019

9:00 AM

Council Chambers
Administration Building

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held Monday, May 27, 2019 to be adopted.	4
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 19-816 Schedules of Fees	14
		6.2 Bylaw 19-818 Amendment to Bylaw 16-771 License of Occupation	81
		6.3 Bylaw 19-823 Big Lakes County and Greenview Intermunicipal Development Plan	88
#7	BUSINESS	7.1 Request for Purchase of Four Rectangular –Rapid Flashing Beacons	110
		7.2 Hide A Way Camp	118
		7.3 Johnson Park Tender Results	125
		7.4 Joint Green View Family and Community Support Services Agreement	134

7.5 Policy 5001 Home Support	143
7.6 Policy 8004 Community Events and Charitable Donations	151
7.7 Policy 8002 Community Grants	155
7.8 2019 Council Compensation Review	163
7.9 Policy 1031 Cyber Security	178
7.10 M.D. of Greenview Library Board Bylaw 19-002 Safety and Use: Grande Cache Public Library	184
7.11 M.D. of Greenview Library Board Bylaw 19-001 Safety and Use: DeBolt Public Library	194
7.12 RMA Resolution Utility Distribution Rates	204
7.13 2019 Bridge File Replacements	206
7.14 New Name for the Public Service Buildings	268
7.15 2019 Grovedale Fire Department Capital Purchase Additions	271
7.16 Nitehawk – Additional Funds	275
7.17 Falher Friendship Corner Association	298
7.18 Grande Cache Big Horn Welcome Back Dinner	312
7.19 Early Learning – Knowledge Tree	317
7.20 New Fish Creek Cemetery Board Resignations	334
7.21 Grande Cache Update	338
7.22 CAO/Managers' Report	339

#8 MEMBERS BUSINESS REPORTS

• Ward 2 Councillor Dale Gervais	367
• Ward 4 Councillor Shawn Acton	368
• Ward 5 Reeve Dale Smith	369
• Ward 6 Councillor Tom Burton	370
• Division 9 Councillor Duane Didow	371

#9 CORRESPONDENCE

- RMA Correspondence
- FCM Correspondence
- Grande Prairie Chambers Correspondence
- Valleyview & District Recreation Department
- Water North Coalition
- Peace Library System Board Highlights
- Pouce Coupe 2019 Canada Day Parade
- STARS
- Northern Alberta Development Council
- Pats Auto Supply 10th Annual Charity Golf Tournament
- Monthly Peace Officer Report

#10 CLOSED SESSION

10.1 Privileged Information
(FOIPP; Section 27)

#11 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta, on Monday, May 27, 2019

1: Deputy Reeve Winston Delorme called the meeting to order at 9:03 a.m.
CALL TO ORDER

PRESENT	Ward 5 Ward 1 Ward 3 Ward 4 Ward 6 Ward 2 Ward 7 Ward 8 Division 9 Division 9	Reeve Dale Smith Deputy Reeve Winston Delorme Councillor Les Urness Councillor Shawn Acton Councillor Tom Burton Councillor Dale Gervais Councillor Roxie Rutt Councillor Bill Smith Councillor Duane Didow Councillor Tyler Olsen
----------------	--	---

ATTENDING	General Manager, Corporate Services Acting General Manager, Infrastructure & Planning Communications Officer Recording Secretary	Rosemary Offrey Roger Autio Diane Carter Lianne Kruger
------------------	---	---

ABSENT	Chief Administrative Officer General Manager, Community Services	Denise Thompson Stacey Wabick
---------------	---	----------------------------------

#2: MOTION: 19.05.393. Moved by: COUNCILLOR SHAWN ACTON
AGENDA That Council adopt the May 27, 2019 Regular Council Meeting Agenda as amended;

- Move agenda item 10.2 Closed Session to after Business Arising from the Minutes

CARRIED

#3.1 MOTION: 19.05.394. Moved by: COUNCILLOR TOM BURTON
REGULAR COUNCIL That Council adopt the minutes of the Regular Council Meeting held on Monday
MEETING MINUTES May 13, 2019 as amended.

CARRIED

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

**#10 CLOSED
MEETING**

10.0 CLOSED SESSION

CLOSED SESSION

MOTION: 19.05.395. Moved by: COUNCILLOR DALE GERVAIS
That the meeting go to Closed Session, at 9:15 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

10.2 INTERGOVERNMENTAL RELATIONS
(FOIPP; Section 21)

OPEN SESSION

MOTION: 19.05.396. Moved by: COUNCILLOR TOM BURTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 9:44 a.m.

CARRIED

7.1 BYLAW ENFORCEMENT OFFICER

**BYLAW
ENFORCEMENT
OFFICER**

MOTION: 19.05.397. Moved by: COUNCILLOR TYLER OLSEN
That Council appoint Joshua Schultz as the Bylaw Enforcement Officer for the Municipal District of Greenview, for duration of employment.

CARRIED

**6.2 BYLAW 19-821 RE-DESIGNATE FROM AGRICULTURE ONE DISTRICT TO
INDUSTRIAL DISTRICT**

**BYLAW 19-821
FIRST READING**

MOTION: 19.05.398. Moved by: COUNCILLOR TOM BURTON
That Council give First Reading to Bylaw No. 19-821, to re-designate a 4.45 hectare ± (11.0 acre) parcel from Agricultural One (A-1) District to Light Industrial (M-1) District within SE-32-69-06-W6.

DEFEATED

Reeve Dale Smith recessed the meeting at 10:04 a.m.
Reeve Dale Smith reconvened the meeting at 10:14 a.m.

#4.0
PUBLIC HEARING

4.0 PUBLIC HEARING

**4.1 BYLAW 19-815 TRI-MUNICIPAL INDUSTRIAL PARTNERSHIP AREA
STRUCTURE PLAN**

Chair Dale Smith opened the Public Hearing regarding Bylaw 19-815 at 10:14 a.m.

IN ATTENDANCE

Manager, Economic Development

Kevin Keller

REFERRAL AGENCY
& ADJACENT LAND
OWNER
COMMENTS

Manager, Economic Development, Kevin Keller provided a summary of the responses from referral agencies.

IN FAVOUR

The Chair requested that anyone in favour of the application come forward.
No one came forward.

OPPOSED

The Chair requested that anyone against the application come forward.
Rosaline Goodswimmer, Sturgeon Lake Cree Nation Representative came forward expressing the Sturgeon Lake Cree Nation's request for more time to review the Tri-Municipal Industrial Partnership Area Structure Plan.

FAIR & IMPARTIAL
HEARING

The Chair asked the Applicant if they have had a fair and impartial hearing.
The applicant responded, yes.

BYLAW 18-806
PUBLIC HEARING
ADJOURNED

Chair Dale Smith adjourned the Public Hearing regarding Bylaw 19-815 at 10:54 a.m.

#5
DELEGATIONS

5.0 DELEGATIONS

There were no Delegation Presentations.

7.2 2019 SIDEWALK MULTI-PURPOSE EQUIPMENT

2019 SIDEWALK
MULTI-PURPOSE
EQUIPMENT

MOTION: 19.05.399. Moved by: DEPUTY REEVE WINSTON DELORME
That Council approve Administration to award Superior Truck Equipment INC. of Calgary AB, the 2019 Sidewalk Multi –Purpose equipment (OP19022), with funds to come from 2019 Operations Department Capital Budget.

CARRIED

MOTION: 19.05.400. Moved by: COUNCILLOR SHAWN ACTON
That Council direct Administration to transfer funding in the amount of \$19,650.00 for the purchase of a Sidewalk Multi-Purpose equipment, from Equipment replacement reserve, to the 2019 Operations Capital Budget.

CARRIED

7.3 2019 TRACTORS TENDER AWARD

**2019 TRACTOR
TENDER AWARD**

MOTION: 19.05.401. Moved by: DEPUTY REEVE WINSTON DELORME
That Council award the 2019 Tractors Tender (OP19004 and OP19005) and Trade-in to MMD (Martin Deerline) sales of Edmonton, Alberta in the amount of \$231,940.12 less trade ins, with funds to come from Operations Capital Budget.

**19.05.401
TABLED**

MOTION: 19.05.402. Moved by: COUNCILLOR TOM BURTON
That Council table motion 19.05.401., 2019 Tractor Tender until the later in the meeting.

CARRIED

7.4 2019 LIGHT DUTY TRUCKS

**2019 LIGHT DUTY
TRUCKS**

MOTION: 19.05.403. Moved by: COUNCILLOR ROXIE RUTT
That Council award Windsor Ford of Grande Prairie, AB the 2019 Light duty trucks Tender in the amount of \$635,929.10 for 12 Vehicles, (OP19002, CC19001, RD19007, ES19001, ES19002, PD19001, AG19001, AG19002, ES19003, OP19017, AG19003, OP190024) with funds to come from 2019 Capital Budget.

CARRIED

**#6
BYLAWS**

6.0 BYLAWS

6.1 BYLAW 19-815 TRI-MUNICIPAL INDUSTRIAL PARTNERSHIP AREA STRUCTURE PLAN

**BYLAW 19-815
SECOND READING
DEFERRED**

MOTION: 19.05.404. Moved by: COUNCILLOR LES URNESS
That Council defer Second Reading to Bylaw 19-815, for the Tri-Municipal Industrial Partnership Area Structure Plan until the June 24, 2019.

CARRIED

6.3 BYLAW 19-822 RE-DESIGNATE FROM AGRICULTURAL ONE DISTRICT TO AGRICULTURAL TWO DISTRICT

**BYLAW 19-822
FIRST READING**

MOTION: 19.05.405. Moved by: COUNCILLOR BILL SMITH
That Council give First Reading to Bylaw No. 19-822, to re-designate an 8.10-hectare (20.02-acre) ± area from Agricultural One (A-1) District to Agricultural Two (A-2) District within SW-28-69-07-W6.

CARRIED

**BYLAW 19-822
PUBLIC HEARING**

MOTION: 19.05.406. Moved by: COUNCILLOR ROXIE RUTT
That Council schedule a Public Hearing for Bylaw No. 19-822, to be held on June 24, 2019, at 10:00 a.m. for the re-designation of an 8.10 hectare (20.02-acre) ± area from Agricultural One (A-1) District to Agricultural Two (A-2) District within SW-28-69-07-W6.

CARRIED

**#7
BUSINESS**

7.0 BUSINESS

7.5 FARMLAND ACCESS REQUEST

**FARMLAND ACCESS
REQUEST**

MOTION: 19.05.407. Moved by: DEPUTY REEVE WINSTON DELORME
That Council approve Administration to proceed with the farmland access application to SE 17-67-22 W5 by extending Range Road 224 with funds to come from Block Funding.

CARRIED

7.6 HOME OWNER FLOODING REQUEST

**HOME OWNER
FLOODING
REQUEST**

MOTION: 19.05.408. Moved by: COUNCILLOR SHAWN ACTON
That no action be taken on the request for recovery costs incurred during the 2019 spring runoff.

DEFEATED

MOTION: 19.05.409. Moved by: COUNCILLOR DALE GERVAIS
That Council approve the request for recovery costs to Mr. Robert Fidler on costs incurred during 2019 Spring Runoff in the amount of \$3250.52 with funds to come from the 2019 Disaster Services Fund.

CARRIED

7.7 SURVEY TECHNOLOGIST

**SURVEY
TECHNOLOGIST**

MOTION: 19.05.410. Moved by: COUNCILLOR TYLER OLSEN
That Council accept the job title change from Survey Technologist to Engineering Design Technologist for information.

CARRIED

7.8 LEGAL FEES

LEGAL FEES

MOTION: 19.05.411. Moved by: COUNCILLOR TOM BURTON
That Council approve payment of invoice 199629 to Mathieu Hryniuk LLP in the amount of \$3,501.57, with funds to come from CAO/Corporate Services Legal Fees.

CARRIED

Reeve Dale Smith recessed the meeting at 11:58 a.m.
Reeve Dale Smith reconvened the meeting at 1:03 p.m.

7.9 BIG HORN GOLDEN AGE CLUB

BIG HORN GOLDEN AGE CLUB

MOTION: 19.05.412. Moved by: COUNCILLOR DUANE DIDOW
That Council authorize Big Horn Golden Age Club to reallocate the \$10,598.96 surplus 2018 grant funds provided for the winterizing and insulating project to be utilized for the expansion project of the Big Horn Golden Age facility located in Grande Cache, Alberta.

CARRIED

7.10 VALLEYVIEW CEMETERY AGREEMENT

VALLEYVIEW CEMETERY AGREEMENT

MOTION: 19.05.413. Moved by: COUNCILLOR TOM BURTON
That Council accept the Valleyview Cemetery Agreement Report for information, as presented.

CARRIED

MOTION: 19.05.414. Moved by: COUNCILLOR DALE GERVAIS
That Council direct Administration to re-negotiate the Valleyview Cemetery Agreement.

CARRIED

7.11 VALLEYVIEW MEMORIAL HALL AGREEMENT

VALLEYVIEW MEMORIAL HALL AGREEMENT

MOTION: 19.05.415. Moved by: COUNCILLOR SHAWN ACTON
That Council authorize Administration to enter into a funding agreement with the Town of Valleyview for the operation of the Memorial Hall, located in Valleyview, Alberta.

CARRIED

7.12 JUNE 17, 2019 COMMITTEE OF THE WHOLE CANCELLATION

COMMITTEE OF THE WHOLE CANCELLATION

MOTION: 19.05.416. Moved by: COUNCILLOR ROXIE RUTT
That Council cancel the June 17, 2019 Committee of the Whole Meeting at the Grovedale Public Services Building, Grovedale.

DEFEATED

STRATEGIC PLANNING SESSION

MOTION: 19.05.417. Moved by: COUNCILLOR DALE GERVAIS
That Council direct Administration to arrange the Strategic Planning Session for September 5 & 6, 2019 in Grande Prairie, AB.

CARRIED

19.05.401 LIFTED

MOTION: 19.05.418. Moved by: COUNCILLOR DUANE DIDOW
That Council lift tabled motion 19.05.401., 2019 Tractor Tender Award.

CARRIED

2019 TRACTOR TENDER AWARD

MOTION: 19.05.401. Moved by: DEPUTY REEVE WINSTON DELORME
That Council award the 2019 Tractors Tender (OP19004 and OP19005) and Trade-in to MMD (Martin Deerline) sales of Edmonton, Alberta in the amount of \$231,940.12 less trade ins, with funds to come from Operations Capital Budget. Councillor Bill Smith requested a recorded vote:
For: Councillor Tom Burton
Opposed: Councillor Bill Smith, Councillor Dale Gervais, Councillor Roxie Rutt, Councillor Shawn Acton, Councillor Tyler Olsen, Councillor Les Urness, Councillor Duane Didow, Deputy Reeve Winston Delorme, Reeve Dale Smith

DEFEATED

2019 TRACTOR TENDER

MOTION: 19.05.419. Moved by: COUNCILLOR BILL SMITH
That Council award the 2019 Tractors Tender (OP19004 and OP19005 and Trade-in to Kubota Grande Prairie sales in the amount of 166,000.00 less trade ins, with funds to come from the Operations Capital Budget.

CARRIED

#8 COUNCILLORS BUSINESS & REPORTS

8.1 COUNCILLORS' BUSINESS & REPORTS

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

WARD 1

DEPUTY REEVE WINSTON DELORME updated Council on his recent activities, which include;
May 13, 2019 Regular Council Meeting

May 21, 2019 Committee of the Whole Meeting
Standing Dinner with Senior Leadership Team

WARD 2

REEVE DALE GERVAIS submitted his update to Council on his recent activities, which include;
May 13, 2019 Regular Council Meeting
Municipal Planning Commission Meeting
Petroleum Show
Greenview Multiplex Meeting
Geothermal Meeting (Conference Call)
May 21, 2019 Committee of the Whole Meeting

WARD 3

COUNCILLOR LES URNESS updated Council on his recent activities, which include;
May 13, 2019 Regular Council Meeting
Municipal Planning Commission Meeting
Greenview Regional Waste Management Commission Audit Meeting
May 21, 2019 Committee of the Whole Meeting

WARD 4

COUNCILLOR SHAWN ACTON submitted his update to Council on his recent activities, which include;
May 13, 2019 Regular Council Meeting
Standing Dinner with the Senior Leadership Team
Municipal Planning Commission Meeting
Valleyview & District Recreation Board Meeting
Greenview Regional Waste Management Commission Audit Meeting
May 21, 2019 Committee of the Whole Meeting
Valleyview & District Library Board Meeting

WARD 5

COUNCILLOR DALE SMITH updated Council on his recent activities, which include;
May 13, 2019 Regular Council Meeting
Standing Dinner with Senior Leadership Team
Municipal Planning Commission Meeting
Pembina Steak Supper
Petroleum Show
Terrapin Meeting (teleconference)
Tri Municipal Industrial Partnership Consultation with Sturgeon Lake Cree Nation

WARD 6

COUNCILLOR TOM BURTON submitted his update to Council on his recent activities, which include;
May 21, 2019 Committee of the Whole Meeting
East Smoky Recreation Board Meeting
Ridgevalley Grad Class Speech

WARD 7

COUNCILLOR ROXIE RUTT submitted her update to Council on her recent activities, which include;
May 13, 2019 Regular Council Meeting
Municipal Planning Commission Meeting
Grande Prairie Public Library Board Meeting
FCSS Spring Conference
May 21, 2019 Committee of the Whole Meeting
Grande Spirit Foundation Meeting
Peace Library Systems Board Meeting

WARD 8

COUNCILLOR BILL SMITH submitted his update to Council on his recent activities, which include;
May 13, 2019 Regular Council Meeting
May 21, 2019 Committee of the Whole Meeting
Agriculture Services Board Meeting

DIVISION 9

COUNCILLOR DUANE DIDOW submitted his update to Council on his recent activities, which include;
May 13, 2019 Regular Council Meeting
Standing Dinner with the Senior Leadership Team
Municipal Planning Commission Meeting
FCSS Conference
May 21, 2019 Committee of the Whole Meeting

DIVISION 9

COUNCILLOR TYLER OLSEN submitted his update to Council on his recent activities, which include;
May 13, 2019 Regular Council Meeting
Municipal Planning Commission Meeting
Community Futures West Yellowhead
The River of Death & Discovery Dinosaur Museum Society
May 21, 2019 Committee of the Whole Meeting

**MEMBERS
BUSINESS**

MOTION: 19.05.420. Moved by: COUNCILLOR TOM BURTON
That Council accept the Members Business for information.

CARRIED

#9 CORRESPONDENCE

9.0 CORRESPONDENCE

COUNCIL
CORRESPONDENCE

MOTION: 19.05.421. Moved by: DEPUTY REEVE WINSTON DELORME
That Council accept the correspondence for information, as presented.

CARRIED

Councillor Roxie Rutt vacated the meeting at 2:27 p.m.

#10 CLOSED
MEETING

10.0 CLOSED SESSION

CLOSED SESSION

MOTION: 19.05.422. Moved by: COUNCILLOR TOM BURTON
That the meeting go to Closed Session, at 2:28 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

10.1 PRIVILEGED INFORMATION

(FOIPP; Section 27)

OPEN SESSION

MOTION: 19.05.423. Moved by: COUNCILLOR DALE GERVAIS
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:37 p.m.

CARRIED

11.0 ADJOURNMENT

#11
ADJOURNMENT

MOTION: 19.05.424. Moved by: COUNCILLOR BILL SMITH
That this Regular Council meeting adjourn at 2:38 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE



REQUEST FOR DECISION

SUBJECT: **Bylaw 19-816 Schedules of Fees**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 13, 2019
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act* R.S.A 2000, Chapter M-26, Section 7 and 8.

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council give Second Reading to Bylaw 19-816 “Schedules of Fees Bylaw.”

BACKGROUND/PROPOSAL:

With the addition of Grande Cache to Greenview, Administration thought it expedient to combine all the rates and fees for services provided by Greenview into one bylaw.

Overall bylaw changes:

- Instead of one single schedule, each department was given a separate schedule. This way when changes need to be made, they can be made to a single schedule without having to open the whole document.
- Minor formatting changes.
- Expanded bylaw. Additional provisions were adopted from the former Town of Grande Cache bylaw, such as “All fees, fines, rates and penalties provided for in other current bylaws shall remain in full force and effect and may be charged in addition to the provisions stated in this bylaw.” This provision was added, because as we go through the bylaw review and alignment, there are certain bylaws that have fines and fees attached that are not necessarily captured in the schedule of fees. This is a security provision of sorts while we are transitioning all the bylaws and policies so that nothing is duplicated (with multiple rates) or overlooked.
- This Bylaw repeals Bylaw 18-790 and former Town of Grande Cache Bylaw No. 849.

Highlights Agricultural Services Changes:

- Horse Health Guides were removed
- Locations of Rental Equipment were amended to reflect locations of additional rental equipment
- A half day rate was added to the post-pounder rental

- Bag Roller was reduced to \$50.00 from \$125.00
- Rodent traps were amended to \$10.00/week instead of \$10.00/day and the maximum if there is a lineup was changed from 3 days to 1 week.

Highlights FCSS Changes:

- A summer day camp fee was added to the schedule of \$40.00.

Highlights Recreation Changes:

- Recreation previously was not included in the schedule of fees. With the addition of the Hamlet of Grande Cache, the rates and fees from the Grande Cache recreation department including the Aquatic Centre, Arena, Rec Centre, Meeting Room rentals, Ball Diamonds, Campground, Tourism Centre and Cemetery were included in the Schedule.
- All the rates and fees adopted by the former Town of Grande Cache Council in relation to 2019 for recreation services were merged into the Schedule of fees Bylaw with no changes.
- Eagles Nest Hall rate was added. Previously, there was a separate rate for Town of Grande residents versus Greenview residents at the Co-ops. Administration is recommending that all Greenview residents pay the same rate.

Highlights Corporate Services Changes:

- No Changes.

Highlights Infrastructure and Planning General Changes:

- Road Allowance Licenses were transferred to Agricultural Services.
- Fees were amended for Borrow Pit acquisition from \$1.00/m³ to \$500.00/acre.
- Fees were amended for Shelterbelt Loss to include “per 5m width” in the description from \$1,500/km to \$1.50/m (For tree height under 10 ft.).
- Fees were amended for Shelterbelt Loss to include “per 5m width” in the description from \$2,500/km to \$2.50/m (For tree height over 10 ft.).

Highlights Environmental Services Changes:

- Requested Turn on/ shut off service curb stop was changed to Requested services. The rates were changed from a \$20.00 flat rate during regular hours to a \$50.00/hr/staff member rate with a 1 hour minimum.
- The after-hours rate was changed from \$80.00/hr to \$50.00/hr/staff member rate with a 1 hour minimum.
- Provision 2 was amended to include only Grovedale, Landry Heights and Little Smoky. Grande Cache, DeBolt and Ridgevalley are in a separate Provision 3. The difference between the two sections is the connection fee. As Grande Cache, DeBolt and Ridgevalley had already been charged for connecting to the water line, their rate is \$500.00/service instead of the \$12,500/service rate for Grovedale, Landry Heights and Little Smoky.

- The rural water distribution sections for Ridgevalley and Crooked Creek were merged as they have identical rates.
- Wastewater Lagoon rates were changed from \$7.50/m³ to \$10.00/m³
- Lagoon key prices were changed from \$150.00 to \$100.00.

Grande Cache changes:

- There are a number of areas that affect the Hamlet of Grande Cache. The intent of these changes was to apply the same rates to Grande Cache residents as other areas of Greenview for similar services.
- A notable change for the water utilities that will affect Grande Cache is the residential rate. In order to align Grande Cache with the rest of Greenview, the rate has changed from \$1.61/m³ (for the first 18m³) to \$3.50/m³ (for the first 30m³), from \$1.69/m³ (for 19-83m³) to \$4.00/ m³ (over 30m³). There is also a separate commercial rate for water at \$4.00/m³.
- There is also a change to Septage Classification. Grande Cache sewer rates were previously at \$0.98/m³ (up to 18m³). Each additional m³ was set at \$1.00/m³. Greenview system is based on classes. The rate for all classes is \$1.00/m³ but there is different established minimum monthly payments for each class.
- Grande Cache will also see changes to the potable water rate from \$5.50/m³ in Grande Cache to \$3.50/m³ for residential use and \$8.50/ m³ for the commercial rate.
- The following are waste collection and disposal rates that changed for the residents of Grande Cache.

Waste Collection and Disposal		
Residential Rates	Former Grande Cache rate 2019	Greenview Rate 2019
Residential Waste Collection Fee	\$7.00	\$10.00 per month
Environmental Fee	\$7.00	\$10.00 per month
Commercial Rates		
Commercial Waste Collection	\$47.00	\$50.00 per month
Environmental Fee	\$7.00	\$10.00 per month
Dumping Fee, Standard Service, per Bin	\$20.00	\$80.00 per month

- The most significant change to Grande Cache Landfill fees, is that similar to other Greenview residents, residential fees are at no charge for residents of the Hamlet of Grande Cache. Commercial rates will be charged per tonne for identified waste.

Highlights Operations Changes:

- Equipment rental rate was added noting that all equipment will be paid at 89% of the 2015 ARCHA rate.

Highlights Planning and Development

- Many changes were made to the Planning and Development fees to accommodate the addition of Grande Cache. The most significant changes were to Development permits and Business Licensing.

Planning and Development (indicates new item)			
1.	Planning Bylaw (New or Amended)	Previous rate/fee	
i.	Land Use Bylaw Amendment Application (Re-zoning)	\$800.00	\$1,500.00
ii.	New Developer's Area Structure Plan	\$10,000	\$2,500.00
iii.	Amendments to any ASP and MDP or Minor ASP		\$1,500.00
2.	Development Permits, General		
i.	Residential - Single Detached Dwellings, Duplexes, Manufactured/ Modular/RTM/Suites)		\$150.00
ii.	Residential - Multiple Dwellings (Triplex/Fourplex/Row Housing/Apartments, etc.)		\$75.00 per unit
iii.	All other Non-Residential/Mixed-Use/New Construction / Accessory Uses (Home Occupation / Accessory Buildings (Garages, Decks, Hot tubs, Pools, Wheelchair Ramps), Additions and All Other Uses)		\$50.00 fee per \$100,000.00 of completed project cost (up to a maximum of a \$75,000.00 fee)
iv.	Signage – Permanent / Temporary / Renewal	No Change	\$50.00 per sign
v.	Variance Request	\$160.00	\$150.00
vi.	Time Extension Request by Developer per Application	\$250.00	\$150.00
3.	Subdivisions (including Bare Land Condominium Plans)		
i.	Subdivision and Condominium Plan Applications, Single Lot or Consolidation	No Change	\$450.00
	Plus: each additional lot/unit created	No Change	\$150.00
ii.	Plan of Subdivision Endorsement Fees	No Change	\$150.00 per title created
iii.	Condominium Plan Endorsement Fees	No Change	\$40.00 per unit
iv.	Time Extension Request by Developer per Application	\$250.00	\$500.00
4.	Subdivision and Development Appeal Board		
i.	Development Appeal Fee (Refundable if Applicant is Successful in their Appeal)	No Change	\$500.00
ii.	Subdivision Appeal Fee (Refundable if Applicant is Successful in their Appeal)	No Change	\$500.00
5.	Development Agreement Review		
i.	Residential: up to 4 Lot Subdivision	No Change	\$1,500.00
ii.	Residential: Greater than 4 Lot Subdivision	No Change	\$3,000.00
iii.	All Other Recreational, Commercial and Industrial Subdivisions	No Change	\$3,000.00

6.	Residential Business Licensing		
i.	Business License Fee - New application (January 1)		\$100.00
ii.	Business License- New Application (After July 1, or Annual Renewal)		\$50.00
7.	Business License Temporary/Special Event		
i.	Resident Annual		\$50.00
ii.	Resident per Day		\$30.00
iii.	Non-Resident Annual		\$150.00
iv.	Non-Resident per Day		\$50.00
8.	Business License Commercial/Industrial Titled Land		
i.	January 1-June 30		\$250.00
ii.	July 1-December 31		\$125.00
9.	Rural Addressing Signage		
i.	Signage Permanent/ Replacement	No Change	\$50.00 per sign
10.	Signage for Subdivisions		
iii.	Individual Lot Sign	No Change	\$50.00 per sign
iv.	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	\$800.00	\$1,000.00 per sign
11.	Orthographic Printing		
	<i>Based on size and quality of paper, image and graphics</i>		
i.	Colour 8 ½" x 11" Orthographic (Aerial) Photo	No Change	\$10.00
ii.	Colour 11" x 17" Orthographic (Aerial) Photo	No Change	\$20.00
12.	Landowner Map Pricing		
i.	Hardcopy – Landowner Map (sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	No Change	\$25.00 per sheet
13.	Certificate of Compliance	\$100.00	\$200.00
14.	Letter of Concurrence for Communication Tower		\$100.00
15.	Environmental Site Assessment Inquiries		\$200.00 per parcel

- Minor corrections were made to Schedule 'I': Land Acquisition by Greenview for Right of Way as some of the values were incorrect.

Changes from First Reading:

Recreation Changes:

- “Grande Cache” Added to Arena rentals title to ensure clarity that this does not apply to other arenas within Greenview.
- Pre-school fees removed as that is no longer a service that will be provided.
- Correct annual pass formatting

I&P Changes:

- Fees for Borrow Pit acquisition were changed back to \$1.00/m³.

Environmental Services:

- Landfill capital levy should be removed. No fees of this sort are charged to Greenview residents at the other facilities.
- Environmental fee was renamed recycle fee for clarity.

It was requested that a water rate comparison was done to see what other municipalities similar to Greenview are charging for water:

Town	Size (Population)	Water Rate
Town of Hinton	9,882	Residential bi-monthly Flat rate: \$79.66 Commercial bi-monthly flat rate: \$79.66 plus \$1.058 per metre cubed used over 50 cubic metres.
Town of Edson	8,414	Residential/Commercial: Service fee of \$6.63 and \$1.09 per cubic metre.
County of Grande Prairie: LaGlace, Bezanson, Valhalla, Teepee creek	total under 300	Residential bi-monthly flat rate: \$118.00 (applies to all) Commercial : \$294.00 (only available to Bezanson)
Aquatera: Service to County of Grande Prairie (Hamlet of Clairmont), Town of Sexsmith, Town of Wembley)	Clairmont: 1,922 Sexsmith: 2,620 Wembley: 1,516	Residential: \$1.576 per cubic metre Commercial: \$1.733 per cubic metre
Big Lakes County	4,103	\$4.85 per cubic metre
Lacombe County	10,343	Flat rate of \$65.54 and consumption rate of \$3.38 per cubic metre
Panoka County	9,806	\$19.35 service rate and consumption charge of \$2.69 per cubic metre
Wheatland County	8,788	Flat rate of \$21.40 and a consumption charge of \$1.93 per cubic metre
Yellowhead County	10,995	\$2.35 per metre cubed (monthly minimum of \$28.20)

Operations Changes:

- As recommended by Administration from the audit, road bonds should not be tax exempt. This was amended to be taxable.

Planning and Development Changes

- “Annual” added to Business License and Business License Temporary/Special Event
- Dates changed under business license commercial/industrial titled land from January 1-July 31 to January 1-December 31 to clarify that it is for the year, and those applying for permits after July 1 are only paying a portion of the fee.

Animal Control Grande Cache

- The Current charges for dog licensing and fees from Grande Cache were added to the Schedule. These fees will only apply to Grande Cache until Council determines otherwise.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a Schedule of fees to manage 2019 that includes rates and fees for Grande Cache.
2. All residents will have a single document to find fees and rates.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion. However, as we continue the Bylaw review and alignment, we may come across other bylaws that have fees within them. These additional fees will not be captured in the schedule of fees, but they will also not be duplicated.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter the rates and fees within the Bylaw.

Alternative #2: Council has the alternative not to adopt a new Schedule of Fees Bylaw. This would mean that the Grande Cache rates and fees Bylaw would remain in place, as would the 2018 Schedule of Fees of Greenview, leading to potential contradicting fees for similar services.

FINANCIAL IMPLICATION:

The Grande Cache budget was based on the revenues of the rates and fees within the existing Bylaw. The changes to the rates and fees will alter the revenues generated in multiple areas. This is particularly true for water and solid waste, and planning and development. Recreation, Agriculture, Operations, Corporate Services and FCSS will remain largely the same, with revenues impacted by user-ship.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will make the necessary amendments and bring the Bylaw back for 3rd reading.

ATTACHMENT(S):

- Bylaw 18-790
- Former Town of Grande Cache Bylaw 849
- Schedule of Fees Bylaw 19-816



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

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

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

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

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

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


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

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

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



REEVE



CHIEF ADMINISTRATIVE OFFICER



Schedule 'A'
Schedule of Fees
Bylaw 18-790

Community Services

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

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

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

Corporate Services

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



Schedule 'A'
Schedule of Fees
Bylaw 18-790

Infrastructure & Planning

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



Schedule 'A'
Schedule of Fees
Bylaw 18-790

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

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



Schedule 'A'
Schedule of Fees
Bylaw 18-790

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



Schedule 'A'
Schedule of Fees
Bylaw 18-790

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

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

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



Schedule 'A'
Schedule of Fees
 Bylaw 18-790

Schedule "A"

Land Acquisition Right of Way from properties up to 40 acres

Valleyview Area

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

DeBolt Area

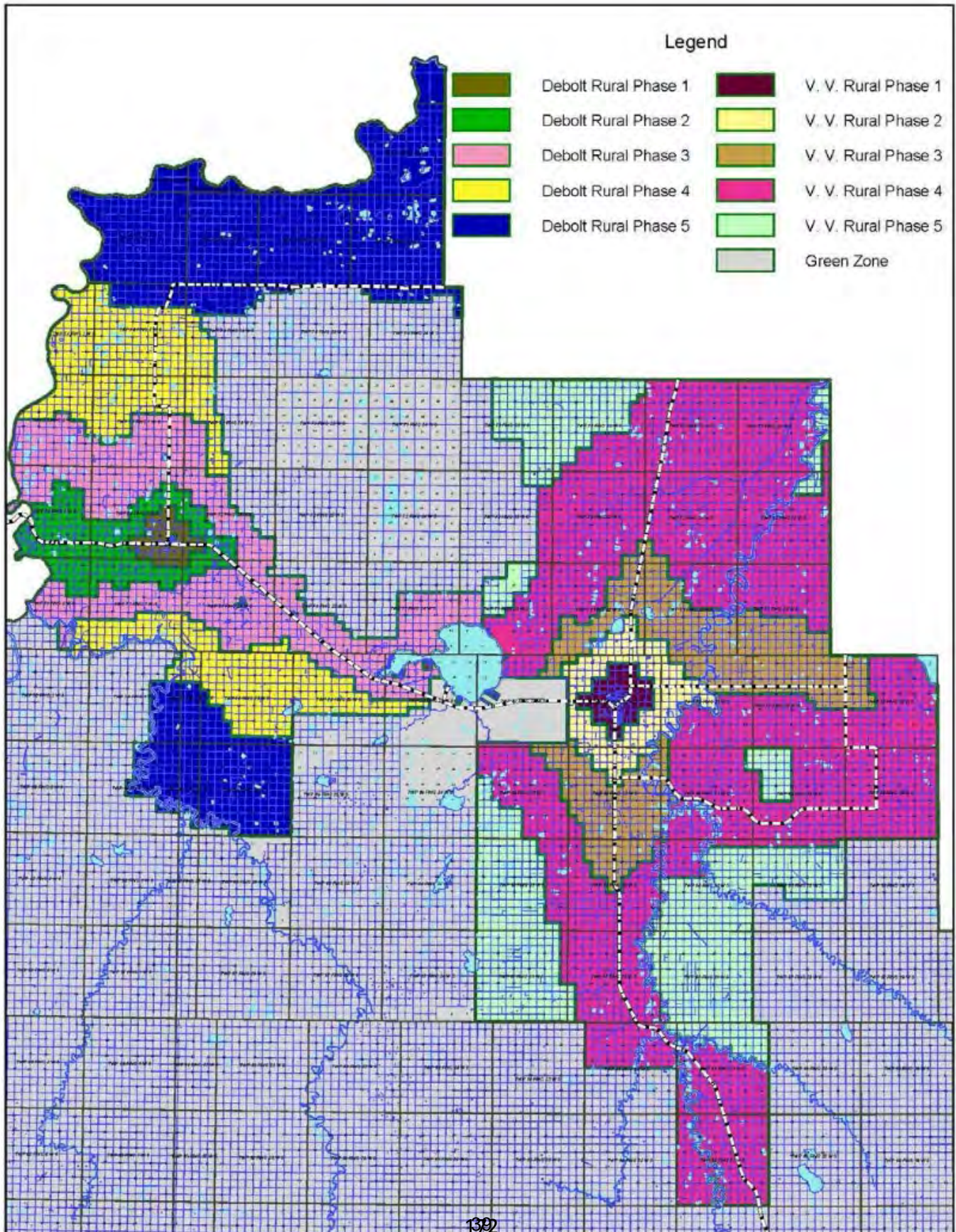
Owner Parcel	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 40,600	\$ 36,600	\$ 32,600	\$ 24,600	\$ 16,600
1-3	\$ 20,600	\$ 8,600	\$ 16,400	\$ 12,600	\$ 8,600
3-5	\$ 14,750	\$ 13,250	\$ 11,600	\$ 9,050	\$ 6,200
5-10	\$ 9,900	\$ 8,900	\$ 7,850	\$ 6,150	\$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

Grovedale Area

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

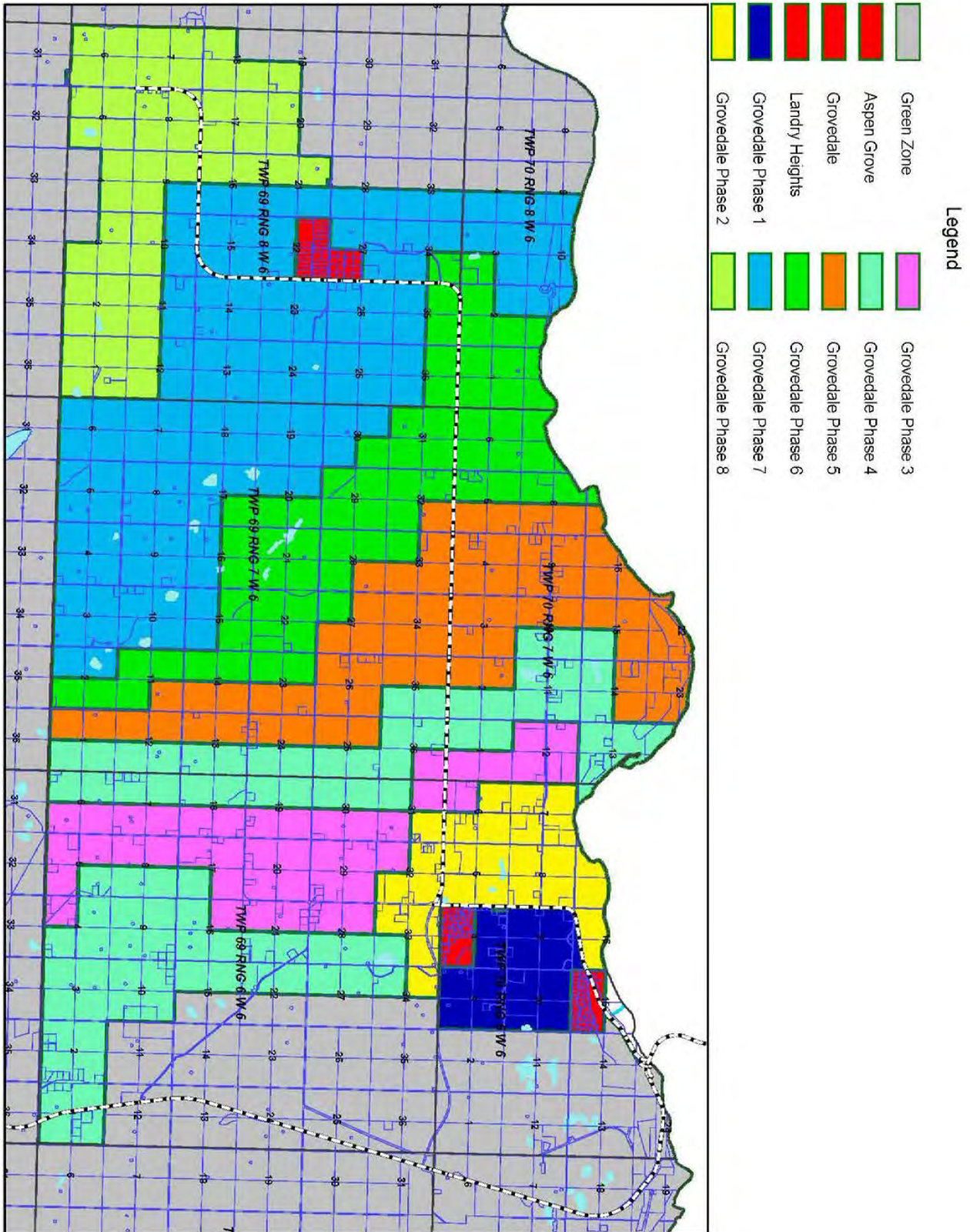


Schedule 'A'
Schedule of Fees
 Bylaw 18-790





Schedule 'A' Schedule of Fees Bylaw 18-790



**Town of Grande Cache
BYLAW NO. 849**

BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO ESTABLISH RATES AND FEES FOR THE PROVISION OF GOODS AND SERVICES BY OR ON BEHALF OF THE MUNICIPALITY

WHEREAS pursuant to sections 7 and 8 of the *Municipal Government Act, RSA 2000, Chapter M-26 as amended*, a municipal council has the authority to pass a bylaw establishing fees for the provision of services;

AND WHEREAS the Council of the Town of Grande Cache deems it appropriate to establish rates and fees for the provision of various municipal goods and services;

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

1.0 TITLE

1.1 This bylaw may be referred to as the 'Rates and Fees Bylaw'.

2.0 APPLICATION

2.1 This bylaw establishes the rates, fees and charges for certain goods and services provided by the Town of Grande Cache, and provides for the imposition of fines and penalties for certain offences.

2.2 This bylaw and attached schedule will be reviewed as required and amendments to any of the rates or fees must be made by Council bylaw.

2.3 All fees, fines, penalties, and rates provided for in other current bylaws shall remain in full force and effect and may be charged in addition to the provisions stated in this bylaw.

3.0 RATES AND FEES

3.1 The rates and fees as set out in the Rates and Fees Schedule A.

3.2 Requests for information that do not fall under the *Freedom of Information and Protection of Privacy (FOIPP) Act, RSA 2000, Chapter F-25 as amended*, but do require Town staff to locate, retrieve, reproduce, or otherwise process, shall be billed to the applicant at the rates established under Schedule 2 of the *FOIPP Regulation AR 186/2008, as amended*.

4.0 SEVERABILITY AND EFFECT

4.1 Should any provision of this bylaw be invalid, then such invalid provision shall be severed and the remaining bylaw shall be maintained.

4.2 This bylaw shall take full force and effect upon third and final reading.

4.3 This bylaw repeals Rates and Fees Bylaw No. 829, and the amendments thereto Bylaw No. 839, and Bylaw No. 842.

READ a first time this twenty-fourth day of October, 2018

READ a second time this twenty-fourth day of October, 2018

READ a third and final time this thirtieth day of October, 2018



Herb Castle
Mayor



Denise Thompson
Chief Administrative Officer

RATES and FEES

SCHEDULE A

Administration and Legislative Services

ADMINISTRATIVE AND LEGISLATIVE SERVICES		Fees
NSF Cheque/returned item charges		\$25.00
Commissioner for Oaths (Statutory Declaration/Affidavit)		No charge
TAXES AND ASSESSMENTS		2018 2019
Tax Certificate (for each property)		\$20.00 \$20.00
Property Information request (for each property)		\$20.00 \$20.00
Assessment Appeals		
- residential		\$35.00 \$50.00
- non-residential, assessed under \$200,000		\$100.00 \$200.00
- non-residential, assessed over \$200,000		\$200.00 \$300.00
TOWN INFORMATION AND DOCUMENTS		Fees
Council Meeting Minutes		\$0.25/page – b/w \$0.50/page – color
Town Bylaws		\$0.25/page – b/w \$0.50/page – color
Land Use Bylaw		\$40.00
Municipal Development Plan or Intermunicipal Development Plan		\$20.00
Area Structure Plan		\$30.00
Land Development File Information		\$0.25/page – b/w \$0.50/page – color
Maps:		
- townsite map (84" X 39", color)		\$35.00
- corporate boundary map (33" X 31", color)		\$35.00
- district zoning map (11" X 17", color)		\$4.00
Miscellaneous Reports		\$0.25/page – b/w \$0.50/page – color
Non-FOIP requests for documents ~ to search for, locate and retrieve a record		\$6.75 per ¼ hour
BUSINESS LICENCE		Fees
Resident Business		
January 1		\$100.00
After July 1		\$50.00
Non-resident Business		
January 1		\$250.00
After July 1		\$125.00
Hawkers or Peddlers		
Resident per year		\$45.00
Resident per day		\$35.00
Non-resident per year		\$130.00
Non-resident per day		\$50.00
Temporary		
Resident		\$50.00
Non-resident		\$75.00
Special Event Licence		
Resident		\$25.00
Non-resident Special		\$50.00
CEMETERY		Fees (not including GST)
Purchase of Plots		
(single, 5' x 10')		\$550.00
Open and Close Fees		
Full Casket, Adult	May 15 to November 15	\$600.00
Full Casket, Child		\$400.00
Full Casket, Adult	November 16 to May 14	\$700.00
Full Casket, Child		\$500.00
Cremation	May 15 to November 15	\$450.00
	November 16 to May 14	\$550.00
After 4:00 p.m. and non-working days, surcharge		\$150.00
Disinterment - double the cost of opening and closing		
Columbarium (each Niche can hold two urns)		
Niche, includes plaque and opening/closing fee		\$1,050.00

RATES and FEES

SCHEDULE A

Community Services

Prices do not include GST

ARENA RENTALS – with ice, per hour	June 1, 2018, to May 31, 2019	June 1, 2019, to May 31, 2020
Adult Rate	\$169.75	\$170.00
Adult Non-prime (before 3:30 p.m. on regular school days)	\$107.00	\$109.25
Youth Rate	\$86.50	\$88.25
Youth Non-prime (before 3:30 p.m. on regular school days)	\$53.75	\$55.00
Public Skating Sponsorship	\$146.00	\$148.00
AQUATIC CENTRE – pool, per hour	July 1, 2018, to May 31, 2019	July 1, 2019, to May 31, 2020
Private Rental	\$131.75	\$134.50
Lap Pool / Swim Club	\$86.75	\$88.50
Wave Crashers (during public swim)	\$104.75	\$107.00
Grande Bash (private rental)	\$170.00	\$180.00
Extra Lifeguard	\$29.75	\$30.50
Sponsorship	\$182.00	\$184.00
LOCKER RENTAL	July 1, 2018, to May 31, 2019	July 1, 2019, to May 31, 2020
Annual (Private Locker)	\$100.00	\$100.00
Lost or damage key replacement	\$35.00	\$35.00
PRESCHOOL FEES	June 2017 to May 2019	
3-year old class per student, per school year	\$432.00	
4-year old class per student, per school year	\$1046.25	
RECREATION CENTRE FEES	2018	2019
Daily Pass		
Family	\$14.00	\$14.50
Adult (18+)	\$6.50	\$6.75
Youth (5 – 17)	\$4.75	\$5.00
Senior (60 – 69)	\$5.25	\$5.50
Senior (70+) and Children (under 5)	Free	Free
10x Pass		
Family	\$113.25	\$115.75
Adult (18+)	\$52.50	\$53.75
Youth (5 – 17)	\$37.00	\$37.75
Senior (60 – 69)	\$41.50	\$42.50
Senior (70+) and Children (under 5)	Free	Free
Monthly Pass		
Family	\$124.25	\$126.75
Adult (18+)	\$57.50	\$58.75
Youth (5 – 17)	\$40.00	\$41.00
Senior (60 – 69)	\$45.00	\$46.00
Senior (70+) and Children (under 5)	Free	Free
3-Month Pass		
Family	\$310.50	\$316.75
Adult (18+)	\$143.25	\$146.25
Youth (5 – 17)	\$99.25	\$101.25
Senior (60 – 69)	\$112.00	\$114.25
Senior (70+) and Children (under 5)	Free	Free
6-Month Pass		
Family	\$558.50	\$569.75
Adult (18+)	\$257.00	\$262.25
Youth (5 – 17)	\$179.00	\$182.75
Senior (60 – 69)	\$201.00	\$205.25
Senior (70+) and Children (under 5)	Free	Free
Annual Pass		
Family	\$930.75	\$949.50
Adult (18+)	\$428.25	\$437.00
Youth (5 – 17)	\$298.25	\$304.25
Senior (60 – 69)	\$335.50	\$342.25
Senior (70+) and Children (under 5)	Free	Free
MEETING OR BANQUET ROOMS AND CURLING CLUB LOUNGE	2018	2019
Rental rate with cleanup per hour	\$38.00	\$38.75
Association rate / not for profit per hour	\$23.00	\$23.50
Maximum day rate = 7 hours x hourly rate max		

Community Services (continue)

ARENA AND CURLING RINK SURFACES (no ice)	June 2018 to May 2019	June 2019 to May 2020
Adult rate per hour	\$75.00	\$76.00
Youth rater per hour	\$37.50	\$38.00
Maximum day rate	\$366.00	\$373.50
EQUIPMENT, ADVERTISING & ADMINISTRATIVE ITEMS	2018	2019
Equipment Rental		
Portable sound system, per event	\$95.00	\$100
Portable stage, per event	\$160.00	\$170.00
Portable floor, per event (damage deposit required)	\$100.00	\$100.00
Tables (not included in the facility rental, per table)	\$5.00	\$6.50
Chairs (those not included in the facility rental, per chair)	\$2.00	\$3.00
Boom lift, per hour (includes operator)	\$137.50	\$140.00
Advertising		
Wall rink board, per year	\$425.00	\$425.00
Ice logo, per year	\$650.00	\$650.00
Zamboni, per side	\$650.00	\$650.00
Administrative Items		
Labour (clean-up, set-up, etc.) per person	\$56.00	\$57.00
Event & equipment rental damage deposit, per booking	\$400.00	\$400.00
Photocopying, black & white, per page	\$0.10	\$0.10
Photocopying, colour, per page	\$0.15	\$0.15
Replacement membership cards, per card	\$5.00	\$5.00
BALL DIAMONDS	2018	2019
Rental Rate per game	\$39.50	\$40.50
Tournament Rate (max day rate per ball diamond)	\$118.50	\$121.50

RATES and FEES
SCHEDULE A

Planning and Development

DEVELOPMENT PERMITS		Rates and Fees
Single detached dwellings, duplexes, manufactured/modular/RTM		\$150.00
Multiple dwellings (triplex/fourplex/row housing/apartments, etc.), per unit		\$75
Non-residential (commercial, industrial, institutional) / mixed-use, new construction		\$300.00 + \$0.12 per ft²
Non-residential, change of use (permitted uses)		\$100.00
Principal Discretionary Uses by Development Officer		\$100.00 + cost of advertising
Principal Discretionary Uses by Municipal Planning Commission (MPC)		\$150.00 + cost of advertising
Development Officer Variance to Land Use Bylaw (variance fees are in addition to fees for new construction)		\$50.00 + cost of advertising
Municipal Planning Commission Variance to Land Use Bylaw (variance fees are in addition to fees for new construction)		\$100.00 + cost of advertising
Accessory Uses (home occupations, secondary suites, surveillance suites, etc.)		\$50.00 + cost of advertising if Discretionary Use
Accessory Buildings (garages, decks, hot tubs, pools, wheelchair ramps, etc.)		
Additions under 250 ft² and other misc. minor developments		
Permanent Sign (see also 9.0 Building Permit sign installation)		\$50.00 + cost of advertising if Discretionary Use
Temporary Sign (maximum 3 months)		\$30.00 + cost of advertising if Discretionary Use
Temporary Sign (renewal/extension for same sign – additional 3 months)		\$150.00 + cost of advertising if Discretionary Use
Development Appeal Fee		As per Intermunicipal SDAB
PROPERTY FILE SEARCH REQUESTS		
Research Fee, per hour, minimum 1 hour charge (ESA requests, file searches, etc.)		\$50.00
Additional Copying		\$10.00/10 pages, \$0.25 per page thereafter
Compliance Request, residential		\$175.00
Compliance Request, residential – rush (less than 4 days)		\$250.00
Compliance Request, non-residential, minimum of 10 days		\$500.00
Lot Grading Review/Processing Fee		\$150.00
Additional copy of Lot Grading Certificate		\$25.00
ENCROACHMENT AGREEMENT REQUESTS		
Application Fee (50% refund if request is denied)		\$150.00
BYLAW APPLICATIONS		
Amendment to Municipal Development Plan		\$250.00 + cost of advertising
New Area Structure Plan or Conceptual Scheme		\$1,250.00 + cost of advertising
Amendment to Area Structure Plan or Conceptual Scheme		\$250.00 + cost of advertising
Minor Amendment to Land Use Bylaw (redistricting to existing district and/or incidental text amendments)		\$250.00 + cost of advertising
Major Amendment to Land Use Bylaw (redistricting to new district and/or substantial text amendments)		\$750.00 + cost of advertising
Disposal of Municipal Reserve		\$250.00 + cost of advertising + cost of Notice Sign manufactured/installation (to be invoiced)
Permanent Road Closure		\$500.00 + cost of advertising
NOTE: 50% refund on any bylaw application if withdrawn prior to preparing Report to Council		
SUBDIVISION PROCESSING FEES		
Application fee		\$350.00
Processing fee		\$175.00 per lot or \$50.00 per condo unit (excludes remnant/ER/MR/PUL etc.)
Endorsement fee		\$350.00 + \$225.00 per lot or unit
Change to tentative plan		\$500.00
Approval or Endorsement Extension		\$100.00
Subdivision appeal fee		as per Inter-municipal SDAB
Condominium conversion		\$40.00 per unit*
*unless otherwise required per the Condominium Property Regulation, as amended		
DAMAGE DEPOSIT FEES		
A damage deposit for each construction permit shall be paid in accordance with the following table.		
Minimum		\$200.00
Single Family Dwelling or Duplex/Semi-Detached*		\$2,000.00
Multi Dwellings (triplex, fourplex, row housing, apartment, etc.) and Non-residential minimum*		\$3,000.00
*includes lot grading		

RATES and FEES **SCHEDULE A**

Public Works and Utilities

EQUIPMENT	Rates
NOTE: All mobile equipment rates include operator wages and fuel unless otherwise noted, per hour	
Tandem truck	\$160.00
Tandem sand truck with plow (sand not included)	\$240.00
1-ton sand truck (sand not included)	\$115.00
3-ton Picker truck	\$160.00
Loader	\$240.00
Dozer 550H	\$240.00
Backhoe	\$200.00
Bobcat	\$120.00
Compactor	\$180.00
Grader	\$210.00
Tri-axle trailer	\$210.00
Water truck (water not included)	\$130.00
Bucket truck	\$170.00
Vac-tron sewer flushing unit (c/w truck and trailer)	\$220.00
Sewer snake auger and camera	\$160.00
Portable gas welding machine, 600 amp	\$100.00
Portable air compressor	\$170.00
Street sweeper	\$220.00
Mower	\$110.00
UTV	\$90.00
NOTE: All small equipment rates do not include operators	
Metal detection finder (pin locator), per day	\$25.00
Barricades/signs, each, per day	\$20.00
Small equipment (ie. trimmer, push mower, chainsaw, etc.), per hour	\$30.00
MISCELLANEOUS	
Tradesperson, per hour	\$100.00
Labour, per hour	\$60.00
Sewer Line Maintenance Rate (includes equipment and labour)	\$200.00
Sand and salt mixture, per yard	\$130.00
Materials	Cost plus 20%
INSPECTIONS*	
Light truck - 1 to 3 ton	\$600.00
Trailer - 2 axle	\$490.00
Trailer - triaxle	\$550.00
Highway tractor	\$800.00
Truck - 5 ton, tandems	\$800.00
RE-INSPECTION	
Light truck - 1 to 3 ton	\$252.00
Trailer - 2 axle	\$200.00
Trailer - triaxle	\$250.00
Highway tractor	\$275.00
Truck - 5 ton, tandems	\$275.00

*Parts and labour not included

*Inspection services are not available to the public and are only done on vehicles owned and operated for the Town or the M.D. of Greenview

RATES and FEES

SCHEDULE A

Public Works and Utilities

WASTE COLLECTION AND DISPOSAL		
RESIDENTIAL FEES	2018	2019
Residential waste collection / disposal fee	\$6.00	\$7.00
Environmental fee	\$6.00	\$7.00
Landfill capital levy	\$6.00	\$7.00
COMMERCIAL FEES	2018	2019
Commercial waste collection / disposal fee (plus GST per bin each month	\$47.00	\$47.00
Environmental fee	\$6.00	\$7.00
Landfill capital levy	\$6.00	\$7.00
Dumping fee, standard service, per bin, per dump	\$20.00	\$20.00
PENALTIES AND FINES	Minimum	Specified
General penalty	\$50.00	\$100.00
Setting out prohibited materials for collection	\$100.00	\$200.00
Placing hazardous waste, dangerous goods, or biomedical waste for collection	\$400.00	\$800.00
Failure to use appropriate containers	\$100.00	\$200.00
Waste or recycling deposited without consent	\$100.00	\$200.00
Collection interference	\$100.00	\$200.00
Dumping outside of the landfill	\$1,000.00	\$1,000.00
Failure to store containers appropriately	\$100.00	\$200.00
Accumulation of building waste	\$300.00	\$600.00
Failure to contain construction waste	\$300.00	\$600.00
Unsecured load	double the cost of materials as per Landfill Fee Schedule	
LANDFILL TIPPING RATES AND FEES		
Item/Service (GST is included in prices)	Fee	
Domestic Waste		
Within Town of Grande Cache	\$32 per tonne	
Outside Town of Grande Cache	\$56 per tonne	
Minimum charge	\$5 per load	
Commercial Waste		
Within Town of Grande Cache (delivered by business)	\$38 per tonne	
Outside Town of Grande Cache	\$65 per tonne	
Minimum charge	\$65	
Construction Material		
Within Town of Grande Cache (construction/demolition)	\$38 per tonne	
Minimum charge	\$38	
Outside Town of Grande Cache (by approval only)	\$65 per tonne	
Minimum charge	\$65	
Special Waste		
Sump waste (by approval only)	\$15 per tonne	
Special Products		
Fridge or deep freezers	\$35 per unit	
White goods (residential washer, dryer, and microwave)	\$20 per unit	
Spring loaded furniture (mattress, box spring, couch, etc.)	\$20 per unit	
Heavy metals (to be cut into 4' x 4' max. size)	\$75 per tonne	
Culvert material	\$82 per tonne	
Railroad ties (by special approval only)	\$82 per tonne	
Auto hulks (car or truck bodies) – empty, max size 3 tonnes	\$108 per unit	
Auto hulks (car or truck bodies) – loaded, max size 3 tonnes	\$208 per unit	
Motorcycles, snowmobiles, quads – empty	\$30 per unit	
Motorcycles, snowmobiles, quads – loaded	\$60 per unit	
Propane tank (maximum size 100 lb.)	no fee	
Paint	no fee	
Wood	no fee	
Used oil (disposal station located at Public Works)	no fee	
Batteries	no fee	
E-waste (TV, computer, fax machine, etc.)	no fee	
Tires (maximum 24.5" rim size)	no fee	
NOTE: tires outside of Grande Cache are not accepted		
Clean Yard Waste and Fill		
Grass, leaves, branches and soil (within Town limits)	no fee	
Animal waste	\$38 per tonne	
Minimum charge	\$20	

RATES and FEES
SCHEDULE A

Public Works and Utilities

WATER AND SEWER	
WATER RATES	
First 18 cubic meters (m ³)	\$1.6100 per m ³
or 4,000 gallons	\$7.3600 per thousand gallons
Each additional each m ³ from 19 m ³ to 83 m ³	\$1.6900 per m ³
or thousand gallons or portion thereof from 4,001 gallons to 18,000 gallons	\$7.7300 per thousand gallons
Each additional each m ³ from 84 m ³ to 300 m ³	\$1.7700 per m ³
or thousand gallons or portion thereof from 18,001 gallons to 100,000 gallons	\$8.1000 per thousand gallons
Each additional each m ³ over 301 m ³	\$1.8500 per m ³
or thousand gallons or portion thereof over 100,001 gallons	\$8.46000 per thousand gallons
The minimum monthly charge is \$28.98 plus \$7.360 per thousand gallons for each thousand gallons, or portion thereof, in excess of 4,000 gallons per month.	
SEWER RATES	
First 18 cubic meters (m ³)	\$0.9800 per m ³
or 4,000 gallons	\$4.470 per thousand gallons
Each additional each m ³ over 19 m ³	\$1.0000 per m ³
or thousand gallons or portion thereof over 4,000 gallons	\$4.5700 per thousand gallons
The minimum monthly charge is \$17.64 plus \$4.4700 per thousand gallons for each thousand gallon, or portion thereof, in excess of 4,000 per month.	
BULK WATER RATES	
Bulk potable water – located at Town Fill Station	\$5.50 per m ³

RATES and FEES
SCHEDULE A

Tourism and Interpretive Centre

Prices do not include GST

ROOM RENTAL RATES		June 1, 2018, to May 31, 2019
CHAMBER ROOM		
Used for meetings or workshops. Sits 40 to 50 people		
Per hour		\$30.00
Per day		\$150.00
Includes the following: <ul style="list-style-type: none">➤ 20" television➤ projector screen➤ DVD/VHS player➤ flip chart➤ whiteboard➤ refrigerator, coffee maker, kettle		
THEATRE ROOM		
Used for meetings, workshops, movies. Sits 30 to 40 people		
Per hour		\$30.00
Per day		\$150.00
Includes the following: <ul style="list-style-type: none">➤ projector screen➤ DVD/VHS player➤ flip chart➤ kitchen facilities		
MEZZANINE LEVEL		
Used for receptions, open houses, book launches. Can be included with the Chamber Room.		
Per hour		\$30.00
Per day		\$150.00
with Chamber Room, per hour		\$50.00
with Chamber Room, per day		\$250.00
Includes the following: <ul style="list-style-type: none">➤ access to outside balcony		
Note for all rooms: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour.		

