



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COMMITTEE OF THE WHOLE MEETING AGENDA

Monday December 16, 2019

10:00 AM

DeBolt Public Services Building
DeBolt, AB

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Committee of the Whole Meeting minutes held November 18, 2019	3
		3.2 Business Arising from the Minutes	
#4	DELEGATION	10:15 a.m. 4.1 Pembina Pipeline Presentation	6
		10:30 a.m. 4.2 Turkey Balls Inc Presentation	8
		10:45 a.m. 4.3 River of Death and Discovery Dinosaur Museum Society Operating as the Philip J Currie Dinosaur Museum	14
		11:00 a.m. 4.4 Grande Cache Recreation and Trails Masterplan Presentation	16
#5	NEW BUSINESS	5.1 Bylaw 19-831 Business License Bylaw Discussions	51
		5.2 Grande Cache Census Report	83
		5.3 Ward Boundary Review Discussion	86
		5.4 Recreation Services Grande Cache Special Projects Council Update	90
		5.5 Administration Building Extension	97
		5.6 Hospitality Suite FCM	102
		5.7 2020 Community Grant Requests	105
		5.8 CAO Action List	117

#6 CLOSED SESSION

#7 ADJOURNMENT

Minutes of a
COMMITTEE OF THE WHOLE MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Grovedale Public Service Building
Grovedale Alberta, on Monday, November 18, 2019

**# 1:
CALL TO ORDER**

Chair Duane Didow called the meeting to order at 10:01 a.m.

PRESENT

Division 9	Deputy Reeve Duane Didow
Ward 3	Councillor Les Urness
Ward 4	Councillor Shawn Acton
Ward 7	Councillor Roxie Rutt
Ward 8	Councillor Bill Smith
Division 9	Councillor Tyler Olsen

ATTENDING

Chief Administrative Officer	Denise Thompson
General Manager, Corporate Services	Rosemary Offrey
General Manager, Community Services	Stacey Wabick
General Manager, Infrastructure & Planning	Roger Autio
Recording Secretary	Wanda Fox

ABSENT

Ward 1	Councillor Winston Delorme
Ward 2	Councillor Dale Gervais
Ward 5	Reeve Dale Smith
Ward 6	Councillor Tom Burton
Manager of Marketing & Communications	Stacey Sevilla

**#2:
AGENDA**

MOTION: 19.11.96. Moved by: COUNCILLOR TYLER OLSEN
That the Monday November 18, 2019 Committee of the Whole agenda be adopted with the addition;

- Agenda Item 4.3 Grovedale Seniors Housing

CARRIED

**#3.1
COMMITTEE OF THE
WHOLE MINUTES**

MOTION: 19.11.97. Moved by: COUNCILLOR SHAWN ACTON
That the Minutes of the Committee of the Whole meeting held on Monday October 21, 2019 as presented.

CARRIED

**#3.2
BUSINESS ARISING**

3.2 BUSINESS ARISING FROM MINUTES:

**#6
CLOSED SESSION
CLOSED SESSION**

6.0 CLOSED SESSION

MOTION: 19.11.98. Moved by: COUNCILLOR ROXIE RUTT

That the meeting go to Closed Session, at 10:02 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

6.1 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY
(FOIP; Section 16)

OPEN SESSION

MOTION: 19.11.99. Moved by: COUNCILLOR TYLER OLSEN
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 10:28 a.m.

CARRIED

#4
DELEGATIONS

4.0 DELEGATIONS

4.1 SWAN CITY SNOWMOBILE CLUB PRESENTATION

SWAN CITY
SNOWMOBILE CLUB

MOTION: 19.11.100. Moved by: COUNCILLOR TYLER OLSEN
That the Committee of the Whole recommend to move to a future Council meeting the presentation from the Swan City Snowmobile Club with regard to the general over view of the club, for information as presented.

CARRIED

4.2 ART GALLERY OF GRANDE PRAIRIE

ART GALLERY OF
GRANDE PRAIRIE

MOTION: 19.11.101. Moved by: COUNCILLOR ROXIE RUTT
That Committee of the Whole accept the presentation from the Art Gallery of Grande Prairie for information, as presented.

CARRIED

4.3 GROVEDALE SENIOR HOUSING SOCIETY

GROVEDALE SENIORS
HOUSING

MOTION: 19.11.102. Moved by: COUNCILLOR BILL SMITH
That Committee of the Whole accept the presentation from the Grovedale Senior Housing for information, as presented.

CARRIED

#5
NEW BUSINESS

5.0 NEW BUSINESS

5.1 19.09.16 COMMITTEE OF THE WHOLE MEETING MINUTES

19.09.16 COMMITTEE
OF THE WHOLE
MEETING MINUTES

MOTION: 19.11.103. Moved by: COUNCILLOR SHAWN ACTON
That Committee of the Whole accept the September 16, 2019 Committee of the
Whole meeting minutes as presented.

CARRIED

5.2 2019 3RD QUARTER FINANCIAL ACTUAL COMPARED TO BUDGET REPORT

3RD QUARTER BUDGET
REPORT

MOTION: 19.11.104. Moved by: COUNCILLOR TYLER OLSEN
That the Committee of the Whole accept the 2019 3rd Quarter Year-to-Date
Actual to Budget Report as Information.

CARRIED

5.3 SNOW CLEARING LEVEL OF SERVICE

SNOW CLEARING LEVEL
OF SERVICE

MOTION: 19.11.105. Moved by: COUNCILLOR SHAWN ACTON
That the Committee of a Whole accept the information as presented on the
level of service expected in regards to Snow Clearing of driveways throughout
Greenview.

CARRIED

5.4 CAO ACTION LIST

CAO ACTION LIST

MOTION: 19.11.106. Moved by: COUNCILLOR TYLER OLSEN
That the Committee of the Whole accept the CAO Action List for information, as
presented.

CARRIED

#7
ADJOURNMENT

7.0 ADJOURNMENT

MOTION: 19.11.107. Moved by: COUNCILLOR ROXIE RUTT
That this meeting adjourn at 12:17 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- PowerPoint will be presented at the meeting.



REQUEST FOR DECISION

SUBJECT: Turkey Balls Inc Presentation
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: January 14, 2019
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from Turkey Balls Inc. for information, as presented.

BACKGROUND/PROPOSAL:

We would like to discuss the gates that were installed on the road allowance north of the MD maintained section of RR260. They were installed to prevent continual trespassing issues that we have seen since purchasing the land. The gates are about 75 meters north of the maintained road on the private road that Cenovus uses to access one of their leases.

The CNRL well operators that look after the Cenovus lease were given access codes prior to the gates begin installed and have said they are happy that the gates are there now. The limited access on the road has allowed them to keep it in better condition as it is dirt road and cannot handle much traffic during wet conditions. They also minimize their risk and exposure to the general public sliding off the road, possible injuring themselves or their vehicle.

The gates minimize risk exposure for the MD also as the owner of the road allowance.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update from Turkey Balls Inc.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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PROMISE TO THE PUBLIC

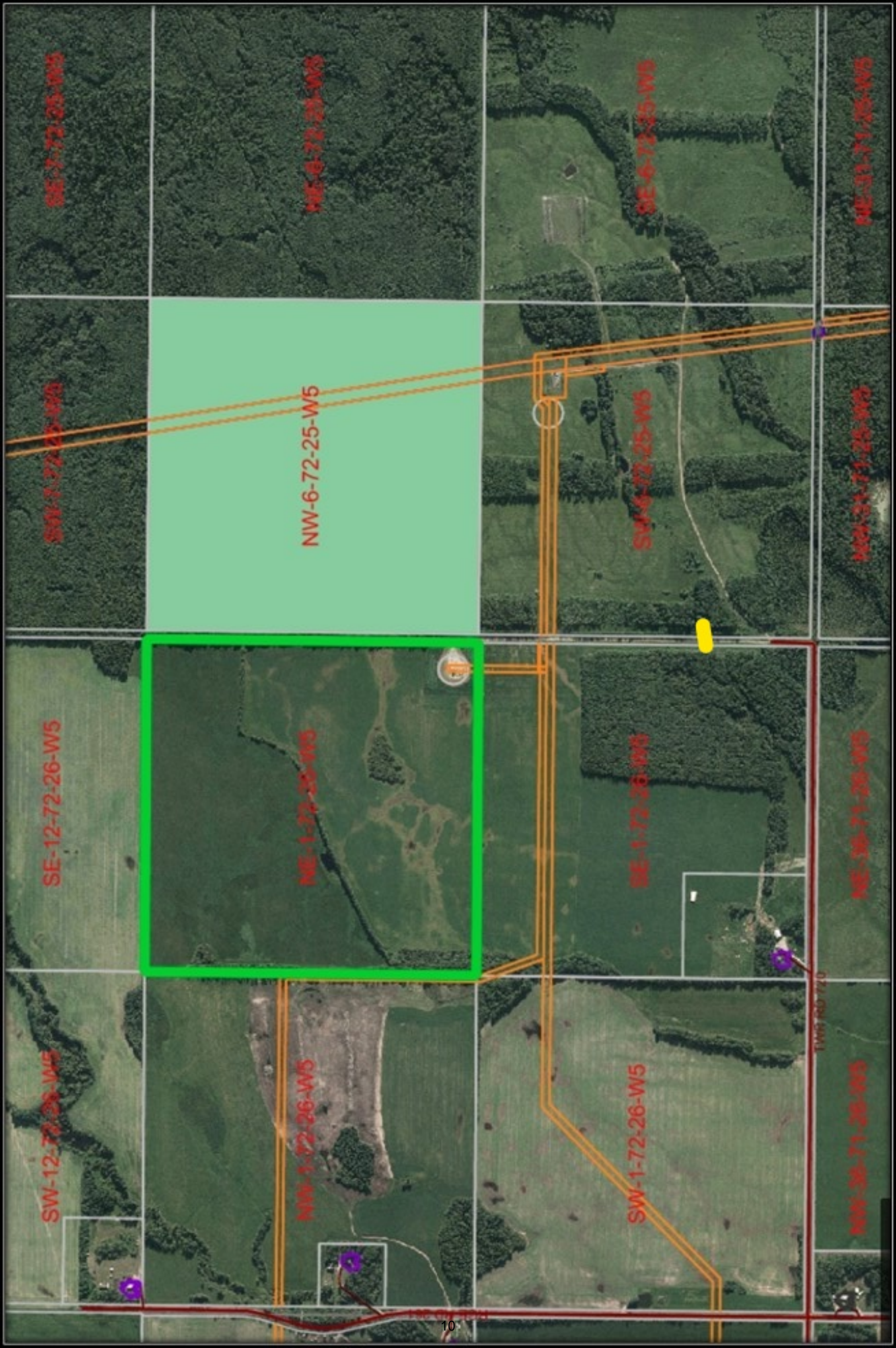
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- MD Map
- Various Photos









PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- PowerPoint Presentation



REQUEST FOR DECISION

SUBJECT: **GRANDE CACHE RECREATION AND TRAILS MASTERPLAN PRESENTATION**
SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 16, 2019 CAO: MANAGER: KG
DEPARTMENT: RECREATION GM: PRESENTER: EDS
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the Grande Cache Recreation and Trails Masterplan presentation for information, as presented.

BACKGROUND/PROPOSAL:

To provide Council the opportunity to ask questions regarding the presentation and next steps of the Grande Cache Recreation & Trails Masterplan.
To provide Council with a Summary Report of the Recreation & Trails Masterplan

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of following the recommended action is to formally acknowledge the summary as provided by Environmental Design Solutions (EDS).

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages of the recommended action.

ALTERNATIVES CONSIDERED:

Alternative #1: There are no perceived alternatives to recommend.

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

Involve

PUBLIC PARTICIPATION GOAL

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

Collaborate - To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solutions.

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

Grande Cache Recreation & Trails Masterplan Summary Report

Grande Cache Recreation and Trails Masterplan Council Summary Presentation



John Buchko, Principal
EDS Group Inc.



Presentation Summary

Project Scope and Need

Stakeholder Engagement

Recreation Recommendations

Trails Master Plan

Trails Recommendations

Next Steps

Presentation Summary

Project Scope and Need

Stakeholder Engagement

Recreation Recommendations

Trails Master Plan

Trails Recommendations

Next Steps



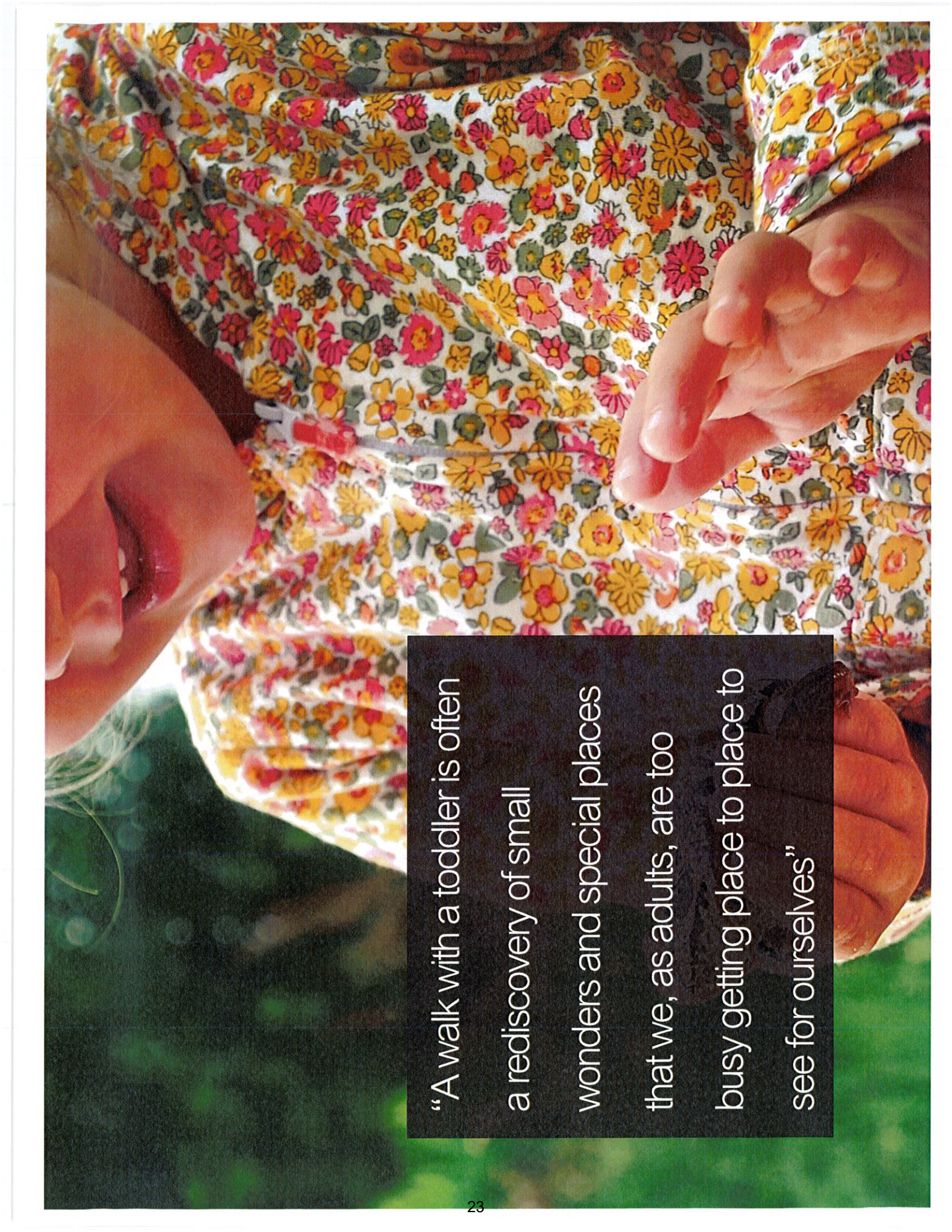
Importance of Planning

- Carefully gauge public needs
- Identify gaps in programming and amenities

Project Scope and Need

- Use a strong engagement program that is statistically valid and wide-reaching
- Ensure capital and operational investments are wisely directed
- Establish a locally-relevant strategy that is forward thinking





“A walk with a toddler is often
a rediscovery of small
wonders and special places
that we, as adults, are too
busy getting place to place to
see for ourselves.”



