



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

Monday July 8, 2019

9:00 AM

Council Chambers  
Administration Building

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#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held Monday, June 24, 2019 to be adopted.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 19-816 Schedules of Fees	19
#7	BUSINESS	7.1 Disposal of Surplus Digital Communication Tools	89
		7.2 Hide A Way Camp Appraisal	93
		7.3 Valleyview Rural Waterline West Extension, 700 Road	96
		7.4 Western Canadian Stock Dog Championship – Grant Request	101
		7.5 3 <sup>rd</sup> Annual Memorial Round Dance – Sponsorship Request	109
		7.6 Request to have Finance Charges Removed from A/R Account #186203	113
		7.7 Request to have Finance Charges Removed from A/R Account #180530	121

	7.8 Policy 1014 Request for Decision	126
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	Ward 2 Councillor Dale Gervais	220
	Ward 4 Councillor Shawn Acton	221
	Ward 5 Reeve Dale Smith	222
	Ward 6 Councillor Tom Burton	224
	Ward 7 Councillor Roxie Rutt	225
	Division 9 Councillor Tyler Olsen	
#9	CORRESPONDENCE	
	<ul style="list-style-type: none"> <li>• RMA Correspondence</li> <li>• FCM Correspondence</li> <li>• Grande Prairie Chambers Correspondence</li> <li>• CN Correspondence</li> <li>• Farmer Class 1 Training Exemption</li> <li>• Valleyview Agriculture Society Invitation</li> </ul>	
#10	CLOSED SESSION	
	10.1 Privileged Information (FOIPP; Section 27)	
	10.2 Disclosure Harmful to Personal Privacy (FOIPP; Section 17)	
#11	ADJOURNMENT	

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta, on Monday, June 24, 2019

**# 1:** Reeve Dale Smith called the meeting to order at 9:09 a.m.  
**CALL TO ORDER**

<b>PRESENT</b>	Ward 5 Ward 1 Ward 2 Ward 3 Ward 4 Ward 7 Division 9 Division 9	Reeve Dale Smith Deputy Reeve Winston Delorme Councillor Dale Gervais Councillor Les Urness Councillor Shawn Acton Councillor Roxie Rutt Councillor Duane Didow Councillor Tyler Olsen
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<b>ATTENDING</b>	Chief Administrative Officer General Manager, Corporate Services General Manager, Infrastructure & Planning Recording Secretary	Denise Thompson Rosemary Offrey Roger Autio Teresa Marin
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<b>ABSENT</b>	Ward 6 Ward 8 General Manager, Community Services	Councillor Tom Burton Councillor Bill Smith Stacey Wabick
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**#2:** MOTION: 19.06.473. Moved by: COUNCILLOR DALE GERVAIS  
**AGENDA** That Council adopt the June 24, 2019 Regular Council Meeting Agenda as amended:

- Remove 6.4 Bylaw 19-816 Schedule of Fees
- Remove 7.18 2019 Scholarship Requests
- Addition scheduled after the agenda adoption – Closed Session 10.2 Privileged Information (*FOIPP; Section 27*)

CARRIED

**#10 CLOSED MEETING** **10.0 CLOSED SESSION**

**CLOSED SESSION** MOTION: 19.06.474. Moved by: COUNCILLOR DALE GERVAIS  
That the meeting go to Closed Session, at 9:14 a.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

**10.2 PRIVILEGED INFORMATION**  
(FOIPP; Section 27)

**OPEN SESSION**

MOTION: 19.06.475. Moved by: COUNCILLOR DUANE DIDOW  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 9:19 a.m.

CARRIED

**#3.1  
SPECIAL COUNCIL  
MEETING MINUTES**

MOTION: 19.06.476. Moved by: COUNCILLOR DALE GERVAIS  
That Council adopt the minutes of the Special Council Meeting held on Thursday June 06, 2019 as amended:

- Pg. 4 Councillor Tom Burton remove Deputy Prefix
- Pr. 4 Councillor Dale Gervais remove Reeve Prefix

CARRIED

**REGULAR COUNCIL  
MEETING MINUTES**

MOTION: 19.06.477. Moved by: COUNCILLOR DUANE DIDOW  
That Council adopt the minutes of the Regular Council Meeting held on Thursday June 10, 2019 as amended:

- Pg. 6 General Manager, Infrastructure & Planning remove Acting Prefix
- Pg. 14 Councillor Dale Gervais remove prefix Reeve

CARRIED

**#3.2  
BUSINESS ARISING  
FROM MINUTES**

**3.2 BUSINESS ARISING FROM MINUTES:**

Administration will be seeking advice from a professional with regards to an appraisal for current valuation of the Hide-A-Way Camp.

Correction pg. 11, Section 7.14 of the Regular Council Meeting Minutes, public spelled incorrectly.

**#7  
BUSINESS**

**7.0 BUSINESS**

**7.1 2019 WHEEL LOADER**

**2019 WHEEL  
LOADER -  
STRONGCO**

MOTION: 19.06.478. Moved by: COUNCILLOR DUANE DIDOW  
That Council award Strongco, Grande Prairie, AB the 2019 Wheel Loader Tender in the amount of \$324,250.00. Funds to come from the approved Grande Cache Capital budget.

DEFEATED

**2019 WHEEL  
LOADER – SMS  
EQUIPMENT**

MOTION: 19.06.479. Moved by: COUNCILLOR DALE GERVAIS  
That Council award SMS Equipment, Grande Prairie, AB the 2019 Wheel Loader Tender in the amount of \$306,227.00, with funds to come from the approved Grande Cache Capital budget.

CARRIED

**2019 WHEEL  
LOADER –  
ADDITIONAL  
FUNDS**

MOTION: 19.06.480. Moved by: COUNCILLOR DUANE DIDOW  
That Council transfer additional funding in the amount of \$26,227.00 for the purchase of the Wheel Loader, from Equipment and Fleet Reserves, to the 2019 Grande Cache Capital budget.

CARRIED

**7.2 SERVICE TRUCK BODY AND TOOLS**

**SERVICE TRUCK  
BODY AND TOOLS -  
DEMATCO**

MOTION: 19.06.481. Moved by: COUNCILLOR DALE GERVAIS  
That Council award Dematco of Acheson, AB the Service Truck Body purchase for the amount of \$69,990.00. Funds to come from the Equipment and Fleet Reserve.

CARRIED

**EQUIPMENT AND  
FLEET RESERVE –  
FUNDS FOR TOOLS**

MOTION: 19.06.482. Moved by: COUNCILLOR ROXIE RUTT  
That Council approve \$23,000 for the purchase of Tools for the Service Truck with funds to come from the Equipment and Fleet Reserve.

CARRIED

**7.3 2019 WATER TRUCK/STREET FLUSHER**

**WATER  
TRUCK/STREET  
FLUSHER**

MOTION: 19.06.483. Moved by: COUNCILLOR DUANE DIDOW  
That Council award Western Star and Freightliner Trucks of Grande Prairie, AB the 2019 Water Truck/Street Flusher Tender for the amount of \$269,592.30. Funds to come from the approved Grande Cache Capital budget.

DEFEATED

**7.4 2019 TELESCOPIC ARTICULATING BUCKET TRUCK**

**2019 – TELESCOPIC  
ARTICULATING  
BUCKET TRUCK**

MOTION: 19.06.484. Moved by: COUNCILLOR TYLER OLSEN  
That Council award CALCO Equipment Inc. of Edmonton, AB the 2019 Telescopic Articulating Bucket Truck Tender for the amount of \$158,675.00, with funds to come from the approved 2019 Capital budget for Grande Cache.

CARRIED

## 7.5 DEDICATION OF FUNDS – CLAY SHOOT 2019

### DEDICATION OF FUNDS – CLAY SHOOT 2019

MOTION: 19.06.485. Moved by: COUNCILLOR SHAWN ACTON  
That Council authorize Administration to evenly distribute to the Valleyview, Fox Creek, Grande Cache and Grande Prairie Food Banks the funds raised from the 2019 Clay Shoot Tournament.

CARRIED

Reeve Dale Smith recessed the meeting at 9:58 a.m.  
Reeve Dale Smith reconvened the meeting at 10:07 a.m.

### #4.0 PUBLIC HEARING

## 4.0 PUBLIC HEARING

### 4.1 BYLAW 19-822 RE-DESIGNATE FROM AGRICULTURE ONE DISTRICT TO AGRICULTURE TWO DISTRICT

Chair Dale Smith opened the Public Hearing regarding Bylaw 19-822 at 10:08 a.m.

#### IN ATTENDANCE

Development Officer Leona Dixon

#### REFERRAL AGENCY & ADJACENT LAND OWNER COMMENTS

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

#### IN ATTENDANCE

Applicant William (Wally) Akers  
Applicant Roxanne Akers

#### APPLICANT BACKGROUND INFORMATION

The Chair requested the applicants to provide background information regarding their application.

The applicant, William Akers explained that his application was submitted due to his changes in farming status. The applicant originally had goats on the farm, sold them and pursued other work interests that commenced with owning an oilfield business and presently William Akers is employed by an oilfield company. William Akers stated that Roxanne Akers has retired from her employment in the oilfield industry. The applicants are planning to acquire a small scale doe (goat) operation.

#### QUESTIONS FROM COUNCIL

The Chair called for any questions from Council.  
None were heard.

#### 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. No one came forward.
QUESTIONS OR CLOSING REMARKS FROM STAFF	The Chair asked staff if they had questions or closing remarks. None were heard.
QUESTIONS FROM THE APPLICANT OR PRESENTER	The Chair called for any questions from the Applicant or those that had spoken in favour or against the application with regard to the comments from Planning and Development, the referral agencies, or landowners. None were heard.
QUESTIONS FROM COUNCIL	The Chair called for any questions from Council. None were heard.
FAIR & IMPARTIAL HEARING	The Chair asked the Applicant if they have had a fair and impartial hearing. The applicant responded, yes.
BYLAW 19-822	Chair Dale Smith closed the Public Hearing regarding Bylaw 19-822 at 10:16 a.m.
	<b>4.2 BYLAW 19-823 BIG LAKES COUNTY AND MUNICIPAL DISTRICT OF GREENVIEW NO. 16 INTERMUNICIPAL DEVELOPMENT PLAN</b>
	Chair Dale Smith opened the Public Hearing regarding Bylaw 19-823 at 10:17 a.m.
IN ATTENDANCE	Manager, Planning and Development, Sally Rosson
REFERRAL AGENCY & ADJACENT LAND OWNER COMMENTS	Manager, Planning and Development Sally Rosson provided a summary of the responses from referral agencies.
QUESTIONS FROM COUNCIL	The Chair called for any questions from Council.  Council asked if there was inclusion of access to Snipe Lake on the south side. Manager Rosson responded, no this was not in the plan, it is up to the two municipalities to decide upon this access improvement. Any new forthcoming applications within the defined area would be circulated at that time.
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. No one came forward.

**QUESTIONS FROM  
THE APPLICANT OR  
PRESENTER**

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

**FAIR & IMPARTIAL  
HEARING**

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

Chair Dale Smith closed the Public Hearing regarding Bylaw 19-823 at 10:28 a.m.

**4.3 BYLAW 19-815 TRI-MUNICIPAL INDUSTRIAL PARTNERSHIP (TMIP) AREA  
STRUCTURE PLAN (ASP)**

Chair Dale Smith re-convened the Public Hearing regarding Bylaw 19-815 Tri-Municipal Industrial Partnership Area Structure Plan at 10:29 a.m.

**IN ATTENDANCE**

Manager, Economic Development

Kevin Keller

**QUESTIONS FROM  
COUNCIL**

The Chair called for any questions from Council.  
There were none heard.

**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.

Megan Conroy, MLT Aikins, Legal Counsel for Sturgeon Lake Cree Nation and Rosaline Goodswimmer, Consultation Coordinator, Sturgeon Lake Cree Nation Representative came forward to express the Sturgeon Lake Cree Nation's request to delay second and third reading of the bylaw in its current form. Megan Conroy stated reasons requested for the delay of second and third reading of Bylaw 19-815:

1. Further consultation and possible accommodation with Sturgeon Lake is required pursuant to Section 35 of the Constitution Act, before the ASP is approved.
2. The Tri-Municipal Industrial Partnership Area Structure Plan is contrary to the Municipal District of Greenview's Municipal Development Plan (Sections 2.5.2, Section 8.3.1 and Section 8.3.2).
3. There is a breach in natural justice when Council heard from the ASP proponent, TMIP, while the meeting was adjourned and without notice to Sturgeon Lake Cree Nation.

Megan Conroy informed that Sturgeon Lake Cree Nation (SLCN) is a signatory of Treaty 8. In addition, Megan Conroy added the TMIP ASP is located within SLCN's traditional territory and its reserve is the closest to the ASP area. SLCN enjoys Treaty and Aboriginal rights in the area covered by the ASP and the lands around it. The rights include:

- hunting, fishing, trapping and gathering;
- the right to transfer traditional knowledge to subsequent generations; and
- access to adjacent lands for the harvesting rights.

Rosaline Goodswimmer, Consultation Coordinator, Sturgeon Lake Cree Nation Representative provided the Nation's concern with the possible impact the ASP may have on the aforementioned rights in the area covered by the ASP and lands around it.

**QUESTIONS FROM  
THE APPLICANT OR  
PRESENTER**

The Chair called for any questions or comments from the Applicant or those that had spoken in favour or against the application.

The opponent, Megan Conroy asked if a decision would be rendered at the meeting held June 24, 2019.

The Chair responded that it would be explained later.

Denise Thompson, Greenview Chief Administrative Officer, provided information that the ads submitted in the newspapers, included information that written submissions were to be received by May 20<sup>th</sup>, 2019 at 12:00 noon. In addition, Denise Thompson added that a hand written letter was received during the Public Hearing, May 27<sup>th</sup>, 2019 from Sturgeon Lake Cree Nation on behalf of Ms. Goodswimmer.

**FAIR & IMPARTIAL  
HEARING**

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

Chair Dale Smith stated that Council would render a decision as soon as possible.

Chair Dale Smith closed the Public Hearing regarding Bylaw 19-815 at 10:52 a.m.

**#5  
DELEGATIONS**

**5.0 DELEGATIONS**

There were no Delegation Presentations.

#6  
BYLAWS

**6.0 BYLAWS**

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

BYLAW 19-822 –  
SECOND READING

MOTION: 19.06.486. Moved by: COUNCILLOR DALE GERVAIS  
That Council give Second 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 –  
THIRD READING

MOTION: 19.06.487. Moved by: COUNCILLOR ROXIE RUTT  
That Council give Third 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

**6.2 BYLAW 19-823 BIG LAKES COUNTY AND MUNICIPAL DISTRICT OF GREENVIEW NO. 16 INTERMUNICIPAL DEVELOPMENT PLAN**

BYLAW 19-823 –  
SECOND READING

MOTION: 19.06.488. Moved by: COUNCILLOR TYLER OLSEN  
That Council give Second Reading to Bylaw No. 19-823, Big Lakes County and Municipal District of Greenview No. 16 Intermunicipal Development Plan.

CARRIED

BYLAW 19-823 –  
THIRD READING

MOTION: 19.06.489. Moved by: COUNCILLOR DALE GERVAIS  
That Council give Third Reading to Bylaw No. 19-823, Big Lakes County and Municipal District of Greenview No. 16 Intermunicipal Development Plan.

CARRIED

**6.3 BYLAW 19-815 TRI-MUNICIPAL INDUSTRIAL PARTNERHSIP AREA STRUCTURE PLAN**

BYLAW 19-815 –  
SECOND READING

MOTION: 19.06.490. Moved by: COUNCILLOR DALE GERVAIS  
That Council give Second Reading to Bylaw 19-815 for the Tri-Municipal Industrial Partnership Area Structure Plan.

CARRIED

#7  
BUSINESS

## **7.0 BUSINESS**

### **7.6 GRANDE CACHE GOLF & COUNTRY CLUB – GRANT REQUEST**

GRANDE CACHE  
GOLF & COUNTRY  
CLUB - GRANT

MOTION: 19.06.491. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council approve a Capital Grant in the amount of \$25,000.00 and an Operating Grant in the amount of \$12,500.00 to the Grande Cache Golf and Country Club, with funds to come from Community Service Miscellaneous Grant.  
CARRIED

### **7.7 RMA RESOLUTION UTILITY DISTRIBUTION RATES IN RURAL AND NORTHERN COMMUNITIES AND PUBLIC FACILITIES**

RMA  
REPRESENTATIVE  
VISIT

Al Kemmere, RMA President, Gerald Rhodes, RMA Executive Director and Tom Burton, RMA Director: District 4 – Northern were in attendance.

Reeve Dale Smith recessed the meeting at 12:03 p.m.  
Reeve Dale Smith reconvened the meeting at 1:04 p.m.

#10 CLOSED  
MEETING

## **10.0 CLOSED SESSION**

CLOSED SESSION

MOTION: 19.06.492. Moved by: COUNCILLOR SHAWN ACTON  
That the meeting go to Closed Session, at 1:04 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 CONFIDENTIAL EVALUATIONS** (FOIPP; Section 19)

OPEN SESSION

MOTION: 19.06.493. Moved by: COUNCILLOR DALE GERVAIS  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:00 p.m.  
CARRIED

GREENVIEW STAFF  
COMPENSATION  
REVIEW  
PRESENTATION

MOTION: 19.06.494. Moved by: COUNCILLOR SHAWN ACTON  
That Council accept the Greenview Staff Compensation Review Process Presentation for information.  
CARRIED

**REALLOCATE  
FUNDS FROM  
UNRESTRICTED  
RESERVE TO  
SALARIES AND  
EMPLOYER  
CONTRIBUTIONS**

**MOTION: 19.06.495.** Moved by: COUNCILLOR ROXIE RUTT  
That Council direct Administration to reallocate \$650,000.00 from the Unrestricted Reserve to Salaries and Employer Contributions to fund the approved compensation increases retroactive to Jan 1<sup>st</sup>, 2019.

CARRIED

**RMA RESOLUTION  
UTILITY  
DISTRIBUTION  
RATES IN RURAL  
AND NORTHERN  
COMMUNITIES  
AND PUBLIC  
FACILITIES**

**MOTION: 19.06.496.** Moved by: COUNCILLOR SHAWN ACTON  
That Council endorse the proposed RMA Resolution: "Utility Distribution Rates in Rural and Northern Communities and Commercial Rates for Public Facilities"

CARRIED

**7.8 RMA RESOLUTION AER SETBACK REFERRALS FOR DEVELOPMENT NEAR SOUR GAS FACILITIES**

**RMA RESOLUTION  
AER SETBACK  
REFERRALS FOR  
DEVELOPMENT  
NEAR SOUR GAS  
FACILITIES**

**MOTION: 19.06.497.** Moved by: COUNCILLOR ROXIE RUTT  
That Council endorse the proposed RMA Resolution "AER Setback Referrals for Development near Sour Gas Facilities" to be presented at the RMA Zone 4 Meeting.

CARRIED

**7.9 POLICY 6318 PRIVATE LAND HERBICIDE APPLICATIONS POLICY REVISION**

**POLICY 6318 –  
PRIVATE LAND  
HERBICIDE  
APPLICATIONS**

**MOTION: 19.06.498.** Moved by: COUNCILLOR LES URNESS  
That Council for approve Policy 6318 "Private Land Herbicide Applications" as presented.

CARRIED

**REPEAL – AG 14  
PRIVATE LAND  
HERBICIDE  
APPLICATION**

**MOTION: 19.06.499.** Moved by: DEPUTY REEVE WINSTON DELORME  
That Council repeal Policy AG 14 "Private Land Herbicide Application".

CARRIED

**7.10 POLICY 6316 PEST CONTROL POLICY REVISION**

**POLICY 6316 PEST  
CONTROL POLICY  
REVISION**

**MOTION: 19.06.500.** Moved by: COUNCILLOR DALE GERVAIS  
That Council approve Policy 6316 "Pest Control" as presented.

CARRIED

**REPEAL POLICY  
AG04 PEST  
CONTROL**

**MOTION: 19.06.501.** Moved by: DEPUTY REEVE WINSTON DELORME  
That Council repeal Policy AG 04 "Pest Control".

CARRIED

### 7.11 POLICY 6319 PEST SURVEILLANCE AND REPORTING POLICY REVISION

**POLICY 6319  
SURVEILLANCE AND  
REPORTING**

MOTION: 19.06.502. Moved by: DEPUTY REEVE WINSTON DELORME  
That Council approve Policy 6319 "Pest Surveillance and Reporting" as presented.

CARRIED

**REPEAL POLICY  
AG15 PEST  
SURVEILLANCE  
AND REPORTING**

MOTION: 19.06.503. Moved by: COUNCILLOR SHAWN ACTON  
That Council repeal Policy AG 15 "Pest Surveillance and Reporting".

CARRIED

Deputy Reeve Winston Delorme vacated the meeting at 2:20 p.m.

### 7.12 POLICY 6317 SPRAY EXEMPTIONS POLICY REVISION

**POLICY 6317 SPRAY  
EXEMPTIONS**

MOTION: 19.06.504. Moved by: COUNCILLOR DUANE DIDOW  
That Council approve Policy 6317 "Spray Exemptions" as presented.

CARRIED

**REPEAL AG 13 –  
SPRAY  
EXEMPTIONS**

MOTION: 19.06.505. Moved by: COUNCILLOR ROXIE RUTT  
That Council repeal Policy AG 13 "Spray Exemptions".

CARRIED

### 7.13 POLICY 6315 FARM FAMILY AWARDS POLICY REVISION

**POLICY 6315 –  
FARM FAMILY  
AWARDS**

MOTION: 19.06.506. Moved by: COUNCILLOR DALE GERVAIS  
That Council approve Policy 6315 "Farm Family Awards" as presented.

CARRIED

**REPEAL – AG 03  
FARM FAMILY  
AWARDS**

MOTION: 19.06.507. Moved by: COUNCILLOR DUANE DIDOW  
That Council repeal Policy AG 03 "Farm Family Awards".

CARRIED

### 7.14 TAX RECOVERY – PUBLIC SALE OF LAND

**TAX RECOVERY –  
PUBLIC SALE OF  
LAND**

MOTION: 19.06.508. Moved by: COUNCILLOR TYLER OLSEN  
That Council set the terms and conditions that apply to the public sale of land as per the attached advertisement and adopt the "Opinion of Value" prepared by Powers & Associates with reserve bid prices as follows:

Roll #520001	Plan 0925042 Unit 1	Opinion \$30,000.00
Roll #520002	Plan 0925042 Unit 2	Opinion \$40,000.00

Roll #520003	Plan 0925042 Unit 3	Opinion \$55,000.00
Roll #520005	Plan 0925042 Unit 5	Opinion \$40,000.00
Roll #520006	Plan 0925042 Unit 6	Opinion \$40,000.00
Roll #520008	Plan 0925042 Unit 8	Opinion \$50,000.00
Roll #520009	Plan 0925042 Unit 9	Opinion \$50,000.00
Roll #520010	Plan 0925042 Unit 10	Opinion \$80,000.00
Roll #392111	Plan 0425096 Block 38 Lot 12	Opinion \$245,000.00
Roll #26163012	Plan 0728033 Unit 12	Opinion \$5,000.00
CARRIED		

**TAX RECOVERY –  
PUBLIC SALE OF  
LAND**

**MOTION: 19.06.509.** Moved by: COUNCILLOR DUANE DIDOW  
That Council set September 18, 2019 at 1:15 p.m. Mountain Standard Time as the Public Auction Date for the sale of the following properties:

Roll #520001	Plan 0925042 Unit 1	Opinion \$30,000.00
Roll #520002	Plan 0925042 Unit 2	Opinion \$40,000.00
Roll #520003	Plan 0925042 Unit 3	Opinion \$55,000.00
Roll #520005	Plan 0925042 Unit 5	Opinion \$40,000.00
Roll #520006	Plan 0925042 Unit 6	Opinion \$40,000.00
Roll #520008	Plan 0925042 Unit 8	Opinion \$50,000.00
Roll #520009	Plan 0925042 Unit 9	Opinion \$50,000.00
Roll #520010	Plan 0925042 Unit 10	Opinion \$80,000.00
Roll #392111	Plan 0425096 Block 38 Lot 12	Opinion \$245,000.00
Roll #26163012	Plan 0728033 Unit 12	Opinion \$5,000.00
CARRIED		

**7.15 TAX RECOVERY – PUBLIC SALE OF LAND**

**TAX RECOVERY –  
PUBLIC SALE OF  
LAND**

**MOTION: 19.06.510.** Moved by: COUNCILLOR DALE GERVAIS  
That Council set the terms and conditions that apply to the public sale of land as per the attached advertisement and adopt the “Opinion of Value” prepared by Accurate Assessment Group with reserve bid prices as follows:

Roll #178997	NW-16-71-22-W5	Opinion \$165,000
Roll #178998	SW-16-71-22-W5	Opinion \$120,000
Roll #309426	SW-6-69-6-W6, Plan 0322694, Block 1, Lot 2	Opinion \$315,000
Roll #309587	SW-3-69-7-W6, Plan 0525878 Block 1, Lot 1	Opinion \$435,000
Roll #311066	SW-26-65-21-W5, Plan 9820795, Lot 1	Opinion \$60,000

Roll #311097	SE-14-69-8-W6, 9825458, Lot 1	Plan	Opinion \$325,000
Roll #317447	SW-5-70-6-W6, 1124095, Block 1, Lot 5	Plan	Opinion \$495,000
Roll #37908	NE-16-71-22-W5		Opinion \$120,000
CARRIED			

**TAX RECOVERY –  
PUBLIC SALE OF  
LAND**

**MOTION: 19.06.511.** Moved by: REEVE DALE SMITH  
That Council set September 18, 2019 at 1:15 p.m. Mountain Standard Time as the Public Auction Date for the sale of the following properties:

Roll #178997	NW-16-71-22-W5		Opinion \$165,000
Roll #178998	SW-16-71-22-W5		Opinion \$120,000
Roll #309426	SW-6-69-6-W6, 0322694, Block 1, Lot 2	Plan	Opinion \$315,000
Roll #309587	SW-3-69-7-W6, 0525878 Block 1, Lot 1	Plan	Opinion \$435,000
Roll #311066	SW-26-65-21-W5, 9820795, Lot 1	Plan	Opinion \$60,000
Roll #311097	SE-14-69-8-W6, 9825458, Lot 1	Plan	Opinion \$325,000
Roll #317447	SW-5-70-6-W6, 1124095, Block 1, Lot 5	Plan	Opinion \$495,000
Roll #37908	NE-16-71-22-W5		Opinion \$120,000
CARRIED			

**7.16 QEII HOSPITAL FOUNDATION – GRANT REQUEST**

**QEII HOSPITAL  
FOUNDATION –  
GRANT REQUEST**

**MOTION: 19.06.512.** Moved by: COUNCILLOR SHAWN ACTON  
That Council approve a capital grant in the amount of \$100,000.00 to the Grande Prairie Regional Hospital Foundation, Key to Care Capital Campaign, Bedside Engagement System, with funds to come from the Community Service Miscellaneous Grant.

CARRIED

**7.17 GRANDE CACHE FITNESS CENTRE – PROJECT MANAGER TENDER RESULTS**

**GRANDE CACHE  
FITNESS CENTRE –  
PROJECT  
MANAGER TENDER  
RESULTS**

**MOTION: 19.06.513.** Moved by: COUNCILLOR DUANE DIDOW  
That Council award the Grande Cache Fitness Centre – Project Manager Contract to Colliers International in the amount of \$77,500.00, with funds to come from the 2019 Recreation Capital Budget.

CARRIED

## 7.19 VALLEYVIEW ENHANCEMENT SOCIETY LETTER OF SUPPORT

### VALLEYVIEW ENHANCEMENT SOCIETY LETTER OF SUPPORT

MOTION: 19.06.514. Moved by: COUNCILLOR ROXIE RUTT  
That Council provide a letter of support for the Valleyview Enhancement Society for the nomination for the A.V. Pettigrew Award through the Alberta Recreation and Parks Association.

CARRIED

## 7.20 VALLEYVIEW & DISTRICT RECREATION BOARD APPOINTMENT

### VALLEYVIEW & DISTRICT RECREATION BOARD APPOINTMENT

MOTION: 19.06.515. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Sara Nichol to the Valleyview & District Recreation Board.

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 3

**COUNCILLOR LES URNESS** updated Council on his recent activities, which include;  
June 10, 2019 Regular Council Meeting  
Valleyview Ratepayer BBQ  
June 17, 2019 Committee of the Whole Meeting  
Little Smoky Ski Hill Board Meeting

### WARD 4

**COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;  
June 10, 2019 Regular Council Meeting  
Valleyview Ratepayer BBQ  
Municipal Planning Commission Meeting  
Valleyview & District Recreation Board Meeting  
Fox Creek Library Board Meeting  
June 17, 2019 Committee of the Whole Meeting  
Grovedale Ratepayer BBQ  
5 Year Capital Budget Meeting  
Fox Creek Library Board Meeting  
Fox Creek Greenview Protective Services Building Grand Opening

### WARD 5

**COUNCILLOR DALE SMITH** updated Council on his recent activities, which Include;  
June 10, 2019 Regular Council Meeting

Valleyview Ratepayer BBQ  
Municipal Planning Commission Meeting  
Policy Review Committee Meeting  
Grovedale Ratepayer BBQ  
5 Year Capital Budget Meeting  
Smoky Applied Research & Demonstration Association Meeting  
Heart River Housing Meeting  
Fox Creek Greenview Protective Services Building Grand Opening  
Tri-Municipal Industrial Partnership (TMIP) Meeting

**WARD 7**

**COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;  
June 10, 2019 Regular Council Meeting  
Valleyview Ratepayer BBQ  
Municipal Planning Commission Meeting  
Policy Review Committee Meeting  
Grande Prairie Public Library Board Meeting  
June 17, 2019 Committee of the Whole Meeting  
Grovedale Ratepayer BBQ  
5 Year Capital Plan Meeting  
FCSS Meeting  
Grande Prairie Regional Recreation Committee Meeting

**WARD 2**

**REEVE DALE GERVAIS** submitted his update to Council on his recent activities, which include;  
Valleyview Ratepayer BBQ  
Municipal Planning Commission Meeting  
Policy Review Committee Meeting  
Nitehawk Strategic Plan Meeting  
June 17, 2019 Committee of the Whole Meeting  
Grovedale Ratepayer BBQ  
5 Year Capital Plan Meeting  
Greenview Regional Multiplex Meeting  
Fox Creek Greenview Protective Services Building Grand Opening

**DIVISION 9**

**COUNCILLOR TYLER OLSEN** submitted his update to Council on his recent activities, which include;  
Valleyview Ratepayer BBQ  
Municipal Planning Commission Meeting  
Tri-Municipal Industrial Partnership (TMIP) Meeting  
June 17, 2019 Committee of the Whole Meeting  
Grovedale Ratepayer BBQ

5 Year Capital Plan Meeting

DIVISION 9

**COUNCILLOR DUANE DIDOW** submitted his update to Council on his recent activities, which include;  
June 10, 2019 Regular Council Meeting  
Valleyview Ratepayer BBQ  
Municipal Planning Commission Meeting  
Canadian Fiber Optics Conference Call  
Cheque Presentation to Sheldon Coates Playground Group  
Recreation/Trails Masterplan Meeting

WARD 6

**COUNCILLOR TOM BURTON** submitted his update to Council on his recent activities, which include;  
Municipal Planning Commission Meeting  
Policy Review Committee Meeting  
Community Planning Association of Alberta  
Committee of the Whole Meeting – Teleconference  
Fox Creek Greenview Protective Services Building Grand Opening

MEMBERS  
BUSINESS

MOTION: 19.06.516. Moved by: COUNCILLOR LES URNESS  
That Council accept the Members Business for information.

CARRIED

#9CORRESPONDEN  
CE

**9.0 CORRESPONDENCE**

COUNCIL  
CORRESPONDENCE

MOTION: 19.06.517. Moved by: COUNCILLOR SHAWN ACTON  
That Council accept the correspondence for information, as presented.

CARRIED

**11.0 ADJOURNMENT**

#11  
ADJOURNMENT

MOTION: 19.06.518. Moved by: COUNCILLOR DUANE DIDOW  
That this Regular Council meeting adjourn at 3:29 p.m.

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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REEVE



# REQUEST FOR DECISION

SUBJECT: **Bylaw 19-816 Schedules of Fees**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 8, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

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

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

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

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## 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/m<sup>3</sup> 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/m<sup>3</sup> to \$10.00/m<sup>3</sup>
- 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/m<sup>3</sup> (for the first 18m<sup>3</sup>) to \$3.50/m<sup>3</sup> (for the first 30m<sup>3</sup>), from \$1.69/m<sup>3</sup> (for 19-83m<sup>3</sup>) to \$4.00/ m<sup>3</sup> (over 30m<sup>3</sup>). There is also a separate commercial rate for water at \$4.00/m<sup>3</sup>.
- There is also a change to Septage Classification. Grande Cache sewer rates were previously at \$0.98/m<sup>3</sup> (up to 18m<sup>3</sup>). Each additional m<sup>3</sup> was set at \$1.00/m<sup>3</sup>. Greenview system is based on classes. The rate for all classes is \$1.00/m<sup>3</sup> 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/m<sup>3</sup> in Grande Cache to \$3.50/m<sup>3</sup> for residential use and \$8.50/ m<sup>3</sup> for the commercial rate.
- The following are waste collection and disposal rates that changed for the residents of Grande Cache.