RATES and FEES
SCHEDULE A

Municipal Campground

Prices do not include GST

CAMPSITE RATES (season is from opening day to closing day)	2018	2019
Full service, per night, includes power, water, and sewer	\$34.75	\$38.10
Partial service, per night, includes power and water	\$28.75	\$33.33
Open tent area, per night	\$23.00	\$23.81
Monthly site rate (30 days), full service	\$960.00	\$975.00

RATES and FEES

SCHEDULE A

Animal Control

LICENSED DOG	
first impoundment	\$50.00
second impoundment	\$100.00
third impoundment	\$150.00
all subsequent impoundments	\$200.00
UNLICENSED DOG	
first impoundment	\$100.00
second impoundment	\$165.00
third impoundment	\$215.00
all subsequent impoundments	\$290.00
VICIOUS DOG	
first impoundment	\$200.00
second impoundment	\$500.00
third and all subsequent impoundments	\$1,000.00
OTHER DOMESTIC ANIMALS	
first impoundment	\$35.00
second impoundment	\$50.00
third and all subsequent impoundments	\$75.00
LIVESTOCK	
first impoundment	\$150.00
second impoundment	\$250.00
third and all subsequent impoundments	\$750.00
CUSTODIAL FEES – for domestic animal detained in the Pound	
Dog / per day	\$9.50 per day plus actual cost to board
Domestic animal	\$2.00 per day plus actual cost to board
Livestock	\$25.00 plus \$10.00, care and sustenance per day and veterinary services
Disposal Charges for Pathological Waste	\$0.30 per pound, minimum \$7.00 per disposal.
Euthanasia	\$35.00 in addition to above charges
LICENSING FEES FOR DOGS – due on or before February 1 in each year	
female dog	\$30.00
male dog	\$30.00
spayed or neutered dog	\$20.00
licenses after February 1	\$10.00 penalty plus the fee listed above
replacement tag	\$5.00
KENNEL LICENSE / DOG TEAM LICENSE	
kennel	\$100.00 each kennel
dog team	Fee is charge per dog as per fee listed above.
ANIMAL ATTRACTANTS	
improper storage of animal attractant	\$500.00
attempt/feed wildlife purposely	\$500.00
disposal of animal attractant	\$1,000.00



Schedules of Fees
Bylaw 19-816

Schedule 'A' Agricultural Services

	Description	GST Status*	Fee in \$
Agricultural Services			
<i>All decisions being at the Agricultural Fieldsman's discretion</i>			
1.	Haying or Pasturing Permits		
i.	Application fee	E	\$100.00
ii.	Plus Annual per Acre Charge	E	\$15.00
2.	Spray Exemption Signs		
i.	Spray Exemption Signs (One-Time Free Only)	T	Free
ii.	Lost or Replacement Signs (each)	T	\$30.00
3.	Guides		
i.	Guide to Crop Protection - Chemical/Cultural	T	\$12.00
ii.	Weed Seedling Guide	T	\$10.00
4.	Picnic Tables		
i.	Non-Profit Organizations - Community Event		No charge
ii.	Private Affair, Non-Public Event - Maximum of 10 days	T	\$10.00 per day
iii.	Delivery Charge, per loaded km	T	\$2.00 per km
5.	Barbecue		
i.	Non-Profit Organizations - Community Event		No charge
ii.	Private Affair, Non-Public Event – (Maximum of 10 days)	T	\$100.00 per day
iii.	Deposit (All Organizations)	E	\$200.00
iv.	Delivery charge (per loaded km)	T	\$2.00 per km
6.	Weed & Insect Control Equipment		
i.	Field Sprayer c/w GPS <i>All Locations</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
ii.	Boomless Sprayer <i>Valleyview, Grovedale</i>	T	\$20.00 Each Day (3 Days Maximum if Lineup)
iii.	Water Tank on Trailer (For Spraying) <i>Valleyview, Grovedale</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
iv.	Estate Sprayer (Pull Type) <i>All Locations</i>	T	\$20.00 Each Day (3 Days Maximum if Lineup)
v.	Estate Sprayer (3 Point Hitch) <i>Valleyview</i>	T	\$20.00 Each Day (3 Days Maximum if Lineup)
vi.	Quad Mount Sprayer <i>All Locations</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
vii.	Backpack Sprayer (15 Liters) <i>Valleyview, Grovedale</i>	T	\$5.00 Each Day (3 Days Maximum if Lineup)
viii.	Granular Pesticide Bait Applicator (Holds 135 lbs Bran) <i>Valleyview</i>	T	\$30.00 Each Day (3 Days Maximum if Lineup)
7.	Spreaders		
i.	Manure Spreader <i>Valleyview, Grovedale</i>	T	\$200.00 Each Day (3 Days Maximum if Lineup)
ii.	Fertilizer Spreader <i>Valleyview</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
8.	Earth Moving Equipment		



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
i.	1000 Earth Mover <i>Valleyview, Crooked Creek</i>	T	\$200.00 Each Day (3 Days Maximum if Lineup)
ii.	900 Earth Mover <i>Grovedale</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
iii.	425 Earth Mover <i>Grovedale</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
iv.	12' Pull-Type Blade <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
v.	Vee Ditcher <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
9.	Post Pounders		
i.	Post Pounder <i>All Locations</i>	T	\$125.00 Each Day (3 Days Maximum if Lineup)
ii.	Post Pounder <i>All Locations</i>	T	½ day rate \$65.00 each
10.	Bin Crane		
i.	Bin Crane <i>Valleyview, Grovedale</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
11.	Cattle Equipment		
i.	Cattle Squeeze <i>All Locations</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
ii.	Loading Chute <i>All Locations</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
iii.	Panel Trailer <i>Valleyview, Grovedale</i>	T	\$25.00 Each Day (3 Days Maximum if Lineup)
iv.	Spare Panels <i>Crooked Creek, Grovedale</i>	T	Free First 3 Days, \$5.00 Each Additional Day
v.	Tag Reader <i>Valleyview</i>	T	Free, \$100.00 Deposit Required (3 Days Maximum if Lineup)
12.	Conservation Equipment		
i.	50' Heavy Harrow with Granular Applicator <i>Valleyview</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
ii.	33' Heavy Harrow with Granular Applicator <i>Grovedale</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
iii.	30' Land Roller <i>Valleyview, Grovedale</i>	T	\$200.00 Each Day (3 Days Maximum if Lineup)
iv.	14' Heavy Disc <i>Valleyview, Grovedale</i>	T	\$250.00 Each Day (3 Days Maximum if Lineup)
v.	No Till Drill <i>Valleyview</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
13.	Broadcast Seeders		
i.	Truck Mount Seeder <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
ii.	Quad Mount Seeder <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
iii.	Hand Seeder <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day
14.	Water Pumping Equipment		
i.	Water Pump and Pipe Trailer (AB. Agriculture Unit) <i>Valleyview</i>	T	\$250.00 Each Day (3 Days Maximum if Lineup)
15.	Miscellaneous Equipment		
i.	Bag Roller <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
ii.	Survey Equipment <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
iii.	Metal Detector <i>Valleyview</i>	T	\$10.00 Each Day (3 Days Maximum if Lineup)
iv.	Hay Sampler, Measuring Wheel, Bin Probe, Soil Sampler <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day
v.	Scare Cannons <i>Valleyview</i>	T	Free First 3 Days, \$5.00 Each Additional Day



Schedules of Fees Bylaw 19-816

	Description	GST Status*	Fee in \$
vi.	Rodent Traps (Two Styles) <i>Valleyview, Grovedale</i>	T	\$10.00 Each Week, \$100 Deposit Required (1 Week Maximum if Lineup)
vii.	Grain Vacuum <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
viii.	Bale Wagon <i>Valleyview, Grovedale</i>	T	\$150.00 Each Day (3 Days Maximum if Lineup)
ix.	Pressure Washer on Trailer <i>Valleyview</i>	T	\$50.00 Each Day (3 Days Maximum if Lineup)
16. Recovery of A.S.B. Equipment **Minimum one hour charge for recovery of equipment**			
i.	Recovery of rental equipment requiring 1-ton min. for transport	T	\$100.00 per hour
ii.	Recovery of rental equipment requiring vehicle under 1-ton for transport	T	\$75.00 per hour
iii.	Cleaning (when equipment is returned unclean)	T	\$60.00 per hour
iv.	Removal of contaminated soil (Remediation Purposes for Club Root)	T	\$60.00 per hour + Disposal Fee
17. Adult Wolf Carcass			
		E	\$300.00



Schedules of Fees Bylaw 19-816

Schedule 'B' Family and Community Support Services

Family and Community Support Services			
1.	Home Support <i>*This fee can be varied as evaluated and approved by the FCSS Manager.</i>	E	\$20.00*
2.	Summer Day Camps	E	\$40.00

Schedule 'C' Recreation

Recreation				
	Description	GST Status*	Fee in \$	
1.	Grande Cache Arena Rentals (With Ice/ per hour)		June 1, 2018-May 31, 2019	June 1, 2019-May 31, 2020
i.	Adult rate	T	\$169.75	\$170.00
ii.	Adult Non-Prime (Before 3:30 p.m. on Regular School Days)	T	\$107.00	\$109.25
iii.	Youth Rate	T	\$86.50	\$88.25
iv.	Youth Non-prime (Before 3:30 p.m. on Regular School Days)	T	\$53.75	\$55.00
v.	Public Skating Sponsorship	T	\$146.00	148.00
2.	Arena and Curling Rink Surfaces (No Ice)			
i.	Adult Rate per Hour	T	\$75.00	\$76.00
ii.	Youth Rate per Hour	T	\$37.50	\$38.00



Schedules of Fees Bylaw 19-816

iii.	Maximum Day Rate	T	\$366.00	\$373.00
3.	Aquatic Centre		July 1, 2018-May 31, 2019	June 1, 2018-May 31, 2020
i.	Private Rental	T	\$131.75	\$134.50
ii.	Lane Pool/ Swim Club	T	\$86.75	\$88.50
iii.	Wave Crashers (During Public Swim)	T	\$104.75	\$107.00
iv.	Grande Bash (Private Rental)	T	\$170.00	\$180.00
v.	Extra Lifeguard	T	\$29.75	\$30.50
vi.	Sponsorship	T	\$182.00	\$184.00
4.	Locker Rental		July 1, 2018-May 31, 2019	June 1, 2018-May 31, 2020
i.	Annual (Private Locker)	T	\$100.00	\$100.00
ii.	Lost or Damaged Key Replacement	T	\$35.00	\$35.00
5.	Recreation Centre Fees			
i.	Daily Pass			
	Family	T	\$14.50	
	Adult (18+)	T	\$6.75	
	Youth (5-17)	T	\$5.00	
	Senior (60-69)	T	\$5.50	
	Senior (70+) and Children (Under 5)	T	Free	
ii.	10x Pass			
	Family	T	\$115.75	
	Adult (18+)	T	\$53.75	
	Youth (5-17)	T	\$37.75	
	Senior (60-69)	T	\$42.50	
	Senior (70+) and Children (Under 5)	T	Free	
iii.	Monthly Pass			
	Family	T	\$126.75	
	Adult (18+)	T	\$58.75	
	Youth (5-17)	T	\$41.00	



Schedules of Fees Bylaw 19-816

	Senior (60-69)	T	\$46.00
	Senior (70+) and Children (Under 5)	T	Free
iv.	3-Month Pass		
	Family	T	\$316.75
	Adult (18+)	T	\$146.25
	Youth (5-17)	T	\$101.25
	Senior (60-69)	T	\$114.25
	Senior (70+) and Children (Under 5)	T	Free
v.	6-Month Pass		
	Family	T	\$569.75
	Adult (18+)	T	\$262.25
	Youth (5-17)	T	\$182.75
	Senior (60-69)	T	\$205.25
	Senior (70+) and Children (Under 5)	T	Free
vi.	Annual Pass		
	Family	T	\$949.50
	Adult (18+)	T	\$437.00
	Youth (5-17)	T	\$304.25
	Senior (60-69)	T	\$342.25
	Senior (70+) and Children (Under 5)	T	Free
6.	Meeting or Banquet Rooms and Curling Club Lounge		
i.	Rental Rate with Clean- up	T	\$38.75 per hour
ii.	Association Rate/ Not- for-Profit	T	\$23.50 per hour
7.	Equipment Rental		
i.	Portable Sound System	T	\$100.00 per event
ii.	Portable Stage	T	\$170.00 per event



Schedules of Fees Bylaw 19-816

iii.	Portable Floor (Damage Deposit Required)	T	\$100.00 per event
iv.	Tables (Not Included in the Facility Rental)	T	\$6.50 per table
v.	Chairs (Those not Included in the in the Facility Rental)	T	\$3.00 per chair
vi.	Boom Lift (Includes Operator)	T	\$140.00 per hour
8.	Advertising		
i.	Wall Rink Board	T	\$425.00 per year
ii.	Ice Logo	T	\$650.00 per year
iii.	Zamboni	T	\$650.00 per side
9.	Administrative Items		
i.	Labour (Clean-up, Set- up, etc.)	T	\$57.00 per person
ii.	Event and Equipment Rental Damage Deposit	T	\$400.00 per booking
iii.	Photocopying, Black and White,	T	\$0.10 per page
iv.	Photocopying, Color	T	\$0.15 per page
v.	Replacement Membership cards	T	\$5.00 per card
10.	Ball Diamonds		
i.	Rental Rate	T	\$40.50 per Game
ii.	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	\$121.50
11.	Grande Cache Campground		
i.	Full Service (Includes Power, Water and Sewer)	T	\$38.10 per night
ii.	Partial Service (Includes Power and Water)	T	\$33.33 per night



Schedules of Fees Bylaw 19-816

iii.	Open Tent area	T	\$23.81 per night	
iv.	Monthly site rate (30 days) full service	T	\$975.00	
12.	Grande Cache Tourism and Information Centre			
i.	Chamber Room (used for meetings or workshops, sits 40-50 people)	Includes: 20" Television, projector screen, DVD/VHS player, flip chart, whiteboard, refrigerator, coffee maker, kettle *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour		
	Per Hour	T	\$30.00	
	Per Day	T	\$150.00	
ii.	Theatre Room (Used for meetings, workshops, movies, sits 30-40 people)	Includes: projector screen, DVD, VHS player, flip chart, kitchen facilities *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour		
	Per Hour	T	\$30.00	
	Per Day	T	\$150.00	
iii.	Mezzanine Level (used for receptions, open houses, book launches. Can be included with the Chamber Room).	Includes: access to outside balcony *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour		
	Per Hour	T	\$30.00	
	Per Day	T	\$150.00	
	Per Hour with Chamber Room	T	\$50.00	
	Per Day with Chamber Room	T	250.00	
13.	Eagles Nest Hall (Capacity up to 65 people with tables and chairs)			
	Per Hour	T	\$12.50	
	Per Day	T	\$62.50	
14.	Grande Cache Cemetery		May 15 to November 15	November 16 to May 14



Schedules of Fees Bylaw 19-816

i.	Open and Close Fees			
	Full Casket Adult	T	\$600.00	\$700.00
	Full Casket Child	T	\$400.00	\$500.00
	Cremation	T	\$450.00	\$550.00
	Surcharge (After 4:00 p.m. Working Days)	T	\$150.00	
	Disinterment	T	Double the cost of opening and closing	
ii.	Purchase of Plot	T	\$550.00	
iii.	Columbarium Fees			
	Niche Price (Includes Opening/Closing Fee)		\$1,050.00	
	Note: Each Niche can Hold 2 Urns			

Schedule 'D' Grande Cache Animal Control

Grande Cache Animal Control			
1.	Licensing Fees for Dogs		
i.	Female (Unaltered) Before February 1	E	\$30.00
ii.	Male (Unaltered) Before February 1	E	\$30.00
iii.	Altered Dog (Spayed or Neutered) Before February 1	E	\$20.00
iv.	License after February 1 (In addition to the relevant fee above)	E	\$10.00
v.	Replacement Tag	E	\$5.00
2.	Dog Team/Kennel License		
i.	Kennel (Requires a Development Permit and Business License for Commercial Kennel)	E	Cost of Development Permit/business license where applicable



Schedules of Fees Bylaw 19-816

ii.	Per Dog Fee as listed above	E	As per Section 1
3.	Licensed Dog Impoundment		
i.	First Impoundment	E	\$50.00
ii.	Second Impoundment	E	\$100.00
iii.	Third Impoundment	E	\$150.00
iv.	All Subsequent Impoundments	E	\$200.00
4.	Unlicensed Dog Impoundment		
i.	First Impoundment	E	\$100.00
ii.	Second Impoundment	E	\$165.00
iii.	Third Impoundment	E	\$215.00
iv.	All Subsequent Impoundments	E	\$290.00
5.	Viscous Dog Impoundment		
i.	First Impoundment	E	\$200.00
ii.	Second Impoundment	E	\$500.00
iii.	Third and All Subsequent Impoundments	E	\$1,000.00
6.	Other Domestic Animals Impoundment		
i.	First Impoundment	E	\$35.00
ii.	Second Impoundment	E	\$50.00
iii.	Third and All Subsequent Impoundments	E	\$75.00
7.	Livestock Impoundment		
i.	First Impoundment	E	\$150.00
ii.	Second Impoundment	E	\$250.00
iii.	Third and All Subsequent Impoundments	E	\$750.00
8.	Custodial Fees		
i.	Dog per Day (Plus Actual Cost to Board)	E	\$9.50
ii.	Other Domestic Animal per Day (Plus Actual Cost to Board)	E	\$2.00
iii.	Livestock (Plus \$10.00, Care and Sustenance per day and Veterinary Services)	E	\$25.00
iv.	Disposal Charge for Pathological Waste	E	\$0.30 per Pound, minimum of \$7.00 per disposal



Schedules of Fees Bylaw 19-816

	v. Euthanasia (In Addition to the Above Charges)	E	\$35.00
9.	Animal Attractants		
	i. Improper Storage of Animal Attractant	E	\$500.00
	ii. Attempt/Feed Wild Life Purposely	E	\$500.00
	iii. Disposal of Animal Attractant	E	\$1,000.00

Schedule 'E' Finance and Administration

	Description	GST Status	Fee in \$
Finance & Administration			
1.	Photocopying		
	i. Tax, Utilities, and Other Documents	T	\$0.50 per page
	ii. Minutes or Bylaws	T	\$1.00 per page
2.	Documents		
	i. Planning or Otherwise, Any Size	T	\$10.00
	ii. Faxed Copies (Incoming/Outgoing)	T	\$1.00 per page
	iii. Access to Information (FOIP), Research	T	\$25.00 per hour
3.	Taxes		
	i. Tax Certificate to Registered Landowner	E	No charge
	ii. Tax Certificate to Others	E	\$50.00 per roll number
	iii. Tax Search to Others	E	\$50.00 per roll number
	iv. Online Tax Certificate to Others	E	\$25.00
	v. Online Tax Search	E	\$15.00
	vi. Tax Notification Charges	E	\$75.00
4.	Assessment		



Schedules of Fees Bylaw 19-816

i.	Assessment Record to Landowner	E	\$5.00 per roll number
ii.	Assessment Record to Others	E	\$10.00 per roll number

Schedule 'F'

Infrastructure and Planning General

	Description	GST Status	Fee in \$
Infrastructure and Planning General			
1.	Road Closure		
i.	Application Fee	E	\$1,500.00
ii.	Sale of Road Allowance for the Purpose of Road Closure. As Determined by Accurate Assessment.	E	Fair Market Value
2.	Approaches		
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00 per approach
ii.	Construction: Gravel Approach	E	\$2000.00 per approach
iii.	Upgrade/Relocation: Gravel Approach	E	\$2500.00 per approach
iv.	Construction: Asphalt Approach	E	\$5000.00 per approach
v.	Upgrade/Relocation: Asphalt Paved Approach	E	\$5500.00 per approach
3.	Road Allowance License		
i.	Application Fee	E	\$100.00
ii.	Road Allowance License Sign (One-Time Free Only)	E	Free
iii.	Road Allowance Sign Replacement	E	\$30.00
4.	Inspections		
i.	Seismic Pre-Inspections	E	\$100.00 per occurrence
ii.	Seismic Post-Inspections	E	\$100.00 per occurrence



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
iii.	Seismic Non-Compliance	E	\$100.00 per inspection
5. Land Acquisition			
i.	Right-of-Way from Properties up to 40 Acres	T	See Schedule "I"
ii.	Right-of-Way from Properties Over 40 Acres	T	\$2400.00 per acre
iii.	Right-of-Way from Properties Minimum Payment	T	\$150.00 per occurrence
iv.	On parcels more than 40 Acres, Where an Existing Residence is on the Property, for up to 50 Meters Each Side of the Residential Driveway	T	\$3,000 per acre
v.	Borrow Pit Acquisition and Access and Damages	T	\$500.00 per acre
vi.	Shelterbelt Loss, per 5m Width, Tree Height Under 10 feet	T	\$1.50 per m
vii.	Shelterbelt Loss, per 5m Width, Tree Height Over 10 feet	T	\$2.50 per m
6. Fencing			
i.	Removal of Old Fence by Landowner	T	\$1.25 per m
ii.	Removal of Old Fence and Installation of New Fence by Landowner with Greenview Supplying Material	T	\$3.75 per m
iii.	Removal of Old Fence and Installation of New Fence by Landowner Including Labour and Materials	T	\$6.25 per m
iv.	Removal of Old Fence and Installation of New Fence by Greenview	T	No Compensation

Schedule 'G' Environmental Services

Environmental Services	
	<i>Accounts for metered services and bulk accounts if not paid within 30 days of the billing date will incur a 1.5% penalty monthly.</i>



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
	<i>Where work is done at cost, the cost will include the amount expended by Greenview for all expenditures incurred doing the work, including administration. All invoices will be paid within 30 days of billing. If not paid within 30 of billing, are subject to interest.</i>		<i>1.5% penalty/month</i>
	<i>Water Meter/Replacement (Owner Responsibility)</i>		<i>Based on actual replacement costs</i>
1. Requested Services			
i.	Regular Hours	T	\$50.00 per hour per member of staff (1 hour min.)
ii.	After Hours	T	50.00 per hour per member of staff (1 hour min.)
2. Hamlet Water Distribution Systems (Grovedale, Landry Heights, and Little Smoky)			
i.	Residential Rate (0 - 30 m ³ /Month)	E	\$3.50 per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$4.00 per m ³
iii.	Non Residential Rate	E	\$4.00 per m ³
iv.	Installation Fee (To install from Main Line to Property Line)	E	\$8,000.00 deposit (based on actual invoice)
v.	Connection Fee (Rights to Connect)	E	\$12,500.00 per service
vi.	Utilities Account Deposit	E	\$100.00
3. Hamlet Water Distribution Systems (Grande Cache, DeBolt and Ridgevalley)			
i.	Residential Rate (0 - 30 m ³ /Month)	E	\$3.50 per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$4.00 per m ³
iii.	Non Residential Rate	E	\$4.00 per m ³



Schedules of Fees Bylaw 19-816

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



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$500.00 per service
9. Septage Classification			
i.	Residential – Single Family Dwelling	E	\$1.00 per m ³ (minimum \$24.00)
ii.	Residential – Duplex (per dwelling unit)	E	\$1.00 per m ³ (minimum \$24.00)
iii.	Residential – Multi Family Dwelling (per Self-Contained Dwelling Unit)	E	\$1.00 per m ³ (minimum \$24.00)
iv.	Commercial – General Store	E	\$1.00 per m ³ (minimum \$36.00)
v.	Commercial – Laundromat	E	\$1.00 per m ³ (minimum \$56.00)
vi.	Commercial – Hotels (Rooms & Beer Parlor)	E	\$1.00 per m ³ (minimum \$80.00)
vii.	Commercial – Cafes	E	\$1.00 per m ³ (minimum \$48.00)
viii.	Commercial – Garages	E	\$1.00 per m ³ (minimum \$48.00)
ix.	Commercial – Office	E	\$1.00 per m ³ (minimum \$36.00)
x.	Commercial – Not Elsewhere Classified	E	\$1.00 per m ³ (minimum \$36.00)
xi.	Community Halls & Other Recreation Facilities	E	\$1.00 per m ³ (minimum \$48.00)



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
xii.	Churches	E	\$1.00 per m ³ (minimum \$24.00)
xiii.	Schools (per Classroom)	E	\$1.00 per m ³ (minimum \$24.00)
xiv.	Royal Canadian Legion Hall	E	\$1.00 per m ³ (minimum \$24.00)
xv.	Senior Citizen's Drop-In Centre	E	\$1.00 per m ³ (minimum \$24.00)
10. Wastewater Lagoon			
i.	Commercial/Industrial Tipping Rate	T	\$10.00 per m ³
11. Lagoon Keys			
i.	Key Fob (Initial/Replacement)	T	\$100.00
12. Waste Collection and Disposal			
i.	Residential Rates		
	Residential Waste Collection Fee	T	\$10.00 per month
	Recycle Fee	T	\$10.00 per month
i.	Commercial Rates		
	Commercial Waste Collection	T	\$50.00 per month
	Recycle Fee	T	\$10.00 per month
	Dumping Fee, Standard Service, per Bin	T	\$80.00 per month
13. Penalties and Fines			
i.	General Penalties		
	Setting out Prohibited Materials for Collection	E	\$200.00
	Placing Hazardous Waste or Dangerous Goods out for Collection	E	\$200.00
	Failure to use Appropriate Containers	E	\$200.00



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
	Waste or Recycling Deposit Without Consent	E	\$200.00
	Collection Interference	E	\$200.00
	Dumping Outside the Landfill	E	\$1000.00
	Failure to Store Containers Properly	E	\$200.00
	Accumulation of Building Waste	E	\$200.00
	Failure to Contain Construction Waste	E	\$200.00
	Unsecured Load	E	double cost of materials as per schedule of fees
14. Grande Cache Landfill Fees			
i.	Greenview Residents		No Fees
	Mixed Load Disposal Fee (Residents and Commercial)	T	\$210.00 per tonne
	Animal Carcass Disposal	T	\$5.00 per small animal \$105.00 per tonne large animal
ii.	Commercial Waste	T	\$105.00 per tonne
	Clean Mulch/Woodchips	T	\$55.00 per tonne
	Class II Acceptable Soils	T	\$55.00 per tonne
	Burnable Wood (Excludes Creosote, Treated Wood and Similar Materials)	T	\$55.00 per tonne
	Metal	T	\$55.00 per tonne
	Cement/Concrete	T	\$55.00 per tonne

Schedule 'H' Operations

Operations	
	<i>Greenview's Equipment Rates will be the same as the EOIP rates</i>



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
1.	Snowplowing Signs		
i.	Any Driveway up to 400 Meters	T	\$50.00
ii.	Any Driveway Greater than 400 Meters	T	\$50.00 + \$100.00 per hour for time over the first ½ hour
iii.	Lost or Replacement Signs	T	\$30.00 per hour
2.	Culverts – Used or Salvaged		
i.	500 mm or Less	T	\$13.00 per m
ii.	600 mm	T	\$15.00 per m
iii.	700 mm	T	\$16.00 per m
iv.	800 mm	T	\$25.00 per m
v.	900 mm	T	\$28.00 per m
vi.	1000 mm	T	\$29.00 per m
vii.	1200 mm or Greater	T	\$30.00 per m
3.	Grade Blades		
i.	Used	T	\$5.00 per each blade
4.	Dust Control		
i.	Application of Calcium Product for Residents and Landowners (up to April 15 th Each Year)	E	\$150.00 per 200 m
ii.	Plus: for sections over 200 meters	E	\$5.35 per m
iii.	Application of Calcium Product for Multi- Parcel Subdivisions	E	\$100.00 per 100 m
iv.	Application of Calcium Product for Industrial and Road Use Agreement Holders (up to April 15 th Each Year) <i>If in front of a residence, the industrial user will be charged the residential rate for a maximum distance of 200 meters</i>	E	\$1605.00 per 300 m
v.	Plus: for sections over 300 meters	E	\$5.35 per m
5.	Road Bond		



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
i.	Overload Road Bond Fees (Non-Refundable Payment)	T	\$1,125.00 per km
ii.	Plus: Security Deposit (Refundable Subject to Final Inspections)		\$6,375.00 per km
iii.	Fixed Fee for the TRAVIS MJ Permitting System	E	\$15.00 per permit
6. Community Aggregate			
i.	Community Aggregate Payment Levy	E	\$0.30 per tonne
7. Equipment Rental			
i.	All Equipment Rentals will be Paid out of the 2015 ARCHA Book.	T	89% of the 2015 ARCHA rate

Schedule 'I' Planning and Development

Planning and Development			
1.	Planning Bylaw (New or Amended)		
ii.	Land Use Bylaw Amendment Application (Re-zoning)	E	\$1,500.00
iii.	New Developer's Area Structure Plan	E	\$2,500.00
iv.	Amendments to any ASP and MDP or Minor ASP	E	\$1,500.00
2.	Development Permits, General		
i.	Residential - Single Detached Dwellings, Duplexes, Manufactured/Modular/RTM/Suites)	E	\$150.00
ii.	Residential - Multiple Dwellings (Triplex/Fourplex/Row Housing/Apartments, etc.)	E	\$75.00 per unit



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
iii.	All other Non-Residential/Mixed-Use/New Construction / Accessory Uses (Home Occupation / Accessory Buildings (Garages, Decks, Hot tubs, Pools, Wheelchair Ramps), Additions and All Other Uses)	E	\$50.00 fee per \$100,000.00 of completed project cost (up to a maximum of a \$75,000.00 fee)
iv.	Signage – Permanent / Temporary / Renewal	T	\$50.00 per sign
v.	Variance Request	E	\$150.00
vi.	Time Extension Request by Developer per Application	E	\$150.00
3. Subdivisions (including Bare Land Condominium Plans)			
i.	Subdivision and Condominium Plan Applications, Single Lot or Consolidation	E	\$450.00
	Plus: each additional lot/unit created	E	\$150.00
ii.	Plan of Subdivision Endorsement Fees	E	\$150.00 per title created
iii.	Condominium Plan Endorsement Fees	E	\$40.00 per unit
iv.	Time Extension Request by Developer per Application	E	\$500.00
4. Subdivision and Development Appeal Board			
i.	Development Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00
ii.	Subdivision Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00
5. Development Agreement Review			
i.	Residential: up to 4 Lot Subdivision	E	\$1,500.00
ii.	Residential: Greater than 4 Lot Subdivision	E	\$3,000.00
iii.	All Other Recreational, Commercial and Industrial Subdivisions	E	\$3,000.00
6. Annual Residential Business Licensing			
i.	Business License Fee - New application (January 1)	E	\$100.00
ii.	Business License- New Application (After July 1, or Annual Renewal)	E	\$50.00



Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
7.	Annual Business License Temporary/Special Event		
i.	Resident Annual	E	\$50.00
ii.	Resident per Day	E	\$30.00
iii.	Non-Resident Annual	E	\$150.00
iv.	Non-Resident per Day	E	\$50.00
8.	Annual Business License Commercial/Industrial Titled Land		
i.	January 1-December 31	E	\$250.00
ii.	July 1-December 31	E	\$125.00
9.	Rural Addressing Signage		
i.	Signage Permanent/ Replacement	T	\$50.00 per sign
10.	Signage for Subdivisions		
iii.	Individual Lot Sign	T	\$50.00 per sign
iv.	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	T	\$1,000.00 per sign
11.	Orthographic Printing		
	<i>Based on size and quality of paper, image and graphics</i>		
i.	Colour 8 ½" x 11" Orthographic (Aerial) Photo	T	\$10.00
ii.	Colour 11" x 17" Orthographic (Aerial) Photo	T	\$20.00
12.	Landowner Map Pricing		
i.	Hardcopy – Landowner Map (sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	T	\$25.00 per sheet
13.	Certificate of Compliance	E	\$200.00
14.	Letter of Concurrence for Communication Tower	E	\$100.00
15.	Environmental Site Assessment Inquiries	E	\$200.00 per parcel



Schedules of Fees Bylaw 19-816

*Note: GST Status- 'E' refers to tax exempt or GST included in the listed rate or fee.
'T' refers to taxable, or GST not included in the listed rate or fee.



Schedules of Fees Bylaw 19-816

Schedule 'J' Land Acquisition by Greenview for Right of Way

Valleyview Area

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

DeBolt Area

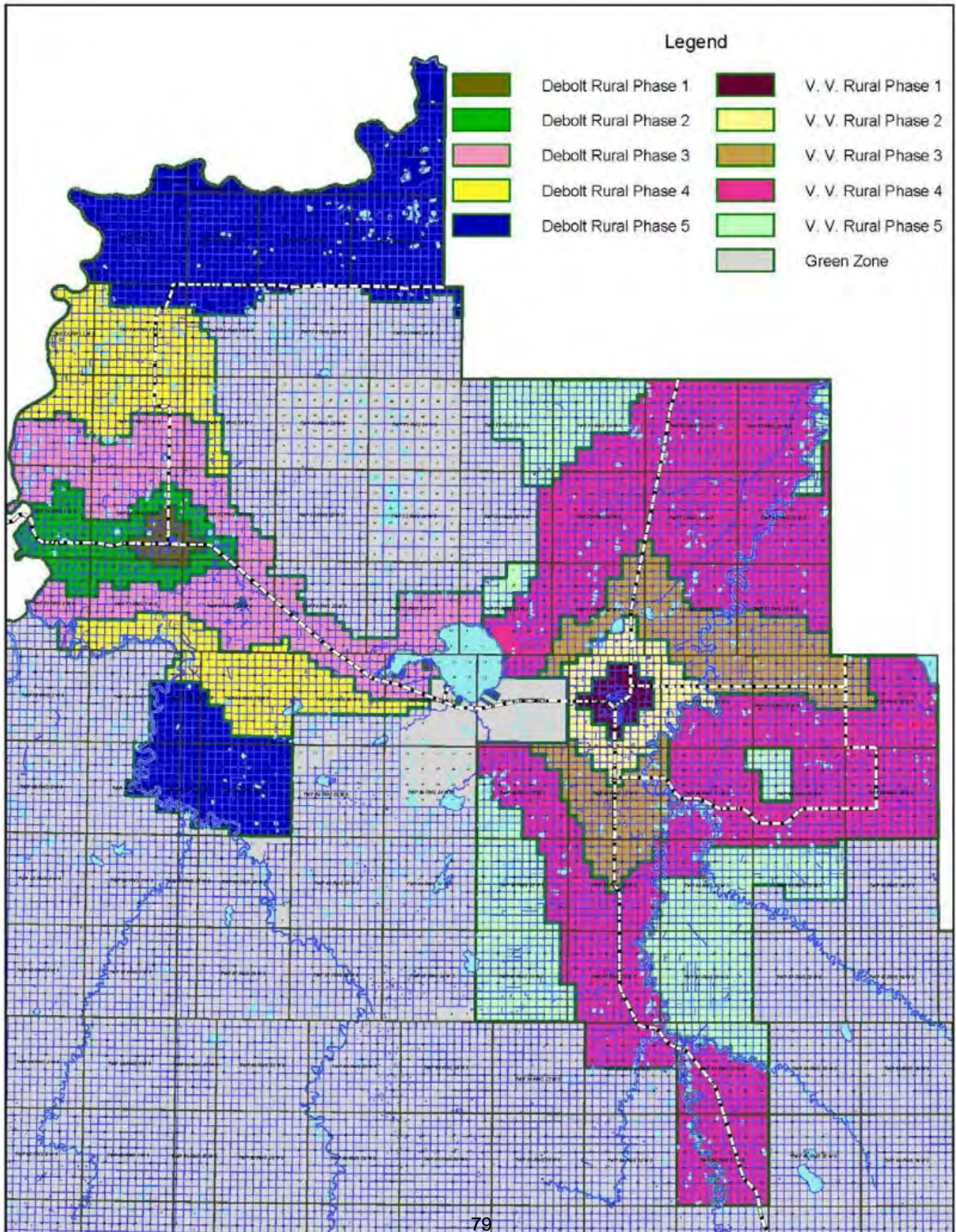
Titled Parcel Size in Acres	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 40,600	\$ 36,600	\$ 32,600	\$ 24,600	\$ 16,600
1-3	\$ 20,600	\$ 8,600	\$ 16,400	\$ 12,600	\$ 8,600
3-5	\$ 14,750	\$ 13,250	\$ 11,600	\$ 9,050	\$ 6,200
5-10	\$ 9,900	\$ 8,900	\$ 7,850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

Grovedale Area

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

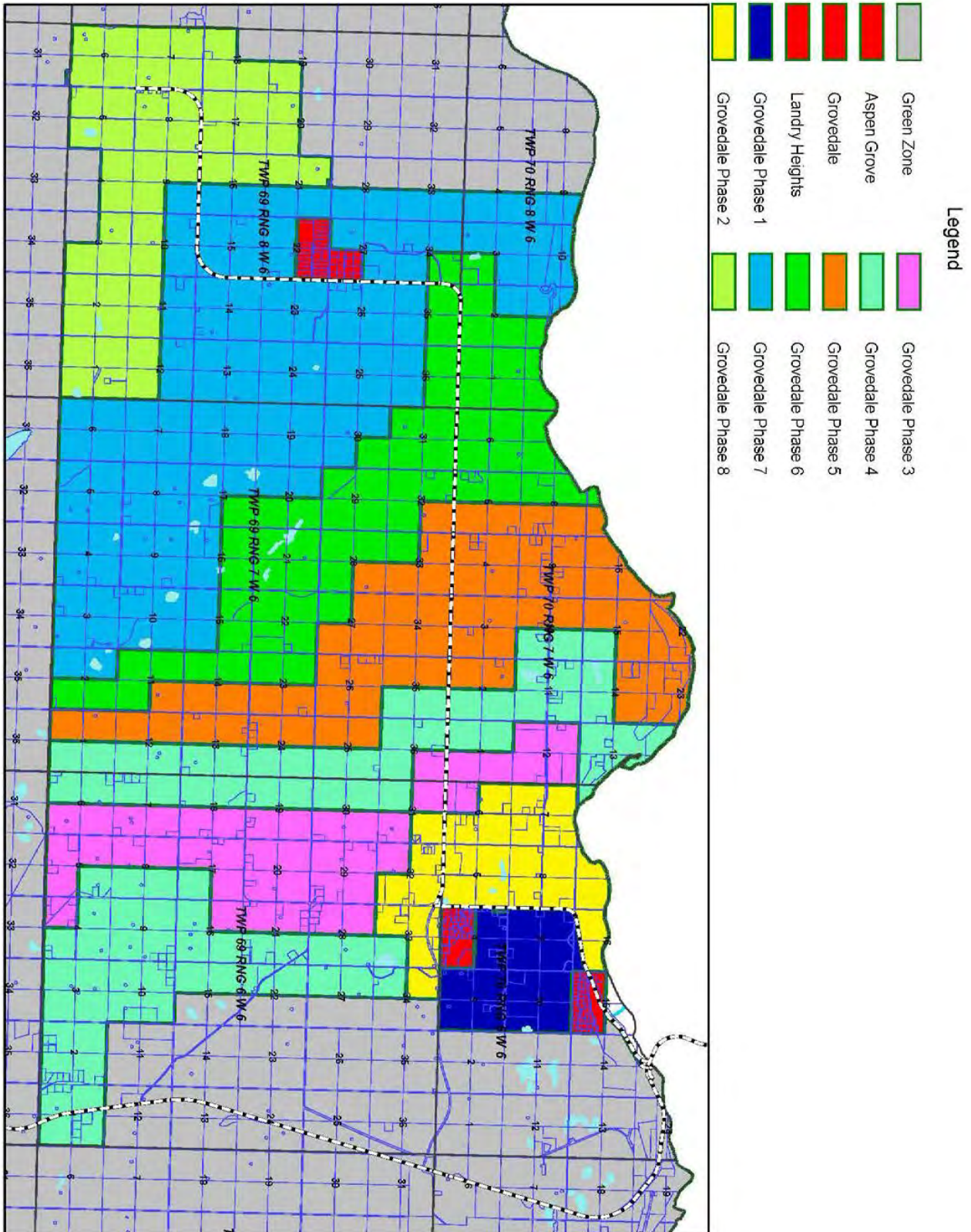


Schedules of Fees Bylaw 19-816





Schedules of Fees Bylaw 19-816





REQUEST FOR DECISION

SUBJECT: **Bylaw 19-818 Amendment to Bylaw 16-771 License of Occupation**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 13, 2019 CAO: DT MANAGER:
DEPARTMENT: INFRASTRUCTURE & PLANNING GM: PRESENTER: RP/DL
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Bylaw 16-771

RECOMMENDED ACTION:

MOTION: That Council give Second Reading to Bylaw 19-818 Amendment to Bylaw 16-771 License of Occupation.

MOTION: That Council give Third Reading to Bylaw 19-818 Amendment to Bylaw 16-771 License of Occupation.

BACKGROUND/PROPOSAL:

Administration is proposing some minor changes to Bylaw 16-771 to provide additional clarity around the issuing of Road Allowance Licenses. Additionally, Administration has plans to bring forward changes to the Road Allowance License Policy to PRC in June. The recommended changes to the bylaw are consistent with planned changes to the Policy.

The Road Allowance definition was updated to read “means a developed or undeveloped portion of land, which has been shown on the original township plan or as a road on a plan of survey registered in the land titles office.”

Road Allowance License definition was modified with the addition of “Specific restrictions imposed by Council or Greenview may form part of said license.”

Two Provisions were added under Section 3

3.1.1 Restricted public use may be allowed on a case by case basis as determined by Council.

3.1.2 Council may establish a Road Allowance License Application fee in the Schedule of Fees Bylaw.

Section 5 was added at the request of Council:

5. Council has the authority to grant or restrict public use. Any specific restrictions or concessions will generally form part of the agreement with the license holder, however Council may create additional restrictions or grant further public access during the term of the license. Fourteen (14) days' notice will be provided to the License holder prior to any changes taking effect.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will have an updated License of Occupation Bylaw, which will be consistent with planned changes to the Road Allowance License Policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to leave the bylaw as is, in which case Bylaw 16-771 will remain in effect as is.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the bylaw register.

ATTACHMENT(S):

- Bylaw 16-771
- Bylaw 19-818 Amendment to bylaw 16-771 License of Occupation



BYLAW NO. 16-771
Of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to regulate and manage the implementation of Road Allowance Licenses under a License of Occupation Bylaw by the Municipal District of Greenview No. 16.

WHEREAS the Council of the Municipal District of Greenview No. 16 (Greenview) in the Province of Alberta has the authority, pursuant to the provisions of S.7.b of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to establish Bylaws pertaining to people, activities and things in, on or near a public place or place that is open to the public within Greenview;

WHEREAS the Council of Greenview in the Province of Alberta has the authority, pursuant to the provisions of S.18.1 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to provide direction concerning the control and management of all roads within Greenview;

WHEREAS the Council of Greenview in the Province of Alberta has the authority, pursuant to the provisions of S.61 of the Municipal Government Act (Current as of March 1, 2016), where it deems necessary or desirable to grant rights, exclusive or otherwise, with respect to its property, including property under the direction, control and management of Greenview;

WHEREAS the provisions of S.609 of the Municipal Government Act (Current as of March 1, 2016), prohibits the public from acquiring an estate or interest in land owned or controlled by Greenview by adverse or unauthorized possession, occupation, enjoyment or use of the land;

WHEREAS the Council of Greenview has the authority, pursuant to the provisions of S.13.o of the Alberta Traffic Safety Act, to issue a License or permit that is terminable on 30 days' notice in writing for the temporary occupation or use of a road allowance or Highway or a portion of a road allowance or Highway when it is not required for public use;

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

1.0. Shall be referred to as the *License of Occupation Bylaw*.

2.0. DEFINITIONS

In this Bylaw:

- 2.1.1 ROAD ALLOWANCE means the undeveloped portion of land, which has been shown as a road on a plan of survey and has been registered in a land titles office, and that the public is ordinarily permitted to use for the passage or parking of vehicles and pedestrian use.
- 2.1.2 ROAD ALLOWANCE LICENSE means an agreement formed under the License of Occupation Bylaw between Greenview and a Licensee which allows the use of a specified portion of a Road Allowance for a specified time.

3.0. GENERAL

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

4.0. LEGISLATION

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

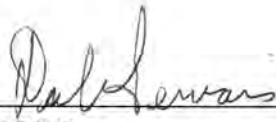
5.0. AUTHORITY & ENFORCEMENT

- 5.1.1 Each Section of this Bylaw shall be read and construed as being separate and severable from each other Section. Furthermore, should any Section of this Bylaw be found to have been improperly enacted, that Section or part shall be regarded as being severable from this Bylaw and the remaining Bylaw shall be effective and enforceable.
- 5.1.2 A person shall not occupy or otherwise use any portion of a Road Allowance unless a Road Allowance License authorizing the occupancy or use has been issued by Greenvew.
- 5.1.4 Violators shall be prosecuted in accordance with, but not limited to, the Traffic Safety Act and the Provincial Offences Procedure Act: Procedures Regulation.
- 5.1.5 This Bylaw shall come into force and effect January 1, 2018.

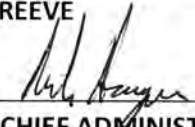
Read a first time this ^{13 - September} ~~11~~ day of ~~October~~ A.D., 2016.

Read a second time this 11 day of October, A.D., 2016.

Read a third time and passed this 11 day of October, A.D., 2016.



REEVE



CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 19-818 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw 16-771 License of Occupation.

Whereas, pursuant to Section 191 of the Municipal Government Act R.S.A 2000, C-M-26 as amended, the M.D of Greenview Council has the authority to amend or repeal a bylaw;

Therefore, the Council of the M.D of Greenview duly assembled enacts as follows:

1. That definition 2.1.1 of Bylaw 16-771 License of Occupation be amended to read:

ROAD ALLOWANCE means the undeveloped portion of land, which has been shown as a road on a plan of survey and has been registered in a land titles office, and that the public is ordinarily permitted to use for the passage or parking of vehicles and pedestrian use. For the purpose of this bylaw ROAD ALLOWANCE may also include a portion of developed land if approved by Council, or by the General Manager of Infrastructure & Planning.

2. That definition 2.1.1 of Bylaw 16-771 License of Occupation be amended to read:

ROAD ALLOWANCE LICENSE means an agreement formed under the License of Occupation Bylaw between Greenview and a Licensee which allows the use of a specified portion of a Road Allowance for a specified time. Specific restrictions imposed by Council or Greenview may form a part of said license.

3. That Provision 3.1.2 be added to read:

Restricted public use may be allowed on a case by case basis as determined by Council.

4. That Provision 3.1.3 be added to read:

Council may establish a Road Allowance License Application fee in the Schedule of Fees Bylaw.

5. That Provision 5 Be added to read:

Council has the authority to grant or restrict public use. Any specific restrictions or concessions will generally form part of the agreement with the license holder, however Council may create additional

restrictions or grant further public access during the term of the license. Fourteen (14) days' notice will be provided to the license holder prior to any changes taking effect.

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

Read a first time this 13th day of May, 2019.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Bylaw 19-823 Big Lakes County and Greenview Intermunicipal Development Plan		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 10, 2019	CAO: DT	MANAGER: SAR
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: RA	PRESENTER: SAR
STRATEGIC PLAN:	Development		

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act, RSA 2000, M-26 Sections 631 and 692*

Council Bylaw/Policy (cite) – *N/A*

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw 19-823, Big Lakes County and Municipal District of Greenview No. 16 Intermunicipal Development Plan.

MOTION: That Council schedule a Public Hearing for Bylaw 19-823, Big Lakes County and Municipal District of Greenview No. 16 Intermunicipal Development Plan, to be held on June 24, 2019, at 10:00 a.m.

BACKGROUND/PROPOSAL:

To meet the requirements of Section (s. 631) of the Municipal Government Act (MGA), Big Lakes County and Municipal District of Greenview No. 16 are required to create an Intermunicipal Development Plan as both municipalities share a common boundary. Both Councils are required to adopt an intermunicipal development plan by bylaw to ensure joint cooperation between the two municipalities when considering various subdivision and development applications.

There are other requirements set out in the MGA that a municipality must provide in the Plan. In accordance with s. 631 of the MGA, the Intermunicipal Development Plan must address:

- 1) *"The future land use within the area;*
- 2) *The manner of and the proposals for future development in the area;*
- 3) *The provision of transportation systems for the area, either generally or specifically;*
- 4) *The co-ordination of intermunicipal programs relating to the physical, social and economic development of the area;*
- 5) *Environmental matter within the area, either generally or specifically, and*
- 6) *Any other matter related to the physical, social or economic development of the area that the councils consider necessary; and must include*
- 7) *A procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan;*
- 8) *A procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- 9) *Provisions relating to the administration of the plan."*

For the past several months, the joint Council's and administration have been working on the formal preparation of the draft intermunicipal development plan to include provisions as outlined above.

An open house was held February 20, 2019 with approximately 25 residents in attendance. A formal survey was completed by seven residents with the majority being farmers from Greenview. A summary of the key issues received from residents include:

- notify residents on development plans in the future;
- certain environmental issues being overboard; and
- water diversion/drainage.

Other issues mentioned not considered related to the Plan include:

- improve access to Snipe Lake Campground and continue as a public facility;
- lake level;
- bounty on coyotes and beavers; and
- follow up to ensure the specific recommended rules are in compliance.

Referral and landowner advertising occurred in accordance with legislative requirements including providing announcements on the Greenview Website prior to the Public Hearing being held.

Administration is recommending that Council First Reading to the Bylaw and schedule a Public Hearing for June 24, 2019.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of the recommended motion is to ensure the creation of an intermunicipal development plan will meet the legislative requirements.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to make additional amendments before giving First Reading to the Bylaw.

Alternative #2: Council has the alternative to deny the request and not make any changes to the Bylaw.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

Once Council gives First Reading, Administration will schedule the advertising of the Public Hearing date for June 24, 2019.

ATTACHMENT(S):

- Bylaw 19-823 including the Big Lakes and Municipal District of Greenview No. 16 Intermunicipal Development Plan



BYLAW No. 19-823

OF THE MUNICIPAL DISTRICT OF GREENVIEW No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for adopting Bylaw No. 19-823, being the Big Lakes County and Municipal District of Greenview No. 16 Intermunicipal Development Plan for the Municipal District of Greenview No. 16

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

1. This Bylaw may be cited as the “Big Lakes County and Municipal District of Greenview No. 16 Intermunicipal Development Plan, Bylaw No. 19-823”.
2. The following schedules attached hereto are hereby made part of this Bylaw and adopted as the Big Lakes County and Municipal District of Greenview No. 16 Intermunicipal Development Plan for the Municipal District of Greenview No. 16:
 - a) Schedule “A” (Intermunicipal Development Plan Text and Maps)
3. The “Big Lakes County and Municipal District of Greenview No. 16 Intermunicipal Development Plan, Bylaw No. 19-823”. This Bylaw shall come into force and effect upon the date of final passing.