Project Scope and Need

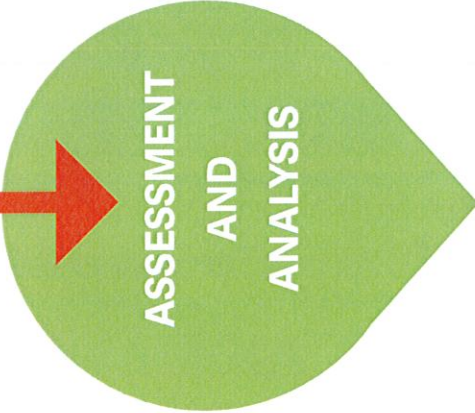
1. Inventory of existing recreation amenities and programs, existing parks and trails
2. Best practices: research of trends, current documents, etc.
3. Stakeholder engagement program
4. Prepare final report

BACK GROUND

- review best practices
- site analysis and inventories
- population and demographics
- previous studies and reports
- trends and leading practices

ENGAGEMENT SESSIONS

- four stakeholder workshops
- community household survey
- public open house
- council presentation



ASSESSMENT AND ANALYSIS

CONCURRENT PROJECTS

- community wayfinding program
- signage strategy
- campground upgrades
- ball diamond area upgrades

RECREATION AND TRAILS MASTER PLAN

Study Process

Presentation Summary

Project Scope and Need

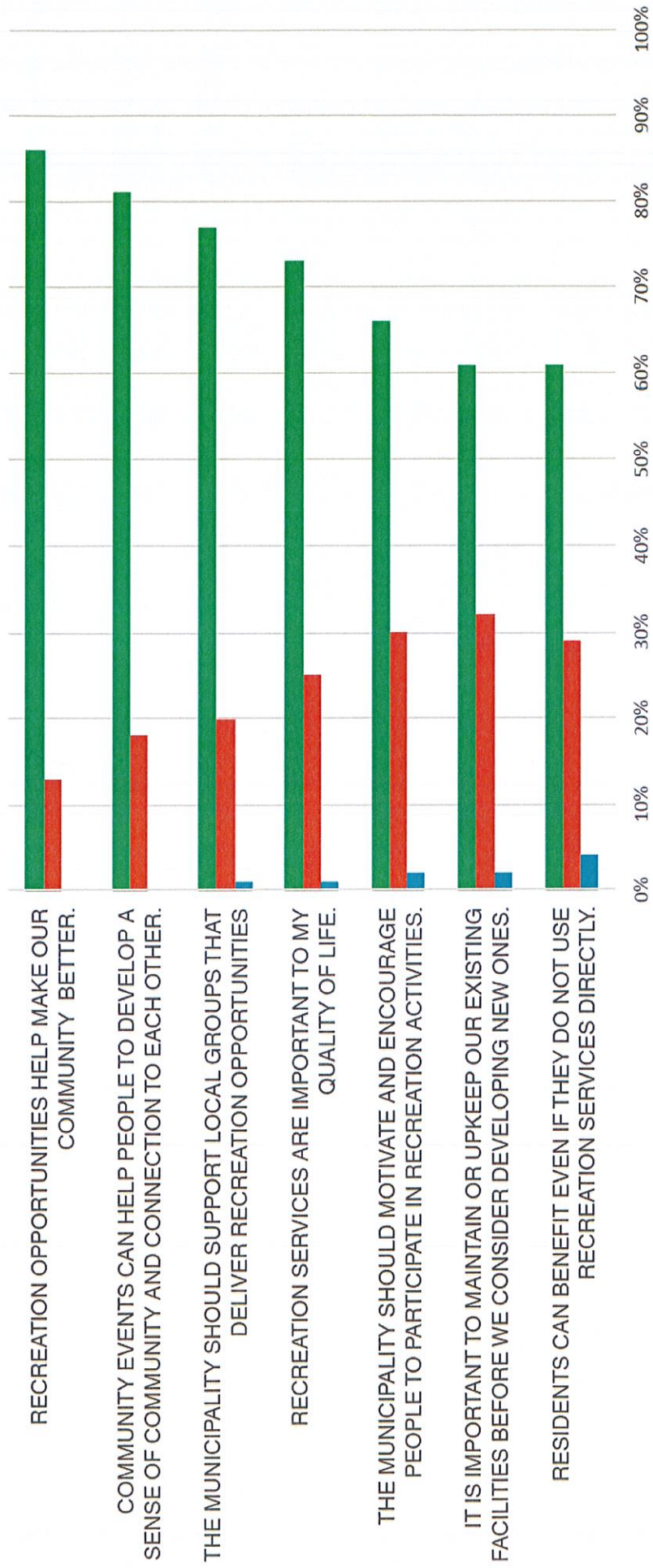
Stakeholder Engagement

Recreation Recommendations

Trails Master Plan

Trails Recommendations

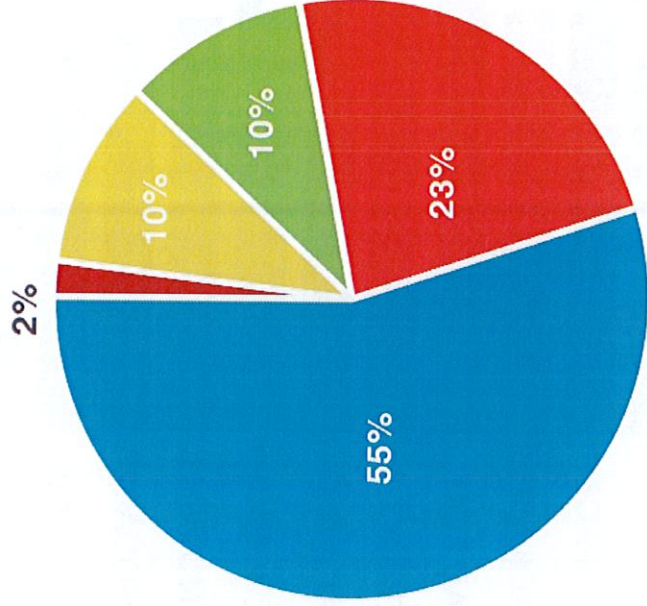
Next Steps



Importance of recreation in Grande Cache

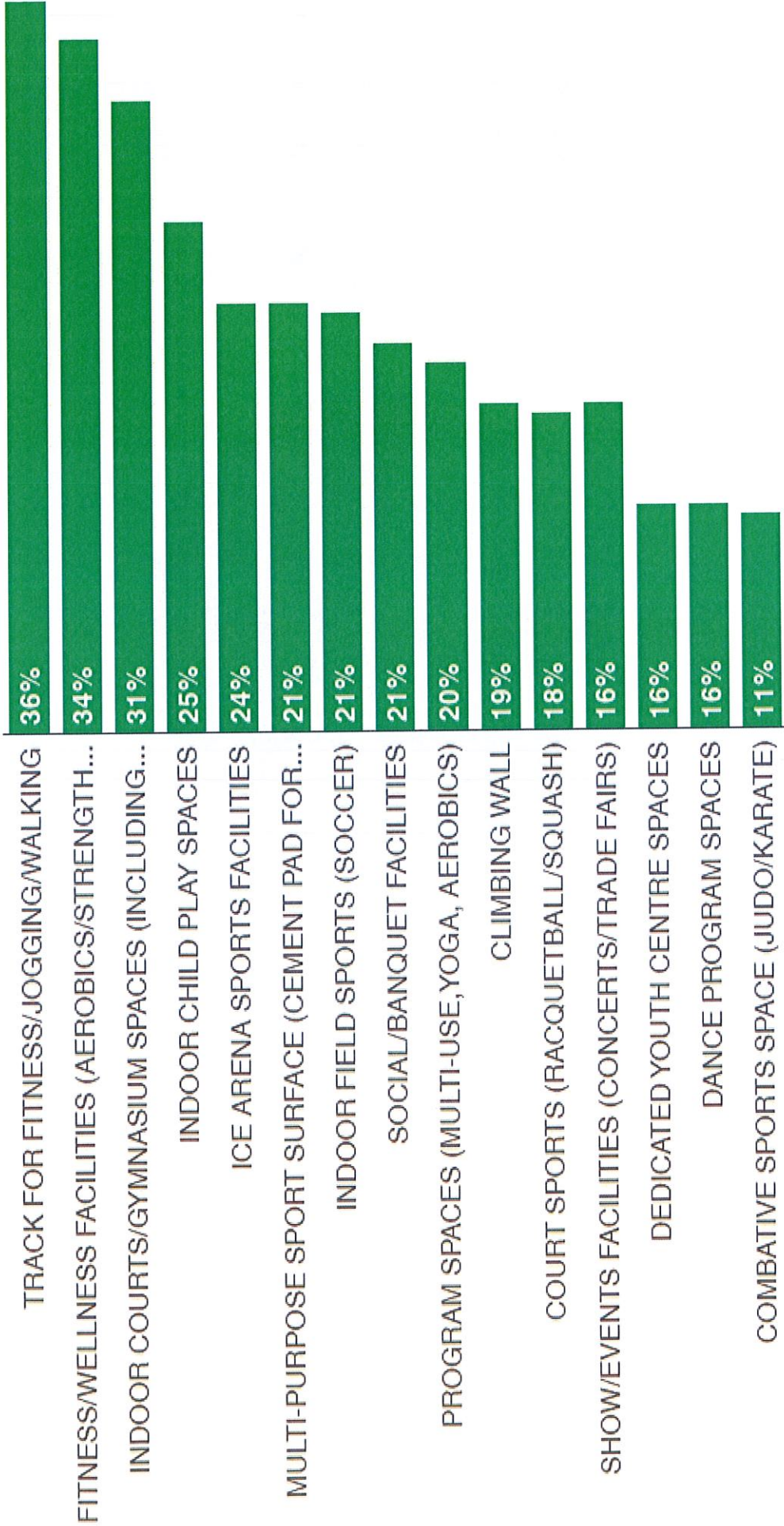
55% SOMEWHAT SATISFIED

23% VERY SATISFIED

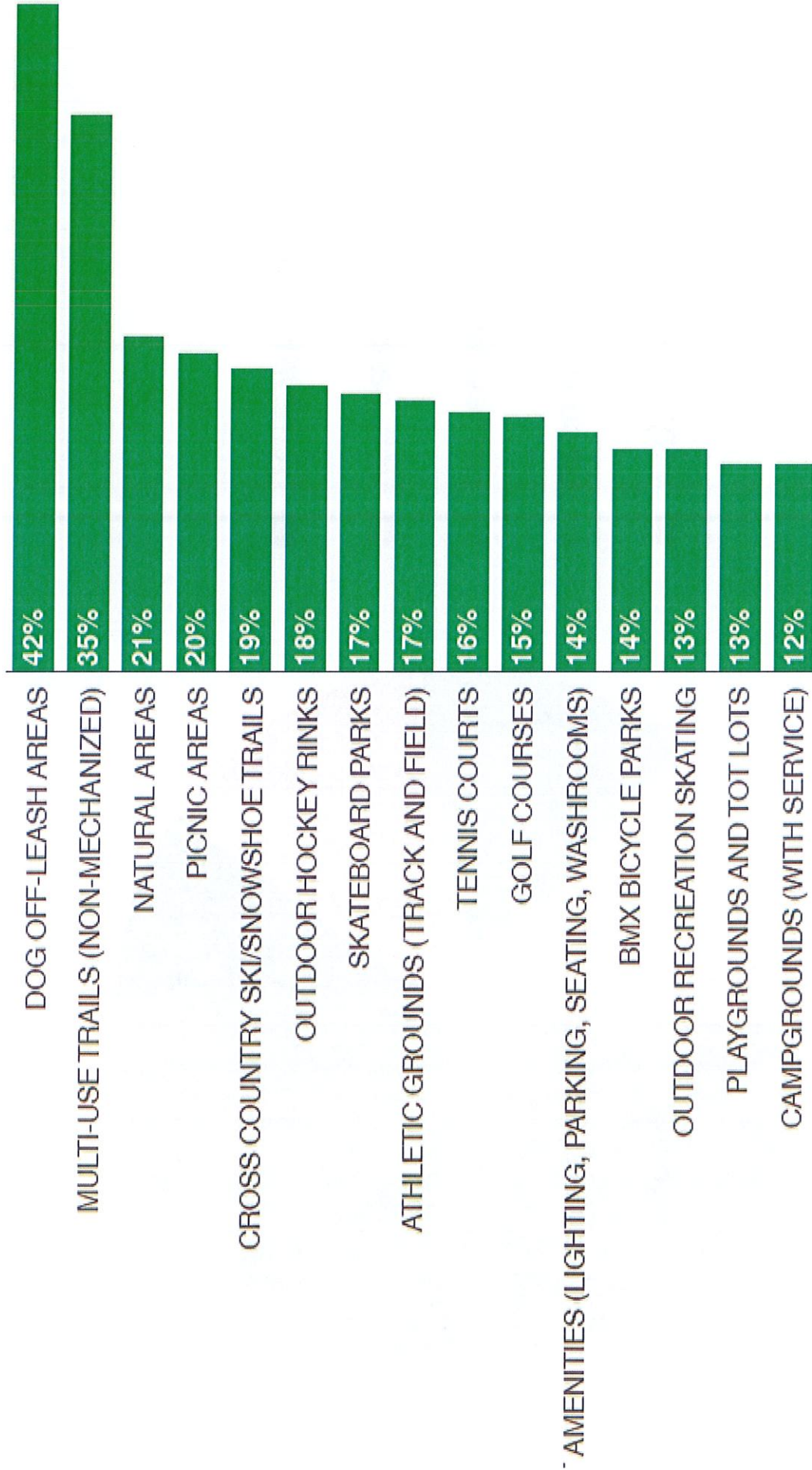


- Very dissatisfied
- Somewhat dissatisfied
- Unsure
- Very satisfied
- Somewhat satisfied