<b>Waste Collection and Disposal</b>		
<b>Residential Rates</b>	<b>Former Grande Cache rate 2019</b>	<b>Greenview Rate 2019</b>
Residential Waste Collection Fee	\$7.00	\$10.00 per month
Environmental Fee	\$7.00	\$10.00 per month
<b>Commercial Rates</b>		
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)			
<b>1.</b>	<b>Planning Bylaw (New or Amended)</b>	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
<b>2.</b>	<b>Development Permits, General</b>		
i.	Residential - Single Detached Dwellings, Duplexes, Manufactured/ Modular/RTM/Suites)	\$50.00 fee per	\$150.00
ii.	Residential - Multiple Dwellings (Triplex/Fourplex/Row Housing/Apartments, etc.)	\$100,000.00 of completed project cost	\$75.00 per unit
iii.	All other Commercial/Industrial/ 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
<b>3.</b>	<b>Subdivisions (including Bare Land Condominium Plans)</b>		
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
<b>4.</b>	<b>Subdivision and Development Appeal Board</b>		
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
<b>5.</b>	<b>Development Agreement Review</b>		
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
<b>6.</b>	<b>Annual Residential Business Licensing</b>		
i.	Business License Fee - New application (January 1)		\$100.00
ii.	Business License- New Application (After July 1, or Annual Renewal)		\$50.00
<b>7.</b>	<b>Business License Temporary/Special Event</b>		
i.	Resident per Day		\$30.00
ii.	Non-Resident per Day		\$50.00
<b>8.</b>	<b>Annual Business License Commercial/Industrial Titled Land</b>		
i.	January 1-December 31		\$250.00
ii.	July 1-December 31		\$125.00
<b>9.</b>	<b>Rural Addressing Signage</b>		
i.	Signage Permanent/ Replacement	No Change	\$50.00 per sign
<b>10.</b>	<b>Signage for Subdivisions</b>		
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
<b>11.</b>	<b>Orthographic Printing</b>		
	<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
<b>12.</b>	<b>Landowner Map Pricing</b>		
i.	Hardcopy – Landowner Map (sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	No Change	\$25.00 per sheet
<b>13.</b>	<b>Certificate of Compliance</b>	\$100.00	\$200.00
<b>14.</b>	<b>Letter of Concurrence for Communication Tower</b>		\$100.00
<b>15.</b>	<b>Environmental Site Assessment Inquiries</b>		\$200.00 per parcel

- Minor corrections were made to Schedule '1': 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/m<sup>3</sup>.

### 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)
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### **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.

## **Changes from Second Reading:**

### **Agriculture Services**

- Add provision 16.v. Repair of Damaged Rental Equipment due to negligent use. At cost.

### **Environmental Services**

- Remove Animal Carcass Disposal (to be examined by Agriculture Service Board for recommendations to deal with the disposal of large animals, particularly livestock).

### **Animal Control**

- That “Hamlet of” be added to the title.

### **Planning and Development**

- Administration is recommending minor modifications to the business license fees. In order to accommodate street vendors and other peddlers, Administration is recommending a separate fee of:
  - Resident Hawkers or peddlers: \$45.00/year or \$35.00/day.
  - Non-Resident Hawkers or peddlers: \$130.00/year or \$50.00/day.
- Administration is recommending the removal of annual fees for temporary/special events, in order to make these fees consistent with the business license bylaw in Grande Cache. Temporary and special events have time limits, which makes having annual fees contradictory.

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**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.

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**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.

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**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.

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**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.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will prepare Bylaw for signatures.

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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 26<sup>th</sup> day of March, A.D., 2018.

Read a second time this 23<sup>rd</sup> day of April, A.D., 2018.

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

  
\_\_\_\_\_  
REEVE

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



Schedule 'A'  
**Schedule of Fees**  
Bylaw 18-790

## Community Services

	Description	GST Status	Fee in \$
<b>A. Agricultural Services</b>			
<i>All decisions being at the Agricultural Fieldsman's discretion</i>			
<b>1.</b>	<b>Haying or Pasturing Permits</b>		
i.	Application fee		\$100.00
ii.	<i>plus annual per acre charge</i>		\$15.00
<b>2.</b>	<b>Spray Exemption Signs</b>		
i.	Spray Exemption Signs (One-time fee only)	T	Free
ii.	Lost or Replacement Signs, each	T	\$30.00
<b>3.</b>	<b>Guides</b>		
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
<b>4.</b>	<b>Picnic Tables</b>		
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
<b>5.</b>	<b>Barbecue</b>		
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
<b>6.</b>	<b>Weed &amp; Insect Control Equipment</b>		
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 \$
<b>7.</b>	<b>Spreaders</b>		
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)
<b>8.</b>	<b>Earth Moving Equipment</b>		
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)
<b>9.</b>	<b>Post Pounders</b>		
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 \$
<b>10.</b>	<b>Bin Crane</b>		
i.	Bin Crane <i>Valleyview, Grovedale</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
<b>11.</b>	<b>Cattle Equipment</b>		
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.	Dehorers, 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)
<b>12.</b>	<b>Conservation Equipment</b>		
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)
<b>13.</b>	<b>Broadcast Seeders</b>		
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
<b>14.</b>	<b>Water Pumping Equipment</b>		
i.	Water Pump and Pipe Trailer (AB. Agriculture Unit) <i>Valleyview</i>	T	\$250.00 Each Day (3 Days Maximum if Lineup)
<b>15.</b>	<b>Miscellaneous Equipment</b>		
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)
<b>16.</b>	<b>Recovery of A.S.B. Equipment</b> **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
<b>17.</b>	<b>Adult Wolf Carcass</b>	E	\$300.00

<b>B. Family and Community Support Services</b>			
<b>1.</b>	<b>Home Support</b> <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 \$
<b>A. Finance &amp; Administration</b>			
<b>1.</b>	<b>Photocopying</b>		
i.	Tax, Utilities, and other documents	T	\$0.50/page
ii.	Minutes or Bylaws	T	\$1.00/page
<b>2.</b>	<b>Documents</b>		
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
<b>3.</b>	<b>Taxes</b>		
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
<b>4.</b>	<b>Assessment</b>		
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 \$
<b>A. Infrastructure &amp; Planning</b>			
<b>1.</b>	<b>Road Allowance License</b>		
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
<b>2.</b>	<b>Road Closure</b>		
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
<b>3.</b>	<b>Approaches</b>		
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
<b>4.</b>	<b>Inspections</b>		
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
<b>5.</b>	<b>Land Acquisition</b>		
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 <sup>3</sup>
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
<b>6.</b>	<b>Fencing</b>		
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>B. Environmental Services</b>			
	<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>	
<b>1.</b>	<b>Requested Turn on/Shut off of Service Curb Stop</b>		
i.	Regular Hours	T	\$20.00 Flat Rate
ii.	After Hours	T	\$80.00/hr
<b>2.</b>	<b>Hamlet Water Distribution Systems (DeBolt, Grovedale, Landry Heights, Little Smoky, and Ridgevalley)</b>		
i.	Residential Rate (0 - 30 m <sup>3</sup> /month)	E	\$3.50/m <sup>3</sup>
ii.	Residential Rate (Over 30 m <sup>3</sup> /month)	E	\$4.00/m <sup>3</sup>
iii.	Non Residential Rate	E	\$4.00/m <sup>3</sup>



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
<b>3.</b>	<b>Rural Water Distribution System (Valleyview)</b>		
i.	Residential Rate (Over 30 m <sup>3</sup> /month)	E	\$10.00/m <sup>3</sup>
ii.	Non Residential Rate	E	\$10.00/m <sup>3</sup>
iii.	Connection Fee	E	\$12,500.00 /per service
iv.	Utilities Account Deposit	E	\$100.00
<b>4.</b>	<b>Rural Water Distribution System (Crooked Creek)</b>		
i.	Residential Rate (0-30 m <sup>3</sup> /month)	E	\$3.50/m <sup>3</sup>
ii.	Residential Rate (Over 30 m <sup>3</sup> /month)	E	\$10.00/m <sup>3</sup>
iii.	Non Residential Rate	E	\$10.00/m <sup>3</sup>
iv.	Connection Fee	E	\$12,500.00
v.	Utilities Account Deposit	E	\$100.00
	<b>Rural Water Distribution System (Ridgevalley)</b>		
i.	Residential Rate (0-30 m <sup>3</sup> /month)	E	\$3.50/m <sup>3</sup>
ii.	Residential Rate (Over 30 m <sup>3</sup> /month)	E	\$10.00/m <sup>3</sup>
iii.	Non Residential Rate	E	\$10.00/m <sup>3</sup>
iv.	Connection Fee	E	\$12,500.00
v.	Utilities Account Deposit	E	\$100.00
<b>5.</b>	<b>Water Point Facilities</b>		
i.	Potable Water Points Residential/Agriculture	E	\$3.50/m <sup>3</sup>
ii.	Potable Water Points Commercial	E	\$8.50/m <sup>3</sup>
iii.	Non-Potable Water Points	E	\$2.00/m <sup>3</sup>
<b>6.</b>	<b>Gravity Wastewater Collection System (DeBolt &amp; Ridgevalley)</b>		
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 \$
<b>7.</b>	<b>Low Pressure Wastewater Collection System (Little Smoky &amp; Grovedale &amp; Ridgevalley)</b>		
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$500.00 per service
<b>8.</b>	<b>Septage Classification</b>		
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
<b>9.</b>	<b>Wastewater Lagoon</b>		
i.	Commercial/Industrial Tipping Rate	T	\$7.50/m <sup>3</sup>
	<b>Lagoon Keys</b>		
i.	Key (Initial/replacement)	T	\$150.00

<b>C. Operations</b>			
	<i>Greenview's Equipment Rates will be the same as the EOIP rates</i>		
<b>1.</b>	<b>Snowplowing Signs</b>		
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
<b>2.</b>	<b>Culverts – used or salvaged</b>		
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
<b>3.</b>	<b>Grade Blades</b>		
i.	Used	T	\$5.00/each
<b>4.</b>	<b>Dust Control</b>		
i.	Application of calcium product for <b>residents and landowners</b> (up to April 15 <sup>th</sup> 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 <b>multi-parcel subdivisions</b>	E	\$100.00 per 100 meters
iv.	Application of calcium product for <b>industrial and road use agreement holders</b> (up to April 15 <sup>th</sup> 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
<b>5.</b>	<b>Road Bond</b>		
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
<b>6.</b>	<b>Community Aggregate</b>		
i.	Community Aggregate Payment Levy	E	\$0.30/tonne



Schedule 'A'  
**Schedule of Fees**  
 Bylaw 18-790

	Description	GST Status	Fee in \$
<b>D. Planning and Development</b>			
<b>1.</b>	<b>Planning Bylaw (New or Amended)</b>		
i.	Land Use Bylaw Amendment Application	E	\$800.00
ii.	Developer's Area Structure Plan	E	\$10,000.00
<b>2.</b>	<b>Development Permits</b>		
i.	Development Permit Applications	E	\$50.00 per \$100,000 or portion thereof
ii.	Variance Request	E	\$160.00
<b>3.</b>	<b>Subdivisions (including Bare Land Condominium Plans)</b>		
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
<b>4.</b>	<b>Subdivision and Development Appeal Board</b>		
i.	Development Appeal Fee (refundable if successful)	E	\$500.00
ii.	Subdivision Appeal Fee (refundable if successful)	E	\$500.00
<b>5.</b>	<b>Development Agreement Review</b>		
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
<b>6.</b>	<b>Business Licensing</b>		
i.	Business License Fee - new application	E	\$20.00
ii.	Business License Fee - annual renewal	E	\$10.00
<b>7.</b>	<b>Rural Addressing</b>		
i.	Rural Addressing Signage New/ Replacement	T	\$50.00 per sign



Schedule 'A'  
**Schedule of Fees**  
 Bylaw 18-790

	Description	GST Status	Fee in \$
<b>8.</b>	<b>Signage</b>		
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
<b>9.</b>	<b>Orthographic Printing</b>		
	<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
<b>10.</b>	<b>Cadastral Map Pricing</b>		
i.	Hardcopy – landowner	T	\$25.00 per sheet
<b>11.</b>	<b>Certificate of Compliance</b>	E	\$100.00
<b>12.</b>	<b>Letter of Concurrence for Communication Towers</b>	E	\$100.00
<b>13.</b>	<b>Environmental Site Assessment Inquiries</b>	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

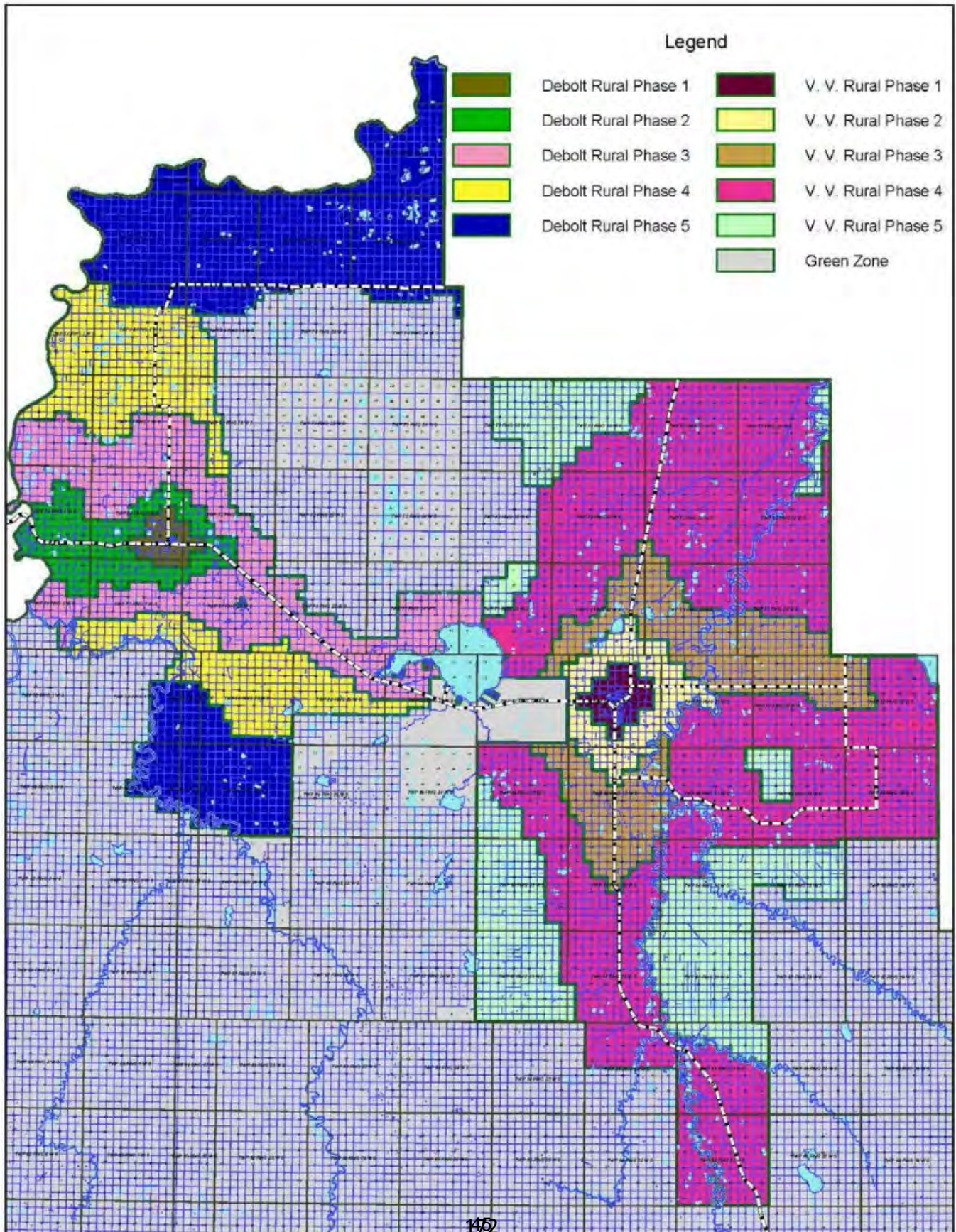
Owner Parcel	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 40,600	\$ 36,600	\$ 32,600	\$ 24,600	\$ 16,600
1-3	\$ 20,600	\$ 8,600	\$ 16,400	\$ 12,600	\$ 8,600
3-5	\$ 14,750	\$ 13,250	\$ 11,600	\$ 9,050	\$ 6,200
5-10	\$ 9,900	\$ 8,900	\$ 7,850	\$ 6,150	\$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

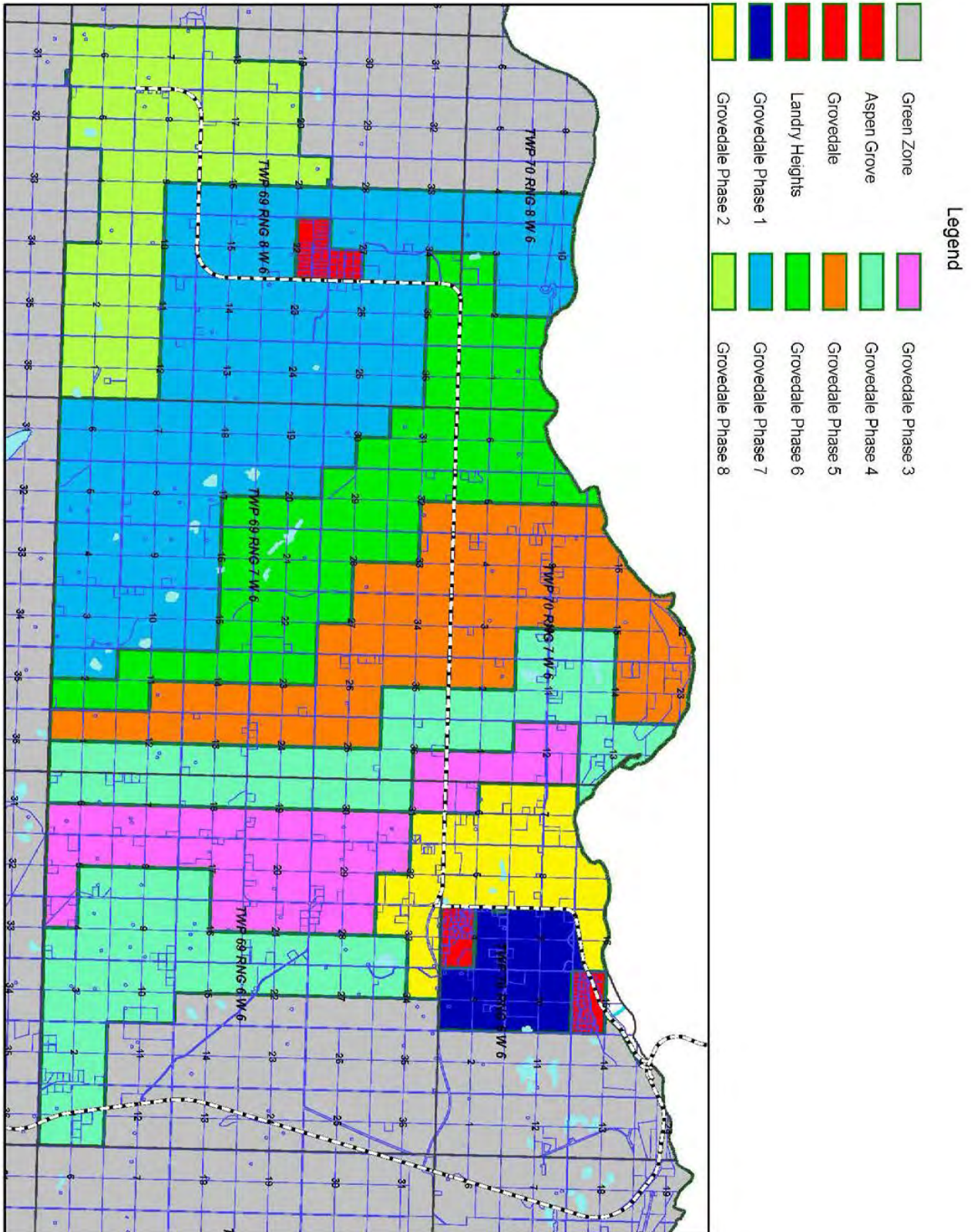


# Schedule 'A' Schedule of Fees Bylaw 18-790





# 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

<b>ARENA RENTALS – with ice, per hour</b>	<b>June 1, 2018, to May 31, 2019</b>	<b>June 1, 2019, to May 31, 2020</b>
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
<b>AQUATIC CENTRE – pool, per hour</b>	<b>July 1, 2018, to May 31, 2019</b>	<b>July 1, 2019, to May 31, 2020</b>
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
<b>LOCKER RENTAL</b>	<b>July 1, 2018, to May 31, 2019</b>	<b>July 1, 2019, to May 31, 2020</b>
Annual (Private Locker)	\$100.00	\$100.00
Lost or damage key replacement	\$35.00	\$35.00
<b>PRESCHOOL FEES</b>	<b>June 2017 to May 2019</b>	
3-year old class per student, per school year	\$432.00	
4-year old class per student, per school year	\$1046.25	
<b>RECREATION CENTRE FEES</b>	<b>2018</b>	<b>2019</b>
<b>Daily Pass</b>		
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
<b>10x Pass</b>		
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
<b>Monthly Pass</b>		
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
<b>3-Month Pass</b>		
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
<b>6-Month Pass</b>		
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
<b>Annual Pass</b>		
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
<b>MEETING OR BANQUET ROOMS AND CURLING CLUB LOUNGE</b>	<b>2018</b>	<b>2019</b>
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)**

<b>ARENA AND CURLING RINK SURFACES (no ice)</b>	<b>June 2018 to May 2019</b>	<b>June 2019 to May 2020</b>
Adult rate per hour	\$75.00	\$76.00
Youth rater per hour	\$37.50	\$38.00
Maximum day rate	\$366.00	\$373.50
<b>EQUIPMENT, ADVERTISING &amp; ADMINISTRATIVE ITEMS</b>	<b>2018</b>	<b>2019</b>
<b>Equipment Rental</b>		
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
<b>Advertising</b>		
Wall rink board, per year	\$425.00	\$425.00
Ice logo, per year	\$650.00	\$650.00
Zamboni, per side	\$650.00	\$650.00
<b>Administrative Items</b>		
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
<b>BALL DIAMONDS</b>	<b>2018</b>	<b>2019</b>
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**

<b>DEVELOPMENT PERMITS</b>		<b>Rates and Fees</b>
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
<b>PROPERTY FILE SEARCH REQUESTS</b>		
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
<b>ENCROACHMENT AGREEMENT REQUESTS</b>		
Application Fee (50% refund if request is denied)		\$150.00
<b>BYLAW APPLICATIONS</b>		
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		
<b>SUBDIVISION PROCESSING FEES</b>		
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		
<b>DAMAGE DEPOSIT FEES</b>		
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**

<b>EQUIPMENT</b>	<b>Rates</b>
<b>NOTE: All mobile equipment rates include operator wages and fuel unless otherwise noted, per hour</b>	
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
<b>NOTE: All small equipment rates do not include operators</b>	
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
<b>MISCELLANEOUS</b>	
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%
<b>INSPECTIONS*</b>	
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
<b>RE-INSPECTION</b>	
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	
<b>Domestic Waste</b>		
Within Town of Grande Cache	\$32 per tonne	
Outside Town of Grande Cache	\$56 per tonne	
Minimum charge	\$5 per load	
<b>Commercial Waste</b>		
Within Town of Grande Cache (delivered by business)	\$38 per tonne	
Outside Town of Grande Cache	\$65 per tonne	
Minimum charge	\$65	
<b>Construction Material</b>		
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	
<b>Special Waste</b>		
Sump waste (by approval only)	\$15 per tonne	
<b>Special Products</b>		
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		
<b>Clean Yard Waste and Fill</b>		
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	
<b>WATER RATES</b>	
First 18 cubic meters (m <sup>3</sup> )	\$1.6100 per m <sup>3</sup>
or 4,000 gallons	\$7.3600 per thousand gallons
Each additional each m <sup>3</sup> from 19 m <sup>3</sup> to 83 m <sup>3</sup>	\$1.6900 per m <sup>3</sup>
or thousand gallons or portion thereof from 4,001 gallons to 18,000 gallons	\$7.7300 per thousand gallons
Each additional each m <sup>3</sup> from 84 m <sup>3</sup> to 300 m <sup>3</sup>	\$1.7700 per m <sup>3</sup>
or thousand gallons or portion thereof from 18,001 gallons to 100,000 gallons	\$8.1000 per thousand gallons
Each additional each m <sup>3</sup> over 301 m <sup>3</sup>	\$1.8500 per m <sup>3</sup>
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.	
<b>SEWER RATES</b>	
First 18 cubic meters (m <sup>3</sup> )	\$0.9800 per m <sup>3</sup>
or 4,000 gallons	\$4.470 per thousand gallons
Each additional each m <sup>3</sup> over 19 m <sup>3</sup>	\$1.0000 per m <sup>3</sup>
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.	
<b>BULK WATER RATES</b>	
Bulk potable water – located at Town Fill Station	\$5.50 per m <sup>3</sup>

**RATES and FEES**  
**SCHEDULE A**

**Tourism and Interpretive Centre**

*Prices do not include GST*

ROOM RENTAL RATES		June 1, 2018, to May 31, 2019
<b>CHAMBER ROOM</b>		
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"><li>➤ 20" television</li><li>➤ projector screen</li><li>➤ DVD/VHS player</li><li>➤ flip chart</li><li>➤ whiteboard</li><li>➤ refrigerator, coffee maker, kettle</li></ul>		
<b>THEATRE ROOM</b>		
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"><li>➤ projector screen</li><li>➤ DVD/VHS player</li><li>➤ flip chart</li><li>➤ kitchen facilities</li></ul>		
<b>MEZZANINE LEVEL</b>		
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"><li>➤ access to outside balcony</li></ul>		
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*

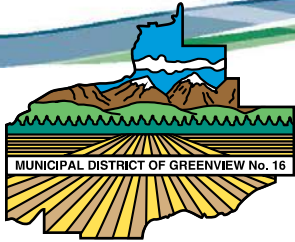
<b>CAMPSITE RATES</b> <b>(season is from opening day to closing day)</b>	<b>2018</b>	<b>2019</b>
Full service, per night, includes power, water, and sewer	\$34.75	\$38.10
Partial service, per night, includes power and water	\$28.75	\$33.33
Open tent area, per night	\$23.00	\$23.81
Monthly site rate (30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

## RATES and FEES

### SCHEDULE A

#### Animal Control

<b>LICENSED DOG</b>	
first impoundment	\$50.00
second impoundment	\$100.00
third impoundment	\$150.00
all subsequent impoundments	\$200.00
<b>UNLICENSED DOG</b>	
first impoundment	\$100.00
second impoundment	\$165.00
third impoundment	\$215.00
all subsequent impoundments	\$290.00
<b>VICIOUS DOG</b>	
first impoundment	\$200.00
second impoundment	\$500.00
third and all subsequent impoundments	\$1,000.00
<b>OTHER DOMESTIC ANIMALS</b>	
first impoundment	\$35.00
second impoundment	\$50.00
third and all subsequent impoundments	\$75.00
<b>LIVESTOCK</b>	
first impoundment	\$150.00
second impoundment	\$250.00
third and all subsequent impoundments	\$750.00
<b>CUSTODIAL FEES – for domestic animal detained in the Pound</b>	
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
<b>LICENSING FEES FOR DOGS – due on or before February 1 in each year</b>	
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
<b>KENNEL LICENSE / DOG TEAM LICENSE</b>	
kennel	\$100.00 each kennel
dog team	Fee is charge per dog as per fee listed above.
<b>ANIMAL ATTRACTANTS</b>	
improper storage of animal attractant	\$500.00
attempt/feed wildlife purposely	\$500.00
disposal of animal attractant	\$1,000.00



## **BYLAW NO. 19-816 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 establishing rates and fees for the provision of goods and services by, or on behalf of Greenview, as attached to this bylaw as the Schedules of Fees.**

**Whereas**, pursuant to section 7 and 8 of the Municipal Government Act R.S.A 2000, Chapter M-26 as amended, the Planning Act, Chapter P-9, R.S.A. and amendments thereto, and the Taxation Act, Chapter M-31, R.S.A. and amendments thereto, a municipal Council has the authority to pass a bylaw establishing fees for the provision of services; and

**Whereas**, the Council of the Municipal District of Greenview No. 16 deems it appropriate to establish rates and fees for the provision of various municipal goods and services;

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

### **1. Title**

1.1. This Bylaw may be referred to as the “Schedules of Fees Bylaw.”

### **2. Definitions**

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

### **3. Application**

- 3.1. This bylaw establishes the rates, fees, and charges for certain goods and services provided by Greenview, and provides for the imposition of fines and penalties for certain offenses.
- 3.2. This bylaw and the attached Schedules will be reviewed as required and amendments to any of the rates and fees must be made by Council bylaw.
- 3.3. 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.

### **4. Rates and Fees**

4.1. The rates and fees are established as set out in the attached Schedules ‘A’ through ‘I’.



## 5. Severability and Effect

- 5.1. Should any provision of this bylaw be found to be invalid, then such invalid provision shall be severed and the remaining bylaw shall be maintained.
- 5.2. Bylaw 18-790 and Town of Grande Cache Bylaw No. 849 are hereby repealed.
- 5.3. This Bylaw shall come into force and effect upon the day of third and final reading.

Read a first time this \_\_\_\_ day of \_\_\_\_, 2019.

Read a second time this \_\_\_\_ day of \_\_\_\_, 2019.