Read a first time this 10 day of June, A.D., 2019.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

*Big Lakes County and Municipal District of Greenview No. 16
Intermunicipal Development Plan*



Contents

1.0 INTRODUCTION	3
1.1 Purpose of the Plan	3
2.0 MUNICIPAL PROFILES	4
3.0 LEGISLATIVE REQUIREMENTS	6
4.0 PLAN AREA	6
4.1 Study Area	6
4.2 Existing Characteristics of the Plan Area	7
5.0 PLAN ADMINISTRATION AND IMPLEMENTATION	8
5.1 Intermunicipal Referral Process	8
5.2 Plan Amendment	10
6.0 DISPUTE RESOLUTION	11
6.1 General Dispute Process	11
7.0 DEFINITIONS	14
MAP 1	17
MAP 2	18

1.0 INTRODUCTION

1.1 Purpose of the Plan

The purpose of the Municipal District of Greenview and Big Lakes County's Intermunicipal Development Plan (also known as the IDP or the Plan) is to foster an inter-jurisdictional approach to address planning issues on lands that connect these municipalities. This Plan has been developed in accordance with the *Municipal Government Act* and both municipalities agree that the Intermunicipal Development Plan will continue our cooperative working relationship and address intermunicipal issues that may arise in the Plan area.

The purpose of the IDP is to:

- promote consultation, coordination and cooperation regarding planning matters of joint interest within a defined planning area;
- provide a framework for addressing land use concerns with regard to joint planning matters;
- establish procedure for dealing with development proposals within a defined planning area; and
- address any other matters relating to development considered necessary within a joint planning area.

An IDP is a planning tool that can provide numerous benefits to participating municipalities, which may include, but are not limited to the following:

- municipal cost-savings, as a result of infrastructure and service sharing, which also provides residents with a higher quality of life;
- reinforcing and protecting both municipalities' development philosophies and goals while mitigating the potential for future intermunicipal conflict; and
- ensuring development for both municipalities occurs in an orderly, economic, efficient and harmonious manner that is sustainable by considering existing development conditions and future municipal goals.

By adopting of Plan, both municipal councils solidify a commitment to using a collaborative approach within the Plan area, by establishing a framework for ongoing collaboration and communication.

2.0 MUNICIPAL PROFILES

Municipal District of Greenview

Located in Alberta's northwest, Greenview is a vast and diverse area of fertile farmland, winding rivers, mixed wood forests, and spectacular peaks of the Rockies.

The Municipal District of Greenview covers 32,915 square kilometres, making it the third largest municipality in Alberta. Its boundaries encompass six hamlets, DeBolt, Grovedale, Landry Heights, Ridgevalley, Little Smoky and Grande Cache. The recent amalgamation of Grande Cache into its corporate boundaries increased Greenview's population to 9,615. Neighbouring communities include the Towns of Valleyview and Fox Creek along with the indigenous communities of Sturgeon Lake and the Alexander Cree First Nations.

Greenview offers an array of rivers, lakes, mountain peaks of the majestic Rocky Mountains, and prairie meadows. Untamed wilderness promises an abundance of outdoor activities. Modern, indoor recreation facilities provide sport and recreation activities year-round. Major water bodies include portion of Snipe, Sturgeon, Musreau and Swan Lakes as well as the Athabasca, Wapiti, Simonette, Smoky, and Little Smoky River valleys.

Greenview's location is strategic as major highway corridors north will pass through Greenview and bound beyond our borders. There is a wide diversity of resources from oil and gas to lumber and mining and agriculture. Rapid development in these resource sectors has resulted in Greenview's being host to a strong and diverse economic base.

Big Lakes County

Big Lakes County is a welcoming and thriving community. Situated just a few hours north of Alberta's major cities, county residents enjoy the freedom of the great outdoors. With a service area population of 17,440, Big Lakes expands over 13,942 square kilometers and neighbours the Town of High Prairie, Town of Swan Hills, East Prairie Métis Settlement, Gift Lake Métis Settlement, Peavine Métis Settlement, Driftpile Cree Nation, Kapawe'no First Nation, Pakashan First Nation, Sucker Creek First Nation and Swan River First Nation. The county contains five hamlets (Kinuso, Joussard, Enilda, Faust, and Grouard) and its official population is presently 4,103.

Residents are proud of the county's beautiful lakes, forests and rolling countryside. The natural landscape of the region includes boreal forest and open plains. A large portion of land within county boundaries is Crown land (1,011,750 hectares), with the majority of developed urban areas located around the perimeter of Lesser Slave Lake. Lesser Slave Lake is the largest lake in the county and serves as the focal point for settlement and tourism activity. Other major lakes include Winagami, Utikuma and Snipe Lake. Major rivers include West Prairie River, East Prairie River, Driftpile River, Swan River and Heart River. Agricultural land cover includes 66,775.5 hectares with some being provincial and/or protected lands.

The county has an abundance of natural resources – agriculture, forestry and oil and gas that continues to expand and strengthen its economy, and a diverse and talented workforce that has helped to expand opportunities in Big Lakes.

DRAFT

3.0 LEGISLATIVE REQUIREMENTS

The *Municipal Government Act* identifies the following as matters to be addressed for lands within the boundary of the IDP:

- Future land use;
- Proposals for and the manner of future development;
- Conflict resolution procedures;
- Procedures to amend or repeal the Plan; and
- Provisions relating to the administration of the Plan.

4.0 PLAN AREA

4.1 Plan Area

This Plan includes the lands around Snipe Lake, as well as 1.6 kilometers on either side of the municipal boundaries. The Plan is prepared in accordance with the Municipal Government Act to identify an area of mutual interest due to having a shared border and to ensure the adjacent municipalities work together to enhance mutual cooperation and collaboration. The IDP is prepared to provide context on how to promote cooperation between Big Lakes County and Municipal District of Greenview within a specific area. The IDP boundary is illustrated on Maps 1 and 2 (refer to maps on pages 17 and 18). The selected IDP boundary encompasses the entire area surrounding Snipe Lake.

It is necessary to ensure that development around Snipe Lake is carried out in a sensitive manner to protect the area for future generations. Input from other stakeholders and from the neighbouring municipality is important when considering future development activity.

The following key features in the plan area and identified on Map 3 were identified as follows:

- Agricultural
- Residential
- Recreational
- Public Facilities
- Transportation Infrastructure
- Watersheds

4.2 Existing Characteristics of the Plan Area

Key existing characteristics of the Plan Area include:

a) Agricultural Development:

- i. There is a mix of agricultural operations including grazing and dry land farming.
- ii. The majority of the land within the Plan Area is designated for agricultural use.

b) Residential Development:

- i. The majority of residential development within the Plan Area is comprised of residential farm housing serviced by individual septic and household water supply via on-site water wells, dugouts or a possible cisterns.

c) Recreational Development:

- i. Snipe Lake attracts a number of anglers from far and wide.
- ii. The campground located on the north shore of Snipe Lake attracts recreational users by providing unserviced stalls for summer camping.

d) Public Facilities:

- i. The Sunset House Water Fill Station is located in close proximity to the Community Hall located on NE 36-70-20-W5.
- ii. The Sunset House Cemetery is located on NE 1-71-20-W5.
- III. The Sweathouse Transfer Station is located on SW 4-70-19-W5 and the Sunset House Transfer Station is located on NE 23-70-21-W5.

e) Transportation Infrastructure:

- a. Provincial highways 49 and 2A accessing onto provincial highways 669 and 747, provide the main connectors between the two municipalities, with the majority of the traffic between the two municipalities travelling on these highways. There are numerous township roads that connect the two municipalities and several range roads along the boundary, with Township Road 710 as the major connector.

f) Watersheds:

- i. The County of Big Lakes is located within Upper Athabasca Watershed, while Greenview is located within the Upper Peace Region Watershed.

5.0 PLAN ADMINISTRATION AND IMPLEMENTATION

5.1 Intermunicipal Referral Process

The purpose of this section of the Plan is to establish a clear and consistent referral process whereby each municipality is able to provide comments on proposed changes to statutory and non-statutory plans as well as proposed subdivision and development applications within the Plan Area.

POLICIES

General

- 5.1.1 The municipalities, as per this Plan, shall strive to engage in effective dialogue when considering land use within the Plan Area, while still maintaining complete jurisdiction on lands within their own boundaries.
- 5.1.2 The municipalities may collaborate and investigate methods of giving support to projects that may mutually benefit or enhance the quality of life of residents from both municipalities. This could be in the form of in-kind donations, materials, municipal letters of support, unified government lobbying, application for grants, or other more permanent arrangements if both municipalities agree and enter into discussions and make specific agreements for such.
- 5.1.3 Both municipalities agree to jointly discuss ways to cooperate with provincial and federal agencies and utility providers to help facilitate the efficient delivery of infrastructure and services that are of mutual benefit.
- 5.1.4 Greenview and Big Lakes County shall endeavor to the best of their ability and knowledge, to refer all notices of government projects within the Plan Area to the adjacent municipality.
- 5.1.5 Both municipalities are encouraged to share with the adjacent municipality, the results of all publicly available technical analyses required by a Subdivision and Development Authority as part of an application, where there is the potential for impacts on land, water and air within the adjacent municipality.
- 5.1.6 Where an intermunicipal referral is required by the *MGA* or the policies contained in this Plan, both municipalities agree to share mailing addresses and property ownership information for circulation purposes with the adjacent municipality, and where applicable, the municipality's processing agency.
- 5.1.7 Administrative staff or representatives for Greenview and Big Lakes County are encouraged to circulate a formal referral and discuss, with one another, forthcoming Statutory Plans and Land Use Bylaws, including amendments, which may impact the Plan Area.

- 5.1.8 Administrative staff or representatives for Greenview and Big Lakes County are encouraged to discuss, with one another, forthcoming subdivision and development applications that may impact lands within the Plan Area.
- 5.1.9 If either municipality is in receipt of a referral, prior to the holding of a mandatory public hearing, the receiving municipality may present their comments and concerns at or prior to the other municipality's public hearing.

Municipal Development Plans

- 5.1.10 A newly proposed Greenview Municipal Development Plan or amendment shall be referred to Big Lakes County for comment prior to a public hearing.
- 5.1.11 A newly proposed Big Lakes County Municipal Development Plan or amendment shall be referred to Greenview for comment prior to a public hearing.

Other Statutory Plans and Non-Statutory Plans

- 5.1.12 A newly proposed Greenview statutory plan or non-statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to Big Lakes County for comment prior to a public hearing.
- 5.1.13 A newly proposed Big Lakes County statutory plan or non-statutory plan (excluding a Municipal Development Plan) or amendment that will have an impact on the Plan Area shall be referred to Greenview for comment prior to a public hearing.

Land Use Bylaws

- 5.1.14 All Land Use Bylaw amendments in Greenview that affect lands in the Plan Area shall be referred to Big Lakes County for comment prior to a public hearing.
- 5.1.15 All Land Use Bylaw amendments in Big Lakes County that affect lands in the Plan Area shall be referred to Greenview for comment prior to a public hearing.
- 5.1.16 All re-designation applications within the Plan Area shall be referred to the other for comment prior to a public hearing.
- 5.1.17 A newly proposed Land Use Bylaw from either municipality shall be referred to the other for comment prior to a public hearing.

Subdivision and Development

- 5.1.18 All subdivision applications for lands within the Plan Area shall be referred to the other municipality for comment prior to a decision being rendered.
- 5.1.19 Greenview shall refer all discretionary use applications within the Plan Area to Big Lakes County for comment prior to a decision being rendered.

- 5.1.20 Big Lakes County shall refer all discretionary use applications within the Plan Area to Greenview for comment prior to a decision being rendered.

Response Timelines

- 5.1.21 The responding municipality shall, from the date of notification, either by postal mail or electronic mail, have the following timelines to review and provide comment on intermunicipal referrals:

- a) 15 calendar days for all development applications;
- b) 19 calendar days for subdivision applications; and
- c) 30 calendar days for all other intermunicipal referrals.

- 5.1.22 In the event that either municipality does not reply within, or request an extension by the response time for intermunicipal referrals stipulated in this Section, it is presumed that the responding municipality has no comment or objection to the referred planning application or matter.

Consideration of Responses

- 5.1.23 Comments from the responding municipality regarding proposed Municipal Development Plans, other statutory plans, and Land Use Bylaws, or amendments to any of those documents, shall be considered by the municipality in which the application is being proposed prior to a decision being rendered.

- 5.1.24 Comments from the responding municipality regarding subdivision and development applications shall be considered by the municipality in which the application is being proposed prior to a decision being rendered on the application.

5.2 Plan Amendment

This Plan may require amendments from time to time to accommodate unforeseen situations and to keep the Plan relevant. This Plan does not contain a “sunset” clause, but rather, a method of continual updating.

POLICIES

Addressing Municipal Amendments and Plan Validity

- 5.2.1 This Plan comes into effect on the date it is adopted by Greenview and Big Lakes County and remains in effect until:
- a) either Council rescinds the Plan by bylaw after giving six (6) months’ notice to the other municipality; or
 - b) mutual agreement of both municipalities to rescind the bylaw.

- 5.2.2 Amendments shall be adopted by both councils using the procedures outlined in the *MGA*. No amendment shall come into force until such time as both municipalities adopt separate amending bylaws.
- 5.2.3 Amendments to this Plan by parties other than Greenview or Big Lakes County shall be accompanied by an application for amendment submitted to the municipality in which the application originates, along with the applicable fee for processing amendments to a statutory document.
- 5.2.4 Both Greenview and Big Lakes County agree to share the amendment fee to assist in costs associated with processing amendments to a statutory document.
- 5.2.5 Administrative staff should annually review the policies of the Plan and discuss land use matters, issues and concerns on an on-going basis. Administrative staff may make recommendations to their respective councils for amendment to the Plan to ensure the policies remain relevant and continue to meet the needs of both municipalities.
- 5.2.6 A formal review of the Plan should occur within 10 years from the date the IDP is adopted by both municipalities.

6.0 DISPUTE RESOLUTION

6.1 General Dispute Process

The policies of this Plan are designed to be general in nature, ensuring that both Greenview and Big Lakes County maintain jurisdiction over the decisions made within their borders. It is anticipated that by following the process below, any disputes or conflicts that may arise can first be avoided, and where necessary, settled at the local level. Only in those circumstances where a resolution cannot be achieved locally would the dispute be referred to outside parties.

POLICIES

General Agreement

The municipalities agree that:

- 6.1.1 It is important to avoid dispute by ensuring that the Plan is adhered to as adopted, including full circulation of any permit or application that may affect the municipality or as required in the Plan and prompt enforcement of the Plan policies.
- 6.1.2 Prior to meeting, each municipality through its administration, will ensure the facts of the issue have been investigated and clarified and information is made available to both parties. Staff meetings are encouraged to discuss possible solutions.
- 6.1.3 The municipalities' administration should discuss the issue or dispute with the intent to seek resolution on the issue.

Dispute Resolution

In the case of a dispute, the following process will be followed to arrive at a solution:

- 6.1.4 When a potential intermunicipal issue comes to the attention of either municipality relating to a technical or procedural matter, such as inadequate notification or prescribed timelines, misinterpretation of Plan policies or a clerical error regarding the policies of this Plan, either municipality's Land Use Bylaw, or any other plan affecting lands within the Plan area, will be directed to the administrators of each municipality. The administrators will review the technical or procedural matter and if both administrators are in agreement, take action to rectify the matter.
- 6.1.5 Should either municipality identify an issue related to this Plan that may result in a dispute that cannot be administratively resolved or any other issue that may result in a dispute, the municipality should contact the other and request that a meeting be scheduled with equal representation of councillors or staff in addition to the administration staff chosen in policy 6.1.4 to discuss the issue. The representatives will review the issue and attempt to resolve the matter by seeking resolution on the issue.
- 6.1.6 Should the council members and administrative staff be unable to resolve the matter, facilitated mediation shall be initiated if agreed to by both municipalities.

Filing an Intermunicipal Dispute under the Municipal Government Act

- 6.1.7 In the case of a dispute involving the adoption of a statutory plan, land use bylaw or amendment to such, within 30 days of adoption, the municipality initiating the dispute may, without prejudice, file an appeal to the Municipal Government Board under section 690(1) of the *MGA* so that the provincial statutory right and timeframe to file an appeal is not lost.

- 6.1.8 The appeal may then be withdrawn, without prejudice, if a solution or agreement is reached between the two municipalities prior to the Municipal Government Board meeting. This is to acknowledge and respect that the time required to seek resolution or mediation may not be able to occur within the 30-day appeal filing process as outlined in the *MGA*.

Note: Using section 690(1) of the *MGA* is the final stage of dispute settlement, where the municipalities request the Municipal Government Board to intercede and resolve the issue.

DRAFT

7.0 DEFINITIONS

Adjacent Land(s): Land that abuts or is contiguous to the parcel of land that is being described and includes land that would be contiguous if not for a highway, road, lane, walkway, watercourse, utility lot, pipeline right-of-way, power line, railway or similar feature and any other land identified in a land use bylaw as adjacent for the purpose of notifications under the *Municipal Government Act, Revised Statutes of Alberta 2000, M-26* with amendments.

Alberta Land Stewardship Act (ALSA): The *Alberta Land Stewardship Act, Statutes of Alberta 2009, Chapter A-26.8*, as amended.

Area Structure Plan (ASP): A statutory plan in accordance with the *MGA* for the purpose of providing a framework for subsequent subdivision and development of an area of land within a municipality. The Plan typically provides a design that integrates land uses with the requirements for suitable parcel densities, transportation patterns (roads), stormwater drainage, fire protection and other utilities across the entire Plan Area.

Council: The Council of Municipal District of Greenview and the Council of Big Lakes County in the Province of Alberta.

County: Big Lakes County.

Development: As defined by the *Municipal Government Act* in Part 17, section 616:

- a) an excavation or stockpile and the creation of either of them;
- b) a building or an addition to or replacement or repair of a building and the construction or placing of any of them on, in, over or under land;
- c) a change of use of land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the use of the land or building; or
- d) a change in the intensity of the land or a building or an act done in relation to land or a building that results in or is likely to result in a change in the intensity of use of the land or building.

Discretionary Use: The use of land or a building in a land use district for which a development permit may be approved at the discretion of the Development Authority with or without conditions.

Greenview: Municipal District of Greenview.

Intermunicipal Border: The shared border between the Municipal District of Greenview and Big Lakes County.

Intermunicipal Development Plan (IDP): A statutory document, adopted by bylaw in accordance with section 631 of the *Municipal Government Act*, which is used by municipalities as a long-

range planning tool.

May: An operative word that means that there is a choice, with no particular direction or guidance intended.

Mediation: The non-adversarial intervention between conflicting parties to promote settlement, compromise and understanding. It is an informal, confidential and structured process to resolve disputes before they escalate to heightened hostilities such as litigation.

Municipalities (the Municipalities): The municipalities of the Municipal District of Greenview and Big Lakes County.

Municipal Government Act (MGA): The *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended.

Municipal Development Plan (MDP): A statutory plan, adopted by bylaw in accordance with section 632 of the *Municipal Government Act* and used by municipalities as a long-range planning tool.

Non-Statutory Plan: A municipal planning document, conceptual design scheme or conceptual plan that is endorsed or approved by resolution of council, typically to guide future land use, development or subdivision of a specified area within a municipality, but does not include a municipal development plan, area structure plan or area re-development plan adopted under the *Municipal Government Act*.

Plan: The Municipal District of Greenview and Big Lakes County Intermunicipal Development Plan.

Plan Area: The lands defined in this document to which the policies of this document pertain.

Shall: An operative word that means the action is mandatory.

Should: An operative word that means that in order to achieve the Plan's objectives, it is strongly advised that the action be taken.

Stakeholder: A person with an interest or concern in matters pertaining to this Plan.

Statutory Plan: As per Part 17 of the *Municipal Government Act*, an intermunicipal development plan, a municipal development plan, an area structure plan or an area re-development plan adopted by a municipality under Division 4 of the *Municipal Government Act*.

Subdivision and Development Authority: Within the boundary of the Municipal District of Greenview means the Municipal District of Greenview Subdivision and Development Authority. Within the boundary of Big Lakes County means the Big Lakes County Subdivision and Development Authority.

Study Area: The area identified by both municipalities that encompasses areas of importance and concern and has been identified as an area where additional study took place in order to


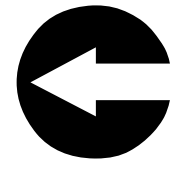
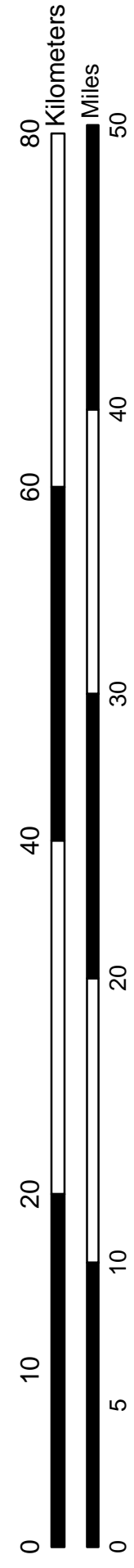
help define the parameters of the Plan Area.

Upper Peace and Upper Athabasca Regional Plans: The regional plans and regulations established by order of the Lieutenant Governor in Council pursuant to the *Alberta Land Stewardship Act*. (Greenview would be included in the Upper Peace Regional Plan and Big Lakes County is included in the Upper Athabasca Regional Plan).

DRAFT



G.I.S.
DEPARTMENT




Created By: tnmorris
Created: 5/10/2019
Contact: Big Lakes County
PH: (780) 523 - 5955
FX: (780) 523 - 4227

Big Lakes County/M.D. of Greenview IDP Boundary

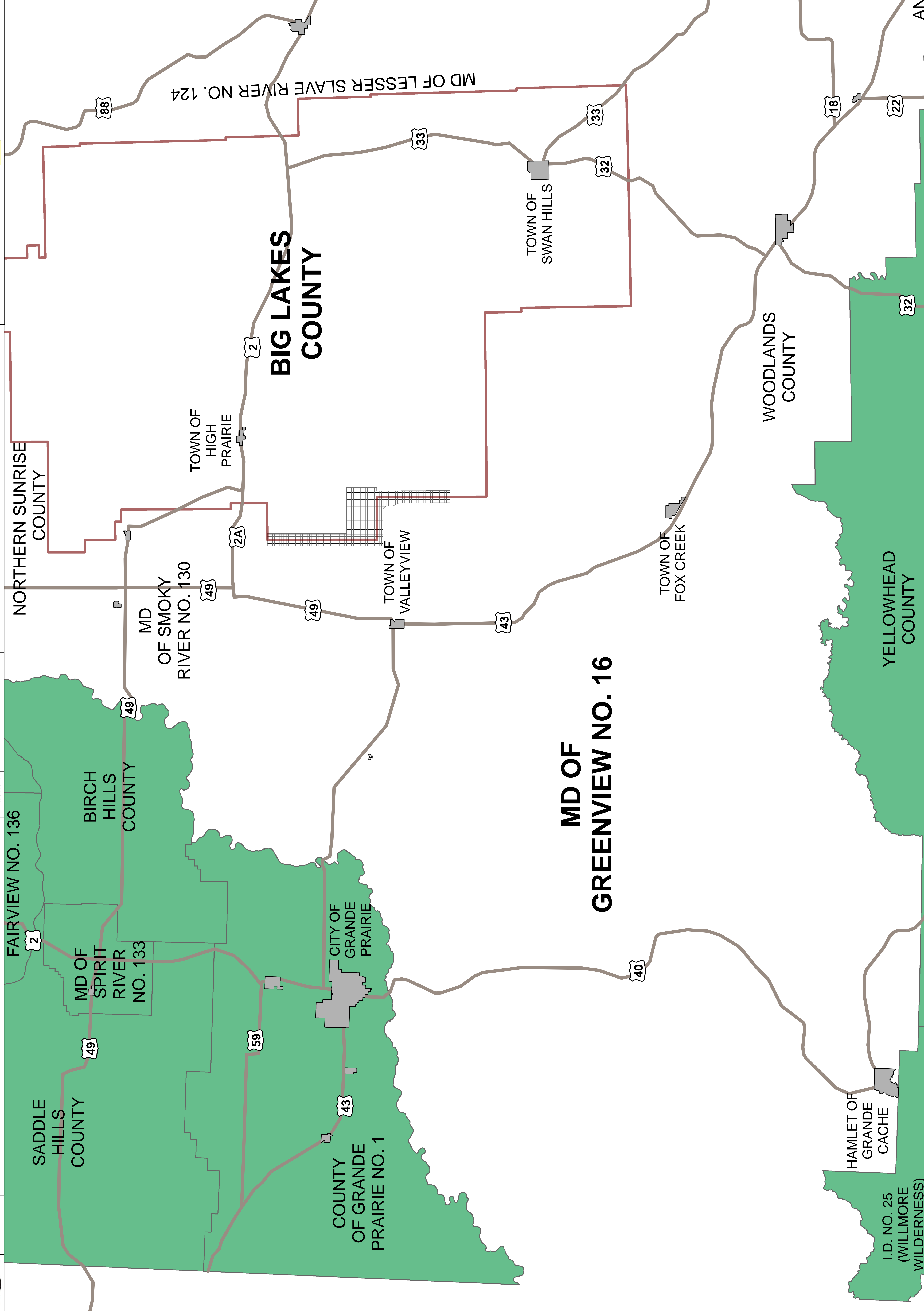
Map 1

Legend


 IDP - BLC/Greenview

Other Rural Municipalities

First Nation and Metis Lands





REQUEST FOR DECISION

SUBJECT: **Request for purchase of 4 (four) Rectangular-Rapid Flashing Beacons (RRFB)**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 27, 2019 CAO: DT MANAGER: DB
DEPARTMENT: OPERATIONS GM: PRESENTER: DB
STRATEGIC PLAN: Infrastructure

RELEVANT LEGISLATION:

Provincial N/A

Council Bylaw/Policy N/A

RECOMMENDED ACTION:

MOTION: That Council approve the purchase & installation of four (4) Rectangular-Rapid Flashing Beacons in the amount of \$34,131.69 coming from Road Infrastructure Reserves.

BACKGROUND/PROPOSAL:

Councillor Tyler Olsen received a request from a resident regarding the lack of crosswalk lights on existing crosswalks along Hoppe Avenue. CAO, Denise Thompson forwarded a request for information and a quote for presentation to Council for 4 Solar Pedestrian Activated Crosswalk Beacons.

Currently there is a RRFB on Shand Avenue by the High School for the safety of the children and pedestrians frequenting the area. Residents are concerned for the safety of the children and pedestrians along Hoppe Avenue due to the speed limit along this street and the parks, schools and Recreation Centre in the areas.

BENEFITS OF THE RECOMMENDED ACTION:

1. This will benefit the safety of residents, especially the children of Grande Cache when crossing at the provided crosswalks to gain access to the parks, schools and Recreation Centre.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative alter, deny, or delay the recommended motion, however, Administration does not recommend this because the ongoing risk to public safety will remain.

FINANCIAL IMPLICATION:

The costs would be \$34,131.69 + G.S.T for 4 (four) RRFB's which equates to \$8532.92 + G.S.T. per proposed crosswalk location on Hoppe Avenue with funds to come from the Capital Reserve fund.

Direct Costs: \$34,131.69 + G.S.T.

Ongoing / Future Costs: Batteries – 12 V DC and 20 V DC, replacement of LED lights

STAFFING IMPLICATION:

This beacon system has LED lights and is solar powered therefore the life span of the light bulbs and batteries is expected to be longer and will require less maintenance and equipment changes and/or replacements by the Master Electrician on staff.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

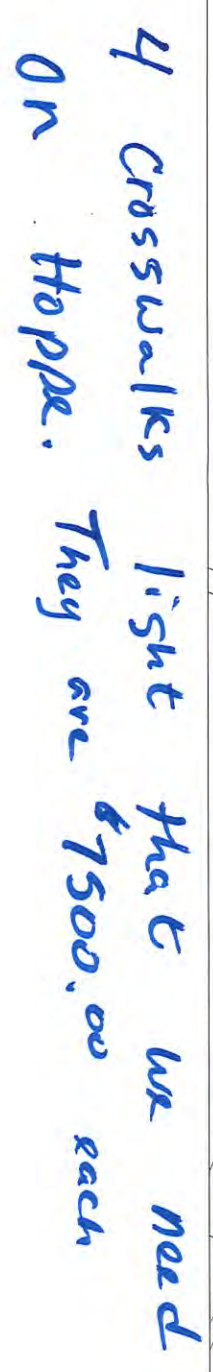
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If approved, equipment will be ordered, prep work and construction will begin for the installation of the beacons when they arrive to Grande Cache.

ATTACHMENT(S):

- Map with the proposed crosswalks highlighted.
- Quote from Fox Canada (under the RMA) for the RRFD's, signage, upgraded cold weather battery, breakaway system and mounting bases for the poles.
- A data sheet for the Rectangular-Rapid Flashing Beacon (RRFB)

[illegible]



Created Date 06/05/2019
 Expiration Date 02/05/2019
 Sales Rep Zack Konietzny
 CSR Rep Mackenzie Ellingson

Quote Number 00008898
 Order Number 11245

Contact Name Olive Elms
 Phone (780) 827-3611
 Fax (780) 827-5351
 Approved ☐

Bill To Name Municipal District of Greenview No.16
 Bill To RMA

Ship To Name Municipal District of Greenview No.16
 Ship To 9706 Shand Avenue
 Grande Cache AB T0E 0Y0
 Canada
 Shipping Method Prepaid and Add
 Freight Company Manitoulin

Product Code	Line Item Description	Quantity	List Price	Preferred Price	Total Price
AB-9407 (dual) - RRFB 20W Solar Pedestrian Activated Crosswalk Beacons	AB-9407 (dual) - RRFB 20W Solar Pedestrian Activated Crosswalk Beacons- Yellow Housing	2.00	\$5,000.00	\$3,200.00	\$6,400.00
BDSP-014 - Polara BDSP-014 Round: Bulldog III Momentary Only, TSI Compliant	BDSP-014 - Polara BDSP-014 Round: Bulldog III Momentary Only, TSI Compliant	2.00	\$400.00	\$350.00	\$700.00
BDPM3	Polara Bulldog Universal Mount for Push Button	2.00	\$75.00	\$75.00	\$150.00
ID21L-Left Pedestrian Signal Push Button-13cmx20cm- 2mmAL-HIW-Avery	ID21L-Left Pedestrian Signal Push Button-13cmx20cm- 2mmAL-HIW-Avery	1.00	\$12.95	\$12.95	\$12.95
ID21R-Right Pedestrian Signal Push Button-13cmx20cm- 2mmAL-HIW-Avery	ID21R-Right Pedestrian Signal Push Button-13cmx20cm- 2mmAL-HIW-Avery	1.00	\$12.95	\$12.95	\$12.95
RA4L-Left Side Pedestrian Crosswalk-60cmx75cm-2mm AL-HIW-Avery	RA4L-Left Side Pedestrian Crosswalk-60cmx75cm-2mm AL-HIW-Avery	2.00	\$117.37	\$40.30	\$80.61
RA4R-Right Side Pedestrian Crosswalk-60cmx75cm-2mm AL-HIW-Avery	RA4R-Right Side Pedestrian Crosswalk-60cmx75cm-2mm AL-HIW-Avery	2.00	\$117.37	\$40.30	\$80.61
CS-24	2"x4" MD of Greenview Anti-theft Sticker, Printed with Overlamine Installed on the back of Signs	6.00	\$2.00	\$2.00	\$12.00

Totals

Subtotal \$11,457.38
 Discount 34.98%
 Savings (\$4,008.26)
 Grand Total \$7,449.12

Company Address 2891 Box Springs Link NW
 Medicine Hat AB T1C 0H3
 Canada

Pricing is valid for 30 days.
 Pricing excludes all applicable taxes.
 Pricing is based on the quantities listed above.



Quote Provisions

Provisions: Additional Upgrade:
Cold Weather Battery \$350.00/ each

FoxCanda is a Warranty and Repair Centre for all JSF products.
5 year Warranty.



Created Date 06/05/2019
 Expiration Date 03/05/2019
 Sales Rep Zack Konietzny
 CSR Rep Mackenzie Ellingson

Quote Number 00008925
 Order Number 11278

Contact Name Olive Elms
 Phone (780) 827-3611
 Fax (780) 827-5351
 Approved ☐

Bill To Name Municipal District of Greenview No.16
 Bill To RMA

Ship To Name Municipal District of Greenview No.16
 Ship To 9706 Shand Avenue
 Grande Cache AB T0E0Y0
 Canada
 Shipping Method Prepaid and Add
 Freight Company Prepaid and Add Manatoulin

Product Code	Line Item Description	Quantity	List Price	Preferred Price	Total Price
BC2-238R-214SQ - Universal Breakaway System - 2-3/8" Round x 2-1/4" Square	BC2-238R-214SQ - Universal Breakaway System - 2-3/8" Round x 2-1/4" Square (to fit a 2" base)	8.00	\$97.95	\$74.95	\$599.61
10x10 Square Base - 10" x 10" Telespar Square Bases 6" Stub x 2" Mount (to fit 1-3/4" Telespar post)	10x10 Square Base - 10" x 10" Telespar Square Bases 6" Stub x 2" Mount (to fit 1-3/4" Telespar post)	8.00	\$69.95	\$69.95	\$559.60

Totals					
Subtotal				\$1,343.20	
Discount				13.70%	
Savings				(\$183.99)	
Grand Total				\$1,159.21	

Quote Provisions

Provisions: Product is not currently in stock at FoxCanada.

Shipping Address:
 9706 Shand Avenue
 Grande Cache, AB
 T0E 0Y0
 Canada

Company Address 2891 Box Springs Link NW
 Medicine Hat AB T1C 0H3
 Canada

Pricing is valid for 30 days.
 Pricing excludes all applicable taxes.
 Pricing is based on the quantities listed above.

AB-9400 (20W)

Dual-sided RRFB



Conforms to FHWA Memorandum IA-21

RRFB

- 3-piece system consisting of two light bars and solar engine
- Articulated LED mounts ensure precision aim and positioning
 - Robust aluminum housing protects against the elements

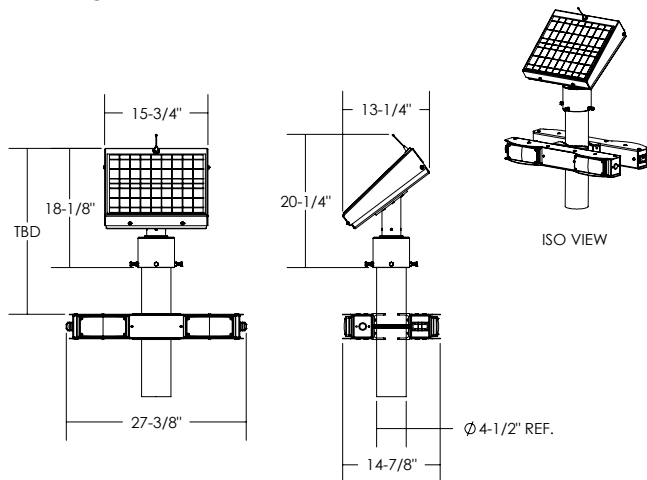
SOLAR ENGINE

- Solar engine includes solar panel, battery and control electronics with radio communication
- Elegant, integrated design simplifies installation and resists vandalism
 - Solid aluminum enclosure with durable powder-coated finish

Rectangular-Rapid Flashing Beacon,
Dual sided: **9400 Series**

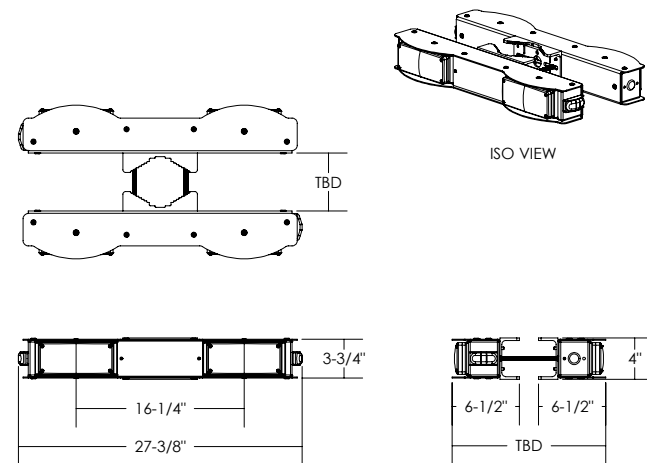
AB-9400 (20W)

Solar Engine



Dimensions are in Inches ±1/16"

Signal Head (3" x 7" LEDs)



Dimensions are in Inches ±1/16"

SPECIFICATIONS

SYSTEM OVERVIEW

Certification	CE and UL certified electrical components, NEMA TS 2-2003 certified, SAE J595 (class 1) & SAE J578 certified LEDs
Compliance	FHWA MUTCD compliant FCC EMC Class A verified
Operation	Pedestrian push button or remote activated
Flash patterns	MUTCD RRFB pulsing pattern (as per IA-21)
Activation duration	Variable from 5 seconds to 4 hours
Operating temperature	-40°F to +165°F (-40°C to +74°C)
Controller input voltage	12 V DC
Controller output voltage	9 - 20 V DC
Solar panel	20 W nominal 12 V, CE and TUV certified
Battery storage	AGM 12 V, 18 Ah, UL certified, field replaceable, Optional cold weather battery upgrade
Alternate power	AC-compatible includes "Battery Tender® 800"

POWER MANAGEMENT

Rated usage	300 cycles per day, 25 second activation
Charged capacity	Up to 30 days at rated usage (without charging)
Auto brightness	Auto brightness for nighttime conditions (no daytime dimming)
Self monitoring	Visual notification of sub-optimal operation

LED MODULE

Standard	SAE J595 (class 1) & SAE J578 certified
Size	Approx - 3" x 7"
Horizontal LED pivot	20° off center
LED color	Amber
Tell-tale LED	Amber, approx - 1" x 2" and options include one, two, or none per lightbar

COMMUNICATION

Type	ISM spread spectrum radio, 902-928 MHz
Range	Up to 0.5 miles (800 m) with line of sight
Network addresses	16 unique addresses to avoid interference between multiple crosswalk locations
Compatibility	All AB family units and third-party devices
Push buttons	Polara Bulldog, Polara XAV, Campbell 4EVR, Campbell Guardian AGPS

PHYSICAL DESIGN

Design	Three piece system: light bars and solar engine
Color	Black, green or yellow Custom colors also available
Signal head & solar engine	6061-T6 powder coated aluminum
Weight	Approx - 43 lbs. (19 kg)
Available mounting for	Round pole: 2" - 8" Square post: 4", 6", 4"x 6" Telespar & U-Channel: 2"

WARRANTY

5-year Limited Warranty for defects in workmanship and materials (excludes batteries and vandalism)

CONTACT

2891 BoxSprings Link NW | Medicine Hat, AB T1C 0H3
Bus: (403) 548-8147, Fax: (403) 548-8159

www.foxcanada.net





REQUEST FOR DECISION

SUBJECT:	Hide A Way Camp	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO: DT	MANAGER: KK
MEETING DATE:	June 10, 2019	GM: SW	PRESENTER: KK
DEPARTMENT:	ECONOMIC DEVELOPMENT		
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Hide A Way Camp Report for information, as presented.

BACKGROUND/PROPOSAL:

In February 2019, Administration was requested to provide background information on the Hide A Way Camp facility. Hide A Way Camp is located adjacent to Pierre Gray Lakes Recreation Area, in the south west boundary of Greenview.

Hide A Way Camp was established and operated by the former Town of Grande Cache until 2010. After a feasibility analysis was completed the Town of Grande Cache decided to make the camp available for sale. From 2005 - 2010 the camp operated at a loss of approximately \$36, 850 per year.

In 2011, Grande Cache transferred the facility to Metis Nation of Alberta Local Coalition 1994 and the Ministry of Sustainable Resources for the sum of \$1.00, all fixtures and equipment included.

The camping facility consists of 6 cabins and a main building capable of accommodating groups up to 60. Outdoor recreational facilities allow for multiple uses, including weddings, gatherings and campouts. The facility has limited space for RV parking, with no RV hook ups or dumping station.

From 2011 to present the Metis Nation has completed some renovations at the facility. Many of these renovations have been completed using funds granted by the MD of Greenview (please see appendices for a list of renovations during the time period, 2014 to 2018).

Beginning in 2005 and continuing to this date, Hide A Way Camp has operated at a profit each year (profit & loss statements available upon request). Currently the facility is booked for the majority of the weekends

for the summer of 2019, with over 75% of the bookings from out of town visitors. Please note, Administration believes the profitable status has been attained due to the owner/operator managing the facility. There have been no apparent increases in staff during the past 16 years.

In 2019, Council was made aware that the Metis Nation was considering sale of this facility and directed Administration to review the facility for a potential purchase.

Based on the evaluation of the insured buildings and facilities, with a replacement cost of \$700,000. The current proposed asking price is \$600,000, however a reasonable offer would be considered at this time. There are 6 years remaining in the renewed 10 year recreation lease agreement with the Province.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting this information as presented is to get a better understanding of the Hide A Way Camp facility and be informed should they consider adding it to the inventory of recreational properties operated by the MD of Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the report or direct Administration to provide more information.

FINANCIAL IMPLICATION:

Direct Costs: There are no direct financial implications to the recommended motion.

Ongoing / Future Costs: N/A

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

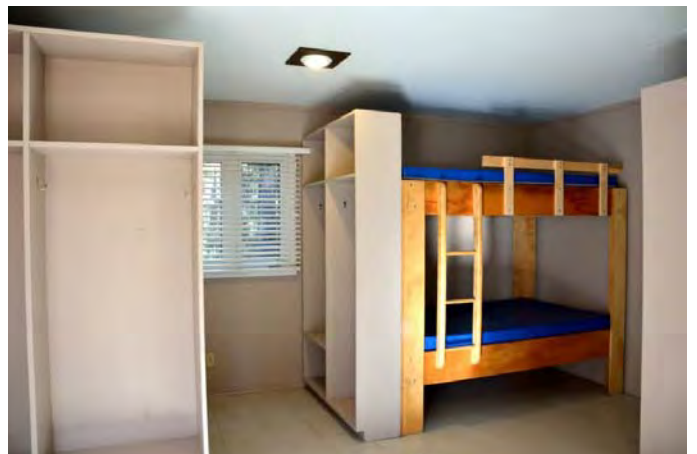
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Hide A Way Photos
- Hide A Way Map
- Hide A Way Promotional Leaflet
- Hide A Way Renovations List



Grande Cache

Camp Hide-A-Way

P.O. Box 300, Grande Cache, Ab. T0E0Y0

Phone: 780.827.3300 tourism@grandecache.ca



To Grande Cache
hwy 40 north

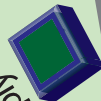
Toilet



Group
Fire Pit



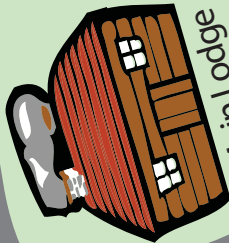
Supply Shed



Parking



Fire
Wood



Main Lodge

Park Area

Cabin: Ask-A-Way



Cabin: Ross-A-Way



Cabin: Bob's-A-Way



Cabin: Wally-A-Way



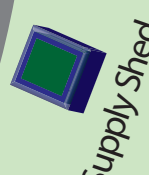
Cabin: Den-A-Way



Cabin: Cache-A-Way



Toilet



Supply Shed



To Hinton
hwy 40 south

Welcome



To Pierre Grey's Lakes
Provincial Recreation Area



To Hiking &
Cross Country Ski Trails



Camp Hide-A-Way offers unique, rustic cabins as well as a main building for group meals and showers. Easily accessible recreation opportunities include canoeing and fishing on five crystal-clear lakes stocked with eastern brook and rainbow trout, hiking, biking, and cross-country skiing on the well developed trail system, and a network of challenging ATV trails, found within 10 km of the camp site.

Located in the foothills of the Rockies, 34 km south of Grande Cache, Alberta, Hide-A-Way Camp is a fully equipped camp facility ideal for business, family, or group functions.

For more information including group rates and booking please contact:

Hide-A-Way Camp
Mountain Metis Centre
Box 1468
Grande Cache, Alberta T0E 0Y0
Phone: 780-827-2002
Email: mna1994@telus.net

Website: www.MountainMetis.com



Like us on Facebook: "HideAWayCamp"



Follow us on Twitter: @MountainMetis



HIDE-A-WAY CAMP

Group Camping in the Alberta Wilderness



**Metis Nation of Alberta
Camp Hide-A-Way**

Renovations for 2014	\$75,000.00
Renovations for 2015	\$38,063.65
Renovations for 2016	\$3,615.14
Renovations for 2017	\$34,113.71
Renovations for 2018	\$73,500
Total:	\$224,292.50

Yearly Taxes \$1000.00

Land Lease \$100

2014

Replace fridge
Paint main building and cabins
Replace 2 picnic tables
New window blinds
Electrical upgrades including new lights in main lodge
New heaters in cabins
New ceiling in main lodge

2015

Installed cameras
Built benches
New picnic tables
Painted exteriors of cabins
Installed flooring main lodge and cabins
Electrical upgrades
Purchased desks and lights for cabins

2016

Misc plumbing upgrades to showers and toilets
Electrical upgrades

2017

Replace mattress covers
Replace roofs on 6 cabins with tin

2018

Upgrade bathroom flooring
Repair main lodge exterior
Replace 2 storage cabins

Asking Price is \$600,000.00



REQUEST FOR DECISION

SUBJECT: **Johnson Park Tender Results**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: June 10, 2019
DEPARTMENT: RECREATION
STRATEGIC PLAN: Development

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council award the Johnson Park expansion contract to A.B. Hollingworth & Son Construction in the amount of \$453,640.03, with funding to come from Recreation Capital Budget.

BACKGROUND/PROPOSAL:

In July 2015, Council allocated capital funds for Administration to pursue the recreation site now known, and established as Johnson Park. A 25-year lease was acquired through Alberta Environment and Parks for the project in the summer of 2017 and the general construction of a day use portion commenced that fall. In 2018, the grand opening of the site took place as well as a planning period for expansion evolved. Johnson Park is located adjacent to the Goose River south of the Town of Valleyview, the site currently features two large parking lots, day use sites, beach access, and washroom facilities.

As outlined in the long term plans for Johnson Park, Administration has been focused on the expansion of the site to include a camping loop expansion project. Allnorth Engineering was retained during the tender process to assist Administration with contractor inquiries and be present during the public tender opening where a total of seven (7) submitted bids were opened. Once opened, Allnorth examined all of the submitted tenders according to their completeness and price.

The Tender closed on May 24th, 2019, with a total of 7 bidders submitting proposals for construction of the camping loop expansion project. The results are as follows;

Item	Description	Cost
1	A.B. Hollingworth & Son Construction	\$392,490.94
2	Cox Contractors Ltd.	\$459,812.38
3	Knelsen Sand & Gravel Ltd.	\$421,301.28
4	Mainline Construction Ltd.	\$557,339.58

5	Matushev Logging Ltd.	\$756,346.70
6	MDP Oilfield Services Ltd	\$728,815.08
7	Northern Road Builders LP	\$635,438.10

The lowest compliant bid was submitted by A.B. Hollingworth & Son Construction, in the amount of \$392,490.94. This number included site occupancy days which is used as a tool to take length of construction into account when awarding the contractor. The final cost for A.B. Hollingworth & Son Construction excluding site occupancy is \$354, 990.94. All contractors were compliant with their submissions, including signed addendum pages, consent of surety and bid bonds.

The following table is a breakdown of the budget to-date for Johnson's Park.

Table 1: Overall Budget Update

Description	Cost
Construction Tender Bid (minus site occupancy)	\$354,990.94
Construction Supervision	\$63,150.00
10% Contingency	\$35,499.09
Overall Estimate	\$453,640.03
Current MD Overall Budget	\$700,000.00

Allnorth has reviewed the tender submitted by A.B. Hollingworth & Son Construction and have found they have met the contractual requirements at the bid stage.

Administration recommends awarding the Johnson Park expansion contract to A.B. Hollingworth & Son Construction, in the amount of \$453,640.03.

BENEFITS OF THE RECOMMENDED ACTION:

1. The advantage of Council accepting the recommended motion is that the Johnson Park camping loop can be completed promptly as planned.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages of the recommendation

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to re-tender Johnson Park, however this is not recommended as the bids could come in higher, require more additional funding and could delay the project.

Alternative #2: Council has the alternative to award the tender to a bidder other than A.B. Hollingworth & Son Construction, however, awarding a bid in a manner that does not follow criteria as outlined in the tender package can have legal implications to Greenview. In addition, this may affect the credibility and the industry's interest in bidding on Greenview projects in the future and may set a precedence for contractors to not respect the submission requirements.

FINANCIAL IMPLICATION:

Direct Costs: \$453,640.03 to come from Recreation 2019 Capital Budget.

Ongoing / Future Costs: Future operating costs associated with the recommended motion include site furnishings and signage which have been accounted for in the approved 2019 budget.

STAFFING IMPLICATION:

There are no staffing implications for the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If Council awards the contract as recommended, a Notice of Award will be sent to A.B. Hollingworth & Son Construction, alternatively, Administration will set forth with follow up actions in accordance with Council's direction.

ATTACHMENT(S):

- Award Consideration Letter
- Bid Analysis of Lowest Three Bids
- Engineered Design of Camping Loop
- Location of Camping Loop within Johnson Park



May 29, 2019

Contract Number: 18GP0154

Municipal District of Greenview No. 16
Anderson Industrial Park
4806 36th Ave
Valleyview, Alberta T0H 3N0

Project Code: RE 19005

Dear Mr. Matthew Norburn, Manager, Recreation Services

RE: Contract Award- Contract No. 18GP0058

Johnson Park Campground

Schedule A: Johnson Park Campground

Schedule B: Johnson Park Group Use Area

A total of seven (7) tender packages were received for the above noted contract on May 24, 2019. All tenders were submitted in accordance with contract requirements.

The low bidder was **A.B. Hollingworth & Son Construction** with a Schedule A Tender value **including Site Occupancy** of **\$392,490.94**. Allnorth has reviewed the tender submitted by A.B. Hollingworth & Son Construction and have found they have met the contractual requirements at the bid stage.

If the Municipal District of Greenview No. 16 elects to award this contract to A.B. Hollingworth & Son Construction, we would anticipate expenditures for this project as follows:

Schedule	Schedule A Johnson Park Campground
Construction Tender Bid <u>minus Site occupancy</u>	\$ 354,990.94
10% Contingency	\$ 35,499.09
Sub Total	\$ 390,490.03
Construction Supervision	\$ 63,150.00
Total	\$ 453,640.03

The above construction and construction supervision costs are based on the Contractor's estimated 25 site occupancy days to complete the construction of schedule A.

Please find attached the tender results summary for your files and records. Errors were found and highlighted in the attached results summary, however, these errors did not change the lowest bidder results. Once the Municipal District of Greenview No. 16 Councils' approval to award is received, Allnorth will proceed with the formal execution of the contract documents.

Please contact the undersigned if you require further information.