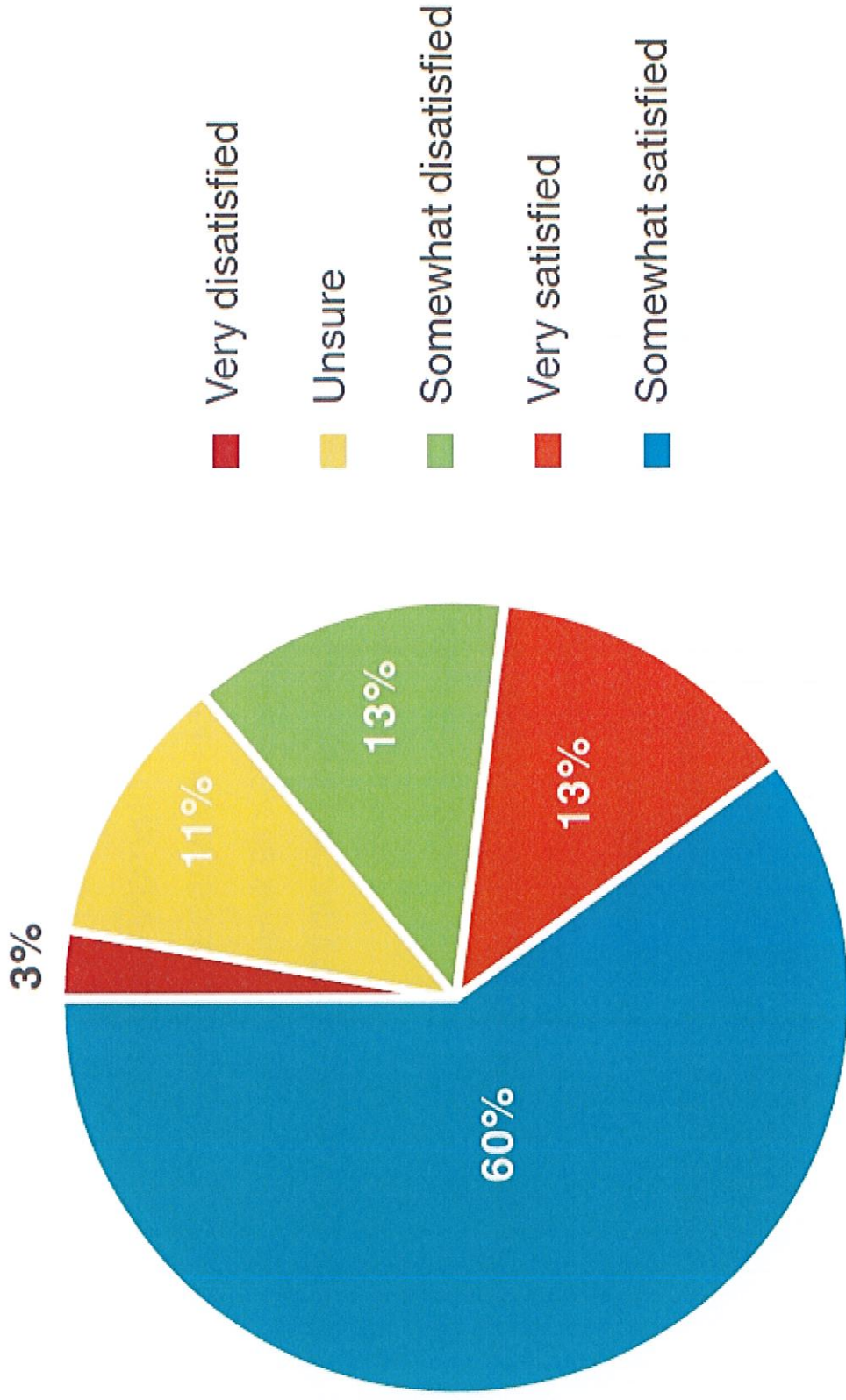
Satisfaction with existing programs and services



Top 15 indoor recreation priorities



Top 15 outdoor recreation priorities



Satisfaction with existing programs and services

Presentation Summary

Project Scope and Need

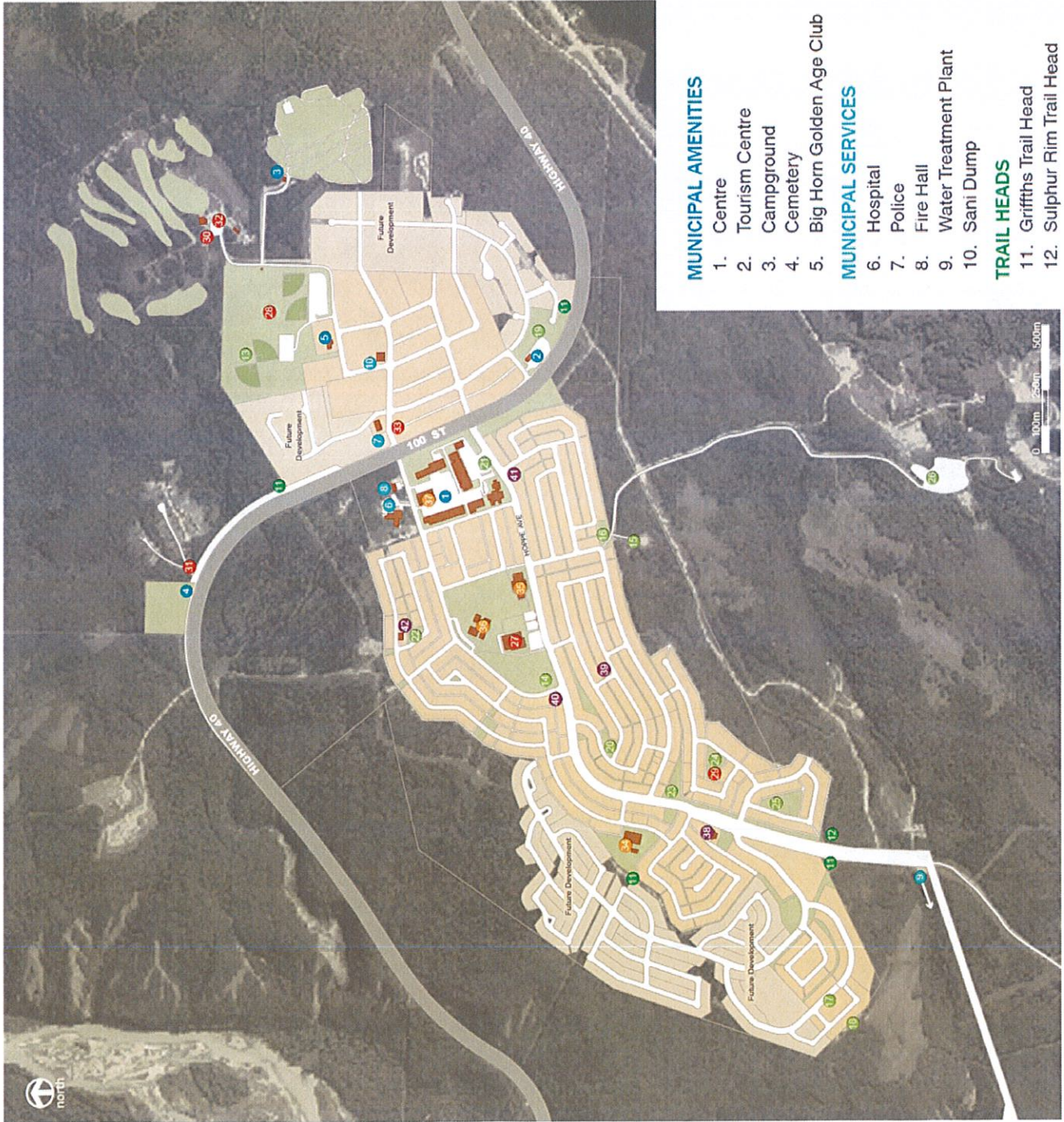
Stakeholder Engagement

Recreation Recommendations

Trails Master Plan

Trails Recommendations

Next Steps



PARKS

- 13. Jag Park
- 14. Central Park
- 15. Labyrinth Park
- 16. Lions Park Playground
- 17. Grassy Hill Pocket Park
- 18. Grassy Hill View
- 19. Birds Eye Park
- 20. Mount Hamel Park
- 21. Rocky Ram Park
- 22. Mount Stern Park
- 23. Ante's Hill
- 24. Hamel Street Park
- 25. Berge Drive Park
- 26. Fireman's Pit Park

RECREATION AND SPORT FIELDS

- 27. Grande Cache Recreation Centre
- 28. Baseball Diamonds
- 29. Basketball Court
- 30. Golf and Country Club
- 31. GC Saddle Club
- 32. X-Country Skiing
- 33. Eagles Nest (dance hall/combative sport)

SCHOOLS

- 34. Sheldon Coates Elementary School
 - > 2 play structures with swings/monkey bars
 - > ball diamond backstop with grass surface
 - > room for junior soccer fields

35. Summitview School

- > swings and climbing structure
- > basket ball courts

36. Grande Cache Community High School

- > 2 small play structures with swings
- > 1 shale ball diamond
- > senior soccer field
- > painted track line with in soccer field area

37. Grande Prairie Regional College

CHURCH

- 38. Cornerstone Mountain Assembly PAOC
- 39. Lutheran Church Mt Carmel
- 40. Holy Cross Catholic Church
- 41. Pineview Alliance Church
- 42. United Church Canada

MUNICIPAL AMENITIES

- 1. Centre
- 2. Tourism Centre
- 3. Campground
- 4. Cemetery
- 5. Big Horn Golden Age Club

MUNICIPAL SERVICES

- 6. Hospital
- 7. Police
- 8. Fire Hall
- 9. Water Treatment Plant
- 10. Sani Dump

TRAIL HEADS

- 11. Griffiths Trail Head
- 12. Sulphur Rim Trail Head

Existing indoor and outdoor amenities

INDOOR AMENITY SPACE / FACILITY	RESIDENT SURVEY	STAKEHOLDER MEETINGS	TRENDS & LP	INVENTORY & ASSESSEMENTS	PLANS	TOTAL
Indoor Courts / Gymnasium	2	2	1	1		6
Social / Banquet Facilities		2	1	1	1	5
Ice Arena Sport Facilities	2	1		1	1	5
Fitness / Wellness Facilities	2	1	1		1	5
Lane Swimming Pool		1	1	1	1	4
Track – Walking / Jogging	2	1	1			4
Indoor Child Play Spaces	2	1		1		4
Leisure Swimming Pool			1	1	1	3
Multi-Purpose Program Spaces	1		1	1		3
Climbing Wall	1	1		1		3
Indoor Field Sports	1			1		2
Multi-Purpose Program Spaces	1		1			2
Art Studios / Creative Spaces				1		1
Combative Sport Space				1		1
Community Group Office Space				1		1
Sport Courts (e.g squash)				1		1
Dedicated Youth Centre Spaces				1		1
Performing Arts Theatre				1		1

Priority weighting for indoor amenities

PROPOSED INDOOR AMENITIES

- A. A track For Fitness/Jogging/Walking
- B. Fitness/Wellness Facilities (e.g. Aerobics/Strength Programming)
- C. Indoor Courts/Gymnasium Spaces
- D. Indoor Child Play Spaces
- E. Additional Indoor Ice Rink
- F. Multi-Purpose Sport Surface (e.g. Lacrosse/Ball Hockey)
- G. Social/Banquet Facilities
- H. Program Spaces (E.g. Yoga/Community Classes)
- I. Climbing Wall
- J. Courts Sports (e.g. Racquetball/Squash)
- K. Show/Event Facilities (e.g. Concerts/Trade Fairs)
- L. Dedicated Youth Centre Spaces Located
- M. Near New Skate Park
- N. Indoor Skate Park
- O. Library
- P. Museum - Expansion
- Q. Community Group Office/Storage Spaces
- R. Meeting Spaces
- S. Public Art (e.g. Murals, Sculptures, Statues)
- T. Fine Arts Spaces (e.g. Galleries)
- U. Art Display Space/Gallery



Locating proposed indoor amenities

OUTDOOR AMENITY	RESIDENT SURVEY	STAKEHOLDER MEETINGS	TRENDS & LP	INVENTORY & ASSESSEMENTS	PLANS	TOTAL
Multi-Use Trails (non-mech).	2	2	1	1	1	7
Skateboard Parks	1	2	1	1	1	6
Dog Off-Leash Areas	2	2		1	1	6
Natural Areas	2	2		1	1	6
Picnic Areas	2	2		1	1	6
Beach Volleyball Courts		2	1	1	1	5
Passive Park Spaces		2	1		1	4
Outdoor Hockey Rink	1	2		1		4
Campgrounds		2		1	1	4
Cross Country Ski / Snowshoe	2	2				4
Ball Diamonds		2		1	1	4
Athletic Grounds (track & field)	1	1		1		3
Event Grounds		1	1	1		3
BMX Bicycle Courts		2			1	3
Tennis Courts	1	1		1		3
Golf Courses	1	1				2
Disc Golf		1		1		2
Bandstands / Amphitheatres		1	1			2

Priority weighting for outdoor amenities

PROPOSED OUTDOOR AMENITIES

- A. Picnic Area
- B. Support Amenities (E.g. Lighting, Parking, Seating, Washrooms)
- C. Golf Course - Upgrade To 18 Hole Course
- D. Campgrounds - Expand With Services
- E. Cross Country Ski/Snowshoe Trails
- F. Disc Golf
- G. Multi - Use Trails - Mtn Bike Trails (Non-Motorized)
- H. BMX Bicycle Park
- I. Skateboard Park
- J. Outdoor Hockey Rinks
- K. Outdoor Recreation Skating
- L. Tennis Courts
- M. Athletic Grounds (Track And Field)
- N. Playgrounds And Tot Lots
- O. Ball Diamonds
- P. Dog Off - Leash Area
- Q. Beach Volleyball Courts
- R. Outdoor Bandstand/Amphitheater
- S. Public Art (E.g. Murals, Sculptures, Statues)
- T. Event Grounds For Special Events
- U. Passive Park Spaces