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

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



## Schedules of Fees Bylaw 19-816

### Schedule 'A' Agricultural Services

	Description	GST Status*	Fee in \$
<b>Agricultural Services</b>			
<i>All decisions being at the Agricultural Fieldsman's discretion</i>			
<b>1.</b>	<b>Haying or Pasturing Permits</b>		
i.	Application fee	E	\$100.00
ii.	Plus Annual per Acre Charge	E	\$15.00
<b>2.</b>	<b>Spray Exemption Signs</b>		
i.	Spray Exemption Signs (One-Time Free Only)	T	Free
ii.	Lost or Replacement Signs (each)	T	\$30.00
<b>3.</b>	<b>Guides</b>		
i.	Guide to Crop Protection - Chemical/Cultural	T	\$12.00
ii.	Weed Seedling Guide	T	\$10.00
<b>4.</b>	<b>Picnic Tables</b>		
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
<b>5.</b>	<b>Barbecue</b>		
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
<b>6.</b>	<b>Weed &amp; Insect Control Equipment</b>		
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)
<b>7.</b>	<b>Spreaders</b>		
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)
<b>8.</b>	<b>Earth Moving Equipment</b>		



## 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)
<b>9.</b>	<b>Post Pounders</b>		
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
<b>10.</b>	<b>Bin Crane</b>		
i.	Bin Crane <i>Valleyview, Grovedale</i>	T	\$100.00 Each Day (3 Days Maximum if Lineup)
<b>11.</b>	<b>Cattle Equipment</b>		
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)
<b>12.</b>	<b>Conservation Equipment</b>		
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 \$
<b>13.</b>	<b>Broadcast Seeders</b>		
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
<b>14.</b>	<b>Water Pumping Equipment</b>		
i.	Water Pump and Pipe Trailer (AB. Agriculture Unit) <i>Valleyview</i>	T	\$250.00 Each Day (3 Days Maximum if Lineup)
<b>15.</b>	<b>Miscellaneous Equipment</b>		
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)
<b>16. Recovery of A.S.B. Equipment</b> **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
v.	Repair of Damaged Rental Equipment due to Negligent Use	E	Full cost of repair
<b>17. Adult Wolf Carcass</b>			
		E	\$300.00



## Schedules of Fees Bylaw 19-816

### Schedule 'B' Family and Community Support Services

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

### Schedule 'C' Recreation

Recreation				
	Description	GST Status*	Fee in \$	
<b>1.</b>	<b>Grande Cache Arena Rentals</b> (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
<b>2.</b>	<b>Arena and Curling Rink Surfaces (No Ice)</b>			



## Schedules of Fees Bylaw 19-816

i.	Adult Rate per Hour	T	\$75.00	\$76.00
ii.	Youth Rate per Hour	T	\$37.50	\$38.00
iii.	Maximum Day Rate	T	\$366.00	\$373.00
<b>3.</b>	<b>Aquatic Centre</b>		<b>July 1, 2018-May 31, 2019</b>	<b>June 1, 2018-May 31, 2020</b>
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
<b>4.</b>	<b>Locker Rental</b>		<b>July 1, 2018-May 31, 2019</b>	<b>June 1, 2018-May 31, 2020</b>
i.	Annual (Private Locker)	T	\$100.00	\$100.00
ii.	Lost or Damaged Key Replacement	T	\$35.00	\$35.00
<b>5.</b>	<b>Recreation Centre Fees</b>			
i.	<b>Daily Pass</b>			
	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.	<b>10x Pass</b>			
	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.	<b>Monthly Pass</b>			
	Family	T	\$126.75	



## Schedules of Fees Bylaw 19-816

	Adult (18+)	T	\$58.75
	Youth (5-17)	T	\$41.00
	Senior (60-69)	T	\$46.00
	Senior (70+) and Children (Under 5)	T	Free
iv.	<b>3-Month Pass</b>		
	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.	<b>6-Month Pass</b>		
	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.	<b>Annual Pass</b>		
	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
<b>6.</b>	<b>Meeting or Banquet Rooms and Curling Club Lounge</b>		
i.	Rental Rate with Clean-up	T	\$38.75 per hour
ii.	Association Rate/ Not-for-Profit	T	\$23.50 per hour
<b>7.</b>	<b>Equipment Rental</b>		
i.	Portable Sound System	T	\$100.00 per event



## Schedules of Fees Bylaw 19-816

ii.	Portable Stage	T	\$170.00 per event
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
<b>8.</b>	<b>Advertising</b>		
i.	Wall Rink Board	T	\$425.00 per year
ii.	Ice Logo	T	\$650.00 per year
iii.	Zamboni	T	\$650.00 per side
<b>9.</b>	<b>Administrative Items</b>		
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
<b>10.</b>	<b>Ball Diamonds</b>		
i.	Rental Rate	T	\$40.50 per Game
ii.	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	\$121.50
<b>11.</b>	<b>Grande Cache Campground</b>		
i.	Full Service (Includes Power, Water and Sewer)	T	\$38.10 per night



## Schedules of Fees Bylaw 19-816

ii.	Partial Service (Includes Power and Water)	T	\$33.33 per night
iii.	Open Tent area	T	\$23.81 per night
iv.	Monthly site rate (30 days) full service	T	\$975.00
<b>12.</b>	<b>Grande Cache Tourism and Information Centre</b>		
i.	<b>Chamber Room</b> (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.	<b>Theatre Room</b> (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.	<b>Mezzanine Level</b> (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
<b>13.</b>	<b>Eagles Nest Hall</b> (Capacity up to 65 people with tables and chairs)		
	Per Hour	T	\$12.50
	Per Day	T	\$62.50



## Schedules of Fees Bylaw 19-816

14.	Grande Cache Cemetery		May 15 to November 15	November 16 to May 14
i.	<b>Open and Close Fees</b>			
	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.	<b>Purchase of Plot</b>	T	\$550.00	
iii.	<b>Columbarium Fees</b>			
	Niche Price (Includes Opening/Closing Fee)		\$1,050.00	
	Note: Each Niche can Hold 2 Urns			

## Schedule 'D' Hamlet of Grande Cache Animal Control

Hamlet of Grande Cache Animal Control			
1.	<b>Licensing Fees for Dogs</b>		
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.	<b>Dog Team/Kennel License</b>		



## Schedules of Fees Bylaw 19-816

i.	Kennel (Requires a Development Permit and Business License for Commercial Kennel)	E	Cost of Development Permit/business license where applicable
ii.	Per Dog Fee as listed above	E	As per Section 1
<b>3.</b>	<b>Licensed Dog Impoundment</b>		
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
<b>4.</b>	<b>Unlicensed Dog Impoundment</b>		
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
<b>5.</b>	<b>Viscous Dog Impoundment</b>		
i.	First Impoundment	E	\$200.00
ii.	Second Impoundment	E	\$500.00
iii.	Third and All Subsequent Impoundments	E	\$1,000.00
<b>6.</b>	<b>Other Domestic Animals Impoundment</b>		
i.	First Impoundment	E	\$35.00
ii.	Second Impoundment	E	\$50.00
iii.	Third and All Subsequent Impoundments	E	\$75.00
<b>7.</b>	<b>Livestock Impoundment</b>		
i.	First Impoundment	E	\$150.00
ii.	Second Impoundment	E	\$250.00
iii.	Third and All Subsequent Impoundments	E	\$750.00
<b>8.</b>	<b>Custodial Fees</b>		
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



## Schedules of Fees Bylaw 19-816

	iv Disposal Charge for Pathological Waste	E	\$0.30 per Pound, minimum of \$7.00 per disposal
	v. Euthanasia (In Addition to the Above Charges)	E	\$35.00
<b>9.</b>	<b>Animal Attractants</b>		
	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 \$
<b>Finance &amp; Administration</b>			
<b>1.</b>	<b>Photocopying</b>		
	i. Tax, Utilities, and Other Documents	T	\$0.50 per page
	ii. Minutes or Bylaws	T	\$1.00 per page
<b>2.</b>	<b>Documents</b>		
	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
<b>3.</b>	<b>Taxes</b>		
	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



## Schedules of Fees Bylaw 19-816

v.	Online Tax Search	E	\$15.00
vi.	Tax Notification Charges	E	\$75.00
<b>4.</b>	<b>Assessment</b>		
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 \$
<b>Infrastructure and Planning General</b>			
<b>1.</b>	<b>Road Closure</b>		
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
<b>2.</b>	<b>Approaches</b>		
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
<b>3.</b>	<b>Road Allowance License</b>		
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



## Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
<b>4.</b>	<b>Inspections</b>		
i.	Seismic Pre-Inspections	E	\$100.00 per occurrence
ii.	Seismic Post-Inspections	E	\$100.00 per occurrence
iii.	Seismic Non-Compliance	E	\$100.00 per inspection
<b>5.</b>	<b>Land Acquisition</b>		
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	\$1.00 per m <sup>3</sup>
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
<b>6.</b>	<b>Fencing</b>		
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



## Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
Environmental Services			
	Accounts for metered services and bulk accounts if not paid within 30 days of the billing date will incur a 1.5% penalty monthly.		
	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.	1.5% penalty/month	
	Water Meter/Replacement (Owner Responsibility)	Based on actual replacement costs	
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 m³/Month)	E	\$3.50 per m³
ii.	Residential Rate (Over 30 m³/Month)	E	\$4.00 per m³
iii.	Non Residential Rate	E	\$4.00 per m³
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 m³/Month)	E	\$3.50 per m³



## Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
ii.	Residential Rate (Over 30 m <sup>3</sup> /Month)	E	\$4.00 per m <sup>3</sup>
iii.	Non Residential Rate	E	\$4.00 per m <sup>3</sup>
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
<b>4. Rural Water Distribution System (Valleyview Rural)</b>			
i.	Residential Rate (0-30m <sup>3</sup> /Month)	E	\$3.50 per m <sup>3</sup>
ii.	Residential Rate (Over 30 m <sup>3</sup> /Month)	E	\$10.00 per m <sup>3</sup>
iii.	Non Residential Rate	E	\$10.00 per m <sup>3</sup>
iv.	Connection Fee	E	\$12,500.00 per service
v.	Utilities Account Deposit	E	\$100.00
<b>5. Rural Water Distribution System (Crooked Creek and Ridgevalley)</b>			
i.	Residential Rate (0-30 m <sup>3</sup> /Month)	E	\$3.50 per m <sup>3</sup>
ii.	Residential Rate (Over 30 m <sup>3</sup> /Month)	E	\$10.00 per m <sup>3</sup>
iii.	Non Residential Rate	E	\$10.00 per m <sup>3</sup>
iv.	Connection Fee	E	\$12,500.00
v.	Utilities Account Deposit	E	\$100.00
<b>6. Water Point Facilities</b>			
i.	Potable Water Points Residential/Agriculture	E	\$3.50 per m <sup>3</sup>
ii.	Potable Water Points Commercial	E	\$8.50 per m <sup>3</sup>
iii.	Non-Potable Water Points	E	\$2.00 per m <sup>3</sup>
<b>7. Gravity Wastewater Collection System (DeBolt, Grande Cache &amp; Ridgevalley)</b>			
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$500.00 per service
<b>8. Low Pressure Wastewater Collection System (Little Smoky, Grovedale &amp; Ridgevalley)</b>			



## 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
<b>9. Septage Classification</b>			
i.	Residential – Single Family Dwelling	E	\$1.00 per m <sup>3</sup> (minimum \$24.00)
ii.	Residential – Duplex (per dwelling unit)	E	\$1.00 per m <sup>3</sup> (minimum \$24.00)
iii.	Residential – Multi Family Dwelling (per Self-Contained Dwelling Unit)	E	\$1.00 per m <sup>3</sup> (minimum \$24.00)
iv.	Commercial – General Store	E	\$1.00 per m <sup>3</sup> (minimum \$36.00)
v.	Commercial – Laundromat	E	\$1.00 per m <sup>3</sup> (minimum \$56.00)
vi.	Commercial – Hotels (Rooms & Beer Parlor)	E	\$1.00 per m <sup>3</sup> (minimum \$80.00)
vii.	Commercial – Cafes	E	\$1.00 per m <sup>3</sup> (minimum \$48.00)
viii.	Commercial – Garages	E	\$1.00 per m <sup>3</sup> (minimum \$48.00)
ix.	Commercial – Office	E	\$1.00 per m <sup>3</sup> (minimum \$36.00)
x.	Commercial – Not Elsewhere Classified	E	\$1.00 per m <sup>3</sup> (minimum \$36.00)
xi.	Community Halls & Other Recreation Facilities	E	\$1.00 per m <sup>3</sup> (minimum \$48.00)



## Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
xii.	Churches	E	\$1.00 per m <sup>3</sup> (minimum \$24.00)
xiii.	Schools (per Classroom)	E	\$1.00 per m <sup>3</sup> (minimum \$24.00)
xiv.	Royal Canadian Legion Hall	E	\$1.00 per m <sup>3</sup> (minimum \$24.00)
xv.	Senior Citizen's Drop-In Centre	E	\$1.00 per m <sup>3</sup> (minimum \$24.00)
<b>10. Wastewater Lagoon</b>			
i.	Commercial/Industrial Tipping Rate	T	\$10.00 per m <sup>3</sup>
<b>11. Lagoon Keys</b>			
i.	Key Fob (Initial/Replacement)	T	\$100.00
<b>12. Waste Collection and Disposal</b>			
i.	<b>Residential Rates</b>		
	Residential Waste Collection Fee	T	\$10.00 per month
	Recycle Fee	T	\$10.00 per month
i.	<b>Commercial Rates</b>		
	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
<b>13. Penalties and Fines</b>			
i.	<b>General Penalties</b>		
	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
<b>14. Grande Cache Landfill Fees</b>			
i.	Greenview Residents		No Fees
	Mixed Load Disposal Fee (Residents and Commercial)	T	\$210.00 per tonne
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>			
<b>1.</b>	<b>Snowplowing Signs</b>		
i.	Any Driveway up to 400 Meters	T	\$50.00



## Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
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
<b>2. Culverts – Used or Salvaged</b>			
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
<b>3. Grade Blades</b>			
i.	Used	T	\$5.00 per each blade
<b>4. Dust Control</b>			
i.	Application of Calcium Product for <b>Residents and Landowners</b> (up to April 15 <sup>th</sup> 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 <b>Multi-Parcel Subdivisions</b>	E	\$100.00 per 100 m
iv.	Application of Calcium Product for <b>Industrial and Road Use Agreement Holders</b> (up to April 15 <sup>th</sup> 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
<b>5. Road Bond</b>			
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



## Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
iii.	Fixed Fee for the TRAVIS MJ Permitting System	E	\$15.00 per permit
<b>6. Community Aggregate</b>			
i.	Community Aggregate Payment Levy	E	\$0.30 per tonne
<b>7. Equipment Rental</b>			
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			
<b>1. Planning Bylaw (New or Amended)</b>			
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
<b>2. Development Permits, General</b>			
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
<b>3. Subdivisions (including Bare Land Condominium Plans)</b>			
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
<b>4. Subdivision and Development Appeal Board</b>			
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
<b>5. Development Agreement Review</b>			
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
<b>6. Annual Residential Business Licensing</b>			
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 \$
<b>7.</b>	<b>Business License Temporary/Special Event</b>		
i.	Resident per Day	E	\$30.00
ii.	Non-Resident per Day	E	\$50.00
<b>8.</b>	<b>Hawkers or Peddlers</b>		
i.	Resident Annual	E	\$45.00
ii.	Resident per Day	E	\$35.00
iii.	Non-Resident Annual	E	\$130.00
iv.	Non-Resident per Day	E	\$50.00
<b>9.</b>	<b>Business License Commercial/Industrial Titled Land</b>		
i.	January 1-December 31	E	\$250.00
ii.	July 1-December 31	E	\$125.00
<b>10.</b>	<b>Rural Addressing Signage</b>		
i.	Signage Permanent/ Replacement	T	\$50.00 per sign
<b>11.</b>	<b>Signage for Subdivisions</b>		
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
<b>12.</b>	<b>Orthographic Printing</b>		
	<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
<b>13.</b>	<b>Landowner Map Pricing</b>		
i.	Hardcopy – Landowner Map (sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	T	\$25.00 per sheet
<b>14.</b>	<b>Certificate of Compliance</b>	E	\$200.00
<b>15.</b>	<b>Letter of Concurrence for Communication Tower</b>	E	\$100.00



## Schedules of Fees Bylaw 19-816

	Description	GST Status	Fee in \$
<b>16.</b>	<b>Environmental Site Assessment Inquiries</b>	E	\$200.00 per parcel

\*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

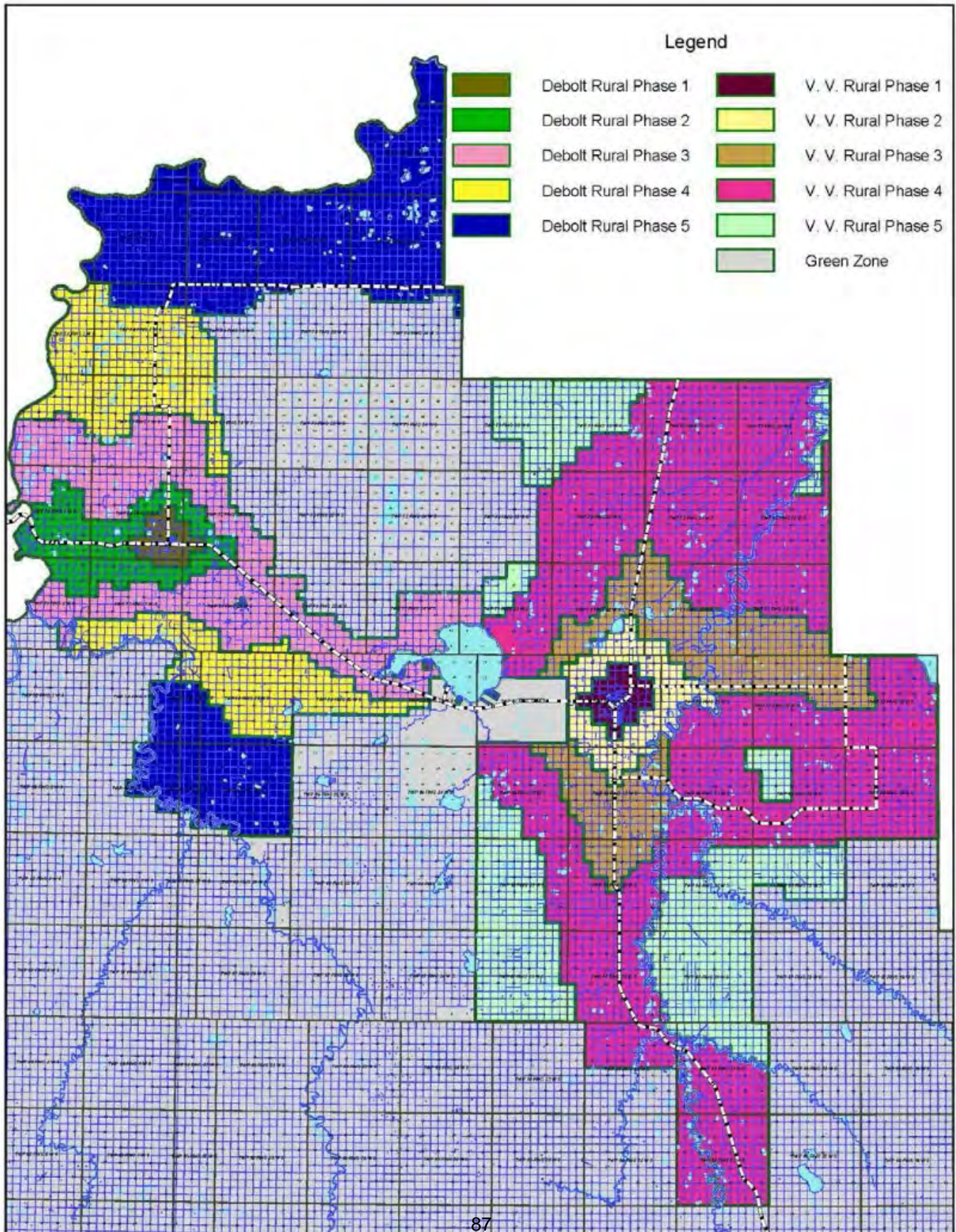
Titled Parcel Size in Acres	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 40,600	\$ 36,600	\$ 32,600	\$ 24,600	\$ 16,600
1-3	\$ 20,600	\$ 8,600	\$ 16,400	\$ 12,600	\$ 8,600
3-5	\$ 14,750	\$ 13,250	\$ 11,600	\$ 9,050	\$ 6,200
5-10	\$ 9,900	\$ 8,900	\$ 7,850	\$ 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

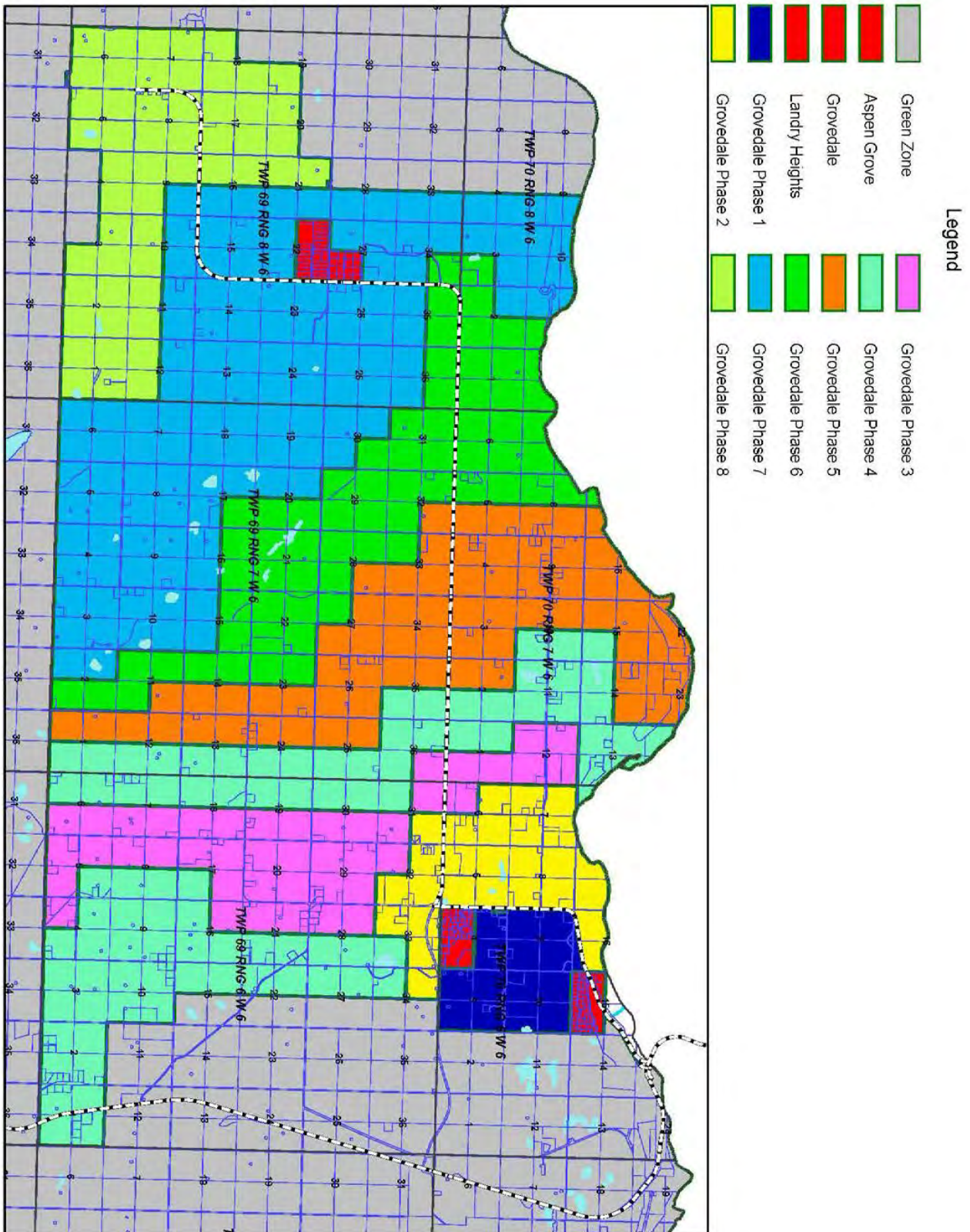


## Schedules of Fees Bylaw 19-816





## Schedules of Fees Bylaw 19-816





# REQUEST FOR DECISION

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SUBJECT: **Disposal of Surplus Digital Communication Tools.**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 8, 2019 CAO: DT MANAGER:  
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: SG  
STRATEGIC PLAN: Level of Service

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – MGA, R. S. A. 2000, Chapter M-26, Section 180 (1) A council may act only by resolution or bylaw.

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council approve the donation of the used digital communications tools to non-profit organizations until July 26, 2019; followed by an opportunity for Council Members and Greenview staff to purchase any remaining digital communications tools until August 23rd, 2019; after which any remaining items may be disposed of by Administration.

---

## BACKGROUND/PROPOSAL:

On May 23<sup>rd</sup>, 2017, Council approved the disposal of digital communication tools as per motions;

17.05.205 – “That Council approve the disposal of used digital communications tools as per the attached list and authorize Administration to publicly advertise and make available the list of used digital communications tools for donation to non-profit organizations until June 9, 2017. “

17.05.206 – “That Council authorize Administration to provide an opportunity to Council members and Greenview staff to purchase any used digital communication tools available after June 23, 2017 at \$100.00 per item with any remaining surplus being disposed of after June 30, 2017.”

Administration is recommending that Council continue offering used digital communications tools for disposal based on the approved motions from 2017.

The used digital communications tools will be offered as donation to non-profit organizations until July 26<sup>th</sup>, 2019. They will then be offered for purchase by Council Members and Greenview staff at \$100.00 per item until August 23<sup>rd</sup>, 2019. Any remaining digital communications tools will be disposed of after August 31<sup>st</sup>, 2019.

The 2019 disposal list comprises of 19 computers, 2 tablets and 2 printers all of which will not have any concerns regarding data security. All security concerns will be dealt with prior to the disposal of any equipment.

The equipment will be disposed of on an “as is where as basis”, there will be no IT support provided to the end user.

The fee of \$100.00 proposed by Administration reflects a token value of the communication tools whereby the equipment would not be considered free of charge.

Administration believes the suggested course of action would be a valued alternative in disposing of Greenview’s surplus communication tools.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of approving the recommended motions is that Greenview continues to recycle the used IT equipment in a manner that benefits the community and disposes of the equipment in an environmentally safe manner.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to direct Administration to dispose of all used equipment by sending to the landfill site. This is not recommended by Administration as the equipment may still have a serviceable lifespan.

**Alternative #2:** Council has the alternative to provide the surplus communication tools to the general public, however Administration is not recommending this course of action because there is insufficient administrative resources to implement this procedure.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications based on the recommended action, the equipment disposal is part of the annual work plan.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Following Council's decision, Administration will advertise the availability of the equipment on the Greenview's Website and will notify all staff if there is any equipment remaining after the non-profit groups' requests have been supplied.

---

**ATTACHMENT(S):**

- List of the used digital communication tools.

## List of Surplus Equipment for 2019

Type	Model	Qty	Notes
Desktop Computers	Lenovo and Dell Models	5	Hard Drives erased. No Operating System.
Laptop	Toshiba Models	14	Hard Drives erased. Operating System available.
Tablet	Apple & Microsoft Models	2	Hard Drives erased. Operating System restored.
Laser Printer	Various Models	2	Equipment set to factory default settings.
		.	



# REQUEST FOR DECISION

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SUBJECT: **Hide A Way Camp Appraisal**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 8, 2019  
DEPARTMENT: ECONOMIC DEVELOPMENT  
STRATEGIC PLAN: Infrastructure

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council approve \$3,200 + G.S.T. to complete an appraisal on Camp Hide A Way, with funds to come from Economic Development.

**MOTION:** That Council authorize Administration to transfer \$3,200 + G.S.T. from Contingency Reserve to Community Services Budget.

---

## BACKGROUND/PROPOSAL:

Council directed Administration to research additional costs and information on the Hide A Way Camp facility near Grande Cache. Administration contacted the Grande Cache Assessor, *Powers & Associates*, who recommended *McCarntey-Radench Appraisals Inc.* out of Grande Prairie who provided the attached quote for the appraisal service.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the above motion is to allow Administration to proceed with an appraisal of Camp Hide A Way to obtain a depreciated value of the buildings and assessment of the facility to provide Council with the details required to make an informed decision on whether or not to purchase the facility.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to support, amend, or deny the motion as provided.

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## FINANCIAL IMPLICATION:

**Direct Costs:** \$3,200 + G.S.T.

**Ongoing / Future Costs:** will depend on Council's decision to purchase the Hide A Way Camp Facility

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion over and above daily duties.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

If Council chooses to proceed with the motion, Administration will organize the appraisal and will present the findings back to Council.

---

**ATTACHMENT(S):**

- Email price quote from McCartney-Radench Appraisals Inc.

**From:** [Lisa McCartney](#) on behalf of [Admin](#)  
**To:** [Tara Zeller](#)  
**Cc:** [sherryrad@telus.net](mailto:sherryrad@telus.net)  
**Subject:** Hideaway Camp Facility  
**Date:** July 2, 2019 9:55:38 AM

---

Hi Tara:

We would be able to complete the appraisal on the Hide A Way Camp facility for \$3,200 + gst. This fee is all inclusive of mileage etc. At this time, we would be able to inspect the property this Friday or Tuesday next week at the earliest (need to get into all buildings). After that we are flexible but our schedule changes frequently.

Kindly advise if we are to proceed.

Sincerely,

*Lisa McCartney, B.A., AACI, P.App.  
McCartney-Radench Appraisals Inc.*



# REQUEST FOR DECISION

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SUBJECT: **Valleyview Rural Waterline West Extension, 700 Road**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 8, 2019 CAO: DT MANAGER: GC  
DEPARTMENT: ENVIRONMENTAL SERVICES GM: PRESENTER: GC  
STRATEGIC PLAN: Infrastructure

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RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –N/A

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RECOMMENDED ACTION:

**MOTION 1: That Council approve Administration to increase the HDPE water pipe line from 100 mm to 150 mm on the Valleyview Rural Waterline extension down Twp. 700 road to ensure adequate supply for future connections, funds to come from Valleyview Waterline Extension.**

**MOTION 2: That Council approve Administration to transfer an additional \$41,000.00 from water reserves to the new capital budget for Valleyview Rural Waterline Extension.**

---

BACKGROUND/PROPOSAL:

The original RFD for this water line extension was approved by Council on May 13<sup>th</sup> in the amount of \$39,088.54 to install 800 m of 100mm HDPE water line. It has come to Administrations attention that the initial plan to install 100mm HDPE was not consistent with the Valleyview Rural Water Line Loop Study (150mm) completed in May of 2016.

After reviewing the 2016 study further it was determined that a 150 mm is more applicable to install down the 700 road if Greenview is to eventually build the system to full proposed potential.

Five more properties have since applied to for water service just beyond this project's vicinity and will be presented to Council in a RFD at upcoming meeting.

The original HDPE 100 mm water line material, approximately \$16,000.00 worth, would then belong to Greenview and would be used further down the line in the next project once approved by Council.

Administration recommends Greenview proceed with the 800 m of 150 mm HDPE, rather than the original 100 mm line.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion 1 is that residents in the proposed waterline vicinity will the ability to connect to potable water.

2. The benefit of Council accepting the recommended motion 2 allows administration to provide a project budget to expand Valleyview Rural Waterline to serve more area residents.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the recommended motion and construct a waterline that is only 100mm in size.

---

FINANCIAL IMPLICATION:

**Direct Costs:** \$41,000.00 to come from water reserves.

**Ongoing / Future Costs:** Minimal repair and general maintenance costs in the future.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

If approved by council, the contractor chosen will be contacted to proceed in a timely manner, and administration will add the approved dollars to the capital budget for job ID WD19002.

---

ATTACHMENT(S):

- Quote for 150 mm HDPE
- Map of 150mm extension
- Map indicating area south of Valleyview

# Ron's TRENCHING LTD.

Box 30, Crooked Creek, AB T0H 0Y0

Ph: (780) 957-3050 • FAX: (780) 957-3060 • Cell: (780) 831-1212



INVOICE

8066

DATE

June 24 19

CUSTOMER

G.S.T. #825237696

W.C.B. #319674-9

SOLD TO

M. D of Greenview

LOCATION

Waterline 700 Road.

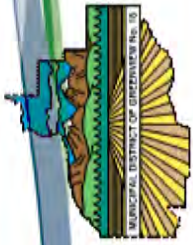
Job Quote for 6" waterline on 700 Road.  
6" Waterline, 6"x1" Sockles  
6" Fusion Couplings

GST.

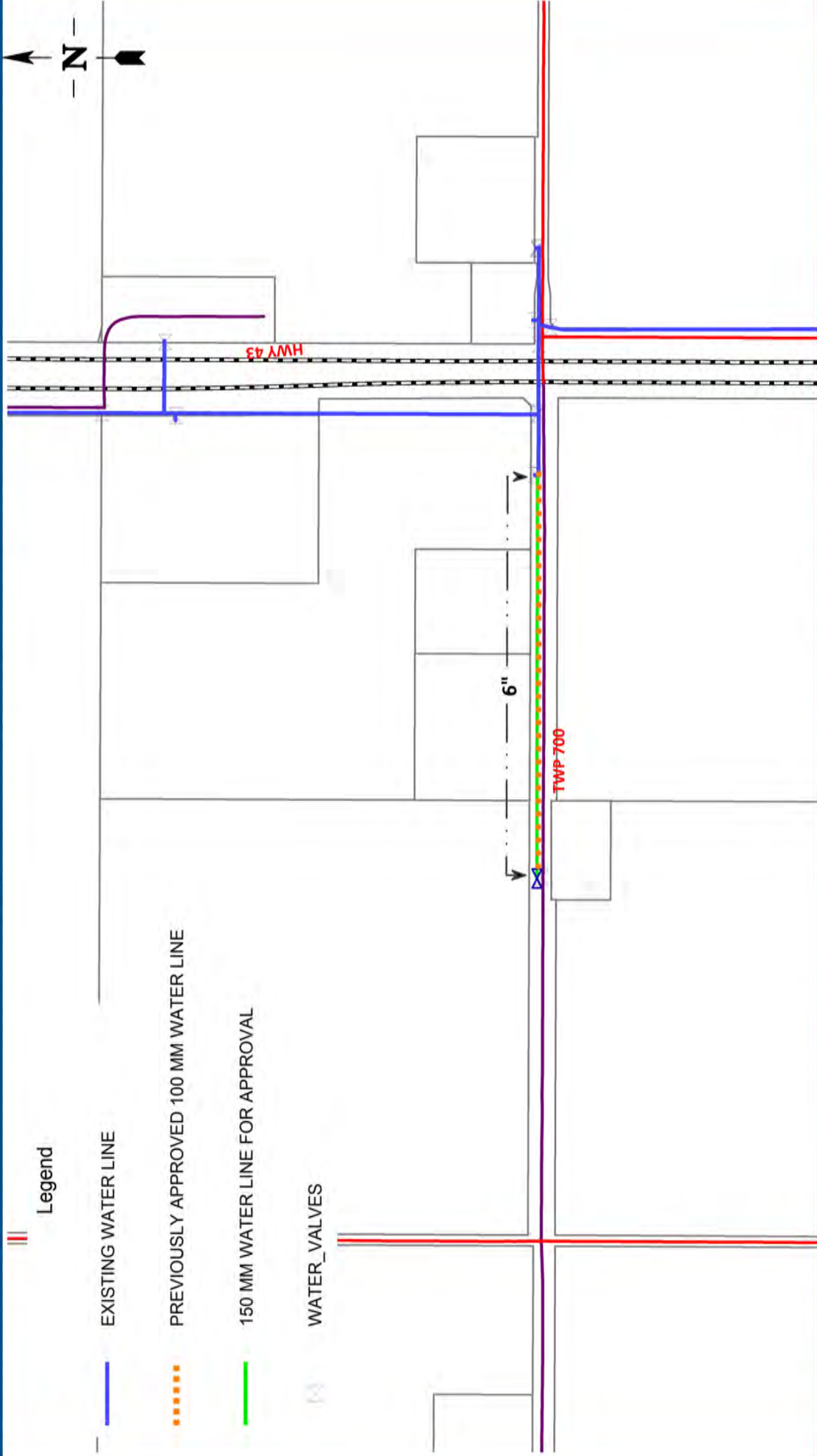
2013.02

Total

42273.47



# MUNICIPAL DISTRICT OF GREENVIEW NO. 16 PROPOSED VVRWL SOUTH 150 MM EXTENTION



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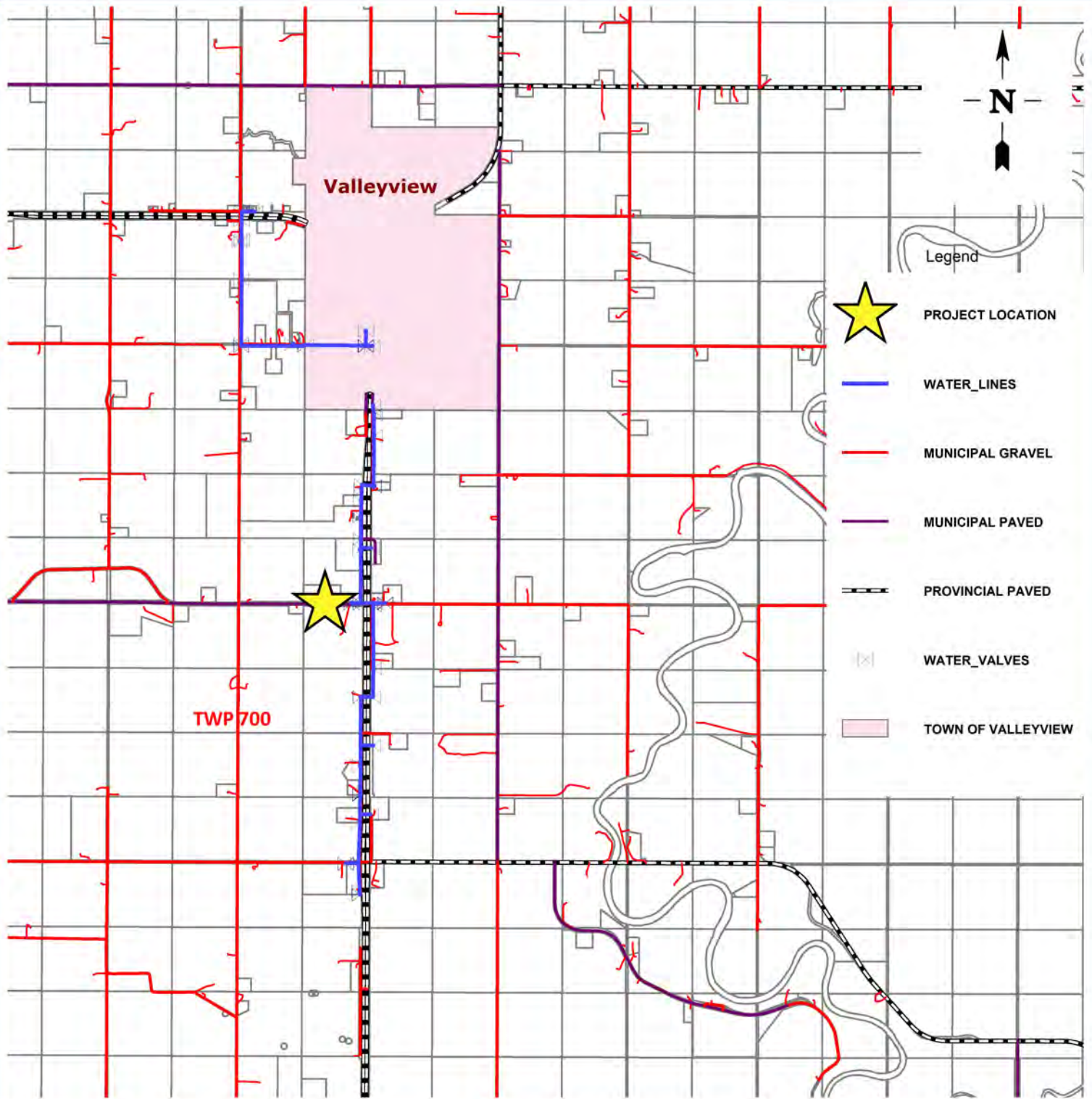
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# Municipal District of Greenview No.16

## PROPOSED VVRWL SOUTH EXTENTION



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# REQUEST FOR DECISION

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SUBJECT:	<b>Western Canadian Stock Dog Championship – Grant Request</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 8, 2019	CAO: DT	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: SW	PRESENTER: LM
STRATEGIC PLAN:	Level of Service		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 8002 - Community Grants

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## RECOMMENDED ACTION:

**MOTION: That Council approve an operating grant in the amount of \$10,000.00 to the Alberta Stock Dog Association, to be used to host the 2019 Western Canadian Stock Dog Championship in Valleyview Alberta, with funds to come from the 2019 Community Services Miscellaneous Grant.**

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## BACKGROUND/PROPOSAL:

The Alberta Stock Dog Association (ASDA) has promoted trialing, educational and training clinics since 1982. Through the ASDA, Wayne and Linda Hadley-Roberts are proposing to host the 2019 Western Stock Dog Championship Trials in Valleyview from September 27-29, 2019. This is an event for sheep dogs and their handlers from the four western provinces to compete in trials throughout the weekend, with the top competitors moving on to the Canadian Championships.