Yours truly,

Allnorth Consultants Limited

Hussein Bzeih, P.Eng., PMP



#101-10530 117 Avenue
Grande Prairie, AB T8V 7N7
Phone: 780-538-2070
Fax: 780-518-3252

BID BREAKDOWN SUMMARY

Consultant:	Allnorth Consultants			Date:	29-May-19
Client:	Municipal District of Greenview No. 16			Project Code:	RE19005
Project:	Johnson Park Campground			Project #:	18GP0154

SCHEDULE A (Phase 1)

		A.B. Hollingworth & Son Construction Ltd.			Cox Contractors Ltd.			Knelsen Sand & Gravel Ltd.	
ITEM NO.	DESCRIPTION	UNIT	TOTAL QUANTITY	UNIT PRICE (\$)	TOTAL (\$)	UNIT PRICE (\$)	TOTAL (\$)	UNIT PRICE (\$)	TOTAL (\$)
1	Mobilization (1.2.13)	ls	1.00	\$ 5,480.00	\$ 5,480.00	\$ 106,359.00	\$ 106,359.00	\$ 35,378.67	\$ 35,378.67
2	Site Occupancy (1.2.21)	days		\$ 1,500.00	\$ 37,500.00	\$ 1,500.00	\$ 15,000.00	\$ 1,500.00	\$ 33,000.00
3	Clearing and Timber Salvage (2.1.2.2) (Special Provisions)	ha	2.00	\$ 15,000.00	\$ 30,000.00	\$ 25,000.00	\$ 50,000.00	\$ 14,328.34	\$ 28,656.68
4	Common Excavation (2.3.6)	m ³	8439.00	\$ 5.87	\$ 49,536.93	\$ 7.00	\$ 59,073.00	\$ 8.51	\$ 71,815.89
5	Channel Excavation (2.3.6) (Special Provisions)	m ³	200.00	\$ 14.55	\$ 2,910.00	\$ 15.00	\$ 3,000.00	\$ 10.67	\$ 2,134.00
6	Borrow Excavation - Contractor Supplied (2.3.6)	m ³	7762.00	\$ 12.60	\$ 97,801.20	\$ 10.00	\$ 77,620.00	\$ 11.73	\$ 91,048.26
7	Woven Geotextile (5.31.2.2)	m ²	3000.00	\$ 9.00	\$ 27,000.00	\$ 4.00	\$ 12,000.00	\$ 1.60	\$ 4,800.00
8	Culverts - Supply and Install (500 mm diameter C.S.P.) (2.4.4) (5.23.4) (Special Provisions)	m	23.00	\$ 117.22	\$ 2,696.06	\$ 270.00	\$ 6,210.00	\$ 362.88	\$ 8,346.24
9	Culverts - Supply and Install (600 mm diameter C.S.P.) (2.4.4) (5.23.4) (Special Provisions)	m	71.00	\$ 144.61	\$ 10,267.31	\$ 319.00	\$ 22,649.00	\$ 378.89	\$ 26,901.19
10	Topsoil Placement (2.6.4) (Special Provisions)	m ²	5364.00	\$ 3.71	\$ 19,900.44	\$ 0.50	\$ 2,682.00	\$ 0.64	\$ 3,432.96
11	Gravel Surfacing - Supply and Place - Des 4 Cl. 20 (3.3.4) (5.2.5)(Special Provisions)	t	3500.00	\$ 30.54	\$ 106,890.00	\$ 28.86	\$ 101,010.00	\$ 31.54	\$ 110,390.00
12	Erosion Control Barrier (Silt Fence) (6.5.6)	m	40.00	\$ 15.50	\$ 620.00	\$ 10.00	\$ 400.00	\$ 16.01	\$ 640.40
13	Turf Reinforcement Mat (TRIM) - Type C Supply and Install (6.5.6) (Special Provisions)	m ²	100.00	\$ 7.90	\$ 790.00	\$ 11.00	\$ 1,100.00	\$ 16.01	\$ 1,601.00
14	Supply of Signs, Aluminum - Standard Grade (5.18.3)	m ²	0.51	\$ 100.00	\$ 51.00	\$ 588.00	\$ 299.88	\$ 320.19	\$ 163.30
15	Supply of Signs, Aluminum - High Intensity Grade (5.18.3)	m ²	0.94	\$ 200.00	\$ 188.00	\$ 175.00	\$ 164.50	\$ 373.55	\$ 351.14
16	Install Sign - Less than 1 m2	sign	4.00	\$ 25.00	\$ 100.00	\$ 100.00	\$ 400.00	\$ 80.05	\$ 320.20
17	Supply and Install Posts 100 mm x 100 mm (7.7.5)	post	4.00	\$ 25.00	\$ 100.00	\$ 90.00	\$ 360.00	\$ 213.46	\$ 853.84
18	Seeding, Fertilizing, and Harrowing (2.20.4) (Special Provisions)	ha	0.55	\$ 1,200.00	\$ 660.00	\$ 2,700.00	\$ 1,485.00	\$ 2,668.22	\$ 1,467.52

SCHEDULE A TOTAL:

				\$	392,490.94		\$	459,812.38	\$	421,301.28
--	--	--	--	----	------------	--	----	------------	----	------------



#101-10530 117 Avenue
Grande Prairie, AB T8V 7N7
Phone: 780-538-2070
Fax: 780-518-3252

BID BREAKDOWN SUMMARY

Consultant:	Allnorth Consultants			Date:	29-May-19
Client:	Municipal District of Greenview No. 16			Project Code:	RE19005
Project:	Johnson Park Campground			Project # :	18GP0154

SCHEDULE A (Phase 1)

			Northern Road Builders LP						
ITEM NO.	DESCRIPTION	UNIT	TOTAL QUANTITY	UNIT PRICE (\$)	TOTAL (\$)	UNIT PRICE (\$)	TOTAL (\$)	UNIT PRICE (\$)	TOTAL (\$)
1	Mobilization (1.2.13)	ls	1.00	\$ 63,000.00	\$ 63,000.00		\$ -		\$ -
2	Site Occupancy (1.2.21)	days		\$ 1,500.00	\$ 30,000.00		\$ -		\$ -
3	Clearing and Timber Salvage (2.1.2.2) (Special Provisions)	ha	2.00	\$ 11,513.00	\$ 23,026.00		\$ -		\$ -
4	Common Excavation (2.3.6)	m ³	8439.00	\$ 10.00	\$ 84,390.00		\$ -		\$ -
5	Channel Excavation (2.3.6) (Special Provisions)	m ³	200.00	\$ 6.60	\$ 1,320.00		\$ -		\$ -
6	Borrow Excavation - Contractor Supplied (2.3.6)	m ³	7762.00	\$ 16.00	\$ 124,192.00		\$ -		\$ -
7	Woven Geotextile (5.31.2.2)	m ²	3000.00	\$ 5.00	\$ 15,000.00		\$ -		\$ -
8	Culverts - Supply and Install (500 mm diameter C.S.P.) (2.4.4) (5.23.4) (Special Provisions)	m	23.00	\$ 200.00	\$ 4,600.00		\$ -		\$ -
9	Culverts - Supply and Install (600 mm diameter C.S.P.) (2.4.4) (5.23.4) (Special Provisions)	m	71.00	\$ 220.00	\$ 15,620.00		\$ -		\$ -
10	Topsoil Placement (2.6.4) (Special Provisions)	m ²	5364.00	\$ 0.70	\$ 3,754.80		\$ -		\$ -
11	Gravel Surfacing - Supply and Place - Des 4 Cl. 20 (3.3.4) (5.2.5)(Special Provisions)	t	3500.00	\$ 31.50	\$ 110,250.00		\$ -		\$ -
12	Erosion Control Barrier (Silt Fence) (6.5.6)	m	40.00	\$ 15.00	\$ 600.00		\$ -		\$ -
13	Turf Reinforcement Mat (TRIM) - Type C Supply and Install (6.5.6) (Special Provisions)	m ²	100.00	\$ 16.00	\$ 1,600.00		\$ -		\$ -
14	Supply of Signs, Aluminum - Standard Grade (5.18.3)	m ²	0.51	\$ 200.00	\$ 102.00		\$ -		\$ -
15	Supply of Signs, Aluminum - High Intensity Grade (5.18.3)	m ²	0.94	\$ 250.00	\$ 235.00		\$ -		\$ -
16	Install Sign - Less than 1 m2	sign	4.00	\$ 150.00	\$ 600.00		\$ -		\$ -
17	Supply and Install Posts 100 mm x 100 mm (7.7.5)	post	4.00	\$ 225.00	\$ 900.00		\$ -		\$ -
18	Seeding, Fertilizing, and Harrowing (2.20.4) (Special Provisions)	ha	0.55	\$ 1,550.00	\$ 852.50		\$ -		\$ -
SCHEDULE A TOTAL:				\$	480,042.30		\$ -		\$ -



#101-10530 117 Avenue
Grande Prairie, AB T8V 7N7
Phone: 780-538-2070
Fax: 780-518-3252

BID BREAKDOWN SUMMARY

Consultant:	Allnorth Consultants			Date:	29-May-19
Client:	Municipal District of Greenview No. 16			Project Code:	RE19005
Project:	Johnson Park Campground			Project #:	18GP0154

SCHEDULE A (Phase 1)

ITEM NO.	DESCRIPTION	UNIT	TOTAL QUANTITY	UNIT PRICE (\$)	TOTAL (\$)	UNIT PRICE (\$)	TOTAL (\$)	UNIT PRICE (\$)	TOTAL (\$)
1	Mobilization (1.2.13)	ls	1.00	\$ 73,063.81	\$ 73,063.81	\$ 150,000.00	\$ 150,000.00	\$ 27,300.00	\$ 27,300.00
2	Site Occupancy (1.2.21)	days		\$ 1,500.00	\$ 21,000.00	\$ 1,500.00	\$ 37,500.00	\$ 1,500.00	\$ 57,000.00
3	Clearing and Timber Salvage (2.1.2.2) (Special Provisions)	ha	2.00	\$ 25,055.19	\$ 50,110.38	\$ 11,500.00	\$ 23,000.00	\$ 37,000.00	\$ 74,000.00
4	Common Excavation (2.3.6)	m³	8439.00	\$ 5.87	\$ 49,536.93	\$ 8.50	\$ 71,731.50	\$ 5.95	\$ 50,212.05
5	Channel Excavation (2.3.6) (Special Provisions)	m³	200.00	\$ 11.81	\$ 2,362.00	\$ 22.00	\$ 4,400.00	\$ 16.28	\$ 3,256.00
6	Borrow Excavation - Contractor Supplied (2.3.6)	m³	7762.00	\$ 20.19	\$ 156,714.78	\$ 22.00	\$ 170,764.00	\$ 29.64	\$ 230,065.68
7	Woven Geotextile (5.31.2.2)	m²	3000.00	\$ 3.04	\$ 9,120.00	\$ 4.00	\$ 12,000.00	\$ 0.57	\$ 1,710.00
8	Culverts - Supply and Install (500 mm diameter C.S.P.) (2.4.4) (5.23.4) (Special Provisions)	m	23.00	\$ 204.70	\$ 4,708.10	\$ 350.00	\$ 8,050.00	\$ 276.52	\$ 6,359.96
9	Culverts - Supply and Install (600 mm diameter C.S.P.) (2.4.4) (5.23.4) (Special Provisions)	m	71.00	\$ 237.32	\$ 16,849.72	\$ 480.00	\$ 34,080.00	\$ 404.41	\$ 28,713.11
10	Topsoil Placement (2.6.4) (Special Provisions)	m²	5364.00	\$ 2.06	\$ 11,049.84	\$ 11.00	\$ 59,004.00	\$ 19.02	\$ 102,023.28
11	Gravel Surfacing - Supply and Place - Des 4 Cl. 20 (3.3.4) (5.2.5)(Special Provisions)	t	3500.00	\$ 45.13	\$ 157,955.00	\$ 50.00	\$ 175,000.00	\$ 38.05	\$ 133,175.00
12	Erosion Control Barrier (Silt Fence) (6.5.6)	m	40.00	\$ 10.96	\$ 438.40	\$ 13.00	\$ 520.00	\$ 50.00	\$ 2,000.00
13	Turf Reinforcement Mat (TRIM) - Type C Supply and Install (6.5.6) (Special Provisions)	m²	100.00	\$ 14.58	\$ 1,458.00	\$ 22.00	\$ 2,200.00	\$ 40.00	\$ 4,000.00
14	Supply of Signs, Aluminum - Standard Grade (5.18.3)	m²	0.51	\$ 385.46	\$ 196.58	\$ 300.00	\$ 153.00	\$ 1,960.78	\$ 1,000.00
15	Supply of Signs, Aluminum - High Intensity Grade (5.18.3)	m²	0.94	\$ 417.59	\$ 392.53	\$ 430.00	\$ 404.20	\$ 1,063.83	\$ 1,000.00
16	Install Sign - Less than 1 m2	sign	4.00	\$ 128.48	\$ 513.92	\$ 135.00	\$ 540.00	\$ 500.00	\$ 2,000.00
17	Supply and Install Posts 100 mm x 100 mm (7.7.5)	post	4.00	\$ 256.98	\$ 1,027.92	\$ 375.00	\$ 1,500.00	\$ 250.00	\$ 1,000.00
18	Seeding, Fertilizing, and Harrowing (2.20.4) (Special Provisions)	ha	0.55	\$ 1,530.30	\$ 841.67	\$ 10,000.00	\$ 5,500.00	\$ 7,272.73	\$ 4,000.00

SCHEDULE A TOTAL:

			\$		\$	557,339.58		\$	756,346.70	\$	728,815.08
--	--	--	----	--	----	------------	--	----	------------	----	------------



TITLE:

JOHNSON PARK EXPANSION

DATE:

May 2019

LOCATION:

16 - 69 - 21 - W5M

SCALE:

1:5,000

DRAWN BY:

D. Wood



Meters



REQUEST FOR DECISION

SUBJECT: **Joint Green View Family and Community Support Services Agreement**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 27, 2019 CAO: DT MANAGER: LDH
DEPARTMENT: FCSS GM: SW PRESENTER: LDH
STRATEGIC PLAN: Intergovernmental Relations

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the revised Joint Family and Community Support Services Agreement between the Municipal District of Greenview and the Town of Valleyview.

BACKGROUND/PROPOSAL:

The Town of Valleyview and Greenview have a joint service agreement with the Province of Alberta to provide Family and Community Support Service programs and services. The two Councils have met to discuss services, resident usage, and respective funding contributions. While the previous joint agreement was for a five-year term ending in 2018, the new agreement has no end date or time limit due to capped funding from the Town of Valleyview. There is however, a clause stating that each municipality proposing to withdraw from the program, must give at least twelve months written notice of its intent to do so, to the Family and Community Support Service Board and the Councils of the participating municipalities. The new agreement includes an annual increase of \$100,000.00 from the Town of Valleyview, for a total capped annual contribution of \$193,239.63 beginning in 2019. A further change in the revised agreement is the addition of the word “advisory” in reference to the Boards Assumption of Authority. The Green View Family and Community Support Services Board approved the revised agreement, in principal, at the April 17, 2019 regular board meeting. If Greenview Council approves the revisions, it will be forwarded to the Town Council for approval and signing.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that an up-to-date Family and Community Support Services Agreement between with Town of Valleyview and Greenview with acceptable conditions to both parties can be completed.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose not to accept the revised agreement, or to make changes, however, Administration recommends proceeding with it as presented due to the other parties being acceptable to the conditions and the current agreement being expired.

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:

Upon Council's decision, Administration will proceed accordingly.

ATTACHMENT(S):

- Green View Family and Community Support Agreement (2013-2018) with tracked revisions

JOINT FAMILY AND COMMUNITY
~~5 YEAR~~ SUPPORT SERVICES AGREEMENT
~~2013—2018~~

BETWEEN: **THE TOWN OF VALLEYVIEW**, a body corporate, having its office in the
Town of Valleyview, in the Province of Alberta,
(hereinafter called the “Town”)
OF THE FIRST PART

And

THE MUNICIPAL DISTRICT OF GREENVIEW, a body corporate, having its
office in the Town of Valleyview, in the Province of Alberta,
(hereinafter called the “M.D.”)
OF THE SECOND PART

THIS AGREEMENT made in duplicate this _____ day of _____, 2019

WHEREAS Section 2 of the Family and Community Support Services Act states “a municipality may enter into agreement with other municipalities to provide for the establishment, administration and operation of joint family and community support services and programs”; and

WHEREAS the Town and the M.D. (hereinafter called the “municipalities”) have agreed to enter into an agreement for the provision of joint family and community support services;

THEREFORE, THIS AGREEMENT WITNESSES:

1. ASSUMPTION OF AUTHORITY

The M.D. shall be the unit authority for the operation and administration of approved programs on behalf of the municipalities. ~~The Town shall reimburse the M.D. for their share of the costs for operations, administration, and approved programs.~~ **The Board will act in an advisory capacity to each respective Council.**

2. JOINT F.C.S.S. BOARD

There is hereby established a **Joint Family and Community Support Services Board** (hereinafter called the “Board”), who will provide for the payment of approved expenses to Board members for attendance at meetings and other approved functions.

2.1 The Board shall consist of seven members:

2.1.1 Two elected members from the M.D. and one elected member from the Town, appointed by resolution of their respective Council.

2.1.2 Four members at large; one from the Town and three from the M.D., appointed by resolution of their respective Council.

2.1.3 All Board members must be residents of their respective municipality.

2.2 Each elected member of the Board shall remain as a member of the Board until any of the following occurs:

2.2.1 The elected member resigns from the Board;

2.2.2 The elected member ceases, for any reason, to be a member of their respective Council;

2.2.3 The Council which the elected member is part of passes a resolution to revoke the appointment or passes a resolution to appoint a different Council member instead of the member in question, to the Board.

2.3 No person who is an employee of the Town or the M.D. shall be appointed to the Board.

- 2.4 The respective Councils may remove a member at large from the Board by resolution stating the reason for removal at any time for just cause.
- 2.5 In the event of a vacancy from a member at large occurring on the Board, the respective Council shall appoint a replacement within two months of the occurrence, and the person appointed to fill such a vacancy shall hold office for the remainder of the term of the position vacated.
- 2.6 Any member of the Board who is absent from ~~all regular meetings held during any period of eight (8) consecutive weeks~~ **3 consecutive regularly scheduled meetings** without prior authorization by resolution of the Board shall forfeit his/her seat on the Board and such forfeiture shall constitute a vacancy.
- 2.7 The members of the Board shall hold office at the pleasure of the M.D. and Town, and any member may resign at any time by submitting a written resignation to their respective Council.

3. TERM OF OFFICE

- 3.1 Each member appointed from the public at large shall be appointed at the pleasure of the respective Councils of the Town and M.D. for a term of one year, and may be re-appointed upon the expiry of the term at the pleasure of the Councils.

4. CHAIR AND VICE-CHAIR

- 4.1 The Board shall elect a Chair and Vice-Chair at the Organizational Meeting each year.
- 4.2 The Chair shall preside at the meetings of the Board, and in their absence, the Vice-Chair shall preside.
- 4.3 In the absence of both the Chair and Vice-Chair, one of the other members of Board shall be elected to preside.

5. QUORUM AND MEETINGS

- 5.1 A quorum of the Board shall be a majority of members.
- 5.2 The Board shall meet at such intervals as are necessary to consider and decide on programs, grants and initiatives filed with it in accordance with the Family and Community Support Services Act.
- 5.3 The Board shall follow policies of the M.D. for the conduct of its meetings and its business.

- 5.4 All meetings of the Board shall be open to the public. Any ~~in-camera~~ closed sessions shall be by resolution of the Board, and the meeting shall be re-opened at the completion of the closed ~~d of the in-camera~~ session.
- 5.5 The Board shall hold an Organizational Meeting annually, which shall take place at the first regular meeting after the Organizational Meetings of the respective municipalities.
- 5.6 Special meetings may be called on three (3) clear days written notice by the Chair or at the request of any five (5) members of the Board.
- 5.7 The Board shall keep a minute book of all regular and special meetings of the business transacted at all meetings.
- 5.8 The M.D. shall provide a Recording Secretary.
- 5.9 All Board members shall receive copies of all minutes and pertinent correspondence at least one week prior to the next meeting.
- 5.10 When the minutes are adopted, each municipality shall receive copies as signed by both the Chair and FCSS Manager.
- 5.11 The Chair of the meeting shall vote on all resolutions, and in the event of a tie vote, the motion shall be lost.
- 5.12 At the discretion of the Chair, when special circumstances arise and an in-person meeting cannot be arranged, the Board may vote electronically.
- 5.13 If a conflict of interest is identified, the Board member will excuse themselves from discussions and decisions related to the conflict of interest.

6. POWERS, DUTIES AND RESPONSIBILITIES

- 6.1 The Board may ~~make policies~~ provide recommendations on policy prior to submission to Council. ~~in accordance with the F.C.S.S. Handbook.~~
- 6.2 ~~Any policy developed by the Board shall not come into effect unless it is adopted by resolution of the M.D. Council. Copies of such policies shall be filed with the office of each municipality.~~
- 6.3 The Board shall be concerned with community issues that enhance, strengthen, and stabilize family and community life. The Board shall be concerned with the growth and development of a broad range of programs to help prevent family or community social breakdown, and to help prevent the development of personal or family crises that may require major intervention or rehabilitative measures to correct.

6.4 For the establishment, administration and operation of programs, the Board must:

6.4.1 Promote, encourage and facilitate the involvement of volunteers.

6.4.2 Promote efficient and effective use of resources.

6.4.3 Encourage and facilitate cooperation and coordination with allied service agencies operating with the municipalities.

6.4.4 Promote programs and services. ~~citizen participation in planning, delivery and the governance of the program and of services provided under the program.~~

6.5 Services provided under a program must:

a) Be of a preventative nature that enhances the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity, and

b) Do one or more of the following:

- (i) Help people to develop an independence, strengthen coping skills and become more resistant to crisis;
- (ii) Help people to develop an awareness of social needs;
- (iii) Help people to develop interpersonal and group skills which enhance constructive relationships among people;
- (iv) Help people and communities to assume responsibility for decisions and actions which affect them;
- (v) Provide support that helps sustain people as active participants in the community.

6.6 The Board may hear and consider presentations arranged by appointment by any individual, organization or delegation arising there from with respect to Family and Community Support Services matters.

6.7 Prior to October 31st of each year, the Board shall recommend to the municipalities an annual budget of estimated Family and Community Support Services revenues and expenditures for the next following year, as required under the terms of this Agreement.

6.8 ~~The Board shall cause to be completed an Annual Report of the Board's activities for submission to the respective municipalities and provincial government. The Board, through each respective person representing each municipality or the Chair of the Board, shall submit such report before March 30th of the succeeding year.~~

- 6.9 Neither the Board nor any member thereof shall have the power to pledge the credit of the municipalities or enter into contracts for any matters whatsoever on behalf of the municipalities.
- 6.10 ~~The hiring of staff members will be in accordance with M.D. policy.~~
- 6.11 The Chair or Vice-Chair shall make representations on behalf of the Board to the municipalities as required. Upon the Chair or Vice-Chair being unavailable, another member of the Board may be designated to make such representation.

7. FINANCING

- 7.1 No provision shall be made in the operating budget for either an operating deficit or surplus.
- 7.2 The Town of Valleyview shall contribute a total of ~~\$84,450.00~~ **\$193,239.63** per annum. ~~It is further understood that this fee will increase at 2% per annum each year for five years to capture the cost of living.~~
- 7.3 The MD contribution will be reviewed annually.**
- 7.4 In addition, the Board shall receive a grant from the provincial government in accordance with provincial F.C.S.S.A.A. guidelines.
- 7.5 ~~All revenues received by the Board for programs and services shall be used toward operations.~~
- 7.6 At year-end, any surplus or deficit will be transferred into the FCSS Reserve held with the MD of Greenview. ~~to be managed by the FCSS Board by MD of Greenview policies and bylaws.~~
- 7.7 Should a program require additional funds, the Board shall make a presentation to the respective Councils of the Town and **the MD Council requesting use of the FCSS Reserve.** ~~for additional funding consideration or use the FCSS Reserve.~~

8. GENERAL

- 8.1 This Agreement shall inure to the benefit of and be binding upon Parties hereto, their successors and assigns, until revoked by either party giving thirty (30) days notice unto the other at:

The Town of Valleyview
P.O. Box 270
Valleyview, Alberta T0H 3N0

The Municipal District of Greenview No. 16
P.O. Box 1079
Valleyview, Alberta
T0H 3N0

- 8.2 A participating municipality proposing to withdraw from the program must give at least ~~six (6) months~~ **twelve (12) months** written notice of its intent to do so, to the Board and the Councils of the participating municipalities.
- 8.3 Upon dissolution of the Board, the Participating Municipalities shall be responsible for their portion of any deficit/surplus that may have occurred and shall be entitled to their portion of the remaining assets.
- 8.4 This agreement may be amended by mutual consent of the Participating Municipalities in writing.
- 8.5 This agreement shall be deemed to have come into effect on January 1, ~~2013~~ **2019**, and shall remain in effect until otherwise terminated.
- 8.6 Upon signing, this agreement supersedes and nullifies any previous agreement.

IN WITNESS WHEREOF the parties hereto have affixed their corporate seals attested under the hands of their proper officers, in that behalf, on the day and year first above written:

TOWN OF VALLEYVIEW

Mayor

Town Manager

MUNICIPAL DISTRICT OF
GREENVIEW NO. 16

Reeve

Chief Administrative Officer



REQUEST FOR DECISION

SUBJECT: **Policy 5001 Home Support**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: June 10, 2019
DEPARTMENT: FCSS
RATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 5001 Home Support as presented.

BACKGROUND/PROPOSAL:

Minor modifications were made to the Home Support Policy since it was last presented to PRC and Council. In December, Council requested that the policy wait for approval until the dissolution of Grande Cache was complete. With the addition of Grande Cache FCSS under GreenView FCSS's purview, minor changes were needed to accommodate Grande Cache services as well.

The Policy was endorsed by the FCSS Board on April 17, 2019.

Policy 2 was amended to reflect that the FCSS Board may make policy recommendations to Council, but Council must approve the policies before they come into effect.

Client eligibility requirements were amended to only include the individual needs assessment and availability and access to other resources. Income, physical ability and health agency referral were removed as they are part of the individual needs assessment.

Services provided were amended to include: assistance with light housekeeping, minimal respite, meal preparation and travel to essential services.

PRC recommended the policy to Council for approval on April 24, 2019.

The Committee made minor recommended changes:

References to M.D of Greenview should be changed to Greenview

Where there is a reference to the liability of the municipality in Policy 4, it should read municipalities.

BENEFITS OF THE RECOMMENDED ACTION:

1. GreenView FCSS will have an updated Home Support Policy that will include services in Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make additional recommendations or changes to the policy.

Alternative #2: Council has the alternative to not approve the policy. In this case, that would mean the old policy would remain in place.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC


Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy manual with any changes.

ATTACHMENT(S):

- Current Policy 5001
- Current Procedure 5001-01
- Revised Policy 5001

<p>Title: HOME SUPPORT</p> <p>Policy No: 5001</p> <p>Approval: Council</p> <p>Effective Date: September 24, 2013</p> <p>Supersedes Policy No: (FC 01)</p>	
<p>Policy Statement: Green View FCSS will provide home support service, normally on a cost-sharing basis, to allow eligible people to remain in their own homes.</p>	
<p>Purpose: To provide guidelines on how to administer the Green View Home Support program.</p>	
<p>Principles:</p> <ol style="list-style-type: none"> 1. The authority to approve Home Support governance policies is vested in the Green View FCSS Board as the governing body. 2. Annually, the Board will establish a budget for the Home Support Program. 3. Eligibility of clients is based on, but not limited to, the following factors: <ul style="list-style-type: none"> -income -physical ability -availability of other resources -health agency referral 4. Services to be provided may include, but are not limited to: <ul style="list-style-type: none"> -assistance with light housekeeping -meal preparation -parental substitute to help overburdened families -providing supplemental care for seniors -reasonable travel to medical appointments and shopping 	

Regulations:

NONE

Approved: 13.09.585



Procedure Title: HOME SUPPORT

Procedure No: 5001-01

Approval: CAO

Effective Date: September 24, 2013

Supersedes Procedure No: FC 01

1. Definitions

None

2. Responsibilities

2.1. FCSS Board:

2.1.1 The Board will, within thirty (30) days, meet to hear any appeals from clients who have been removed from the program. The Board's decision is final and binding to all parties.

2.1.2 The Home Support fee is to be reviewed and approved annually by the Board and submitted to Council for approval.

2.2. FCSS Staff:

2.2.1 The Home Support Coordinator will advertise and promote Home Support services through newsletters, brochures, health agencies and other community groups.

2.2.2 The Home Support Coordinator will conduct an interview and complete an assessment form, which will include, but not be limited to, the following:

- income
- living and medical expenses
- insurance and utilities
- vehicle expenses

2.2.3 The information collected will be used in conjunction with the sliding scale

(schedule A) in determining client eligibility and establishing the fee to be charged.

2.2.4 When a client is approved for the program, the Home Support Coordinator will coordinate services with the Home Support Worker.

2.2.5 The Home Support Coordinator will provide statistics to Manager on the number of clients, type of services provided, and hours worked on a monthly basis. The Manager will in turn report to the Board

2.2.6 The Home Support Coordinator will provide the client with written notice prior to removing them from the program

2.3 **Members of the public:**

2.3.1 Individuals or family members may request support through this program by contacting the Home Support Coordinator.

2.3.2 In the event a client is removed from the program and disagrees with the decision of the Home Support Coordinator, they may appeal in writing to the Board within seven (7) days of the discontinued service.

3. **General Provisions:**

3.1 To protect staff and the municipality from liability, Home Support workers are discouraged from providing current Green View Home Support clients service outside of agreed upon number of hours per week.

4. **End of Procedure**

Approved: 13.09.586

Title: Home Support

Policy No: 5001

Effective Date:

FCSS Motion Number:

Greenview Council Motion Number:

Supersedes Policy No: N/A

Review Date:



Purpose: The purpose of the Home Support Policy is to provide guidelines on how to administer the Green View Home Support program.

DEFINITIONS

Essential Services means grocery shopping, medical appointments and banking.

Minimal Respite Care means care provided on a short term basis that is provided during regular work day hours.

The Board means the Green View Family and Community Support Services Board.

POLICY

1. Green View FCSS believes it is appropriate to provide home support service on a cost-sharing basis to allow people to remain in their own homes.
2. The Green View FCSS board may make policy recommendations to Greenview Council. Greenview Council must approve any recommended policy before they come into effect.
3. Annually, the Board will establish a budget for the Home Support Program.
4. To protect staff and the municipalities from liability, Home Support workers may not provide current Green View Home Support clients service outside of agreed upon number of hours per week.
5. All services will be provided based on a maximum of 4 hours per week per client. Requests for additional hours may be approved by the Home Support Coordinator or the FCSS Manager.

PROCEDURE

1. Eligibility of clients is based on, but not limited to, the following factors:
 - a. Individual needs assessment

- b. Availability and/or access to other resources
- 2. Services to be provided may include, but are not limited to:
 - a. Assistance with light housekeeping
 - b. Minimal respite
 - c. Meal preparation
 - d. Travel to essential services
- 3. Responsibilities
 - 3.1. Staff
 - 3.1.1. The Home Support Coordinator will advertise and promote Home Support services through newsletters, brochures, health agencies and other community groups.
 - 3.1.2. The Home Support Coordinator will conduct an interview and complete an assessment form, which will include, but not be limited to, the following:
 - a. income
 - b. living and medical expenses
 - c. insurance and utilities
 - d. vehicle expenses
 - 3.1.3. When a client is approved for the program, the Home Support Coordinator will coordinate services with the Home Support Worker.
 - 3.1.4. The Manager of FCSS will report to the Board on the number of clients, types of services provided, and hours worked in the Home Support Program.
 - 3.1.5. The Home Support Coordinator will provide the client with written notice prior to removing them from the program.
 - 3.2. Board
 - 3.2.2. The Board will, within thirty (30) days, meet to hear any appeals from clients who have been removed from the program. The Board's decision is final and binding to all parties.
 - 3.2.3. The Home Support fee is to be reviewed and approved annually by the Board.
 - 3.3. Members of the Public
 - 3.3.2. Individuals or family members may request support through this program by contacting the Home Support Coordinator.
 - 3.3.3. In the event a client is removed from the program and disagrees with the decision of the Home Support Coordinator, they may appeal in writing to the Board within seven (7) days of the discontinued service.



REQUEST FOR DECISION

SUBJECT: **Policy 8004 Community Events and Charitable Donations**
SUBMISSION TO: POLICY REVIEW COMMITTEE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: April 24, 2019 CAO: DT MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: DL
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council for approval Policy 8004 Community Events and Charitable Donations as presented.

BACKGROUND/PROPOSAL:

Where the Community Grants Policy deals with operational and capital grant funding to not for profit organizations that offer programs and services that benefit Greenview residents, the Community Events and Charitable Donations policy is designed to address single event and donation requests received.

Greenview does not currently have a policy that addresses community event and donation requests.

This policy provides guidelines for eligibility and application requirements for these single event and donation requests. The policy outlines the process for the application.

PRC recommended the policy to Council for approval April 24, 2019 with the following change:

That provision 1 say “should be” instead of “must be.”

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a policy that will be endorsed by Council that provides a process and direction to ratepayers and administration for applications for single events and donation requests.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to recommend additional criteria and guidelines for the administration of this policy and the community events and charitable donations funding.

Alternative #2: Council could recommend that there be a limit to which this funding applies (i.e \$5,000).

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will updated the policy manual.

ATTACHMENT(S):

- Policy 8004 Community Events and Charitable Donations

Title: Community Events and Charitable Donations

Policy No: 8004

Effective Date:

Motion Number:

Supersedes Policy No: N/A

Review Date:



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations and registered societies.

DEFINITIONS

Greenview means the municipal Corporation of the Municipal District of Greenview No. 16.

Community Events and Charitable Donations means a funding program designed to support single events and functions.

Community Grants means a funding program designed to assist not-for-profit organizations and societies with capital and operational costs for programs or projects that provide social or economic benefits to Greenview and its ratepayers.

POLICY

1. The organization should be a not-for-profit organization or a registered society to qualify for the Community Events and Charitable Donations funding.
2. The event or donation must be beneficial to Greenview residents.
3. The event must be secular and non-political in nature.
4. Organizations shall be limited to one Community Events and Charitable Donations funding request per calendar year.
5. Greenview requires successful Community Events and Charitable Donation applicants to provide recognition of the grant funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorships Policy.
6. Greenview Community Events and Charitable Donation applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
7. Community Events and Charitable Donations are subject to Council Approval.

8. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy.

PROCEDURE

1. Community Events and Charitable Donation Grant applicants must provide a formal funding request addressed to Greenview Council or to Greenview Administration.
2. Community Events and Charitable Donations Grant requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
3. Greenview Administration will notify successful recipients within 14 days of their request being approved by Greenview Council.



REQUEST FOR DECISION

SUBJECT: **Policy 8002 Community Grants**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: June 10, 2019
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council for Approve Policy 8002 “Community Grants” as presented.

BACKGROUND/PROPOSAL:

Greenview currently does not have an official policy for issuing and approving community grants. This policy will enshrine current practices and create a process and procedure endorsed by Council for the issuing of grant funding.

The Community Grants policy clearly outlines the criteria and process for awarding community grants to not-for-profit organizations for capital or operational costs. Due to the volume of Grant requests, Administration is recommending 2 deadlines annually for Council to review and approve Community Grants. The first deadline will be October 15. The second deadline will be April 15. Administration will notify applicants whether their request is approved, denied or modified by Council within 90 days of the application deadline.

Additionally, Administration added the requirement that if an organization’s request was granted, denied or modified, they would have to wait a full grant cycle before re-applying. (If an application was received at the October deadline, the applicant must wait to submit an application for the following October deadline).

PRC recommended the policy to Council for approval April 24, 2019 with the following changes:

Provision 4: “Successful” should be changed to “accepted”.

Provision 4.1: Remove “You are not a registered charity or a registered not-for-profit society in active status.”

Provision 7.1: should say “Should not” instead of “cannot”.

Procedure 2.1.1: Remove “Organizations not registered or currently listed as inactive are ineligible for grants”>

Procedure 2.14.1 should include “all grants received within the last five (5) years” instead of “last two (2)”

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a clear grants policy for community members and groups to follow.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: The PRC can make additional recommendations to the policy. PRC could add additional criteria and guidelines.

Alternative #2: PRC could alter the policy to include a single grant deadline.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will take the policy to Council for approval.

ATTACHMENT(S):

- Policy 8002 Community Grants

Title: Community Grants

Policy No: 8002

Effective Date:

Motion Number:

Supersedes Policy No: Co 20

Review Date:



Purpose: The purpose of the Community Grants Policy is to provide a framework that ensures grant applications are assessed and awarded in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community.

DEFINITIONS

Community Grant Application form means the application form available through Greenview Administration and on Greenview's website.

Grant Cycle means the period covering one full calendar year in which there are two opportunities for grant applications.

Greenview means the municipal corporation of the Municipal District of Greenview No. 16.

POLICY

1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, 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.
2. Greenview will establish guidelines for responding to requests for community grants for non-profit organizations or registered societies in a manner that will maximize the benefits for the Greenview community.
3. **Principles**
 - 3.1 **Accountability:** Greenview requires all Community Grant recipients to be accountable for the Community Grant funds awarded to their not-for-profit organization or society.
 - 3.2 **Recognition:** Greenview requires successful Community Grant applicants to provide recognition of the Community Grant funding in an acceptable manner.
 - 3.3 **Social and Economic Viability:** Greenview may award Community Grant funding to projects or programs that provide a social / economic benefit to the community.
 - 3.4 **Application Submissions:** Greenview Community Grant funding will be awarded within 90 days of the application deadline for submission.

3.5 **Other Revenue Sources:** Greenview Community Grant applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

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

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

- The grant application is not complete.
- A current financial statement is not included.
- A detailed budget for the grant expenditure is not included.
- A final report remains outstanding from a previous grant application.

5. Program Parameters

5.1 Applicants must be registered under the Ag Societies Act, the Societies Act or the Canadian Corporations Act (non-profit sector).

6. Discretionary Considerations

6.1 In consideration of public interest, Greenview may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.

6.2 Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

7. Funding Conditions

7.1 Generally, funding should not be used to fund private or commercial sector facilities.

7.2 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area of facility is under its jurisdiction.

7.3 The applicant bears ultimate development and operational responsibility for the project. All permits and contracts are the responsibility of the applicant.

7.4 The Community Grant recipient may be required to repay Greenview a portion or all of the grant amount if the facility is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Greenview if either of these circumstances occurs.

7.5 Applicants must provide recognition of Greenview's contribution to the project.

7.6 The grant recipient must establish and maintain proper accounting records of the project.

7.7 The applicant must request approval in writing if the nature of the approved project in the original application changes.

8. Application Deadlines

8.1 Greenview will review Community Grant applications twice annually.

8.2 The first application deadline is October 15th.

8.3 The second application deadline will be April 15th.

9. Greenview Notification Requirement

- 9.1 Greenview Administration will notify applicants of their status within 90 days of the application deadline.

10. Council Approval

- 10.1 Community Grants are subject to Council Approval.
- 10.2 Once Council has made the decision to approve, deny or vary a community grant that decision is final.
- 10.3 Applicants may only submit one application each year. Should the applicant desire additional grant funding, or wish to re-apply for grant funding that was denied, they must wait a full grant cycle before resubmitting an application.
 - 10.3.1 Applicants that submitted an application for the October 15 deadline must wait to resubmit an application for the following October 15 deadline.
 - 10.3.2 Applicants that submitted an application for the April 15 deadline must wait to resubmit an application for the following April 15 deadline.

11. Freedom of Information and Protection of Privacy Act

- 11.1 The information that you provide for on the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. Your personal information is protected by *Alberta's Freedom of Information and Protection of Privacy Act*.

12. Accounting of Funds

- 12.1 Recipients of funds must file a statement of grant fund expenditures with Greenview upon completion one year from the date of grant approval. If the project is not completed within the required one year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Greenview Administration Office and the decision on these requests will be communicated in writing to the applicant.
- 12.2 The accounting must be signed by two authorized representatives having legal and /or financial signing authority for the organization and must show that the Community Grant was expended.
- 12.3 If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or sent in to the Greenview Administration Office a cheque payable to Greenview for the remaining unexpended funds once the final amount has been confirmed by the Greenview Administration Office.

13. Recognition

- 13.1 Greenview requires successful Community Events and Charitable Donation applicants to provide recognition of the grant funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorships Policy.

Procedure

1. Instructions

- 1.1 All grant applicants will be required to file a Grant Application Form, which is available through Greenview's website: <http://mdgreenview.ab.ca/programs-services/departments/community-services/community-grants-program/> or at any Greenview Administration Office.
- 1.2 Please retain a complete copy of the grant application for your records.
- 1.3 Please ensure that any attachments you mail are clearly marked with your organization's legal name to facilitate matching your backup documents with your application.

2. Application Requirements

2.1 Name of Organization

- 2.1.1 Full legal name of the organization as registered under Corporate Registries or the Societies Act.

2.2 Mailing Address of Organization

- 2.2.1 This should include full address and postal code.

2.3 Contact Name(s)

- 2.3.1 First and last name of contact(s). This should be a person who has worked on the application and is readily available to answer questions.

2.4 Contact Telephone Number(s)

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

2.5 Position Held

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

2.6 Purpose of the Organization

- 2.6.1 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.

2.7 Purpose of the Application

- 2.7.1 Outline in a few sentences the intended use of the funds 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. If your organization is not the registered titleholder, you must include a letter of support from the registered titleholder of the facility.

2.8 Project Budget

- 2.8.1 If there is an existing operating surplus or other funding sources available, explain why they are not being allocated to this project. All revenues must be supported by your financial statements and letters from funders. No retroactive funding is permitted for costs that have already been incurred prior to application submission deadline. All anticipated expenses must be supported through quotes and/or sources of estimates. Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.

2.9 Mandatory Attachments

- 2.9.1 Quotes, estimates. If these are not available, provide sources of estimates.
- 2.9.2 You must include a most recent financial statement for your organization. If statements are not audited, they must be signed by two Board Members and include a copy of your most recent bank statement.
- 2.9.3 You must include a signed Community Grant agreement.

2.10 Social and Economic Viability

- 2.10.1 Outline in a few sentences the social and economic benefit the grant will provide to the Greenview community.

2.11 Recognition

- 2.11.1 Outline in a few sentences the manner Greenview will be recognized for their contribution in accordance with Greenview's Sponsorships Policy.

2.12 Past Financial Statements

- 2.12.1 Provide a current approved copy of your most recent financial statements.

2.13 Funding Sources that Denied this Application

- 2.13.1 List other funding sources applied to that denied this application. Greenview encourages applicants to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

2.14 Previous Grant and Reporting History (if applicable)

- 2.14.1 List all grants received from Greenview within the last five (5) years, including purpose and amount. Final reports must be filed with Greenview within one (1) year 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.

3. Final Report Content

- 3.1 Within one (1) year of the completion of the grant expenditure, a report must be filed with Greenview verifying expenditure of the grant. This report should include:
 - 3.1.1 Name of the organization.
 - 3.1.2 A summary of actual expenditures of grant funds compared to submitted budget.
 - 3.1.3 Include the method Greenview was recognized for their contribution.
 - 3.1.4 A short written description of activities, number of participants, successes etc.
 - 3.1.5 Signatures of two members of the organization's executive.



REQUEST FOR DECISION

SUBJECT: **2019 Council Compensation Review**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: June 10, 2019

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM:

MANAGER:

PRESENTER: DL

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Policy 1008 Council and Board Remuneration

RECOMMENDED ACTION:

MOTION: That Council accept for information the 2019 Council Compensation Review.

BACKGROUND/PROPOSAL:

Council requested a remuneration report of comparable municipalities to explore the merits of a salary based compensation versus the current honorarium and per diem based model. Administration sought data from similar municipalities. Geographic size, population, and location were some of the factors used in determining the data set. Administration received responses or gathered data from 11 municipalities: M.D of Clear Hills, Clearwater County, Regional Municipality of Wood Buffalo, Big Lakes County, Northern Sunrise County, Yellowhead County, County of Grande Prairie, M.D. of Lesser Slave River, Saddle Hills County, and Mackenzie County. M.D of Opportunity and County of Northern Lights were contacted but no response was received. All data collected, with the exception of Yellowhead County was current as of 2019. Yellowhead County was current as of 2017, but provided no response on current rates with COLA when contacted.

The data collected is attached to this RFD. Administration gathered the honorarium/salary rates, additional meeting per diems, travel and subsistence, and any additional compensation and benefits. Additionally, the size of each municipality was noted for comparison. To help Council picture the differences between the various municipalities, Administration also created a chart demonstrating a projected annual total a Council Member could expect based on the annual or monthly salary or honorarium, attendance at 3 Council Meetings or Committee of the Whole meetings and an average of 4 additional board or committee meetings. The chart with these findings does not include any financial compensation for travel or subsistence, as there is no accurate way to capture this. It also does not account for any additional benefits.

Key Findings

The majority of municipalities utilize a similar compensation method as Greenview, with a monthly base honorarium and additional meeting per diems. RMWB was one exception as they offered only an annual salary paid bi-weekly to Council Members. Yellowhead County also provides only a monthly honorarium with

no additional meeting per diems. Lac La Biche also offers an annual salary paid bi-weekly but they also offer a meeting per diem, making their system overall similar to the majority of others. The County of Grande Prairie is another exception, where Councillors do not receive a monthly honorarium and instead receive a meeting per diem for each meeting attended. However, the County Council Members do receive compensation for administrative time of approximately \$1,500/month, which in essence is a monthly honorarium.

The Average Monthly Honorarium received for all CEOs was \$3,836.36. The Average Monthly Honorarium for Deputy CEOs was \$2,234.81. The Average Monthly Honorarium for Councillors was \$2,101.29. RMWB and Yellowhead County, pay a higher rate to all Council positions to compensate for the absence of a meeting per diem.

All municipalities provided travel and subsistence compensation. The majority provided mileage compensation at the rate specified by the CRA. Most provided some sort of compensation for cell phones, if the councillor was not provided a municipal device and internet.

Benefit/Drawback Analysis for each system

System	Benefits	Drawbacks
Salary only (Example: RMWB, Yellowhead County, partially Lac La Biche)	<ul style="list-style-type: none"> • All Councillors receive equal compensation • The simplest to administer • With an adequate salary, Council could equally disperse boards and committees between members of council. • Potentially could provide an additional layer of security for younger people to join council as there is a certain amount of financial security, however younger people also have to be willing to put their careers on hold for whatever period they are in office. 	<ul style="list-style-type: none"> • Councillors are not directly compensated for the amount of Council related work they do (i.e for the number of boards and committees they attend). There is no additional incentive to attend the boards and committees that are assigned. • Salary does not guarantee that Councillors can make Council a full-time commitment (if the rate is too low). • Salary does not guarantee that it will be the only full-time commitment. Councillors could still maintain other employment, unless Council indicates otherwise in policy. • Removing a Councillor from Boards and Committees is one of the only tools Council can employ as a disciplinary

		measure for a Councillor that violates the Councillor Code of Conduct. Without meeting per diems, this consequence has no merit.
Per Diem and Honorarium (Examples: Greenview, Clear Hills, Clearwater County, Big Lakes County, Northern Sunrise County, M.D of Lesser Slave River, Lac La Biche, Saddle Hills, and Mackenzie County)	<ul style="list-style-type: none"> • Most municipalities opt to use this method. Greenview currently does this. • Councillors are guaranteed a base rate, and are compensated for additional meetings attended, which may encourage greater involvement on boards and committees. • Councillors can choose how much time they want to commit to Council (whether that be full time with greater compensation for attendance on more boards and committees, or more part time accepting the base honorarium with minimal committees.) • Allows Councillors to elect to maintain outside employment. • Favours individuals who dedicate more time to the municipality or Council business. 	<ul style="list-style-type: none"> • More complex administratively. • Leads to inequality between the overall income of councillors.
Per Diem only (Example: County of Grande Prairie)	<ul style="list-style-type: none"> • Council is only compensated based on the amount of meetings and events attended. This method maximizes meeting attendance and involvement on boards and committees. 	<ul style="list-style-type: none"> • This method does not favour those that wish to engage in Council as a part-time commitment, • Potentially does not encourage younger people to see Council as an option as there is no formal guaranteed income. It would be difficult to attract younger people to set aside their careers to run for office.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council may have a comprehensive picture of what comparable municipalities are offering as compensation for Members of Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may request further action be taken on the compensation review, and or recommend changes to Greenview's current policy.

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):

- Compensation Review Data set

Municipality	Monthly Honorarium	Additional Meeting Per Diem	Travel/ Accommodation/ Subsistence	Additional Benefits	Municipality size (sq. km)
M.D of Greenview					
CEO	\$2,087.00	0-4 hours \$196.00 4-8 hours \$294.00 8+ hours \$390.00	Travel: Under 5000 km @CRA rate \$0.58/km. Over 5000 km \$0.52/km Greenview offers an additional NTP of \$0.15/5000km and \$0.24/in excess of 5000km.	Internet reimbursement: full cost with receipt.	32,984.24
Deputy CEO	\$1,391.00			SIM Card reimbursement of \$35.00.	34.97 (Hamlet of Grande Cache)
Councillors	\$1,391.00	For meetings in excess of 9 hours, Council Members will be paid an additional \$64.00/hour to a max. of \$253.00.	Meals: up to \$70.00/day or with receipt. Accommodation Hotels, taxis, other miscellaneous at cost with receipts. Incidental allowance of \$15.00/day	Personal Cell Phone reimbursement of \$125.00 for Councillors, \$175.00 for Reeve. Council Members spouses may attend conferences at full cost to Greenview. Councillor RRSP and benefits.	

M.D Clear Hills	Monthly Honorarium	Additional Meeting Per Diem	Travel/Accommodation/ Subsistence	Additional Benefits	Municipality size (sq. km)
CEO	\$2,409.00	\$261.00	Travel: Minimum 25 km to destination @CRA rate \$0.58/km. Meals: up to \$75.00/day Accommodation: Taxi, Bus, Hotels with receipts.	Internet reimbursement: up to \$75.00 Information Service Equipment per diem: \$45.00	15,125.49
Deputy CEO	\$2,167.90	\$215.28			
Councillors	\$1,806.50	\$215.28			
Clearwater County	Monthly Honorarium	Additional Meeting Per Diem	Travel/Accommodation/ Subsistence	Additional Benefits	Municipality size (sq. km)
CEO	\$2,054.00	\$172.00 first 4 hrs \$136.00 second and third four hours \$308.00 max. for any regular meeting \$444.00 max. for any single day	Travel paid @CRA rate \$0.58/km. Meals: up to \$48.50/day Accommodation: Hotels with receipt, miscellaneous (Taxi, bus, etc.) with receipt.	Council Members may participate in group benefits program (Life insurance, accidental death & Dismemberment, Critical Illness Insurance, Extended Health & Medical insurance, Dental Plan, Access to employee assistance program.) Spouses may attend conferences at 50% reimbursement	18,682.45
Deputy CEO	\$1,105.00				
Councillors	\$1,105.00				

Regional Municipality of Wood Buffalo	Annual Salary	Additional Meeting Per Diem	Travel/Accommodation/Subsistence	Additional Benefits	Municipality size (sq. km)
CEO	\$165,790.00		Each Councillor is provided an annual budget allocation for Business travel, conference registration and travel, public relations costs, and promotional materials cost.	Councillors may participate in the group benefits program except pension plans, and short-term and long-term disability.	61,777.65
Deputy CEO	\$46,200.00	Potential additional per diem for Deputy CEO for serving in the stead of the CEO for an uninterrupted period of service. The rate is the difference between the annual salary of the mayor and councillor divided by 248 work days, rounded to the nearest dollar.	CEO may opt for \$1000 monthly travel allowance or a vehicle leased by the municipality, with the option to purchase the vehicle at the end of their term. Councillors may receive \$275.00 monthly allowance or a municipal fleet vehicle for council business. Travel rates compensated at CRA rate of \$0.58/km for personal vehicle usage. Accommodation and miscellaneous expenses at cost with receipts. Meal Allowance up to \$72.00/ day	Transitional allowance for elected officials that are retiring (two weeks salary for each full year of service) RRSP optional Office technology, and a monthly allowance of \$100.00 for internet. \$150 cell phone reimbursement	
Councillors	\$46,200.00				

						Councillors may purchase a ticket for their spouse to attend approved conferences with their personal annual budget.	
Big Lakes County	Monthly Honorarium	Additional Meeting Per Diem	Travel/Accommodation/Subsistence	Additional Benefits	Municipality size (sq. km)		
CEO	\$1,550.00	\$250.00 / day	Where travel home is more than 200 km and late arrival after 6:00 p.m. is chosen rather than accommodation 1 ½ days will be paid (\$375.00) Meals based on per diem rate established by the Treasury Board Secretariat. Accommodation and miscellaneous expenses full cost with receipt. Mileage for vehicles per km and based on gasoline prices.	Participation for Councillors in Group Health Care Plan (Councillors and families) Full dental plan.	13, 942.43		
Deputy CEO	\$1,250.00	\$250.00 /day					
Councillors	\$1,150.00	\$250.00/day					
Northern Sunrise County	Monthly honorarium	Additional Meeting Per Diem	Travel/Accommodation/Subsistence	Additional Benefits	Municipality size (sq. km)		
CEO	\$4,362.00	0-4 hrs (0.5 per diem rate) - \$135.00	Councillors are paid at the rate established by the CRA \$0.58/km. Meals up to \$90.00/day.	Each Councillor will receive a county issued cell phone.	21,150.97		
Deputy CEO	\$4, 175.00						
Councillors	\$3,975.00						

		4.01-8 hours (1.0 per diem rate) - \$270.00 Greater than 8 hours (1.5 per diem rate) - \$395.00 *Meeting per diem not provided for Regular Council Meetings, Special Council meetings or Committee of the Whole.	Accommodation and miscellaneous incidentals at cost with receipt.	Each Councillor will be provided an allowance for internet (\$50.00/month) Councillors can receive either a monthly contribution to a registered TFSA or enrollment in the RMA pension plan.	
Yellowhead County (*As of January 1, 2017*)	Monthly Honorarium	Additional Meeting Per Diem	Travel/Accommodation/ Subsistence	Additional Benefits	Municipality size (sq. km)
CEO	\$6,768.63	N/A	Travel Allowance: KMs 0-20 \$25 21-40 \$50.00 41-60 \$75.00 61-80 \$100.00 81-100 \$125.00 101-120 \$150.00 121-140 \$175.00 141-160 \$200.00		22,293.16
Deputy CEO	\$4,668.94		Councillors CEO \$31.25 \$62.50 \$93.75 \$125.00 \$156.25 \$187.50 \$218.75 \$250.00		
Councillors	\$4,490.32				

County of Grande Prairie	Honorarium Daily (0.5 day rate for meetings before 12:00 p.m., 0.5 rate for meetings after 12:00 p.m. and before 6:00 p.m., 0.5 rate for meetings after 6:00 p.m. Councilors may only claim up to a total of 1.5 per diems (3x0.5 intervals).	Travel/ Accommodation/ Subsistence	Additional Benefits	Municipality size (sq. km)
CEO	\$338.67/ day	Travel mileage paid at \$0.60/km Meals up to \$55.00/day Accommodation at cost up to \$220.00/day and miscellaneous at cost with receipt.	Councilors are paid 4.75 per diem per month for administration time at 315.79/ day rate. Electronic device (laptop, tablet) allowance up to \$25.00/month Internet allowance up to \$100.00/month Cellphone allowance up to \$75.00/month Cellphone hardware upgrade or replacement up to \$20.00/month.	5,802.21
Deputy CEO	\$315.79/ day			
Councilors				

M.D of Lesser Slave River	Monthly Honorarium	Additional Meeting per diem	Travel/ Accommodation/ Subsistence	Additional Benefits	Municipality size (sq. km)
CEO	\$1,389.00	\$289.00		Monthly stipend for communications: \$87.00	10,074.39
Deputy CEO	\$984.00	\$289.00			
Councillors	\$868.00	\$289.00			
Lac La Biche County	Annual Salary	Additional Meeting per diem	Travel/ Accommodation/ Subsistence	Additional Benefits	Municipality size (sq. km)
CEO	\$55,374.00	0-4 hours (0.5 day rate) - \$143.00	Travel is reimbursed at \$0.52/km. A \$5.00 per meeting travel allowance is given for meetings within the Hamlet of Lac La Biche.	Councillors receive a laptop or tablet.	12,572.29
Deputy CEO	\$38,110.00	4-8 hours (1.0 day rate) - \$286.00	Meals up to \$65.00/day.	Councillors have the choice of use of a County cell phone with \$50/month for internet or use their own personal phone with \$150/month compensation for phone and internet.	
Councillors	\$32,156.00	8+ hours (1.5 day rate) - \$429.00	Incidental allowance of \$20.00/day Hotel Accommodations at full cost with receipt.		
Saddle Hills County	Monthly Honorarium	Additional Meeting per diem	Travel/ Accommodation/ Subsistence	Additional Benefits	Municipality size (sq. km)
CEO	\$1,700.00	\$320.00 /meeting	Travel is reimbursed at \$0.50/km.	\$55.00/ month allowance for cell	5,838.15
Deputy CEO	\$1,200.00	\$270.00/meeting with an additional	Meals up to \$55.00/day.		

		\$25.00 if they are the chair of the meeting \$270.00/meeting with an additional \$25.00 if they are the chair of the meeting	Accommodations for hotels and miscellaneous covered at cost with receipt.	phones and internet. The Reeve receives a cell phone from the County.	
Councillors	\$1,200.00				
Mackenzie County	Monthly Honorarium	Additional Meeting per diem	Travel/ Accommodation/ Subsistence	Additional Benefits	Municipality size (sq. km)
CEO	\$1,500.00	Council Meeting/Special Council Meeting-\$340.00	Councillors travelling to a seminar or convention will be paid \$240.00 for a travel day. An additional travel day will be allowed for travel out of province or in excess of 1,000 km.	Communications allowance per month: \$75.00 for internet \$50.00 for computer if applicable. \$60.00 cell phone allowance for Councillors \$100.00 cell phone allowance for Reeve.	80,458.19
Deputy CEO	\$1,350.00	Committee Meetings - \$240.00	Mileage paid at \$0.58/km Taxi fares, car rentals and parking at cost with receipt.		
Councillors	\$1,200.00	Seminars/Conventions - \$340.00 Maximum of 2 meetings can be claimed in a day except conventions which is the day rate.	Accommodations at cost with receipt Meals up to \$100.00/day	Benefits package at 50% of the cost of the benefit premiums.	

Note: All rates are current as of 2019 unless otherwise indicated *

Sample Yearly Calculation based on 3 Council/COW Meetings and an average of 4 additional Board/Committee Meetings

(Excluding travel and accommodation allowances and additional benefits)

System	Monthly Honorarium	Meeting Per Diem (x7 meetings)	Monthly Total	Yearly Total
Greenview				
CEO	\$2,087.00	\$294.00 (\$2,058.00)	\$4,145.00	\$49,740.00
Councillors	\$1,391.00	\$294.00 (\$2,058.00)	\$3,449.00	\$41,388.00
Clear Hills				
CEO	\$2,409.00	\$261.00 (\$1,827.00)	\$4,236.00	\$50,832.00
Deputy CEO	\$2,167.90	\$215.28 (\$1,506.96)	\$3,674.86	\$44,098.32
Councillors	\$1,806.50	\$215.28 (\$1,506.96)	\$3,313.46	\$39,761.52
Clear Water				
CEO	\$2,054.00	\$308.00 (\$2,156.00)	\$4,210.00	\$50,520.00
Councillors	\$1,105.00	\$308.00 (\$2,156.00)	\$3,261.00	\$39,132.00

RMWB	*Annual Salary and no Meeting Per Diem			
CEO	\$13,815.83		\$13,815.83	\$165,790.00
Councillors	\$3,850.00		\$3,850.00	\$46,200.00
Big Lakes County				
CEO	\$1,550.00	\$250.00 (\$1,750.00)	\$3,300.00	\$39,600.00
Deputy CEO	\$1,250.00	\$250.00 (\$1,750.00)	\$3,000.00	\$36,000.00
Councillors	\$1,150.00	\$250.00 (\$1,750.00)	\$2,900.00	\$34,800.00
Northern Sunrise County				
CEO	\$4,362.00	\$270.00 (\$1,890.00)	\$6,522.00	\$78,264.00
Deputy CEO	\$4,175.00	\$270.00 (\$1,890.00)	\$6,065.00	\$72,780.00
Councillors	\$3,975.00	\$270.00 (\$1,890.00)	\$5,865.00	\$70,380.00
Yellowhead County*	Rates current as of 2017. Monthly honorarium, no meeting per diems.			
CEO	\$6,768.63		\$6,768.63	\$81,223.56
Deputy CEO	\$4,668.94		\$4,668.94	\$56,027.28
Councillors	\$4,490.32		\$4,490.32	\$53,883.84
County of Grande Prairie	*Monthly numbers include monthly administration allowance (\$1,500.00)			
CEO	No Monthly Honorariums only meeting per diem	\$338.67 (\$2,370.69)	\$3,870.69	\$46,448.28
Councillors		\$315.79 (\$2,210.53)	\$3,710.00	\$44,520.00
M.D Lesser Slave River				
CEO	\$1,389.00	\$289.00 (\$2,023.00)	\$3,412.00	\$40,944.00
Deputy CEO	\$984.00	\$289.00 (\$2,023.00)	\$3,007.00	\$36,084.00
Councillors	\$868.00	\$289.00 (\$2,023.00)	\$2,891.00	\$34,692.00
Lac La Biche County	*Annual Salary and Meeting per Diem			
CEO	\$4,614.50	\$286.00 (\$2,002.00)	\$6,616.50	\$79,398.00
Deputy CEO	\$3,175.83	\$286.00 (\$2,002.00)	\$5,177.83	\$62,133.96
Councillors	\$2,679.67	\$286.00 (\$2,002.00)	\$4,681.67	\$56,180.04
Saddle Hills County				
CEO	\$1,700.00	\$320.00 (\$2,240.00)	\$3,940.00	\$47,280.00
Councillors	\$1,200.00	\$270.00 (\$1,890.00)	\$3,090.00	\$37,080.00
Mackenzie County				
CEO	\$1,500.00	2x \$340.00 + 5x \$240.00 (\$1,880.00)	\$3,380.00	\$40,560.00

Deputy CEO	\$1,350.00	2x \$340.00 + 5x \$240.00 (\$1,880.00)	\$3,230.00	\$38,760.00
Councillors	\$1,200.00	2x \$340.00 + 5x \$240.00 (\$1,880.00)	\$3,080.00	\$36,960.00



REQUEST FOR DECISION

SUBJECT: **POLICY 1031 CYBER SECURITY**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: June 10, 2019
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM: RO
MANAGER:
PRESENTER: SG

RELEVANT LEGISLATION:

Provincial (cite)

Council Bylaw/Policy (cite)

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1031 Cyber Security as presented.