Locating proposed outdoor amenities

Presentation Summary

Project Scope and Need

Stakeholder Engagement

Recreation Recommendations

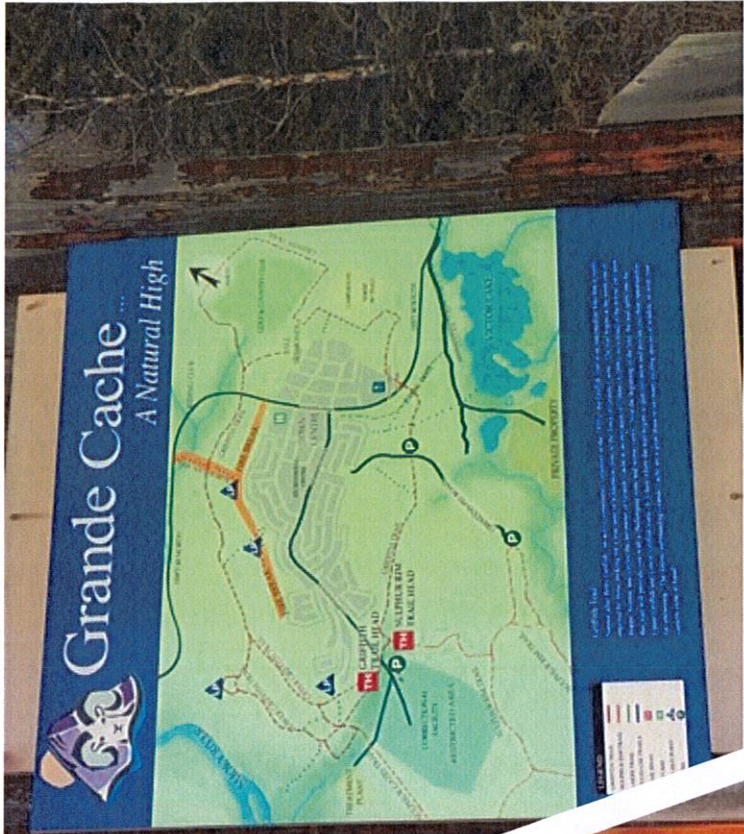
Trails Master Plan

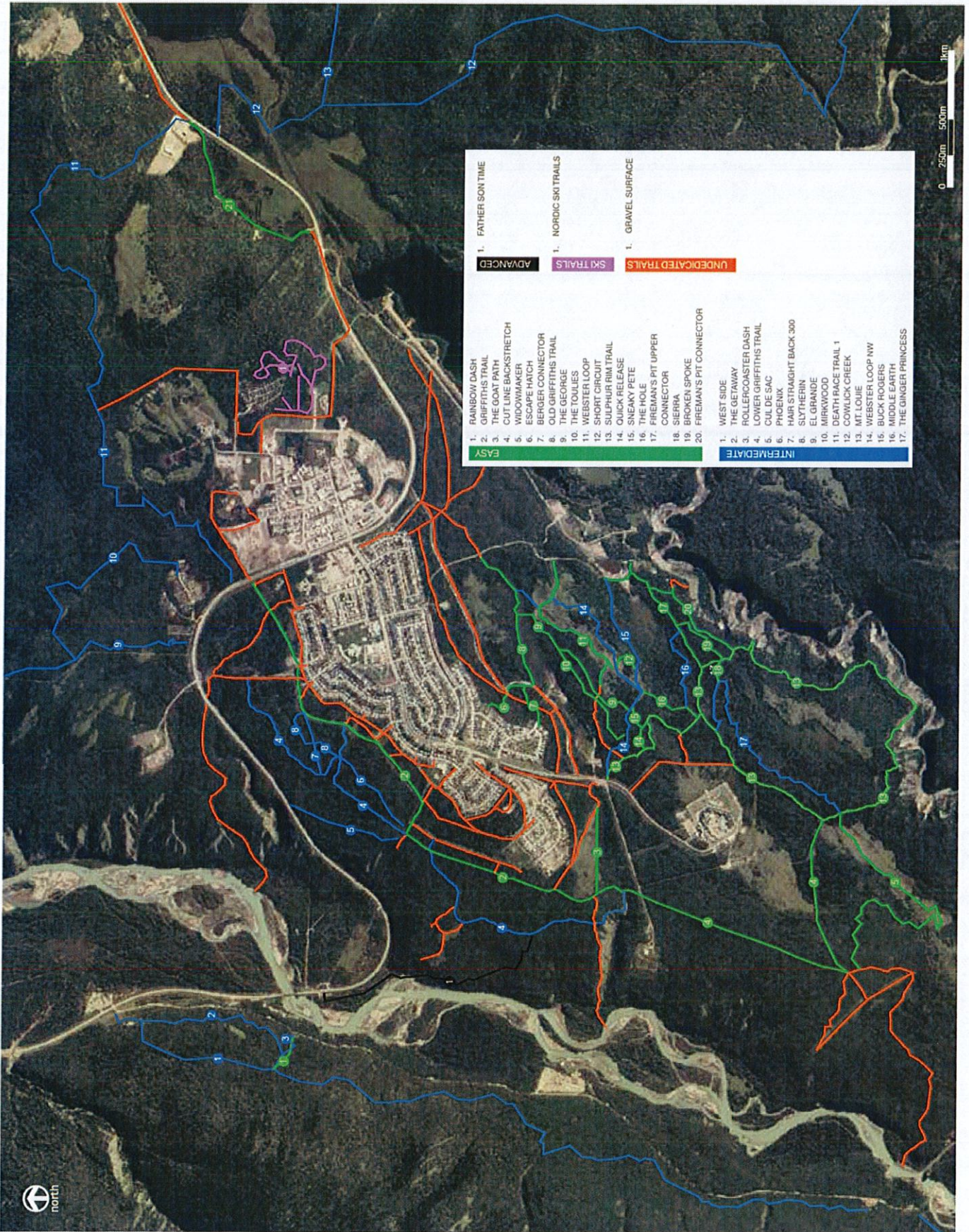
Trails Recommendations

Next Steps









Current trails system

Presentation Summary

Project Scope and Need

Stakeholder Engagement

Recreation Recommendations

Trails Master Plan

Trails Recommendations

Next Steps

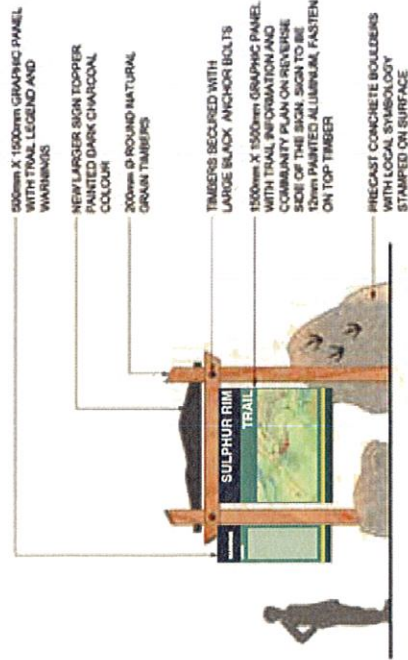


Community mobility network

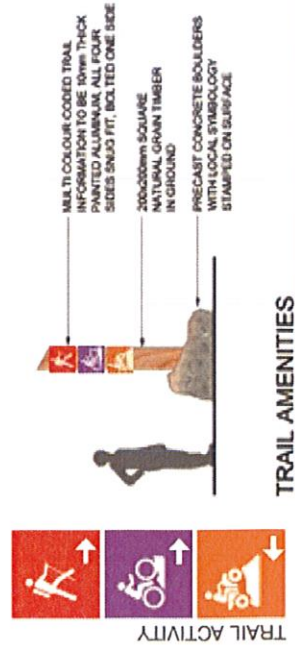
TRAIL SIDE WAYFINDING SIGNAGE

GRANDE CACHE

May 2019



TRAIL HEAD WITH MAPPING

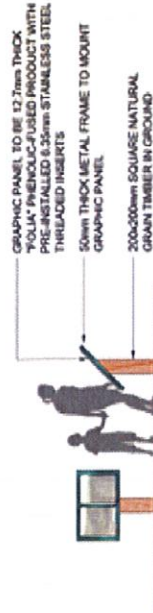


TRAIL AMENITIES

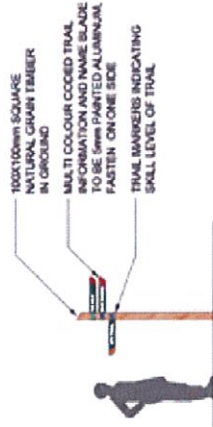
OPTION 1



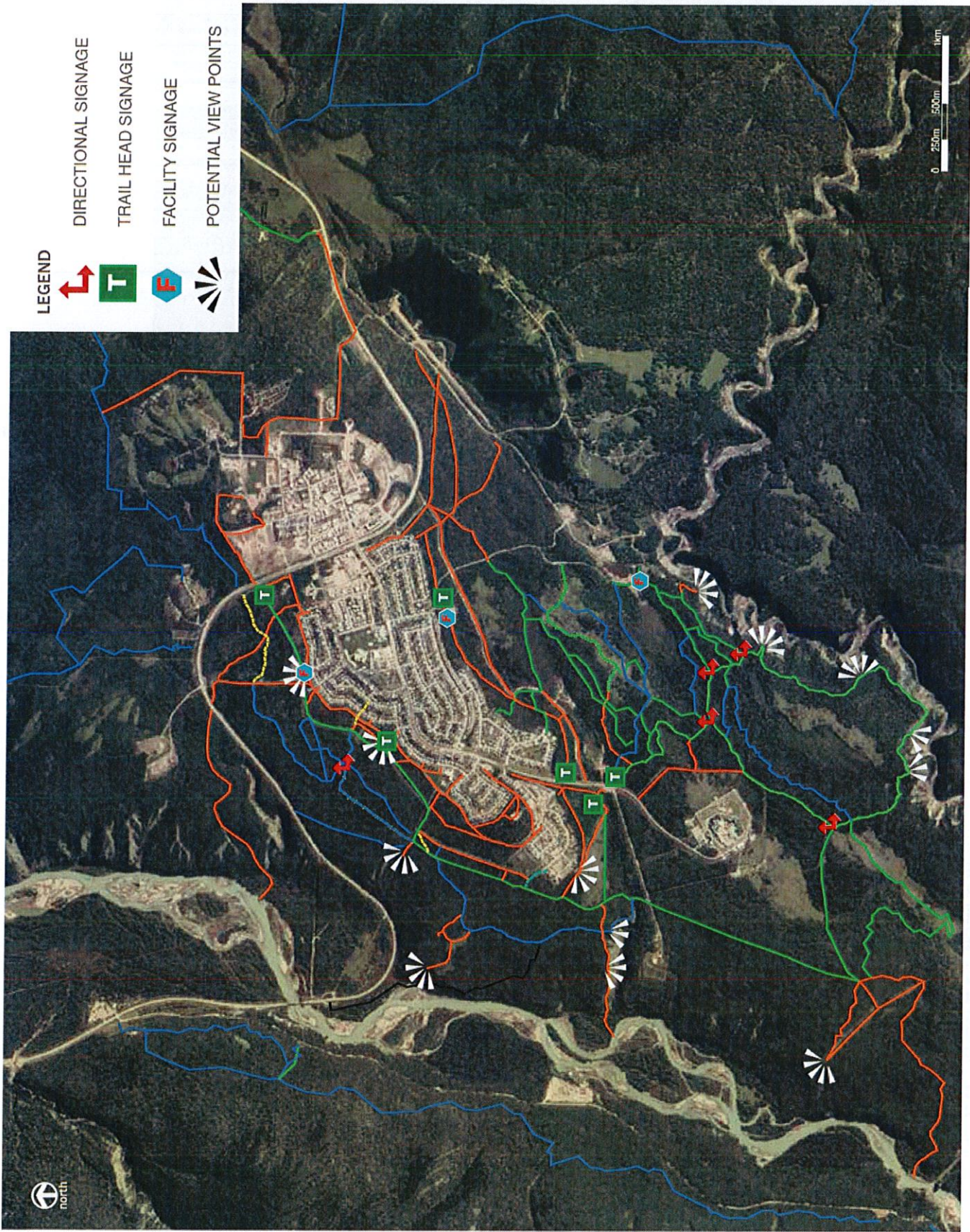
TRAIL ENTRANCE



INTERPRETIVE SIGNS



TRAIL NAMES AND MARKERS



Trail amenity strategy

10.10 TRAIL DEVELOPMENT RECOMMENDATIONS

Figure 41 identifies an inventory of existing trails and trail amenities as well as proposed trail and trail amenity development.

The following recommendations relate specifically to trails. Not all goals can be achieved at once, and as such the following goals have been identified as potential near-term 1-3 years, **medium term 4-10 years** or long-term more than 10 years measures:

A comprehensive wayfinding strategy needs to be completed. A family of signs including trail head, regulatory, information, trail name, distance markers, designation of permitted trail user types, and interpretive signage needs to be standardized. The various groups involved in trail signing, planning and construction should be working off a coordinated effort and a unified signage strategy;

Accessibility is key to ensuring trails can be used by all people with all abilities. Trails should be developed where possible using universal accessibility guidelines for outdoor recreation;

Some trails should be abandoned. Examples include trail segments that encroach on land controlled by the Grande Cache Institution, those passing through unstable land such as bogs and those that are redundant to other nearby trail links. There are some areas with redundant trails where two parallel trails can be found, and preferred alignments should be chosen with redundant trails abandoned and reclaimed;

More trail heads are required. Currently there are only two formal trail heads with adequate welcoming signage, neither of which are located at the edge or within walking distance of most homes. Developing strategically placed trail heads in the community is essential to promote trail use, particularly to make the trails more enticing to visitors;

High quality trail maps should be made available on the municipal website for people to view and download, and hard copy maps should be created and made available at the Tourism Centre and at trail heads;

More stringent erosion and sediment control BMPs should be used, to protect adjacent ecosystems and to reduce long-term maintenance obligations on trails;

Off-leash and uncontrolled dogs are very common in the trail system. Without a designated off-leash dog area in the community, there are no formal alternatives for off-leash dog walking, and a dog park would be beneficial to alleviate conflicts on trails;

Trail development must be mindful of the legislative framework applied to trail development, at both the Provincial and Federal levels of government;

There are many instances of encroachment by private property owners onto public land around Grande Cache, and this perimeter lane is often used as a primary connection to the trail system. More bylaw enforcement is essential to take back this public right-of-way and not have it impeded by encroachment;

Some trails should be designated to specific users. For example, a collection of single-track bike trails should prohibit ATV use in order to preserve the integrity of narrow trails that are sought after by some bike enthusiasts. As a signage program is implemented, the separation of uses can be formalized; and

All current modes of trail use must be accommodated in some fashion. For example, prohibiting ATV users from the entire trail system is unreasonable.

Phased implementation strategy

Presentation Summary

Project Scope and Need

Stakeholder Engagement

Recreation Recommendations

Trails Master Plan

Trails Recommendations

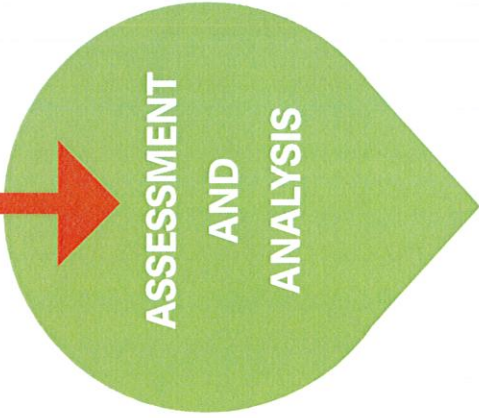
Next Steps

BACK GROUND

- review best practices
- site analysis and inventories
- population and demographics
- previous studies and reports
- trends and leading practices

ENGAGEMENT SESSIONS

- four stakeholder workshops
- community household survey
- public open house
- council presentation



CONCURRENT PROJECTS

- community wayfinding program
- signage strategy
- campground upgrades
- ball diamond area upgrades

RECREATION AND TRAILS MASTER PLAN

Study Process

Grande Cache Recreation and Trails Masterplan Council Summary Presentation



John Buchko, Principal

EDS Group Inc.



REQUEST FOR DECISION

SUBJECT: Bylaw 19-831 Business Licensing Bylaw
SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: December 16, 2019 CAO: DT MANAGER:
DEPARTMENT: ECONOMIC DEVELOPMENT GM: SW PRESENTER: DL
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

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

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole discuss Bylaw 18-831 “Business Licensing Bylaw”.

BACKGROUND/PROPOSAL:

Bylaw 19-831 is a consolidation of the business license bylaws of Greenview and the former Town of Grande Cache. In the past, Greenview has made business licenses optional for businesses in Greenview. With the addition of Grande Cache, and the increasing number of businesses in other areas of Greenview, administration believes making business licenses mandatory for businesses operating in Greenview is in the best interest of the municipality.

Business licenses help ensure that the businesses operating within Greenview are operating in compliance with other municipal bylaws, as well as provincial legislation. In addition, a business license bylaw helps regulate the activities of businesses within Greenview in a consistent manner.

Another change to this bylaw is that Economic Development rather than Planning and Development will administer it.