Components of this event include educating the public about the working stock dogs ability and training, to provide entertainment, bring tourism dollars to the Town of Valleyview and surrounding areas of Greenview, introduce handlers and visitors to the beauty of Greenview and provide service clubs and market vendors the opportunity to fundraise, as it is anticipated that local service clubs will be involved for food booths etc.

The requested grant funds are intended to be put towards the hiring of judges, course director/announcer and a set out crew of four (4) people. The event will also require toilet rentals, dumpster rentals, tent rentals, sheep rentals, a PA system and have food provided for all workers and volunteers during the trials including supper for the handlers. The ASDA requires that feed is in with the sheep all day, requiring bales for the full weekend. Fences are also projected to be built to ensure safety of the dogs, handlers and audience. In addition, a portion of the grant fund is also intended to go towards advertising to ensure the residents of Valleyview, Greenview and surrounding areas are aware of the event as well as providing prizes to the participants.

The anticipated cost of the event is \$11,000.00, with the ASDA committing \$1,000.00 and the remainder of the costs proposed to be covered by a Greenview grant.

Previously, in 2014 this event was held in Valleyview at which time Greenview awarded a \$10,000.00 operating grant.

The Community Service Miscellaneous Grant Budget has a balance of \$470,571.04 as of July 7, 2019.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that an event that involves the western provinces will be held within Greenview's borders creating the potential to promote the region and contribute to the local economy.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage to the recommended motion is that the vast majority of the cost of the event will be covered by Greenview due to other funding sources not being sought.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has to alternative to provide an alternate grant amount or take no action on the grant application request.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** \$10,000.00

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Following Councils direction administration will correspond with the grant applicant to inform them of the decision.

---

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ATTACHMENT(S):

- 2019 grant application



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

MUNICIPAL DISTRICT  
OF GREENVIEW NO. 16  
**RECEIVED**

JUN 11 2019

VALLEYVIEW

## GRANT APPLICATION

### Organization Information:

Name of Organization: Western Canadian Stock Dog Championship

Address of Organization: Box 1397, Valleyview AB. T0H 3N0

Contact Name and Phone Number: Wayne and Linda Hadley-Roberts 780-524-4692

Position of Contact Person: Organizers. Wayne Vice President of ASDA

### Purpose of organization:

To put on a championship trial for the four Western Provinces. The top competitor dogs to go on to the Canadian Championship. It is Alberta's turn and we have agreed to put on this competition for the Alberta Stock Dog Association. The ASDA promotes trialing, education and training clinics since 1982

What act are you registered under? Non Profit - ASDA Registration No. \_\_\_\_\_

### Grant Information:

Total Amount Requested \$10,000.00

Operating \_\_\_\_\_ Capital \_\_\_\_\_

### Proposed Project:

To put on the Western Canadian Stock Dog Championship Trial September 27-29, 2019

To educate the public about the working stock dog's ability and training

To provide entertainment for the people of the MD of Greenview and surrounding areas

To bring tourism dollars to the town of Valleyview and surrounding area.

To introduce handlers and visitors to the beauty of the MD of Greenview and surrounding area.

To provide service clubs and market vendors the opportunity to fund raise.

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

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

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



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

### Additional Information:

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

Yes ☒ No ☐

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

1. Amount \$ 10,000.00 Year 2014

Purpose: Western Canadian Stock Dog Championship

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 Stock Dog Association to help with expenses with the Western Canadian  
Stock Dog Championship. \$1,000.00

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

Ever Green Energy of Grande Prairie has made a large banner to hang on their fence  
to advertise our event. They have agreed to donate ribbons and jackets.



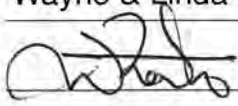

Municipal District of Greenview #16  
Box 1079 Valleyview, AB T0H 3N0  
Phone: (780) 524-7600 Fax: (780) 524-4307

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

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

### **Applicant Information:**

Name: Wayne & Linda Hadley-Roberts

Signature:  

Address: Box 1397, Valleyview AB T0H 3N0

Telephone Number: 780-524-4692

Date: June 3, 2019

# FORM A - OPERATING

REVENUE		Previous Year Actual 20	Current Year Estimates 20	Next Year Proposal 20
1.	Fees <i>approx</i>	2,400.00 →	prizes and food	for handlers Supper
2.	Memberships			
3.	Other income (please list)			
4.	Grants (please list)			
	MD of Greenvview		10,000.00	
5.	Donations (please list)			
	Ever Green Energy	Prizes	Prizes/Jackets	
	Alberta Stock Dog Associator		1,000.00	
6.	Interest Earned			
7.	Miscellaneous Income			
	<b>TOTAL REVENUE</b>		11,000.00	
	(add up items 1-7)			
<b>EXPENSES</b>				
8.	Sheep Rental		2,700.00	
9.	Set Out Workers 4 over 3 days		1,200.00	
10.	Toilets and Dumpster		500.00	
11.	Tent		2,000.00	
12.	Trial Judge		1,500.00	
13.	Food for handlers supper, judge, workers and volunteers		1,000.00	
14.	PA system		500.00	
15.	Course Director/Announcer		500.00	
16.	Sheep Feed		300.00	
17.	Fencing		500.00	
18.	Advertising		300.00	
19.				
20.				
	<b>TOTAL EXPENSES</b>		11,000.00	
	(add up lines 8-20)			
	<b>NET BALANCE</b>		0	
	(subtract Total Expenses from Total Revenue)			

Cash on Hand \$ 0  
 Current Account Balance \$ 0  
 Savings Account Balance \$ 0

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

Accounts Receivable \$ 0  
 Inventory to Dec 31, 20 \$ 0  
 Buildings \$ 0  
 Furniture/Fixtures \$ 0  
 Land \$ 0

**APPLICATION FOR GRANT  
FORM B - CAPITAL**

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

To put on a sheep dog competition for handlers and their dogs from the four western provinces. To do this we must hire a judge, course director/announcer and a set out crew of four people. We will need to rent toilets, dumpster, tent, sheep and a PA system. The Alberta Stock Dog Association requires that we have feed in with the sheep all day, so we have to buy bales for this. We have to build fencing so that we ensure the safety of the dogs, handlers and audience.

We will have to pay for advertising to ensure the people of Valleyview, the MD of Greenview and surrounding areas know about our event. We need to provide food for all of our workers and volunteers during the trial. We will need to provide a handlers supper and prizes. We will involve local service clubs for food booths, etc.

Estimated Completion Date: September 29, 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.



# REQUEST FOR DECISION

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SUBJECT: **3<sup>rd</sup> Annual Memorial Round Dance – Sponsorship Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 8, 2019 CAO: DT MANAGER:  
DEPARTMENT: COMMUNITY SERVICES GM: SW PRESENTER: LM  
STRATEGIC PLAN: Quality of Life

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 8002 – Community Grants

---

## RECOMMENDED ACTION:

**MOTION: That Council accept the request for sponsorship from the Aseniwuche Winewak Nation for the 3<sup>rd</sup> Annual Memorial Round Dance to be held in Grande Cache Alberta, for information, as presented.**

---

## BACKGROUND/PROPOSAL:

Aseniwuche Winewak Nation is proposing to host a Memorial Round Dance on September 7<sup>th</sup>, 2019, in Grande Cache, Alberta to be held at the Grande Cache Recreation Centre curling rink. The proposed event will be the 3<sup>rd</sup> annual, in memory of Myles and Marie McDonald who were elders from Kamisak Enterprise.

The anticipated event stands as an inclusive traditional indigenous community event, open to the public, bringing the community together outfitted in their finest traditional attire. A meal is noted to be provided prior to the round dance and raffles, prizes and a midnight lunch are expected to be offered for all participants. The event held previously in 2018 totalled \$24,300.00, with a major portion related to acquiring the singers and drummers from other Nations with the associated travel and accommodation, food for the event and memorial merchandise.

The organizer is requesting that Greenview provide financial sponsorship and promotional items to the event. No specific amount was requested, however, in 2017 and 2018 Greenview provided sponsorship in the amount of \$4,375.00 and \$8,000.00 respectively.

Administration will ensure that Greenview promotional items are provided. The Community Service Miscellaneous Grant has a balance of \$470,571.04 as of July 7, 2019.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the sponsorship request as information is that Council will be informed of the request and be provided a brief history.

---

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 motion for information and determine a suitable 2019 sponsorship amount for the event.

---

FINANCIAL IMPLICATION:

**Direct Costs:** Dependant on Council's decision

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will respond to the Round Dance organizers accordingly with Council's decision.

---

ATTACHMENT(S):

- Memorial Round Dance Sponsorship Request Letter
- 2018 cost breakdown



## Aseniwuche Winewak Nation of Canada

June 17, 2019

Municipal District of Greenview  
10001 Hoppe Avenue, P.O. Box 300  
Grande Cache, AB, T0E 0Y0

c/o Tara Zeller

Dear Tara,

Aseniwuche Winewak Nation is requesting your support in our 3<sup>rd</sup> annual memorial round dance, the Myles Marie Doris 3<sup>rd</sup> Memorial Round Dance. As in the previous years, this round dance will be held at the Curling Rink in the Grande Cache Recreation Centre.

This is an inclusive traditional indigenous community event, open to the public, and begins with a feast at 5:00 pm, with the round dance to follow. We will have raffles and give-aways and a midnight lunch for participants.

We would like to request your support and financial assistance to cover some of the costs associated with hosting our community event. Additionally, if you would like to provide promotional items such as pens, water bottles, etc, we will set up a space to recognize your company's donation and support of our event.

On behalf of AWN, we would like to extend our gratitude for all the support provided in our previous round dances. We appreciate the support of our local industry, businesses, and community volunteers.

Should you require additional information, please do not hesitate to contact us at 780-827-5510 or email [info@aseniwuche.com](mailto:info@aseniwuche.com). If you would like to support us, please make your donation payable to Audrey McDonald and send it in care of Aseniwuche Winewak Nation at PO Box 1808, Grande Cache, Alberta, T0E 0Y0.

Sincerely,

Audrey McDonald



Myles Marie Memorial Round Dance 2018 - Cost Detailing

Company:	Aseniwuche Winewak Nation	
Prepared by:	Emily Fehr	26-Jun-19
Name		

Cost Type		Cost Item	TOTAL
	1	Program Materials	
	a	Beaded logo necklace	150
	b	Tobacco	500
	c	Sound	205
	d	Western Varieties	648
	e	Stich n Print (Memorial jackets, hats)	4,430
Subtotal (1)			5,932
	2	Rentals	
	a	Deposit on hall	400
	b	12 rooms hotel (Elders)	1,110
	c	6 rooms hotel (Drummers)	555
Subtotal (2)			2,065
	3	Food	
	a	Buffalo (burgers)	270
	b	Supplies (Paper plates, etc)	100
	c	Costco (Fruit tray, veggie tray)	355
	d	20180893 (Co-Op)	4500
Subtotal (3)			5,225
	4	Contractors & Professional Fees	
	a	REQ #4214 (Pay drummers/singers)	5,000
	b	REQ #4371 (Pay Elders, MCs, Stickman)	1,900
	c	48442139 (Pipecarrier)	212
	d	#5132 (Floor Man)	350
Subtotal (4)			7,462
	5	Other	
	a	Float	1,000
	b	Other supplies	116
	c	Raffle prizes	2,500
Subtotal (5)			3,616

Total Project Costs (Current)	24,300
-------------------------------	--------

Other Notes

Please note: These numbers are the costs from the 2018 round dance to use as reference for our sponsors in the 2019 round dance. Cost detailing for 2019 will be broken down further for a more accurate budget next year.



# REQUEST FOR DECISION

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SUBJECT: **Request to have Finance Charges removed from A/R Account #186203**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 8, 2019 CAO: DT MANAGER: DD  
DEPARTMENT: CORPORATE SERVICES GM: RO PRESENTER: GD  
STRATEGIC PLAN: Level of Service

---

## RELEVANT LEGISLATION:

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

**Council Bylaw/Policy** (cite) – Bylaw No. 94.118, Policy AD34

---

## RECOMMENDED ACTION:

**MOTION: That Council deny the request from Total Oilfield Ltd. to reverse finance charges on AR Account# 186203 in the amount of \$1167.84**

---

## BACKGROUND/PROPOSAL:

On March 20, 2019 Total Oilfield Rentals Ltd sent Greenview a request to have their Finance Charges removed from account# 186203. They stated in the letter that their insurance company had paid the invoice, which was for the Reimbursement of Construction & Engineering costs of the high load damages done to the Little Smoky Bridge in 2017. Total Oilfield does not feel that it is their responsibility to pay the finance charges, as the invoice was being looked after by the insurance company. It is the policy of the insurance company to not pay finance Charges. The insurance company paid the invoice late as they were waiting for more information from the previous General Manager of I & P and the Manager of Construction, as such the account has been incurring finance charges since January 2019.

## Timeline of Account:

The invoice was mailed out to Total Oilfield on Oct. 31, 2018 they then forwarded to the insurance company on Nov. 15, 2018. The insurance company paid the invoice minus the finance charges on Feb. 1 2019.

---

## BENEFITS OF THE RECOMMENDED ACTION:

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

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to waive the \$1167.84 in outstanding finance charges, however due to the precedence this may set. Administration does not recommend this solution.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will write a letter to Total Oilfield Ltd.

**ATTACHMENT(S):**

- Letter from Total Oilfield Ltd.
- Email from Total Oilfield to Insurance company
- Back up received from I & P
- Bylaw No 94-118
- Policy AD34

March 20, 2019

MD of Greenview  
4806 – 36 Avenue  
Valleyview, AB  
T0H 3N0

RE: Finance Charge – Invoice #16805

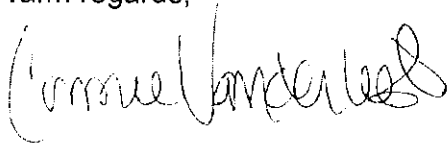
In regards to Invoice #16805 which was repairs to a bridge repair and an insurance claim for Total Oilfield Rentals, the invoice has been paid in full by our insurance company and a finance charge remains.

I am under the assumption that our insurance company will not be settling the finance charge on the late payment of the invoice and due to it being an insurance claim, Total Oilfield Rentals asks that the charge be waived as we feel that it is not our responsibility to pay for the late charges as the claim was out of our hands and in the hands of our insurance company.

Please consider waiving the charges and we apologize for the length of time it took for the claim to be settled.

I can be reached via phone at 780-542-3245.

Warm regards,



Connie Vanderleest  
HSE Coordinator  
Total Oilfield Rentals Ltd.

## Connie Vanderleest

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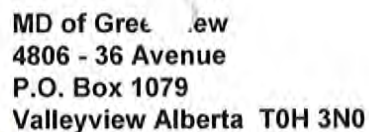
**From:** Connie Vanderleest  
**Sent:** Thursday, November 15, 2018 8:09 AM  
**To:** 'McKay, Caryl'  
**Subject:** MF 3335271 - Total Oilfield Rentals Ltd.  
**Attachments:** 20181115081229168.pdf

Good Morning Caryl,

Please see the attached in regards to an incident we had on March 13, 2017. I have included an email from yourself earlier this year and an invoice I just received from the "MD of Greenview".

Could you please give me a call in regards to the status of this claim. I am under the assumption that the damages have not been paid due to the mailing of the attached invoice from MD of Greenview to Total Oilfield Rentals.

Warm regards,  
Connie Vanderleest  
HSE Coordinator  
Total Oilfield Rentals Ltd.  
Phone: 780-542-3245  
Fax: 780-542-6866  
Email: cvanderleest@totaloilfield.ca



INVOICE	IVC000016805
Date	10/31/2018
Page	1

# INVOICE

**Bill to:**

TOTAL OILFIELD RENTALS LP  
CONNIE JACKSON, HSE COORDINATOR  
3206 64 STREET LOT A  
DRAYTON VALLEY AB T7A 1R6

IF YOU HAVE ANY CONCERNS  
REGARDING THIS INVOICE, PLEASE  
CALL THE A/R DEPT 780-524-7600  
THANK YOU

Purchase Order ID		Customer ID		Payment Terms ID	
		186203		Net 30	
Quantity	Item Number	Description	U Of M	Unit Price	Ext. Price
1.00	A/R OTHE	REIMBURSEMENT CONST & ENG LITTLE SMOKY BRIDGE 2017	Each	\$69,891.82	\$69,891.82

A 1.5% PENALTY PER MONTH WILL BE APPLIED TO ALL  
ITEMS NOT PAID BEFORE DUE DATE.

<b>Subtotal</b>	\$69,891.82
<b>Tax</b>	\$3,494.59
<b>Total</b>	\$73,386.41

**GST No. 136866761 RT0001**

# MUI IPAL DISTRICT OF GREENVILLE #16

## Invoice Background Information

**Date:** October 19, 2018

**Company:** Total Oilfield Rentals LP 186803  
**Phone:** 780-542-3245  
(If payment not made, phone number useful for collection)

3206 - 64 Street Lot A **Fax:** 780-542-6866

Drayton Valley, AB **P.O. #** Null

T7A 1R6  
(Postal Code)

**Attention:** Connie Jackson, HSE Coordinator **Date work performed/item sent:** 05-Dec-17  
(Who would you like the invoice to be sent to the attention of) (Cross reference date for purchaser)

**Items to be Invoiced:** (Detailed description of what work was done, what supplies ordered, etc. So there are no questions from the purchaser)  
 Reimbursement at-cost for construction and engineering fees; covering assesment, inspection, and repairs of the high load damages to Little Smokey Road bridge in 2017.

**Invoicing includes:**

OPUS # 38947: \$3,819.55 plus 5% GST. Paid by the MD June 29, 2017  
 OPUS # 39336: \$2,205.45 plus 5% GST. Paid by the MD July 28, 2017  
 OPUS # 39689: \$12,733.04 plus 5% GST. Paid by the MD August 23, 2017  
 OPUS # 39923: \$4,833.78 plus 5% GST. Paid by the MD December 5, 2017  
 Ardy Rigging PPC: \$41,670.00 plus 5% GST. Paid by the MD August 2017  
 Ardy Rigging Holdback Release: \$4,630 plus 5% GST. Paid by the MD September 22, 2017

**Total payable to The MD: \$69,891.82 plus 5% GST.**

**GL# (Internal Processing Only)**

6-24-241-000-6047  
 6-24-241-000-6044  
 6-24-241-000-6044  
 6-24-241-000-6044  
 6-24-241-000-6047  
 6-24-241-000-6047

*Funds to be credited to GL# 5-53-533-000-5243*

**G/L Account #:** See above  
(General Ledger Account # of MD#16 - Expense account, this invoice income to go back to or the revenue account you want it to appear into)

**Employee:** Grant Gyurkovits  
(For A/R records in case there is further questions)

Would you like the ORIGINAL invoice back to send with your information	<input type="checkbox"/> YES
Would you like only a COPY of the invoice back for your records	<input type="checkbox"/>
Please send COPIES attached, WITH INVOICE	<input type="checkbox"/>
Please send ORIGINAL INVOICE to:	<input type="checkbox"/>

BYLAW NO. 94-118

of the Municipal District of Greenview No. 16

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

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

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

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

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

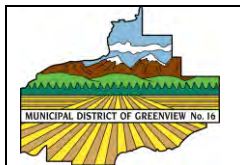
Read a first time this 28<sup>th</sup> day of September, A.D., 1994.

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

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

  
REEVE

  
MUNICIPAL MANAGER



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 34**

**POLICY TITLE: ACCOUNTS RECEIVABLE CANCELLATION OR  
ADJUSTMENTS**

**Page 1 of 1**

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

**10.03.824**

**PURPOSE:**

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

**POLICY:**

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

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

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

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



# REQUEST FOR DECISION

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SUBJECT:	<b>Request to have Finance Charges removed from A/R Account# 180530</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 8, 2019	CAO: DT	MANAGER: DD
DEPARTMENT:	CORPORATE SERVICES	GM: RO	PRESENTER: GD
STRATEGIC PLAN:	Level of Service		

---

## RELEVANT LEGISLATION:

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

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

---

## RECOMMENDED ACTION:

**MOTION: That Council take no action on the request from Seven Generations Energy Ltd to reverse finance charges on their A/R Account for \$120,178.27.**

---

## BACKGROUND/PROPOSAL:

Administration received a letter from Seven Generations on May 8, 2019 requesting relief from finance charges on their account for \$116,703.04, in the time it has taken to prepare the RFD; this balance is now at \$120,178.27. They state that they did not realize that the invoices and backup was stapled behind the statement and so they were not submitted for process.

Seven Generations state that most of their invoices comes through to them by Email or Online submissions, and that paper invoices, backup and statements were unusual for their staff. Greenview routinely sends out notice to our customers asking if they would like to have their invoices sent by email, but Seven Generations had not replied until this past March. They approached Greenview in March 2019 to have all invoices and backup sent by email from now on.

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

---

## BENEFITS OF THE RECOMMENDED ACTION:

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

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to waive the \$120,178.27 in outstanding finance charges, however due to precedence this may set; Administration does not recommend this solution.

---

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.

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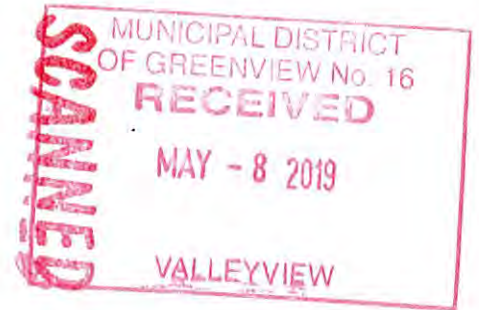
FOLLOW UP ACTIONS:

Administration will write a letter to Seven Generations Energy Ltd.

---

ATTACHMENT(S):

- Letter from Seven Generations Energy
- Bylaw No 94-118
- Policy AD34



May 2, 2019

Municipal District of Greenview  
Valleyview Administrative Building  
4806 – 36 Avenue  
PO BOX 1079  
Valleyview, AB  
T0H3N0

**RE: Finance charges owing from Seven Generations Energy Ltd. ("Seven Generations" or "the Company")**

To the Council of the Municipal District of Greenview ("Greenview" or the "County"):

The purpose of this letter is to request administrative relief from finance charges that have been levied against Seven Generations in respect of late payments for 2017 and 2018 invoices that were issued by Greenview. A copy of the April 2019 statement of account has been included with this letter.

The finance charges primarily relate to late payments for 12 invoices that were issued during various periods in 2017 and 2018. Based on our internal review of what caused this issue, we discovered that these invoices were missed because Greenview was sending invoices that had been stapled behind mailed status reports. These stapled pages were mistakenly thought to have formed part of the Greenview status report and not invoices that had to be submitted for processing.

Over 95% of Seven Generations' invoice flow is now processed through online submissions and so these stapled hard-copy correspondences were unusual to our rotational AP staff members. In addition, the Greenview email distribution list for these statements did not include all of the relevant Seven Generations' staff members that could have helped ensure that invoices were paid in timely manner.

As an active oil and gas producer in the region, Seven Generations has remitted material and beneficial contributions to Greenview having paid close to \$27 million to the County since 2016. During that time, we have processed approximately 600 County invoices with an average payment turnaround of less than 23 days.

In light of these circumstances, we feel as though the finance charges that have been levied are excessive. We request that these finance charges in the amount of \$116,703.04 from June 2017 to April 2019 be waived.

The Company has taken steps internally to remediate this issue by ensuring that staff members have been added to an email distribution list from Greenview. We have updated our internal processes to ensure the AP team is aware of these stapled packages. We are also 'quick-paying' all County invoices to ensure that our fees are remitted as soon as possible.

We greatly appreciate your consideration in respect of this request. Seven Generations is proud to operate in the Grande Prairie region and a strong supporter of Greenview and its local communities. We look forward to continuing work with the County in the many years to come.

Thank you very much for your time.

  
Derek Aylesworth  
Chief Financial Officer  
Seven Generations Energy Ltd.

BYLAW NO. 94-118

of the Municipal District of Greenview No. 16

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

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

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

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

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

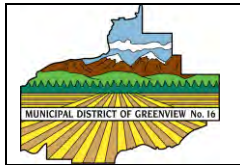
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Read a second time this 28<sup>th</sup> day of September, A.D., 1994.

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

  
REEVE

  
MUNICIPAL MANAGER



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 34**

**POLICY TITLE: ACCOUNTS RECEIVABLE CANCELLATION OR  
ADJUSTMENTS**

**Page 1 of 1**

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

**10.03.824**

**PURPOSE:**

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

**POLICY:**

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

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

(Original signed copy on file)  
REEVE

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



# REQUEST FOR DECISION

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**SUBJECT:** Policy 1014 Request for Decision

**SUBMISSION TO:** REGULAR COUNCIL MEETING

**MEETING DATE:** July 8, 2019

**DEPARTMENT:** CAO SERVICES

**STRATEGIC PLAN:** Level of Service

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO:** DT

**GM:**

**MANAGER:**

**PRESENTER:** DL

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve revised Policy 1014 “Request for Decision”.**

---

**BACKGROUND/PROPOSAL:**

The RFD Policy was updated to current policy standards. The original policy was merged with the procedure. Some of the responsibilities and processes have changed since the RFD policy was first adopted. These changes are captured in the new policy. The revised policy simply captures current processes and establishes clear guidelines for staff, council and any other stakeholders that may create RFDs to follow in one document.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit that will be achieved by following the recommended action is the current process is captured in the policy.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** The Policy Review Committee has the alternative to recommend additional changes or not accept the changes, in which case the current Policy 1014 would remain in place.

---

**FINANCIAL IMPLICATION:**

There are no perceived financial implications.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Once Council approves the policy, Administration will update the policy manual.

---

ATTACHMENT(S):

- Current Policy 1014
- Revised Policy 1014

**Title:** REQUEST FOR DECISION

**Policy No:** 1014

**Approval:** Council

**Effective Date:** January 14, 2014

**Supersedes Policy No:** (None)



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Policy Statement:** The Municipal District of Greenview No. 16 (Greenview) will utilize a consistent process when making a Request for Decision to Council in order to facilitate good decision making.

**Purpose:** To ensure that Council receives Requests for Decision that provide appropriate advice and background materials.

### Principles:

1. All non-procedural items included in meeting agendas for a Regular Council meeting, Committee of the Whole or other Committee or Board meetings will utilize a consistent Request for Decision template which will include a recommendation provided by the responsible Manager, General Manager or the Chief Administrative Officer, and structured in the form of a draft recommended motion.
2. With the Request for Decision appropriate background materials shall be provided on the recommended motion and the major options presented.
3. Each Request for Decision to a Regular Council or Committee of the Whole meeting shall show that it has been reviewed by the Chief Administrative Officer, and each Request for Decision to a Board or Committee shall show that it has been reviewed by the General Manager of the department responsible for support services to the Board or Committee.
4. Each Request for Decision shall address necessary legal and financial issues.
5. A member of Council, a Board or Committee may place the recommended motion from the Request for Decision, or any motion they believe appropriate on the floor.

**Approval:** 14.01.12

**Title: REQUEST FOR DECISION**

**Policy No: 1014**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:**

**Review Date:**



**Purpose:** To help facilitate good governance and good decision making, Greenview aims to utilize a consistent process when making a request for decision. A request for decision shall include all pertinent information and background materials related to the issue, alternative courses of action, as well as a recommendation from administration based on the information for Council or Council Committee to act on.

## DEFINITIONS

For the purpose of this Policy:

**CAO** means the Chief Administrative Officer of Greenview.

**Greenview** means the municipal corporation of the M.D of Greenview No. 16.

**RFD** means Request for Decision. This is a document containing information and materials relating to an issue needing Council or Council Committee direction and includes, alternative courses of action for Council to consider, financial implications, staffing implications, relevant legislation, the level of public engagement required, and a recommended course of action by Administration based on the information provided.

**Council Board or Committee** means a Committee of Council including Committee of the Whole and Policy Review Committee, as well as the Agriculture Service Board, but excludes the Municipal Planning Commission.

## POLICY

1. All non-procedural items included in meeting agendas for a Regular Council meeting, Committee of the Whole or other Committee or Board meetings will utilize a consistent Request for Decision template which will include a recommendation provided by the responsible Manager, General Manager or the Chief Administrative Officer, and structured in the form of a draft recommended motion.
2. With the Request for Decision appropriate background materials shall be provided on the recommended motion and the major options presented.
3. Each RFD shall show that it has been reviewed by the Chief Administrative Officer, and each RFD to a Board or Committee shall show that it has been reviewed by the General Manager of the department responsible for support services to the Board or Committee.

**Policy No: 1014**

4. Each RFD shall address any necessary legal or financial issues.
5. A member of Council or Council Committee may move the recommended motion from the RFD or any motion they believe appropriate.

## **PROCEDURE**

1. Administration will provide a RFD template for all staff to follow and will make the template available to staff.
2. Managers are responsible to draft RFDs for their functional areas.
3. General Managers are responsible to review and sign off on RFDs from their management and staff. General Managers are to provide guidance and support to staff when presenting the RFDs to Council.
4. The CAO is responsible to review and sign off on all RFDs prior to the circulation of the agenda package. The CAO should ensure that each RFD is in compliance with any Federal or Provincial legislation or Bylaw of Greenview and that the pertinent legislation is noted appropriately on the RFD. The CAO should ensure consistency with Greenview policies and the various plans and strategic directions of Council.
5. Council is responsible to review the information presented in the RFD prior to the meeting to inform their decision making on the matter presented, ask questions for clarification, and seek more information if it is required.
6. RFDs should include:
  - 5.1 Subject
  - 5.2 Identify which body the RFD is directed to (Council, Committee of the Whole, etc.)
  - 5.3 Meeting date
  - 5.4 Department
  - 5.5 Strategic Plan (identify which principle of the Strategic Plan applies)
  - 5.6 Any Provincial or Federal Legislation, or Greenview Bylaw applies
  - 5.7 A recommended action in the form of a motion
  - 5.8 Relevant Background
    - 5.8.1 History, including previous Council direction on the matter
    - 5.8.2 Identify the issue
    - 5.8.3 Identify current practices, or suggested best practices if they differ
    - 5.8.4 Any facts that are pertinent to Council or other body making a decision
  - 5.9 Benefits of the recommended action
  - 5.10 Disadvantages of the recommended action
  - 5.11 Alternatives considered
    - 5.11.1 Include why this alternative is not being recommended.
    - 5.11.2 Identify implications of the alternatives
  - 5.12 Financial implications
  - 5.13 Staffing implications
  - 5.14 Public engagement level required based on IAP2 Framework for public consultation
  - 5.15 Any attachments



# REQUEST FOR DECISION

---

SUBJECT: **Policy 1003 Vehicle Usage**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 8, 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 1003 Vehicle Usage

---

RECOMMENDED ACTION:  
**MOTION: That Council approve Policy 1003 “Vehicle Usage” as presented.**

---

**BACKGROUND/PROPOSAL:**

Administration previously presented a revised Vehicle Usage Policy to PRC and Council. Council requested administration to make additional revisions and present the policy again to PRC.

A definition was added for Personnel and Greenview. Instances that apply to all Greenview personnel were changed from “employee” to personnel.

A provision (Procedure 1.2) was added that Greenview administration would be phasing out verbal and written contracts issuing vehicles to employees. In the future, this will not be part of employment negotiations.