BACKGROUND/PROPOSAL:

Cybersecurity is the practice of protecting systems, networks, and programs from digital attacks. These attacks are usually aimed at accessing, changing, or destroying sensitive information; extorting money from users; or interrupting normal business processes.

Currently Greenview does not have a policy on cybersecurity. Due to most of Greenview's information being stored on computer file servers, it is imperative to block cyber threats. In March 2019, the Information Systems Officer had to respond to various virus attacks that led to Greenview's network shutdown. On top of that, there have been reports on numerous spam emails targeting Greenview's corporate users. We are at crucial moment where a cyber security policy has to be implemented.

The cyber security policy will serve as a guide to educate, identify and alert users on potential cyber threats. It is believed by applying procedures outlined in the policy, Greenview's cyber threats will be reduced to minimum. This will also bring forth accountability to every user. As users of corporate technology, it is everyone responsibility to safeguard Greenview's technology infrastructure.

The Cyber Security policy is in alignment with Council's goal of level of service in protecting the integrity of Grenview's information and corporate technology.

PRC recommended Policy 1031 to Council with the following changes:

That the definition of Users be expanded to include "Including Council, staff and contractors."

Provision 6.6 be amended to include” “Except authorized information systems personnel”.

Provision 6.11 be amended to include: “unless authorized by IT”.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a cyber security policy in place.
2. Provide information about cyber security to users of Greenview’s corporate technology.
3. Cyber security policy will enhance and maximize Greenview’s online security.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may reject the motion.

Alternative #2: Council may request changes in the policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy manual

ATTACHMENT(S):

- The Cyber Security Policy

Title: CYBER SECURITY POLICY

Policy No: 1031

Effective Date:

Motion Number:

Supersedes Policy No: (None)



Purpose:

The purpose of this policy is to detect, describe and educate users about cyber security in order to prevent cyber-attacks and maximize Greenview's online security. The cyber security policy of Greenview outlines guidelines to protect data and technology infrastructure against human errors, hacker attacks and system malfunctions.

DEFINITIONS

IS means Information Systems.

IT means Information Technology.

Corporate Technology means any computer hardware or software, network service, and any electronic or digital device supported by the Information Systems, including (but not limited to): laptops, desktops, VoIP, smartphones, etc.

Cyber Security is the practice of protecting systems, networks, and programs from digital attacks. These attacks are usually aimed at accessing, changing, or destroying sensitive information; extorting money from users; or interrupting normal business processes.

Common Threats: Phishing, Pharming, Spoofing, Botnets, Distributed denial-of-service, Hacking, Malware, Ransomware, Spam, Spyware, Trojan Horses, Viruses, Wi-Fi Eavesdropping, Worms.

Users means all individuals authorized by Greenview to use Greenview's corporate technology, which includes access to the Internet, including Council, staff and contractors.

Guiding Principles:

1. Cyber Security is everyone's responsibility.
2. Cyber Security is a process, not a product.
3. Cyber Security requires a multi-layered defence strategy.

POLICY STATEMENT

1. The Internet has become an essential part of everyday life, but it is also a breeding ground for criminal activity, where corporate technology can be monitored and information compromised. Corporate technology is frequently used in critical operations to collect and store sensitive and personal information.

2. Therefore, Greenview corporate technology users must common threats, risks, and implement IT procedures. The IS Officer will maintain cyber security to the best of their ability; however, it is every user's responsibility to maintain and maximize cyber security.

PROCEDURES

1. Corporate and personal devices configured to access Greenview email are automatically configured to require passwords.
2. Corporate user account password expires every year.
3. Workstations will lock and logout after 30 minutes of inactivity.
4. Meeting room workstations will lock themselves after 60 minutes of inactivity.
5. The IS Officer may change an employee's password (with proper notification) to perform system maintenance and support.

RESPONSIBILITIES

6. **Employees:**
 - 6.1. Be aware of and adhere to the cyber security policy.
 - 6.2. Reset your passwords when prompted.
 - 6.3. Report any activity to the IS Officer or delegate that seems suspicious, such as spam emails.
 - 6.4. Ensure the off-site physical security of Greenview issued technology.
 - 6.5. Promptly report the loss or theft of corporate devices, or personal devices configured to access Greenview's email.
 - 6.6. Do not share your password with anyone except authorized information systems personnel. Any request for your password should be reported to the IT Officer or delegate.
 - 6.7. Do not write passwords in a place that is easy to find.
 - 6.8. Do not apply any IS unauthorized applications, functionality, or components to corporate technology.
 - 6.9. Do not tamper with corporate technology, such as modifying the operating system or installing software to circumvent security controls.
 - 6.10. Do not use compromised technology to connect to the corporate network or information systems.
 - 6.11. Do not connect personal devices or network equipment to the wired network, unless authorized by IT.
 - 6.12. Do not use unfamiliar storage devices, click on links or open attachments from unfamiliar emails, as these activities may result in Viruses or other digital threats.
 - 6.13. Lock corporate devices (CTR-Alt-Delete) when leaving equipment unattended for any period.
 - 6.14. Corporate devices must be restarted or logged off versus shutdown to enable IS to provide remote support and maintenance.
 - 6.15. Corporate information must be stored on the network storage options provided to employees, and not locally on any device.
7. **Department Managers**
 - 7.1. Ensure all employees are aware of their responsibilities to manage cyber security.

8. Information Systems Officer:

- 8.1. Protect the corporate environment from abuse and security breaches to maintain the safety, effectiveness, stability, as well as the confidentiality of Greenview's information.
- 8.2. Develop corporate technology security and put protocols and procedures in place to protect the IT environment.
- 8.3. Secure, manage and monitor Greenview technology infrastructure to guard against inappropriate use, system intrusion or failure.
- 8.4. Approve, document, and maintain any exception to this policy.



REQUEST FOR DECISION

SUBJECT: **M.D. of Greenview Library Board Bylaw 19-002 Safety and Use: Grande Cache Public Library**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	May 27, 2019	CAO: DT MANAGER:
DEPARTMENT:	CAO SERVICES	GM: PRESENTER: TB
STRATEGIC PLAN:	Level of Service	

RELEVANT LEGISLATION:

Provincial (cite) –Libraries Act, R.S.A 2000, Chapter L-11, Section 36(1).

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council accept the M.D. of Greenview Library Board Bylaw 19-002 Safety and Use: Grande Cache Public Library as presented.

BACKGROUND/PROPOSAL:

In accordance with Section 36 of the Libraries Act, a Library Board may pass a bylaw for the safety and use of the library.

36(1) A board may pass bylaws for the safety and use of the library, including:

- (a) the terms and conditions under which
 - (i) the public may be admitted to the building,
 - (ii) public library property may be used or borrowed by members of the public, and
 - (iii) borrowing privileges may be suspended or forfeited;
- (b) notwithstanding subsection (3), fees to be paid by members of the public for
 - (i) the issuance of library borrowing cards,
 - (ii) the use of those parts of the building not used for the purposes of the public library,
 - (iii) photocopying,
 - (iv) receiving information in a printed, electronic, magnetic or other format, and
 - (v) receiving, on request, a library service not normally provided by a public library;
- (c) penalties to be paid by members of the public for abuse of borrowing privileges.

All Bylaws of the M.D. of Greenview Library Board require Council approval.

BENEFITS OF THE RECOMMENDED ACTION:

1. The M.D of Greenview Library Board will have a bylaw in place governing the safety and use of their facilities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make recommended changes prior to granting approval.

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):

- Proposed Bylaw 19-002

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-002
Grande Cache Municipal Library

The MD of Greenview Library Board enacts the following Bylaw pursuant to Section 36 of the Alberta *Libraries Act*.

1. Definitions in this Bylaw shall mean:
 1. **Board:** the MD of Greenview Library Board.
 2. **Applicant:** a person applying for a library card.
 3. **Cardholder:** the registered user of a current library card.
 4. **Cardholder Categories** shall include the following:
 - 1.4.1. Adult: any person 18 years and older.
 - 1.4.2. Young adult: any person 13 through 17 years of age.
 - 1.4.3. Child: any person up to and including 12 years of age.
 - 1.4.4. Family: two or more members of the same family residing in the same home.
 - 1.4.5. TAL Card borrower: a cardholder with a current TAL card. This could include non-residents with a card from another library.
 - 1.4.6. ME Libraries borrower: a cardholder whose card is registered in the ME Libraries program. This could include non-residents with a card from another library.
 5. **Good Standing:** a cardholder with no outstanding overdue items or charges.
 6. **Library Manager:** the person charged by the Board with operation of the Grande Cache Municipal Library.
 7. **Library:** the Grande Cache Municipal Library.
 8. **Library resources:** any resources, regardless of format, that are held in the Grande Cache Municipal Library's collection, or borrowed by the Grande Cache Municipal Library, and include but are not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, and electronic databases.
 9. **Loan Period:** the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.
 10. **ME Libraries:** A provincial program that allows library card holders to borrow materials from any library in Alberta that participates in the Alberta Public Library Network.
 11. **Non-resident:** any person who does not have a residence within the service area and does not pay property or business taxes within the service area (see 1.13).
 12. **Resident:** any person who has a residence within and/or pays property or business taxes within the service area (see 1.13).
 13. **Service Area:** the MD of Greenview.
 14. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.
2. Interpreting the Bylaw
 - 2.1. The Board is a corporation established under the *Libraries Act* Sect 3(4) as defined by the *Interpretation Act*, R.S.A.2000 Chapter I-8.
3. Admittance to/Conduct in the Building
 - 3.1. The building is to be open free of charge to the public for library purposes during the hours posted.

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-002
Grande Cache Municipal Library

- 3.2. No person using the library building shall:
 - 3.2.1. Contravene any Board policy
 - 3.2.2. Create any unnecessary disturbance for other library users
 - 3.2.3. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.
 - 3.2.4. Go into, or stay in the building outside of those time periods chosen for public use, unless approved by a motion of the Board.
 - 3.2.5. Solicit other library users and staff for personal, commercial, religious, or political reasons.
 - 3.3. Except with the permission of the Library Manager, no person shall:
 - 3.3.1. Consume food or drink while using the public access computers.
 - 3.3.2. Bring any animal, other than a service animal, into the building.
 - 3.3.3. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, and baby carriage or stroller, into the building.
 - 3.4. Persons who don't act in accordance with 3.2 and 3.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.
 - 3.5. All persons using the library shall comply with applicable public health regulations.
 - 3.6. No member of the public is to be left in the library building for any purpose without a library staff person or member of the Board present at all times. Grande Yellowhead Public School Division staff shall have access to the building in relation to building concerns. Law enforcement officers or fire fighters may have access to the building under special circumstances.
4. Procedures for Acquiring a Library Card
- 4.1. Anyone is eligible to apply for a library card. However, non-residents are encouraged to apply for a library card at their local library.
 - 4.2. A library card is issued upon:
 - 4.2.1. Completion of an official Grande Cache Municipal Library card application form.
 - 4.2.2. Presentation of one piece of photo identification bearing the applicant's permanent address if a young adult or an adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present photo identification bearing their permanent address.
 - 4.2.3. Presentation of payment, applicable fees as outlined in Schedule A.
 - 4.3. Applicants will receive a library card which:
 - 4.3.1. Is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under 7.3.
 - 4.3.2. Remains the property of the Grande Cache Municipal Library.
 - 4.4. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.
 - 4.5. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.
5. Responsibilities of a Cardholder

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-002
Grande Cache Municipal Library

- 5.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access their library records or collect holds on their behalf.
 - 5.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported. Cardholders may be assessed a minimal charge as outlined in Schedule A for a replacement card.
 - 5.3. Cardholders must notify the library of any change of contact information as soon as possible.
 - 5.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. In the case of a family card, the designated cardholder(s) listed on the family card application form is/are responsible for all library items borrowed on all family cards on that application form, and will compensate the library for all library items damaged or lost while borrowed on those cards. In the case of a Child or Young Adult card, the parent or legal guardian who signed the Child/Young Adult cardholder's application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.
 - 5.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.
6. Loan of Library Resources
- 6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.
 - 6.2. Loan periods for library resources are set out in Schedule B.
 - 6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Library Manager.
7. Penalty Provisions
- 7.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.
 - 7.2. As per 5.4, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.
 - 7.3. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that they cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.
 - 7.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offense is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offense is set out in Schedule C.
 - 7.5. Any fine or penalty imposed pursuant to an offence under 7.4 inures to the benefit of the MD of Greenview Library Board in accordance with the *Libraries Act, s.42*.
8. Service and Equipment Rental

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-002
Grande Cache Municipal Library

8.1. Service and equipment rental fees are listed in Schedule D.

First Reading: April 5, 2019

Second Reading: May 11, 2019

Third Reading: May 11, 2019

Approved by the MD of Greenview Library Board on: May 11, 2019

Accepted by MD of Greenview Council on: _____

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-002
Grande Cache Municipal Library

SCHEDULE A – Fees for the Issuance of Library Cards

Replacement Card Fee	\$2.00 / card
----------------------	---------------

Card fees may be waived at the discretion of the Library Manager – proof of hardship may be required.

All library cards are subject to review.

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-002
Grande Cache Municipal Library

SCHEDULE B – Loan Periods for Library Resources

1. All circulating resources are loaned for three weeks, with the following exceptions:
 - a. Audiovisual recordings are loaned for one week.
 - b. Interlibrary items are typically loaned for three weeks unless otherwise authorized by the lending library.
2. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks, with the exception of video recordings which may be renewed twice for a total loan of three weeks.
 - a. Extended due dates may be granted by at the discretion of the Library Manager or their designate in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
 - b. All renewals are subject to recall or reservations from other cardholders.

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-002
Grande Cache Municipal Library

SCHEDULE C – Overdue Fines and Procedures for the Return of Overdue Material

Material Type	Charge per day
Children's Materials including fiction, non-fiction, and audiovisual materials	\$0.10
Adult and Young Adult Materials including fiction, non-fiction, large print, and audiovisual materials	\$0.25

Procedures for return of overdue materials

1. An overdue notice is produced one week after the item(s) is/are due and the cardholder is called and/or a message is left. A record is kept of all calls made.
2. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is called and/or a message is left. A record is kept of all calls made.
3. A third and final notice is produced four weeks after the item(s) is/are due. It is printed and mailed to the cardholder.
4. Cardholders who have reached a maximum fine of \$10.00, or have other fees owing totaling an amount greater than \$10.00, will not be allowed to borrow resources until their account is paid in full.
5. Notwithstanding number 4, accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived under special circumstances at the discretion of the Library Manager.

Penalties for lost or damaged items

1. The purchase cost as listed in the library's integrated library system (ILS) shall be charged. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder before the replacement item is purchased. If the item is found after a replacement copy has been purchased, the found item becomes the property of the cardholder and the replacement fee will not be waived.
2. A processing fee of \$5.00 will be charged on any lost or damaged item.

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-002
Grande Cache Municipal Library

SCHEDULE D – Service and Equipment Fees

Photocopying and Printing	\$0.25 per page
Faxing (sending)	\$2.00 first page \$0.50 per additional page
Faxing (receiving)	\$0.25 per page



REQUEST FOR DECISION

SUBJECT: **M.D. of Greenview Library Board Bylaw 19-001 Safety and Use: DeBolt Public Library**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	May 27, 2019	CAO: DT MANAGER:
DEPARTMENT:	CAO SERVICES	GM: PRESENTER: TB
STRATEGIC PLAN:	Level of Service	

RELEVANT LEGISLATION:

Provincial (cite) –Libraries Act, R.S.A 2000, Chapter L-11, Section 36(1).

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council accept the M.D. of Greenview Library Board Bylaw 19-001 Safety and Use: DeBolt Public Library as presented.

BACKGROUND/PROPOSAL:

In accordance with Section 36 of the Libraries Act, a Library Board may pass a bylaw for the safety and use of the library.

36(1) A board may pass bylaws for the safety and use of the library, including:

- (a) the terms and conditions under which
 - (i) the public may be admitted to the building,
 - (ii) public library property may be used or borrowed by members of the public, and
 - (iii) borrowing privileges may be suspended or forfeited;
- (b) notwithstanding subsection (3), fees to be paid by members of the public for
 - (i) the issuance of library borrowing cards,
 - (ii) the use of those parts of the building not used for the purposes of the public library,
 - (iii) photocopying,
 - (iv) receiving information in a printed, electronic, magnetic or other format, and
 - (v) receiving, on request, a library service not normally provided by a public library;
- (c) penalties to be paid by members of the public for abuse of borrowing privileges.

All Bylaws of the M.D. of Greenview Library Board require Council approval

BENEFITS OF THE RECOMMENDED ACTION:

1. The M.D of Greenview Library Board will have a bylaw in place governing the safety and use of their facilities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make recommended changes prior to granting approval.

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):

- Proposed Bylaw 19-001

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-001
DeBolt Public Library

The MD of Greenview Library Board enacts the following Bylaw pursuant to Section 36 of the *Alberta Libraries Act*.

1. Definitions in this Bylaw shall mean:
 1. **Board:** the MD of Greenview Library Board.
 2. **Applicant:** a person applying for a library card.
 3. **Cardholder:** the registered user of a current library card.
 4. **Cardholder Categories** shall include the following:
 - 1.4.1. Adult: any person 18 years and older.
 - 1.4.2. Young adult: any person 13 through 17 years of age.
 - 1.4.3. Child: any person up to and including 12 years of age.
 - 1.4.4. Family: two or more members of the same family residing in the same home.
 - 1.4.5. TAL Card borrower: a cardholder with a current TAL card. This could include non-residents with a card from another library.
 - 1.4.6. ME Libraries borrower: a cardholder whose card is registered in the ME Libraries program. This could include non-residents with a card from another library.
 5. **Good Standing:** a cardholder with no outstanding overdue items or charges.
 6. **Library Manager:** the person charged by the Board with operation of the DeBolt Public Library.
 7. **Library:** the DeBolt Public Library.
 8. **Library resources:** any resources, regardless of format, that are held in the DeBolt Public Library's collection, or borrowed by the DeBolt Public Library, and include but are not limited to books, periodicals, audio recordings, video recordings, projected media, paintings, drawings, photographs, toys and games, kits, and electronic databases.
 9. **Loan Period:** the period of time, as set out in schedule B, which a cardholder may borrow library resources and includes any renewal of an original loan period.
 10. **ME Libraries:** A provincial program that allows library card holders to borrow materials from any library in Alberta that participates in the Alberta Public Library Network.
 11. **Non-resident:** any person who does not have a residence within the service area and does not pay property or business taxes within the service area (see 1.13).
 12. **Resident:** any person who has a residence within and/or pays property or business taxes within the service area (see 1.13).
 13. **Service Area:** the MD of Greenview.
 14. **TAL card:** the Alberta Library card allows a cardholder to borrow materials from any library participating in the Alberta Library Card program.
2. Interpreting the Bylaw
 - 2.1. The Board is a corporation established under the *Libraries Act* Sect 3(4) as defined by the *Interpretation Act, R.S.A.2000 Chapter I-8*.
3. Admittance/Conduct in the Building
 - 3.1. The building is to be open free of charge to the public for library purposes during the hours posted.

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-001
DeBolt Public Library

- 3.2. No person using the library building shall:
 - 3.2.1. Contravene any Board policy
 - 3.2.2. Create any unnecessary disturbance for other library users
 - 3.2.3. Take away any library item from the building unless the item has been properly checked out in accordance with library circulation policies and procedures.
 - 3.2.4. Go into or stay in the building outside of those time periods chosen for public use, unless approved by a motion of the Board.
 - 3.2.5. Solicit other library users and staff for personal, commercial, religious, or political reasons.
- 3.3. Except with the permission of the Library Manager, no person shall:
 - 3.3.1. Consume food or drink while using the public access computers.
 - 3.3.2. Bring any animal, other than a service animal, into the building.
 - 3.3.3. Bring a wheeled vehicle or conveyance, other than a wheelchair, walker, and baby carriage or stroller, into the building.
- 3.4. Persons who don't act in accordance with 3.2 and 3.3 shall be asked to put an end to their actions. If the action continues or the seriousness of the action justifies it, library staff will direct the person to leave the building. Library staff may also ask for outside assistance, including contacting local law enforcement officers.
- 3.5. All persons using the library shall comply with applicable public health regulations.
- 3.6. No member of the public is to be left in the library building for any purpose without a library staff person or member of the Board present at all times. DeBolt & District Agricultural Society staff shall have access to the building in relation to building concerns. Law enforcement officers or fire fighters may have access to the building under special circumstances.
- 4. Procedures for Acquiring a Library Card
 - 4.1. Anyone is eligible to apply for a library card. However, non-residents are encouraged to apply for a library card at their local library.
 - 4.2. A library card is issued upon:
 - 4.2.1. Completion of an official DeBolt Public Library card application form.
 - 4.2.2. Presentation of one piece of photo identification bearing the applicant's permanent address if a young adult or an adult is applying for a card. If a child is applying for a card, a parent or legal guardian must present photo identification bearing their permanent address.
 - 4.2.3. Presentation of payment of applicable fees as outlined in Schedule A.
 - 4.3. Applicants will receive a library card which:
 - 4.3.1. Is valid from the date of issue to the date of expiry, unless revoked by the Library Manager under 7.3.
 - 4.3.2. Remains the property of the DeBolt Library Board.
 - 4.4. An applicant may receive a TAL card if the applicant is a resident cardholder in good standing.
 - 4.5. An applicant may participate in the ME Libraries program if the applicant is a resident cardholder in good standing.
- 5. Responsibilities of a Cardholder

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-001
DeBolt Public Library

- 5.1. The cardholder named on a library card will be the only person that may use the card. The cardholder may designate alternate people to access their library records or collect holds on their behalf.
 - 5.2. Loss or theft of a current library card must be reported immediately to the Library. Cardholders are responsible for all library resources borrowed and all charges attributable before the loss or theft of the card is reported. Cardholders may be assessed a minimal charge as outlined in Schedule A for a replacement card.
 - 5.3. Cardholders must notify the library of any change of contact information as soon as possible.
 - 5.4. A cardholder is responsible for all library items borrowed on their card and will compensate the library for all library items damaged or lost while borrowed on their card. In the case of a family card, the designated cardholder(s) listed on the family card application form is/are responsible for all library items borrowed on all family cards on that application form, and will compensate the library for all library items damaged or lost while borrowed on those cards. In the case of a Child or Young Adult card, the parent or legal guardian who signed the Child/Young Adult cardholder's application form is responsible for all library items borrowed on that library card and will compensate the library for all library items damaged or lost while borrowed on that card.
 - 5.5. A cardholder will return or renew any library items on or before the due date as provided in Schedule B.
6. Loan of Library Resources
- 6.1. There is no charge for using library resources on library premises or borrowing library resources normally lent by the library, consultation with members of the library staff or receiving basic information service.
 - 6.2. Loan periods for library resources are set out in Schedule B.
 - 6.3. Library resources may be reserved and/or renewed in accordance with procedures established by the Library Manager.
7. Penalty Provisions
- 7.1. The procedures for demanding the return of overdue resources are as set out in Schedule C.
 - 7.2. As per 5.4, cardholders are responsible for all charges resulting from failing to return or the late return of library resources. The fine schedule is outlined in Schedule C.
 - 7.3. A library card may be denied or revoked if the cardholder fails to satisfy the conditions prescribed in 6 or has previously shown that they cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.
 - 7.4. In cases of serious dereliction, the Board may prosecute an offence under the *Libraries Act, s.41*. Such an offense is punishable under the *Libraries Act, s.41*. The range of penalties applying on conviction for such an offense is set out in Schedule C.
 - 7.5. Any fine or penalty imposed pursuant to an offence under 7.4 inures to the benefit of the MD of Greenview Library Board in accordance with the *Libraries Act, s.42*.
8. Service and Equipment Rental

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-001
DeBolt Public Library

8.1. Service and equipment rental fees are listed in Schedule D.

First Reading: April 5, 2019

Second Reading: May 11, 2019

Third Reading: May 11, 2019

Approved by the MD of Greenview Library Board on: May 11, 2019

Accepted by MD of Greenview Council on: _____

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-001
DeBolt Public Library

SCHEDULE A – Fees for the Issuance of Library Cards

Replacement Card Fee	\$2.00/ card
----------------------	--------------

Card fees may be waived at the discretion of the Library Manager – proof of hardship may be required.

All library cards are subject to review.

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-001
DeBolt Public Library

SCHEDULE B – Loan Periods for Library Resources

1. All circulating resources are loaned for three weeks, with the following exceptions:
 - a. Audiovisual recordings are loaned for one week.
 - b. Interlibrary items are loaned for three weeks unless otherwise authorized by the lending library.
2. Renewal Periods: All circulating resources may be renewed a maximum of two times for a total loan of nine weeks, with the exception of video recordings which may be renewed twice for a total loan of three weeks.
 - a. Extended due dates may be granted at the discretion of the Library Manager or their designate in the event of upcoming travel, anticipated hospitalization or recuperation, or other foreseeable absences.
 - b. All renewals are subject to recall or reservations from other cardholders.

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-001
DeBolt Public Library

SCHEDULE C – Overdue Fines and Procedures for the Return of Overdue Material

Material Type	Charge per day
Children's Materials including fiction, non-fiction, and audiovisual materials	\$0.10
Adult and Young Adult Materials including fiction, non-fiction, large print, and audiovisual materials	\$0.25

Procedures for return of overdue materials

1. An overdue notice is produced one week after the item(s) is/are due and the cardholder is called and/or a message is left. A record is kept of all calls made.
2. A second overdue notice is produced two weeks after the item(s) is/are due and the cardholder is called and/or a message is left. A record is kept of all calls made.
3. A third and final notice is produced four weeks after the item(s) is/are due. It is printed and mailed to the cardholder.
4. Cardholders who have reached a maximum fine of \$10.00, or have other fees owing totaling an amount greater than \$10.00 will not be allowed to borrow resources until their account is paid in full.
5. Notwithstanding number 4, accounts may be paid in installments without loss of borrowing privileges and accounts may be reduced or waived under special circumstances at the discretion of the Library Manager.

Penalties for lost or damaged items

1. The purchase cost as listed in the library's integrated library system (ILS) shall be charged. This charge may be waived if an exact replacement copy in new or pristine condition is provided by the cardholder before the replacement item is purchased. If the item is found after a replacement copy has been purchased, the found item becomes the property of the cardholder and the replacement fee will not be waived.
2. A processing fee of \$5.00 will be charged on any lost or damaged item.

SAFETY & USE BYLAW OF THE MD of GREENVIEW LIBRARY BOARD
Bylaw 19-001
DeBolt Public Library

SCHEDULE D – Service and Equipment Fees

Photocopying and Printing	\$0.25 per page
Faxing (sending)	\$2.00 first page \$0.50 per additional page
Faxing (receiving)	\$0.25 per page



REQUEST FOR DECISION

SUBJECT:	RMA Resolution Utility Distribution Rates		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 10, 2019	CAO: DT	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: DT
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite)

Council Bylaw/Policy (cite)

RECOMMENDED ACTION:

MOTION: That Council direct Administration to draft a resolution to RMA for the Fall Convention regarding the need to review and revise Utility Distribution Rates in rural and northern communities.

BACKGROUND/PROPOSAL:

Councillor Acton requested a resolution be drafted for RMA. This was discussed in Council, but not motion was made. Administration is requesting a motion of council before they proceed with this request.

Utility distribution rates are significantly higher in rural and northern communities. The current system is based on a per capita rate for the cost of installing and maintaining infrastructure, meaning that areas with less population density will have to pay more to cover the cost of delivering these utilities. These fees are not currently subsidised by the government and cost individual consumers in rural and northern areas a significant amount compared to their central, southern and urban counterparts.

BENEFITS OF THE RECOMMENDED ACTION:

1. The Government of Alberta may be pressured to review the current regime with pressure from the RMA.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to reframe the resolution.

Alternative #2: Council may choose not to draft a resolution of this kind.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will draft a resolution and present it to Council for approval, so that it can be presented to the District Meeting in July.

ATTACHMENT(S):



REQUEST FOR DECISION

SUBJECT: **2019 Bridge File Replacements**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: June 10, 2019
DEPARTMENT: INFRASTRUCTURE & PLANNING
STRATEGIC PLAN: Infrastructure

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM: RA
MANAGER: OM
PRESENTER: RA

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION #1: That Council approve Administration to Tender BF71667, funds to come from 2019 Capital Budget.

MOTION #2: That Council approve Administration to Tender BF71666, funds to come from the 2019 Capital Budget.

MOTION #3: That Council approve Administration to Tender BF78679, funds to come from the 2019 Capital Budget.

MOTION #4: That Council approve Administration to Tender BF79561, funds to come from the 2019 Capital Budget.

BACKGROUND/PROPOSAL:

Administration has been tasked with the replacement of 4 Bridge Files all on the Old High Prairie Road. The following structures will be replaced within the 2019 construction season;

BF71667 - Old High Prairie Road – 10km detour – install a new 2200mm CSP X 35m
BF71666 - Old High Prairie Road – 17.2km detour – install a new 2400mm CSP X 31m
BF78679 - Old High Prairie Road - 19.1km detour – Install a new 2000mm CSP X 24m
BF79561 – Old High Prairie Road – 21km detour – Install a new 1800mm CSP X 29m

The replacement of these bridge files is the direction of Council to reach the goals they have already set.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motions, the structures will be replaced in the 2019 construction season, which aligns with the expectation and goals of Administration and Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There is no disadvantage to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to replace these bridge files with the help of local contractors, and local day labour supervisors. This is not recommended, as this would be going against the New West Partnership Trade Agreement and The Western Partnership Agreement.

FINANCIAL IMPLICATION:

Direct Costs: The estimated replacement for BF71667 is \$360,000.00.

The estimated replacement for BF71666 is \$420,000.00.

The estimated replacement for BF78679 is \$300,000.00.

The estimated replacement for BF79561 is \$333,000.00.

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

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

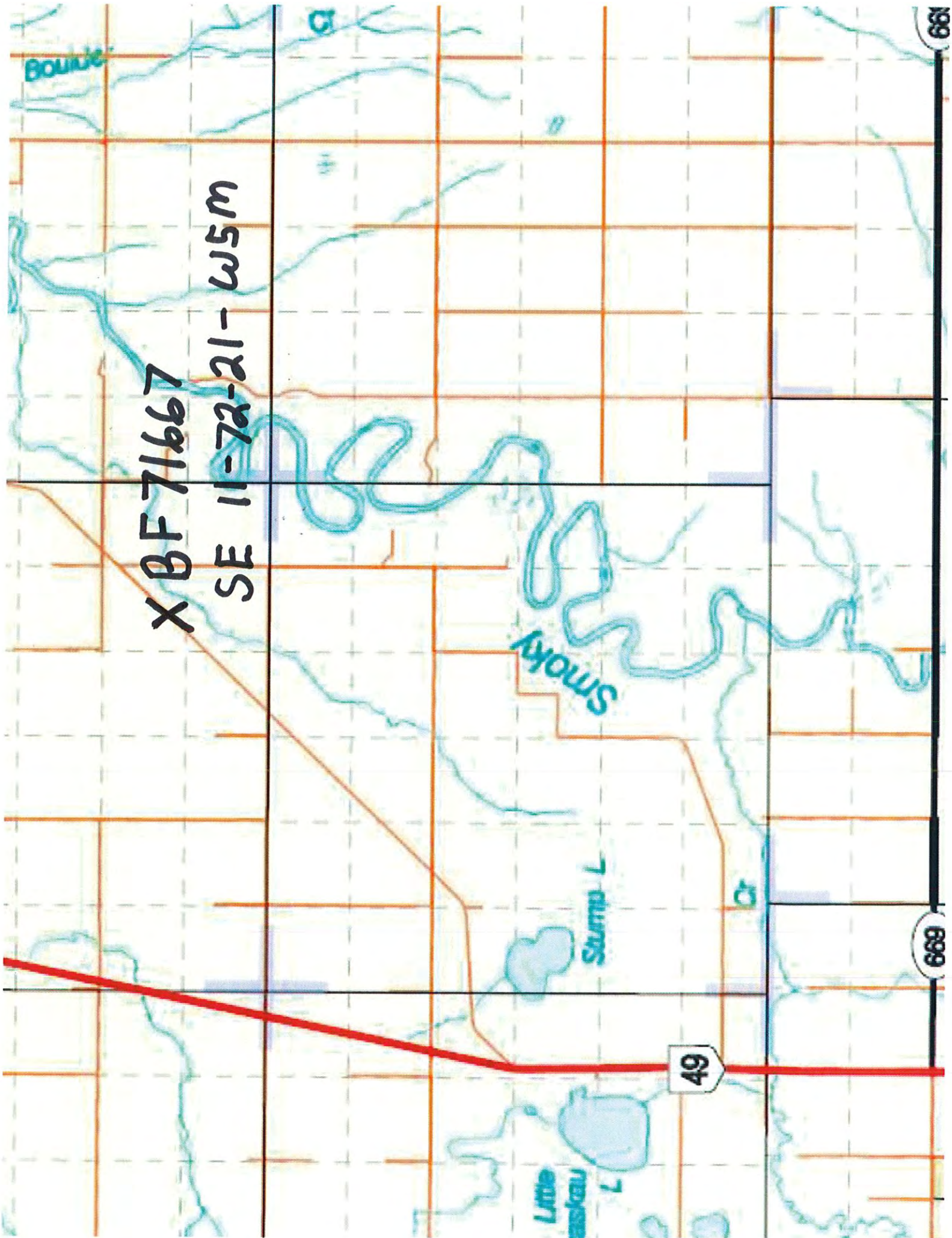
Follow up action will be based on Council direction.

ATTACHMENT(S):

1. PDF of bridge file location – BF71667 Location
2. PDF of bridge file location – BF71666 Location
3. PDF of bridge file location – BF78679 and BF79561 Location
4. NWPTA - Agreement

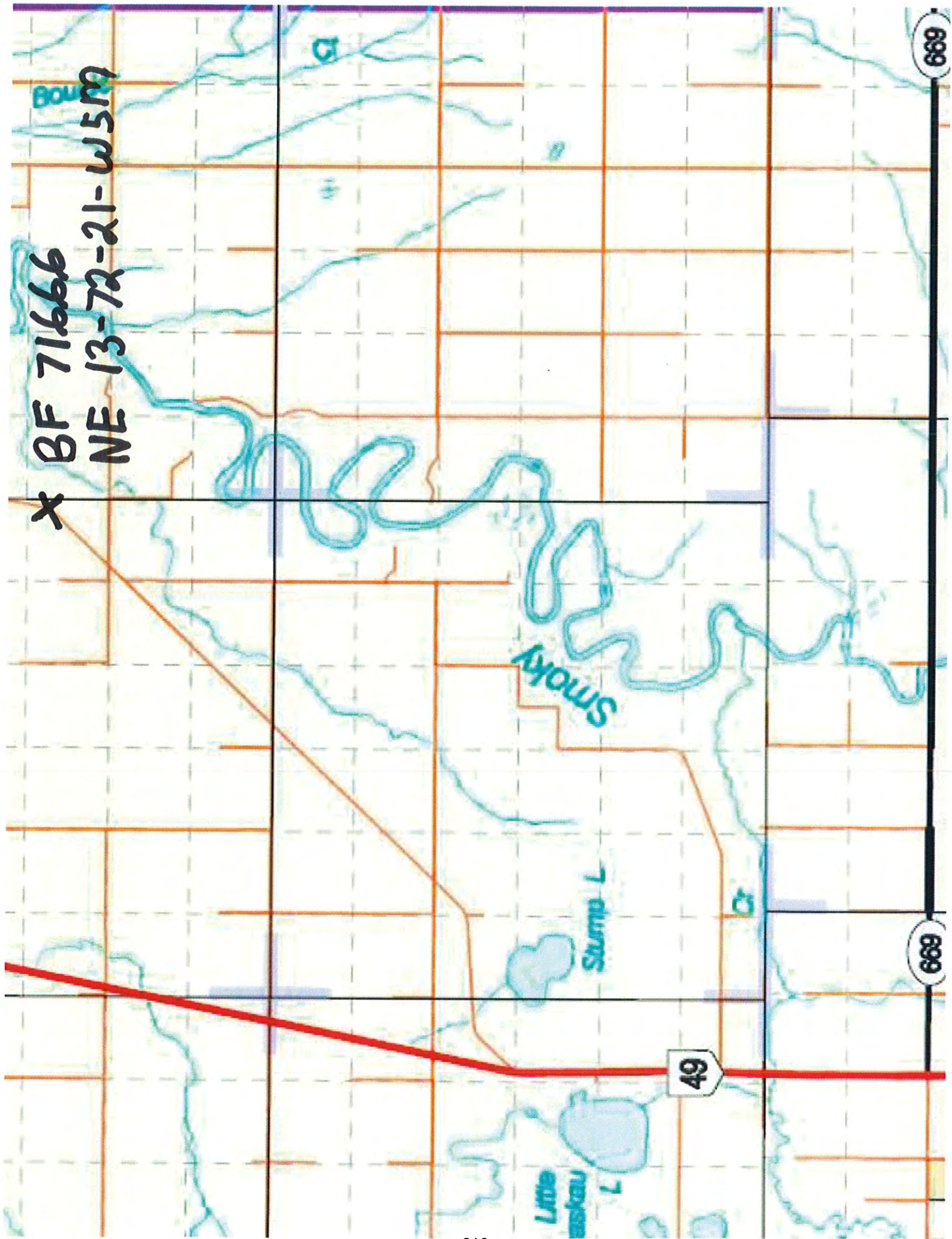
XBF 71667

SE 11-72-21-W5M



X BF 71666

NE 13-72-21-W5M



X BF 78679
NE 31-72-20-W5m

X BF 79561
NE 13-72-20-W5m

New Fish
Creek

Stump L

Stump L

74

669

669

LEYVIEW



NEW WEST PARTNERSHIP TRADE AGREEMENT

2019

FOREWORD

This document is a consolidation of the text of the original New West Partnership Trade Agreement (2010) together with all Protocols of Amendment adopted since the signing of the Agreement.

Text

Entry into force

New West Partnership Trade Agreement

July 1, 2010

First Protocol of Amendment

January 6, 2015

Second Protocol of Amendment

December 31, 2016

Manitoba Transitional Measure Removal

July 1, 2017

Third Protocol of Amendment

January 1, 2019

Note to Readers: Article 21(3) of the Agreement provides that the Parties may adopt Joint Decisions relating to the interpretation of the Agreement. These Joint Decisions can be found on the Agreement's website.

Contents

PART I: OPERATING PRINCIPLES	1
The Governments of Manitoba, British Columbia, Alberta and Saskatchewan RESOLVED to:.....	1
PART II:.....	2
A. EXTENT OF OBLIGATIONS	2
Article 1: Relationship to the <i>Canadian Free Trade Agreement</i>	2
Article 2: Scope and Coverage	2
B. GENERAL RULES	2
Article 3: No Obstacles	2
Article 4: Non-Discrimination.....	2
Article 5: Standards and Regulations.....	3
Article 6: Legitimate Objectives.....	3
Article 7: Transparency	4
Article 8: Exceptions	4
Article 9: Transitional Measures.....	5
C. SPECIAL PROVISIONS.....	5
Article 10: Purpose.....	5
Article 11: Investment	6
Article 12: Business Subsidies	6
Article 13: Labour Mobility.....	6
Article 14: Procurement	7
Article 15: Energy.....	8
Article 16: Transportation	9
PART III: ADMINISTRATIVE PROVISIONS	10
Article 17: Ministerial Committee.....	10
Article 18: Ministerial Committee Structure and Procedures	10
Article 19: Administrative Facilities.....	10
Article 20: Accession and Withdrawal	11
Article 21: Further Negotiations and Joint Decisions.....	11
Article 22: Further Cooperation	11
Article 23: Entry Into Force.....	11
PART IV: DISPUTE RESOLUTION MECHANISM.....	12
Article 24: Application	12
Article 25: Consultations	12

Article 26:	Establishment of a Panel	14
Article 27:	Panel Proceedings	15
Article 28:	Implementation of Final Report	17
Article 29:	Non-Implementation	17
Article 30:	Determination of Monetary Awards	18
Article 31:	Judicial Review	18
Article 32:	Costs and Remuneration	19
Article 33:	Abridgement or Extension of Time Periods	20
Article 34:	Other Provisions	20
PART V: EXCEPTIONS		21
A.	GENERAL EXCEPTIONS	21
B.	BUSINESS SUBSIDIES	21
C.	GOVERNMENT PROCUREMENT	22
D.	ENERGY AND MINERALS	23
E.	TRANSPORTATION	23
F.	REGIONAL ECONOMIC DEVELOPMENT	23
G.	FORESTS, FISH AND WILDLIFE	23
H.	ENVIRONMENT	24
I.	INVESTMENT	24
J.	ENERGY	24
K.	AGRICULTURE	24
L.	ENERGY	25
M.	TRANSPORTATION	25
N.	AGRICULTURE	25
O.	INVESTMENT	25
P.	AGRICULTURE	26
PART VI: DEFINITIONS		27
APPENDIX I		33
TRANSITIONAL MEASURES		33
MANITOBA		33
SCHEDULE 1		34
SCHEDULE 2		36
SCHEDULE 3		38
SCHEDULE 4		39
SCHEDULE 5		42
SCHEDULE 6		46
SCHEDULE 1 – FORM OF CONSULTATION REQUEST UNDER ARTICLE 25(2)		43
SCHEDULE 2 – FORM OF CONSULTATION REQUEST UNDER ARTICLE 25(1) AND 25(4)		45

SCHEDULE 3 – CRITERIA FOR THE APPOINTMENT OF POTENTIAL PANELLISTS– ARTICLE 26(1).....	47
SCHEDULE 4 – FORM OF CONSENT TO ARBITRATION – ARTICLE 26(4).....	48
SCHEDULE 5 – REMUNERATION AND COSTS UNDER ARTICLE 32(5).....	51
SCHEDULE 6 – CODE OF CONDUCT FOR DISPUTE RESOLUTION PANELLISTS– ARTICLES 26(8).....	55

**PART I:
OPERATING PRINCIPLES**

**The Governments of Manitoba, British Columbia, Alberta and Saskatchewan
RESOLVED to:**

ESTABLISH a comprehensive agreement on trade, investment and labour mobility that applies to all sectors of the economy;

ELIMINATE barriers that restrict or impair trade, investment or labour mobility;

ENHANCE competitiveness, economic growth and stability;

INCREASE opportunities and choice for workers, investors, consumers and businesses;

REDUCE costs for consumers, businesses and governments;

PROVIDE access to information to facilitate trade, investment and labour mobility;

PROMOTE sustainable and environmentally sound development, and high levels of consumer protection, health and labour standards;

COOPERATE on matters related to trade, investment and labour mobility;

MINIMIZE the impacts of other measures that may adversely affect trade, investment or labour mobility;

RESOLVE disputes in an effective, inexpensive and timely manner;

SUPPORT ongoing trade and investment liberalization both nationally and internationally; and

DEMONSTRATE the benefits of freer trade within Canada by simplifying and expanding upon the scope and coverage of the *Canadian Free Trade Agreement*;

HEREBY AGREE as follows:

PART II:

A. EXTENT OF OBLIGATIONS

Article 1: Relationship to the *Canadian Free Trade Agreement*

1. This Agreement is established pursuant to Article 1203 (Trade, Investment, and Labour Mobility Enhancing Arrangements) of the *Canadian Free Trade Agreement*, which permits the Parties to enter into additional arrangements to liberalize trade, investment and labour mobility beyond the level required by that Agreement.
2. In the event of an inconsistency between any provision in Parts II and V of this Agreement and any provision of the *Canadian Free Trade Agreement*, the provision that is more conducive to liberalized trade, investment and labour mobility prevails among the Parties. In the event that such a provision of the *Canadian Free Trade Agreement* is determined to be more conducive to liberalized trade, investment and labour mobility, that provision is hereby incorporated into and made part of this Agreement.

Article 2: Scope and Coverage

1. This Agreement applies to measures of the Parties and their government entities that relate to trade, investment and labour mobility.
2. Each Party is responsible for compliance with this Agreement by its government entities.
3. The benefits of this Agreement accrue only to the Parties and their persons.

B. GENERAL RULES

Article 3: No Obstacles

1. Each Party shall ensure that its measures do not operate to restrict or impair trade between, among or through the territory of the Parties, or investment or labour mobility between or among the Parties.

Article 4: Non-Discrimination

1. Each Party shall accord to:
 - (a) like, directly competitive or substitutable goods;

- (b) persons;
- (c) services; and
- (d) investors or investments

of the other Parties treatment no less favourable than the best treatment it accords, in like circumstances, to its own or those of any other Party or non-Party.

2. Each Party shall ensure that any charges it applies to persons, goods, services, investments or investors of the other Parties are the same as those charged to its own, in like circumstances, except to the extent that any difference can be justified by an actual cost-of-service differential.

Article 5: Standards and Regulations

1. Parties shall mutually recognize or otherwise reconcile their existing standards and regulations that operate to restrict or impair trade, investment or labour mobility.
2. Parties shall, where appropriate and to the extent practicable, specify standards and regulations in terms of results, performance or competence.
3. Parties shall not establish new standards or regulations that operate to restrict or impair trade, investment or labour mobility.
4. Parties shall continue to work toward the enhancement of sustainable development, consumer and environmental protection, and health, safety and labour standards and the effectiveness of measures relating thereto.
5. Parties shall cooperate to minimize differences in standards or regulations adopted or maintained to achieve legitimate objectives.

Article 6: Legitimate Objectives

1. A Party may adopt or maintain a measure that is inconsistent with Articles 3, 4 or 5, or Part II(C) provided the Party can demonstrate:
 - (a) the purpose of the measure is to achieve a legitimate objective;
 - (b) the measure is not more restrictive to trade, investment or labour mobility than necessary to achieve that legitimate objective; and
 - (c) the measure is not a disguised restriction to trade, investment or labour mobility.
2. Subject to paragraph 1, Parties may establish the level of protection necessary to achieve a legitimate objective.

3. No Party shall prohibit or restrict an investment or the import of any good or service from any other Party or the export of any good or service to any other Party for a legitimate objective unless the prohibition or restriction on investment or the import of the like good or service from all Parties and non-Parties or the export of the like good or services to all Parties and non-Parties is similarly prohibited or restricted.

Article 7: Transparency

1. Each Party shall ensure that its measures covered by this Agreement are made readily accessible.
2. A Party proposing to adopt or amend a measure covered by this Agreement shall, to the extent practicable:
 - (a) notify the other Parties of its intention;
 - (b) provide a copy of the proposed measure to any other Party upon request; and
 - (c) provide the other Parties with an opportunity to comment on the measure, and take such comments into consideration.
3. Each Party shall ensure that documents requested by another Party or interested persons of a Party are supplied in a non-discriminatory manner and that any fees charged therefor are reasonable.
4. Nothing in this Agreement shall be construed to require a Party to provide or allow access to information the disclosure of which would:
 - (a) be contrary to its freedom of information or privacy legislation;
 - (b) impede law enforcement;
 - (c) prejudice the legitimate commercial interests of particular enterprises;
 - (d) involve a waiver of privilege; or
 - (e) otherwise be contrary to the public interest.
5. This Article applies notwithstanding any other provision of this Agreement.
6. The provision of notice under paragraph 2 is without prejudice as to whether the measure is consistent with this Agreement.

Article 8: Exceptions

1. With the exception of this Article, measures listed in Part V are not subject to Parts II and IV and the Bid Protest Mechanism, except as otherwise provided in Part V.

2. Additional measures may be added to Part V only by agreement of the Parties.
3. A Party may, of its own accord, remove any of its measures listed in Part V.

Article 9: Transitional Measures

1. With the exception of this Article, measures listed in Appendix I are not subject to Parts II and IV and the Bid Protest Mechanism, except as otherwise provided therein.
2. Parties shall:
 - (a) ensure that no measure listed in Appendix I is amended or renewed in a manner that would decrease its consistency with this Agreement; and
 - (b) seek to minimize any adverse effects of measures listed in Appendix I on the other Parties and their persons.
3. A Party may, of its own accord, remove any of its measures listed in Appendix I.
4. Additional measures may be added to Appendix I only by agreement of the Parties.
5. For greater certainty, subject to paragraph 6, nothing in Appendix I affects the rights and obligations of this Agreement as among British Columbia, Alberta and Saskatchewan.
6. No Party or person shall have recourse to Part IV or the Bid Protest Mechanism regarding any measure of British Columbia, Alberta or Saskatchewan falling within the scope of one of the subject matters specified in Appendix I, as that measure applies to Manitoba or a Manitoba person, during the transition period provided to Manitoba for the same subject matter.

C. SPECIAL PROVISIONS

Article 10: Purpose

1. The special provisions in this Part II(C) augment and further elaborate upon the general rules in Part II(B).
2. Except for Article 6, where a provision in this Part II(C) is inconsistent with a provision in Part II(B), the provision in this Part shall prevail to the extent of the inconsistency.

Article 11: Investment

1. (a) Parties shall reconcile their business registration and reporting requirements so that an enterprise meeting such requirements of one Party shall be deemed to have met those of all other Parties.

(b) Parties and their municipal governments shall consider options to provide for the reconciliation of municipal business licenses. Until such time as the matter is resolved, subparagraph (a) will not apply to municipal business licenses.
2. No Party shall require an enterprise of another Party to establish or maintain a representative office or enterprise, or to be resident, in its territory as a condition for carrying on business activities.
3. A requirement by a Party that an enterprise has an agent located within its territory for service of notices of proceedings or other judicial documents is deemed not to be a requirement to establish or maintain a local presence or to be resident in its territory. Parties shall further consider options for eliminating measures requiring the designation or maintenance of agents for service.
4. Nothing in this Agreement shall be construed to prevent a Party from maintaining, designating, or regulating a monopoly for the provision of goods or services within its own territory.

Article 12: Business Subsidies

1. Parties shall not directly or indirectly provide business subsidies that:
 - (a) provide an advantage to an enterprise that results in material injury to a competing enterprise of another Party;
 - (b) entice or assist the relocation of an enterprise from another Party; or
 - (c) otherwise distort investment decisionsunless such subsidy is to offset a subsidy being offered by a non-Party or to an entity not subject to this Article.
2. Parties shall jointly encourage non-Parties to eliminate subsidies to business and refrain from bidding wars.

Article 13: Labour Mobility

1. Any worker certified for an occupation by a regulatory authority of a Party shall be recognized as qualified to practice that occupation by the other Parties.

2. Requirements imposed on workers to obtain a license, certification, or to register with a Party or one of its regulatory authorities prior to commencing work within the territory of that Party shall be deemed to be consistent with paragraph 1 provided that no material additional training, education, experience or examinations are required as part of that registration procedure and registrations are processed on a timely basis.
3. For greater certainty, and without limiting the general application of Part II(B) to such measures, a regulatory authority of a Party may refuse to certify or recognize a worker, or may impose conditions or restrictions on a worker, provided that the refusal or imposition of conditions or restrictions complies with Article 6.
4. Any worker certified to practice a trade under the Red Seal Program shall be recognized as qualified to practice that trade by the Parties.

Article 14: Procurement

1. Further to Articles 3 and 4, Parties will provide open and non-discriminatory access to procurements of the following government entities:
 - (a) departments, ministries, agencies, boards, councils, committees, commissions and similar agencies of a Party where the procurement value is:
 - (i) \$10,000 or greater for goods;
 - (ii) \$75,000 or greater for services; or
 - (iii) \$100,000 or greater for construction; and
 - (b) Crown corporations, government owned commercial enterprises, and other entities that are owned or controlled by a Party through ownership interest where the procurement value is:
 - (i) \$25,000 or greater for goods;
 - (ii) \$100,000 or greater for services; or
 - (iii) \$100,000 or greater for construction; and
 - (c) regional, local, district or other forms of municipal government, school boards, publicly-funded academic, health and social service entities, as well as any corporation or entity owned or controlled by one or more of the preceding entities where the procurement value is:
 - (i) \$75,000 or greater for goods;
 - (ii) \$75,000 or greater for services; or
 - (iii) \$200,000 or greater for construction.

2. Articles 3 and 4 do not apply to any procurement under the thresholds specified in paragraph 1.
3. Parties shall ensure that government entities post tender notices for all covered procurement through an electronic tendering system or systems provided by the Party. Additional means of providing notices may be used.
4.
 - (a) The Parties shall be signatory to the *Agreement Among The Parties To The New West Partnership Establishing the Bid Protest Mechanism*.
 - (b) The Bid Protest Mechanism shall be available to suppliers of the Parties seeking resolution of complaints relating to specific procurements covered by this Agreement.
 - (c) Each Party shall provide under its laws that any tariff cost awards, operational cost awards, and bid-preparation cost awards issued by an arbiter under Article 7 of the Bid Protest Mechanism relating to a specific procurement covered by this Agreement shall be enforceable in the same manner as an order issued by that Party's superior court.
 - (d) Part IV does not apply to a dispute relating to a specific procurement.
5.
 - (a) A government entity participating in a buying group shall ensure that any procurement undertaken through the buying group is carried out in a manner consistent with the government entity's obligations under this Agreement.
 - (b) Notwithstanding paragraph (a) but subject to paragraph (c), this Agreement does not apply to procurements of a government entity undertaken through a buying group that includes a participating non-government entity if the buying group is not controlled or directed by one or more government entities.
 - (c) If a government entity participates in a buying group as described in paragraph (b) then:
 - (i) the government entity must ensure that any specific procurement in which the government entity participates is undertaken by that buying group in a manner consistent with the government entity's obligations under Article 4; and
 - (ii) the government entity has no obligations under this Agreement relating to any specific procurement of that buying group in which the government entity does not participate.

Article 15: Energy

1. Parties shall ensure that their standards-related electricity measures are not incompatible with generally accepted and applicable North American standards or

standards of the Western Interconnection Region, including those relating to energy system security and reliability.

2. Parties shall work toward improving existing arrangements and promote enhanced interjurisdictional trade in energy.

Article 16: Transportation

1. Parties shall require all vehicles owned by a person of a Party to be licensed and registered in the Party where the person is ordinarily resident.
2. Each Party shall provide full and free registration reciprocity for temporary inter- and intra-provincial vehicle operations as provided for by the *Canadian Agreement on Vehicle Registration* (CAVR) without exceptions or additional registration fees for those Category B vehicles described in paragraph 1(a)(i) of CAVR. For the purposes of this Agreement, temporary intra-provincial operation as referenced in paragraph 4 of CAVR means operation for a period of up to 90 days in a calendar year. A Party may require carriers operating such vehicles in its territory in excess of 90 days in any calendar year to obtain a prorated license or temporary operating permit.
3. Upon request, a Party shall identify to the requesting Party its carriers having a National Safety Code number for any vehicle with a licensed gross vehicle weight of less than 11,794 kg.
4. Parties shall continue to work toward the enhancement of public safety and preservation of highway infrastructure through measures relating to cargo securement, and vehicle configurations, weights and dimensions.