Highlights of Bylaw 19-831:

- Business licenses are mandatory for all businesses operating within Greenview.
- Special provisions for hawkers, peddlers, mobile food vendors, temporary business licenses and special events are included.
- Licenses are renewed annually.
- Appeal provisions added.
- There is a grace period included for a portion of 2020 to allow for businesses to adapt to the new system without being penalized or in contravention of the bylaw until April 1, 2020.
- Both the former Greenview bylaw and the Grande Cache bylaw are repealed by this bylaw.

Council requested additional clarity on the following items:

- Resident vs. non-resident business clarified with the addition of Temporary business. Council raised the question about temporary businesses. In this bylaw resident refers to the physical location of the business not the individual who owns the business. This is how it is distinguished in the schedule of fees. Temporary business was added as a definition as there are temporary business licenses available.
- Cost was requested to be adjusted, that is being proposed in a schedule of fees amendment.
- Fire code concerns were raised so a compliance clause was included in section 7.2, where the business licensee is responsible to comply with all bylaws and policies of Greenview and any provincial or federal legislation or regulation including health code and fire code.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a single Business Licensing Bylaw that applies to all areas of Greenview and allows for consistent administration of business licenses in Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to have business licenses remain optional, however this is not recommended as it would not allow administration to regulate business activities in Greenview.

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 bring the bylaw back for third reading.

ATTACHMENT(S):

- Bylaw 00-324
- Grande Cache Bylaw 787
- Bylaw 19-831



BYLAW NO. 00-324

of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, relating to the Licensing and Regulation of Businesses, Occupations and Properties in the Municipal District of Greenview.

PURSUANT TO the provisions of the Municipal Government Act, being Chapter M-26.1, R.S.A. 1994 as Amended, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

Title

1. This bylaw may be cited as "The Licensing Bylaw."

Definitions

2. In this bylaw, unless the context otherwise requires:
 - a) "Act" means the Municipal Government Act, Chapter M-26.1, R.S.A., 1994 as amended or replaced from time to time.
 - b) "Applicant" means a person who applies for a license or a renewal of a license required by this bylaw.
 - c) "Carry on" means carry on, operate, perform, keep, hold, occupy, deal in or use, for gain, whether as principal or agent.
 - d) "Council" means the Municipal Council of The Municipal District of Greenview.
 - e) "Home occupation" means any person, firm or corporation carrying on any business out of a residence within The Municipal District of Greenview.
 - f) "License" means a license granted by The Municipal District of Greenview entitling the person to whom it is granted to carry on business therein specified in The Municipal District of Greenview.
 - g) "License Inspector" means the person appointed by resolution of Council.
 - h) "Licensee" means a person holding a valid and subsisting license issued pursuant to the provisions of this bylaw.
 - i) "Municipal District" means The Municipal District of Greenview No. 16, a municipal corporation in the Province of Alberta.
3. Council shall appoint a License Inspector to carry out the terms of this bylaw.

Powers and Duties

4. The powers and duties of the License Inspector are:
 - a) to receive all applications for licenses including the collection of money payable under this bylaw;
 - b) to ascertain that all information furnished by an applicant in connection with an application for license is true in substance and in fact;
 - c) the Municipal District, its employees and agents, while acting within the scope and course of their employment are exempt from any and all items and provisions of this bylaw.
 - d) to issue licenses.

5. Necessity for License

A business within the Municipal District may:

- a) carry on any undertaking, do any act, or use or have any article for which a license is required;
- b) apply for a business license.

License Fee

6. A person applying for a business license to carry on or operate any business, calling, trade or occupation within or partly within the Municipal District shall pay to the License Inspector, the license fee of TWENTY DOLLARS (\$20.00) for each new application, or TEN DOLLARS (\$10.00) for annual renewal.

Application Form

7. An applicant for a license may make application to the License Inspector on a form supplied by the License Inspector, furnishing such information as the form shall require and such additional information as the License Inspector may from time to time require, including:

- a) a statutory declaration, where required by the License Inspector, substantiating the information contained in the form;
- b) every Federal or Provincial Certificate, authority, license or other document or qualification that may be required in connection with the carrying on of a business;
- c) a Provincial License where required under any Provincial Act;
- d) any certificate or other approval required by any provision of this bylaw in respect of the business;
- e) the license fee payable in respect of the business as set out in this bylaw.

Home Occupation

8. No license shall be issued for a home occupation until the applicant is in possession of a valid development permit issued under the provisions of the Municipal District's Land Use Bylaw.

9. Where a business subject to licensing is carried on or intended to be carried on in more than one location, a license shall be required in respect of each place as though the business carried on in each were a separate business.

Compliance

10. Whenever an applicant for a license has complied with the terms of this bylaw and of any other bylaws applicable, he shall be entitled to the license applied for upon payment of the proper fee.

Duration

11. Every license issued under the provisions of this bylaw shall terminate at midnight on the 31st day of December of the year in which said license was issued unless:

- a) the license provides otherwise; or
- b) the license has been sooner canceled or forfeited.


Fees

12. Where a fee required has been paid by the tender of an uncertified cheque, the license:
- a) is issued subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the license; and
 - b) is automatically revoked if the cheque is not accepted and cashed by the bank on which it is issued.


Read a first time this 13th day of September, 2000.

Read a second time this 25th day of October, 2000.

Read a third time and finally passed this 25th day of October, 2000.



REEVE



MUNICIPAL MANAGER

**The Town of Grande Cache
BYLAW NO. 787**

BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE LICENCING AND CONTROL OF ANY BUSINESSES WITHIN THE TOWN OF GRANDE CACHE.

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

- Section 7 A council may pass bylaws for municipal purposes respecting the following matters:
- a) authorize council to pass bylaws for municipal purposes respecting business activities and persons engaged in business;
 - b) permit council to provide for a system of Licences, permits or approvals.

AND WHEREAS the Town of Grande Cache is of the opinion that it is desirable to establish a bylaw to regulate business activities and persons engaged in business within the municipal boundaries;

NOW THEREFORE BE IT RESOLVED that the Council of the Town of Grande Cache is duly assembled in Council Chambers at Grande Cache, Alberta, enacts as a bylaw the following:

1.0 NAME AND INTERPRETATION

1.1 This bylaw may be referred to as the Grande Cache Business Licence Bylaw.

1.2 In this Bylaw, except where otherwise defined:

- a) **Advertising** means any public notice meant to attract support for a business, including but not limited to:
 - (i) a poster;
 - (ii) a placard;
 - (iii) a flyer;
 - (iv) a sign;
 - (v) a newspaper display;
 - (vi) a television or radio announcement designed to sell a product or publicise a service, or vacancy; or
 - (vii) electronic media.
- b) **Applicant** means a person who applies for a licence or a renewal of a licence required by this bylaw.
- c) **Application** means a written application for a Business Licence and also includes an application to renew or amend a Business Licence, or a request for an exemption from the fees set pursuant to this bylaw.
- d) **Business** means any business, occupation, trade, employment, profession or provision of a service of any kind that is conducted for the purpose of earning income, whether or not it is conducted for the purposes of earning a profit.
- e) **Business Licence** means a licence issued pursuant to this bylaw.
- f) **Business Licence Inspector** means a person authorised by the Chief Administrative Officer to exercise the powers outlined in Section 2.0 of this bylaw and may include a member of the Royal Canadian Mounted Police or a Community Peace Officer of the Town of Grande Cache, pursuant to the Public Security Peace Officer Program and the Peace Officer Act, RSA 2006, Chapter P-3.5, as amended from time to time.
- g) **Calendar Year** means a length of time lasting a year beginning on January 1st and ending on December 31st.

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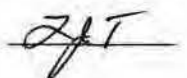


- h) **Chief Administrative Officer** means the Chief Administrative Officer of the Town of Grande Cache appointed by Council, or anyone designated by the Chief Administrative Officer to act on his/her behalf.
- i) **Carry On** means to carry on, continue, operate, perform, keep, hold, occupy, deal in or use a thing, object or practice for gain.
- j) **Charity or Non-Profit Organization** means a person, association of persons or a corporation, acting for charity or in the promotion of the general social welfare which cannot at any time distribute any dividend or profit to its members and includes:
- i) a religious society or organization,
 - ii) a service Club,
 - iii) a community, veterans or youth organization,
 - iv) a sport or fraternal organization or club,
 - v) an employers' or employees' organization,
 - vi) museums, galleries, cultural organizations and educational institutions, or
 - vii) other groups or organizations similar to those listed under i) – vi), in the opinion of the Business Licence Inspector.
- k) **Contractor** means a person who undertakes as principal or subcontractor to do, provide or carry on business within the limits of the Town of Grande Cache.
- l) **Council** means the duly elected officers of the Town of Grande Cache and the Chief Elected Officer.
- m) **Development Officer** means any person designated as such pursuant to the Town of Grande Cache's Land Use Bylaw.
- n) **Development Permit** means a permit issued pursuant to the Land Use Bylaw.
- o) **Federal or Provincial Licence** means any licence, permit or accreditation issued by the provincial or federal government, which is required to practice a certain profession, such as a law licence, a medical licence or a Chartered Accountant designation.
- p) **Hawker or Peddler** means a hawker, peddler, transient trader, itinerant seller or other person who:
- i) enters the Town of Grande Cache to buy, sell or otherwise deal in wares or merchandise, or offers or exposes for sale to any person, by means of samples, patterns, cuts, blue prints or pictures, wares or merchandise to be sold at that time or to be delivered afterwards or shipped to the Town of Grande Cache;
 - ii) sells merchandise or services, or both, on the street or elsewhere other than at a building that is their permanent place of business, but does not include any person operating a business within a residential dwelling, or any person selling a meat, fruit or other farm produce that has been produced, raised or grown by himself, or fish of his own catching.
- q) **Hawker/Peddler Licence** means a Business Licence granted by the Business Licence Inspector to a person who intends to carry on business in the Town of Grande Cache as a Hawker or Peddler.
- r) **Home-Based Business** means a home occupation carried on as a business within a dwelling pursuant to the Land Use Bylaw.
- s) **Land Use Bylaw** means the Land Use Bylaw of the Town of Grande Cache and all amendments thereto as approved by Council.

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- t) **Licencee** means the person that obtains a licence from the Town of Grande Cache pursuant to this bylaw.
- u) **Non-Resident Business** means a business that does not have a permanent office or place of business in the Town of Grande Cache but which carries on any business partly or wholly within the limits of the Town of Grande Cache.
- v) **Premises** means any office, residence, store, warehouse, factory, building, enclosure, yard or other place used for the purpose of carrying on a business.
- w) **Renewal** means a renewal of an existing Business Licence pursuant to this bylaw.
- x) **Resident Business** means a business physically located within the corporate limits of the Town of Grande Cache and includes Home-Based Businesses.
- y) **Scope** means a change of use or a change in intensity of use of a development pursuant to the Land Use Bylaw.
- z) **Special Event Licence** means a Business Licence granted by the Business Licence Inspector to a person who intends to carry on business as part of a special event in the Town of Grande Cache for a period of four (4) days or less, at the discretion of the Business Licence Inspector.
- aa) **Temporary Licence** means a temporary Business Licence granted by the Business Licence Inspector to a person who intends to carry on business in the Town of Grande Cache for a period to twenty one (21) days or less, at the discretion of the Business Licence Inspector.
- bb) **Violation Ticket** means the same as in the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended or repealed and replaced from time to time.

2.0 BUSINESS LICENCE INSPECTOR

The Business Licence Inspector shall:

- a) issue Business Licences, impose conditions on licences, or refuse to grant licences on just or reasonable grounds;
- b) refuse, revoke or suspend Business Licences under circumstances as noted under Section 11.2 of this bylaw;
- c) carry out inspections of premises, lands or buildings and make any inquiries necessary to ensure compliance with this bylaw and Section 17(2)(g) of the Freedom of Information and Protection of Privacy Act, including the power to obtain and verify information from other employees or agents of the Town of Grande Cache, other governments, government agencies or persons, so long as the purpose is for information pertaining to the Business Licence;
- d) be responsible for the administration and enforcement of this bylaw;
- e) exercise any other power or responsibility provided under this bylaw; and
- f) enforce penalties for violation of this bylaw.

3.0 NECESSITY OF A BUSINESS LICENCE

- 3.1 Except as provided for in Section Four (4.1) of this Bylaw, no person shall carry on or operate a business within the Town of Grande Cache without a valid Business Licence.

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- 3.2 Further to Section 4.1, any advertising of a business carried on or operating within the Town of Grande Cache shall be considered proof of the fact that a person is carrying on or operating a business.
- 3.3 Any person who carries on or operates a business at more than one premise shall obtain a separate Business Licence for each premise.

4.0 EXEMPTION FROM LICENCING REQUIREMENTS

- 4.1 The following organizations and operations do not require a Business Licence:
- a) Any person under 18 years of age providing individual light duty occasional service such as snow shovelling, babysitting, yard work, or newspaper delivery;
 - b) A vendor of goods only as part of the activities of a Farmer's Market as regulated by the Province of Alberta;
 - c) The following persons may carry on or operate a business in the Town of Grande Cache without a Business Licence:
 - i) the Crown in right of Alberta;
 - ii) the Crown in right of Canada;
 - iii) a Crown Corporation;
 - iv) the Town of Grande Cache; or
 - v) a person whose business is expressly exempted from the requirement of a Business Licence by a statute of the Legislature of Alberta or Parliament of Canada.

If only part of a business is covered by an exemption under this subsection, the person who carries on or operates the business must comply with this bylaw in respect of any part of the business that is not exempt.

- d) A non-resident business that supplies bulk goods for the purpose of resale to a resident business that holds a valid Business Licence.
- e) The Business Licence Inspector may, upon receipt of proof, waive a Business Licence fee upon receipt of an application for a fee waiver by a charity or non-profit organization that wishes to carry out fundraising activities. A vendor carrying on business as part of the fundraising activities is deemed to be included under the Business Licence obtained by the charity or non-profit organization provided the vendor is listed on the Business Licence obtained by the charity or non-profit organization. This does not apply to vendors carrying on business as part of a special event as defined in Section 1.2 (z).

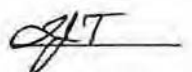
5.0 PREREQUISITES FOR A BUSINESS LICENCE

- 5.1 No business Licence shall be granted unless the applicant holds a valid development permit where required by the Land Use Bylaw for such a business.
- 5.2 No Business Licence shall be granted if the applicant fails to comply with any other bylaws of the municipality, or any laws of the Government of Alberta or the Government of Canada, that are relevant to the business in question.
- 5.3 When a required fee has been paid by cheque, the Business Licence is issued subject to it being cleared by the bank in question, and is automatically revoked if the cheque is returned by the applicant's bank for any reason.

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6.0 APPLICATION FOR A BUSINESS LICENCE

- 6.1** Application for a Business Licence shall be made by the owner of the business, or a representative designated with written authorization from the owner, in the form required by the Business Licence Inspector and requires the following:
- a) the applicant's full name;
 - b) the name of the business and any trade name under which the business is to be conducted;
 - c) the phone number of the business, along with the fax number, if applicable;
 - d) the operating and mailing address of the business;
 - e) the website of the business, if applicable;
 - f) the email address of the business, if applicable;
 - g) the proper name of the owner of the business if separate from the applicant's name under subsection 6.1(i);
 - h) the emergency contact information of the owner or applicant, or another individual designated by the owner;
 - i) the Business Licence fee specified under the Fee Schedule, unless that business is exempt under Section 4.1(c) of this bylaw;
 - j) the applicant's signature; and
 - k) any other information as deemed necessary by the Business Licence Inspector.
- 6.2** An applicant shall not submit any information with respect to an application that is misleading, false or inaccurate.