Procedures 1.5 -1.7 were added to clarify personal use of Greenview vehicles and requirements under the CRA guidelines for reporting personal use.

Procedure 4.2.6 was amended to state that trailers would be chocked whenever possible.

Procedures (4.3.1-4.3.2) relating to passengers in Greenview vehicles were amended for clarity. There is a general prohibition on members of the public in Greenview vehicles without the express permission of the CAO. This was added because there are insurance considerations with members of the public in company vehicles.

Procedure 5.1 was amended to say that the employee would submit for drug and alcohol testing as soon as possible after an accident causing injury or death rather than 2 hours.

**Key areas for discussion:**

The recommended policy has eliminated personal use for personnel. There is a provision that an individual may be granted use of a vehicle for personal use in exceptional circumstances for a limited time by the CAO. Greenview vehicles are to be used for Greenview business.

Procedure 1.2 will phase out contracts (written and verbal) giving Greenview vehicles to employees.

Procedure 1.5 allows for GMs to approve individuals who are on call to drive a Greenview vehicle home for the duration that they are on-call.

Procedure 1.6 grants the CAO the authority to grant an employee permission to use a Greenview vehicle for personal use in exceptional circumstances for a limited period of time.

PRC recommended the Removal of previous Procedure 1.7 which stated: “Employees that are assigned Greenview vehicles that are approved by their General Manager, to be taken home for on-call will be subject to CRA guidelines for commuting and a taxable benefit will be noted on the employees’ annual T4.” The PRC believe that on-call should not be included as a taxable benefit.

The CRA guidelines indicate that “Personal Driving includes: travel between home and the regular place of employment, even if you insist the employee drive the vehicle home, such as when they are on call.” Administration seeks Council direction on this provision. The wording of the provision is in accordance with the CRA guidelines, but administration is divided as to whether we want to require staff to claim the “personal use” of driving Greenview vehicles home, particularly when they are on-call.

**Alternative:** The removed procedure may be kept.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a comprehensive vehicle usage policy in place for all personnel.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may determine that changes to the vehicle usage policy are not needed. Current Policy 1003 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.

---

**ATTACHMENT(S):**

- Current Vehicle Usage Policy
- Revised Vehicle Usage Policy
- CRA guidelines for personal use

**Title: VEHICLE USAGE**

**Policy No: 1003**

**Approval: Council**

**Effective Date: March 12, 2013**

**Supersedes Policy No: AD 29**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Policy Statement:** Greenview will provide staff with reasonable access to the use of corporate vehicles in order to efficiently and effectively carry-out their duties. In doing so it is recognized that these vehicles are public assets and must be used appropriately by staff and where personal benefit occurs the requirements of the Canada Revenue Agency must be followed.

**Purpose:** To establish terms and conditions in which company vehicle usage will be provided to staff.

### Principles:

1. It is fiscally effective for staff in certain positions to be provided with continuous use of a Greenview fleet vehicle.
2. Staff using Greenview fleet vehicles on a continuous basis will be allowed reasonable personal use of that vehicle provided that such personal use is recorded and that a taxable benefit is applied where applicable. At all times the primary use of any Greenview fleet vehicle shall be for work-related purposes.
3. Staff attending to Greenview business away from their usual work location will make use of fleet vehicles whenever possible.
4. Staff using Greenview fleet vehicles are required to be legally qualified to operate that vehicle.

**Approved: 13.03.172**

**Title: VEHICLE USAGE POLICY**

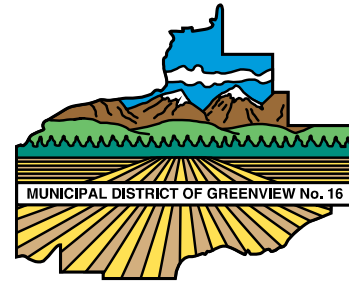
**Policy No: 1003**

**Effective Date: TBD**

**Motion Number:**

**Supersedes Policy No: (None)**

**Review Date:**



**Policy Statement:** Greenview will provide staff with reasonable access to the use of corporate vehicles in order to efficiently and effectively carryout their duties. In doing so, it is recognized that these vehicles are public assets and must be used appropriately by staff and where personal benefit occurs the requirements of the Canada Revenue Agency must be followed.

**Purpose:** The purpose of this policy is to provide a guideline for Greenview Vehicle Usage and control replacement and usage cost.

## DEFINITIONS

**CAO** means Greenview's Chief Administrative Officer

**Driver's Abstract** means report from any provincial registries in relation to an employee's or potential employee's driving record for a period of time.

**Greenview** means the municipal corporation of the M.D of Greenview No. 16.

**Personnel** means Greenview staff, Council and contractors that utilize Greenview vehicles from time to-time-to conduct Greenview business.

## POLICY

1. The Greenview Vehicle Usage Policy is designed to foster a safe driving environment and to protect Greenview Personnel, the public, the environment and the assets of Municipal District of Greenview No.16 (Greenview). The Policy is meant to benefit our personnel and establishes policies, guidelines and procedures to govern the use of Greenview vehicles by the Greenview personnel across all operating areas.
2. Drivers of Greenview vehicles are responsible to operate Greenview vehicles according to this policy and must obey all Federal, Provincial and Local laws and regulations. In the event of a conflict, these laws will take precedence over any Greenview policy, guideline, or procedure including this Policy.

Initial \_\_\_\_\_

3. Fleet vehicles are a significant part of Greenview's annual operating costs. All fleet vehicles will be assigned to specific budget codes and drivers will be assigned to specific vehicle unit number within those budget codes. Pool vehicles will be assigned to the Fleet & Shop Services budget code. Greenview personnel are reminded that all fleet vehicle expenses are subject to oversight by Greenview and, in some cases, the oversight of regulatory entities, courts, and creditors.
4. This document outlines Greenview's policies, guidelines, and procedures for fleet vehicles with the following purposes:
  - 4.1 Provide drivers with information necessary to properly operate and maintain a fleet vehicle.
  - 4.2 To ensure that drivers understand the policies, guidelines and procedures associated with Greenview fleet vehicles.
  - 4.3 To clarify accountability between employees, supervisors, managers, general managers, the chief administrative officer, Greenview, and other stakeholders.
5. This policy applies to all personnel who use Greenview vehicles for any reason, as well as rental cars or personal vehicles when they are being used to conduct Greenview business. This policy is subject to periodic audit and review to ensure applicability and compliance.
6. This policy does not attempt to account for every possible scenario associated with Greenview vehicles. Instead, it provides a framework of requirements to which all personnel must adhere. In addition to complying with such requirements, personnel are expected to operate Greenview vehicles exercising due care and judgment and in accordance with all applicable laws, ordinances and regulations.
7. Each supervisor, manager, general manager or chief administrative officer is responsible and accountable for the actions of his or her supervised employees covered under this policy.

8.

## **PROCEDURE**

### **1. Vehicle Assignments and Pool Trucks**

- 1.1 At the written recommendation of the supervisor and or manager and written permission of the relevant General Manager, Greenview vehicles may be assigned to individual employees in order to facilitate the operations of Greenview. A Greenview vehicle is not an entitlement to any employee or other personnel.
- 1.2 Greenview will no longer supply a Greenview vehicle for personal commute to work as part of employment contracts, written or verbal. Written and verbal contracts in place providing the use for Greenview vehicles for commuting to and from work will be phased out as of November 2019.
- 1.3 Driver's abstract and history checks will be conducted on all drivers of Greenview vehicles.

Initial \_\_\_\_\_

- 1.3.1 To verify that Greenview personnel have a history of safe vehicle operation, Drivers Abstract will be obtained on prospective employees by the Greenview Human Resources (HR) Department as part of their initial employment reviews. All existing drivers of Greenview vehicles will also have their Driver's abstract obtained and reviewed on an annual basis.
- 1.3.2 The Drivers abstract verifies that individuals have a valid provincial issued driver's license and includes their driving history. An unsatisfactory Drivers Abstract includes, but is not limited to, a driving under the influence (DUI) or driving while impaired (DWI), vehicular homicide, or three or more moving violations or at-fault accidents during any 36-month period.
  - a. For prospective employees, HR will discuss any detected issues with the hiring manager concerning the individual's potential employment with Greenview.
  - b. For current employees, HR will discuss any detected issues with the employee's manager. If driving a Greenview vehicle is a significant portion of the employee's job, the employee may be subject to disciplinary action up to and including re-assignment to a non-driving role if available or termination.
- 1.4 Vehicle class, make, model and features will be determined by job requirement, field classification and best economic value to Greenview. All reasonable efforts will be made to standardize vehicle models to minimize cost to the ratepayers while balancing vehicle need with operational requirements. Shop & Fleet Services Manager (Operations) will procure all vehicles.
- 1.5 With the written approval of the Department Manager and General Manager, individuals on the on-call schedule may take a vehicle home for the duration of the period they are on-call
- 1.6 Under exceptional circumstances and for a limited period of time, subject only to the approval of the CAO on the recommendation of the relevant General Manager, individuals may be approved to use a Greenview vehicle for personal use to commute to work. Taking a vehicle home constitutes as personal use and will be subject to CRA guidelines for commuting and a taxable benefit will be noted on the employees' annual T4.
- 1.7 Greenview vehicles shall be used exclusively for Greenview business.
- 1.8 Employees who are not assigned vehicles may obtain a pool vehicle when business requires vehicle transportation. Pool vehicles are not subject to CRA guidelines and must be used exclusively for Greenview business.
- 1.9 All Employees using Greenview vehicles must have completed training on the Vehicle Usage Policy in order to operate a Greenview vehicle.
- 1.10 Upon termination of employment, the employee must return the vehicle keys, all maintenance documentation, and all fuel credit cards to Human Resources or their Manager.

Initial \_\_\_\_\_

## 2. Pool Vehicle Usage

- 2.1 Greenview's vehicles may be signed out from Fleet Services or the Corporate Services Administrative Support.
- 2.2 There is a one week limit on the use of each pool vehicle. Prior approval must be obtained to exceed this limit.
- 2.3 The driver will be issued a folder that includes Fleet Services contact cards, a fuel card and pin, insurance information and a mileage log. The folder must stay with the pool vehicle until the unit is returned to the Fleet Services. The mileage log needs to be completely filled out upon return of the pool vehicle.
- 2.4 If this pool vehicle is not returned on the due date, the operator's supervisor will be contacted.
- 2.5 The pool vehicle must be returned to the Fleet Services where it was checked out in the same condition that it was received; an inspection will be performed when the pool vehicle is returned.
  - 2.5.1 Any damage to the pool vehicle that was not present at check-out will be billed to the driver's department budget.
  - 2.5.2 If the pool vehicle is not clean when it is returned, the cleaning will be billed to the operator's department budget.
- 2.6 This pool vehicle should be returned with at least  $\frac{3}{4}$  of a tank of fuel.
  - 2.6.1 The operator's budget center will be charged for the fuel as well as the time of an employee to leave the facility and fill the pool vehicle.
- 2.7 Operators should contact Fleet Services if there are issues found with the vehicle while it is in use.
  - 2.7.1 If the pool vehicle needs maintenance while it is signed out, the operator must return it to Fleet Services, and another pool vehicle may be issued if it is needed.
  - 2.7.2 Drivers will not take this pool vehicle to an outside source for service or repairs, unless Fleet Services has been contacted and has approved this action.

## 3. Vehicle Maintenance and Operation

- 3.1 Greenview vehicles represent Greenview and should be consistently cleaned and maintained in a professional manner. Managers and Supervisors shall conduct periodic inspections of all vehicles under their charge to ensure this is occurring.
- 3.2 Greenview Vehicle Safety Orientation shall be provided to all Greenview employees by the Chief Mechanic or designate(s). The training shall be completed prior to operating a Greenview vehicle.
- 3.3 All drivers must conduct a daily walk around inspection of the Greenview vehicle to ensure that it is in good working order. Drivers will immediately report any unsafe conditions or vehicle problems to their supervisor or the Chief Mechanic or in the case of the Chief Mechanic not being available, the Fleet Maintenance Team. Vehicles with problems that could affect safe operation will not be driven until the condition is corrected.

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- 3.4 For any vehicle categorized as a Commercial Motor Vehicle (one with gross vehicle weight of 11,794 kilograms), Daily Vehicle Inspection and Daily Driver Logs are required. The National Safety Code (NSC) requires an annual Commercial Vehicle Inspection) on all Commercial Motor Vehicles. Drivers of a commercial vehicle must be able to produce the inspection certificate on the request of an investigator or peace officer.
  - 3.4.1 Greenview Commercial Vehicle drivers are responsible to ensure that the unit(s) they are operating that are classed as Commercial Vehicles are scheduled for the annual inspection with Greenview's Fleet Services prior to the annual inspection deadline.
  - 3.4.2 Greenview's Chief Mechanic or designate are also responsible to remind Greenview's Commercial Vehicle drivers of the need to schedule the annual inspection.
- 3.5 Drivers must report their monthly mileage on the first workday of the next month for the preceding month's use. This report must be sent to the Human Resources Payroll & Benefits Coordinator. This report should include the following:
  - 3.5.1 The current mileage for the vehicle at the end of the previous month.
  - 3.5.2 The total amount of miles driven in that month.
  - 3.5.3 The amount of personal miles driven in that month. Personal miles are only to be driven in the case of an emergency or for personal errands in the normal course of commuting to and from work.
- 3.6 Vehicles must not be altered in any way without approval from the Chief Mechanic or designate. This includes, but is not limited to electrical systems, mufflers, wheels, and shock absorber systems. Approval is required to ensure Department of Transportation compliance.
  - 3.6.1 Tires are to be replaced with tires that are the same size as the tires that were installed on the vehicle when it was purchased. Any alteration, including placing larger tires on vehicles may lead to future maintenance problems.
  - 3.6.2 The Chief Mechanic or designate, may approve increasing tire sizes as long as the vehicle continues to conform to the manufacturers specifications.
- 3.7 If the Greenview Vehicle has a diesel engine with an Exhaust Particulate Filter or DEF, the driver must limit the idling time. Many filters are not capable of self-cleaning. Therefore, if a warning light is noticed, follow operator manual instructions. Failure to do so may cause irreversible damage that will not be covered by a warranty. This filter has been added to all diesels due to Federal Diesel Emissions Requirements.
- 3.8 Greenview vehicles will be provided with a fuel credit card. This card is to be used exclusively for the Greenview vehicle/equipment that is assigned to the employee to whom the card is designated. Fuel cards and their associated charges are subject to scrutiny and if there is misuse of the fuel credit card, the employee responsible will be responsible for repayment of said charges and may be terminated for the misuse. If any issues arise regarding the use of the credit card, the employee is to contact Greenview's Finance & Administration Manager or designate.

## 4. Vehicle Safety and Regulations

### 4.1 Vehicle Orientation and Operation Training

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- 4.1.1 Greenview requires drivers of Greenview vehicles to be trained on this policy and to complete or participate in driver training programs approved by Health & Safety. Drivers are reminded that maintaining their driving status is a privilege which may be revoked based on the violation of vehicle use rules (including maintenance of the vehicle and the vehicle's appearance), an unsatisfactory MVR, documented violation of traffic laws, misuse of the Greenview issued fuel credit card, or observed unsafe operation of Greenview vehicles.
- 4.1.2 CAO, General Managers, Managers and Supervisors are responsible for ensuring that all Greenview drivers receive training designed to promote safe driving and ensure that the vehicle maintenance schedules are followed as per advice from the Chief Mechanic or designate.
- 4.1.3 Failure to adhere to any of the restrictions in Section 4 may result in the forfeiture of vehicle use and could lead to further administrative or disciplinary action up to and including termination.
- 4.2 Vehicle Safety Rules and Restrictions
  - 4.2.1 It is prohibited to exceed the posted speed limits.
  - 4.2.2 Seat belts must be properly worn at all times by the driver and all passengers in the vehicle.
  - 4.2.3 It is prohibited to use a wireless communication device to view, send, or compose an electronic message or a laptop, tablet or notebook computer or other electronic device for any other purpose while operating a Greenview vehicle in a driving lane, including when stopped, (for example, at a stop sign or traffic light), except for:
    - a. Making a telephone call using a hands-free cell phone, radio or other system. However, even the use of a hands free system while operating a vehicle must be minimized, and calls should be limited to essential communications only.
    - b. Utilizing a global positioning or navigation system that is affixed to the vehicle. It is prohibited to manipulate or input data while the vehicle is in motion.
    - c. Obtaining emergency assistance to report a traffic accident, medical emergency, serious traffic hazard or to prevent a crime about to be committed.
  - 4.2.4 Vehicles may only be parked in an enclosure containing hydrocarbons if the enclosure is equipped with continuous monitors for lower explosive limit (LEL). Prior to parking a vehicle in an open area adjacent to facilities containing natural gas, the area should be checked for leaks. If no leaks are detected the vehicle should be positioned upwind of the facilities, if at all possible, and under no circumstances closer than three (3) feet to the facilities containing hydrocarbons.
  - 4.2.5 It is the individual responsibility of each driver of a Greenview vehicle to know the height of the vehicle, including additional installations such as headache racks, when determining whether to enter public enclosed parking areas.
  - 4.2.6 Wheels of all trailers are to be chocked with blocks wherever possible during all loading/unloading. Emergency brakes and/or chocks are to be used by all trucks during loading/unloading.

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- 4.2.7 Use appropriate tie-downs or covers if there is the possibility of objects moving around or flying out of the vehicle.
- 4.2.8 Do not place trash or light weighted material in the back of any open portion of a vehicle, namely pick-up trucks, as it may fly out. Littering is unacceptable.
- 4.2.9 A Greenview trucks with extendable mirrors may only extend the mirrors when that truck is pulling a trailer on official Greenview business. At all other times, the mirrors must be pushed in.
- 4.2.10 Drivers should always use good judgment when parking and exiting a vehicle. Vehicles must not be left running without the driver in the driver's seat, except under the following circumstances:
  - a. In situations where the vehicle will be stopped for less than 1 minute. In these cases, it is the driver's responsibility to ensure that the vehicle is placed in park.

#### 4.3 Vehicle Usage Rules and Restrictions:

- 4.3.1 Generally, members of the public are not permitted in Greenview vehicles without express permission from the CAO.
- 4.3.2 Passengers are permitted in Greenview vehicles as long as the number of passengers does not exceed the number of available/ working seatbelts. Passengers are never permitted in the bed of a truck while it is moving. No pets are allowed in any Greenview vehicle.
- 4.3.3 Greenview vehicles must not leave their resident province or active operational area, without prior written approval from the CAO.
- 4.3.4 It is strictly prohibited to transport, consume, or be under the influence of alcohol while operating a Greenview vehicle.
- 4.3.5 It is strictly prohibited to consume or be under the influence of prescription/ over the counter medication that could impair a driver while operating a Greenview vehicle.
- 4.3.6 It is strictly prohibited to transport, use or be under the influence of legal or illegal drugs while operating a Greenview vehicle.
- 4.3.7 The possession, storing, displaying and transportation of firearms, explosives, poison or other weapons in a Greenview Vehicle shall be subject to the applicable legislation, policies, procedures and Safe work practices in Greenview's Health & Safety Manual.
- 4.3.8 It is strictly prohibited to smoke in a Greenview vehicle.
- 4.3.9 Greenview vehicles must not be used to pull trailers or to carry all-terrain vehicles in the bed unless they are on official Greenview business, nor should the vehicles be used to move items that are not associated with Greenview business.
- 4.3.10 Greenview vehicles must not be used to conduct non-Greenview business.
- 4.3.11 All Greenview vehicles will have Greenview approved identification stickers.
- 4.3.12 It is prohibited to have any non-Greenview approved stickers or decorations on a Greenview Vehicle. This includes, but is not limited to, decorative license plates, license plate frames and bumper stickers.

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## 5. Vehicle Accident Procedures

5.1 The following procedure provides guidelines for completing accident reports.

### AFTER AN ACCIDENT:

- If accident is minor and the vehicle is drivable, move vehicle out of traffic flow, turn off the engine and remove keys.
- Call emergency services or 911 if there is anyone injured in the accident. Render care if possible and appropriately trained.
- If there is property or vehicular damage, contact law enforcement.
- Immediately notify Supervisor / Manager, the Health & Safety Department, Finance & Administration Manager or designate and HR of the accident.
- Complete the Vehicle Accident Investigation Report located in the glove box of each Greenview vehicle. Obtain other driver information if another vehicle is involved. Provide Greenview's information, license number, name of insurance and policy number to the other driver.
- Any personnel involved in an accident while operating a Greenview vehicle will be subject to drug and alcohol testing consistent with the Greenview's Anti-Drug & Alcohol Policy.
- Any personnel involved in an accident while operating a Greenview regulated vehicle is required to submit to drug and alcohol testing as soon as possible after the accident if involving either loss of life, a person being required to receive medical attention other than first aid at the scene as a result of the accident, disabling damage to any vehicle(s) involved in the accident and/or if the driver receives a citation.

5.2 The Vehicle Accident Investigation Report is required to be completed within 24 hours of any incident involving a Greenview vehicle. A copy of the Vehicle Accident Report should be submitted to Health & Safety along with filing an insurance report with the Manager of Finance and Administration or designate.

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**APPENDIX****APPENDIX A: CRA TREATMENT OF PERSONAL MILEAGE WITH COMPANY VEHICLES**

Canada Revenue Agency's Criteria - Personal driving (personal use) includes the following:

Personal driving is any driving of a Greenview vehicle by an employee, or a person related to the employee, for purposes not related to his or her employment.

Personal driving includes:

- vacation trips;
- driving to conduct personal activities;
- travel between home and a regular place of employment, other than a point of call for Greenview's business; and
- travel between home and a regular place of employment even if (the employer) insist that the employee drive the vehicle home, such as when he or she is on call.

CRA Vehicle Benefits are calculated based on the following information:

- Employer-owned vehicle
- Province of employment
- Year of the vehicle benefit calculation
- Employer name
- Employee name
- Cost of the employer-owned vehicle including trade-in amount, additions, GST, etc.
- Operating expenses, (does the employee reimburse the employer for 100% of operating expenses attributable to personal use?)
- Total kilometres driven in the year
- Business kilometres driven in the year
- Personal kilometres driven in the year
- Days available to be driven in the year
- Amounts paid by the employee to a third party for operating expenses for personal use of the vehicle

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# REQUEST FOR DECISION

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SUBJECT: **Policy 4022 Commercial Waste Bins**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 8, 2019  
DEPARTMENT: ENVIRONMENTAL SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) –Grande Cache Policy 097/16

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 4022 “Commercial Waste Bins” as presented.**

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## BACKGROUND/PROPOSAL:

The current policy in Grande Cache was modified to Greenview’s Policy standards. Some pertinent areas were adopted, but much of the policy was drafted in anticipation of the Garbage Truck and Bins that were being purchased and implemented. The policy was modified to reflect that those are active and operational.

Greenview does not have a policy that addresses commercial waste pick-up.

PRC recommended that Policy 1 be reworded to state “This policy pertains to Greenview owned commercial waste bins” instead of “Greenview retains ownership of all commercial garbage bins.”

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## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a policy in place to govern commercial garbage collection.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** PRC may make additional recommendations.

**Alternative #2:** PRC may recommend to keep the former Town of Grande Cache policy in place.

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## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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**ATTACHMENT(S):**

- Grande Cache Policy 097/16
- Revised Policy 4022 Commercial Garbage Collection



## TOWN OF GRANDE CACHE Policy and Procedures

**Title** Commercial Waste Bins

Page 1 of 2

**Section** P-2  
**Department** Public Works

**Resolution No.** 097/16  
**Effective Date** March 23, 2016

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### Expectation

The Town of Grande Cache retains the ownership of all four cubic yard commercial garbage bins. These bins are to be used in conjunction with the front load garbage truck complete with mechanical arm to pick-up and empty both residential and commercial garbage bins.

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### Policy Statement

With the purchase of the front load garbage truck, the Town of Grande Cache implemented a mechanical method of collecting commercial garbage in order to improve service to the commercial sector and as a cost savings measure.

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With the purchase of the front load garbage truck, a specific type of garbage bin is required. As a result, every commercial business in Grande Cache will be required to replace their existing garbage bins with bins that are supplied by the Town. The Town of Grande Cache will provide four cubic yard commercial garbage bins for each commercial business. Bin rental/collection fees will be charged based on the number of bins supplied to a business. These bins are the property of the Town of Grande Cache and will remain at the commercial business location to which they are assigned.

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The Town of Grande Cache will ensure:

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- a) the name of the Town is placed on each garbage bin;
- b) each garbage bin is assigned a serial number;
- c) a system is developed to assign bins to commercial businesses and track the location of the bins;
- d) a system is developed for the distribution of the bins; and
- e) provide lugs for the locks, if businesses choose to lock their bins.

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Currently some businesses own their commercial garbage bins and others are supplied by the Town.



**TOWN OF GRANDE CACHE**  
**Policy and Procedures**

**Title      Commercial Waste Bins**

Page 2 of 2

Section      P-2  
Department      Public Works

Resolution No.      097/16  
Effective Date      March 23, 2016

Since all the new commercial garbage bins will be owned by the Town, the owners of commercial garbage bins will be compensated for their bins by:

- a) the rental/collection fee for commercial garbage bins in the amount of \$47.00 be implemented following the delivery of the last bin, and that any business that owns commercial garbage bins be compensated by waiving the first month's rental/collection fee, and
- b) the removal and disposal of the current commercial garbage bins at no cost to the commercial businesses.

The current commercial garbage bins provided to commercial businesses by the Town will be removed and disposed of at no cost to the commercial businesses.

Commercial Garbage Bin holders will:

- a) provide a location for the commercial businesses garbage bins, and
- b) if they choose to lock the commercial garbage bins provided to them, purchase the lock and ensure the bin is opened for collection and locked after collection.

Administration will develop a communication strategy to inform the commercial businesses of the provision of the new commercial garbage bins, when they will be delivered and when the new pick-up schedule will be implemented.

In the event a commercial garbage bin is damaged or removed from the location it is assigned to, the commercial business that the bin is assigned to will be responsible for covering the cost of repairing or replacing the bin. The cost of repairing or replacing the bin will be included on the invoice for bin rental/garbage collection for the commercial business.

If Town employees damage or remove a commercial garbage bin, the Town will be responsible for the cost of repairing or replacing the bin.

**Title: Commercial Waste Bins**

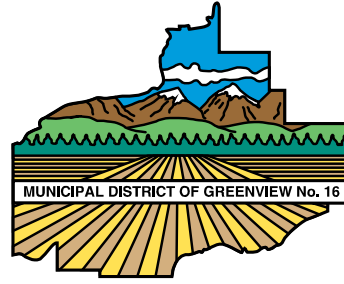
**Policy No: 4022**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:**  
**Grande Cache Policy 097/16**

**Review Date:**



**Purpose:** The purpose of this Bylaw is to define responsibilities for both a parties involved in relations to the use and maintenance of the Commercial Waste bins service.

## DEFINITIONS

**Domestic waste** means solid waste comprising of garbage and rubbish (such as bottles, cans, clothing, compost, disposables, food packaging, food scraps, newspapers and magazines, and yard trimmings) that originates from private homes or apartments.

**Property owner** means the person who holds legal land title to the said premises.

## POLICY

1. This policy pertains to Greenview owned commercial waste bins. These bins are compatible with the front load garbage truck complete with mechanical commercial arm.
2. Commercial waste bins are to be located on the premises of the property owner not on public lands or alleys.
3. Greenview reserves the right to deny or suspend any commercial business the commercial garbage pickup service that they feel necessary.
4. Only domestic waste is permitted in the commercial bins.
5. All garbage that is placed within the commercial bins must be contained in garbage bags.
6. In the event that a commercial waste bin is located in an area on the premises that impedes Greenview's ability to pick up the bin, Greenview has the authority to select an alternate location on the premises where the bin will be moved.
7. In the event Greenview employees damage the commercial waste bins, Greenview will be responsible for the cost of repairing or replacing the bin.
8. In the event that it is determined that damage to the commercial waste bin has occurred due to actions of the property owner or a person the property owner is responsible for, the costs associated will be the responsibility of the property owner.

9. Property owners are permitted to lock their bins provided that the bins are unlocked on Friday for pick up.
10. Monthly rental fees of a commercial waste bin is set out in the Schedule of Fees Bylaw.
11. Monthly service fees in regards to the weekly collection of the garbage is set out in the Schedules of Fees Bylaw.
12. Unless an owner has written approval from the Manager of Environmental Services to set out a commercial bin for waste collection at a specific location, the owner shall ensure that the commercial bin:
  - 12.1 is located at least 1 metre from any object on either side of the container;
  - 12.2 is located at least 30 centimetres from any object behind the container;
  - 12.3 has an overhead clearance above the top of the automated collection container of 3 metres;
13. The property owner must ensure sufficient commercial bins are available to hold and retain all garbage from the premises. In the event that it is deemed additional bins are required to accommodate the garbage collection, the number of additional commercial waste bins required for each business will be determined by the Manager of Environmental Services.
14. The property owner using commercial bins must ensure that:
  - 14.1 The bins are located in a location that allows direct vehicular access or in a suitable alternative location identified by the Manager of Environmental Services or designate;
  - 14.2 Snow and ice does not accumulate near the bins such that vehicle access to the bins is impeded; and
  - 14.3 Bins are kept clean and in good condition and the cover shall be kept in good working condition.
15. The owner of the property on which a commercial bin is located shall be responsible to ensure that any such container is loaded uniformly and is loaded such that waste material is completely contained within the container when it is closed.
16. The owner of the property on which a commercial bin is located shall be responsible to;
  - 16.1 Keep the surrounding area free of litter and waste
  - 16.2 Cause any such bin to be emptied once in every seven (7) days.
  - 16.3 Cause such bin to be normally covered while containing waste.
17. No person shall place waste in any commercial bin without permission of the property owner where the bin is located.



# REQUEST FOR DECISION

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SUBJECT: **Policy 1030 Flag Protocol**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 8, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 1030 “Flag Protocol” as presented.**

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## BACKGROUND/PROPOSAL:

Recently, Council received a request for the lowering of flags at municipal buildings when a prominent member of the community passes away. There is no current policy in place. In order to address this, Administration drafted a policy based on the Provincial and Federal guidelines for the raising and lowering of flags. The policies of a number of municipalities were also examined: County of Grande Prairie, City of Grande Prairie, City of Edmonton and City of Calgary.

PRC recommended Policy 5.8 be revised to include “or Greenview employee”. Policy 5.9 be amended to say “Members of Greenview Fire Services”.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a policy in place to govern the raising and lowering of flags on Greenview properties and facilities.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may make additional recommendations.

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## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will update the policy manual.

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**ATTACHMENT(S):**

- Proposed Policy 1030 Flag Protocol

**Title:** Flag Protocol

**Policy No:** 1030

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:**

**Review Date:**



**Purpose:** The purpose of this policy is to ensure that the flags at Greenview owned and operated facilities and buildings are flown and displayed in a consistent and appropriate manner.

## DEFINITIONS

**Flag** means a symbol of national or corporate identity designed to be displayed or flown from a pole or similar device or draped appropriately.

**Protocol** means a code of ceremonial, diplomatic, military or religious etiquette and precedence.

## POLICY

1. Greenview's flag policy is adapted to incorporate practices by both Alberta protocol and Canadian Heritage.
2. The Flag order of precedence is as follows:
  - 2.1 The Governor General's Flag (Standard) takes precedence over all flags in Canada, except The Queen's Personal Canadian Flag and the flag of the Lieutenant Governor when the Lieutenant Governor is performing their duty as the Queen's representative in the province.
  - 2.2 The Lieutenant Governor's Flag (Standard) takes precedence over all flags except the Queen's Personal Canadian Flag.
  - 2.3 The National Flag takes precedence over all other flags. When flown with other provincial, territorial and municipal flags, the National Flag occupies the position of honour as defined by Canadian Heritage and the Government of Alberta.
  - 2.4 If a Union Jack is on display, it takes precedence over any Provincial or Territorial Flag.
  - 2.5 Provincial and Territorial Flags take next precedence. If more than one Provincial Flag is on display, they must be displayed in the order they joined confederation from left to right (Canada, Ontario, Quebec, Nova Scotia, New Brunswick, Manitoba, British Columbia, Prince Edward Island, Saskatchewan, Alberta, Newfoundland and Labrador, Northwest Territories, Yukon, Nunavut.)
  - 2.6 The M.D of Greenview flag takes precedence over all community or other flags.
3. At Greenview facilities and buildings where the Greenview has three flag poles, Greenview will display:

- 3.1 The Canadian Flag on the centre pole
- 3.2 The Alberta Flag on the left pole (when facing the flag poles)
- 3.3 The Greenview Flag on the right pole (when facing the flag poles)
4. When a flag becomes worn, noticeably faded, or otherwise unfit to be flown, the flag will be disposed of in a respectful manner and immediately replaced.
5. Lowering the flags to half-mast on all Greenview facilities and buildings from the time of notification of death until sunset the day of the funeral of the following:
  - 5.1 Sovereign
  - 5.2 Member of the immediate royal family
  - 5.3 Governor General of Canada or former Governor General of Canada
  - 5.4 Prime Minister of Canada or former Prime Minister
  - 5.5 Lieutenant Governor of Alberta or former Lieutenant Governor
  - 5.6 Premier of Alberta or former Premier of Alberta
  - 5.7 Reeve of the M.D of Greenview or former Reeve
  - 5.8 Current Member of Council or Greenview employee
  - 5.9 Members of Greenview Fire Services
  - 5.10 As directed by the Prime Minister's Office or the Premier's Office
6. Lowering of the flags to half-mast will also occur marking the following occasions in accordance with the Canadian Department of Heritage:
  - 6.1 April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day), sunrise to sunset;
  - 6.2 June 23rd National Day of Remembrance for Victims of Terrorism;
  - 6.3 Last Sunday in September, Police and Peace Officers' National Memorial Day, sunrise to sunset, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescriber order of service, until sunset;
  - 6.4 November 11, Remembrance Day, unless Half-Masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-Masting can occur at 11:00 a.m. or according to the prescribed order of service, until sunset;
  - 6.5 December 6, National Day of Remembrance and Action on Violence Against Women, sunrise to sunset;
  - 6.6 To commemorate the death of a member of the Canadian Forces (Albertan). In a show of respect for members of Canadian Forces born or stationed in Alberta, on the day(s) of the funeral(s).
  - 6.7 As directed by the Prime Minister's Office or the Premier's Office
7. The CAO, in consultation with the Reeve, will have at their discretion, the authority to lower the flags to half-mast for other circumstances of such nature or magnitude that they deem appropriate in which this policy does not address.