PART III: ADMINISTRATIVE PROVISIONS

Article 17: Ministerial Committee

1. Each Party shall appoint a Minister to a Ministerial Committee to:
 - (a) ensure the implementation of and ongoing adherence to this Agreement;
 - (b) review annually the exceptions listed in Part V with a view to reducing their scope;
 - (c) oversee consultations and negotiations relating to Appendix I;
 - (d) consider reports of any working groups formed under this Agreement;
 - (e) subject to Articles 8(3) and 9(3), approve any amendments to the Agreement; and
 - (f) consider any other matter that may affect the operation of this Agreement.

Article 18: Ministerial Committee Structure and Procedures

1. The Ministerial Committee shall be composed of cabinet level representatives authorized to act on behalf of their respective governments in matters pertaining to this Agreement.
2. The Ministerial Committee shall be convened upon the request of any Party.
3. The Ministerial Committee may establish its own practices and procedures.
4. All decisions and recommendations of the Ministerial Committee shall be taken by consensus.

Article 19: Administrative Facilities

1. Parties shall appoint and fund an administrator pursuant to the administrator agreement and shall publish the contact details for the administrator on the Agreement's website.
2. Each Party shall maintain a contact point for the other Parties or interested persons of the other Parties to answer or refer reasonable enquiries and to provide information in a timely manner pertaining to its existing and proposed measures and other matters covered by this Agreement. The Parties shall publish the contact points on the Agreement's website.

Article 20: Accession and Withdrawal

1. Further to Article 1203 (Trade, Investment and Labour Mobility Enhancing Arrangements) of the *Canadian Free Trade Agreement*, any Canadian province, territory or the Federal Government may accede to this Agreement upon acceptance of its terms.
2. A Party may withdraw from this Agreement on 12 months written notice to the other Parties.

Article 21: Further Negotiations and Joint Decisions

1. The Parties may enter into negotiations to amend this Agreement.
2. The Parties may establish such working groups as they consider necessary to ensure that the obligations of this Agreement are met.
3. The Parties may, at any time, issue a joint decision declaring their interpretation of this Agreement. All such joint decisions shall be binding on panels and arbiters, and any subsequent decision or award of a panel issued under Part IV or any decision issued under the Bid Protest Mechanism must be consistent with all such prior joint decisions. The Parties shall post all such joint decisions on the Agreement's website.

Article 22: Further Cooperation

1. Parties shall cooperate to promote their mutual interests nationally and internationally.
2. Parties shall continue to jointly advocate for the removal of any Federal Government measures that operate to restrict, impair or distort trade, investment and labour mobility among the Parties.

Article 23: Entry Into Force

1. This Agreement shall enter into force on July 1, 2010.

PART IV: DISPUTE RESOLUTION MECHANISM

Article 24: Application

1. Subject to Article 14(4)(d), this Part applies to the avoidance and resolution of disputes between Parties, or between persons and Parties, regarding the interpretation or application of this Agreement.
2. A person of a Party must exhaust all other reasonable means to resolve a matter prior to using the procedures set out in this Part.
3. Further to paragraph 2, where a dispute falls within the jurisdiction of a regulatory body with an established dispute resolution process, that process must be used prior to using the procedures set out in this Part.
4. A person is not required to complete a judicial review application or other court proceeding in order to comply with the requirements of paragraph 2. However, any engagement in such a proceeding related to the same matter will result in suspension of the proceeding under this Part until that other proceeding has been completed.
5. A person may not initiate proceedings under this Part if more than two years have elapsed from the later of:
 - (a) the date on which the person first acquired, or should have first acquired, knowledge of the alleged inconsistency; and
 - (b) the date on which all the requirements of paragraph 2 have been met.
6. Where a Party or person believes that a measure is inconsistent with this Agreement and any other trade agreement, that Party or person must choose which agreement's dispute resolution process to use and, once chosen, will have no recourse to the other process regarding that same measure.

Article 25: Consultations

1. A Party may request that another Party engage in consultations to resolve any matter regarding the interpretation or application of this Agreement.
2. Where a person of a Party has met the requirements of Article 24, that person may request that a Party initiate consultations with the responding Party on the person's behalf, using the form of request set out in Schedule 1.
3. The Party must respond to the person's request within 21 days of its delivery. Any failure to respond to the request within 21 days shall be deemed to be a rejection of the request.

4. A person may proceed with its own request for consultations if:
 - (a) the person's request was rejected under paragraph 3; or
 - (b) the person's request was accepted under paragraph 2, but more than 60 days have passed since the delivery of its request under paragraph 2 and the requested Party has failed to request the establishment of a panel under Article 26(2);

and not more than six months have elapsed since the date the person delivered the request under paragraph 2.

5. A request for consultations under paragraph 1 or 4 shall:
 - (a) be in the form set out in Schedule 2;
 - (b) provide the factual basis for the matter, including the measure or proposed measure at issue;
 - (c) list those provisions of this Agreement considered to apply to the matter;
 - (d) describe in detail the alleged inconsistency and the possible economic effect of the measure;
 - (e) describe the relief or remedy sought; and
 - (f) provide an address for service.

Should the matter proceed to a panel under Article 26, the consultation request shall establish the basis of the complaint.

6. A copy of a request for consultations made under this Article shall be simultaneously delivered to the administrator.
7. Any other Party may participate in the consultations upon providing written notice to the administrator within ten days of receiving a copy of the request for consultations.
8. The consulting parties shall exchange all information necessary to enable a full examination of the matter.
9. Consulting parties may include relevant sectoral and trade officials in the consultations and, by agreement, may use mediation or other cooperative means to resolve the matter.
10. Consultations shall be confidential and without prejudice to the rights of the consulting parties in any further proceedings.
11. Consultations shall be completed within 30 days from delivery to the responding Party of the request for consultations.

12. Any failure by a responding Party to engage in consultations does not prejudice the right of a consulting party to request the establishment a panel.

Article 26: Establishment of a Panel

1. Each Party will maintain a list of at least five individuals that meet the criteria set out in Schedule 3 to act as panellists. If a Party fails to maintain a list, the other Parties' lists of panellists shall be exclusively used.
2. If consultations under Article 25 have failed to resolve the matter, any consulting party individually, or two or more consulting parties collectively, may request the establishment of a panel to consider the matter by delivering a request therefor to the administrator.
3. If no request to establish a panel has been made within two years after the date the request for consultations was delivered, the proceeding is automatically terminated.
4. In order for a person to access the panel process established under this Article, the person must acknowledge, in writing, its consent and provide a financial deposit in accordance with Schedule 4. The panel may require the provision of further deposits at its discretion. Failure to provide any such financial deposits shall result in automatic termination of the proceedings.
5. Where a request has been delivered under paragraph 2, within 15 days of delivery of the request the responding Party and the complainant shall each select one panellist. No Party shall select from its own list and no person shall select from its Party's list. If a disputant fails to select a panellist within 15 days, the administrator shall select a panellist by lot from the applicable lists on that disputant's behalf.
6. Within ten days of their appointment, the two panellists shall choose, by consensus, a panellist from the list of any Party to chair the proceedings. If the two panellists are unable to agree, they shall choose a chair by lot from the lists of the Parties.
7. As an alternative to the panel selection process under paragraphs 5 and 6, the disputants may, by agreement and within 15 days of the commencement of the selection process under paragraph 5, choose a single panellist to consider the matter. For greater certainty, the selected panellist need not be chosen from the lists established under paragraph 1.
8. All panellists selected must be independent and impartial in the matter under dispute and otherwise comply with the code of conduct. Any alleged violations of the code of conduct shall be dealt with in accordance with the procedures provided in the code of conduct.
9. If for any reason a panellist is removed or is unable to further participate in a proceeding, a replacement panellist shall be appointed using the same process that was used to appoint the original panellist.

Article 27: Panel Proceedings

1. Following delivery of the panel request under Article 26(2), any non-disputant Party may, by delivering a written notice to the administrator, participate in the proceeding as an intervenor and attend all hearings, make written and oral submissions to the panel and receive the written submissions of the disputants. Any such notice must be delivered within 15 days of the date of delivery of the panel request under Article 26(2), failing which the non-disputant Party shall not participate further in the proceeding.
2. If at any time prior to the hearing, one or more additional requests under Article 26(2) are received by the administrator relating to the same measure, the proceedings shall thereafter be consolidated into one proceeding. In the event of a consolidation of proceedings, the panel may adjust the remaining time periods accordingly.
3. A non-disputant person who wishes to make submissions in a proceeding may deliver a written request to do so to the administrator within 15 days of delivery of the panel request to the administrator under Article 26(2). Participation in a proceeding by a non-disputant person is at the discretion of the panel, and in all cases shall be limited to written submissions. Government entities may not submit requests to participate under this paragraph.
4. Within seven days of the panel being established under Article 26(6) or 26(7), the complainant, if a person, will deliver to the administrator a copy of the notice, if any, issued under Article 25(3).
5. Subject to the requirements of this Part, the panel shall convene a pre-hearing conference to consult with the participants on the manner in which it intends to proceed and, through the administrator, shall notify the participants.
6. Without prejudice to a panel's authority to address other objections as preliminary questions, a panel shall address and decide as a preliminary question any objection relating to its jurisdiction or any objection by the responding Party that the matter under dispute is not within the scope of the Agreement.
7. The complainant shall deliver a written submission to the administrator within 15 days after the panel has been established under Article 26(6) or 26(7). If the complainant fails to deliver its submission in accordance with this paragraph, the dispute shall be automatically terminated.
8. The written submissions of the other participants and non-disputant persons shall be delivered to the administrator within 30 days of the delivery of the complainant's submission by the administrator. If any other participant or non-disputant person fails to deliver its submission in accordance with this paragraph, the proceeding shall continue and that participant or non-disputant person is thereafter barred from any further participation in the proceeding unless authorized by the panel.

9. Subject to Article 7(4) and any concerns relating to confidential information, panel hearings shall be open to the public, and the panel shall determine, in consultation with the participants, the appropriate logistical arrangements therefor.
10. The oral hearing of the matter shall take place no sooner than 21 days following the delivery deadline provided under paragraph 8 and shall take place at a location within the territory of the responding Party, as determined by the panel.
11. No later than 15 days prior to the oral hearing each disputant shall communicate to the administrator the names and roles of the persons in their delegation who will attend the hearing.
12. In establishing time allocations for the oral hearing, the panel shall ensure the participants are each provided with sufficient opportunity to adequately present their case.
13. No further evidence shall be introduced at the oral hearing without the panel's consent. Where a panel grants such consent, the panel shall permit other participants adequate opportunity to consider and respond to such new evidence.
14. On agreement of the disputants, the panel process may be suspended or terminated at any time prior to the issuance of the panel's final report. Where proceedings have been suspended by such agreement, any disputant may subsequently apply to have the panel end the suspension and determine the manner in which the panel intends to proceed. The disputants shall deliver written notice of any such agreement or subsequent application to end the suspension to the administrator.
15. The panel shall, within 45 days of the oral hearing, issue a report to the participants that contains:
 - (a) findings of fact;
 - (b) rulings on any applicable interpretations and whether the measure at issue is or would be inconsistent with this Agreement;
 - (c) any findings as to the possible economic effect of the measure;
 - (d) recommendations, if any, to resolve the dispute;
 - (e) specification of a reasonable period of time for implementation of the panel's recommendations, which shall be no longer than one year from the issuance of the report; and
 - (f) determination as to the amount and apportionment of costs as provided for under Article 32.
16. Within ten days of the delivery of the panel report to the participants, any disputant may request in writing to the administrator that the panel clarify or reconsider any part

of the panel report. If no such request is received by the administrator within that ten day period, the panel's report will be considered to be final.

17. Within five days of delivery of a request to the administrator under paragraph 16, the other participants may provide a response thereto to the administrator. The panel shall, within 15 days of delivery of the initial request to the administrator, provide the requested clarification or rule on the requested reconsideration. Thereafter, the panel's report, including any clarification or reconsideration thereof issued by the panel, will be considered to be final.
18. Subject to Article 31, the final panel report is binding on the disputants. Subject to Article 7(4) and any concerns relating to confidential information, the final report shall be made public.

Article 28: Implementation of Final Report

1. The disputants shall, within 30 days of delivery of the final panel report, agree on the resolution of the dispute. Absent any other agreement between the disputants, resolution of the dispute will require compliance with the determinations and recommendations of the panel.

Article 29: Non-Implementation

1. If a complainant believes the final panel report or the agreement reached between the disputants under Article 28 has not been complied with, the complainant may request that a panel be convened to determine whether there has been compliance. Such request shall be made in writing to the administrator.
2. The panel established to determine if there has been compliance shall be composed of the original panellists unless otherwise agreed to by the disputants. Any original panellist unwilling or unable to participate, shall be replaced using the panel selection process established under Article 26.
3. The panel shall convene within 30 days after the date of delivery of the request to the administrator under paragraph 1. The panel shall determine the manner in which it intends to proceed and, through the administrator, shall so notify the disputants.
4. Any participant shall be permitted to make oral and written submissions to the panel regarding compliance with the final panel report.
5. Subject to Article 7(4) and any concerns relating to confidential information, the panel hearing shall be open to the public and the panel shall determine, in consultation with the disputants, the appropriate logistical arrangements therefor.

6. The panel shall, within 30 days of being convened, determine whether the final panel report or the agreement reached between the disputants has been complied with and issue a compliance report.
7. If the panel determines that there has not been compliance, it shall:
 - (a) if all disputants are Parties, issue a monetary award determined in accordance with Article 30 or authorize retaliatory measures of equivalent economic effect, or both; or
 - (b) if any complainant is a person, issue a monetary award determined in accordance with Article 30.
8. Subject to any judicial review initiated under Article 31, any remedy determined under paragraph 7 shall be effective at a time of the panel's discretion.
9. Subject to Article 31, the compliance report is binding on the disputants and, subject to Article 7(4) and any concerns relating to confidential information, shall be made public.

Article 30: Determination of Monetary Awards

1. In determining the amount and allocation among individual complainants of any monetary award under Article 29(7), the panel shall take into account:
 - (a) the efforts made by the responding Party to conform with the recommendations of the panel in the final panel report or the agreement between the disputants under Article 28;
 - (b) the nature and extent to which the measure has caused economic injury to the complainant and the extent to which that injury would continue should the responding Party continue to be non-compliant; and
 - (c) any other factor the panel considers relevant in the circumstances.
2. In no circumstances shall a monetary award exceed \$5 million with respect to any one matter under consideration.

Article 31: Judicial Review

1. A disputant may request judicial review of a final panel report within 15 days of it being considered final pursuant to Article 27(17), or of a compliance report within 15 days of it being issued pursuant to Article 29(6) under:
 - (a) section 30 of the *Arbitration Act* (RSBC 1996 c. 55) if the responding Party is British Columbia;

- (b) subsection 45(1)(c) and (f) through (i), and subsection 45(8) of the *Arbitration Act* (RSA 2000, c. A-43) if the responding Party is Alberta;
- (c) clauses 46(1)(c) and (f) through (i) and subsection 46(8) of *The Arbitration Act, 1992* (SS 1992, c. A-24.1) if the responding Party is Saskatchewan; and
- (d) clauses 45(1)(c) and (f) through (i) of *The Arbitration Act* (C.C.S.M. c. A120) if the responding Party is Manitoba;

and solely for the purpose of this Article, the Parties agree that this Part constitutes an “arbitration agreement” and any final report and compliance report constitutes an “award” as those terms are defined in the applicable statute.

- 2. In the event that a disputant files a request for judicial review of a final panel report or compliance report with the applicable court, that disputant shall concurrently notify the administrator in writing of the request.
- 3. Upon receiving notification of a request for judicial review under paragraph 2:
 - (a) the administrator shall suspend the application of Article 32(3);
 - (b) the time for payment of any award of costs as set out in a final panel report shall be suspended; and
 - (c) the time for payment of any monetary award or the authorization of retaliatory measures as set out in a compliance report shall be suspended;

until the matter has been finally disposed of by the court or a subsequent panel, as the case may be.

- 4. After the matter has been finally disposed of, the administrator shall apply Article 32(3) to the financial deposits in accordance with the result of the judicial review application or any subsequent final panel report, as the case may be.

Article 32: Costs and Remuneration

- 1. The costs of a proceeding shall in principle be borne by the unsuccessful participant(s). However, the panel may apportion costs at its discretion if it determines that some other apportionment is reasonable taking into account the circumstances of the case. In no case shall intervenors be collectively responsible for more than one-third of the costs.
- 2. For greater certainty, if the panel proceedings are terminated prior to the issuance of the final panel report, the panel retains the power to apportion any costs incurred up to such termination.

3. After the final panel report has been issued, the administrator shall render an accounting to the disputants of the financial deposits received and shall return any unexpended balance to the complaining person.
4. Each Party shall provide under its laws that any monetary award issued under Article 29(7), or any award of costs under this Article, shall be enforceable in the same manner as an order issued by that Party's superior court.
5. Schedule 5 sets out the maximum amounts of remuneration and expenses that are to be paid to the administrator and panellists, as well as other costs that may be awarded by the panel. No other costs may be assessed by a panel against the participants.

Article 33: Abridgement or Extension of Time Periods

1. Consulting parties or disputants may, by agreement, abridge or extend any time period specified in this Part.
2. The panel may extend the time limits established in this Part if it is fair and equitable to do so and after having afforded the participants the opportunity to provide comments.

Article 34: Other Provisions

1. Parties may only be represented by the officials of the Ministers responsible for the Agreement and their designates.
2. The administrator, the panel and all participants shall take all necessary steps to protect any information identified by a participant as being confidential.
3. Except as otherwise provided, in the course of a proceeding under this Part, when a document is delivered to the administrator, the administrator will immediately thereafter deliver a copy of the document to the panel, all Parties and the participants.
4. Where, in any proceeding, a question of procedure arises to which this Part does not provide an answer, or the answer provided is incomplete, the question shall be disposed of by the panel in such a manner as the panel decides is reasonable in the circumstances and consistent with the principles of fairness.

**PART V:
EXCEPTIONS**

ALL PARTIES

A. GENERAL EXCEPTIONS

1. Measures adopted or maintained relating to:
 - (a) Aboriginal peoples;
 - (b) Water, and services and investments pertaining to water;
 - (c) Subject to Article 12, taxation and associated compliance mechanisms;
 - (d) Subject to Articles 4 and 12, other revenue generation, including royalties and mark-ups, and associated compliance mechanisms;
 - (e) Regulated rates established for the public good or public interest;
 - (f) Social policy, including labour standards and codes, minimum wages, employment insurance, social assistance benefits and worker's compensation; or
 - (g) Subject to Article 4, land use.

B. BUSINESS SUBSIDIES

1. Measures adopted or maintained to provide:
 - (a) Compensation to persons for losses resulting from calamities such as diseases or disasters;
 - (b) Assistance for book and magazine publishers, sound recordings, and film development, production and distribution;
 - (c) Assistance for recreation;
 - (d) Assistance for academic research; or
 - (e) Assistance to non-profit organizations.

C. GOVERNMENT PROCUREMENT

1. Articles 3, 4 and 14 do not apply in the circumstances listed below in paragraph 2 provided that procurement procedures are not used by the procuring Party to avoid competition, discriminate between suppliers, or protect its suppliers.
2. Procurements:
 - (a) from philanthropic institutions, prison labour or persons with disabilities;
 - (b) from a public body or a non-profit organization;
 - (c) of goods purchased for representational or promotional purposes, and services or construction purchased for representational or promotional purposes outside the territory of a Party;
 - (d) of health services and social services;
 - (e) on behalf of an entity not covered by Article 14;
 - (f) by entities which operate sporting or convention facilities, in order to respect a commercial agreement containing provisions incompatible with Article 3, 4 or 14;
 - (g) where it can be demonstrated that only one supplier is able to meet the requirements of a procurement;
 - (h) where an unforeseeable situation of urgency exists and the goods, services or construction could not be obtained in time by means of open procurement procedures;
 - (i) when the acquisition is of a confidential or privileged nature and disclosure through an open bidding process could reasonably be expected to compromise government confidentiality, cause economic disruption or be contrary to the public interest;
 - (j) of services provided by lawyers and notaries;
 - (k) of goods intended for resale to the public; or
 - (l) in the absence of a receipt of any bids in response to a call for tenders.
3. Articles 3, 4 and 14 do not apply to any procurement undertaken by non-governmental bodies that exercise authority delegated by law.
4. Articles 3, 4 and 14 do not apply to any procurement of treasury services.

D. ENERGY AND MINERALS

1. Subject to Article 4, measures adopted or maintained relating to:
 - (a) the licensing, certification, registration, leasing or other disposition of rights to energy or mineral resources;
 - (b) exploration and development of energy or mineral resources; or
 - (c) management or conservation of energy or mineral resources.
2. Measures adopted or maintained to promote renewable and alternative energy.

E. TRANSPORTATION

1. Measures relating to the licensing of a motor vehicle operated by or on behalf of a person who may charge or collect compensation for the transportation of passengers in that vehicle.

F. REGIONAL ECONOMIC DEVELOPMENT

1. Regional economic development measures, provided that such measures:
 - (a) are only adopted or maintained under exceptional circumstances;
 - (b) are not more trade restrictive than necessary to achieve their specific objective;
 - (c) do not operate to unduly harm the economic interests of persons, goods, services or investments of the other Party;
 - (d) minimize the discriminatory effects and impacts on trade, investment and labour mobility; and
 - (e) are consistent with Article 12(1).

G. FORESTS, FISH AND WILDLIFE

1. Measures adopted or maintained relating to:
 - (a) the licensing, certification, registration, leasing or other disposition of rights to the harvesting of forest or fish resources;
 - (b) the management or conservation of forests, fish and wildlife; or

- (c) requirements that timber be used or manufactured within the territory of a Party.

H. ENVIRONMENT

- 1. Measures adopted or maintained relating to the management and disposal of hazardous and waste materials.

ALBERTA

I. INVESTMENT

- 1. *Fair Trading Act Collections and Debt Repayment Regulation* and *Public Auctions Regulation*, requiring that funds be maintained in an Alberta-based account.
- 2. *Wildlife Act* requires residency for:
 - (a) Registered Fur Management;
 - (b) Registered Fur Management Partner; and
 - (c) Resident Fur Management.

J. ENERGY

- 1. *Power Purchase Arrangements Regulation*, Section 3 that restricts access to and ownership of Power Purchase Arrangements.

K. AGRICULTURE

- 1. Measures adopted or maintained relating to regulated marketing and supply management which restrict trade, or the right to invest in the production of, or to produce poultry, dairy and eggs.

BRITISH COLUMBIA

L. ENERGY

1. Measures adopted or maintained relating to the use of dams, reservoirs and generation facilities provided that such measures are not used for the purpose of preventing access to electricity transmission facilities.
2. Measures to ensure domestic load is served as provided for in the British Columbia Transmission Corporation's Open Access Transmission Tariff, where filed with, and approved by, the British Columbia Utilities Commission.
3. Provisions of the *BC Hydro Public Power Legacy and Heritage Contract Act*, S.B.C. 2003, c. 86, and any regulations or special directions pursuant thereto. Without limiting the foregoing, the Act prohibits BC Hydro from selling, or otherwise disposing of, protected (heritage) assets, and *Heritage Special Direction No. HC2 to the British Columbia Utilities Commission* that ensures domestic customers of BC Hydro receive the benefit of the utility's low-cost resources on an embedded cost basis for a minimum of ten years, beginning April 1, 2004.

M. TRANSPORTATION

1. Measures to ensure adequate insurance coverage for commercial vehicles.

N. AGRICULTURE

1. Existing regulatory measures adopted pursuant to the *Natural Products Marketing (BC) Act* which restrict trade or investment in agricultural products or production regulated thereunder.

SASKATCHEWAN

O. INVESTMENT

1. Residency requirements under *The Wildlife Act, 1998* and *The Wildlife Regulations, 1981* for fur conservation area licences and fur licences.
2. Residency requirements under *The Labour-Sponsored Venture Capital Corporations Act*.
3. Residency requirements under *The Outfitter and Guide Regulations, 2004*.

P. AGRICULTURE

1. Measures adopted or maintained relating to regulated marketing and supply management which restrict trade, or the right to invest in the production of, or to produce poultry, dairy and eggs.

MANITOBA

Q. INVESTMENT

1. Residency requirements under *The Wild Rice Act* and for hunting and trapping under *The Wildlife Act*.

R. ENERGY

1. Energy measures adopted or maintained relating to the use of dams, reservoirs and generation facilities provided that such measures are not used for the purpose of preventing access to electricity transmission facilities.
2. Provisions of *The Manitoba Hydro Act* that:
 - (a) ensure domestic customers of Manitoba Hydro receive the benefit of the utility's low cost resources through rates; and
 - (b) prohibit Manitoba Hydro from selling or otherwise disposing of, a major facility for generating, transmitting or distributing power.

S. AGRICULTURE

1. Existing regulatory measures adopted pursuant to *The Farm Products Marketing Act* which restrict trade or investment in agricultural products or production regulated thereunder.

PART VI: DEFINITIONS

In this Agreement:

administrator means the secretariat, if established, or a third party contracted to provide secretarial and operational support as provided under Article 19;

administrator agreement means the agreement among the Parties under Article 19 concerning the appointment, funding, and operation of the administrator;

Bid Protest Mechanism means Division C of the *Agreement Among The Parties To The New West Partnership Establishing the Bid Protest Mechanism*;

business subsidy means a financial contribution by a Party, namely:

- (a) cash grants, loans, debt guarantees or an equity injection, made on preferential terms;
- (b) a reduction in taxation and other forms of revenue generation, including royalties and mark-ups, or government levies otherwise payable, but does not include a reduction resulting from a provision of general application of a tax law, royalties, or other forms of a Party's revenue generation; or
- (c) any form of income or price support that results directly or indirectly in a draw on the public purse

that confers a benefit on a specific non-government entity, whether organized as one legal entity or as a group of legal entities, but does not include generally available infrastructure, assistance to provide generally available infrastructure, or subsidies defined as non-actionable under Article 8 of the World Trade Organization *Agreement on Subsidies and Countervailing Measures*.

A business subsidy does not include a financial contribution made available to entities within a particular industry or group of industries where the measure pursuant to which the financial contribution is made available establishes objective criteria or conditions governing eligibility that are not structured, in law or in fact, so as to make the financial contribution uniquely available to one single entity, whether that entity is structured as one legal entity or a group of legal entities;

buying group means a group of two or more members which combines the purchasing requirements and activities of the members of the group into one joint procurement process. Buying groups include cooperative arrangements in which individual members administer the procurement function for specific contracts for the group, and more formal corporate arrangements in which the buying group administers procurement for group members. Buying groups may involve a variety of entities, including public sector, private sector and not-for-profit organizations;

carrier means a person that seeks to provide or provides a motor vehicle transportation service;

certified means that a worker holds a certificate, license, registration or other form of official recognition used by a regulatory authority which attests to the worker being qualified and, where applicable, authorized to practice a particular occupation or to use a particular occupational title in the territory of that Party;

code of conduct means the code of conduct for panellists set out in Schedule 6 to the Agreement;

complainant means one or more Parties or a person that has requested the establishment of a panel under Article 26(2);

construction means a construction, reconstruction, demolition, repair or renovation of a building, structure or other civil engineering or architectural work and includes site preparation, excavation, drilling, seismic investigation, the supply of products and materials, the supply of equipment and machinery if they are included in and incidental to the construction, and the installation and repair of fixtures of a building, structure or other civil engineering or architectural work, but does not include professional consulting services related to the construction contract unless they are included in the procurement;

days means calendar days. For the purposes of calculating a period of time, such period shall begin to run on the day following the day when a specified event occurs. If the last day is an official holiday or a non-business day within any Party, the period is extended until the first business day which follows;

disputant means the complainant or the responding Party;

enterprise means an entity constituted, established, organized or registered under the applicable laws of a Party, whether privately owned or governmentally owned, including any corporation, trust, partnership, cooperative, sole proprietorship, joint-venture or other form of association, for the purpose of economic gain;

existing means existing as of the date of the entry into force of this Agreement. In the case of a Party that subsequently accedes to the Agreement “**existing**” means existing as of the date of that Party’s accession to the Agreement;

good means a good that is produced, manufactured, grown or obtained in, used for a commercial purpose in, or distributed from, the territory of a Party;

government entity means a Party’s:

- (a) departments, ministries, agencies, boards, councils, committees, commissions and similar agencies of government;
- (b) Crown corporations, government-owned commercial enterprises, and other entities that are owned or controlled by the Party through ownership interest;

- (c) regional, local, district or other forms of municipal government as well as any corporation or entity owned or controlled by any such form of municipal government;
- (d) school boards, publicly-funded academic, health and social service entities as well as any corporation or entity owned or controlled by one or more of the preceding entities; and
- (e) non-governmental bodies that exercise authority delegated by law;

intervenor means a non-disputing Party that has given notice under Article 27(1);

investment means:

- (a) an enterprise;
- (b) financial assets, including money, shares, bonds, debentures, partnership rights, receivables, inventories, capital assets, options and goodwill;
- (c) the acquisition of financial assets; or
- (d) the establishment, acquisition or expansion of an enterprise;

investor means:

- (a) a Party;
- (b) a person ordinarily resident in the territory of a Party; or
- (c) an enterprise carrying on business in the territory of a Party

that seeks to make, is making, or has made an investment within a Party;

legitimate objective means any of the following objectives pursued within a Party:

- (a) public security and safety;
- (b) public order;
- (c) protection of human, animal or plant life or health;
- (d) protection of the environment;
- (e) conservation and prevention of waste of non-renewable or exhaustible resources;
- (f) consumer protection;
- (g) protection of the health, safety and well-being of workers;

- (h) provision of social services and health services within the territory of a Party;
- (i) affirmative action programs for disadvantaged groups; or
- (j) prevention or relief of critical shortages of goods essential to a Party

considering, among other things, where appropriate, fundamental climatic or other geographical factors, technological or infrastructural factors, or scientific justification;

“Legitimate objective” does not include protection or favouring of the production of an enterprise of a Party;

measure includes any legislation, regulation, standard, directive, requirement, guideline, program, policy, administrative practice or other procedure;

non-governmental bodies that exercise authority delegated by law means any organization, institution, corporation or association to whom regulatory or supervisory authority has been delegated by a Party;

participant means any disputant or intervenor and **participants** means all of them;

Party means any signatory to this Agreement;

person means a natural person or an enterprise of a Party;

procurement means the acquisition by any means, including by purchase, rental, lease or conditional sale, of goods, services or construction, but does not include:

- (a) any form of government assistance such as grants, loans, equity infusion, guarantees or fiscal incentives; or
- (b) provision by government organizations, including government entities, of goods and services to persons or other government organizations, including government entities;

procurement value means the estimated total financial commitment resulting from a procurement, not taking into account optional renewals when the compulsory part of the contract is of at least one year’s duration;

regulation means a standard that has been adopted into law;

regulatory authority means a government entity with authority to certify or regulate an occupation;

responding Party means the Party whose measure is at issue in consultations under Article 25 or at issue in a complaint under Article 26;

sanitary and phytosanitary measures means a measure that a Party adopts or maintains to:

- (a) protect animal or plant life or health in its territory from risks arising from the introduction, establishment or spread of a pest or disease;
- (b) protect human or animal life or health in its territory from risks arising from the presence of an additive, contaminant, toxin or disease causing organism in a food, beverage or feedstuff;
- (c) protect human life or health in its territory from risks arising from a disease-causing organism or pest carried by an animal or plant, or a product thereof; or
- (d) prevent or limit other damage in its territory arising from the introduction, establishment or spread of a pest;

service means a service supplied or to be supplied, by a person of a Party;

standard means a specification, approved by a Party or by a recognized body, that sets out the rules, guidelines or characteristics for:

- (a) goods or related processes and production methods;
- (b) services and service providers or their related operating methods;
- (c) occupations and occupational qualifications; or
- (d) sanitary and phytosanitary measures;

supplier means a person that provides or could provide goods or services in the context of a procurement covered by this Agreement;

treasury services means services or financial products relating or ancillary to any of the following:

- (a) borrowing, lending, investing, managing or holding money, securities or other property; and
- (b) without limiting the generality of paragraph (a),
 - (i) managing debt, loan, asset or investment portfolios,
 - (ii) entering into commodity or other derivative transactions, or
 - (iii) acquiring, exchanging, disposing of or otherwise transacting in securities, foreign currencies or any property acquired as a result of borrowing, lending, managing or investing money or securities;

water means surface and ground water in liquid, gaseous, or solid state, but does not include water packaged in containers with a capacity of 20 litres or less.

APPENDIX I
TRANSITIONAL MEASURES
MANITOBA

A. Procurement

Article 14 does not apply to government-owned commercial enterprises; other entities that are owned or controlled by the Party through ownership interest; regional, local, district or other forms of municipal government; school divisions or publicly-funded academic, health and social service entities, as well as any corporation owned or controlled by one or more of the preceding entities until January 1, 2019.

B. Investment

Article 11(1)(a) does not apply to measures relating to business registration and reporting requirements until January 1, 2020.

C. Standards and Regulations

Existing standards and regulations not otherwise expressly addressed in this Agreement until January 1, 2019.

D. Financial Services

Measures related to financial services until January 1, 2020. For purposes of this provision “financial services” means any service or product of a financial nature that is subject to, or governed by, a measure adopted or maintained by Manitoba or by a Manitoba public body that exercises regulatory or supervisory authority delegated by law and includes, but is not limited to:

- (a) deposit-taking;
- (b) loan and investment services;
- (c) insurance;
- (d) estate, trust and agency services;
- (e) securities; and
- (f) all forms of financial market intermediation including, but not limited to, the distribution of financial products.

SCHEDULE 1

FORM OF CONSULTATION REQUEST UNDER ARTICLE 25(2)

[Date]

[Alberta/British Columbia/Manitoba/Saskatchewan Contact Point]

**Re: Request for Consultations Under NWPTA Article 25(2) Concerning
[Measure]**

Pursuant to Article 25(2) of the *New West Partnership Trade Agreement* (the “NWPTA”), I hereby request that [Alberta/British Columbia/Manitoba/Saskatchewan] enter into consultations with [Alberta/British Columbia/Manitoba/Saskatchewan] on my behalf concerning the following matter:

(a) Factual basis for the matter at issue

[Briefly describe the measure or matter at issue]

(b) Applicable provisions of the NWPTA

The provisions of the NWPTA which apply to the measure(s) at issue include the following:

[List all potentially applicable provisions]

(c) Description of the alleged inconsistency

[Provide a brief summary of how the measure(s) at issue violate the NWPTA]

(d) Possible economic effect of the measure;

[Provide a brief explanation of how the measure might cause economic injury]

(e) Relief or remedy sought

[Briefly describe what action is being sought to remedy the alleged inconsistency]

(f) Address for service

All further correspondence with me regarding this matter can be addressed as follows:

[NAME]

[ADDRESS FOR SERVICE]

Telephone: _____

Facsimile: _____

Please contact me at the above address for service within the time period specified in NWPTA Article 25(3).

Yours truly,

[PRINTED NAME]

cc: Administrator for the Agreement

SCHEDULE 2

FORM OF CONSULTATION REQUEST UNDER ARTICLES 25(1) and 25(4)

[Date]

[Alberta/British Columbia/Manitoba/Saskatchewan Contact Point]

Re: Request for Consultations Under NWPTA Article 25([1/4]) Concerning [Measure]

Pursuant to Article 25([1/4]) of the *New West Partnership Trade Agreement* (“the NWPTA”), we/I hereby request that [Alberta/British Columbia/Manitoba/Saskatchewan] enter into consultations with [person/Party requesting consultations] concerning the following matter:

(a) Factual basis for the matter at issue

[Briefly describe the measure or matter at issue]

(b) Applicable provisions of the NWPTA

The provisions of the NWPTA which apply to the measure(s) at issue include the following:

[List all potentially applicable provisions]

(c) Description of the alleged inconsistency

[Provide a brief summary of how the measure(s) at issue violate the NWPTA]

(d) Possible economic effect of the measure;

[Provide a brief explanation of how the measure might cause economic injury]

(e) Relief or remedy sought

[Briefly describe what action is being sought to remedy the alleged inconsistency]

(f) Address for service

All further correspondence with us regarding this matter can be addressed as follows:

[NAME]

[ADDRESS FOR SERVICE]

Telephone: _____

Facsimile: _____

Please contact us/me at the above address for service as soon as possible so that we may commence and conclude consultations on this matter within the time period specified in NWPTA Article 25(11).

Yours truly,

[PRINTED NAME]

cc: Administrator for the Agreement
Contact Point for [Alberta/British Columbia/Manitoba/Saskatchewan]

SCHEDULE 3
CRITERIA FOR THE APPOINTMENT OF POTENTIAL
PANELLISTS

ARTICLE 26(1)

Criteria for Appointments

1. The Parties shall ensure that each of the individuals that they respectively appoint to their lists of potential panellists, as required under Article 26(1):

- a) has been selected for appointment on the basis of objectivity, reliability and sound judgment; and
- b) is independent of, and is not affiliated with or taking instructions from, any Party or any government entity of a Party.

2. In addition to the general requirements of paragraph 1, the Parties shall ensure that each of the individuals that they appoint to their lists of potential panellists, as required under Article 26(1), has expertise or significant experience as counsel or as a decision-maker in administrative law or dispute settlement.

Prior Consultation on Appointments

3. With the object of ensuring panellists of the highest possible quality in the circumstances, each Party will provide the other Parties with a reasonable opportunity to review and comment on any proposed appointment under Article 26(1) before such appointment is finalized.

SCHEDULE 4
FORM OF CONSENT TO ARBITRATION

ARTICLE 26(4)

NEW WEST PARTNERSHIP TRADE AGREEMENT

Consent to Arbitrate by a Person

1. In this consent:

“administrator” means the administrator appointed pursuant to Article 19 of the Agreement;

“Agreement” means the *New West Partnership Trade Agreement* including any amendments, related documents, and any joint decisions issued by the Parties under Article 21, as the case may be;

“complainant” means the person wishing to access the panel process of the dispute settlement procedure provided for under Part IV and providing this consent;

“consent” means this Consent to Arbitrate by a Person required under Article 26(4) from any person wishing to access the panel process of the dispute settlement procedure provided for under Part IV;

“disputants” means the complainant and responding party and **“disputant”** means either one of them, as the case may be; and

“Parties” means the Parties to the Agreement and **“Party”** means any one of them, as the case may be;

2. This consent is being provided by [name], of [address for service].

3. The complainant hereby acknowledges that under Article 26(4), any person wishing to access the panel process of the dispute settlement procedure provided for under Part IV of the Agreement must first acknowledge in writing its consent to the process. This consent is in fulfillment of that requirement.

4. The complainant has a dispute with [Alberta, British Columbia, Manitoba or Saskatchewan] arising under the Agreement relating to [brief description of the matter or measure under dispute]. The complainant specifically consents to submitting this dispute for settlement by a panel under Part IV of the Agreement, and agrees to do so wholly in accordance with this consent and the procedures specified in the Agreement.

5. In doing so, the complainant acknowledges and agrees that those procedures provide as follows:

- (a) Use of the Agreement's panel process precludes any subsequent recourse by the complainant to the dispute settlement procedures of the *Canadian Free Trade Agreement* or any other trade agreement in respect of the same measure (see Article 24(6)) should such procedures also be available to the complainant in the circumstances;
- (b) Proceedings under Part IV of the Agreement are governed by the Agreement. These procedures differ in many ways from those normally used by domestic courts.
- (c) Subject to limited protections for certain types of information in Article 7(4), the Agreement generally provides for an open and public process. Panel proceedings will be held in public and resulting panel reports will be publicly released (see Articles 27(9), 27(18), 29(5) and 29(9)). A panel may make an order it considers appropriate respecting the confidentiality of any part of a panel process or of any information, records or documents submitted during the panel process. In addition, any information and documentation provided to a Party as part of the panel process will thereafter become subject to that Party's freedom of information legislation which may require that Party to disclose such information and any records or documents that have been created by that Party based on such information or documentation, to third parties making appropriate requests under such legislation;
- (d) Subject to a limited right of judicial review, panel decisions are final and cannot be appealed (see Articles 27(18) and 29(9));
- (e) While panels have the ability to issue monetary awards in some circumstances, such awards are not intended to constitute damage awards and can only be issued where a Party has failed to comply with a final panel report (see Articles 29(7) and 30). As the Parties generally expect to comply with final panel reports, the issuance of a monetary award in favour of the complainant is unlikely to occur;
- (f) The disputants are solely responsible for all of the costs associated with a dispute settlement proceeding under Part IV of the Agreement. Such costs will include the fees of the panel, costs incurred by the administrator and costs associated with legal representation. Such costs can be significant. In particular, see Schedule 5 of the Agreement which establishes the fees payable to panellists and certain other costs. A panel has the discretion to apportion all such costs between the disputants as it considers appropriate (see Article 32(1)). Moreover, Article 32(1) provides that costs shall in principle be borne by the unsuccessful disputant. This means that the panel may allocate all or a greater proportion of costs to one or the other of the disputants in many circumstances. Once a cost award is issued by a panel, it becomes enforceable against the named disputant as if it were a superior court order (see Article 32(4));
- (g) A person wishing to establish a panel must provide a financial deposit in the sum

of \$5,000 with the administrator (see Article 26(4)). A panel may order the provision of additional financial deposits at its discretion to cover estimated costs of the panel proceeding and can terminate the panel proceeding if the complainant fails to comply with any such deposit order.

- (h) Once the panel process commences, the complaint may only be withdrawn by mutual consent of the disputants (see Article 27(14)). Even if a complaint is withdrawn the complainant may, at the panel's discretion, still be responsible for some or all of the costs of the panel process incurred up to that date; and
- (i) The Parties may, at any time, issue a joint decision declaring an agreed interpretation of the Agreement. All such joint decisions are binding on panels and any panel decision or award must be consistent with all preceding joint decisions (see Article 21(3)). Any joint decision issued by the Parties at any time prior to the final panel report could therefore affect the outcome of the panel proceeding.

6. The complainant hereby consents to settlement of its complaint pursuant to the panel process specified in Part IV of the Agreement and on the bases outlined above.

Signed by an authorized signatory of the complainant at _____
_____, on the _____ day of _____, 20__

(Signature)

(Name)

(Position)

SCHEDULE 5

REMUNERATION AND COSTS UNDER ARTICLE 32(5)

Permitted Remuneration and Costs Pursuant to Article 32(5) of the *New West Partnership Trade Agreement*

Introduction

1. This schedule provides the maximum amounts of remuneration and expenses to be paid to administrators and panellists.
2. In particular, when assessing the amount of the costs of any proceeding under Part IV for purposes of Article 32, panels must calculate all such costs on a basis consistent with the this schedule. No other costs may be assessed against the participants.

Panellist Remuneration

3. Individuals sitting as panellists are entitled to charge up to a maximum of \$125 per hour, to a maximum of \$1000 per day, for all work, not including travel time, required to be undertaken by them while carrying out their duties as panellists, commencing as of the time they are officially appointed to a dispute settlement panel constituted under Part IV.
4. Individuals sitting as panellists are entitled to charge up to a maximum of \$62.50 per hour, to a maximum of \$500 per day, for any travel that is required to be undertaken by them as part of their duties as panellists, commencing as of the time they are officially appointed to a dispute settlement panel constituted under Part IV.
5. The maximum allowable amount for arbiter remuneration under sections 3 and 4 of this schedule shall be increased annually on January 1 by that percentage by which the Consumer Price Index (All items) (published by Statistics Canada) has increased between January 1 and December 31 of the previous calendar year. If there has been no increase or if there has been a decrease in that period, the maximum allowable amount for arbiter remuneration will remain the same for the following calendar year. The administrator shall calculate and publish on the designated website the maximum allowable amounts for arbiter remuneration annually.

Panellist Expenses

6. Panellists are entitled to claim those expenses listed in Annex 1 hereto, to the applicable maximum amounts listed in that Annex, as reimbursable expenses if such expenses were necessarily incurred by them while carrying out their duties as panellists. Such expenses are claimable commencing as of the time the panellist is officially appointed to a dispute settlement panel constituted under Part IV. No other expenses may be claimed.

Travel and Other Expenses of Witnesses

7. Each disputant will be responsible in the first instance for all travel and other expenses of witnesses, if any, that the disputant chooses to utilize as part of the presentation of its case to the panel. Such witness expenses incurred by the successful disputant will subsequently be deemed to be part of the costs for legal representation and assistance to be accounted for by the panel under section 8 of this schedule.

Costs of Legal Representation

8. The panel shall include in its determination of costs the costs of legal representation and assistance incurred by the successful disputant, including the travel and other expenses of witnesses utilized by that disputant, provided that all such costs were claimed by that disputant during the proceedings and only to the extent the panel determines those costs are reasonable in the circumstances.

Administrator-Related Expenses

9. All administrator-related expenses that may be awarded against the participants are governed by agreements the Parties have entered into with the administrator. The administrator will provide an accounting of all such costs relating to a particular proceeding to the panel. Upon receiving that accounting and being satisfied that the costs are appropriately chargeable to the participants under the applicable agreement and are reasonable in the circumstances, the panel shall include such administrator-related costs in its assessment and allocation of costs against the participants.

Annex 1 Claimable Expenses

1. Panellists may claim the following expenses:
 - (a) Travel costs, provided such costs do not exceed the amounts set out below in paragraph 2;
 - (b) Taxi and vehicle rental charges;
 - (c) \$0.505 per kilometre for use of a personal motor vehicle;
 - (d) photocopies to a maximum of \$0.25 per page; and
 - (e) costs of couriers, long distance phone calls, and actual line charges incurred for facsimile transmissions.
2. If a panellist is required to travel, the panellist may claim only the following travel costs:
 - (a) with respect to air travel, the costs of an economy class travel only may be claimed. Reimbursement may only be claimed for the most economical category of economy class with appropriate consideration for the ability and expense to change arrangements if there is a likelihood that a flight change may be required;
 - (b) with respect to meals, actual and reasonable costs may be claimed; and
 - (c) with respect to accommodation, actual and reasonable costs may be claimed.
3. In no event will the panellists be permitted to claim any of the following expenses:
 - (a) fees and disbursements for any work performed by persons other than the panellist, such as researchers, articulated students, associates, colleagues, librarians, secretaries, administrative assistants, computer operators, bookkeepers, corporate and other records clerks or work processing operators;
 - (b) charges for opening, closing, maintaining or storing any file;
 - (c) disbursements for which no receipt is provided, except as permitted under paragraph 4;
 - (d) charges for alcoholic beverages; and

- (e) any other miscellaneous expense incurred in the course of travel which is not specifically provided for in paragraphs 1 and 2 above, such as gratuities, portage, laundry, in-room movies and personal phone calls.

4. Receipts respecting use of a personal vehicle, photocopying, long distance phone calls, and actual line charges incurred for facsimile transmissions need not be provided, but proper records of such expenses must be maintained and must be made available for inspection, upon request.

SCHEDULE 6
CODE OF CONDUCT FOR DISPUTE RESOLUTION PANELLISTS
ARTICLE 26(8)
NEW WEST PARTNERSHIP TRADE AGREEMENT

Part I - Preamble

The Parties:

Recalling that in the Operating Principles of the Agreement they agreed to resolve disputes in an effective, inexpensive and timely manner;

Recognizing the prime importance of integrity and impartiality in all proceedings; and

Affirming that the operation of the proceedings would be strengthened by a code of conduct to maintain the integrity and impartiality of all proceedings, thereby enhancing confidence in them;

Hereby establish the following code of conduct.

Part II - Interpretation

In this code of conduct,

“administrator” means the administrator appointed pursuant Article 19 of the Agreement;

“Agreement” means the *New West Partnership Trade Agreement*;

“candidate” means any individual who is under consideration for an appointment as a member of a panel pursuant to the Agreement;

“disputants” means a Party or person that has requested the establishment of a panel under the Agreement, and the responding Party;

“member” means a member of a panel constituted pursuant to the Agreement;

“Party” means a party to the Agreement; and

“proceeding” means any proceeding under Part IV of the Agreement.

Part III - General Responsibilities to the Process

1. Every candidate, member and former member will avoid impropriety and the appearance of impropriety and will observe high standards of conduct so that the

integrity and impartiality of the dispute resolution process is preserved.

2. This code of conduct does not determine whether or under what circumstances the Parties will disqualify a candidate or member from being appointed to, or serving as, a member on the basis of disclosures made.
3. This code of conduct does not preclude the application of any other applicable rules, code or government policies related to conflict of interest.

Part IV - Disclosure Obligations

1. Candidates and members must disclose the existence of any interest, relationship or matter that is likely to affect their independence or impartiality or that might reasonably create an apprehension of bias or an appearance of impropriety. An apprehension of bias is created when a reasonable person, with knowledge of all of the relevant circumstances that a reasonable inquiry would disclose, would conclude that a candidate's or member's ability to carry out the duties with integrity, impartiality and competence is impaired.
2. Throughout a proceeding, candidates and members have a continuing obligation to disclose interests, relationships and matters that may bear on the integrity or impartiality of the dispute settlement process.
3. Further to the general obligations of sections 1 and 2:
 - (a) Each candidate requested to serve, at the time of the request, will receive from the administrator a copy of this code of conduct, which includes an illustrative list of examples of matters which are subject to disclosure. (The illustrative list is attached as Annex 1 to this code of conduct.);
 - (b) A candidate will make all reasonable efforts to become aware of, and will disclose, any interest, relationship or matter that is likely to affect his or her independence or impartiality, or that might create a reasonable apprehension of bias or appearance of impropriety in proceedings;
 - (c) Each candidate will provide an initial disclosure to the administrator by completing the Disclosure Statement and submitting it to the administrator. (The form of required Disclosure Statement is attached as Annex 2 to this code of conduct.);
 - (d) After appointment as a member, the member will continue to make all reasonable efforts to become aware of any material interests, relationships or matters and will promptly disclose them. Any such subsequent disclosures will be communicated forthwith in writing to the administrator for consideration by the disputants and the Parties; and

- (e) Members will forthwith in writing communicate with the administrator in the event that, for any reason, they become unavailable to continue their service or otherwise must resign their appointment.

Part V - The Performance of Duties by Candidates and Members

1. A candidate who accepts an appointment as a member will be available to perform, and will perform, his or her duties thoroughly and expeditiously throughout the course of the proceeding.
2. A member will ensure that the administrator can, at all reasonable times, contact the member in order to conduct panel business.
3. A member will carry out all of his or her duties fairly and diligently.
4. A member will comply with all applicable provisions of the Agreement and the rules governing the proceeding.
5. A member will not deny other members the opportunity to participate fully in all aspects of the proceeding.
6. A member will consider only
 - (a) the issues raised; and
 - (b) the evidence presentedin the proceeding which is necessary to a decision and will not delegate the duty to decide to any other person except as permitted by the rules governing the proceeding.
7. A member will take all reasonable steps to ensure that the member's staff, if any, comply with Parts III, IV and VIII of this code of conduct.
8. A member will not engage in *ex parte* contacts concerning the proceeding.
9. Candidates and members will not communicate any matters concerning actual or potential violations of this code of conduct except with the administrator or as necessary to ascertain whether that candidate or member has violated or may violate the code of conduct.

Part VI - Independence and Impartiality of Members

1. A member will be independent and impartial. A member will act in a fair manner and

will avoid creating an appearance of impropriety or an apprehension of bias. A member will make an objective assessment of the matter before it, including an objective assessment of the facts presented.

2. A member will not be influenced by self-interest, outside pressure, political considerations, public clamour, loyalty to a Party or fear of criticism.
3. A member will not, directly or indirectly, incur any obligation or accept any benefit that would in any way interfere, or appear to interfere, with the proper performance of his or her duties.
4. A member will not use his or her position to advance any personal or private interests. A member will avoid actions that may create the impression that others are in a special position to influence the member. A member will make every effort to prevent or discourage others from representing themselves as being in such a position.
5. A member will not allow past or existing financial, business, professional, family or social relationships or responsibilities to influence his or her conduct or judgment.
6. A member will avoid entering into any relationship, or acquiring any financial interest, that is likely to affect the member's impartiality or that might reasonably create an apprehension of bias or an appearance of impropriety.

Part VII - Post-Proceeding Conduct

1. For a period of two years after the completion of any proceeding, a former Member will not personally advise or represent any disputant from the proceeding with respect to the same matter(s) that arose in the proceeding.
2. A former member will avoid any actions that may create the appearance that the member was biased in carrying out the member's duties or that the member benefitted from the decision of the panel.

Part VIII - Maintenance of Confidentiality

1. A member or former member will not at any time disclose or use any confidential information concerning the proceeding or acquired during the proceeding except for the purposes of the proceeding, nor will he or she disclose or use any such information to gain personal advantage or advantage for others or to affect adversely the interests of another.
2. A member will not disclose a panel report or panel decision prior to its release by the administrator. A member or former member will not at any time disclose the deliberations of a panel or any member's individual views, except as required by law.

Part IX - Responsibilities of the Administrator

1. The administrator will take all steps necessary to protect the confidentiality of Disclosure Statements and any subsequent disclosures received by it from candidates and members.

Part X - Complaints Concerning Alleged Breaches of the Code of Conduct

1. With respect to disputants, if, at any time prior to the issuance of a final report, a disputant believes that a member is in violation of this code of conduct it shall immediately advise the other disputant in writing, with a copy to the administrator and all other Parties. Unless otherwise requested by the advising disputant, the administrator must treat the communication in confidence and shall not disclose to the panel the content of the communication or its source. Within seven days of receiving notice of the alleged violation from a disputant, the Parties will conduct an investigation if they consider it necessary and will, by consensus, determine what action to take, if any, considering all of the circumstances, up to and including dismissal of the applicable member.
2. If a member is dismissed or voluntarily withdraws as a result of any investigation under this Part X, a replacement member will be appointed in accordance with the applicable appointment procedures provided for in the Agreement.

ANNEX 1

ILLUSTRATIVE LIST OF INFORMATION TO BE DISCLOSED

This Annex contains examples of the type of information that candidates and members are required to disclose pursuant to the code of conduct.

Each candidate and member has a continuing duty to disclose the type of information generally described in Part IV of the code of conduct, which may include the following:

- (a) financial interests (for example, investments, loans, shares, interests, other debts); business interests (for example, directorship or other contractual interests); and property interests relevant to the dispute in question;
- (b) professional interests (for example, a past or present relationship with governmental or private clients, or any interests the person may have in domestic or international proceedings, and their implications, where these involve issues similar to those addressed in the dispute in question);
- (c) other active interests (for example, active participation in public interest groups or other organizations which may have a declared agenda relevant to the dispute in question);
- (d) considered statements of personal opinion on issues relevant to the dispute in question (for example, publications, public statements); and
- (e) employment or family interests (for example, the possibility of any indirect advantage or any likelihood of pressure which could arise from their employer, partners, business associates or immediate family members).

ANNEX 2

NEW WEST PARTNERSHIP TRADE AGREEMENT

IN THE MATTER OF: _____ (title of proceeding)

Administration File No: _____

INITIAL DISCLOSURE STATEMENT

1. I have read the code of conduct established under the *New West Partnership Trade Agreement* (the "**NWPTA**") which governs the conduct of members of a panel constituted pursuant to Part IV of the NWPTA ("**members**") and individuals under consideration for an appointment as a member ("**candidates**").
2. (Check, as appropriate, and, if required, attach the disclosure list.)
 - ☐ There are no interests, relationships or matters that, as of the date hereof, I am required to disclose under the code of conduct; or
 - ☐ Attached is a list of all interests, relationships and matters that, as of the date hereof, I am required to disclose under the code of conduct.
3. I understand my continuing obligation while participating in the NWPTA dispute resolution process as a candidate or member to disclose to the administrator any interest, relationship or matter that is likely to affect my independence or impartiality, or that might create a reasonable apprehension of bias or an appearance of impropriety in the matter cited above, and I will make all required disclosures forthwith upon becoming aware of any such interest, relationship or matter.

Signed

Date

Candidate's Name



REQUEST FOR DECISION

SUBJECT: **New Name for the Public Service Buildings**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: June 10, 2019 CAO: DT MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Public Service Building Name Option Report for information, as presented.

BACKGROUND/PROPOSAL:

At the March 25, 2019 Council Meeting, Administration put forth a Request For Decision that included a motion to name the building currently under construction referred to as the Grande Cache Fire Hall to be formally recognized as the Grande Cache Public Service Building. After much discussion, Administration was directed by Council to bring back other naming alternatives that can be applied to the Grande Cache building currently being constructed, as well as to its replicas located in DeBolt and Grovedale.