7.0 APPLICATION REVIEW AND DECISION

- 7.1** The Business Licence Inspector shall consider each complete application, or request for a waiver of fees, as provided under Section 4.1(e) of this bylaw, and will provide a decision within thirty (30) consecutive days of receipt of the complete application or request.
- 7.2** Subject to Section 4.1 (e), no Business Licence shall be granted if the applicant fails to provide the appropriate fee to the Business Licence Inspector as outlined in the Fee Schedule, which must be provided with the initial application as noted under Section 6.1 (i) of this bylaw.
- 7.3** A person who intends to carry on business as a Hawker or a Peddler may apply to the Business Licence Inspector for a Hawker/Peddler Licence. A Hawker/Peddler Licence shall expire at 12:00 am (midnight) on the day stated on the licence, and may be renewed by the Business Licence Inspector upon payment of the appropriate fee.
- 7.4** A person who intends to carry on a temporary business may apply to the Business Licence Inspector for a Temporary Business Licence. A Temporary Business Licence shall expire seven (7) days after the date stated on the Licence, and may be renewed by the Business Licence Inspector upon payment of the appropriate fee.

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8.0 CONDITIONS OF BUSINESS LICENCE

- 8.1 The Licencee shall post their licence in a conspicuous place on the premises of their business, or where the business is otherwise being carried on, so it is visible to the patrons or customers of the business. If the Licencee does not occupy premises for the purposes of carrying on their business, they shall produce their licence for the Business Licence Inspector or any other person duly authorized by the Town of Grande Cache upon request. Failure to produce or display a Business Licence will be considered an offence.
- 8.2 The Licencee shall ensure that the operation of their business complies with the conditions set out in their licence and any other applicable bylaws and federal and/or provincial statutes/regulations.
- 8.3 The Licencee shall promptly inform the Business Licence Inspector of any changes in:
 - a) the address of the business;
 - b) the telephone, fax, email or website address of the business;
 - c) the name of the business;
 - d) the type of business carried on by the Licencee;
 - e) the ownership of the business, and
 - f) change in the scope of the business.
- 8.4 If a business ceases to carry on the business for which a licence is granted, the Licencee shall notify the Business Licence Inspector.
- 8.5 A Licencee will provide access to their business premises at all reasonable times to the Business Licence Inspector, after being properly identified, for the purpose of ascertaining if the provisions of this bylaw are being complied with. The Licencee who allows or causes to allow any hindrance, prevention or refusal of access to the properly identified Business Licence Inspector to the premises shall be guilty of an offence.

9.0 LICENCE EXPIRY AND RENEWAL

- 9.1 A Business Licence shall expire on December 31st of the calendar year in which it was issued.
- 9.2 A Licencee who pays the renewal fee before their previous licence expires shall be issued a new Business Licence upon the expiry of their previous licence subject to the provisions of this bylaw.
- 9.3 The fee payable for a Business Licence issued between January 1st and June 30th in any calendar year shall be the licence fee for the full year as determined by the Fee Schedule. The fee payable for a Resident or Non-Resident Business Licence issued between July 1st and December 31st shall be 50% of the licence fee for the full year as determined by the Fee Schedule.
- 9.4 If the Licencee does not pay the appropriate renewal fee by January 31st of the calendar year after their previous Business Licence has expired, their licence is hereby revoked as per Subsection 11.2 (e) of this bylaw and the Licencee is subject to Violation Tickets as stated in Section 15 of this bylaw, if they continue to operate their business.
- 9.5 Upon refusing to issue or renew a Business Licence, the Business Licence Inspector must give written notice of the decision for refusal, setting out in general terms for the applicant the reasons for the decision and provide information on how the applicant may appeal the decision.

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9.6 Where a notice is sent, given or served by mail, and the document is properly addressed and sent by prepaid regular mail, unless the contrary is proven, the service shall be presumed to be effected seven (7) days from the date of mailing if the document is mailed in Alberta to an address in Alberta.

10.0 TRANSFER OR SALE OF BUSINESS LICENCE

10.1 With the exception of home-based businesses, a Licencee may transfer their Business Licence to a new owner upon submission of an application, provided that the new Licencee intends to carry on the same business as the previous Licencee and there is no change of use or a change in intensity of use and provided that the conditions in Section 10.2 of this Bylaw have been met.

10.2 A transfer made under Section 10.1 must:

- a) be made within five business days of the transfer of the business;
- b) provide a copy of transfer documentation satisfactory to the Business Licence Inspector; signed by both the Licencee and the person to whom the business is being transferred; and
- c) include any changes in the information that must be submitted to the Business Licence Inspector as defined in Section 6.1 and Section 8.4.

10.3 If an application for a transfer is not made within the time specified in Subsection 10.2 (a), the Business Licence is revoked pursuant to Section 11.1 (f) the sixth (6th) business day following the transfer of the business.

10.4 Business Licences for home-based businesses are non-transferable.

11.0 CANCELLATION OR REVOCATION OF BUSINESS LICENCE

11.1 A Licencee may choose to cancel their Business Licence upon written request to the Business Licence Inspector. The licence fees are not refundable.

11.2 The Business Licence Inspector may suspend or revoke a Business Licence under the following:

- a) if the Licencee violates any conditions that may have been imposed on the Business Licence when it was first issued;
- b) if the Licencee violates this or any other applicable bylaws of the Town of Grande Cache;
- c) if the Licencee is found to have provided false information on their licence application;
- d) when any required certificate, authority, licence or other document issued by the Government of Canada or the Government of Alberta and legally required for the operation of the business covered by the licence is suspended, cancelled, terminated or surrendered;
- e) when a fee or fine owed by the Licencee has not been paid within the appropriate amount of time;
- f) if, upon review by a Development Officer, a new Licencee obtains a transferred licence under Section 10.1 of this bylaw and intends to make any changes to the nature of their new business that constitute a change of scope, such that a new development permit must be obtained; or

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- g) when an applicant's or Licencee's cheque provided as payment for a fee or fine is returned by the applicant's bank for any reason on which it was issued, as noted in Section 5.3 of this Bylaw.

11.3 When a Business Licence will be revoked under Section 11.2, the Business Licence Inspector shall notify the Licencee by:

- a) personal service of a notice on the Licencee; or
- b) by mailing a notice to the Licencee to the Licencee's business location or residential address where a notice is sent, given or served by mail, and the document is properly addressed and sent by prepaid regular mail, unless the contrary is proven, the service shall be presumed to be effected seven (7) day from the date of mailing if the document is mailed in Alberta to an address in Alberta.

11.4 Upon revoking or suspending a Business Licence, the Business Licence Inspector must give written notice of the revocation or suspension, setting out in general terms for the Licencee the reasons for the revocation or suspension, and in the case of a suspension the period of the suspension, and provide information on how the Licencee may appeal the suspension or revocation to the Chief Administrative Officer.

11.5 If a Business Licence is suspended, the Licencee may resume operation when the Business Licence is reinstated, either by decision of the Business Licence Inspector or Council under Section 12.7 of this bylaw.

12.0 APPEALS

12.1 Except as noted under Section 12.2, an applicant who has been refused a Business Licence may appeal to the Chief Administrative Officer when an application for a Business Licence has been refused or an existing Business Licence has been suspended or revoked under Section 11.2 of this bylaw.

12.2 An applicant may not appeal a refusal to issue or renew a licence if the reason for the refusal is the failure to pay any violation ticket fee or provide any required information.

12.3 An appeal made under Section 12.1 of this bylaw must be made by the applicant to the Chief administrative Officer within thirty (30) days of receipt as laid out in Section 9.5 and Section 11.3.

12.4 An appeal shall be made in writing to the Chief Administrative Officer. The appeal form shall contain:

- a) the name of the applicant and contact information, including but not limited to mailing address and telephone number;
- b) information relating to the decision being appealed regarding the refusal of the issuance of, or the revocation or suspension of, a business licence;
- c) grounds for appeal; and
- d) any other information the Chief Administrative Officer considers necessary.

12.5 Upon receipt of a notice, the Chief Administrative Officer shall review the notice of appeal to ensure that it has been completed in accordance with the regulations of this bylaw. If the Chief Administrative Officer determines that the appeal has not been properly completed, they shall notify the applicant, who will have three (3) days from receipt of the Chief Administrative Officer's notice to correct any insufficient information.

Chair Initial



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- 12.6 Upon confirming that an appeal is complete, the Chief Administrative Officer shall arrange for Council to hear the appeal at the next available meeting, providing a copy of the appeal to the Business Licence Inspector and advising both the Business Licence Inspector and the applicant of the date, time and place of the hearing.
- 12.7 Council shall hear the appeal within thirty (30) days of a properly filed appeal being received by the Chief Administrative Officer.
- 12.8 At the appeal hearing, Council shall hear from the Business Licence Inspector and the applicant, and may hear from any other person who may be affected by the decision or accept any other evidence deemed relevant to the case.
- 12.9 After hearing the appeal, Council may:
- a) direct that a Business Licence be issued, with conditions, by the Business Licence Inspector;
 - b) direct that the applicant's licence fee be refunded; or,
 - c) uphold the revocation, suspension or refusal of renewal on grounds which appear just and reasonable.
- 12.10 The decision of Council shall be final and binding.

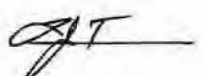
13.0 PENALTIES

- 13.1 Any person who contravenes, disobeys, refuses or neglects to obey any provision of this bylaw by doing an act or thing which they are prohibited from doing herein or failing to do any act or thing they are required to do herein, is guilty of an offence and is liable, upon summary conviction, to the appropriate fine as outlined under the Fee Schedule.
- 13.2 Where a person is convicted of carrying on a business for which a licence fee is payable, without having paid the fee, the court may direct payment of the applicable licence fee to the Town of Grande Cache, in addition to any fine imposed.
- 13.3 Where a business is being carried on in contravention of this bylaw, or where a breach of the bylaw is of a continuing nature, then in addition to any other remedy or any penalty imposed by this bylaw the Town of Grande Cache may, in any of these cases, apply to a judge at the Court of Queen's Bench of Alberta by way of action or originating notices for an injunction or other order, prohibiting the person so contravening the bylaw from continuing to carry on the business without complying with the provision of the bylaw applicable to the business for which the licence is required.
- 13.4 Violation Tickets
- a) Subject to the entry notice provisions of the Act, a designated officer of the Town of Grande Cache, bearing proper identification, may enter onto the land to conduct an inspection in order to determine whether or not this bylaw is being complied with.
 - b) A Peace Officer may issue a violation Ticket to any person whom the Peace Officer has reasonable grounds to believe has contravened any provision of this bylaw.

Chair Initial



CAO Initial



- c) A Violation Ticket issued with respect to a violation of this bylaw shall be served upon the person responsible for the contravention in accordance with the Provincial Offences Procedure Act, RSA 2000, Chapter P-34, as amended.
- d) The person to whom the Violation Ticket has been issued may plead guilty by making a voluntary payment in respect of the summons by delivering to the Provincial Court, on or before the initial appearance date, the Violation Ticket together with an amount equal to the specified penalty for the offence as provided as specified under the Fee Schedule.
- e) When a clerk records in the Court records the receipt of a voluntary payment pursuant to Section 26(2) of the Provincial Offences Procedure Act, the act of recording constitutes acceptance of the guilty plea and also constitutes the conviction and the imposition of a fine in the amount of the specified penalty.
- f) In the case of an offence that is of a continuing nature, a contravention constitutes a separate offence in respect of each day, or part of a day, on which the offence continues and any person guilty of such an offence is liable to a fine in an amount not less than that established in this Part of each such day.

13.5 Nothing in this bylaw shall prevent:

- a) any person from exercising his right to defend any charges of committing a breach of any provision of this bylaw;
- b) any Community Peace Officer or the Business Licence Inspector from recording any information or laying a complaint in lieu of serving a voluntary payment; or
- c) any person from exercising their legal rights such person may have to lay information or a complaint against any person (whether such person has made payment under the provisions of this bylaw or not) for a breach of any provision of this bylaw.

14.0 TRANSITION

- 14.1 A business Licence granted under Bylaw No. 678 and all amendments thereunto shall continue to be valid under this bylaw until its official expiry date, at which time the Licencee must apply for a new licence as required by this bylaw.

15.0 ANNUAL REVIEW

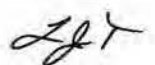
- 15.1 This bylaw shall be reviewed annually no later than the end of October in conjunction with the annual budget process.

16.0 SEVERABILITY

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

- 17.0 That Bylaw Nos. 331 and 678 is hereby repealed.

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



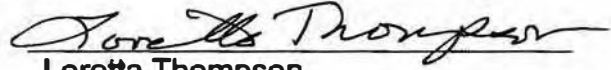
READ a first time this fourteenth day of January, 2015

READ a second time this twenty-eighth day of January, 2015

READ a third time and finally passed this twenty-fifth day of March, 2015



**Herb Castle
Mayor**



**Loretta Thompson
Chief Administrative Officer**

SCHEDULE 'A'

Fees, Fines and Penalties

Business Licence Fees

Resident Business

January 1 st	\$100.00
After July 1 st	\$ 50.00

Non-Resident Business

January 1 st	\$250.00
After July 1 st	\$125.00

Resident Hawkers or Peddlers	\$ 45.00 per year
Or	\$ 35.00 per day

Non Resident Hawkers or Peddlers	\$130.00 per year
Or	\$ 50.00 per day

Temporary Resident	\$ 50.00
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Temporary Non-Resident	\$ 75.00
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Resident Special Event Licence	\$ 25.00
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Non-Resident Special Event Licence	\$ 50.00
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Fines and Penalties

Every person who commits an offence against this Bylaw is liable to a fine and penalty of not more than Two Thousand Five Hundred Dollars (\$2,500.00) and not less than double the applicable license fee.

Every person who commits an offence of a continuing nature is liable to a fine not exceeding Two Thousand Five Hundred Dollars (\$2,500.00) for each day such offence is continued.



BYLAW NO. 19- 831 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to provide for the licensing and control of any businesses within the M.D of Greenview.

Whereas, The Alberta Municipal Government Act, R.S.A 2000, Chapter M-26 as amended, provides that a Council may pass bylaws for municipal purposes respecting the following matters:

- a. Authorize Council to pass bylaws for municipal purposes respecting business activities and persons engaged in businesses;
- b. Permit Council to provide for a system of licenses, permits or approvals.

And whereas, The M.D of Greenview is of the opinion that it is desirable to establish a bylaw to regulate business activities and persons engaged in business within municipal boundaries;

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

1. Title

- 1.1 This bylaw may be referred to as the “Business Licensing Bylaw.”

2. Definitions

- 2.1 **Advertisement** means any public notice meant to attract support for a business, including but not limited to:
 - a. Posters;
 - b. Placards;
 - c. Flyers;
 - d. Signs;
 - e. Newspaper displays;
 - f. Television or radio announcement designed to sell a product or publicize a service, vacancy; or
 - g. Other electronic media.
- 2.2 **Applicant** means a person who applies for a license or renewal of a license required by this bylaw.
- 2.3 **Application** means a written application for a business license and also includes an application to renew or amend a business license, or request an exemption from the fees pursuant to this bylaw.
- 2.4 **Business** means any business, occupation, trade, employment, profession or provision of a service of any kind that is conducted for the purpose of earning income, whether or not it is conducted for earning a profit.