## **PROCEDURE**

1. All flags are to be flown on separate poles.
2. All flags are to be flown at the same height.

3. All flags flown in a group are to be the same size.
4. Flags at all Greenview facilities and buildings will be raised and lowered by designated staff.
5. Should any special occasion flag be flown in front of any Greenview facility or building, the special occasion flag shall replace the Greenview Flag.



# REQUEST FOR DECISION

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SUBJECT: **Policy 1001 Policy Development**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 8, 2019  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 1001, 1001-01

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## RECOMMENDED ACTION:

**MOTION: That Council for approve Policy 1001 “Policy Development” as presented.**

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## BACKGROUND/PROPOSAL:

The Policy Development Policy was merged with the procedures. The new policy captures the current practice in policy development.

The new policy focuses on emphasizing what documents are needed and when. The new policy clearly differentiates between a bylaw, a policy and an internal directive. Policies are used for setting Council priorities and programs, communicating processes and programs with ratepayers, and establishing service levels. Information regarding the administrative processes are included in these policies under a procedure section. However, there are certain administrative processes that are determined and conducted internally. These were previously captured in procedures attached to the policy. These are now created as internal directives that are approved by the CAO and SLT.

PRC recommended the addition of a definition of SLT.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit that will be achieved by following the recommended action is that the updated and current policy process can be captured in policy.

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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative recommend changes or not accept the policy, in which case the current policy will remain in place.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Once Council approves the policy, administration will update the policy manual.

---

**ATTACHMENT(S):**

- Current policy 1001
- Revised Policy 1001

**Title: POLICY DEVELOPMENT**

**Policy No: 1001**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:**

**Review Date:**



**Purpose:** The purpose of this policy is to establish and outline the standards and process for policy development. Policies and Internal Directives are created by Greenview to set out a standard of performance or to address a discretionary duty Greenview will or will not meet. They address recurrent issues to provide broad guidelines setting out the level and manner of service Greenview will perform to. Greenview will have a system for organizing Policies, Directives, and Procedures that allows for efficient approval and review and will assist ratepayers and employees in understanding Council's direction on recurrent matters. This system will establish municipal programs and services, and set service levels. It will also be used to establish Greenview's business and strategic priorities and, where appropriate, to mitigate risk.

## DEFINITIONS

**CAO** means the Chief Administrative Officer of Greenview.

**Greenview** means the municipal corporation of the M.D of Greenview No. 16.

**Internal Directive** means an action-oriented statement from the CAO. Internal Directives are intended to address recurrent issues, deal with issues that affect employees, and address internal issues that have interdepartmental impact. Internal Directives relate to matters that have been delegated to the CAO by legislation or bylaw. Internal Directives also include procedures.

**Policy** means a statement from Council about a discretionary duty or standard of performance Greenview will or will not do. It addresses recurrent issues to provide guidelines setting out the level and manner Greenview will provide services. A Policy cannot be used where a bylaw is required.

**PRC** means the Policy Review Committee.

**Procedure** means a description of how administration will carry out the standards set out in Policies. Authority to create and revise procedures will rest with the CAO or designate, except where Council directs itself or the CAO by resolution.

**SLT** means the Senior Leadership Team composed of the General Managers and CAO.

## **POLICY**

### ***General Principles***

1. The authority to approve the policies of Greenview is vested in Council as the governing body.
2. Administration of the policies and any internal procedures associated with the implementation of Council policies is the responsibility of the CAO.
3. Policies should be reviewed at least every three (3) years to ensure policies are relevant, remain current and continue to meet the needs of Council, the ratepayers, and Administration.
4. Guidelines when considering the most appropriate document:
  - 4.1 A Bylaw is appropriate when:
    - 4.1.1 Council is delegating responsibility (under the MGA Council can only assign responsibility by Bylaw)
    - 4.1.2 Ratepayers are being required to do or not do something, or there is a direct financial requirement of ratepayers, such as levying of fees
    - 4.1.3 Provincial or Federal legislation requires that a matter be dealt with by Bylaw.
  - 4.2 A Policy is appropriate when:
    - 4.2.1 Residents are being informed of Greenview's position on a matter.
    - 4.2.2 Council is setting the Policies and Programs of Greenview.
    - 4.2.3 Council is providing information to residents on what level of service Greenview intends to provide (or not provide).
  - 4.3 An Internal Directive is appropriate when:
    - 4.3.1 An issue that would be otherwise be dealt with by Policy, but the authority to deal with the subject has been delegated to the CAO.
    - 4.3.2 Supervising and directing the activities of the employees of Greenview.
    - 4.3.3 Considering the hiring, firing, disciplining, terminating, demoting, or transferring of employees of Greenview.
    - 4.3.4 Explaining how to accomplish a task; when specific steps are set out.
    - 4.3.5 Assigning responsibility for a task to a department or a particular position.
    - 4.3.6 Listing the steps that administration will take to give effect to a Bylaw, or policy or other internal administrative matter.

### ***Responsibilities***

5. Staff
  - 5.1 Staff are responsible to adhere to the policies established by Council.
  - 5.2 Staff are responsible to adhere to any procedures and guidelines established by the CAO or designate for implementing Council policies.
  - 5.3 Recommend any revisions or amendments to their supervisor.
6. Managers

- 6.1 Managers are responsible to ensure that their staff are abiding by Council approved policies and any procedures established by the CAO or designate for implementing those policies.
- 6.2 Managers are responsible to review Council approved policies at least every three (3) years.
- 6.3 Managers are responsible to listen to recommended changes from other staff regarding policies in their area.
- 6.4 Managers or their designate are responsible to present revised or recommended policies to the PRC and Council for approval.
- 6.5 Assist in developing procedures for the implementation of Council policies.

## 7. General Managers

- 7.1 General Managers are responsible to review draft policies and procedures affecting their area of responsibility.
- 7.2 Ensure procedures for the implementation of Council policies are in place.
- 7.3 Ensure the regular review of policies and procedures is conducted in each department in their area.
- 7.4 Ensure managers and staff are abiding by Council policies, and follow Greenview policies and procedures themselves.
- 7.5 Make recommendations for revisions and amendments to policies.
- 7.6 Assist managers in presenting revised or recommended policies to PRC and Council.

## 8. Chief Administrative Officer

- 8.1 Review recommended changes to policies, or proposed policies, from General Managers prior to the presentation of the policies to the PRC. Ensure policies are aligned with Council direction, Greenview's strategic plans, goals and objectives. Ensure the policy does not conflict with any Greenview Bylaw or Federal or Provincial legislation.
- 8.2 Direct the preparation of draft policies and procedures.

## 9. Council

- 9.1 Ensure policies are aligned with Council direction, Strategic Plans, goals and objectives.
- 9.2 Evaluate policies to ensure that they meet the planned objective, and examine policies through political perspective for impacts to ratepayers and Greenview as a whole.
- 9.3 Make recommendations for revisions or proposed policies to address the needs of Greenview. Direction for the creation of new policies or revisions to current policies must be made and supported by resolution of a majority of Council.
- 9.4 Abide by council policies, and defend and support policies approved by Council to the public.
- 9.5 Appoint members of Council to the PRC.
- 9.6 Approve by resolution policies that meet the objectives of Council, promote good governance, and accountable and efficient administration for the betterment of Greenview as a whole.

## **PROCEDURE**

- 1. Administration will develop a policy template for staff to follow in the creation of policies. The policy template will be made easily accessible to staff.
- 2. Administration may develop an Internal Directive outlining the procedure for drafting and revising policies.

3. Administration will keep an electronic record of all Council Approved policies and CAO approved Internal Directives. All policies shall be made available to staff and Council and all policies should be available to the members of the public. Administration shall also maintain a review schedule for Policies and Bylaws in order to track the official development of policies.

## ***General Policy Guidelines***

4. A policy number will be assigned to each policy based on the following allocation:
 

4.1	Council and General Government Services	1000-1999
4.2	Human Resources	2000-2999
4.3	Protective Services	3000-3999
4.4	Infrastructure Services	4000-4999
4.5	Health and Social Welfare Services	5000-5999
4.6	Planning and Development Services	6000-6299
4.7	Agricultural Services	6300-6999
4.8	Economic Development	7000-7999
4.9	Recreation and Cultural Services	8000-8999
4.10	Other Services	9000-9999
5. All Policies should include:
  - 5.1 Title
  - 5.2 Policy Number
  - 5.3 Effective Date (Date passed by Council resolution)
  - 5.4 Motion Number
  - 5.5 Supersedes Policy (The policy that will be repealed and replaced)
  - 5.6 Review Date (Three years after approval of policy)
  - 5.7 Purpose Statement
  - 5.8 Definitions
  - 5.9 Policy
    - 5.9.1 General Principles of the Policy
    - 5.9.2 Relevant legislation or bylaws the policy pertains to
    - 5.9.3 Application of the policy, including to whom the policy applies and the department(s) responsible for the implementation of the policy
    - 5.9.4 Other pertinent information regarding the program, service or administrative function of the policy.
  - 5.10 Procedure
    - 5.10.1 Any relevant information for the public and council about the process of implementing the policy (i.e application requirements, submission requirements, responsible departments, etc.)
    - 5.10.2 Overview of how the policy will be implemented by Administration.

## ***Policy Approval Process***

6. New or revised policies may be developed at the request of Council, or recommendation of Council Committee, the public, the CAO or other Greenview staff, or as required by Provincial, or Federal law or by bylaw.
7. All proposed or revised policies must be presented to the PRC prior to being brought before Council, unless the revised or proposed policy requires immediate decision of Council.
8. Each policy is approved by resolution of Council.

9. Routine updates, grammatical or spelling changes, or updates that do not change the intent of the policy do not require Council approval. These routine amendments require the approval of the CAO.
10. The CAO or designate shall provide for the distribution and maintenance of the policy record. Policies should be readily accessible to staff and council, and available to the public.

### ***Internal Directive Guidelines***

11. Internal Directives should be developed in a similar format to Council approved policies. Internal Directives shall reference any Council approved policy or bylaw that applies.
12. Internal Directives only require the approval of the SLT and CAO. Administration will keep record of all Internal Directives approved by the SLT and signed off by the CAO. These will be made available to all staff.
13. An Internal Directive template will also be made available to all staff for drafting procedures.

**Title: POLICY DEVELOPMENT**

**Policy No: 1001**

**Approval: Council**

**Effective Date: February 12, 2013**

**Supersedes Policy No: (None)**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

*"A Great Place to Live, Work and Play"*

**Policy Statement:** The Municipal District of Greenview No. 16 (MD) has as its main responsibility the governance of the affairs of the municipality. In order to achieve this purpose, Council will approve policies on key issues of significance to the MD. These policies may be suggested by the public, key stakeholders of the MD, members of the administration or members of the Council. While these or other bodies may provide input on the nature and text of the policy, Council will retain authority to approve policies. Approved policies will be immediately implemented by the Chief Administrative Officer (CAO) and his/her administration through the development and activation of CAO-approved procedures and regulations.

**Purpose:** To indicate the Council's intent to develop policies on significant or repetitive governance issues.

### Principles:

1. The authority to approve governance policies is vested in Council as the governing body.
2. Clear administrative action follows clear messages from Council as the governing body.
3. The Council recognizes and appreciates that its role is that of governing. The administration of the policies has been assigned to the Chief Administrative Officer.

**Approved: 13.02.084**



# REQUEST FOR DECISION

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SUBJECT: **Policy 1504 Accounts Receivable Cancellation or Adjustments Policy**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 8, 2019 CAO: DT MANAGER:  
DEPARTMENT: FINANCE GM: RO PRESENTER: RO  
STRATEGIC PLAN: Level of Service

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy AD 34

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 1504 “Accounts Receivable Cancellation or Adjustments” as presented.**

**MOTION: That Council repeal Policy AD 34 “Accounts Receivable Cancellation or Adjustments”.**

---

## BACKGROUND/PROPOSAL:

Accounts Receivable Cancellation or Adjustment Policy AD 34, Section 3.0 grants permission to the Chief Administrative Officer to cancel or adjust accounts receivables for up to \$100.00. Any adjustments over \$100.00 has to be taken to Council for approval. Administration is suggesting that the Policy Review Committee recommend to Council to increase the value in Section 3.0 to \$1000.00.

By increasing the value in Section 3.0 to \$1,000.00, it will reduce the amount of nominal adjusting items that Council will have to deal with.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit that will be achieved by following the recommended action is that the Chief Administrative Officer can approve justified minor adjustments.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to change the value in 3 to a different number or not at all.

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## FINANCIAL IMPLICATION:

These minor adjustments are covered in the annual Allowance for Doubtful Accounts.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Once Council approves the policy, Administration will update the policy manual.

---

ATTACHMENT(S):

- Policy AD 34
- Policy 1504



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 34**

**POLICY TITLE: ACCOUNTS RECEIVABLE CANCELLATION OR  
ADJUSTMENTS**

**Page 1 of**

**1**

**Date Adopted by Council / Motion Number:  
10.03.824**

**PURPOSE:**

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

**POLICY:**

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

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

REEVE

C.A.O.

**Title: Accounts Receivable Cancellation or Adjustment**

**Policy No: 1504**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: AD 34**

**Review Date:**



**Purpose:** To provide effective control of adjustments or cancellations to account receivable.

## DEFINITIONS

**CAO** means Chief Administrative Officer of the M.D of Greenview.

**Greenview** means the municipal corporation of the M.D of Greenview No. 16.

## POLICY

1. Greenview will process adjustments or cancellations only after appropriate authorization has been obtained.
2. Administration will make a minimum of three (3) attempts to collect outstanding Accounts Receivable prior to making a recommendation for cancellation.
3. Administration will provide written documentation to Council indicating the reason the Accounts Receivable is being cancelled or adjusted.
4. Cancellation of Accounts Receivable, excluding tax accounts, up to and including \$1,000.00 requires approval of the CAO. Cancellation of accounts in excess of \$1,000.00 requires Council approval.
5. Accounts or clerical errors (including clerical errors on tax accounts), Court of Revision or Assessment Review Board changes will be cancelled or adjusted with the authorization of the CAO.



# REQUEST FOR DECISION

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SUBJECT: **Fleet and Procurement Coordinator Position**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 8, 2019 CAO: DT MANAGER:  
DEPARTMENT: INFRASTRUCTURE & PLANNING GM: RA PRESENTER: RA  
STRATEGIC PLAN: Level of Service

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council approve a new position in the Infrastructure and Planning Department for a Fleet and Procurement Coordinator.**

---

## BACKGROUND/PROPOSAL:

Administration is requesting a Fleet and Procurement Coordinator to maintain the vast and ever growing fleet within Greenview.

Currently Greenview has more than 200 pieces of equipment in the form of vehicles, tractors, trailers, pumps, rental fleet, and all other attachments or smaller items. Currently out mechanics are servicing approximately 16 units per day.

The fleet and procurement coordinator main duties would be in charge of tracking maintenance, recycling of equipment (So Greenview gets the best value out of each piece of equipment) and doing the tender or request for bids for all new equipment.

Adding this role will increase Greenviews productivity and efficiency which will result in positive stress management at the workplace. Several employees are working at full capacity, striving to complete the core function of their job duties daily, and trying to keep up with the fleet demand.

The Coordinator will provide assistance and support within all departments in an office setting. The job duties of this position would be approximately 60% fleet duties and 40% procurement work.

Other job duties of this position would include, but not limited to:

- Ensure procurement activities comply with applicable policies and legislation.
- Produce, execute, and administer multiply Equipment tenders and or proposals.
- Manage and maintain Greenviews vast amount of equipment.
- Assist in developing new policies, and procedures.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that this would allow Administration to better maintain, track, and recycle the fleet in a timely manner.

---

**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 recommended motion. Administration doesn't recommend this because our fleet is constantly growing and has become a full time position.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

A full time Fleet and Procurement Coordinator within Greenview. 1FTE

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

The follow up actions to the recommended motion would be to work with Human Resources for the creation of this job, and post the position on external websites, as well as Greenview's website.

---

**Attachments:**

- None



# REQUEST FOR DECISION

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SUBJECT: **Grande Prairie Public Library Agreement**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 8, 2019  
DEPARTMENT: COMMUNITY SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council authorize Administration to enter into the Joint Operational Agreement between Greenview and the Grande Prairie Public Library Board for the 2019 – 2021 calendar years, with funds to come from the Community Service Budget.**

---

## BACKGROUND/PROPOSAL:

The three year joint Operational Agreement between the Grande Prairie Public Library Board and Greenview to provide and support library services for Greenview residents, expired on December 31, 2018. Administration is recommending that Greenview enters into an agreement with the Grande Prairie Public Library Board for another three year term, 2019 – 2021 inclusive with the terms as per Greenview's Draft:

The following main points will be included in the agreement:

1. The calculation of the funding amount for residents from Greenview using the Grande Prairie Public Library as their service point will be based on an annual increase of 3% above the 2019 transfer payment amount of \$38,920.00.
2. The annual book allocation will be determined by the M.D. of Greenview Library Board in collaboration with Peace Library System to reflect the service population of Grande Prairie.
3. Greenview will have a representative appointed from their Council to serve on the Grande Prairie Public Library Board (currently, Roxie Rutt is appointed to this board).

Greenview Administration has included additional terms in the Joint Operational Agreement between the Grande Prairie Library Board and recommend they become standard clauses in Agreements pertaining to funding:

- 1) Greenview's funding contribution must be publicly recognized and advertised, as per negotiation with Greenview.
- 2) The Grande Prairie Library Board shall be solely responsible for the operation and maintenance of the library and agrees to indemnify and save harmless Greenview from all claims, damages, costs, losses, expense and actions caused by, or arising out of, the operation and maintenance.

- 3) This Agreement shall automatically terminate if, in the sole opinion of Greenview, Greenview is subjected to a significant financial restructuring from a change in provincial government policy, regulations or laws.

In correspondence with the new Grande Prairie Library Director, she indicated that recognition will be provided to Greenview via social media mentions, press release and displays of recognition at the library's birthday celebration. Administration has put the Director in contact with the Greenview Communications Officer.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is to make available library services to residents of Greenview.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the option to approve, alter or deny the renewal of the Joint Operational Agreement between Greenview and the Grande Prairie Public Library Board for the 2019 – 2021 term.

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**FINANCIAL IMPLICATION:**

**Direct Costs: \$38,200.00 (2019), \$39,346.00 (2020) and \$40,526 (2021) from the Community Service Department Budget**

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will follow up with the Grande Prairie Public Library accordingly with Council's decision.

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ATTACHMENT(S):

- Greenview's Draft – GP Joint Operational Agreement 2019 – 2021
- Expired GP Joint Operational Agreement 2016 – 2018

JOINT OPERATIONAL AGREEMENT  
MEMORANDUM OF AN OPERATIONAL AGREEMENT MADE THIS\_\_DAY  
OF \_\_\_\_\_, 2019

BETWEEN

The Municipal District of Greenview No. 16  
of the first part

-and-

The Grande Prairie Public Library Board  
of the second part

WHEREAS the Council of the Municipal District of Greenview No. 16 has undertaken to provide and support Library services for their residents, and

WHEREAS, the Council of the City of Grande Prairie has duly constituted a Municipal Library Board, tasked with managing a Library located in Grande Prairie, Alberta, and

WHEREAS it is deemed expedient and proper by Parties concerned that such an agreement be entered into.

WHEREAS the Parties to the Agreement desire to participate in the Peace Library System and make available Library services to residents of the Municipal District of Greenview No. 16.

WHEREAS the Parties to the Agreement desire to employ a cooperative approach for the provision of comprehensive and efficient library services as per Section 7(1) of the Library Act.

- 1) The Municipal District of Greenview No. 16 shall contribute to the financing of the City of Grande Prairie Library Board as follows:
  - a. A contribution based on a set percentage increase in funding each year by the Municipal District of Greenview No. 16 as per Schedule "A".
- 2) An annual contribution shall be made to the Peace Library Board on behalf of the residents of the Municipal District of Greenview No. 16 as set forth in schedule "A".
- 3) The annual transfer payment to the Grande Prairie Library shall be made in the first quarter of the calendar year.
- 4) Greenview's funding contribution must be publicly recognized and advertised, as per negotiation with Greenview.
- 5) The Municipal District of Greenview No. 16 will have a representative appointed from their Council to serve on the Grande Prairie Library Board.
- 6) The Grande Prairie Library Board shall be solely responsible for the operation and maintenance of the library and agrees to indemnify and save harmless Greenview from all claims, damages, costs, losses, expense and actions caused by, or arising out of, the operation and maintenance.
- 7) This Agreement shall take effect from January 1, 2019 and will expire December 31, 2021.

- 8) The terms, provisions and representations contained in this agreement shall survive and shall continue in full force and effect until such time as:
- a. The Agreement expires as per Article 7 OR
  - b. The Agreement is earlier terminated on the 31<sup>st</sup> day of December in any year by either Party giving notice to the other Party in writing on or before June 30<sup>th</sup> of that year OR
  - c. This Agreement shall automatically terminate if, in the sole opinion of Greenview, Greenview is subjected to a significant financial restructuring from a change in provincial government policy, regulations or laws.

\_\_\_\_\_  
Grande Prairie Library Board- Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Grande Prairie Library Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
M.D. of Greenview No. 16 – Reeve

\_\_\_\_\_  
Date

\_\_\_\_\_  
M.D. of Greenview No. 16 – CAO

\_\_\_\_\_  
Date

JOINT OPERATIONAL AGREEMENT  
MEMORANDUM OF AN OPERATIONAL AGREEMENT MADE THIS \_\_ DAY  
OF \_\_\_\_\_, 2019

Schedule "A"  
2019

**Service Area:**

The MD of Greenview No. 16 residents located south of the Wapiti River that would logically seek library services at the Grande Prairie Public Library.

**Service Area Population:** Currently 1,106

(To be based on the most recent census information used by the MD of Greenview No. 16.)

**Funding model:**

The calculation of the funding amount for residents from the MD of Greenview No. 16 using the Grande Prairie Public Library as their service point will be based on an annual increase of 3%.

Funding includes Library operating costs, building maintenance and depreciation. The funding does not include any fees paid to or owed to Peace Library System.

<b>Transfer payments:</b>	\$38,200 (2019)
	\$39,346 (2020; 3% increase)
	\$40,526 (2021; 3% increase)

**Book Allocation:**

The annual book allocation will be determined by the M.D. of Greenview Library Board in collaboration with Peace Library System to reflect the service population of Grande Prairie.

JOINT OPERATIONAL AGREEMENT  
MEMORANDUM OF AN OPERATIONAL AGREEMENT MADE THIS \_\_ DAY  
OF \_\_\_\_\_, 2016

BETWEEN

The Municipal District of Greenview No. 16  
Of the first part

-and-

The Grande Prairie Public Library Board  
Of the second part

WHEREAS the Council of the Municipal District of Greenview No. 16 has undertaken to provide and support Library services for their residents, and

WHEREAS, the Council of the City of Grande Prairie has duly constituted a Municipal Library Board, tasked with managing a Library located in Grande Prairie, Alberta, and

WHEREAS it is deemed expedient and proper by Parties concerned that such an agreement be entered into.

WHEREAS the Parties to the Agreement desire to participate in the Peace Library System and make available Library services to residents of the Municipal District of Greenview No. 16.

WHEREAS the Parties to the Agreement desire to employ a cooperative approach for the provision of comprehensive and efficient library services as per Section 7(1) of the Library Act.

- 1) The Municipal District of Greenview No. 16 shall contribute to the financing of the City of Grande Prairie Library Board as follows:
  - a. A contribution based on a set percentage increase in funding each year by the Municipal District of Greenview No. 16 as per Schedule "A".
- 2) An annual contribution shall be made to the Peace Library Board on behalf of the residents of the Municipal District of Greenview No. 16 as set forth in schedule "A".
- 3) The annual transfer payment to the Grande Prairie Library shall be made in the first quarter of the calendar year.
- 4) Greenview's funding contribution must be publicly recognized and advertised, as per negotiation with Greenview.
- 5) The Municipal District of Greenview No. 16 will have a representative appointed from their Council to serve on the Grande Prairie Library Board.
- 6) The Grande Prairie Library Board shall be solely responsible for the operation and maintenance of the library and agrees to indemnify and save harmless Greenview from all claims, damages, costs, losses, expense and actions caused by, or arising out of, the operation and maintenance.
- 7) This Agreement shall take effect from January 1, 2016 and will expire December 31, 2018.

- 8) The terms, provisions and representations contained in this agreement shall survive and shall continue in full force and effect until such time as:
- a. The Agreement expires as per Article 6 OR
  - b. The Agreement is earlier terminated on the 31<sup>st</sup> day of December in any year by either Party giving notice to the other Party in writing on or before June 30<sup>th</sup> of that year OR
  - c. This Agreement shall automatically terminate if, in the sole opinion of Greenview, Greenview is subjected to a significant financial restructuring from a change in provincial government policy, regulations or laws.

M. Good  
Grande Prairie Library Board- Chairperson

June 1, 2016  
Date

Maureen Arny  
Grande Prairie Library Director

June 1, 2016  
Date

Dale Jensen  
M.D. of Greenview No. 16 – Reeve

June 28, 2016  
Date

Mike Hayden  
M.D. of Greenview No. 16 – CAO

June 28, 2016  
Date

JOINT OPERATIONAL AGREEMENT  
MEMORANDUM OF AN OPERATIONAL AGREEMENT MADE THIS\_\_DAY  
OF \_\_\_\_\_, 2016

Schedule "A"  
2016

**Service Area:**

The MD of Greenview No. 16 residents located south of the Wapiti River that would logically seek library services at the Grande Prairie Public Library.

**Service Area Population:** Currently 1,106

(To be based on the most recent census information used by the MD of Greenview No. 16.)

**Funding model:**

The calculation of the funding amount for residents from the MD of Greenview No. 16 using the Grande Prairie Public Library as their service point will be based on an annual increase of 3%.

Funding includes Library operating costs, building maintenance and depreciation. The funding does not include any fees paid to or owed to Peace Library System.

**Transfer payments:**     \$33,777 (2015)  
                                     \$34,790 (2016; 3% increase)

**Book Allocation:**

An annual book allotment payment (currently \$2.75) based on the service area population shall be made to the Peace Library System to be allocated to the Grande Prairie Public Library:  $\$2.75 \times 1,106 = \$3,041.50$



# REQUEST FOR DECISION

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SUBJECT: **2019 Scholarship Requests**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 8, 2019  
DEPARTMENT: COMMUNITY SERVICES  
STRATEGIC PLAN: Quality of Life

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy #1028 - Scholarships

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## RECOMMENDED ACTION:

**MOTION: That Council authorize funding to the scholarship recipients in the amounts indicated on the 2019 Scholarship Recommendation Listing, with funds to come from the Community Service Budget.**

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## BACKGROUND/PROPOSAL:

The Scholarship Policy was created in November of 2018 and superseded CO 18 (Sponsoring for a Veterinary Bursary) and CO 19 (Sponsoring for a Computer Technology Bursary). The new Policy #1028 Scholarships provides an opportunity for many college and university students to apply rather than the opportunity for the select applicants enrolled in the two former specified fields of study. The Scholarships policy defines an eligible student as one who meets the scholarship criteria established in the general principles for selection:

General Principles for selection include the following:

- a. The student is a resident of Greenview;
- b. The student has demonstrated financial need;
- c. The student demonstrates community involvement, volunteering or extra-curricular activities;
- d. The student has demonstrated high academic achievement;
- e. Consideration may be given to scholarship recipients from the previous year.

Administration reviewed the applications to determine the student's eligible scholarship amount, academic achievement, financial need, community involvement and residency. Students enrolled in a four (4) year college or university program are eligible for a \$2,500.00 scholarship. Students enrolled in a two (2) year college program or apprenticeship program are eligible for a \$1,500.00 scholarship. Administration evaluated the student as having a high academic achievement based on an 80 and above percentage average as the indicator. Financial need was based on student loans and whether the student was self-financing, therefore all were checked as having a financial need. Administration did however indicate when the student had parental financial assistance.

Some applicants provided additional reference letters and additional anecdotes regarding why they needed or wanted this scholarship.

The 2019 Greenview Scholarship requests presently total \$47,000.00. The approved Scholarship Budget for the 2019 calendar year is \$25,000.00. One applicant was disqualified because the individual submitted their application after the deadline. The application deadline was May 10<sup>th</sup> and the application was received June 7<sup>th</sup>.

A summary of the scholarship requests have been categorized into a spreadsheet for Council's consideration. Notes have been included to indicate Administration's observations.

Administration has prepared a Scholarship Recommendation Listing based on the applicants that met all the criteria. However, Council has the alternative to revise or add to the listing up to the amount of funds allotted in the Budget (\$25,000.00), or increase the amount of funding from contingency to include additional recipients.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Council will disperse the 2019 Scholarship fund to the applicants that met the established Scholarship criteria.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to add to the listing up to the amount allotted in the budget or increase the Scholarship fund to include additional selected recipients.

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**FINANCIAL IMPLICATION:**

**Direct Costs: \$25,000.00**

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will disperse the scholarship fund in accordance with Council's decision.

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ATTACHMENT(S):

- 2019 Scholarship Request Listing
- Scholarship Recommendations
- Scholarship Policy 1028



MUNICIPAL DISTRICT OF GREENVIEW 16  
2019 SCHOLARSHIP APPLICANTS

POLICY NO: 1028 SCHOLARSHIP REQUIREMENTS											
	INDIVIDUAL	ELIGIBLE AMOUNT	DESCRIPTION	PREVIOUS (TWO) GREENVIEW SCHOLARSHIPS	HIGH ACADEMIC ACHIEVEMENT INDICATED	ACADEMIC ACHIEVEMENT DOCUMENTS	DEMONSTRATED FINANCIAL NEED	DEMONSTRATES COMMUNITY INVOLVEMENT	MD RESIDENT	ADMINISTRATIVE NOTES	CATEGORY
1	Ehrenholz, Sydney	\$ 2,500.00	Sydney Ehrenholz is requesting financial assistance for educational pursuits at Grant MacEwan University for a diploma in Acupuncture (four year program). This is Sydney's first year of full time study for Acupuncture and the anticipated completion year will be 2022.	N/A	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	Eligible student: Student meets the scholarship criteria established in the general principles for selection.	Acupuncture
2	Berry, Lacey Luella	\$ 1,500.00	Lacey Luella Berry is requesting financial assistance for her educational pursuits at the Northern Alberta Institute of Technology (College) towards an Animal Health Technology diploma (two year program). This is Lacey's second year of study for Animal Health, attending full time classes with an anticipated completion date of 2019.	N/A	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input type="checkbox"/> Yes</div> <div><input checked="" type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	Student indicated high academic achievement, however documentation was not included.	Animal Health
3	Cornelsen, Raina Dorabeth	\$ 2,500.00	Raina Dorabeth Cornelsen is requesting financial assistance for her educational pursuits at The King's University towards an undergraduate degree in Bachelor of Arts (four year program). This is Raina's second year of Associate of Christian Studies, attending full time, with an anticipated completion year of 2022.	N/A	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	<div><input type="checkbox"/> Yes</div> <div><input checked="" type="checkbox"/> No</div>	<div><input checked="" type="checkbox"/> Yes</div> <div><input type="checkbox"/> No</div>	Student did not demonstrate community involvement.	