The original, intended purpose of the facilities was described as multi-functional, capable of housing various Greenview staff requirements as well as the Hamlets' Fire Department. Therefore, a key component of this exercise was to forecast the intended eventual usage for each building.

DeBolt – Office space in this building is currently occupied by the volunteer Fire Chief and Deputy Chief, Roads Coordinator and Stakeholder Liaison, Corporate Service Administrative Support and the East Smoky Recreation Board. Future office needs include a full time Deputy Fire Chief, three (3) communication staff and potential Community Peace Officer. Currently this building is open to the public on a part time basis.

Grovedale – Office space in this building is currently occupied by the volunteer Fire Chief and Deputy Chief and three (3) Economic Development department staff. A review has been completed and future office needs will include the Grovedale area Corporate Services Administrative Assistant and the Community Stakeholder Liaison position which are relocations from other buildings. Other future office needs will be a full time Deputy Fire Chief and potential Community Peace Officer. In the near future, this office is being projected to be open to the public Monday to Friday, normal working hours.

Grande Cache – Office space projections include the full time Deputy Fire Chief, Economic Development Officer, Finance Officer, Development Officer, two (2) reception staff, Accounts Payable and Accounts Receivable staff, Communications Officer, Health and Safety Officer, Human Resources Officer and Bylaw Officer for a total of 12 staff. Future projections may include a Community Peace Officer. This building will be open to the public, Monday to Friday, normal working hours.

Each building will be fully staffed with a variety of disciplines from Community Services, Corporate Services and Infrastructure and Planning. The public will be able to access the buildings as they do in the Valleyview Administrative Building to make inquiries, pay invoices, meet staff etc. In conjunction with this, each building will continue to provide critical infrastructure for the municipalities Regional Fire Service.



In consideration of the aforementioned, as well as brief reviews of building designations in other municipalities, Administration has provided 3 options for consideration, using Grande Cache as an example:

1. Grande Cache Administration Building & Fire Station #3
2. Grande Cache Community Services Building & Fire Station #3
3. Grande Cache Public Services Building & Fire Station #3

In consideration that all three facilities will be fully functional with a focus on serving the public, Administration recommends option #3 and therefore retain the current nomenclature. The exception being, changing the wording under the Public Service Building portion to better highlight the Fire Station component. In addition, provide signage or symbolism over the apparatus bay portion of the buildings to ensure a clear distinction is made between the public service side of the building and the fire department side.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Council will be provided a report that includes information that may assist in a decision on what to rename the existing Public Service Buildings and there counterpart in Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not accept the report for information as presented and direct Administration to continue its research for additional naming options.

Alternative #2: Council has the alternative to not accept the report for information as presented and proceed directly to one of the naming options presented in the report.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion, however, if Alternative #2 is chosen, costs will be incurred to update the existing facility signs and that cost is unknown at this time.

Direct Costs: N/A

Ongoing / Future Costs: N/A

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 related to the recommended motion.

ATTACHMENT(S):

- N/A



REQUEST FOR DECISION

SUBJECT: **2019 Grovedale Fire Department Capital Purchase Additions**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: June 10, 2019 CAO: DT MANAGER:
DEPARTMENT: PROTECTIVE SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to purchase new self-contained breathing apparatus cylinders, masks and hardware in the amount of \$25,000.00 for the Grovedale Fire Department, with funds to come from the Protective Services Budget.

MOTION: That Council authorize Administration to transfer \$25,000.00 from the Fire Apparatus Reserve to the Protective Services Budget.

BACKGROUND/PROPOSAL:

In 2018, Council approved the purchase of five (5) self-contained breathing apparatus (SCBA) cylinders for the Grovedale Fire Department (GDFD) at an estimated cost of \$9,500.00. SCBA's are critical components to a firefighter's personal protective equipment which allows them to breathe clean air while fighting fire in a smoky and toxic environment. Through a recent review of the Protective Services Department and an increased communication plan with the GDFD, Administration discovered that this purchase did not take place. Since that time the GDFD has experienced a shortage of spare cylinders while fighting structure fires.

In addition to the cylinders, the GDFD is requesting \$14,500.00 for the purchase of new SCBA masks and hardware for the new and existing cylinders. Over the last number of years, the GDFD has become much more diverse with an approximate make up of 75% female members. As such, the departments current inventory of larger masks do not fit smaller members properly, resulting in an increased risk of breathing in toxins while fighting fire. New, appropriately sized masks will play a key role in ensuring the safety and longevity of the members who require them.

Administration has consulted with the GDFD numerous times regarding these requests and supports providing funding for this essential equipment.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that the Grovedale Fire Department will be provided with self-contained breathing apparatus that was previously approved, and in turn help ensure the safety of the departments' members.

2. The benefit of the recommended motion is that the Grovedale Fire Department will be provided new self-contained breathing apparatus masks and hardware that fit members properly and therefore help ensure their safety.

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 approve the requested items or a combination of them, however, Administration recommends full approval due to these items being required for safety purposes.

FINANCIAL IMPLICATION:

Direct Costs: \$25,000.00

Ongoing / Future Costs: The equipment will require upkeep and replacement over time, however those costs are unknown at this time.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will proceed accordingly with Councils direction.

ATTACHMENT(S):

- 2018 Self-Contained Breathing Apparatus Service Enhancement Form
- Self-Contained Breathing Apparatus Mask and Hardware Quote



GREENVIEW SERVICE ENHANCEMENT FORM

Department: Community Services

Area: Protective Services

Service Title: Self-contained Breathing Apparatus for Grovedale Fire Department

Service Description & Benefits

To ensure continued safe operations, the Grovedale Fire Department is requesting the purchase of five (5) new self-contained breathing apparatus cylinders. These additional breathing air cylinders will enable firefighters to have enough breathing air at remote locations.

Self-contained breathing apparatus is a critical component of the firefighter personal protective equipment allowing firefighters to breath clean air while fighting fire in a smoky and toxic environment.

Council Strategy/Goal

Strategy: Greenview will support strong, viable rural and urban communities through well-defined initiatives and planning.

Goal: Sustain an organization that is responsive to the needs of taxpayers and residents.

Funding/Costs

Funding Source:

Types of Funding:

Dollar Amount:

Grants	
Reserves	
Utility Revenue	
Tax Revenue	\$9,500.00
Total Funding	\$9,500.00

Costs:

Type of Cost:

- Five (5) self-contained breathing apparatus cylinders

Dollar Amount:

\$9,500.00

Total Cost: \$9,500.00

Schedule

Service Starts January 2018

Service Ends _____



EMERGENCY VEHICLES, EQUIPMENT & SERVICE
#103 - 2285 Queen Street
Abbotsford, BC V2T 6J3
Phone: (888) 815 - 0500
Fax: (604) 864 - 4938

Quotation

Date	Page
Mar 29, 2019	1

Quote Number
QT0034624

Customer:

GROVEDALE FIRE DEPT. C/O M D OF GREENVIEW
accounts.payable@mdgreenview.ab.ca
PO BOX 1079
4806 36 AVE
VALLEYVIEW, AB T0H 3N0
CANADA

Quote To:

GROVEDALE FIRE DEPARTMENT C/O M D OF GREENVIEW
SHIP GREYHOUND TO GRANDE PRAIRIE
HOLD FOR P/U
GROVEDALE, AB, T0H 1X0
CANADA

Reference	PO Number	Customer No.	Salesperson	Ship Via
		GRO001	Robert Bouffard - Northern Alberta	

Qty. Ord.	Item Number	Description	Unit Price	UOM	Extended Price
6	MSA-10084822	FACEPIECE ULTRA ELITE PTC, CC READY, SMALL	737.00	EA	4,422.00
1	MSA-10084830	FACEPIECE ULTRA ELITE PTC, CC READY, LARGE	737.00	EA	737.00
9	MSA-10091446	RECEIVER - M7 HUD	474.00	EA	4,266.00
10	MSA-10023056	AMPLIFIER-CLEAR COMMAND	436.00	EA	4,360.00

Comments:

RETURNED GOODS SUBJECT TO A 20% RESTOCKING FEE

Tax Summary:

GST 689.25

Less

Included Tax

0.00

Order Discount

0.00

Subtotal

13,785.00

Total sales tax

689.25

Total order

14,474.25

Quote valid until 4/28/2019.



REQUEST FOR DECISION

SUBJECT: **Nitehawk – Additional Funds**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: June 10, 2019
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the \$275,000.00 2019 Nitehawk Ski Hill Budget to be allocated in the following portions \$100,000.00 operating grant and \$175,000.00 capital grant.

MOTION: That Council approve an additional \$92,000.00 capital grant to the Grande Prairie Ski Club operating as Nitehawk Year Round Adventure Park, with funds to come from Community Service Miscellaneous Budget.

BACKGROUND/PROPOSAL:

Nitehawk Year-Round Adventure Park, 10 minutes south of Grande Prairie, near Grovedale, has been in existence since 1960 and run by a board of directors, a dedicated team of volunteers and a hard working crew of staff. Over the years Nitehawk has grown from a quaint ski hill to a multipurpose recreational area and facility. It employs 8 full time and 60 part time seasonal staff throughout the year, provides recreation, exercise and fun for thousands of people year round. The chalet provides a wonderful facility for weddings, conventions and banquets in a cozy wilderness setting. The area includes: Nitehawk Ski Hill, Luge Track, Gravity Mountain Bike Park, Convention Facility and a Wilderness Campground that is open year round.

Nitehawk Year-Round Adventure Park provided a presentation at the Committee of the Whole Meeting in the fall of 2018. The presentation included a three year funding request, with \$367,000.00 requested for the 2019 Budget Year from Greenview in which \$267,000.00 would be allocated for capital expenditures and \$100,000.00 for operating expenditures to cover the annual utility costs. There is currently \$275,000.00 of operating budget allocated for Nitehawk Ski Hill within the Community Services Budget, therefore Nitehawk would have a shortfall of \$92,000.00 to attain their funding request goal.

Administration is recommending that Council approve the \$275,000.00 2019 Nitehawk Ski Hill Operating Budget to be allocated with \$100,000.00 for operating and \$175,000.00 for capital grant. With the allocation of funds re-designated and an additional \$92,000.00 capital grant, Nitehawk will have the funds required to

accomplish the facility improvement as specified in the Capital Requirements & Facility Improvements 2019 – 2022 listing.

Administration is not requesting Council to make a decision regarding Nitehawk's future funding at this time. Nitehawk has been requested to submit a grant application in the fall to include the 2020 – 2022 Business Plan funding request from Greenview.

As of June 9, 2019, the Community Service Miscellaneous Budget has a balance of \$859,571.04.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Nitehawk will attain the required funds in the specifications indicated during the fall 2018 presentation.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action with regards to reallocating the Nitehawk Ski Hill Budget, however Nitehawk would have a surplus of operating funds and a deficit of capital funds in the 2019 calendar year.

Alternative #2: Council has the alternative to take no action with regards to providing an additional \$92,000.00 capital grant to Nitehawk or provide an alternate amount, however Nitehawk may not meet the capital project funding goal or may have to adjust the capital funding goal for the 2019 calendar year.

FINANCIAL IMPLICATION:

Direct Costs: \$92,000.00 from Community Service Miscellaneous Budget

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will contact Nitehawk and convey Council's decision for their 2019 calendar year funding allocation.

ATTACHMENT(S):

- Nitehawk Funding Request Letter
- Nitehawk Grant Application
- Capital Requirements & Facility Improvement 2019 – 2022 Listing
- Nitehawk Financial Statement
- Revenue Data

May 23, 2019

Re: Nitehawk Year-Round Adventure Park Capital Funding

Dear MD of Greenview No.16 Councillors,

Nitehawk Year-Round Adventure Park's Board of Directors and Management Team would like to sincerely thank you for your continued support over the past 4 years. Your support of funds have helped us with annual capital projects to deal with ongoing asset depreciation of our 58 year-old facility; as well as operating funds to help us with our annual utility costs. We hope that you, your families and friends have been able to enjoy the facilities that Nitehawk provides for our Region and that you see the importance of the opportunities you have helped Nitehawk create for Families and Individuals to enjoy outdoor recreation close to home, year-round.

It is our understanding that Administration already submitted a request for \$275,000.00 for Nitehawk, which was already approved in your 2019 Budget. As per our presentation to Council last Fall we had presented an "Ask" for \$367,000.00, which included \$267,000.00 for Capital Expenditures and \$100,000.00 for Operating to help us cover our annual Utility Costs. Therefore, we are requesting additional capital funding in the amount of \$92,000.00 to reach our \$367,000.00 funding request goal for 2019.

We have included our most recent in house financial statement (as our statement prepared by MNP won't be ready until June 19th for our AGM) with our grant application, as well as statistical data that will give you more insight into our organization and some of the challenges we face between rising fuel costs due to the carbon tax, rising wage costs brought on by the minimum wage increase and the direct impact that Mother Nature has on many of the services we provide. We have also included information regarding the number of MD of Greenview Residents that we employ each year, which we are very proud of, especially when you consider the Economic Impact we provide as a local Not-for-Profit Organization.

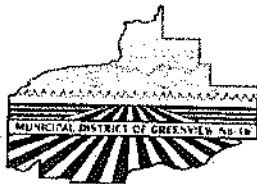
Should you have any questions that are not covered by the information provided, please don't hesitate to send them our way. Thank you for your consideration, we look forward to hearing from you soon, as we continue to work hard to make you proud of the Outdoor Recreational Facility you are helping to provide for our Region.

Sincerely;

Thomas Watts
Nitehawk Board President

&

Duane Stevenson
General Manager



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

GRANT APPLICATION

Organization Information:

Name of Organization: Grande Prairie Ski Club o/a: Nitehawk Year-Round Adventure

Address of Organization: Box 1006, Grande Prairie, AB T8V 4B5

Contact Name and Phone Number: Duane Stevenson Ph: 780-814-3486

Position of Contact Person: General Manager

Purpose of organization:

Nitehawk provides a facility for members of the Communities we serve to enjoy fun, accessible & affordable outdoor recreation options with their families year-round. We provide a facility that sees over 6000 School Students to learn to ski & snowboard and over 500 School Students learn how to Bike. We provide opportunities for families & individuals to learn Life Long Skills t

What act are you registered under? The Societies Act Registration No. 3468

Grant Information:

Total Amount Requested	<u>92,000.00</u>
Operating	Capital

Proposed Project:

Please see attached Capital List.

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 \$ 268,382.00 Year 2018

Purpose: \$168,382.00 - Capital and \$100,000.00 - Operating (Utilities)

2. Amount \$ 368,382.00 Year 2017

Purpose: \$268,382.00 - Capital Funding and \$100,000.00 - Operating (Utilities)

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?

Yes, we have also received funding for 2019 from the City of Grande Prairie for \$183,500.00 (\$133,500.00 - Capital Funding and \$50,000 - Operating) and also from the County of Grande Prairie for \$183,500.00 (\$133,500.00 - Capital Funding and \$50,000 - Operating).

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

Yes we have 3 Major Fundraising Events each year. The Doug Marshall Charity Classic Golf Tournament in June (raises between \$80,000 & \$100,000), our Annual Comedy Night Fundraise in October (raises between \$36,000 & \$48,000), and Ski Swap November (raises \$10-15,000).



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: Duane Stevenson

Signature: _____

Address: Box 1006, Grande Prairie, AB T8V 4B5

Telephone Number: 780-814-3486

Date: May 23, 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	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 \$ _____

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

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

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



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

APPLICATION FOR GRANT FORM B - CAPITAL

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

Please see attached capital plan.

Estimated Completion Date: December 31, 2019

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

1. _____

Amount \$ _____

2. _____

Amount \$ _____

3. _____

Amount \$ _____

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

Municipal Request:

Annual funding to offset energy costs (\$200,000)

MD of Greenview	\$100,000
City of Grande Prairie	\$50,000
County of Grande Prairie	\$50,000

285

Equipment Replacement and Hill Improvement Capital funding

<i>Municipality</i>	<i>2019</i>	<i>2020</i>	<i>2021</i>	<i>2022</i>
MD of Greenview	\$267,000	\$226,500	\$203,000	\$202,000
City of Grande Prairie	\$133,500	\$113,250	\$101,500	\$101,000
County of GP No.1	\$133,500	\$113,250	\$101,500	\$101,000

Municipal Request Totals:

<u>Municipality</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<i>MD of Greenview</i>	\$367,000	\$326,500	\$303,000	\$302,000
<i>City of Grande Prairie</i>	\$183,500	\$163,250	\$151,500	\$151,000
<i>County of GP No.1</i>	\$183,500	\$163,250	\$151,500	\$151,000

Capital Requirments & Facility Improvements 2019-2022:

NITEHAWK RECREATION AREA

Municipal Capital Requiremnts and Facility improvements 2019-2022

Net book value: 3,405,000.00 (ye2018)		<u>Notes</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
<u>SnowMaking</u>						
Snowmaking guns		8-9 New technology snow guns	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
Pumps and instrumentation		Rebuilding pumps and increasing capacity	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00	\$ 30,000.00
Snowmaking Pipe and Hydrants		20 HTM hydrants, remainder in hoses	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Energy Reduction Program		Reserching and implimenting energy saving solutions	\$ 10,000.00	\$ 20,000.00	\$ 20,000.00	\$ 20,000.00
River Erosion Control - Snow making Intake		Stabilizing river bank gabians and improving intakes	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
<u>Hill Equipment</u>						
Ski Steer replacement		New Skid steer	\$ 90,000.00			
Snowcat 2015		Building reserve for 10 year snowcat replacement	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Snowcat 2017		Building reserve for 10 year snowcat replacement	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Snowmobiles		Annual snowmobile replacement	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00
Mobile equipment, Major maintenance		Major maintenance items on existing mobile equipment	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
<u>Hill Improvements</u>						
Platter		Rebuilds and major maintenance to platter / maintenance deck	\$ 1,000.00	\$ 5,000.00	\$ 1,000.00	\$ 1,000.00
Triple chair		Annual rebuilds and major maintenance to chair lift	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
Bob's Bump Carpet		Annual rebuilds and major maintenance to conveyor	\$ 1,000.00	\$ 4,000.00	\$ 1,000.00	\$ 1,000.00
600' Wonder carpet		Railing system and ongoing major maintenance to 600 conveyor	\$ 15,000.00	\$ 2,000.00	\$ 2,000.00	
summer tube slide						
Winter Tube Zone						
Old Luge track upgrade		Repurposing existing assest to increase use	\$ 10,000.00	\$ 15,000.00	\$ -	\$ -
Erosion control		On going maintenance to facility due to errosion	35000	35000	35000	35000
LED Hill Lighting (Runs and Facilities)		Adding LED lights to ski runs and buildings	\$ 50,000.00	\$ 50,000.00	\$ 25,000.00	\$ 25,000.00
Lift Tower Migration and erosion control		Monitoring tower migration, contingency for correcting	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Technology Upgrades		Annual software licencing and upgrades (Paradocs)	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Total			\$ 534,000.00	\$ 453,000.00	\$ 406,000.00	\$ 404,000.00

Capital Funding

Nitehawk Recreation Area
Profit & Loss
May 2018 through April 2019

	May '18 - Apr 19
Ordinary Income/Expense	
Income	
14400 • Fundraising income - operating	194,762.62
14700 • Donations/Sponsorships	41,550.53
14020 • Food and beverage	598,232.80
14300 • Events and Registration	106,570.87
14100 • RV Park.	565,402.16
14090 • Season passes	138,182.46
14060 • Day passes	427,802.57
14050 • Group Lessons	266,346.75
14800 • Merchandise Sales	8,298.15
14040 • Sign Sales/Advertising	20,700.00
14070 • Operating Grants	199,366.65
14010 • Rentals	83,156.09
14000 • Lessons	110,513.50
Total Income	2,760,885.15
Gross Profit	2,760,885.15
Expense	
16450 • Fundraising expenses -Operating	142,996.62
15085 • Rental	39,175.33
15170 • Training	10,646.55
15400 • Food & beverage	306,521.86
15300 • Materials and supplies	101,028.11
15003 • Subcontract	17,359.85
15080 • Fuel and oil	109,835.78
15045 • Interest and bank charges	56,215.79
15040 • Insurance expense	45,703.47
15810 • Management Wage Expense	173,085.38
15800 • Wages Expense	1,238,907.20
15475 • Equipment purchased for rentals	24,377.90
15001 • Advertising and Promotion	78,406.62
15060 • Travel	8,524.58

11:05 AM

2019-05-24

Accrual Basis

Nitehawk Recreation Area Profit & Loss May 2018 through April 2019

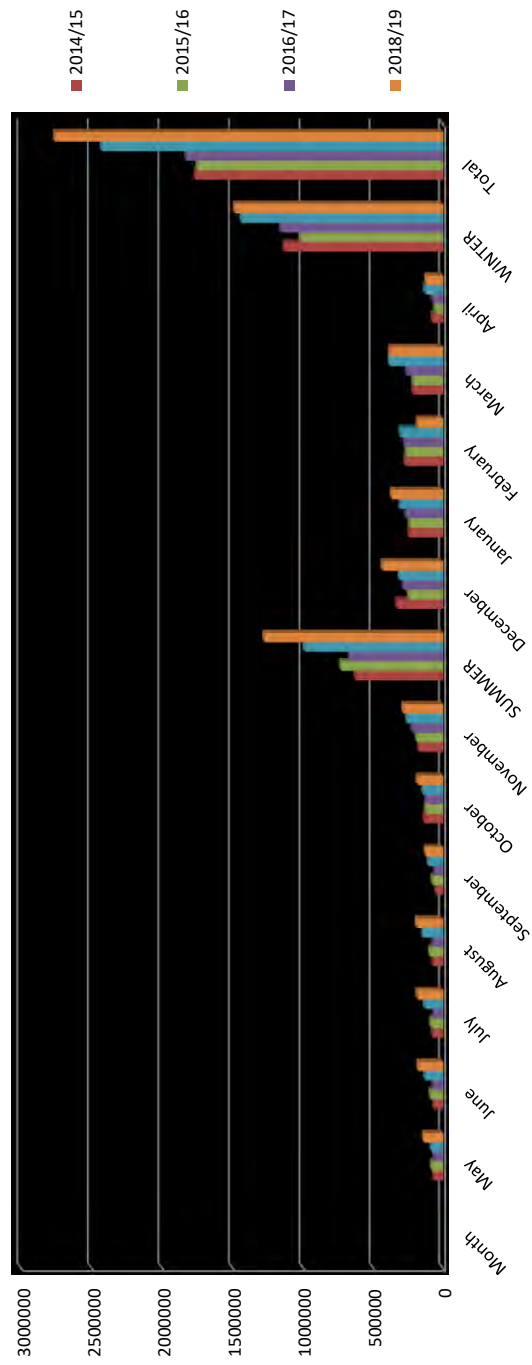
	May '18 - Apr 19
15200 • Repairs and maintenance	179,339.15
15100 • Utilities	236,862.03
15075 • Office	62,650.73
15850 • Other expenses	1,000.00
5800 • Wage Expense	0.00
Total Expense	2,832,636.95
Net Ordinary Income	-71,751.80
Other Income/Expense	
Other Income	
14535 • Capital sponsorship	27,232.62
14425 • Comedy Night	0.00
14725 • Gift In Kind	9,583.35
14925 • Capital Grants	488,209.09
14125 • Fundraiser income - capital	100,022.56
Total Other Income	625,047.62
Other Expense	
15020 • Amortization	407,229.84
14825 • Fundraiser expenditures - capit	4,915.50
14715 • Capital Grant Expenditures (Mun	629,724.36
14900 • Capital Expenditures	-17,200.00
Total Other Expense	1,024,669.70
Net Other Income	-399,622.08
Net Income	-471,373.88

Nitehawk Gross Revenue per Month

	Year >>>>	2014/15	2015/16	2016/17	2017/18	2018/19
Month						
May		\$ 65 569.74	\$ 81 177.18	\$ 63 927.09	\$ 82 442.44	\$ 137 119.14
June		\$ 65 116.04	\$ 88 088.02	\$ 69 904.09	\$ 127 388.21	\$ 177 136.80
July		\$ 72 344.26	\$ 83 839.90	\$ 67 088.32	\$ 130 085.87	\$ 183 057.82
August		\$ 71 860.85	\$ 93 718.71	\$ 70 375.19	\$ 144 547.41	\$ 188 897.00
September		\$ 49 087.85	\$ 74 519.23	\$ 57 326.05	\$ 103 931.13	\$ 123 100.35
October		\$ 133 154.29	\$ 123 261.89	\$ 122 285.28	\$ 143 148.96	\$ 182 019.84
November		\$ 170 785.79	\$ 187 169.25	\$ 219 858.30	\$ 259 951.95	\$ 284 899.92
SUMMER		\$ 627 918.82	\$ 731 774.18	\$ 670 764.32	\$ 991 495.97	\$ 1 276 230.87
December		\$ 329 699.46	\$ 246 892.90	\$ 285 084.30	\$ 311 684.96	\$ 434 070.49
January		\$ 243 455.27	\$ 239 123.32	\$ 265 809.11	\$ 306 973.07	\$ 368 798.44
February		\$ 272 647.25	\$ 263 617.30	\$ 275 051.50	\$ 305 720.49	\$ 181 829.97
March		\$ 215 590.28	\$ 213 688.83	\$ 261 776.18	\$ 384 199.02	\$ 379 618.32
April		\$ 75 204.50	\$ 55 907.86	\$ 71 875.53	\$ 130 027.25	\$ 120 495.40
WINTER		\$ 1 136 596.76	\$ 1 019 230.21	\$ 1 159 596.62	\$ 1 438 604.79	\$ 1 484 812.62
Total		\$ 1 764 515.58	\$ 1 751 004.39	\$ 1 830 360.94	\$ 2 430 100.76	\$ 2 761 043.49

Average Annual Revenue 5yrs	\$ 2 107 405.03
Percent Increase or Decrease for 2014/15 Season from Average	31%

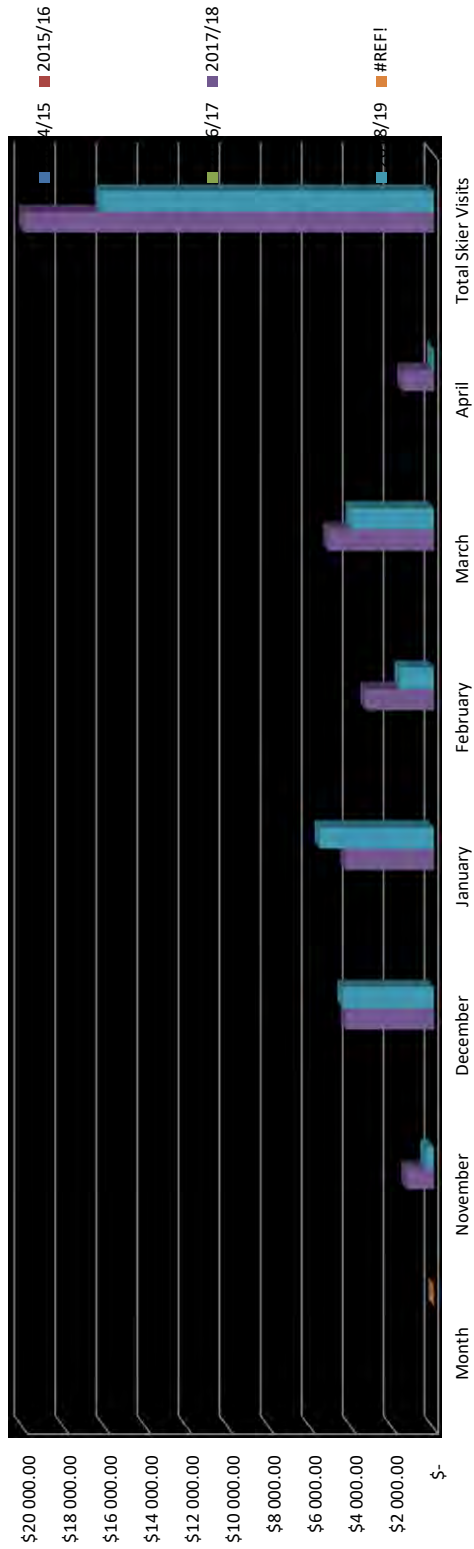
Nitehawk Gross Revenue by Month



Skier Visits

Month	Year >>>>	2014/15	2015/16	2016/17	2017/18	2018/19
November					1325	406
December					4303	4462
January					4327	5575
February					3344	1677
March					5161	4073
April					1531	69
Total Skier Visits					19991	16262
Switched Ticketing Software Provider in 2017/18, don't have historical data.						
Total Skier Visits including Season Pass Holders (add 20% to Tickets Purchased - industry standard)		0	0	0	23989	19514
* Colder Weather early November 2018, had more terrain earlier. * Lost 20 Days in February 2019 due to extreme cold. * Only Open until April 5, 2019, last year to April 22nd, 2018.						
Average Skier Visits over 2 yrs			21752			
Percent Decrease for 2018/19 Season from 2yr Average					-10%	

Skier Visits by Month

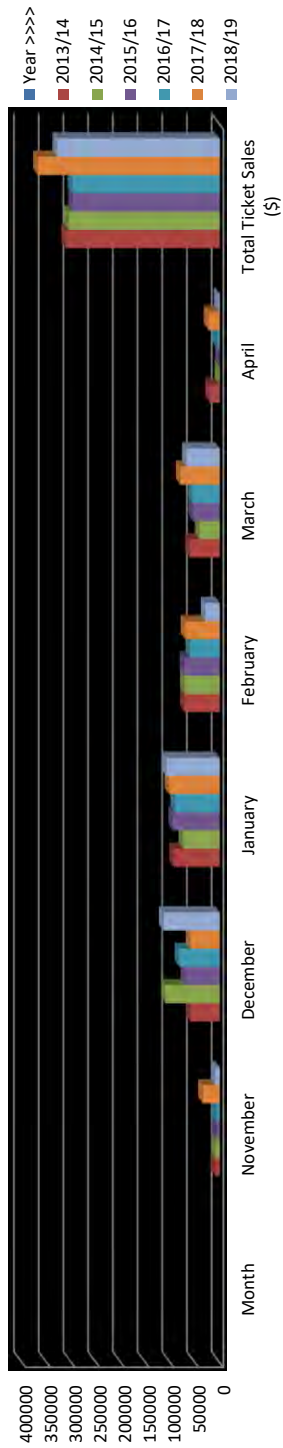


Ticket Sales in Dollars (\$)

Year >>>>	2013/14	2014/15	2015/16	2016/17	2017/18	2018/19
Month						
November	\$ 8 180.51	\$ 8 713.47	\$ 6 508.84	\$ 6 549.17	\$ 34 288.28	\$ 8 872.01
December	\$ 59 427.35	\$ 109 547.21	\$ 70 141.98	\$ 81 739.71	\$ 59 566.59	\$ 113 795.19
January	\$ 92 614.41	\$ 74 013.43	\$ 94 517.70	\$ 90 568.63	\$ 102 324.31	\$ 108 104.96
February	\$ 70 710.66	\$ 70 849.42	\$ 71 708.61	\$ 59 988.09	\$ 69 820.31	\$ 28 854.30
March	\$ 60 521.93	\$ 41 148.09	\$ 54 195.23	\$ 54 572.99	\$ 79 475.39	\$ 67 172.98
April	\$ 19 947.51	\$ 1 043.60	\$ 364.29	\$ 4 985.44	\$ 22 686.40	\$ 2 465.75
Total Ticket Sales (\$)	\$ 311 402.37	\$ 305 315.22	\$ 297 436.65	\$ 298 404.03	\$ 368 161.28	\$ 329 265.19

Average Ticket Sales over 6 yrs	\$ 318 330.79	
Percent Increase or Decrease for 2018/19 Season from Average		3%

Ticket Sales in Dollars (\$)

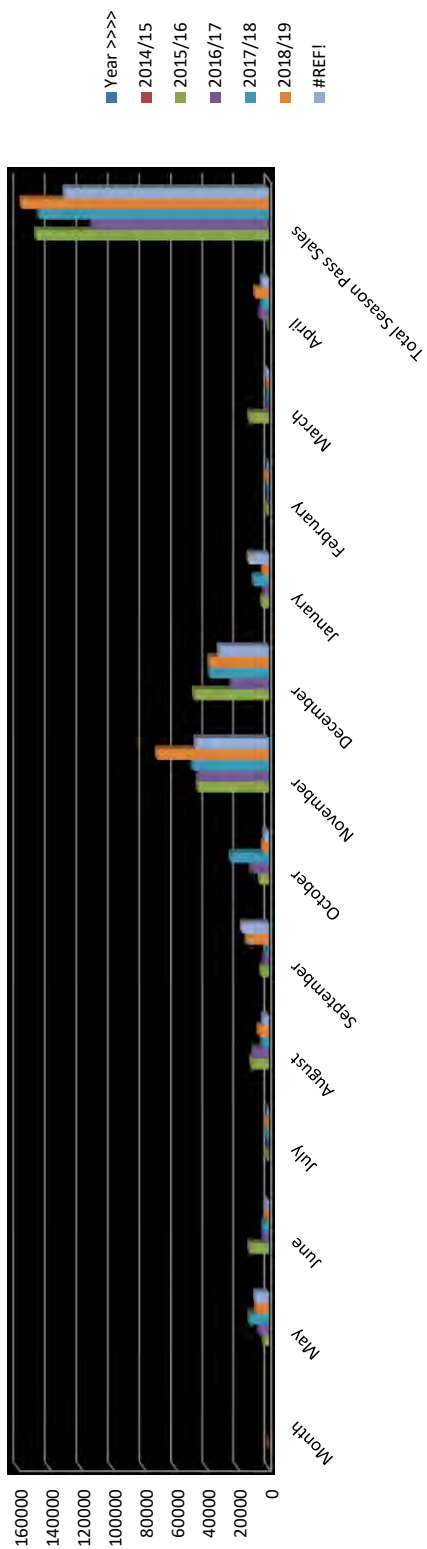


Season Pass Sales in Dollars (\$)

	Year >>>>	2014/15	2015/16	2016/17	2017/18	2018/19
Month						
May		\$ 2 994.00	\$ 6 273.90	\$ 12 339.41	\$ 7 974.71	\$ 8 577.57
June		\$ 12 301.84	\$ 3 217.02	\$ 3 209.21	\$ 980.00	\$ 1 305.00
July		\$ 585.00	\$ 76.20	\$ 885.25	\$ 1 090.49	\$ -
August		\$ 11 196.40	\$ 9 912.10	\$ 3 950.68	\$ 6 370.41	\$ 3 444.88
September		\$ 4 530.00	\$ 2 830.00	\$ 881.03	\$ 14 032.22	\$ 17 117.47
October		\$ 5 680.00	\$ 11 494.01	\$ 24 317.13	\$ 3 655.71	\$ 2 623.70
November		\$ 45 329.97	\$ 45 494.33	\$ 48 761.87	\$ 71 621.13	\$ 46 931.14
December		\$ 47 929.60	\$ 24 034.48	\$ 37 848.92	\$ 37 982.17	\$ 31 797.62
January		\$ 4 070.28	\$ 3 007.00	\$ 9 619.51	\$ 3 503.88	\$ 12 668.02
February		\$ 1 039.20	\$ -	\$ 106.25	\$ 1 207.31	\$ -
March		\$ 12 493.56	\$ 1 115.00	\$ 106.25	\$ 292.50	\$ 1 549.36
April		\$ -	\$ 5 514.15	\$ 4 265.00	\$ 8 650.34	\$ 4 137.23
Total Season Pass Sales		\$ 148 149.85	\$ 112 968.19	\$ 146 290.51	\$ 157 360.87	\$ 130 151.99

Average Season Pass Sales over 5 yrs	\$ 138 984.28
Percent Increase or Decrease for 2018/19 Season from Average	-6%

Season Pass Sales in Dollars (\$)





REQUEST FOR DECISION

SUBJECT:	Falher Friendship Corner Association		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 10, 2019	CAO: DT	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: SW	PRESENTER: SW
STRATEGIC PLAN:	Quality of Life		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve a capital grant in the amount of \$10,000.00 to the Falher Friendship Corner Association for purchasing a property located in Falher, Alberta to develop a 24/7 developmental disability residence, with funds to come from Community Service Miscellaneous Grant.

BACKGROUND/PROPOSAL:

The Falher Friendship Corner Association (FFCA) is a non-profit charitable organization, established in 1969, 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. The Association's purpose is to provide quality services and supports to individuals with developmental disabilities and assist them to reach their goals of independence and quality of life. 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 preparation support. FFCA currently provides 24-hour residential supports for five (5) people living in a home owned by FFCA.

The increased need for an additional 24-hour residential support was explained by the Falher Friendship Corner Association during the May 21st Committee of the Whole Meeting. FFCA stated to accommodate the need, they plan to purchase a second residence in Falher, and a property suitable for this purpose has been identified. This property is listed at \$399,900.00 and has potential to house 6 people with developmental disabilities, and employ up to eight (8) staff. This endeavor would create jobs and help give homes and programming opportunities to individuals in the region.

Northern Sunrise County and the Municipal District of Smoky River have each contributed \$10,000.00 to FFCA for the second residence project. FFCA has submitted a grant application requesting Greenview to match the support provided by the two local municipalities. FFCA has collected a total of \$64,500.00 in donations as per March 12, 2019, their grant application date. FFCA will be submitting a grant application for the

Community Facility Enhancement Program, in an effort to access up to 50% of the project funds required. The remaining amount will be covered by donations and bank loan.

As of June 9, 2019, the Community Service Miscellaneous Budget has a balance of \$859,571.04.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Greenview will be supporting a regional need to house individuals with developmental disabilities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action on the recommended motion or alter the amount of grant provided.

FINANCIAL IMPLICATION:

Direct Costs: \$10,000.00 from Community Service Miscellaneous Grant

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will contact FFCA and convey Council's decision regarding their capital funding request.

ATTACHMENT(S):

- FFCA Funding Request Letter
- FFCA Grant Request

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
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600

Additional Information:

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

Yes _____ No _____

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

1. Amount \$ _____ Year _____

Purpose: _____

2. Amount \$ _____ Year _____

Purpose: _____

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

Yes _____ No _____

If no, why has the report not been filed?

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

Yes _____ No _____

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

If yes; who, purpose and amount?

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



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

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

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



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

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: **Grande Cache Big Horn Welcome Back Dinner**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: June 10, 2019 CAO: DT MANAGER:
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: SW
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the repurposing of the funds intended for the Grande Cache Seniors' Week to be utilized for the Grande Cache Big Horn Golden Age Club Welcome Back Dinner held September 2019 in Grande Cache, Alberta.

BACKGROUND/PROPOSAL:

An annual tradition has been established in Grande Cache in which the former Town of Grande Cache provided the cost of food for the Seniors' Week event that the Big Horn Golden Age Club hosts. In addition, the Town Council cooked the steaks and prepared the food for the event. Administration was contacted by a Big Horn Golden Age Club representative in mid-May asking if it would be too late to request Greenview to continue the aforementioned Seniors' Week event tradition in Grande Cache. Administration responded the next business day after collecting information that Greenview would like to continue this tradition and that funds were allocated in the Grande Cache budget to proceed with maintaining this tradition.

The Big Horn Golden Age Club held an executive meeting the following day and the representative informed the organization of Greenview's commitment to funding the food. At that time, one of the executives responded that they had made alternative arrangements with the Co-op grocery store. Co-op agreed to supply and donate the food for the Seniors' Week event. The executives discussed the possibility of cancelling the Co-op offer, however they agreed to not complicate the situation. The executives would grill hamburgers and hotdogs for the event themselves.

The Club is closed for two months of the summer (July and August) and reconvene activities in September. A tradition has been established that the first dinner of September is a "welcome back" event. The executives have submitted an alternate request that Greenview fund the steaks and baked potatoes for this event. The Club identified that they will have sufficient time to line up their more skilled BBQ chefs to do the grilling.

Administration is recommending that Greenview approves of the Club's request to fund the "Welcome Back Dinner" in place of the Seniors' Week fund for this year. Administration will be in touch with the Big Horn

Golden Age Club to acquire their funding needs from Greenview for next year to assist in allocating sufficient funds in the budget for them.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that the Big Horn Golden Age Club will have funds to host a “Welcome Back” Steak Dinner event when they reconvene as a club in September.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion, as the funds were allocated in the budget for the Seniors’ Week event and would now alternatively be utilized for the Welcome Back Dinner.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to take no action on the recommended motion, however funds were allocated and not utilized for the Seniors’ Week event and would therefore become an unused surplus in the Grande Cache Budget.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will follow up with the Big Horn Golden Age Club to convey Council’s decision for their request.

ATTACHMENT(S):

- Email Request – Welcome Back Dinner

From: [Teresa Marin](#)
To: ["Alexander Albert \(PRA\)"](#)
Cc: ["froggy@telusplanet.net"](#); ["Louise Krewusik"](#); [Stacey Wabick](#)
Subject: RE: Fall Event
Date: May 24, 2019 2:05:00 PM

Hi Alberta,

We will acquire a decision for your request next month (June) at one of the Council Meetings. You will be informed of the decision made by Council at that time. Next year would we be supplying the food for Seniors Week. Will you have only one event or will you be having two events next year? We will need to have the details for planning our budget next year.

Thank you.

Teresa

From: Alexander Albert (PRA) [mailto:Albert.Alexander@CSC-SCC.GC.CA]
Sent: Thursday, May 23, 2019 3:03 PM
To: Teresa Marin <Teresa.Marin@MDGreenview.ab.ca>
Cc: 'froggy@telusplanet.net' <froggy@telusplanet.net>; 'Louise Krewusik' <louikrew@gmail.com>
Subject: RE: Fall Event

Hi Teresa,
Thanks for your prompt attention,
Albert Alexander

From: Teresa Marin <Teresa.Marin@MDGreenview.ab.ca>
Sent: May 23, 2019 2:13 PM
To: Carolyn Ferraby <Carolyn.Ferraby@MDGreenview.ab.ca>
Cc: Stacey Wabick <Stacey.Wabick@MDGreenview.ab.ca>; Alexander Albert (PRA) <Albert.Alexander@CSC-SCC.GC.CA>
Subject: Fall Event

Hi Carolyn,

Please view the message below requesting the allocated seniors' week funds be utilized for a fall event. I have included a copy of this message to Albert, please reply to all.

Thank you.
Teresa Marin

From: Alexander Albert (PRA) [mailto:Albert.Alexander@CSC-SCC.GC.CA]
Sent: Thursday, May 23, 2019 2:05 PM
To: Teresa Marin <Teresa.Marin@MDGreenview.ab.ca>
Cc: 'froggy@telusplanet.net' <froggy@telusplanet.net>; 'Louise Krewusik' <louikrew@gmail.com>

Subject: RE: SENIORS WEEK

Hi Teresa,

Our executive met yesterday afternoon (22nd) and the generous offer from the MD to fund the steak BBQ was on the agenda. One of our executive had already made alternative arrangements for the Friday BBQ with the food being supplied and donated by Co-op. We could have cancelled the co-op offer but it would have been complicated for us. Our plans were to cook burgers and hot dogs. None of us on the executive are great at grilling steaks but hamburgers and hotdogs are less challenging, although we are sure some of our members are. The short time we gave for our request from the MD makes it a difficult task to change from our original plans to accommodating a steak dinner.

The club is closed for two months of the summer (July and August), but we reconvene activities on September. Our traditional first dinner of September is a, "welcome back" one where we will have sufficient time to line up our more skilled BBQ chefs to do the grilling. So here is our newest request, would the MD fund the steaks and baked potatoes for this event?

Thank you for your attention to this request,

Albert Alexander

From: Teresa Marin <Teresa.Marin@MDGreenview.ab.ca>

Sent: May 21, 2019 10:47 AM

To: Alexander Albert (PRA) <Albert.Alexander@CSC-SCC.GC.CA>

Cc: Stacey Wabick <Stacey.Wabick@MDGreenview.ab.ca>; Carolyn Ferraby <Carolyn.Ferraby@MDGreenview.ab.ca>

Subject: RE: SENIORS WEEK

Good Morning,

I have spoken with the Grande Cache Administration office and they indicate that they have sufficient funds within their budget to cover the food costs for the Seniors' Week BBQ. Please provide the Greenview Grande Cache Office with the invoice for this food addressed to the attention of Carolyn Ferraby.

I will contact Council members to determine who will be available to cook the steaks, baked potatoes and salads. Please let me know what time on Friday, June 7th that the meal is expected to be served.

Thank you.

Teresa Marin

From: Teresa Marin

Sent: Tuesday, May 21, 2019 8:43 AM

To: 'Alexander Albert (PRA)' <Albert.Alexander@CSC-SCC.GC.CA>

Cc: Stacey Wabick <Stacey.Wabick@MDGreenview.ab.ca>

Subject: RE: SENIORS WEEK

Hi Alexander,

We would not want this long standing event to be forgotten, thank you for bringing it to our attention. We will add this to the May 27th Council Agenda.

Have a good day!

Teresa Marin

From: Alexander Albert (PRA) [<mailto:Albert.Alexander@CSC-SCC.GC.CA>]

Sent: Friday, May 17, 2019 4:06 PM

To: Teresa Marin <Teresa.Marin@MDGreenview.ab.ca>

Subject: SENIORS WEEK

Hi Teresa,

I hope I am not too late for you to present this to the MD. We realise there may not be time enough to help us this year, but maybe in the future,

Have a great long weekend,

Albert

Teresa Marin

Community Services, Executive Assistant

Municipal District of Greenview No. 16 | 4806 36 Ave. Box 1079 Valleyview, Alberta T0H 3N0

Tel: [780-524-7600](tel:780-524-7600) | Fax: [1-780-524-4307](tel:1-780-524-4307) | Toll Free: [888-524-7601](tel:888-524-7601) | 24/7 Dispatch: [866-524-7608](tel:866-524-7608) | Direct: [1-780-524-7347](tel:1-780-524-7347)

mdgreenview.ab.ca | Follow us on Twitter [@mdofgreenview](https://twitter.com/mdofgreenview)

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

Thank you.



REQUEST FOR DECISION

SUBJECT: **Early Learning – Knowledge Tree**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: June 10, 2019
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Knowledge Tree Early Learning and Childcare Centre report for information, as presented.

BACKGROUND/PROPOSAL:

The Knowledge Tree Early Learning & Childcare Centre (Knowledge Tree), located in Valleyview Alberta is requesting financial support for renovations of a new location where the centre will be relocated.

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, Alberta Accreditation on 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, and 51% of the community utilizing the service are low income.

The Knowledge Tree have been requested by their current landlord to vacate the location in the Perron Complex by July 31, 2019. It is the intention of the Knowledge Tree to move to another building in Valleyview where the previous Lutheran Church resided. In doing so, they have come to an agreement with the current owners that includes the owners to hold a mortgage on the building while the Knowledge Tree works toward eventual full ownership.

However, before operations can commence at the new location, renovations are required to ensure compliance with government regulations. Knowledge Tree has retained the services of an architect who have provided three (3) renovation options at a cost of \$86,230.42, \$128,692.37 and \$241,053.22. The Knowledge Tree has chosen to pursue option three (3) which features a modern kitchen, new bathroom, electrical work, mechanical ventilation, and access.

Knowledge Tree Early Learning & Childcare Centre is requesting Greenview to provide \$190,000.00 in grant funding to purchase and renovate the former Lutheran Church facility. In 2014, Greenview provided Knowledge Tree Early Learning and Child Care Centre Society with \$25,000.00 for the renovation, set-up and supplies needed to meet government regulations at the Perron Building.

As of June 9, 2019, the Community Service Miscellaneous Budget has a balance of \$859,571.04.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the report on the 2019 Knowledge Tree Early Learning and Childcare Centre Grant Application is that Council may be more informed to enable a final decision regarding the application.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to accept the Knowledge Tree Early Learning and Childcare Centre grant application and provide \$190,000.00, or a portion there of, for the funding of renovations of a new facility located at 4812 55 Avenue, Valleyview Alberta.

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):

- Knowledge Tree Grant Application



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: Valleyview & District Early Learning & Childcare Centre Soc

Address of Organization: Box 1241 Valleyview, AB T0H 3N0

Contact Name and Phone Number: Venessa Soto 780-380-4060

Position of Contact Person: Executive Director

Purpose of organization:

Provide affordable childcare in safe, accredited environment for children aged 12 months to 12 years of age. We are a Government Funded \$25 a day ELCC centre, this gives us the opportunity to offer affordable childcare, wage floors for employees, access dollars for space creation, program improvements, collaborations with other agencies in the community, and to support knowledge towards, our immigrant, refugees, and Indigenous families.

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

Grant Information:

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

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 Preparation	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 Enhancement	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	\$1,655.71				\$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	\$349.58	\$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	\$6,385.04	\$7,421.89	\$5,819.92	\$5,873.99	\$5,097.98	\$6,534.94	\$71,557.66
Contractors Wage									\$1,386.75				\$1,386.75
Employee Training	\$258.40		\$50.00			\$150.00							\$318.40
Conference	\$3,900.00		\$1,000.00	\$1,000.00	\$400.00	\$1,000.00	\$1,200.00	\$800.00	\$1,500.00	\$1,020.00	\$1,000.00	\$1,000.00	\$14,700.00
Advance										\$31.18			\$31.18
WCB		\$50.00				\$2,308.16							\$2,358.16
Minister of Finance	\$4,434.10	\$3,691.46	\$3,338.97	\$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
Receiver General	\$30,352.41	\$24,042.56	\$30,650.54	\$22,468.06	\$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
Subtotal													

Office Costs													
Office lease	\$1,575.00	\$1,575.00			\$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	\$3,390.00	\$1,390.79	\$449.64	\$666.89	\$547.59	\$1,071.00	\$1,071.00	\$637.19	\$1,147.83	\$10,318.20
Janitorial Supplies - VVH, VBS	\$472.12		\$246.55	\$1,127.40	\$662.76	\$400.00	\$862.16	\$837.54	\$300.00	\$510.21			\$4,934.20
Insurance/License				\$200.00		\$2,885.00							\$3,085.00
Staff Appreciation/ Luncheon		\$63.13											\$63.13
Fundraising Expenses	\$1,500.00												\$1,500.00
Cultural Enhancement													\$200.00
Community Care				\$64.40			\$400.00						\$529.40
Bookkeeping / Office		\$100.00	\$95.33		\$194.94								\$318.85
Registries													\$0.00
Office Supplies			\$37.07		\$37.07	\$167.95		\$495.11			\$429.42		\$1,129.55
Building Maintenance	\$262.50	\$125.00	\$394.50	\$262.50	\$900.00	\$199.50	\$330.00	\$268.00		\$520.00			\$2,883.00
Building Upgrades			\$850.00		\$262.50			\$700.00			\$3,864.80		\$5,677.30
Relocation						\$400.00				\$100.00			\$800.00
Janitorial Fees	\$238.43	\$312.00											\$1,050.43
ELCC Grant Upgrades					\$5,293.23	\$667.05			\$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	\$9,249.37	\$6,979.72	\$6,895.87	\$4,450.39	\$6,895.83	\$14,031.22	\$6,982.08	\$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			\$13.63						\$187.50	\$3,689.08			\$4,690.22
Customer Overpayment/ Refund				\$199.00						\$925.00			\$1,024.00
Cheques, GST, HST		\$150.60											\$150.60
Fee Adjustments			\$888.33	\$450.00	\$91.70	\$44.00	\$40.35	\$39.10		\$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		\$4,566.54	\$51.05	\$41.15	\$6,722.67
Total Expenses	\$35,383.59	\$31,199.40	\$36,532.28	\$26,689.75	\$47,404.07	\$39,463.98	\$31,949.30	\$30,902.03	\$27,144.37	\$34,726.97	\$37,924.81	\$33,248.18	\$414,166.88

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	\$13,590.06	\$12,432.74	\$9,562.67	\$15,217.23	\$163,931.08
Daycare Fee's	\$4,887.00	\$2,574.00	\$4,013.00	\$2,530.00	\$1,000.00	\$2,865.00	\$2,540.00	\$1,600.00	\$1,610.00	\$1,405.00	\$2,460.00	\$2,000.00	\$29,514.00
Interest Payment	\$0.77	\$0.64	\$0.61	\$0.70	\$1.50	\$0.23	\$0.11	\$0.03	\$0.03				\$4.59
ELCC Grant Incentive						\$3,645.00	\$3,413.83	\$780.00	\$400.14	\$3,862.00	\$3,783.00	\$11,791.01	\$27,674.98
ELCC Wage Floor						\$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	\$3,995.00	\$5,284.35	\$3,451.34	\$1,697.58	\$3,999.44	\$1,525.72	\$21,516.22
ELCC Grant Training										\$794.72			\$794.72
ELCC Contractors/ Renos						\$500.00		\$1,388.75		\$6,126.50	\$2,840.00	\$9,515.25	\$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	\$10,262.00	\$9,514.00	\$6,779.00	\$8,025.00	\$13,466.27	\$8,026.00	\$6,414.00	\$3,963.00	\$8,292.00	\$4,804.00	\$6,480.00	\$5,590.00	\$93,317.27
Transfers	\$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	\$38,318.41	\$34,560.24	\$387,600.53
Subtotal													
Balance (Income minus Expenses)	(\$3,744.71)	(\$755.71)	\$2,966.88	(\$2,123.71)	(\$11,490.04)	(\$8,059.82)	(\$226.85)	(\$5,584.72)	\$5,238.70	(\$4,331.95)	\$393.60	\$1,352.08	(\$26,366.25)

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.



REQUEST FOR DECISION

SUBJECT:	New Fish Creek Cemetery Board Resignations		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	June 10, 2019	CAO: DT	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 97-218

RECOMMENDED ACTION:

MOTION: That Council accept the New Fish Creek Cemetery Board resignations from Sherry Perron and Wilma Marcotte.

BACKGROUND/PROPOSAL:

Administration received resignation letters from both Wilma Marcotte and Sherry Perron. This will leave two empty seats on the New Fish Creek Cemetery Board.

Currently Reeve Dale Smith, Teresa Gordon, Colleen Young and Andy Labrecque sit on this board.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be aware that there are two seats open on the New Fish Creek Cemetery Board.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that the New Fish Creek Cemetery Board will be short two board members.
-

ALTERNATIVES CONSIDERED:

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:

Administration will advertise the two empty seats on the New Fish Creek Cemetery Board.

ATTACHMENT(S):

- Letters of Resignation

New Fish Creek Community Cemetery
Re: Sherry Perron

Please be advised that I will no longer be on the New Fish Creek Community Cemetery committee. Please remove my name from any papers that require my signature for any reason.

Thank you

Sherry Perron
Sherry Perron



C12

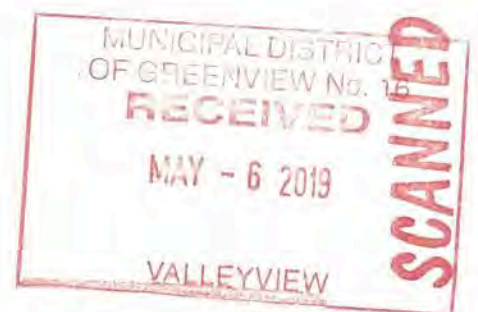
New Fish Creek Community Cemetery
Re: Wilma Marcotte

Please be advised that I am standing down as New Fish Creek Cemetery sec/tres. Therefor I would like my name taken off the board as well as bank account.

Thank you

Wilma Marcotte

Wilma Marcotte





GRANDE CACHE UPDATE

Grande Cache staff are hard at work preparing for the 50th Anniversary of the Community. From street cleaning to grounds maintenance, the community is looking fantastic!

Staff continue to address the deficiency at the Water Treatment Plant that were a result of ventilation design and construction and the vapours from the chemicals that were originally stored at the plant. Associate Engineering are working with the Environmental department and I am pleased with the overall progress.

The Ariel truck arrived in Grande Cache in late May. Crews are getting familiar with the apparatus and are training to operate and work the truck and all it has to offer. Some of our Grande Cache crew were in the High Level area helping with the wildfires.

I have engaged an independent consultant to assist me in refining some of the human resources challenges in the transition. She will be onsite in Grande Cache in June and in Valleyview working with the General Managers and me to identify some of the intricate trials and create solutions to better help the merger of staff from Grande Cache into the Greenview fold.