BYLAW NO. 19- 831 of the Municipal District of Greenview No. 16

- 2.5 **Business License** means a license issued pursuant to this bylaw.
- 2.6 **Business License Inspector** means a person authorized by the CAO to exercise the powers outlined in Section 6 of this Bylaw.
- 2.7 **Calendar Year** means a length of time lasting a year beginning on January 1 and ending on December 31.
- 2.8 **CAO** means the Chief Administrative Officer for the M.D of Greenview No. 16 appointed by Council.
- 2.9 **Charity or Non-Profit Organization** means a person, association of persons, or a corporation acting for charity or in the promotion of general social welfare which cannot at any time distribute any dividend or profit to its members and includes:
- a. A religious society or organization
 - b. A service club
 - c. A community, veterans, or youth organization
 - d. A sport or fraternal organization or club
 - e. An employers' or employees' organization
 - f. Museums, galleries, cultural organizations, and educational institutions, or
 - g. Other groups or organizations similar to those listed above in the opinion of the Business License Inspector.
- 2.10 **Contractor** means a person who undertakes as principal or subcontractor to do, provide or carry on business within Greenview.
- 2.11 **Council** means the Reeve and Councillors duly elected in the M.D of Greenview and who continue to hold office.
- 2.12 **Development Officer** means any person designated by the CAO as such pursuant to the M.D of Greenview Development Authority Establishment Bylaw 95-159 as amended.
- 2.13 **Development Permit** means a permit (which may include attachments) issued pursuant to the Land Use Bylaw, as amended authorizing a development for use.
- 2.14 **Enforcement Officer** means a member of the Royal Canadian Mounted Police, a Peace Officer appointed pursuant to the Peace Officer Act, or a Bylaw Enforcement Officer.
- 2.15 **Federal or Provincial License** means any license, permit, or accreditation issued by the provincial or federal government, which is required to practice a certain profession, such as a law license, medical license, or a chartered accountant designation.
- 2.16 **Greenview** means the Municipal Corporation of the M.D of Greenview No. 16.
- 2.17 **Hawker or Peddler** means any person who goes from place to place, or to a particular place, with goods, wares, merchandise or foodstuffs for sale, or who carries



BYLAW NO. 19- 831 of the Municipal District of Greenview No. 16

- or displays samples, patterns or specimens of any goods, wares or merchandise for which orders are taken and that are to be delivered in Greenview afterwards.
- 2.18 **Hawker/Peddler License** means a license issued by a business license inspector to a person who intends to carry on a business in Greenview as a hawker or peddler.
- 2.19 **Home Based Business** means a Home Occupation (Major) or Home Occupation (Minor) carried on as a business within a dwelling pursuant to the Land Use Bylaw.
- 2.20 **Home Office Business** means an accessory development within a dwelling unit for a business that involves a professional or service office operated by a permanent resident and which does not involve any external signage, keeping of products or goods related to the business on-site, client or customer visitations including deliveries, and employees;
- 2.21 **Land Use Bylaw** means the Land Use Bylaw of Greenview and all amendments thereto as approved by Council.
- 2.22 **Licensee** means the person that obtains a license from Greenview in pursuant to this bylaw.
- 2.23 **Mobile Vendor** means an individual selling food, services, merchandise, or other products from a mobile vehicle, cart, trailer or stand or other primary piece of equipment, which may operate at various locations within Greenview.
- 2.24 **Non-Resident Business** means a business that does not have a permanent office or place of business located in Greenview, but which carries on any business.
- 2.25 **Premises** means any office, residence, store, warehouse or factory, building enclosure, yard or other place used for carrying on a business.
- 2.26 **Renewal** means a renewal of an existing business license pursuant to this bylaw.
- 2.27 **Resident Business** means a business physically located within the corporate limits of the M.D of Greenview and includes a home-based business.
- 2.28 **Special Event License** means a business license granted by a business license inspector to a person who intends to carry on a business as part of a special event in Greenview for a period of four (4) days or less, at the discretion of the business license inspector.
- 2.29 **Temporary Business** means a business that is temporarily located within the M.D of Greenview from time to time.
- 2.30 **Temporary License** means a temporary business license granted by the business license inspector to a person who intends to carry on a business in Greenview for a period of twenty-one (21) days or less, at the discretion of the business license inspector.



BYLAW NO. 19- 831 **of the Municipal District of Greenview No. 16**

2.31 **Violation Ticket** means the same as in the Provincial Offences Procedures Act, R.S.A. 2000, Chapter P-34, as amended from time to time.

3. Application

- 3.1 This bylaw shall apply to all businesses operating within the corporate limits of Greenview.
- 3.2 Except where provided for in this bylaw, no person shall carry on or operate a business within Greenview without a valid business license.
- 3.3 Any advertising of a business carried on or operating within Greenview shall be considered proof of the fact that a person is carrying on or operating a business.
- 3.4 Any person who carries on or operates a business at more than one premise shall obtain a business license for each premise.
- 3.5 A business license shall be required for all resident businesses in Greenview as of January 1, 2020. Businesses operating without a valid business license after January 1, 2020 will not be penalized for a contravention of this bylaw, so long as they obtain a valid business license before April 1, 2020.

4. Exemptions

- 4.1 The following organizations do not require a business license:
 - 4.1.1 Any person under eighteen (18) years of age.
 - 4.1.2 Charities or registered non-profit organizations.
 - 4.1.3 A vendor of goods only as part of the activities of a Farmers' Market as regulated by the Province of Alberta.
 - 4.1.4 The following persons may carry on or operate a business in Greenview without a business license
 - 4.1.4.1 The Crown in right of Alberta;
 - 4.1.4.2 The Crown in right of Canada;
 - 4.1.4.3 A Crown Corporation;
 - 4.1.4.4 The M.D of Greenview; or
 - 4.1.4.5 A person whose business is expressly exempted from the requirement of a business license under a statute of Alberta or Canada.

If only part of a business is covered by an exemption under this section, the person who carries or operates the business must comply with this bylaw in respect to any part of the business that is not exempt.

- 4.1.5 A non-resident business that supplies bulk goods for the purpose of resale to a resident business.



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- 4.1.6 A non-resident business that provides other services to residents of Greenview or to resident businesses of Greenview.

5. Prerequisites for a Business License

- 5.1 The applicant must hold a valid development permit where required by the Land Use Bylaw for such a business, except on municipally owned land, which requires a written agreement with Greenview.
- 5.2 The applicant must comply with any other bylaws of the municipality, or any laws of the Government of Alberta or the Government of Canada, that are relevant to the business in question.
- 5.3 When the required fee has been paid, the business license is issued subject to it being cleared by the bank in question, and is automatically revoked if the form of payment is returned by the applicant's bank for any reason.

6. Authorities

- 6.1 Business License Inspector(s)
- 6.1.1 Issue business licenses, impose conditions on licenses, or refuse to grant licenses on justifiable grounds.
- 6.1.2 Refuse, revoke or suspend business licenses in accordance with this bylaw.
- 6.1.3 Carry on inspections of premises, lands or buildings and make any inquiries necessary to ensure compliance with this bylaw and Section 17(2)(g) of the Freedom of information and Protection of Privacy Act, including the power to obtain and verify information from other employees or agents of Greenview, other governments, government agencies or persons, so long as the purpose is for information pertaining to the business license.
- 6.1.4 Be responsible for the administration of this bylaw.
- 6.1.5 Exercise any other power or responsibility provided under this bylaw.
- 6.2 Enforcement Officer(s)
- 6.2.1 Carry on inspections of premises, lands or buildings and make any inquiries necessary to ensure compliance with this bylaw and Section 17(2)(g) of the Freedom of information and Protection of Privacy Act, including the power to obtain and verify information from other employees or agents of Greenview, other governments, government agencies or persons, so long as the purpose is for information pertaining to the business license.
- 6.2.2 Enforce penalties for violation of this bylaw.



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7. Conditions of a Business License

- 7.1 The licensee shall post the license in a conspicuous location on the premises of their business, or where the business is otherwise being carried on, so it is visible to the patrons and customers of the business. If the licensee does not occupy the premises for the purpose of carrying on their business, they shall produce their license for the business license inspector or any other person duly authorized by Greenview upon request. Failure to produce or display a business license will be considered an offence.
- 7.2 The licensee shall ensure the operation of the business complies with any conditions set out in their license and any other applicable bylaws, and federal or provincial statutes or regulations, including Health Code and Fire Code.
- 7.3 The licensee shall promptly inform the business license inspector of any changes in:
- 7.3.1 The address of the business;
 - 7.3.2 The telephone, fax, email, or website of the business;
 - 7.3.3 The name of the business;
 - 7.3.4 The type of business carried on by the licensee;
 - 7.3.5 The ownership of the business; and
 - 7.3.6 Change in scope of the business.
- 7.4 If a business ceases to carry on the business for which the business license was issued, the licensee shall notify a business license inspector.
- 7.5 A licensee will provide access to their business premises at all reasonable times to the business license inspector, after being properly identified, for the purpose of ascertaining if the provisions of this bylaw are being complied with. The licensee who allows or causes to allow any hindrance, prevention, or refusal of access to the properly identified business license inspector to the premises shall be guilty of an offence.

8. Mobile Food Vendors

- 8.1 The following additional permits, application requirements, and conditions must be met by any mobile food vendors (including but not limited to Food Trucks, Food Trailers or Food Carts) prior to the approval of a business license:
- 8.1.1 A permit must be issued by Alberta Health Services and a copy of the inspection report shall be included with the application.



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- 8.1.2 A Discharge Management Plan must be included with the application and must describe where fats, oils, grease (FOG), refuse and litter will be disposed.
- 8.1.3 Proof of Public Liability Insurance with a minimum of \$2,000,000, with Greenview named as an additional insured party in the certificate of insurance.
- 8.1.4 Written permission authorizing the use of Private Land or from Greenview Administration to use municipal or public land.
- 8.2 Mobile food vendor equipment shall not be more than:
 - 8.2.1 8000 kilograms in weight;
 - 8.2.2 2.5 metres in width; and
 - 8.2.3 9.75 metres in length.
- 8.3 All elements associated with the mobile food vendor operations, including line-ups, signage, and waste receptacles shall not cause any vehicular or pedestrian obstructions or hazards.
- 8.4 Mobile food vendors require the permission of the event organizer to operate at a special event.

9. Special Events

- 9.1 An individual or organization that intends to hold a special event in Greenview must hold an appropriate special event license issued at the discretion of the business license inspector.
- 9.2 A person or organization must operate, conduct, and advertise the special event in accordance with the terms and conditions of the special event license issued.
- 9.3 Special Event Licenses will only be issued for events occurring on municipal or public lands or on lands zoned for commercial activity.
- 9.4 The Special Event Organizer must enter into a written agreement with Greenview for any event that is to take place on public or municipal property.
- 9.5 The following additional permits, application requirements, and conditions must be met by special event organizer prior to the approval of a special event license:
 - 9.5.1 A detailed written explanation of the applicant's plans to provide security and fire protection, water supplies and facilities, sewage and drainage facilities, food supplies and facilities, sanitation facilities, first aid facilities and services, vehicle parking spaces, vehicle access, policing and on site traffic control and if it is proposed or expected that spectators or participants will remain at night or overnight,



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the arrangements for illuminating the property and for camping or similar facilities. The applicant's plans shall include what provisions will be made for numbers of spectators in excess of the estimate, provisions for the clean-up of the property and provisions for the removal of garbage after the special event has concluded. The applicant shall include a site plan that clearly indicates the arrangement of the all facilities associated with the proposed concert or special event, including but not limited to those for parking and event ingress and egress;

- 9.5.2 Appropriate Alberta Liquor and Gaming Commission Licensing or any Alberta Health Services permissions required for the food or beverages served at the event.
- 9.5.3 Proof of Public Liability Insurance with a minimum of \$5,000,000, with Greenview named as an additional insured party in the certificate of insurance.
- 9.5.4 Anything else reasonably required by the business license inspector to process the application.

10. Term

- 10.1 A business license shall expire on December 31 of the calendar year in which it was issued.
- 10.2 A licensee who pays the renewal fee before their previous license expires shall be issued a new license upon the expiry of their previous license subject to the provisions of this bylaw.
- 10.3 The fee payable for a business license issued between January 1 and June 30 in any calendar year shall be the license fee for the whole year as determined in the Schedules of Fees, as amended from time to time. The fee payable for a business license issued between July 1 and December 31 shall be a portion of the whole year fee as determined in the Schedules of Fees.
- 10.4 If the licensee does not pay the appropriate renewal fee by January 1 of the calendar year after their previous business license has expired, their license is hereby revoked and the license is subject to violation tickets in accordance with this bylaw if they continue to operate a business.
- 10.5 Upon refusing to issue or renew a business license, the business license inspector must give written notice of the decision for refusal, setting out in general terms for the applicant the reasons for the decision and provide information on how the applicant may appeal the decision.



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10.6 Where a notice is sent, given, or served by mail, and the document is properly addressed and sent by prepaid regular mail, unless the contrary is proven, the service shall be presumed to be effected seven (7) days from the date of mailing if the document is mailed to an address in Alberta.

11. Transfer or Sale of Business Licenses

- 11.1 With the exception of home-based businesses, a licensee may transfer their business license to a new owner upon submission of an application, provided that the new licensee intends to carry on the same business as the previous licensee and there is no change of use or change in intensity of use and provided that the conditions of this bylaw have been met.
- 11.2 A transfer made under Section 10.1 must:
- 11.2.1 Be made within thirty (30) days of the transfer of the business;
 - 11.2.2 Include a copy of the transfer documentation satisfactory to the business license inspector; signed by both the licensee and the person to whom the business is being transferred; and
 - 11.2.3 Include any changes in the information that must be submitted to the business license inspector as defined in this bylaw.
- 11.3 If an application for a transfer is not made within the time specified, the business license is revoked on the thirty-first day following the transfer of the business.
- 11.4 Business Licenses for home-based businesses are non-transferable.

12. Cancellation or Revocation of Business Licenses

- 12.1 A licensee may choose to cancel their business license upon written request to the business license inspector. The license fees are not refundable.
- 12.2 The business license inspector may suspend or revoke business licenses under the following circumstances:
- 12.2.1 If the licensee violates any conditions that may have been imposed on the business license when it was first issued;
 - 12.2.2 If the licensee violates this or any other applicable bylaws of Greenview;
 - 12.2.3 If the licensee is found to have provided false information on their license application or is operating outside the scope of business for which the license was issued or contrary to a development permit issued;
 - 12.2.4 When any required certificate, authority, license or other document issued by the Government of Canada or the Government of Alberta and legally required for the operation of



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- the business covered by the license is suspended, cancelled, terminated, or surrendered;
- 12.2.5 When a fee or fine, or other account balance to Greenview owed by the licensee has not been paid within the appropriate amount of time;
- 12.2.6 If, upon review of a business license inspector, a new licensee obtains a transfer of license under this bylaw and intends to make changes to the nature of their new business that constitutes a change in use or change in intensity of use, such that a new development permit must be obtained; or
- 12.2.7 When an applicant's or licensee's cheque or other method of payment for a fee or fine is returned to the applicant's bank for any reason.
- 12.3 When a business license will be revoked under this bylaw, the business license inspector shall notify the licensee by:
- 12.3.1 Personal service of a notice to the licensee; or
- 12.3.2 By mailing a notice to the licensee, to the licensee's business location, or residential address. Where a notice is given, or served by mail, and the document is properly addressed and sent by prepaid regular mail, unless the contrary is proven, the service shall be presumed to be effected seven (7) days from the date of mailing if the document is mailed to an address in Alberta.
- 12.4 Upon revoking or suspending a business license, the business license inspector must give written notice of the revocation or suspension, setting out in general terms for the licensee, the reasons for the revocation or suspension, and in the case of a suspension, the period for which the license is suspended, and provide information on how the licensee may appeal the suspension or revocation to the CAO.
- 12.5 If a business license is suspended, the licensee may resume operation when the business license is reinstated, either by a decision of the business license inspector or Council under this bylaw.