	INDIVIDUAL	ELIGIBLE AMOUNT	DESCRIPTION	PREVIOUS (TWO) GREENVIEW SCHOLARSHIPS	HIGH ACADEMIC ACHIEVEMENT INDICATED	ACADEMIC ACHIEVEMENT DOCUMENTS	DEMONSTRATED FINANCIAL NEED	DEMONSTRATES COMMUNITY INVOLVEMENT	MD RESIDENT	ADMINISTRATIVE NOTES	CATEGORY
4	Dorscheid, Megan Grace	\$ 2,500.00	Megan Dorscheid is requesting financial assistance for her educational pursuits at the University of Alberta towards a Bachelor of Arts Undergraduate Degree with a major in Psychology and a minor in Sociology. This is Megan's fourth year, attending full time studies, with an anticipated completion year of 2020.	N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Student did not demonstrate high academic achievement.	Arts
5	Nguyen, Jessica	\$ 2,500.00	Jessica Nguyen is requesting financial assistance for educational pursuits at the University of Lethbridge towards a Bachelor of Fine Arts - Drama Performance (four year program). This is Jessica's first year of study, attending full time, with an anticipated completion year of 2022.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Eligible student: Student meets the scholarship criteria established in the general principles for selection.	Arts
6	Sheppard, Robert	\$ 1,500.00	Robert Sheppard is requesting financial assistance for educational pursuits at the Northern Alberta Institute of Technology (NAIT College) towards a diploma in Chemical Technology (two year program). This is Robert's first year, attending full time, with an anticipated completion year of 2020.	N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Student did not demonstrate high academic achievement or community involvement.	Chemical Technology
7	Cornelsen, Lacey Jennifer	\$ 1,500.00	Lacey Jennifer Cornelsen is requesting financial assistance for her educational pursuits at the Peace River Bible Institute towards an undergraduate degree in Associate of Christian Studies (two year program). This is Lacey's first year of study, attending full time, with an anticipated program completion year of 2020.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Student indicated high academic achievement, however documentation was not included.	Christian Studies

	INDIVIDUAL	ELIGIBLE AMOUNT	DESCRIPTION	PREVIOUS (TWO) GREENVIEW SCHOLARSHIPS	HIGH ACADEMIC ACHIEVEMENT INDICATED	ACADEMIC ACHIEVEMENT DOCUMENTS	DEMONSTRATED FINANCIAL NEED	DEMONSTRATES COMMUNITY INVOLVEMENT	MD RESIDENT	ADMINISTRATIVE NOTES	CATEGORY
8	Ferrari, Gustavo	\$ 2,500.00	Gustavo Ferrari is requesting financial assistance for educational pursuits at Indiana University East in Richmond, Indiana towards a graduate degree in Criminal Justice. This is Gustavo's fourth year of study, attending full time, with an anticipated program completion year of 2023.	N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student did not demonstrate high academic achievement as referenced in the documentation.  Although Gustavo indicates a high academic achievement, his documents do not support this claim (74%, based on high academic achievement being 80%).	Criminal Justice
9	Hamilton, Jessica Elizabeth	\$ 2,500.00	Jessica Hamilton is requesting financial assistance for educational pursuits at the University of Lethbridge towards a Bachelor of Education undergraduate degree (5 year program). This is Jessica's first year of study, attending full time, with an anticipated program completion year of 2024.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Eligible student: Student meets the scholarship criteria established in the general principles for selection.	Education
10	Targett, Deanne	\$ 2,500.00	Deanne Targett is requesting financial assistance for educational pursuits at Grande Prairie Regional College towards her Bachelor of Education graduate degree (4 year program completing it in 3 years). This is Deanne's first year of study, attending full time, with an anticipated program completion year of 2022.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Eligible student: Student meets the scholarship criteria established in the general principles for selection.	
11	Clark, Mitchell Austin	\$ 2,500.00	Mitchell Clark is requesting financial assistance for educational pursuits at the University of Alberta for an undergraduate degree in Engineering (4 year program). This is Mitchell's first year of study, attending full time, with an anticipated program completion year of 2022.	N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student does not demonstrate high academic achievement.  Student noted for high academic achievement that he did very well in high school and his first year at University has been an adjustment and hopes to do better next year.	Engineering

	INDIVIDUAL	ELIGIBLE AMOUNT	DESCRIPTION	PREVIOUS (TWO) GREENVIEW SCHOLARSHIPS	HIGH ACADEMIC ACHIEVEMENT INDICATED	ACADEMIC ACHIEVEMENT DOCUMENTS	DEMONSTRATED FINANCIAL NEED	DEMONSTRATES COMMUNITY INVOLVEMENT	MD RESIDENT	ADMINISTRATIVE NOTES	CATEGORY
12	Didow, Mya Jaide	\$ 2,500.00	Mya Didow is requesting financial assistance for educational pursuits at Grant MacEwan University for an undergraduate degree in Biomedical Engineering (4 year program). This is Mya's fourth year of study, attending full time, with an anticipated program completion year of 2019.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student indicated high academic achievement, however documentation was not provided.  Student indicated family assistance and student loans, does not plan on self finance.	neering
13	Lalonde, Matthew Joseph	\$ 2,500.00	Matthew Lalonde is requesting financial assistance for educational pursuits at the University of Alberta towards a Bachelor of Science Degree in Engineering, majoring in Mechanical Engineering (four year program). This is Mathew's first year of study, attending full time, with an anticipated program completion year of 2023.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student does not demonstrate community involvement.	
14	McAmmond, Kaylee Roberta	\$ 2,500.00	Kaylee McAmmond is requesting financial assistance for her educational pursuits at Grande Prairie Regional College towards an undergraduate Degree in Nursing (four year program). This will be Kaylee's first year of study, attending full time, with an anticipated program completion year of 2023.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Eligible student: Student meets the scholarship criteria established in the general principles for selection.	Nursing
15	McKale, Kaitlyn	\$ 2,500.00	Kaitlyn McKale is requesting financial assistance for her educational pursuits at Grande Prairie Regional College towards a Bachelor of Science Degree in Nursing (four year program). This is Kaitlyn's first year of study, attending full time, with an anticipated program completion year of 2022.	N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student does not demonstrate high academic achievement.	

	INDIVIDUAL	ELIGIBLE AMOUNT	DESCRIPTION	PREVIOUS (TWO) GREENVIEW SCHOLARSHIPS	HIGH ACADEMIC ACHIEVEMENT INDICATED	ACADEMIC ACHIEVEMENT DOCUMENTS	DEMONSTRATED FINANCIAL NEED	DEMONSTRATES COMMUNITY INVOLVEMENT	MD RESIDENT	ADMINISTRATIVE NOTES	CATEGORY
16	Sather, Denise Marie	\$ 2,500.00	Denise Sather is requesting financial assistance for educational pursuits at Grande Prairie Regional College towards an undergraduate major degree in Pharmacy and a minor degree in Optometry (six years until completion). Denise is currently enrolled in a Pre-professional University Transfer, attending full time, first year of study, with an anticipated program completion year of 2025.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Eligible student: Student meets the scholarship criteria established in the general principles for selection.  This student has some family assistance for finances.	Pharmacy
17	Baranowski, Devon	\$ 2,500.00	Devon Baranowski is requesting financial assistance for educational pursuits at the University of Alberta towards a Bachelor of Science Undergraduate Degree, majoring in Psychology with a minor in Physical Education (four year program). This is Devon's second year, attending full time studies, with an anticipated program completion year of 2021.	N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Student does not demonstrate high academic achievement.  Student noted parent help with finances when they are able, demonstrated financial need.	Psychology
18	Hodges, Hailey	\$ 2,500.00	Hailey Hodges is requesting financial assistance for educational pursuits at Grant MacEwan University towards a Bachelor of Science undergraduate degree (four year program). This is Hailey's first year, attending full time studies, with an anticipated program completion year of 2023.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Eligible student: Student meets the scholarship criteria established in the general principles for selection.  Student noted that she has family assistance and student loans.	Science

	INDIVIDUAL	ELIGIBLE AMOUNT	DESCRIPTION	PREVIOUS (TWO) GREENVIEW SCHOLARSHIPS	HIGH ACADEMIC ACHIEVEMENT INDICATED	ACADEMIC ACHIEVEMENT DOCUMENTS	DEMONSTRATED FINANCIAL NEED	DEMONSTRATES COMMUNITY INVOLVEMENT	MD RESIDENT	ADMINISTRATIVE NOTES	CATEGORY
19	Wolfe, Courtney Jayne	\$ 2,500.00	Courtney Wolfe is requesting financial assistance for educational pursuits at the University of Saskatchewan towards a Bachelor of Science undergraduate degree with a major in Animal Bioscience and a minor in Biotechnology. This is Courtney's third year, attending full time studies, with an anticipated program completion year of 2021.	N/A	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Student does not demonstrate high academic achievement.	
20	Knight, Charlotte Anne	\$ 2,500.00	Charlotte Knight is requesting financial assistance for her educational pursuits at the University of Calgary towards a degree in Bachelor of Social Work (four year program, completing it in five years). This is Charlotte's fourth year, attending full time studies, with an anticipated program completion year of 2020.	N/A	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Eligible student: Student meets the scholarship criteria established in the general principles for selection.	Social Work
\$ 47,000.00											

## SCHOLARSHIP RECOMMENDATIONS

Name:	Eligible Amount:	Administrative Notes:
11. Clark, Mitchell Austin	\$2,500.00	Although this applicant did not attain high academic achievement during his first year of University, the High School marks were very good. He explained in the application that University was an adjustment and hopes to do better next year.
1. Ehrenholz, Sydney	\$2,500.00	This applicant met all the general principles for selection and attained a high academic achievement level.
9. Hamilton, Jessica Elizabeth	\$2,500.00	This applicant met all the general principles for selection and attained a high academic achievement level.
18. Hodges, Hailey	\$2,500.00	This applicant met all the general principles for selection and attained a high academic achievement level.
20. Knight, Charlotte Ann	\$2,500.00	This applicant met all the general principles for selection and attained a high academic achievement level.
14. McAmmond, Kaylee Roberta	\$2,500.00	This applicant met all the general principles for selection and attained a high academic achievement level.
5. Nguyen, Jessica	\$2,500.00	This applicant met all the general principles for selection and attained a high academic achievement level.

## SCHOLARSHIP RECOMMENDATIONS

Name:	Eligible Amount:	Administrative Notes:
16. Sather, Denise Marie	\$2,500.00	This applicant met all the general principles for selection and attained a high academic achievement level.
10. Targett, Deanne	\$2,500.00	This applicant met all the general principles for selection and attained a high academic achievement level.
<b>Total:</b>	<b>\$22,500.00</b>	

**Title: Scholarships**

**Policy No: 1028**

**Effective Date: November 13, 2018**

**Motion Number: 18.11.635**

**Supersedes Policy No: CO 18 and CO 19**

**Review Date: November 13, 2021**



**Purpose:** Greenview Council wishes to recognize community involvement and academic achievement of students to enhance the future of individuals within Greenview and to encourage students from Greenview to pursue further education, thereby making meaningful contributions to their community.

## DEFINITIONS

**Eligible Student** means a student who meets the scholarship criteria established in the general principles for selection.

## POLICY

1. Greenview Council will dedicate \$25,000 in the annual operating budget for scholarships and bursaries.
2. Students enrolled in four (4) year college or university programs are eligible for a \$2,500 scholarship. Students enrolled in two (2) year college programs or apprenticeships programs are eligible for a \$1,500 scholarship.
3. The scholarships will be awarded to students who are a resident of Greenview (when not attending post-secondary) and who are enrolled in post-secondary studies at a college, university, or apprenticeship program.
4. Council will review the scholarship applications annually and select scholarship recipients.
5. General Principles for selection:
  - a. The student is a resident of Greenview;
  - b. The student has demonstrated financial need;
  - c. The student demonstrates community involvement, volunteering or extra-curricular activities;
  - d. The student has demonstrated high academic achievement;
  - e. Consideration may be given to scholarship recipients from the previous year.
6. Students may apply, or re-apply, for the scholarship each year that they are enrolled in university, college, or apprenticeship programs.

## PROCEDURE

1. Application forms will be available at, and should be returned to, any Greenview Administration office. The deadline for applications will be the second Friday in May of each year.
2. Successful applicants will be notified by Greenview Administration.
3. The successful applicant must provide proof of enrollment through proof of payment of tuition to Greenview Administration in order to receive scholarship funding.



# REQUEST FOR DECISION

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SUBJECT: **Sunset House Cemetery Committee Appointment**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 8, 2019 CAO: DT MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER:  
STRATEGIC PLAN: Level of Service

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council appoint Judy Rieu to the Sunset House Cemetery Committee.**

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BACKGROUND/PROPOSAL:

Due to the passing of a member on this board, there is now a vacancy.

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BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the Sunset House Cemetery Committee will have a full board.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to deny the recommended motion, however Administration does not recommend this action because the Sunset House Cemetery Board will not have a full board.

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FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will inform the applicant of Council's decision.

---

**ATTACHMENT(S):**

- Application



MD OF GREENVIEW

## APPLICATION

Appointment to a Municipal  
Board/Committee

### Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Sunset House Cemetery

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

### Personal Resume

Name: JUDY RIEU

Home/Mailing Address: Box 2113

City: Valleyview

Postal Code: T0H3N0

Phone (home): 780 524-3359

Phone (work): \_\_\_\_\_

Email: judy.rieu@hotmail.com

Qualifications: \_\_\_\_\_

B.Ed. teacher/principal (retired)

Some bookkeeping experience (Rieu Road Maintenance)



MD OF GREENVIEW

## APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

**Experience:** I have worked alongside many parent and community groups while being the principal/teacher/community member at Sunset House School.

**Volunteer Activities you have been involved with:** Red Willow Lodge, Hillside Cougars Football team, Sunset House Community Various committees in Swan Hills (Library Board, Swim Club)

**How do you feel you could contribute to your chosen Board or Committee?**

I have had experience and a variety of executive roles in many community programs that I have been involved with since moving to the Valleyview area in 1979.

*Rien*

Applicant's Signature

June 17/2019

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Infrastructure & Planning

**Submitted by:** Roger Autio, General Manager Infrastructure & Planning

**Date:** 6/27/2019

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### **General Manager, Infrastructure & Planning, Roger Autio**

- Waiting for Bridge File pipe to be delivered, BF79561, BF78679 and BF71666.
- BF 75356 – waiting on Mainline Construction for start date.
- BF77756 – Boss Construction has a tentative start date of July 15, 2019.
- BF75354 – waiting on Cox Contracting for start date.

### **Manager, Construction & Engineering, Omar Mohamed**

- visited Grande Cache and investigated water treatment plant road, Victor Lake Road, misc. drainage, REC centre parking lot and retaining wall
- approach inspections are being completed
- conference call with consultants regarding 681 and 230 and 670
- Goodwin phase 2 is scheduled to start on July 15th -weather dependent, camp moving in sooner
- Sameng submitted on behalf of Greenview questions from Alberta environment for Gordey Drainage to the province
- 3 quotes for geotechnical investigation requested for range road 201 and have only received two

### **Manager, Operation, Doug Brown**

#### **East**

- Road gravelling and repairing road damages including Township Road 672, Township Road 681 and Range Road 235;
- replaced culverts on Township Road 710 and Range Road 210 (Sunset House area) and Township Road 694 and Range Road 230 (Valleyview South area);

- hauled away dirt piles from behind Ridgevalley arena and hauled in topsoil. Presently awaiting better weather to complete this job;
- digging out beaver dams and unplugging culverts: Cosy Cove area, Township Road 691 East of Range Road 194, Eight Mile Road and Township Road 730 West of Range Road 224 (New Fish Creek area);
- began Range Road 223 ditch cleaning and culvert replacement project with day labour to complete the work;
- Crack sealing contractor began on June 18 and is ongoing;
- brushing in The Narrows - coordinating with ATCO contractor bucket truck around power lines. Brushing on Range Road 225 North of Highway 43, brushing along drainage ditch in Sunset House area;
- ditch mowing program started;
- purchased 2019 26 foot Lamar trailer from Quapp Trailers;
- culvert orders began to arrive on June 24, 2019.

## **South**

- Fleet maintenance is ongoing;
- maintenance of holes on roads at the dig sites of the water breaks and sewer line repairs;
- replaced and repaired signage at the Co-ops/Enterprises and around the community;
- grading of gravel roads at Beaver Dam Road and around the community;
- sweeping around Grande Cache ongoing;
- pothole repair has started and ongoing;
- line and crosswalk painting ongoing;
- placement of Dinosaur statue at the Tourism Centre;
- one new labourer, one temporary operator and one summer student has joined the Department;
- some employees trained in Bear Awareness and on the hot patch equipment;
- assisted Environmental Services with the mainline water break;
- assisted with community cleanup for the 50<sup>th</sup> Anniversary celebration;
- started installation of equipment for the new crosswalk beacons;
- gravel hauling to stockpile;
- Council awarded tenders for the Bucket Truck, Truck Service Body and Tools and Wheel Loader;
- the Water Truck RFD was defeated. Council directed Administration to buy a used truck.

## **West**

- the day labour foreman, Dwight Goodvin has been working in the DeBolt area on some drainage projects, culvert installs and ditch cleaning. It is mostly miscellaneous requests;
- Lee Aldrich, Day Labour Foreman has been working on fixing some holes in the road between Kilometre 60 and Kilometre 70 on the Forestry Trunk Road. Now looking for a new day labour foreman as Lee has chosen not to continue working on the Forestry Trunk Road;

- the DeBolt area calcium has been completed and the Forestry Trunk Road currently has one crew working Southbound at Kilometre 42. Rain is holding back the program;
- gravelling on the Forestry Trunk Road is ahead of the calcium program with two crews. Rain is holding back the program;
- a contracted brushing crew is working around the DeBolt and Grovedale areas.
- multiple miscellaneous requests are being looked at in the DeBolt, Grovedale and Puskwaskau areas by the supervisor and coordinators. Our main focus this year is to catch up on these requests;
- some staff have completed training in First Aid and Excel;
- one operator from Grovedale was sent to Grande Cache to train operators in the Hamlet on infrared heater repairs on the asphalt roads and left equipment to use after two days of training;
- operators hauled topsoil to Grande Cache from Grovedale for Agriculture Services;
- operators helped building maintenance to build a side road into the maintenance shop at Grovedale;
- Grande Cache is lending one of their graders to Grovedale Operations for a spare to train operators for the summer;
- looking for a temporary operator for Grovedale due to being short staffed.

### **Fleet & Shop**

- coordinated discussions with J.P., Reg Watson and Gord McKenzie from Grande Cache and Stefan and Robert from Grovedale about equipment and fleet issues including a brake issue and flush system, several times this month;
- discussions with Windsor Ford about dates for new trucks;
- coordinated with Vector about AVL issues;
- conducted normal shop meetings with the Valleyview shop technicians;
- three new vehicle orientation/walk arounds with new hires;
- safety meeting with shop crew;
- normal supervisor meeting at DeBolt;
- CVIP F28 Fire Department truck and delivered it back to the Fire Hall;
- Seventy-nine work orders completed through our shop this month from all departments plus 18 from Grovedale;
- obtained three quotes for Service Truck Bodies as requested by Interim Manager;
- work was awarded to Dematco Manufactures Edmonton. I called and arranged to have F550 cab and chasse delivered when it arrives for service body and attachments to be installed;
- discussions with Robert, Stefan and Doug regarding needing a person to help in the shop for a couple of days. We will send one of our technicians down to Grovedale to assist with CVIPs.

### **Alfred Lindl, Manager Facilities Maintenance**

- At Transfer Station and Lagoon Sturgeon Heights, we are in progress to install two gate operators and card readers for better control over contractors.

- At PSB-GD, we are in progress with the request from the Fire Department GD to install new shelving in the storage room upstairs.
- At PSB-GD, we are in progress to install card readers on all offices on the second floor for our employees moving in.
- Grande Cache new FH: the construction is going well, at the moment we are only one week behind schedule.
- At PSB-GD, we are still in process with Omar for the RFD to Councillors to upgrade the pond and install a water tank above ground.
- Grande Cache: the contractor finished one deficiency, the venting system on all overhead heaters. We had Cummins for servicing all generators and we are not finish yet, because we need parts and we will have a new schedule coming. I handed over F20 Service Truck to Kevin Gramm for Maintenance service.
- Normal ongoing Maintenance on Facilities

#### **Grande Cache Maintenance, Facilities and Recreation Manager, Kevin Gramm**

- Installation of the Ammonia Refrigeration Emergency Evacuation tank is complete. Pipe labelling, graphics and dump connectors have been installed and completed. Final inspection by CIMCO Refrigeration complete and ready to be put into service for the 2019 / 2020 season.
- Nordic Mechanical has completed the 3 emergency backup pump installations approved by council for Capital Planning 2019. The backup pump systems are on a manual standby readiness state to be activated on primary pump failure or shut down.
- Recreation Centre backflow preventer inspection has been completed and ongoing fire extinguisher and life safety system inspections are being conducted.
- Facility rekeying schedule currently underway and targeted to be finished by June 28<sup>th</sup> on several water / waste water facilities. Our in house locksmith has been refurbishing and keying multiple doors and locks to be matching.
- Decommissioning of electrical services to the recycling area and cardboard baler complete to allow the Environmental Services to make changes to the Ball Diamond recycling location.
- All emergency generators being serviced in Grande Cache to ensure systems are fully operational and can be relied upon when power interruptions occur. Most importantly the Water Reservoir emergency generator.
- Grounds maintenance completed on several perimeters of facilities in Grande Cache in anticipation of the 50<sup>th</sup> anniversary including re conditioning of doors at the ball diamond building, upgraded lighting standards and damaged lights at the entry sign coming into the Hamlet.

- All chemical treatment lines replaced in the Aquatics Facility and replacement of pool basin grating with code compliant product. Shutdown complete and aquatics facility back in service for the public as of June 24<sup>th</sup> 2019.
- Regular daily routine maintenance and departmental assistance.

## **Manager, Environmental Services, Gary Couch**

### **Customer complaints or concerns:**

- Backup generator failure in Grande Cache resulted in water loss for multiple customers on June 20. Being addressed by contractor and Greenview staff
- Signage issue at Grovedale Water Treatment Plant construction site was addressed.
- Two sewer complaints rectified in Grande Cache. Issues were responsibility of the property owners.
- Provided spare portable toilets to Valleyview RCMP and Greenview Search and Rescue for a local matter.
- Grovedale and Landry Heights residents have been calling regularly for updates on the upcoming water systems.

### **Water**

- Preconstruction meeting with prime contractor Thompson Construction for Landry Heights.
- Puskaskau water point is operational now. Water is non potable. Demolition of old building has taken place
- Repairing a hydrant in DeBolt that will not close properly. Internals were inspected, not the issue. Hydrant is isolated and a dig repair is being scheduled.
- CC valve was repaired at the Ridgevalley arena parking lot, drainage from surface water is entering the excavation.
- Developing policies and procedures for the department

### **Wastewater**

- Repaired a break in the Grovedale sewer force main.
- Looking at the DeBolt baseball diamond area as potential RV Sani dump station.
- Ridgevalley lagoon will require some attention to the effluent release structure and a desludging soon. Operators have developed a plan to deal with the effluent release structure which includes installing a valve outside the berm.
- Electric gates being installed at Sturgeon Heights lagoon is in progress
- Sturgeon Lagoon seasonal deficiencies are being addressed

### **Solid waste**

- GRWMC – cross training of staff for operating of the Landfill Pit. Managerial work ongoing.
- Recycle bins in Grovedale have been moved to the Public Service Building. 1 Paper bin will remain at the Penson School
- Upcoming Schedule of Fees review for GC Landfill vs Greenview, Third Reading is still required.
- Ban for accepting wood has been lifted at all sites

**Manager, Planning & Development, Sally Ann Rosson**

- The 2019 spring Landowner maps are now being reviewed prior to finalizing.
- The draft Sturgeon Lake Area Structure Plan is being reviewed by staff with anticipation of a citizen panel meeting to be scheduled for July and possible Council review in August/September 2019.
- Comments were submitted from staff to Hofmann & Associates for review of the Grande Cache Land Use Bylaw, prior to presenting changes to Council.
- A total of thirty-three individual Rural Addressing signs and one large lot sign were ordered for Spring/Summer 2019 contractor installations.
- June 17, 2019, an Order to Remedy was sent to Calver's to ensure development permit application is submitted for the existing shipping containers located on Lot 22, Block 45, Plan 9722205 in Division 9, Hamlet of Grande Cache.
- The following information provides a breakdown of the new applications received in the various development categories:

Monthly Summary of Activity in June 2019		
Type of <b>PLANNING &amp; DEVELOPMENT ACTIVITY</b>		<b>NUMBER OF APPLICATIONS</b>
<b>BUSINESS LICENSES:</b>		4
<b>DEVELOPMENT PERMIT APPLICATIONS:</b>		25
<b>LEASE REFERRALS:</b>		0
<b>LAND USE AMENDMENTS (RE-DESIGNATION):</b>		3
<b>SUBDIVISION APPLICATIONS:</b>		2
<b>APPROACH APPLICATIONS:</b>		7
		Gravel/Asphalt

Following is a detailed listing of development activity for **June 2019**:

**BUSINESS LICENSES: 4**

B19-161/BLK 9A, P 2502RS/COMMERCIAL BUSINESS/MISFITS GYM/DIV 9  
B19-171/L 18, BLK 4, P 1436RS/MINOR HOME OCC, HOME OFFICE/KAYLA WISEMAN/DIV 9  
B19-172/TEMPORARY BEDDING PLANT SALES/DUNVEGAN GARDENS GP LTD/DIV 9  
B19-176/TEMPORARY BEDDING PLANT SALES/DUNVEGAN GARDENS GP LTD/DIV 9

**DEVELOPMENT PERMITS: 25**

D19-148/L 4, BLK 50, P1821130/HISTORICAL MONUMENT/GRANDE CACHE HISTORICAL SOCIETY/DIV 9  
D19-149/L A, P 6319MC/DWELLING MANUFACTURED/\$100,000.00/PANKIW/WARD 7  
D19-150/SW-11-72-2-W6/ADDITION TO SHOP/\$160,000.00/REFUGE BUILDERS/WARD 6  
D19-151/NE-29-67-8-W6/30 PERSON WORK CAMP/\$20,000.00/MODERN RESOURCES/WARD 8  
D19-152/15-8-66-7-W6/ACCESSORY BUILDING/\$542,765.00/PEMBINA PIPELINE CORP/WARD 8  
D19-153/L 2, BLK 1, P 1123509/DWELLING MANUFACTURED/\$210,000.00/GROVES/WARD 6  
D19-154/P REC 2867/PAVILLION/\$60,000.00/CRANBERRY LAKE RODEO ASSO/WARD 6

D19-156/SW-16-69-21-W5/JOHNSON PARK EXPANSION/\$700,000.00/GREENVIEW/WARD 4  
 D19-157/SW-1-70-7-W6/GARAGE/\$75,000.00/FEDORCHUK/WARD 8  
 D19-158/L 37, BLK 28, P 4355RS/DECK & HOT TUB/\$8,100.00/PERRY/DIV 9  
 D19-159/NE-27-69-26-W5/SCALE HOUSE & DECK/\$70,000.00/GLACIER ROCK INC/WARD 7  
 D19-160/L 5, BLK 9A, P 2502RS/FITNESS FACILITY/\$10,000.00/MCNEIL/DIV 9  
 D19-162/SW-10-73-20-W5/SINGLE DETACHED/\$15,000.00/SENYK/WARD 5  
 D19-163/L A, P 8922042/GARAGE/\$190,000.00/CANAD CONSTRUCTION/WARD 8  
 D19-164/SE-32-56-8-W6/DECK/\$2,000.00/JOHNSON/DIV 9  
 D19-165/NE-20-66-22-W5/DWELLING MANUFACTURED/\$180,000.00/GARRETT/WARD 2  
 D19-166/SE-35-62-4-W6/WATER RESERVOIR/\$4,000,000.00/SEVEN GENS ENERGY LTD/ WARD 8  
 D19-167/13-13-62-20-W5/WASTE MANAGEMENT/\$1,500,000.00/ANTELOPE LAND LTD/WARD 2  
 D19-168/NE-35-68-8-W6/2-BORROW PITS/\$200,000.00/NUVISTA ENERGY LTD/WARD 8  
 D19-169/L 9, P 9222930/2 POLE SHEDS/\$10,000.00/SMITH/WARD 7  
 D19-170/L 7, BLK 4, P 1436RS/GARAGE/\$25,000.00/CHARTRAND/DIV 9  
 D19-173/NE-20-69-19-W5/DECK; VARIANCE/\$12,000.00/MCCAROLL/WARD 4  
 D19-174/NW-3-71-24-W5/SECONDARY RESIDENCE/\$200,000.00/JOHNSON/WARD 7  
 D19-175/15-33-62-20-W5/OFFICE TRAILER/\$100,000.00/CHEVRON CANADA LIMITED/WARD 2  
 D19-177/L 1, P 9122485/STORAGE/\$7,000.00/KIRICHUK/WARD 3

#### **LEASE REFERRALS: 0**

#### **SUBDIVISIONS: 2**

S19-006 / SE-31-67-22-W5 / FIRST PARCEL OUT / 8.01 HECTARES / ELLINGSON / WARD 2  
 S19-007 / NE 25-71-01-W6 / FIRST PARCEL OUT / 5.52 HECTARES / RINGLE / WARD 6

#### **LAND USE AMENDMENTS: 3**

A19-004 / SE-06-70-06-W6 / A-1 – C-1 / 4.04 HECTARES / HEIN / WARD 8  
 A19-005 / SE-06-70-06-W6 / CR-1 – A-2 / 31.6 HECTARES / HEIN & FOX / WARD 8  
 A19-006 / SE-14-69-07-W6 / A-1 – A-2 / 32.4 HECTARES / JOBSON / WARD 8

#### **APPROACHES: 7**

19\_009 G / NE-15-72-01-W6 / RESIDENTIAL-UPGRADE / MOODY / WARD 6  
 19\_010 G / SW-11-73-22-W5 / FIRST APPROACH / HOMELAND HUTTERIAN BRETHREN / WARD 5  
 19\_011 G / SE-23-71-21-W5 / FARMLAND-NEW / CAHAREL / WARD 5  
 19\_012 G / NE-35-70-20-W5 / FARMLAND / MCKIE / WARD 4  
 19\_013 G / SW-10-71-24-W5 / FARMLAND / JOHNSON / WARD 6  
 19\_014 G / SE-1-70-23-W5 / FARMLAND / KERSWELL / WARD 3  
 19\_001 A / SW-04-70-06-W6 (LOT 8A PLAN 19\_\_\_\_) / SUBDIVISION / SALLOWS / WARD 8



# Manager's Report

**Function:** Community Services

**Submitted by:** Stacey Wabick, General Manager

**Date:** 7/8/2019

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### **General Manager Community Services, Stacey Wabick**

#### **Provincial Operation Center**

Throughout the month of June, Administration has been in contact with the Provincial Operations Center on a number of occasions. The purpose of the contact has been mainly responding to equipment requests from Greenview Fire Departments to assist with fires in the High Level area. On various occasions Greenview has sent sprinkler units, a tender and crews.

#### **Community Services Grants**

Administration continues to work towards adjusting the Community Services Grant process. Before full implementation of the policy that has two intake periods, Administration will continue to process applications that have come during the transition and will begin working on a communications strategy to assist with ensuring grant guidelines are clear.

During this time the new Community Services Coordinator continues to become familiar with the process as well and has begun reaching out to the various community groups in which Greenview regularly provides grant funding.

#### **Regional Fire Chief**

The search for a Regional Fire Chief continues as applications for the position have not been received in abundance. The General Manager of Community Services will be reviewing another round of resumes shortly, however, if a suitable candidate does not come to fruition a complete review of the position and the requested qualifications will be completed. This may result in the recommendation that the candidate qualification focus be altered.

### **Agricultural Services Manager, Quentin Bochar**

#### **Administration**

Currently, the Agricultural Department is still in the process of filling the remaining one (possibly two) seasonal positions for the hamlet of Grande Cache.



### **Training/Conferences/Seminars**

Wildlife Awareness Training was conducted for Grande Cache field staff on June 19, 2017, 40 staff received the training.

### **Rental Program**

Rental program is very busy at this time of year with lots of the rental fleet equipment coming and going on a daily basis. The new replacement post pounder has arrived and will be entering the rental fleet service.

### **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. The Department of Fisheries and Oceans (DFO) restricts period of works on water bodies due to spawning season of fish arriving. The season concludes at the end of June, at that time use of explosives to remove beaver dams will then be permitted.

### **Beautification**

Grass cutting has been ongoing in the public open areas of Grande Cache, it takes approximately two weeks to complete the rotation, and a priority list is established. Priority one is the park areas and ball diamond playing areas of the hamlet; priority two is the boulevards along the streets/highways and municipal buildings; priority three is the alleyways, ditches and greenspaces. Flowers have been planted in the flower boxes and entrance signs that border Grande Cache. Brackets for the hanging flower baskets have been installed and flower baskets will be hung on the brackets with the assistance of ATCO Electric. Plans are in place to have some of the flag/banner brackets installed. Preparing the hamlet for the 50th Anniversary Celebration has taken up the bulk of the Agriculture department's time for the month of June.

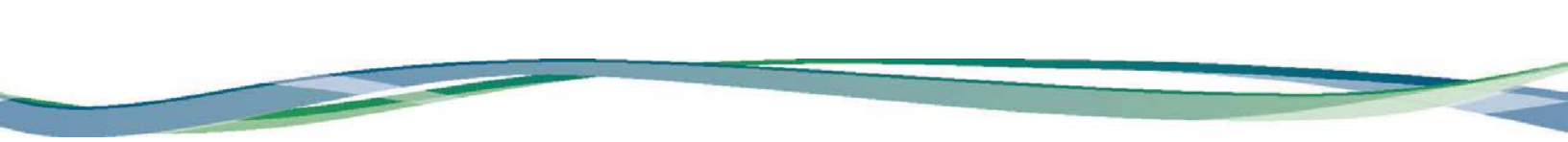
### **Agriculture Service Board**

ASB Meeting on June 26<sup>th</sup> was cancelled due to lack of agenda items. Next meeting is scheduled for July 24, 2019.

### **Vegetation Management**

Vegetation management (weed control) has started in the hamlet of Grande Cache. Spraying was completed in the landfill for scentless chamomile, and dandelions in Central Park and the ball diamonds. Roadside spraying and all the other spraying that the Agriculture department completes is commencing as the weather allows.

**Economic Development and Tourism Manager, Kevin Keller**  
**Grande Cache Fibre Optic**



Met with Canadian Fiber Optics twice this month and learned more about their project and plans to bring fiber optics into Grande Cache. They are planning to present at Committee of the Whole in Grande Cache on July 15<sup>th</sup>.

### **Grande Cache Business Retention and Expansion (BRE) surveys completed**

Greenview partnered with Community Future West Yellowhead in supporting a new survey of Grande Cache businesses to understand their challenges and opportunities for support. Awaiting final report to be received at the end of the month. Discoveries from this project will be shared with the Economic Development Coordinator, with that information received a similar program will be presented to the remainder of Greenview over the next 18 months.

### **Safer Highway 40 Coalition**

The Safer Highway 40 Coalition general meeting was held on June 12<sup>th</sup>. We were pleased to see representation of the Grovedale Fire Department at this meeting. The Economic Development Coordinator will become the primary contact for this group, as its focus moves to include Highway 43 and issues specific to Fox Creek and the north Forestry Trunk Road intersection.

### **Supporting other departments**

With the Communications Officer Position vacant combined with Economic Development engaged in the Grande Prairie Hospital Gap Analysis Study, the Economic Development Department was able to step in and support the New Hospital Photo Campaign Working Group. We set up a new website, *together4health* that allows people in the area to submit photo's to be voted on and used to beautify the public areas of the new hospital. This program is similar to Greenview's annual photo contest.

### **Staffing Development**

Kerrie Taylor and Lisa Lenentine both successfully completed the Community Economic Development Course, offered through the University of Calgary.