The spray park recently opened for the season. A popular handout for families on hot summer days, the facility is enjoyed by families with children of all ages. The pool is currently such down for the annual maintenance and repairs. I'm confident that crews will have it back up and running before the month is over. Annually the pool shuts down so that upkeep, improvements and repairs can be addressed. Staff are great at informing the public prior to and throughout the shutdown.

A questionnaire was fanned out to residents of the Grande Cache area in relation to a recreation and trails masterplan. It is important to get solid community engagement and input on such projects.

The Bylaw Officer has been busy; truck parking, dog problems, and trail patrols – the presence of the Officer is welcomed by most, but of course, not everyone is pleased when the bylaw infractions are brought to light.

The Ratepayer BBQ for Grande Cache is set for July 15th and will be held at the Recreation Centre. The communications officer in Grande Cache is working with staff to see to all the details. It will be a great opportunity for staff & Council to mingle with ratepayers.

Denise Thompson



Manager's Report

Function: Infrastructure & Planning

Submitted by: Roger Autio, General Manager Infrastructure & Planning

Date: 6/10/2019

General Manager, Infrastructure & Planning, Roger Autio

Facility Maintenance

- Tony Creek and Grovedale Lagoon - the access to those facilities are now set up with fobs. All contractors who are using the facility have a fob, this gives Environmental Department of record who is using the Lagoons.
- Grande Cache: ongoing construction meetings at new Fire Hall.
- Still in process with Omar on information for an RFD (Grovedale Public Service), to upgrade the pond or install a water tank above ground.
- Grande Cache - meeting with Kevin Gramm and Randy scheduled for Wednesday, May 29, 2019 to cooperate and help him with a camera and security system, card readers. Gave them a Groundskeeper book for maintaining Fire Pumps-Fire Pump trailers and grass cutting.
- Normal ongoing Maintenance on facilities.

Stakeholder Liaison

- RR260 – RD18007; currently pulling titles calculating acreage and compensation as per WSP's engineering preferences. Creating line list, sales agreements and sketch plans. Will acquire land over next two months. Scheduled for 2020 construction.
- RR201 – RD19002A; All land acquired for new road construction. Will acquire 10m wide ROW on final two quarters of existing 201 road once land sale of the quarters has gone through and registered at Land Titles. 2019 construction. Omar and Saidi are working on a hydrology analysis for the existing road and surrounding area, more land may be required.
- RR230 – RD18011; All land has been acquired to date. WSP to look at extra land required to bypass East Smokey Gas Co-op riser in new ROW. Will contact East Smokey to obtain costs to move riser. Will contact CNRL to remove above ground cathodic protection sensor pipes in our East ditch. 2020 construction.
- RR64 – RD18008; One landowner to sign at intersection with TWP Rd 700. 2020 construction.
- TWP 670 – RD 18012; No new land required. 2020 construction.

- TWP 681 – RD 18006; No new land required. 2020 construction.
- All Bridge Files acquired except for BF71666 – Old High Prairie Rd; signed one of 4 landowners. The other 3 are not returning my calls. Will continue trying to contact and sign. This is a 2019 construction project.
- One new BF79082. This was reported to us by Reeve Dale Smith. Hole in road caused by failing culvert. Operations put up danger signs, advised them to fill hole with gravel (temp fix for safety) and leave warning signs. Will need to acquire land and it may be a fish bearing watercourse so study and applications and approvals may be required.

Manager, Construction & Engineering, Omar Mohamed

- Range Road 230/Township Road 681; Survey is complete. Beirsto is working on the preliminary design.
- Township Road 670; Beirsto is working on the preliminary design.
- Ridgevalley Overlay for Range Road 262 and Township Road 713; Tender review stage.
- Sunset House Drainage Project has been surveyed in house and complete.
- The Muiltplex parking lot has been surveyed in house and is in progress.

Interim Manager, Operations, Doug Brown

East

- Blade Tender has closed and was awarded May 21, 2019 to Wearpro Equipment & Supplies Ltd. in the amount of \$144,135.88 plus GST.
- Tools Tender has closed and was awarded May 21, 2019 to Wearpro Equipment & Supplies Ltd. in the amount of \$171,280.00 plus GST.
- Water Truck tender for Grande Cache closed on May 14, 2019.
- Wheel Loader and Bucket Truck tenders closed on May 22, 2019
- Staff attended All Staff Day May 7, 2019.
- Roads have been staked for calcium.
- Spot graveled holes and soft spots in the roads (Township Road 674, Range Road 235).
- Graveled Sunset House Hall area by the Water Point Station.
- Prepped graveled calcium spots with trucks.
- Mowing crew is out clearing ditches of deadfall.
- Brushing crews are working on Range Road 225.
- Mowing crew prepared tractors for the season.
- Installed a culvert on Range Road 263.
- Dug out beaver problems on Township Road 730 near Cozy Cove.
- Replaced delineators on roads.
- Picked up roadside clean up garbage.

West

- In early May plow trucks were dispatched to plow snow on paved roads in Grovedale and DeBolt.
- Road bonds were monitored throughout break up with requests to Paradox (Range Road 64A) and Pembina (Township Road 700) to maintain roads and apply gravel. It has been unsuccessful so far as both companies choose to maintain at an unacceptable level. Both companies were contacted via phone and email.
- Contacted Terrence with Agricultural Services to help with water issues along roads due to beaver dams.
- Roadside cleanup by non-profit groups was completed in Grovedale and DeBolt areas.
- Spot gravelling in the Grovedale area with contracted trucks to prep for calcium is complete.
- Calcium in the Grovedale area will be complete by the end of May.
- Patched up a residential approach and access road in the Meadow Creek Subdivision.
- Contracted brushing crew is working in the Grovedale Area.
- Sweeping paved roads is partially completed. Will complete at a later date due to L7 loader having gone to Strongco for diagnosis of repair (metal found in hydraulics).
- Multiple stop signs and advance warning signs have been repaired in Grovedale and DeBolt areas.
- Multiple kilometre, curve and location signs along the Forestry Trunk Road have been repaired.
- Day Labour Foreman, Dwight Goodvin has begun work in the DeBolt area starting on culverts and then will be moving onto drainage projects e.g. Ditch cleans.
- Calcium sites in DeBolt area are marked out and prep work has begun.
- Spot gravelling in the DeBolt area calcium sites has begun with contracted trucks.
- Spot gravelling was completed on the North end of the Forestry Trunk Road and a light amount of calcium was applied.
- FTR Simonette Bridge cleaning done.
- FTR had 1 jeep and service truck towed from pullouts.
- Prairie North started up construction on south end May 20.
- Met with Paradox on site to inspect Simonette hill works on South side.
- Currently an ongoing gravel program is being done from Kilometre 5 to Kilometre 19. Will continue down the road ahead of the calcium program.
- Two crews were sent out to pick garbage (tire chains, pipes, paper, etc. along the Forestry Trunk Road).
- Oil companies continue to be cooperative on the Forestry Trunk Road with supplying gravel and graders to maintain their bonded portion of the roads.
- Anwyn Garant started as Gravel Checker/Labourer on May 13th.
- Victor Lake calcium completed.
- Training of Supervisor, J. P. Roy from Grande Cache on applying calcium is complete.

Grande Cache

- Fleet maintenance is ongoing.

- Maintenance of holes on roads at the dig sites of the water breaks and sewer line repairs.
- North and South of town Co-op tours.
- Replace and repair signage at the Co-ops/Enterprises and around the community.
- Grading of gravel roads at Grande Cache Lake and around the community.
- Hauling gravel (6 loads), prep and placing of calcium at Victor Lake Road.
- Sweeping around Grande Cache ongoing.
- Pothole repair has started and ongoing.
- Line and crosswalk painting ongoing.
- Prep for placement of Dinosaur at the Tourism Centre.
- Employee received Class 3 license.
- New mechanic started.

Fleet and Shop

- Coordinating meetings with mechanics from Grande Cache and Grovedale about equipment and fleet issues.
- Negotiating with Kenneth Harvey about rolling all Snap-On subscription in one at a reduced price.
- Chief Mechanic travelled to Grande Cache on Wednesday after all staff day, filling in for shop mechanic (Reg) off time. Orientated new mechanic, Gord.
- Still waiting for report from Bobcat of the peace, a response about repair on bumpers on Doosan loaders.
- Safety meeting – shop crew. Jackie did the minutes.
- Involved in and a part of interviews for Grande Cache apprentice.
- Interim Manager had a meeting with shop crew, on May 15th.
- 80 work orders done through the Valleyview shop this month from all departments. 19 in Grovedale.

Manager, Environmental Services, Gary Couch

Customer complaints or concerns:

- Grovedale resident feels the usage at the current Grovedale water point is causing his well to sand off. Researching concern. Currently the resident has no well report for his well so this is hindering the MD's ability to obtain accurate information on this matter.
- Grovedale and Landry Heights residents have been calling regularly for updates on the upcoming water systems.
- Grovedale resident feels that the MD should clean up the over flowed sewer on his property. His pump was stolen from the property and when we were notified of the issue an operator shut the CC valve. Discussion with the property owner to explain what the MD is responsible for has taken place.

Water

- Grovedale Open House on May 28th at 7:00 pm in the Grovedale PSB to inform residents and entertain questions on the upcoming installation of the water and sewer systems.
- Awarded Landry Heights water distribution system. Preconstruction meeting upcoming.
- Have begun prep work on the new water point at Puskwaskau. Culligan from Grande Prairie will provide treatment package and AGS from Peace River are building the structure.
- Working on the new Grande Cache PSB waterline as well as a new water service line install for the EMS building.
- Recently hired two new utility operators for Grande Cache.
- CC valve was repaired at the Ridgevalley arena parking lot
- Reviewing the contract between Grande Cache and Rock Water Energy in regards to the selling of MD water in the Hamlet of Grande Cache.
- Developing policies and procedures for the department

Wastewater

- Looking at optional locations for the RV dump Station by DeBolt
- Ridgevalley lagoon will require some attention to the effluent release structure and a desludging soon
- The Problem Wildlife officer is assisting operators with a muskrat problem at the Little Smoky lagoon.
- Electric gates are operational at Grovedale and Tony Creek lagoon.

Solid waste

- Held a GRWMC meeting on May 16th to approve the financial audit. New 10 year Capital Budget also approved.
- Recruiting for a Transfer Station attendant for NFC.
- Upcoming Schedule of Fees review for GC Landfill vs Greenview, Second Reading
- Ban for accepting wood has been placed on all Transfer Stations and Landfills until the Fire Ban is lifted.
- Working with Construction and Engineer in regards to developing landfill pits at Sunset House and DeBolt Transfer Stations.
- Cross training staff at for the Grande Cache Landfill for relief workers.

Manager, Planning & Development, Sally Rosson

- The 2019 spring Landowner maps is delayed due to required changes to the assessment data; the anticipate date for completion is beginning of June 2019.
- Planning staff conducted the initial review of the proposed Tri-municipal Area Structure Plan outlining the Planning department's written recommended changes. The changes were reviewed with Economic Development staff on May 24, 2019.

- A Citizen's Panel meeting is scheduled for May 27, 2019 for review of the Draft Sturgeon Lake Area Structure Plan.
- A Citizen's Panel meeting is scheduled for May 29, 2019 for review of the Draft Valleyview Intermunicipal Development Plan.
- On May 30, 2019, Planning Staff will be meeting with Hofmann & Associates to conduct a review of the Grande Cache Land Use Bylaw, prior to presenting changes to Council.
- Twenty-two individual Rural Addressing signs and one large lot sign are being ordered for Spring/Summer 2019 contractor installations.
- The Grande Cache Ball Diamond property has two lots, one of which has no access. The two lots will be consolidated into one lot as per the requirements from 1987 that had not been complete.
- Scheduled on the June 24 Council Agenda for the following Public Hearings are scheduled at 10 am include:
 - 1) Bylaw 19-822 Land Use Amendment to re-designate an 8.10 hectare (20.02 ac) from Agricultural One (A-1) to Agricultural Two (A-2) District on SW 28-69-07-W6, and
 - 2) Bylaw 19-823 Big Lakes and Municipal District of Greenview No. 16 Intermunicipal Development Plan.
- The following information provides a breakdown of the new applications received in the various development categories:

Monthly Summary of Activity in May 2019		
Type of PLANNING & DEVELOPMENT ACTIVITY		NUMBER OF APPLICATIONS
BUSINESS LICENSES:		2
DEVELOPMENT PERMIT APPLICATIONS:		29
LEASE REFERRALS:		19
LAND USE AMENDMENTS (RE-DESIGNATION):		1
SUBDIVISION APPLICATIONS:		3
APPROACH APPLICATIONS:		0
		Gravel/Asphalt

Our Spring 2019 development activities have substantially increased. Following is a detailed listing of development activity for **May 2019**:

BUSINESS LICENSES: 2

B19-113 /L19, BLK 13, P 2373RS /MINOR HOME OCC/THOMPSON/WARD 9

B19-143/PLAN 2707RS/VEHICLE SALES/REVOLUTION AUTO GROUP/WARD 9

DEVELOPMENT PERMITS: 29

D19-099/SE-29-71-25-W5/SINGLE DETACHED/\$50,000.00/FORSEY/WARD 7

D19-100/NE-2-72-1-W6 /POLE SHELTER OVER BLEACHERS/\$16,500.00/CRANBERRY LAKE/WARD 6

D19-101/SE-13-65-5-W6/WATER RESERVOIR/\$900,000.00/PEACE COUNTRY LAND LTD/WARD 8
 D19-102/SE-1-72-22-W5/ (WELLSITE TRAILER)/\$70,000.00/MEAKES /WARD 5
 D19-103/L D, BLK 1, P 0426948/SINGLE DETACHED/\$125,000.00/ELLERT/WARD 8
 D19-104/ L 4, BLK 1, P 1722837/SINGLE DETACHED/\$30,000.00/ATKINSON/WARD 7
 D19-105/L 1, BLK 1, P 0822151/STORAGE/\$100,000.00/NORTHLAND LOGISTICS CORP/WARD 6
 D19-106/L 3, BLK 1, P 0822151/STORAGE/\$100,000.00/NORTHLAND LOGISTICS CORP/WARD 6
 D19-107/L 5, BLK 1, P 0822151/STORAGE/\$100,000.00/NORTHLAND LOGISTICS CORP/WARD 6
 D19-108/L 1, P 9422697/SINGLE DETACHED (VARIANCE) \$450,000.00/REFUGE BUILDERS/WARD 6
 D19-109/L 10, BLK 20, P 2835RS/ADDITION/\$15,000.00/CLARKE/WARD 9
 D19-110/NE-10-72-1-W6/SINGLE DETACHED/\$997,700.00/MOODY/WARD 6
 D19-111/L 2, BLK 1, P 0226683/ADDITION & DECK/\$12,000.00/UNRUH/WARD 8
 D19-112/L 19, BLK 13, P 2373RS/HOME OCC/\$10,000.00/THOMPSON/WARD 9
 D19-114/6-17-61-3-W6/304 PERSON WORK CAMP (WC) RENEWAL/STRATH RESOURCES LTD/WARD 7
 D19-115/NE-8-62-3-W6/8 PERSON WC RENEWAL/STRATH RESOURCES LTD/WARD 7
 D19-131/10-36-65-25-W5/SHOP & OFFICES/\$360,000.00/ARC RESOURCES LTD/WARD 7
 D19-132/11-9-59-23-W5/25 PERSON WC RENEWAL/MILLAR WESTERN FOREST PRODUCTS/WARD 2
 D19-135/NE-17-58-26-W5/SHOP/\$90,000.00/TOURMALINE OIL CORP/WARD 1
 D19-136/NE-20-60-20-W5/256 PERSON WC RENEWAL/XTO ENERGY CANADA, ULC/WARD 2
 D19-137/NW-36-68-8-W6/BORROW PIT/\$100,000.00/NUVISTA ENERGY LTD/WARD 8
 D19-138/SW-27-64-25-W5/50 HP COMPRESSOR/\$148,000.00/PARAMOUNT RESOURCES LTD/WARD 7
 D19-139/L 1A, BLK 1, P 1121859/SHOP/\$50.00/BOWIE/WARD 8
 D19-140/L 3, BLK 1, P 1523063/POLE SHED/\$13,000.00/PIONEERS OF GROVEDALE MUSEUM/WARD 8
 D19-141/L 1, BLK 1, P 0724939/GARAGE/\$30.00/THIESSEN/WARD 8
 D19-142/P 2707RS/VEHICLE SALES/REVOLUTION AUTO GROUP/WARD 9
 D19-145/L 6, BLK 27, P 4355RS/DECK/\$1,200.00/ POLLOCK/WARD 9
 D19-146/L 12, BLK 2, P 9825735/GARAGE/\$1,300.00/KLASSEN/WARD 8
 D19-147/NW-31-69-6-W6/ADDITION/\$45,000.00/PETERS/WARD 8

LEASE REFERRALS: 19

L19-098 /SW-33-59-18-W5/SAND & GRAVEL PRE-CON PHASE/NWR CONSULTING LTD/WARD 2
 L19-116 /NW-24-68-7-W6 PIPELINE/LANDSOLUTIONS LP/WARD 8
 L19-117/SE-34-67-5-W6/CLASS II ACCESS ROAD/FRONTIER RESOURCE SERVICES LTD.WARD 8
 L19-118 /SW-11-68-5-W6/SAND & GRAVEL PRE-CON PHASE/COLAS CANADA INC.WARD 8
 L19-119 /NW-24-68-7-W6/PIPELINE INSTALLATION VALVE SITE/LANDSOLUTIONS LP/WARD 8
 L19-120 /NE-3-68-6-W6/OVERHEAD AND UNDERGROUND POWER LINE/ATCO ELECTRIC/WARD 8
 L19-121/SE-24-68-7-W6/ACCESS ROAD CLASS III/EVOLVE SURFACE STRATEGIES INC/WARD 8
 L19-122 /SE-24-68-7-W6/PIPELINE/EVOLVE SURFACE STRATEGIES INC/WARD 8
 L19-123/NW-24-68-7-W6/PIPELINE/LANDSOLUTIONS LP/WARD 8
 L19-124/SW-16-69-4-W6/SAND & GRAVEL PRE-CON PHASE/SUMMIT LAND AND ENVIRO INC.WARD 8
 L19-125/NW-1-68-6-W6/PIPELINE/LANDSOLUTIONS LP/WARD 8

L19-126 /SE-28-65-7-W6/COMMUNICATIONS TOWER/LANDSOLUTIONS LP/WARD 8
L19-127 /SW-2-68-6-W6/ELECTRICAL POWERLINE - ABOVE GROUND/ATCO ELECTRIC LTD/WARD 8
L19-128 /NE-26-67-5-W6/PIPELINE/LANDSOLUTIONS LP/WARD 8
L19-129/NW-24-68-7-W6/PIPELINE INSTALLATION - VALVE SITE/LANDSOLUTIONS LP/WARD 8
L19-130 /NE-29-67-8-W6/WORK CAMP/LAND SOLUTIONS/WARD 8
L19-133/NW-4-64-5-W6/FUEL STATION/PEACE COUNTRY LAND LTD/ WARD 8
L19-134/SE-24-68-7-W6/PIPELINE/EVOLVE SURFACE STRATEGIES INC/WARD 8
L19-144/NE-7-68-11-W6/SAND & GRAVEL PRE-CON PHASE/NWR CONSULTING/WARD 8

SUBDIVISIONS: 3

S19-003 / NE-02-69-06-W6 / COUNTRY RESIDENTIAL ONE (CR-1) / 10 ACRES / KOVACS / WARD 8
S19-004 / NW-33-69-06-W6 / INDUSTRIAL LIGHT (M-1) / SUREWAY LOGGING / 31.6 ACRES / WARD 8
S19-005 / SE-23-71-21-W5 / FIRST PARCEL OUT / CAHAREL / 20 ACRES / WARD 5

LAND USE AMENDMENTS: 1

A19-003 / SE-10-71-23-W5 / AGRICULTURAL ONE (A1) to COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT / 11.36 ACRES / LOWE / WARD 5



Manager's Report

Function: Community Services
Submitted by: Stacey Wabick, General Manager
Date: 05/30/2019

General Manager Community Services, Stacey Wabick

Regional Fire Chief

Multiple interviews have taken place for the position of Regional Fire Chief. Two candidates received a second interview which included a more personal approach outside of the office setting. Upon completion of these interviews, Administration has decided to continue the search for this position and has reposted it.

Emergency Management Planning

With the turnover of staff in the Protective Services Department and associated vacant positions, Emergency Management Planning has not progressed as desired. However, one significant action that has taken place is the review and revision of the Emergency Coordination Center core group. With the increased danger of fire, this group was reviewed by the General Manager, Community Services and of the sixteen positions that make up this service, ten positions were vacant and needed to be filled. This was accomplished in short order due to many staff from various departments stepping up and willing to learn a new role. In the event of an emergency, these sixteen Greenview staff will be tasked with duties that are key in the implementation of important actions during the event or incident.

Greenview Fire Departments

With the coming changes to the Protective Services staffing structure, the General Manager of Community Services has reached out to all five of the fire departments within Greenview to request a joint meeting. The purpose of the meeting is to ensure key services continue to be provided from Greenview Administration to the fire departments as this will ensure they can continue to offer their usual excellent service. Of primary importance is ensuring that budget commitments do not fall through the cracks. Until positions are filled in the Protective Services Department, the General Manager, Community Services and the Executive Assistant have been fulfilling the necessary duties within it.

Agreements

Administration has been busy with various Community Service agreements. Two agreements recently were presented to Council for direction (Valleyview Cemetery and Hall agreements), and a third has been worked on over the month of May. The Phillip J Currie Museum and Administration have been in contact multiple times and have arrived at a tentative agreement for Council's review and further direction. The main components of the agreement include a Greenview 5 year funding commitment, Greenview partnership recognition and museum assistance with displays for the Grande Cache Visitor Center. This agreement will be presented to Council in June.

Community Services

Administration worked on a variety of requests from Community Services throughout the month of May including 2019 Canadian Fastball Championships, Community Futures, Evergreens Foundation, Mackenzie Golf Tournament, Medieval Faire, Valleyview Fireworks, Big Horn Golden Age Club, Falher Friendship Center, Knowledge Tree Early Learning Center, etc.

Grande Cache Fire Hall/Public Service Building

Administration spent a considerable amount of time getting a Right of Entry Agreement signed with Alberta Health Services to tie in services for the new Fire Hall/Public Services Building. This issue at times became contentious and required much attention.

Mackenzie Regional Charity Golf Tournament Sponsorship

We were asked to hold off submitting Greenview's \$500.00 sponsorship for the Mackenzie Golf Tournament until after their planning committee had met. The organizer submitted an email message to communicate that the tournament is cancelled for this year due to the fires in the area.

Agricultural Services Manager, Quentin Bochar

Administration

Currently, the Ag. Dept. is still in the process of filling the remaining three (3) seasonal positions for the hamlet of Grand Cache. The new Wetlands Coordinator for Greenview is Kendra Kozdroski, who is currently filling in on a maternity leave for the Agriculture Supervisor Trainee position.

Training/Conferences/Seminars

Currently the Problem Wildlife Officer and the Manager of Agriculture are implementing Wildlife Awareness training for Greenview staff that work outside of the office and may have interactions with wildlife. Administration is also in the process of facilitating a Public Wildlife Awareness meeting for the Hamlet of Grande Cache in conjunction with Fish and Wildlife. In addition, Administration is facilitating a formal Bear Aware program for Grande Cache.

Rental Program

The rental program is very busy at this time of year with lots of the rental fleet equipment coming and going on a daily basis.

Pest Control Program

This time of year is very busy for the Problem Wildlife Officer in regards to the protection of Greenview infrastructure and agricultural lands from beaver caused flooding issues.

Beautification – Grande Cache

Grass cutting has started in the public open areas of Grande Cache. The flowers that were ordered have started arriving, and are going to be planted in the flower boxes that are around Grande Cache. There is a weekly interdepartmental planning meeting for making sure that the hamlet is ready for the 50th Anniversary celebrations that happen on the last weekend of June. The brackets for the banners and the hanging flower baskets are in and will be installed in the next couple of weeks. Weed control will also start in the first week of June in the hamlet of Grande Cache.

Agriculture Service Board

ASB Meeting May 22, Next meeting is scheduled for June 26, 2019.

Vegetation Management

Spraying is slated to start the first week of June.

Economic Development Officer, Kevin Keller

Conferences/Training/Seminars

The following events were attended by the Economic Development staff members:

- All Staff Day, May 7th
- Greenview Economic Development and Tourism team meeting, May 24th
- Represented Greenview at the Peace Petroleum Show in Grande Prairie by hosting the Greenview booth in addition to the Tri-Municipal Industrial Partnership (TMIP) booth May 15th & 16th. There were just over 5,100 attendees for this event.
- Economic Development staff are taking the “Establishing the Foundation” online course through the University of Calgary, April 30th to June 3rd.
- Economic Development Officer (EDO) Round Table session May 23rd included a Skype call in from David Anderson, Managing Director for Invest Alberta from Japan. There was discussions in regards to exports of Alberta and Canada goods with Asia, this session will provide another great opportunity to network and make connections with David in the future.

Tri Municipal Industrial Partnership (TMIP)

- Initial meeting with Legal Counsel to review Development Corporation options, May 6th
- TMIP Committee meeting, May 9th
- Public Hearing for the TMIP Area Structure Plan (ASP) - June 27th.

Grande Cache 50th Anniversary Celebration

- Meeting with Grande Cache Historical Society May 24th
- Planning for Grande Cache 50th Anniversary participation, Dinosaur unveiling and monuments presentation at the Grande Cache Tourism Interpretive Centre for June 28th, 2019.
- Working with Grande Cache Operations crew to prep the site for the move of the metal dinosaur made by the Grande Cache Institution to the Tourism Information Centre.

Local Intel Investment Portal

- Completed final feature on Local Intel website – “*Local Opportunities*” <https://expandyourvision.ecdev.org/local-opportunities>

Business Retention & Expansion

- Launched Business Retention and Expansion Program in Grande Cache. Community Futures West Yellowhead has partnered with Greenview to fund an external BR&E survey. Information from this survey will be used to plan future economic development activities focused on the top priorities of local businesses. The project is scheduled to last until July when all the results of the survey will be gathered and analyzed.

Canadian Fibre Optics

- Met with Canadian Fiber Optics and learned about their project and plans to bring fiber optics into Grande Cache. Plan to have a future meeting with them to discuss in more detail the methods that Greenview can potentially get involved.

Tourism

- Meeting with Ministry of Economic Development and Tourism re: commercialising of recreational opportunities on Crownland within Greenview in Edmonton, May 31st.
- Met with Richard Warring, consultant for the Grande Prairie Regional Tourism Destination Marketing Plan, and Grande Prairie Regional Tourism team May 3rd regarding the Grande Prairie Regional Tourism Destination Management Plan and the method that Greenview can partner to promote the entire region.

Alberta Energy Futures Lab

- Attended meeting via Skype with Alberta Innovates, City of GP, Aquatera Utilities, Atco, and College of GP regarding Alberta Energy Futures Lab and the future of energy in the region. Greenview needs to determine their stance on reducing greenhouse gas emissions and their participation in future energy projects and discussions within the region.

Vital Signs

- Vital Sign meetings May 8th, 21st & 22nd provided a sneak peek at some of the hot topics for the vital signs survey, and engaged in a great conversation in these regards.

Community Futures

- Met with Victor Lake Board of Directors and Community Futures West Yellowhead to discuss future community and economic development initiatives and goals for the Cooperative. A working relationship was formed to help guide the Coop through their business planning process.

Fox Creek

- The Fox Creek Business Support Network (BSN) steering Committee May 2nd meeting in Fox Creek, provided an opportunity to plan upcoming meeting topics for the remainder of the 2019 calendar year.

Geothermal

- Met with Terrapin May 30th in Edmonton.
- Coordinated and attended meeting with CAO, General Manager Community Services and Legal Counsel May 29th in Edmonton regarding the corporate entity, geothermal and ongoing risk mitigation strategies.

Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford

Administration

Administration will meet with the Principal of Susa Creek School mid-June to discuss needs and possible direct delivery of youth programs at Susa Creek beginning September of 2019.

Administration has also contacted Leona Small of Nose Creek to arrange another trip to meet residents and create awareness of all FCSS services, namely Home Support.

Conferences

The third HEART Family Violence Conference held on May 1, 2 in Valleyview was a great success, with approximately 100 delegates in attendance. Surveys indicated that as a result of attending this professional development opportunity, 87.5% of the respondents stated that they know more about how addictions plays a role in family violence, and 91 % of respondents stated that they gained ideas to initiate change in their own community. Although each guest speaker shed light on

various aspects of family violence, the Breakfast with the Guys panel discussion was a true indicator of how the program has influenced attitudes and has had a positive shift in the culture in Valleyview.

Summer Day Camps

The Summer Day Camp schedule is confirmed and registration is now open. The dates and locations are as follows:

- July 9-11 Grovedale Hall
- July 16-18 New Fish Creek Hall
- July 23-25 DeBolt Centre
- July 30-Aug 1 Greenview Multiplex
- August 13-15 Johnson Park
- August 20-22 Grovedale Fish Pond

FCSS Staff

Sarah MacLellan, the seasonal Summer Day Camp Coordinator will begin duties on June 3rd, as will the new permanent part time Home Support worker, Breanne Major. Breanne will be assisting with home support billing and other administrative duties in addition to providing direct home support services. Our Northern Lakes College Social Work Practicum Student, Jared Mayer, will finish his placement on June 17th. Mr. Mayer's time in the FCSS office has been a delight and he has provided extra supports to alleviate the vacancy of the Youth Coordinator role.

Red Willow Lodge Grant

Green View Family and Community Support Services has granted funds in the amount of \$700.00 to the Red Willow Lodge and will provide staff to assist at the annual BBQ taking place June 7th as part of Seniors Week.

Grande Cache Childcare Concerns

Green View FCSS in Grande Cache has spoken to three parents in the community expressing concern over the lack of childcare options for families. The parents are aware that childcare and daycare are not eligible FCSS expenses, but that FCSS can provide support in the form of information for the community to assist with reaching a potential solution. Part of the information may include FCSS providing an evening where community members are able to get answers related to opening and operating a day home. An evening like this would include representation from Alberta Child Care Licensing and Alberta Health Services. The parents who have conversed with FCSS administration feel that their concerns have been heard, but are disappointed with no immediate solution and frustrated with the childcare situation. They look forward to meeting with

the Assistant Manager of Green View FCSS in the first week of June for more information to assist them in addressing this concern.

Grande Cache Fire Chief, Brian Lott

Enforcement Services

Greenview's Bylaw Enforcement Officer has been kept busy. The Officers' main focus has been:

- Animal Control: Barking, biting complaints, abandoned animals and one puppy mill.
- Parking: Abandoned vehicles, illegal parking and RV parking.
- Community Standards: unsightly premises, loitering, public intoxication and smoking complaints
- ATV enforcement
- Fire Ban enforcement

Community Peace Officer Application

One item is outstanding:

- Traffic Safety Plan (this document is currently being compiled by administration.)

The following items are completed:

- All policies and procedures are completed.
- All equipment and PPE has been approved.
- The shoulder flash and patrol car door decals have been approved.
- The Greenview Peace Officer Manual is complete.
- The Solicitor General's Office is currently reviewing Greenview's policies and procedures relating to the Community Peace Officer application.

Grande Cache Building Project

The building continues to progress on schedule. To date, all site services have been completed, excluding Telus. Walls are currently being installed in the administration areas.

Training

Three members have started the Fire Officer Professional Qualifications course. This is a yearlong course that they hope to have finished in January of 2020. Two Firefighters are training to be Fire Service Instructors. This will bring the total to seven Grande Cache Fire Department (GCFD) members that are certified Fire Service Instructors.

The National Fire Protection Association (NFPA) 1001 Course is continuing with sixteen students training twice weekly. This training includes other department members to ensure that everyone is up to standards of the 1001, professional firefighter. These firefighters write their exams in June.

The new Aerial Platform Fire Apparatus has been delivered and put in to service. Thirty five members are going through the three day training that provides safe and efficient operations of this apparatus.

Grande Cache Fire Department Public Engagement

The GCFD Firefighters Association cooked burgers for the Emergency Management BBQ.

Fire Prevention

Fire Prevention has been taught at Sheldon Coates Elementary School, Suza Creek School, Summitview Middle School and the Grande Cache High School.

Monitored Fire Drills were performed at the Whispering Pines Lodge and Sheldon Coates School.

Grande Cache Firefighters Association

The Association are in the planning stages for the 50th Anniversary of the Grande Cache Fire Department. Currently fireworks are being organized to celebrate the 50th anniversary. The Association is cooking at a BBQ for Seniors Week.

Emergency Management

An open house was held at the Fire hall on May 29th for Emergency Management Week. FCSS was on hand to educate the public on a plan in case the public needs to evacuate Grande Cache. They handed out pamphlets on having a 72 Hour Emergency Kit. The pamphlets provide information on what to have in your kit and what to keep on your evacuation list, such as, meds, paperwork etc. The public was encouraged to sign up for the Telematik Emergency Notification System and the Alberta Emergency Alert System. Attendance was approximately 300 people.

Recreation Services Manager, Matthew Norburn

CLGM Conference

As Recreation Services Manager, I recently attended the Municipal Administration Leadership Workshop in Kananaskis. During this conference I attended seminars on Getting Better on Purpose Every Day, Municipal Public Participation Policies, Legal Stream I: Managing Risk When It Comes to Public Spaces, and Social Media AI and Blockchain Technologies are Changing Municipal Governments. These seminars were very informative and will allow the recreation department to implement new ideas that came from attending this seminar, ranging from the efficacy of administration to dealing with liability issues.

Swan Lake

Administration received an email on May 18th advising that a tree had fallen onto a vehicle parked at Swan Lake Campsite. Administration contacted the people and have informed them that administration will be having discussions with insurance advisors regarding Greenview's liability. Administration has also discussed this with legal counsel. Currently, Swan Lake Campsite has a disclaimer sign posted. Administration will ensure each recreational facility has such signs posted.



Dollar Lakes

Administration received a copy of the latest edition of Conservation magazine published by Alberta Conservation Association. Within the magazine there is a story regarding Dollar Lakes and the enhancements made there in partnership with Greenview.

site seeing

I'd buy that for a dollar

Two lakes, one site, plenty of opportunity
by Karen D. Crowds

Nestled roughly 30 kilometres north of Valleyview, Dollar Lakes is a 50-acre day use area with both fishing and wildlife-viewing opportunities. ACA has partnered with the Municipal District of Greenview No. 16 and Alberta Environment and Parks to enhance visitor experience with the lakes. Comfort improvements to East Dollar have increased interest in the lake and more recently, West Dollar has become a recluse for seasoned anglers. Both offer a great escape from the daily grind.

Local anglers have made use of the East Dollar site for decades; it became part of ACA's Lake Aeration Program about 20 years ago. Because of its popularity, it became clear that the recreation opportunities could be improved.

"On the east side, ACA's Land Management Program has made improvements to make the lake more accessible," says Scott Seward, Fisheries Biologist with ACA. "We now have three docks installed and a walking path, making it more usable by many anglers, regardless of experience."

The enhancements add to the fishability of East Dollar and, as a result, increase its appeal to many anglers. "The type and number of anglers has changed," notes Dave Jackson, Senior Technologist with ACA. "In the past it was only belly boats heading there. Now, with the docks, there is more access for anglers. The docks go out past the weeds to where the fish are."

Jackson adds that "there are more people coming to the lake" and the improvements are "making it more family-friendly so there are more kids fishing." Other enhancements include garbage cans as well as several picnic tables, although open fires are not permitted.

"Anglers are very happy with the docks," says Seward. "We've averted East Dollar for years, so adding West Dollar was a logical next step."

The little beaver run that goes through to West Dollar led us to bigger fish as some found their way over from East Dollar; they didn't face angling pressure and found an untouched food source."

Trouble in the West

However, winter kill was a major concern with West Dollar, so aerating seemed a viable option for the additional angling opportunity. A plan was developed and approved in 2017. It was installed and operational in the fall of 2018 as part of the Lake Aeration Program with ACA.

"Without the oxygen, there is only half a season of fishing," observes Seward. "Logically, we have the infrastructure in place since we are aerating East Dollar and we are visiting the area anyway, so we wouldn't be starting from scratch."

Jackson notes: "We moved the power source to the area between the lakes to aerate both waterbodies." With aeration secure and functional, West Dollar will be added to the fish stocking program in 2019. Annually, the lakes will be stocked with rainbow and brown trout. "There is no size limit," says Jackson. "We encourage keeping caught fish because they are stocked every year, meaning we need fish to go out."

Southview Compliment

Administration received an email on May 22nd, 2019 expressing a wonderful opinion of the Southview site. They were very complimentary, Administration replied thanking them for their compliments.

Johnson Park Expansion Tender

Administration held a mandatory pre-bid meeting in DeBolt for the Johnson's Park project, twelve people were in attendance. This meeting provided contractors the opportunity to ask questions regarding the tender package. Administration decided to utilize a pre-bid meeting following the

confusion felt by contractors during the 2018 Moody's Crossing tender in order to ensure that this year's project went smoothly. On May 24th, a total of seven tender packages were received. Administration are preparing a RFD for council.

Alberta Environment and Parks Meeting

Administration met with Alberta Environment and Parks to touch base on all projects taking place within Greenview leases on land managed by the department. This meeting was arranged by Greenview administration to ensure that AEP was fully aware of what was taking place on the sites and that necessary requirements were being met. Future projects were also discussed to ensure that all required applications and authorization can be completed as efficiently as possible.

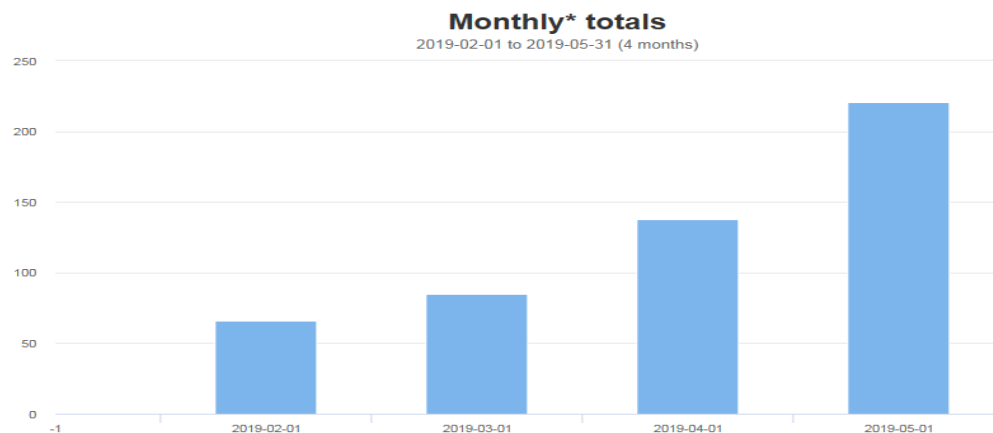
Site Inspections

Field staff have now completed inspections on all outdoor recreation sites with the exception of Swan Lake, inspection at this site is anticipated to be completed in early June. These inspections are a new addition to the maintenance program and assess items such as infrastructure, furnishings, terrain, and hazard trees. The goal of these inspections is to ensure that the sites are safe for public use and that all areas of concern can be actively tracked. This will also allow Administration to better track asset management and plan for improvements as required. At this time, these thorough inspections are planned to be completed semi-annually. A smaller scale maintenance report is also completed every time maintenance staff are at a site.

DeBolt Walking Trails

Minor improvements to the DeBolt Walking Trails are currently underway after minor drainage issues surfaced in the spring. This work will be completed prior to the large baseball tournament taking place there the first weekend of June.

Ridgevalley Walking Trails Statistics



Moody's Crossing

Furnishing of Moody's Crossing is currently underway. All deficiencies in the general construction are to be completed by June 15th and Administration is striving to have the site functional and open the following week.

Q2 Report

Legend: ● On Track ● Some Challenges ● Major Challenges ● Complete ● Inactive							
Initiative	Objective	Description	Q1	Q2	Q3	Q4	Status
Highway Signage	Level of Service		Submit applications to provincial government	Installation of signs			●
Moody's Crossing	Infrastructure		Posting of tender for outhouses.	Completion of construction deficiencies identified during 2018 construction. 2. Completion of furnishings.	Grand opening.		● Some delay following lengthy wait period for Historical Resource Impact Assessment
Johnson Park	Infrastructure		Development of Tender Package for general construction.	1. Awarding of contract and start of construction. 2. Posting of tender for outhouses	Installation of furnishings and outhouses (which include tender packages).	Completion of construction and furnishing.	●
Swan Lake	Infrastructure		Obtain TFA for outhouse	Posting of tender for outhouses.	Installation of outhouse.		●
Southview	Infrastructure		1. Development of Tender Package for viewing platform 2. Obtain approval from AP for installatin of outhouse and viewing platform	1. Posting of tender for outhouses. 2. Award of contract for viewing platform	Installation of outhouse.	Completion of viewing platform.	● Historical resource impact assesment and engineered drawings complete. Dependant on final approval from Alberta Parks for viewing platform.
Kakwa River	Infrastructure		Obtain aproval from AP.	Posting of tender for outhouses.	Installation of outhouse.		●
Purchase UTV	Level of Service		Request for Quote	Purchase of UTV			●
2020 Projects Initiating in 2019							
Valleyview Walking Trails	Infrastructure			Begin discussions with Town of Valleyview.	Begin discussions with private landowners.		●

Grande Cache Recreation Services Manager, Kevin Gramm Grande Cache Recreation Centre – Fitness Centre Project

As scheduled a Request for Proposal was put out for bid May 10th for a Fitness Centre Project Manager. The deadline for responses will be May 31st 2019. A scheduled walk through review was conducted on May 22nd in Grande Cache, with all available documentation on the project to date for potential proponents to review and ask questions. We released addendum #1 to answer some of the common questions that were asked during the walk through and via emails. The position award date will be June 7th 2019 with a projected start date of June 21st 2019. All project tenders to be complete and ready for review by July 29th 2019, and an award date scheduled for August 12th 2019. Construction to commence in September 2019. We continue to be on time and on track with our timelines for this project to date as released earlier.

There have been several draft proposals of the future Fitness Centre space over the course of the last 10 years and a complete and thorough review will be necessary to ensure we still meet the community needs and the original intent of the project. The selected proponent of this project will be required to work collaboratively with the selected proponent of the Recreation and Trails Masterplan to ensure we do not duplicate stakeholder engagements or overlap projects.

We will also be reviewing our current fitness centre equipment lease to ensure we capture the best potential equipment for the brand new location when complete. We have had extreme interest in other vendors for the purchase or lease of equipment however our current lease is still active.

Grande Cache Municipal Campground – Entranceway Project Update

Environmental Design Solutions (EDS Group Inc.) who was the selected Project Manager on the Grande Cache Municipal Campground entrance upgrades was able to have the hydrant moved and



the gate installation completed before opening day on May 17th. The project continues with the installation of a pin pad keyless entry system and upcoming aesthetic ground work.

The Campground is now into full service operation and bookings are received via an online registration system Campreservations.ca.

Grande Cache Recreation and Trails Strategic Master Plan – EDS Group Inc. & RC Strategies + PERC

On May 23rd 2019 at the Grande Cache Recreation Centre over 40 people and groups were invited to participate in the opening kick-off meeting held by EDS Group Inc. and RCS for a strategy and information session. This was held to collect information from the Community members and groups as to what they see the need in Grande Cache should be for the creation of a Recreation and Trails Strategic Master Plan.

Executive Summary from EDS Group Inc. Proposal

EDS Group Inc. (EDS) is pleased to provide the MD of Greenview No. 16 and the Hamlet of Grande Cache with a proposal for professional services, to develop a recreation and trails strategic master plan for the Grande Cache community. EDS has several years of experience working in Grande Cache, and brings nearly 20 years of experience as a design firm to this project. They have assembled a team of professional and technical staff to exceed expectations on this assignment. EDS is pleased to include staff from RC Strategies + PERC (RCS), to bolster the team's experience in indoor recreation, programming and leading practices for recreation.

The EDS team has completed approximately 15 days of stakeholder workshops, public open houses, collaboration meetings and other engagements in Grande Cache for various projects. RCS has recently completed the Recreation Centre Facility Enhancement Plan for the Town of Grande Cache, and brings very recent experience working in the community. Having completed several branding, open space design, planning, trails mapping, local identity and signage initiatives in Grande Cache, EDS has a collection of materials that will be a collective advantage. They are keen to work with a local advisory committee that will help guide and refine their research and recommendations.

Recently awarded the way finding program project, they see strong synergies between the two projects and numerous efficiencies that can be built into combining their efforts. Their work plan exceeds the requirements set forth by the Request for Proposal (RFP). They offer you an aggressive work schedule and are prepared to have the project completed in mid-August 2019.

EDS and RCS have completed numerous related assignments and bring many years of recreation and trails planning to the community. They included summaries for a few past projects along with some client references.

They are excited to be working with these groups on this project as there is great potential for synergies and savings due to several projects currently on the go in Grande Cache. Many similarities co-exist between the master plan, way finding signage plan and future fitness centre development.

Recently, a survey was promoted and released to residents. This survey can be viewed at the link below as well as by visiting the MD of Greenview, Grande Cache website.

<https://ca.surveygizmo.com/s3/50048188/Grande-Cache-Resident>

Grande Cache Community Ball Diamonds – Area Plan Update

On May 21st 2019 the fencing supplier and installer arrived in Grande Cache to commence the installation of new fencing materials and netting. The plan involves the removal and installation of a new 6 foot fence around the perimeter of diamonds #3 & #4. To improve the safety of users and the public a 10 foot additional netting will be added on top of the perimeter fence on these diamonds. Vehicles will be able to move safely and park behind diamond #3 due to the total 16 foot height of the new fence and net in the outfield.

We have also received the new batting mound mats which will be put in service after the fence installation is complete. A fence is being installed around JAG Memorial Playground for additional safety of children and youth. Final work to be completed in 2019 will be to repaint the dug outs and look into a plan for the entire Ball Diamond area to be linked into the Recreation portion of the Masterplan.

We will be sourcing some topsoil and seed costs to put on Diamonds 3&4 in the fall to reduce the dips and unsafe areas of the outfields.



Grande Cache Aquatics Department – Aquatics Facility Annual Shutdown Schedule

Alberta Health Services Regulations and organizations such as the Life Saving Society of Canada and Alberta Red Cross mandate and recommend a regularly scheduled annual aquatics shutdown which incorporates a rigid cleaning and sanitization plan as well as a comprehensive maintenance and repair schedule be conducted.

Shutdown commenced on May 29th as scheduled starting with the draining of all three (3) pools and moving into the preventative maintenance scheduling and assignments. The Community Services Department goal for shutdown is to complete all scheduled work on time and without additional expenses. The 50th Anniversary weekend is the weekend after the pool opens and delays will impact the scheduled sponsorships and usage of the aquatics facility.

Public notifications have been issued for the community on the Grande Cache website, posted locally on bulletin boards and through social media avenues.

Photos show the replacement of LED Lighting in the Aquatics Facility with a Spyder Crane, poolside main water circulation repairs and the large pump used to rapidly remove the water from the Leisure Pool and 25 metre Lane Pool.



Education and Training Update

Thomas Craven, Lead Hand, Parks & Facilities Operations recently took part in a several day training session through the Canadian Parks and Recreation Association to acquire a designation as a Canadian Certified Playground Inspector.

On May 7th 2019, Grande Cache staff along with all the Municipal District of Greenview 16 staff travelled to Grande Prairie to take part in a day of team building, planning and information sharing as well as the opportunity to listen to a motivational speaker. The opportunity was well worth the travel and the day was a success and look forward to 2020 All Staff Day.

Grande Cache Recreation Major Events – Rocky Mountain Spring Classic, May Long Weekend

Grande Cache was host to the Annual May Long Weekend Round Robin Slow Pitch Tournament, 19 teams participated in the Rocky Mountain Spring Classic over the May long weekend in Grande Cache.

SATURDAY MAY 18	1	2	3	4
9:00AM	1 vs 8	2 vs 7	3 vs 6	4 vs 5
10:30AM		9 vs 16	10 vs 15	11 vs 14
12:00PM		12 vs 13	5 vs 17	4 vs 18
1:30PM		3 vs 19	1 vs 2	9 vs 10
3:00PM		7 vs 12	8 vs 11	6 vs 13
4:30PM		14 vs 19	15 vs 18	16 vs 17
    				
SUNDAY MAY 18	1	2	3	4
8:30AM	12 vs 19	13 vs 18	14 vs 17	15 vs 16
10:00AM		6 vs 9	5 vs 10	4 vs 11
11:30AM		7 vs 8	3 vs 15	2 vs 16
1:00PM		1 vs 17	18 vs 19	10 vs 11
2:30PM		8 vs 13	9 vs 12	7 vs 14
4:00PM		1 vs 6	3 vs 4	2 vs 5
5:30PM	MEN'S / WOMEN'S HOME RUN DERBY			

Rocky Mountain Spring Classic

MAY LONG WEEKEND ROUND ROBIN



Coors LIGHT

PARTICIPATING TEAMS

1. SPITFIRE
2. MUSTANGS
3. BACKDOOR SLIDERS
4. HORSE LAKE HAWKS
5. KECAMBAS
6. BOMB SQUAD
7. KRAKEN
8. KNUCKLE DEEP
9. BAT ATTITUDES
10. NIGHT HOWLERS
11. GIANT DOLPHINS
12. THE RUNS
13. FSU
14. ENFLAMMEZ LA NUIT
15. BABES n BRUISERS
16. NCR
17. RAMPAGE
18. ONE TIME
19. PITCHES BE CRAZY





MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: Corporate Services

Submitted by: Rosemary Offrey, General Manager Corporate Services

Date: 5/31/2019

General Manager Corporate Services, Rosemary Offrey

This month included All Staff Day event in Grande Prairie on May 7th. To save cost for the event, we bussed staff to and from the event and staff were paid straight time for any overtime needed for this day. The lead on this major event was Tisha Huggard who did a great job with the help of the rest of the event planning team. The event was well attended and from the feedback was a success. Thank you to the members of Council who were able to attend and show support for the staff.

A request to was sent the Minister of Municipal Affairs to extend the timeframe for the tax recovery sales for the Grande Cache properties that were on the 2018 tax recovery sale list and were stalled during dissolution. The minister has granted permission to complete these tax recovery sales until September 30th 2019.

The 2019 Statistical Information Return to Municipal Affairs has been submitted.

Interviews have been completed for the Human Resources Manager (maternity cover). Pilani will start with us on June 10th to ensure that there is an overlap between his start time and Erin's leave.

Municipal Affairs will attend the June 17th Committee of the Whole in Grovedale to present the changes in the 2019 Linear Assessment to Council. Mr. Powers will be present at the July 15th Committee of the Whole in Grande Cache to present the changes in the 2019 Grande Cache assessments.

Creation of the general ledger accounts for the integration of Grande Cache from Muniware to Diamond included approximately nine hundred general ledger accounts and it is completed.

Finance & Administration Manager, Donna Ducharme

Donna like all other staff was present on May 7th in Grande Prairie for the 2019 All Staff Day. She spent time in Grande Cache for interviews along with Carolyn Ferraby. They choose a new Accounts Payables Coordinator who will start with us on June 17th. She also spent time with the finance staff as well.

Corporate Services has been busy ensuring that all new pieces of equipment **are** properly registered and insured.

Human Resources Manager, Erin Klimp**Positions filled:**

1. Manager, Human Resources (Temp, Maternity leave)
2. Safety Advisor
3. Administrative Support, Finance
4. Finance Coordinator, Accounts Payable - Grande Cache
5. Road & Bridge Construction Inspector
6. Equipment Operator, Grande Cache
7. Environmental Services Coordinator
8. Utility Operator, Grande Cache
9. Maintenance Labourer
10. Wetlands Coordinator
11. Administrative Support, Protective Services & Recreation
12. Community Services Coordinator
13. Lifeguard I - Grande Cache
14. Utility Operator, (Trainee) Grande Cache

Open positions:

1. Communications Specialist, CAO Services
2. Communications & Marketing Manager, CAO Services
3. Administrative Support, Reception (2 positions)
4. FCSS Coordinator, Youth
5. Solid Waste Supervisor (Temporary)
6. Regional Fire Chief, Protective Services
7. Transfer Station Attendant
8. Apprentice Heavy Equipment Technician - Grande Cache, Operations

9. Equipment Operator (Temp.) Valleyview
10. Maintenance Labourer, Grande Cache

Seasonal Openings:

1. Junior Programmer, Grande Cache
2. Summer Labourer, Grande Cache

Resignations:

There are no resignations to report this period.

Information Systems, Shane Goalder

The Audio/Visual support for the Heart Conference.

Training of the new Information Systems Technician (Onboarding and ongoing).

Shane spent time in Grande Cache to supervise the “Greenview” Wireless Network Installation for Grande Cache area.

Setup new users – all Seasonal employees as required by Human Resources and moved existing users to new offices and/or buildings as required.

Information Systems has also been busy with the setup of new computer equipment and cell phone devices for staff. He has retired old equipment.

Any and all other IT support tasks as required and/or requested.

CAO Report

June 10, 2019

The fire hazard level has had our management team on high alert over the past several weeks. Crews from some of our Fire Departments have been busy lending our municipal fire services to other jurisdictions. This is one of those things that you hope you never need as a favour in return. Our Agricultural Services department has been busy with assisting in receiving cattle into the area; lending our rental equipment needed and coordinating the logistics for those needing help. Now, here's hoping for a soaker rain!

The last week of May I, along with two other staff members, attended a conference in Edmonton about Asset Based Community Development. Learning how municipal government plays an integral role, and how we can be a support that helps create capacity and community action was valuable information I will apply as a municipal administrator. The Tamarack Institute, host of the conference, spared no expense in bringing in ABCD experts; authors, speakers and practitioners from around the world.

With several key positions vacant in the organization, I have focused some energy in acquiring additional recruitment help on a contractual basis. I continue with my priority goal of being an employer of excellence and that we hire the correct expertise for the positions vacant that will help Greenview to create efficiencies, improve our service delivery and meet the goals and priorities outlined by Council. We will wait for the preferred candidates for the various positions in my efforts to elevate our hiring practices, create employee retention and reduce the instances of departure from the organization.

I will be focused on getting out to all the facilities in June; visiting a few transfer sites, the Regional, recreation spaces & facilities, fire halls, satellite offices, etc. It is important that I make this a priority; my philosophy of leading by being informed requires that I invest attention into as many areas of the organization as possible. To be a supportive, effective and inclusive requires that I get out of the main office and visit the many areas of Greenview.

Senior Leadership has lost one of our communications officers. Diane Carter resigned to take on a role with another organization. We are currently recruiting for several positions in the communications department.

We have several new faces on our staffing roster. I hope our new employees find their post to be both challenging and rewarding. What each of them brings to the organization is valued and I hope that each of them finds Greenview to be a wonderful place to work and live.

Please consider accepting this report for information.

Respectfully,

Denise Thompson



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 2 Councillor Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
5/27/2019	Regular Council Meeting	
6/1/2019	Other	Sexsmith & District Museum Grain Elevator
6/6/2019	Special Council Meeting	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
05/27/2019	Regular Council Meeting	
06/01/2019	Other	Sex smith grain elevator restoration kick off
06/03/2019	Other	Seniors week kick off



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 5 Reeve Dale Smith		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
5/27/2019	Regular Council Meeting	
5/31/2019	FCM	Best sessions were energy round table. Especially those involving Quebec delegates. The uses of plastics and their levels of pollution.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
6/4/2019	Grande Prairie Tourism Association Meeting	
6/6/2019	Special Council Meeting	
6/8/2019	MD of Greenview Library Board Meeting	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
5/27/2019	Regular Council Meeting	Highlights on MD website
5/27/2019	Weyerhaeuser Public Advisory Group	Meeting with Weyerhaeuser Lyle Dechief. Planning of Weyerhaeuser Stakeholder's Review on June 27 in GP
5/28/2019	Other	Meeting with Local businesses in town centre regarding parking lot maintenance, safety concerns and beautification plans
5/30/2019	Community Futures West Yellowhead	IRC – (Investment Review Committee) teleconference
5/31/2019	Other	Grande Cache High School Grad – Greetings from MD, and presentation of MD/ Hamlet scholarships.
6/04/2019	Other	Learning Connection Graduation - MD greetings
6/05/2019	Other	Teleconference meeting with Canadian Fiber Optics president regarding a Fiber Optics Strategy for the MD
06/06/2019	Special Council Meeting	Teleconference Geothermal meeting