### **Social Media**

The department has developed an aggressive schedule for posting stories and pictures to promote Greenview's business, event and tourism opportunities on:

- **Facebook:** Greenview Tourism and Development
- **Instagram:** Greenview Tourism #expandyourvision
- **LinkedIn:** Greenview Economic Development - has been established to promote Greenview as a destination or business and industry. This site will work as a driver / support to Greenview business data microsite.

### **Western Economic Development Grant Funding**

Partnered with Grande Prairie Regional Tourism Destination Management Plan on grant funding for future joint initiatives. Assisting in regional wayfinding and also future addition to the Grande Cache Tourism Intercept Centre for the future expansion of the facility.

## Tourism

A new billboard was put up east of Edson (westbound) promoting Greenview's mountain biking opportunities in the region along Highway 40 north

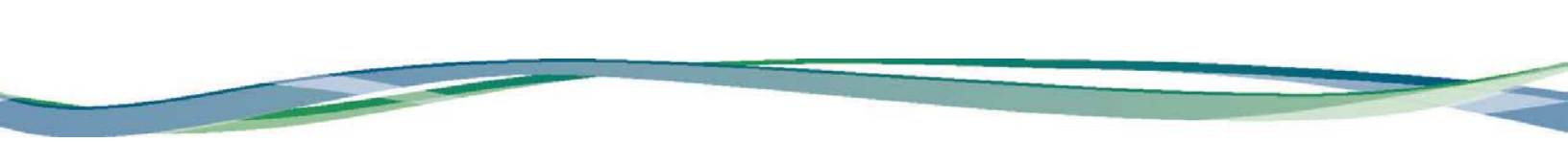


Department has purchased two GoPros to start collecting video content of recreation and tourism activities in the Grande Cache area. Currently finalizing a User Agreement for local groups and organizations to utilize the equipment. The agreement will include a statement that all content will be retained with Greenview for future use.

A metal dinosaur donated from the Grande Cache Institution has been placed at the Tourism & Interpretive Centre. A thank you plaque will be unveiled during the 50<sup>th</sup> Anniversary celebration in Grande Cache.



\*\* Special thanks to the Grande Cache Operations team who facilitated the move and installation of the Dinosaur. \*\*



Economic Development and Tourism Interpretive Centre staff created a float which will be present at the Canada Day parade in Grande Cache.

### **Grande Cache Tourism Interpretive Centre (TIC)**

The Supervisor of the Tourism Interpretive Centre and the Manager of Economic Development have begun planning for future capital upgrades to the facility in order to better meet the needs of the community and to highlight the Center for the travellers along highway 40 as the first point of contact for Greenview.

- A number of facility deficiencies have been addressed before high season begins, thanks to Facility and Maintenance teams.
- Taxidermy displays have been professionally cleaned.
- Economic Development Manager worked with Planning and the Grande Cache Historical Society for permitting of the new 69er monument and Moberly lookout at Bird's Eye Park, to be ready for the Grande Cache 50<sup>th</sup> Anniversary event.
- Tourist Information Centre outdoor yard lights have been replaced or repaired in advance of the tourist high season.
- The facility hosted several meetings for Greenview and community societies: Cycling Club, FCSS, Wayfinding Session and Historical Society.
- A Father's Day Craft was held on June 15, 2019, kids painted and decorated wooden birdhouses for that special father/caregiver in their lives.

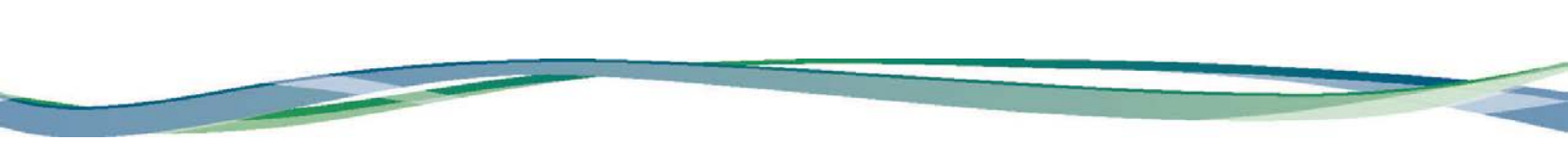
### **Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford**

#### **Emergency Preparedness BBQ**

At the beginning of the month, Assistant Manager and Community Resource Centre Coordinator attended the annual Emergency Preparedness BBQ, hosted by the Fire Department in Grande Cache. The goal was to raise awareness of Emergency Social Services (ESS). Over 200 community members stopped by the display booth and engaged in discussion about how they can help in the event of an emergency. With the level of interest expressed by citizens an information evening has been arranged. At the information event participants will receive more specific information related to ESS and will provide an opportunity to sign up as a volunteer to assist in the event of activation of the ESS plan.

#### **Home Support Coordinator, Grande Cache**

The Home Support Coordinator in Grande Cache had an opportunity to work with a couple that are low functioning and facing eviction from their home. With no local family supports and an inability to navigate processes to negate eviction, the Coordinator sprang into action. She managed to negotiate a trial period with the landlord in which the clients will have to prove they are able to maintain their rental space. In order to be compliant to the conditions of rental extension, she coordinated our Home Support Workers and Outreach Worker to enter the home and clean it. This required a truck and trailer to remove garbage from the home for disposal. She solicited donation of equipment from a local company. Further support was provided to the clients through forms



assistance with Alberta Supports and donation of new beds and furniture. After several phone calls, she was able to also engage a Persons with Developmental Disabilities (PDD) Worker from Grande Prairie. The clients will now receive support twice weekly from this branch of government in addition to weekly FCSS Home Support visits.

### **Grande Cache Homelessness Estimation Report**

The above-mentioned activities came on the cusp of two significant events. First, we received the completed Grande Cache Rural Homelessness Estimation Report provided by Alberta Rural Development Network (ARDN). Data was collected in the fall of 2018 by Green View FCSS offices in Grande Cache and Valleyview, the results of which are attached to this report. Second, results of the estimations conducted throughout Alberta led to the announcement of federal funding to prevent homelessness in rural communities. Administration will proceed in applying for these grant dollars, as the final reports received clearly demonstrate the uniqueness of rural homelessness and the level of need through the Municipal District. This funding will provide the ability to have immediate and positive preventative impact for individuals and families facing unstable housing or homelessness.

### **Youth Coordinator, Grande Cache**

A further highlight in the Homelessness report involves the upcoming work of the Youth Coordinator in Grande Cache. Upon her return from maternity leave she immediately started reaching out to connect with professionals in the community that share the same goal, the healthy development of youth. An exploratory meeting has been arranged in the hopes of establishing a local Youth Interagency and we are committed to seeing the successful implementation of this collaborative, community approach to leverage resources. The Manager, Assistant Manager, and Youth Coordinator met with the Principal of Susa Creek School to discuss the potential of direct program delivery in classrooms. The school principal was eager to receive more school supports, and sees value in the preventative programs the Youth Coordinator can deliver this fall.

### **Administration**

Administration travelled to Nose Creek on June 17<sup>th</sup> to speak to residents and spread awareness of Green View FCSS programs and services. Although there were limited people at home to speak with in this small community, there were no emerging issues or services required at this time.

Administration has extended an invitation to meet with Chief Goodswimmer of Sturgeon Lake Cree Nation. The intention of the meeting is to develop a relationship, discuss services, usage and respective costs of the Family and Community Support Services program.

### **Summer Day Camps**

Registration for Summer Day Camps is now open and includes the following locations: Grovedale, Valleyview, DeBolt and New Fish Creek. New this year are the two outdoor survival day camps, which will be facilitated with the help of the recreation department at both Johnson Park and the Grovedale Fish Pond in August.



## **Recreation Services Manager, Matthew Norburn**

### **Swan Lake**

In addressing the tree fallen on the vehicle at Swan Lake, Administration provided information and maintenance logs to Greenview's legal service providers. RMA Insurance will be addressing the accident for Greenview. Further updates will be provided as they occur.

### **Dangerous Trees**

All sites have been assessed for hazardous trees and removal of such trees has been arranged. Administration is striving to have this task complete by early July.

### **Little Smoky Ski Area**

Administration attended the Little Smoky Ski Area meeting. The ski hill is still trying to resolve the issue of how it collects water that will be converted into the snow for the ski slopes. Discussions have taken place with a representative from Nitehawk and engineers will also be consulted. Greenview has also agreed to cut the grass on the ski slope towards the end of the summer. Potential new displays were presented, highlighting that each municipality is a sponsor of the ski area.

### **Ratepayer BBQ**

Administration attended the Ratepayer BBQ's in Grovedale and Valleyview. Administration collected information from both events from attendees regarding their recreational requests for their area. Recreation did not conduct a raffle at the Valleyview BBQ, a raffle was included in Grovedale which resulted in Administration receiving more feedback information. Administration plans to continue to host raffles at all remaining events, as it provides an opportunity to gather the information.

### **GPRRC Elected Officials Meeting**

Administration attended and hosted the elected officials meeting in Grovedale. Among the highlights included the group's intention to present at the Alberta Recreation and Parks Association (ARPA) Conference and Energize Workshop and at the Alberta Therapeutic Recreation Association (ATRA) Symposium on October 24-26, 2019, in Lake Louise. The group is also asking each community to bring to their Council a policy in which they agree to continue to support the Grande Prairie Regional Recreation Committee (GPRRC) working group. This policy is under review by the group and will be brought to Council once completed.

### **Moody's Crossing**

The installation of furnishings is well underway at Moody's Crossing with fire pits, picnic tables, garbage/recycling bins, and key signage all being complete. Heavy use of the parking lot has been noted, and users are eager to get into the camping loop. Dangerous trees have been identified and removed from the site. A majority of the furnishings are in place, the loop will be open before the July long weekend. The remainder of the work will be completed while the public is on site. The washroom contract has been awarded with anticipation of completion in early August.

## Johnson Park

The contract for the expansion of Johnson Park has been awarded to A & B Hollingworth and Son Construction Ltd. While the high levels of precipitation are holding back the start of construction, everything is in line for construction to begin as soon as the weather permits. Furnishings will be ordered in July to have the camping loop functional as quickly as possible.

## Grande Cache Lake

A large entrance sign has been installed at Grande Cache Lake, and barrier post repairs have been completed. All picnic table tops and seats have been replaced with new stained lumber. Administration is currently working on obtaining a quote for the installation of a retaining wall around the outhouse facility for both environmental and aesthetic purposes.

## Southview Provincial Recreation Area (PRA)

Approval has been granted from Alberta Parks for the viewing platform at Southview Provincial Recreation Area (PRA). The quote package is currently being finalized and will be posted in early July. A vehicle counter was stolen from the site in June and this item has been replaced.

## Q2 Report

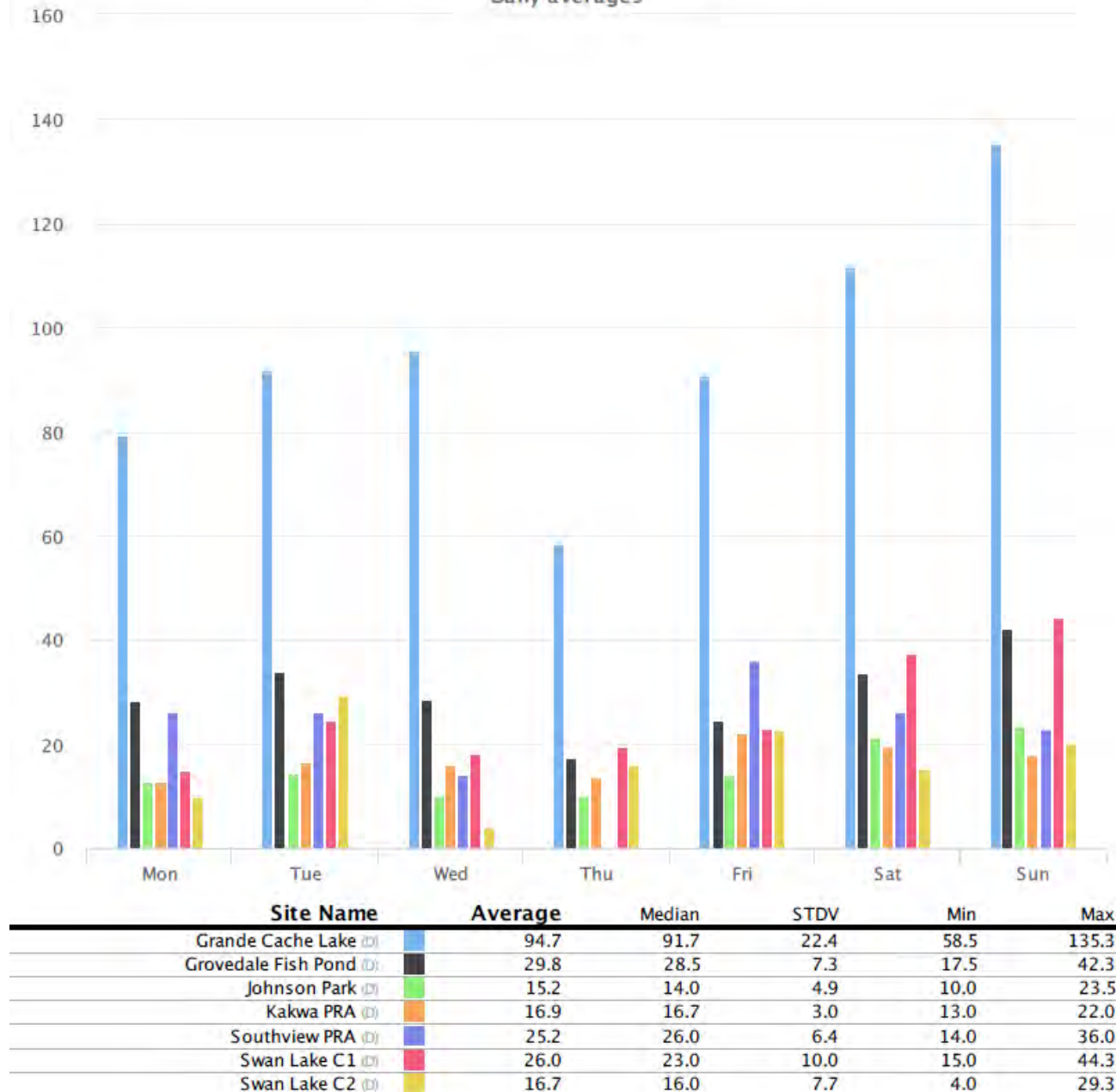
Legend: <span style="color: green;">●</span> On Track <span style="color: orange;">●</span> Some Challenges <span style="color: red;">●</span> Major Challenges <span style="color: blue;">●</span> Complete <span style="color: black;">●</span> Inactive							
Initiative	Objective	Description	Q1	Q2	Q3	Q4	Status
Highway Signage	Level of Service	Provincial Highway Signs.	Submit applications to provincial government.	Installation of signs.			<span style="color: green;">●</span>
Highway 669	Infrastructure	Development of small scale day use area.	First Nations Consultation submitted.	Obtain lease and tender preparation. Award Tender for construction.	Construction to start.	Completion of construction and furnishing.	<span style="color: orange;">●</span> Waiting for feedback from Province. Delayed following lengthy historical resource impact assessment.
Moody's Crossing	Infrastructure	Completion of Phase 1 Campground and Grande opening.	Posting of tender for outhouses.	1. Completion of construction deficiencies identified during 2018 construction. 2. Completion of furnishings.	Grand opening.		<span style="color: green;">●</span>
Johnson Park	Infrastructure	Expansion of existing day use area into campground.	Development of Tender Package for general construction.	1. Awarding of contract and start of construction. 2. Posting of tender for outhouses.	Installation of furnishings and outhouses (which include tender packages).	Completion of construction and furnishing.	<span style="color: green;">●</span>
Swan Lake	Infrastructure	Replacement of existing outhouse.	Obtain TFA for outhouse.	Posting of tender for outhouses.	Installation of outhouse.		<span style="color: green;">●</span>
Southview	Infrastructure	Replacement of existing outhouse and installation of viewing platform.	Obtain approval from AP for installation of outhouse and viewing platform. Historical Resources Impact Assessment.	1. Development of Tender Package for viewing platform. 2. Posting of tender for outhouses. 3. Award of contract for viewing platform.	Installation of outhouse.	Completion of viewing platform.	<span style="color: orange;">●</span> Delayed following approval process with the province for viewing platform. Approval obtained and expected to be back on track.
Kakwa River	Infrastructure	Replacement of existing outhouse.	Obtain approval from AP.	Posting of tender for outhouses.	Installation of outhouse.		<span style="color: green;">●</span>
Purchase UTV	Level of Service	Purchase of UTV.	Request for Quote.	Purchase of UTV.			<span style="color: blue;">●</span>
2020 Projects Initiating in 2019							
Valleyview Walking Trails	Infrastructure	Development of community walking trails.		Begin discussions with Town of Valleyview.	Begin discussions with private landowners.		<span style="color: green;">●</span>

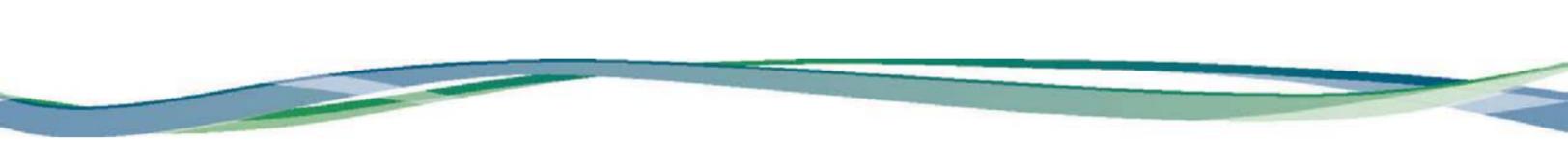
## Walking Trail Statistics & Site Statistics

### Days of the week

2019-05-29 to 2019-06-18

Daily averages





**Grande Cache Recreation Services Manager, Kevin Gramm**  
**Grande Cache Recreation Centre – Fitness Centre Project**

Council for the Municipal District of Greenview approved the tender received by Colliers International for the Project Management of the Grande Cache Fitness Centre within the Grande Cache Recreation Centre. During their regular meeting of June 24<sup>th</sup>, 2019 the Community Services Recreation Department submitted the Request for Decision to offer the Project Management position to Colliers International of Edmonton Alberta.

**Phase 1 – Design and Procurement:**

As part of Colliers Get it Ready approach, phase 1 of the project sees Colliers Project Leaders working with Greenview as the MD's Representative to help select the best suited Design Team from the former submissions already received from this RFP, effectively capitalizing on the work that has already been done. Once Colliers have helped secure the correct Design Team, have agreed to the correct scope of work and agreed a contract that best protects Greenview, they will continue to help marry Greenview's Program of Requirements to the overall project design through to Design Drawings that are ready to tender for construction.

Successful project planning involves obtaining a common understanding of project objectives. We firmly believe each project has unique requirements, risks, constraints and success criteria. As experts in this domain, Colliers regards the following guiding principles as critical to every projects success:

- Effective communication between Greenview, its committees and boards, stakeholders, consultants and constructors;
- Construction of inspiring and functional quality space that reflects Greenview's values and culture;
- Low tolerance for risk.

Upon confirmation of the above assumptions and addition of others, Colliers will develop a Project Charter that documents a comprehensive understanding of the redevelopment, its alignment with Greenview's strategy, and the framework for successful project delivery. The Project Charter will describe the roles and responsibilities of all stakeholders.

The following sections outline the 5 additional key aspects of the Planning Phase which must be completed and reviewed against work completed to date with Greenview and its stakeholders.

- ❖ Stakeholder Management
- ❖ Communications Management
- ❖ Scope Management
- ❖ Risk Management
- ❖ Cost Management
- ❖ Schedule Management

- ❖ Design Management
- ❖ Procurement Management

Phase 2 – Construction will be further reported on in July's Manager's Report.

The Recreation Department in Grande Cache will be meeting with representatives from Colliers International – Colliers Project Leaders Wednesday June 26<sup>th</sup> at 8:00 am.

### **Grande Cache Municipal Campground – Entranceway Project Update**

Environmental Design Solutions (EDS Group Inc.) the selected Project Manager on the Grande Cache Municipal Campground entrance upgrades continues to work with local contract sources for the installation of soil and sod in various locations at the entrance way. Project installation will commence in July for programming that will allow the new security gate system to generate passwords for automatic gate entry.

The project is approximately 80% expensed to date with final completion scheduled by August 1, 2019. During discussions for paving it will be expressed that the Municipal Campground roadway and entrance be added to 2020 for completion.



### **Grande Cache Recreation and Trails Strategic Master Plan – EDS Group Inc. & RC Strategies + PERC**

Project Management Report – May 1 to May 31, 2019

MD of Greenview – Grande Cache Recreation and Trails Master Plan

June 3, 2019

#### **A. Tasks completed in past period**

- Attended start-up meeting for the project;
- Created a stakeholder engagement strategy to develop stakeholder list and tactics;
- Gathered all background documents, and assembled a base plan for use in the open space inventory and trails plan;
- Coordinated and attended a first stakeholder workshop;

- Created a household survey, now live, including an advertisement post card, paper-based survey document and on-line forum for this survey;
- Created a user group survey in both paper-based and on-line format, for release and return in June 2019; and
- Commenced background review including best practices and comparable community profiles for recreation.

#### B. Primary tasks for upcoming month

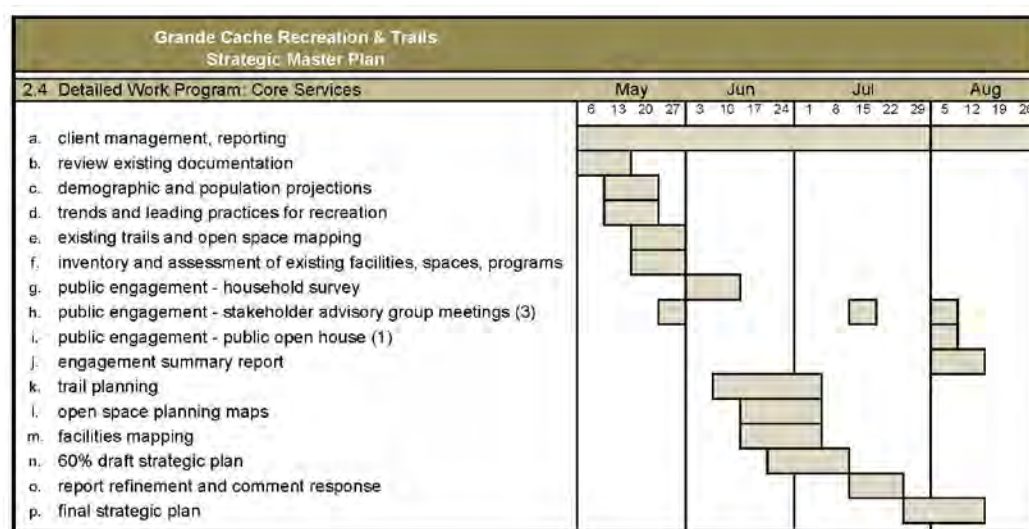
- Complete household survey, and a summary report for all engagement to date;
- Complete group survey, and a summary report for all engagement to date;
- Complete background review and inventories, including detailed on-site assessments of open space, amenities and trails;
- Commence trail planning and open space planning maps; and
- Commence summary report.

#### C. Public Relations

- Great enthusiasm amongst local participants in the stakeholder workshop; and
- No known concerns from social media on negative aspects of the project.

#### D. Upcoming Project Schedule for Upcoming Month

- On-site assessment completed June 11 - 13, 2019.
- At the time of completing this summary, we remain exactly on target with originally proposed schedule:



#### E. Fees

Total budget per our approved proposals includes a base fee of \$60,660 plus expenses of \$7,450.00, for a contract total of \$68,110 plus GST. We remain on budget, with no anticipated extras at this time.

#### F. Foreseen Challenges and Mitigation Strategies

- None to date

#### Grande Cache Community Ball Diamonds – Area Plan Update



Please see the brief below on current status and previous steps to date:

- Turf Mats for all 4 Diamonds
- Upward 6' extension of chain link fence from the backstop to dugout
- Upward 6' extension from dugout extending 30'
- New chain link fence around all diamonds
- Backstop needs replaced to regulation
- Dugouts upgraded or replaced
- Spectator Seating
- Safety Nets
- Design a concession / bathroom design and build

We followed up with these requests and information associated to style of matting, regulatory heights of fencing, gauge of fence material, concession / washroom options and future planning such as another diamond.

- We approached three (3) fence design and installation companies specializing in Ball Diamonds for the fence and net as well as compliance requirements.
  - Phoenix Fence, Rite Way Fencing and Sport Systems Canada

- We sourced suppliers of the specialized matting and purchased them through United Sport & Cycle

To address the immediate Safety Concerns associated with Diamonds through conversation it was determined that Diamonds 3 & 4 posed the most immediate hazards. To address balls being hit into the walking path from the batter's box, over throws from 2<sup>nd</sup> and 3<sup>rd</sup> base to 1<sup>st</sup> base it was necessary to install an 80' long 12' tall section from the dugout towards the parking lot. Next for the safety of all spectators on diamonds 3 & 4, in the bleachers it was necessary to install a 24' long and 12' section X 4. To address the concern of the height of the outfield fences it was necessary to install to regulation 6' tall sections on the outfields of 3 & 4. To address the home runs striking people or cars in the parking lot, a 10' tall baseball standard netting on top of the new 6' fencing to the total outfield width of #3. To address the immediate concern of home run balls going into the trees on diamond #4 a 6' tall fence and additional 10' tall netting was installed for the total area of the outfield. To address the safety concerns of the back stops on diamonds 3 & 4 the fencing was removed, re positioned to regulation angles, strengthened and new thicker gauge material was added to both. To address the immediate concern to JAG Memorial Playground of close proximity to the forest, a U shaped fence was installed around the playground. To address the immediate concern of the condition of safety capping on diamonds 3 & 4 new yellow cap topping was installed on both outfield fences.

#### Fence Supply and Install:

Company	Response	Value
Phoenix Fence	On site, email , phone call	\$ 87,251.00 + GST
Rite Way Fencing	No response, missed deadline	Incomplete
Sport System Canada	Email, no labour, net cost	\$ 25,896.00 +GST no fence

#### Home Plate / Batting Mound Matting:

Company	Response	Value
United Sport & Cycle	Email , material available	\$ 1,970.00 +GST
On Deck Sports	Email, material available	\$ 2,135.52 + GST
Ernies Sports	No longer carried	\$ 0

Complete Expenses to date: \$ 89,221.00 + GST or 41% of \$220,000.00

#### Upcoming Plans:

- All dugouts will be painted and any necessary repair work completed by June 21<sup>st</sup> including the installation of industrial grade hooks for hanging bags.
- EDS Group is including the diamonds into the planning portions of the Recreation & Trails Masterplan for adding an additional diamond as well as future BMX track considerations.

- Quotation for providing and leveling soil on the outfields including seed for the fall to increase the level of safety for the outfield on the diamonds.
- Thinning of the tree's around JAG Playground to allow a better visual of players to the playground.

Things we are waiting for but are continuing to follow up on:

- Recreation staff were to send me photos of a potential cook shack washroom set up
- Decision on future placement of a Community Hall.
- Examples from washrooms with costing from Valleyview Recreation
- Area plan that may indicate the best location for an additional diamond
- Engineering to do a site visit and review elevation requirements ( internal )

Closing comments:

- To install brand new fencing on all the diamonds would have been an estimated cost of \$400,000 to \$500,000. We addressed through consultation the immediate risks.
- There are no services to the location between 3 & 4 which would carry an extremely high cost.

### **Project Grande Cache Aquatics Department – Aquatics Facility Annual Shutdown Schedule**

As of June 24<sup>th</sup> 2019 our Aquatics Facility passed all necessary AHS Inspections and was clear to open the doors to the public.

The Grande Cache Spray Park has been in full service for the residents of Grande Cache with no usage interruptions.

### **Project Education and Training Update**

Staff in the Community Services Department participated in Applied Suicide Intervention Skills Training (ASSIST) training. ASIST is a two-day intensive, interactive and practice-dominated course designed to help caregivers recognize and review risk, and intervene to prevent the immediate risk of suicide. It is by far the most widely used, acclaimed and researched suicide intervention training workshop in the world.

### **Grande Cache Recreation Major Events**

The Grande Cache Ball Diamonds was the venue for the fundraising event hosted for victims of a tragic house fire on June 23<sup>rd</sup>, 2019. The event raised over \$3000.00 for the family's victims.

The Grande Cache Recreation Centre, Curling Rink was host to a Funeral for the victims of a tragic house fire which took place on June 26<sup>th</sup> 2019.

# CAO Report

July 8<sup>th</sup>, 2019

Since my last report, I have attended two Ratepayer BBQ's; Valleyview and Grovedale. Both were well attended and it is always nice to meet community members. With two more meetings scheduled for this month, we will soon wrap up the bbq's for another season.

Grande Cache celebrated their 50<sup>th</sup> Anniversary this past weekend. The weather was semi-cooperative and the turnout was excellent. I would like to commend staff for their dedication and hard work in getting the community in shape, helping the organizing committee as needed and for participating at the parade and various events throughout the weekend. The weather was relentless leading up to the event but outside workers persevered.

Some northern communities have been struggling with wildfires and we have sent equipment and personal as requested. Here in the MD of Greenview we are cautiously watching rising floodwaters and responding to issues brought on by the heavy rains.

Last week I spent a lot of time reviewing policies & legislation. Noting ideas in which I feel we may want to review our own internal practises, I will work with the Senior Leadership Team and Council to examine improved practises through sound policy development.

Along with the Reeve, and Councillor Gervais, I met with the Interim CAO and Mayor for the Town of Valleyview. We covered many mutual interest topics, projects and programs and I am pleased with the amiable meeting we had. It is important for Administrations and Councils to work together in the best interest of our conjoined communities.

The General Manager's and I have been working on a draft Organizational Chart to bring to Council for approval. We are still working out the details on much of the Grande Cache melding to the structure from what was in place prior to the dissolution. As well, we continue to assign office space in the Debolt and Grovedale Public Service Buildings for staff, attempting to alleviate the workspace pressures in the main Administration Building.

Summer is upon us and staff and Council are looking forward to August in which Council only sits for one meeting – scheduled for August 26<sup>th</sup>. Senior Leadership has submitted their holiday schedule to me. I will ensure we have ample coverage throughout the summer and have approved leave times with that in mind.

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
6/24/2019	Regular Council Meeting	
6/26/2019	Other	Met with Town of Valleyview Mayor
6/28/2019	Other	Hillside High School Graduation Address



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
06/24/2019	Regular Council Meeting	
07/05/2019	South Peace Regional Archives	



Ward 5 Reeve Dale Smith

[illegible]



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
6/26/2019	Grande Prairie Regional Tourism Association	<ul style="list-style-type: none"> <li>- James Leppan the Executive Director has resign and is taking on a position with Travel Alberta Experience Development, as Manager for Alberta North effect July 12, 2019. There is a hiring committee for replacing James. James has been moving GPRTA in a positive direction and I think that's why he was approached.</li> <li>- Working on securing a wholesale account for the members to use for their marketing, advertising &amp; promotions, this is being finalize and will allow savings for the members.</li> <li>- Working with a local graphic design group on improving the website.</li> <li>- The Destination Management Plan had the first draft presented and commented on. There will be a Demand Generator Workshop schedule for developing more input to the plan.</li> <li>- Grande Prairie Regional Sports Connection has located in Centre 2000, which will provide some revenue for GPRTA.</li> </ul>
6/27/2019	Weyerhaeuser International Paper	<ul style="list-style-type: none"> <li>- Had a presentation and provided feedback on the Caribou Recovery Plan that Weyerhaeuser is working on.</li> <li>- There was representation at the meeting from Weyerhaeuser, International Paper, Alberta Trapper's Association, AWN, Municipalities, and NGO's.</li> </ul>
6/28/2019	MD of Greenview Library Board	<ul style="list-style-type: none"> <li>- On-going discussions of roles and responsibilities of all stakeholders and members.</li> </ul>
7/1/2019	Grande Prairie Regional Tourism Association	<ul style="list-style-type: none"> <li>- Participated in the Canada Day Parade</li> </ul>
7/3/2019	MD of Greenview Library Board	<ul style="list-style-type: none"> <li>- Working on the development of the agenda and documents for the July 4, 2019 board meeting.</li> </ul>

7/4/2019	MD of Greenview Library Board	Regular board meeting – budget, policies, MOU’s, JUA’s and reports.
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# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 7 Councillor Roxie Rutt		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
6/24/2019	Regular Council Meeting	Minutes posted on MD Website
6/26/2019	P.A.C.E. AGM and Board of Directors Meeting	<ul style="list-style-type: none"> <li>* PACE Conference was well attended and received excellent feedback on materials and presenters</li> <li>* Walk a Mile in her Shoes raised \$60,000 – highest amount so far</li> <li>* PACE is working with the Western Cree Nation Tribal Council to train their Child Welfare people in Trauma Informed Parenting. They will be taking the training to Sturgeon Lake Cree Nation the first week of July.</li> <li>* The Annual Report was presented and discussed, a very positive year of program, and support delivered</li> </ul>
6/28/2019	Grande Spirit Foundation	<ul style="list-style-type: none"> <li>• Strategic Plan (3 years) was accepted by the board</li> <li>• There will be a rent increase (\$5)/Mo for all residence beginning 2020</li> <li>• Board voted in favour of developing reserves into the budget; building, development, equipment and operating</li> <li>• Administration has sent letters to the AGov trying to ascertain if the previous funding commitments will be honoured.</li> <li>• 'Friends of Grande Spirit Foundation' raised and donated \$50,000 to the G5 (Spirit River) project</li> <li>• A Project Manager has been hired to oversee the DeBolt Seniors move and renovations – administration is also doing comparison costs of new portable units and to present all related costs to Council</li> </ul>



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Tyler Olsen		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
6/24/2019	Regular Council Meeting	
6/29/2019	Other	Grande Cache 50 <sup>th</sup> Anniversary Celebration
7/4/2019	Other	MD of Greenview Library Board