13. Appeals

- 13.1 An applicant who has been refused a business license or a licensee's existing business license has been suspended or revoked, may provide a written notice of appeal to the CAO.
- 13.2 An applicant may not appeal a refusal to issue a new license if the reason for refusal is the failure to pay a violation ticket fee, or provide any required information.



BYLAW NO. 19- 831 **of the Municipal District of Greenview No. 16**

- 13.3 A notice of appeal made under this bylaw must be made by the applicant to the CAO within thirty (30) days of receipt of the notice of refusal, suspension or revocation.
- 13.4 A written notice of appeal must include:
 - 13.4.1 The name of the applicant and contact information, including mailing address and phone number;
 - 13.4.2 Information relating to the decision to refuse or suspend a business license, which is being appealed;
 - 13.4.3 Grounds for appeal; and
 - 13.4.4 Any other information the CAO deems necessary.
- 13.5 Upon receipt of a notice of appeal, the CAO shall review the notice of appeal to ensure that it has been completed in accordance with this bylaw. If the CAO determines that the appeal has not been properly completed, they shall notify the applicant, who will have three (3) days from receipt of the CAOs notice to correct any insufficient information.
- 13.6 Upon confirming that the notice of appeal is complete, the CAO shall arrange for Council to hear the appeal at an upcoming council meeting, providing a copy of the appeal to the business license inspector and advising both the business license inspector and the applicant of the date, time, and place of the hearing.
- 13.7 Council shall hear the appeal within thirty (30) days of a properly filed appeal being received by the CAO, unless an extension is requested by the applicant.
- 13.8 At the appeal hearing, Council will hear from the applicant and the business license inspector, and may hear from any other person who may be affected by the decision or accept any other testimony or evidence deemed relevant to the appeal, in accordance with the Procedural Bylaw, as amended from time to time.
- 13.9 After hearing the appeal, Council will:
 - 13.9.1 Direct that a business license be issued, with conditions, by the business license inspector;
 - 13.9.2 Direct that the applicant's license fee be refunded; or
 - 13.9.3 Uphold the revocation, suspension or refusal of a renewal on grounds which appear to be just and reasonable.
- 13.10 The decision of Council shall be final and binding.

14. Penalties

- 14.1 Any person who contravenes, disobeys, refuses or neglects to obey any provision of this bylaw by doing an act or thing which they are prohibited from doing herein, or failing to do any act or thing they are required to do herein,



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is guilty of an offense and is liable, upon summary conviction, to the appropriate fine as outlined in “Schedule A”.

- 14.2 Where a person is convicted of carrying on a business for which a license fee is payable, without having paid the fee, the court may direct payment of the applicable license fee, in addition to any other fines imposed under this bylaw.
- 14.3 Where a business is being carried on in contravention of this bylaw, or where breach of the bylaw is of a continuing nature, then in addition to any other remedy imposed by this bylaw, Greenview may, in any of these cases, apply to a judge at the Court of Queen’s Bench of Alberta by way of action or originating notices or an injunction or other order, to prohibit the person so contravening the bylaw from continuing to carry on the business without complying with the provision of the bylaw applicable to the business for which the license is required.
- 14.4 Violation Tickets:
 - 14.4.1 Subject to the entry notice provisions of the required provincial and federal statutes, a business license inspector, or enforcement officer designated by Greenview, bearing proper identification, may enter onto the land to conduct an inspection in order to determine whether or not this bylaw is being complied with.
 - 14.4.2 An enforcement officer may issue a violation ticket to any person whom the enforcement officer has reasonable grounds to believe has contravened any provision of this bylaw.
 - 14.4.3 A violation ticket issued with respect to a violation of this bylaw shall be served upon the person responsible for the contravention in accordance with the Provincial Offenses Procedure Act, R.S.A. 2000, Chapter P-34, as amended.
 - 14.4.4 The person to whom the violation ticket has been issued may plead guilty by making a voluntary payment as specified under “Schedule A”, in respect to the summons by delivering it to the Provincial Court, on or before the initial appearance date.
 - 14.4.5 In the case of an offense that is of a continuing nature, a contravention constitutes a separate offense in respect of each day on which the offense continues and any person guilty of such offense is liable to a fine in an amount not less than that established in “Schedule A” of each such day.
- 14.5 Nothing in this bylaw shall prevent:
 - 14.5.1 Any person from exercising their right to defend any charges of committing a breach of any provision of this bylaw;



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of the Municipal District of Greenview No. 16

- 14.5.2 Any enforcement officer or business license inspector from recording any information or laying a complaint in lieu of serving a violation ticket; or
- 14.5.3 Any person from exercising their legal rights such person may have to lay information or a complaint against any person (whether such person has made payment under the provisions of this bylaw or not) for a breach of any provision of this bylaw.

15. Severability

- 15.1 If any section or sections of this bylaw or parts thereof are found in any court of law to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed to be severable and all other sections or parts of this bylaw remain in force and effect.
- 15.2 This bylaw hereby repeals Bylaw 00-24 “Licensing of Businesses” and Grande Cache Bylaw No. 787 “Business License Bylaw”.
- 15.3 This bylaw shall come into effect January 1, 2020.

Read a first time this 25th day of December, 2019.

Read a second time this 25th day of December, 2019.

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

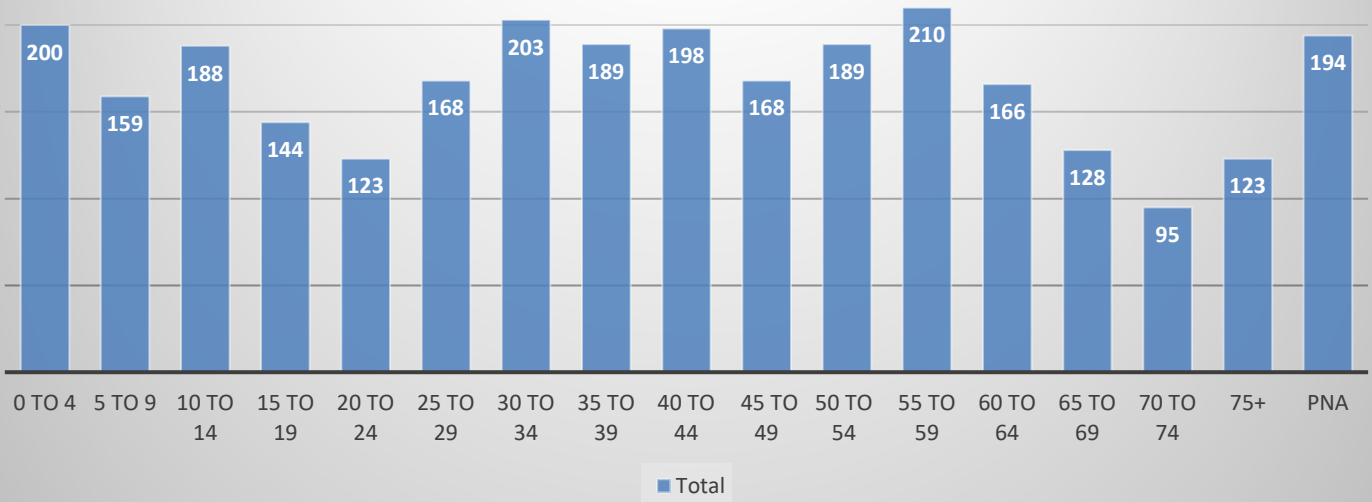


BYLAW NO. 19- 831
of the Municipal District of Greenview No. 16

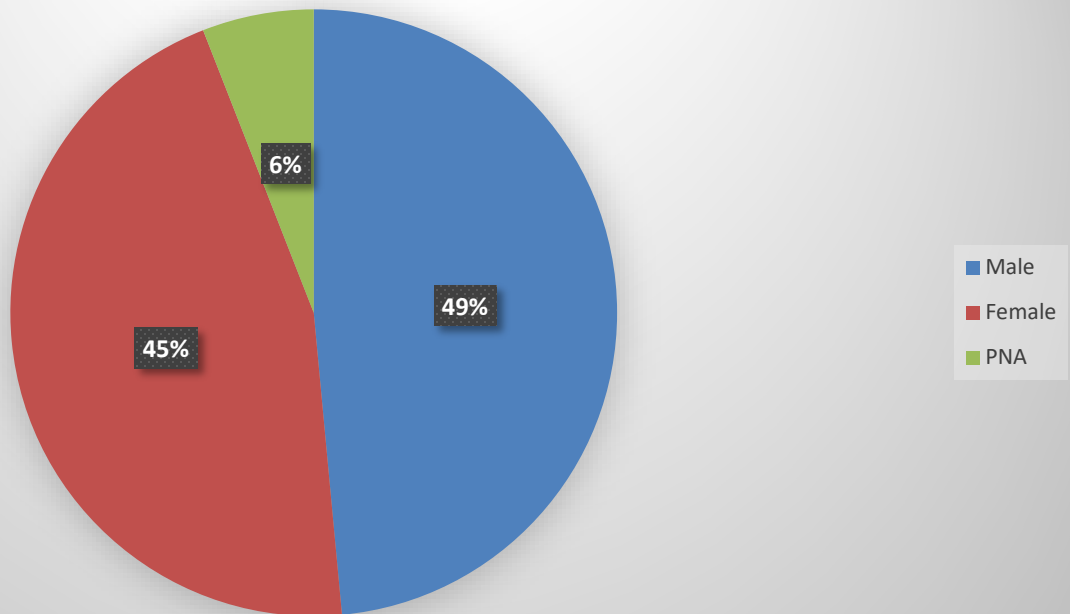
Schedule A

Offense	Fine/Penalty
Operation of a Business without a License	\$500.00
Operation of a Business in contravention of a Suspension	\$500.00
Failure to Display or Produce Business License	\$50.00

Population Age Summary



Gender Breakdown



BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview Council and Administration have a more current number for the Hamlet of Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will create an census fact sheet for the public.

ATTACHMENT(S):

- NONE



REQUEST FOR DECISION

SUBJECT: Ward Boundary Review Discussion
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: December 16, 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) –N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the Hamlet of Grande Cache Census for information as presented.

BACKGROUND/PROPOSAL:

In accordance with the Ministerial Order for the dissolution of Grande Cache, Greenview has to conduct a ward boundary review prior to the next municipal election in 2021. In order to meet the requirements in the order, Greenview council must move to an odd number of councillors. Additionally, in order to meet new requirements under the Elections Act, the ward boundary review and all bylaws associated with the election, must be passed prior to the nomination period, which begins January 1, 2021.

Attached is a guide on some of the main principles that govern a ward boundary review. These principles were taken from other municipalities that have conducted a review recently, as well as principles that are utilized in provincial and federal government reviews of electoral divisions. The attached also provides a timeline for the ward boundary review in 2020.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have updated ward boundaries that reflect changes in population, not only for Grande Cache, but for all areas of Greenview.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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FOLLOW UP ACTIONS:

Administration will implement the ward boundary review based on the principles and timelines stated.

ATTACHMENT(S):

- Ward Boundary discussion guide



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Ward Boundary Review Overview:

Population Profiles: Total Official 9615

Grande Cache: Official 3571; 2019 Census ~3421

Grande Cache Coops: 310

Little Smoky: 594

Valleyview: 752

Sunset House and Sweat House: 476

New Fish Creek: 699

DeBolt: 868

Crooked Creek: 882

Grovedale: 1463

General Principles of a Ward Boundary Review:

1. Representation by Population

- a. Each electoral division should have roughly the same population (within a range), barring any special circumstances or considerations.
- b. Generally this means the population of each electoral district should be within a certain percentage of the average.
 - i. Geographically large municipalities have done +/- 25% (i.e Strathcona County – note not many municipalities with both urban/rural considerations have done a ward boundary review). This would be the recommended approach because it better allows Greenview to maintain greater representation of the rural areas.
 - ii. Federal and Provincial electoral boundary reviews generally follow a +/- 10%, with the exception of PEI and the Territories. This is also the case with cities that do not have dispersed populations.
- c. Electoral districts in more densely populated areas like Grande Cache and Grovedale would generally have populations that are closer to the +25%. Electoral districts with smaller populations in the more rural areas would be closer to the -25%. This allows the rural areas to maintain representation that is slightly skewed in their favour compared to the more densely populated areas.

2. Affect as few people as possible.

- a. Try to identify a solution that affects the fewest people so that come election time, most people can continue on status quo.

3. Identify unique considerations that may justify deviating from the +/- 25%.

- a. The co-ops and enterprises
- b. Maintaining rural representation as much as possible

4. An odd number of seats is required.
 - a. Greenview must either increase seats to 11 or reduce to 9 (or an alternate number of Council's choosing)
5. Generally ward boundaries are along natural or man made barriers (rivers, topographical features, main highways or roads).

System Options:

1. At Large
 - a. All Councillors and the Reeve are elected at Large
2. Ward with Reeve elected by Council
 - a. The system currently in place, though there would need to be a councillor added or removed.
3. Ward with Reeve elected at Large
 - a. Even number of wards with a Reeve elected at large from the whole municipality
4. Combination at Large/Ward
 - a. Larger wards have multiple Councillors elected at Large

Ward Boundary Review Timeline:

November 2019: Initial Ward Boundary Review presentation and Discussion.

January 2020: Ward Boundary Review – Preliminary options

March 2020: Public Engagement and Consultation

April 2020: Compiling of Final Options.

May 2020: Council Decision on Ward Boundary Revisions

June 2020-September 2020: Ministerial Approval of Ward Boundary changes.

November-December 2020: Final Changes to bylaws prior to 2021 Elections.

January 1, 2021 Nomination Period Begins for 2021 Municipal Election



REQUEST FOR DECISION

SUBJECT: Recreation Services Grande Cache Special Projects Council Update
SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: November 18, 2019 CAO: DT MANAGER: KG
DEPARTMENT: RECREATION GM: SW PRESENTER: KG
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the Recreation Services Grande Cache Special Projects Update for information. as presented.

BACKGROUND/PROPOSAL:

To provide Council the opportunity to ask questions regarding the status and outcomes of several projects within Recreation Services Grande Cache inclusive of budgets and general inquiries.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of following the recommended action is to formally acknowledge the report compiled by Recreation Services Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages of the recommended action.

ALTERNATIVES CONSIDERED:

Alternative #1: There are no perceived alternatives to recommend.

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

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PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

Grande Cache Recreation Services 2019 – Report



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Grande Cache Recreation Services Special Projects 2019

GRANDE CACHE RECREATION & TRAILS MASTERPLAN

Location: Grande Cache & Surrounding Area
Project Start Date: April 9, 2019 (RFP)
Project Completion Date: December 31, 2019
Project Budget: \$65,000
Project Cost (to date): \$30,309



This project consisted of the development and analysis of the Recreation opportunities and Trails located in Grande Cache and surrounding area. EDS Group Inc. and RC Strategies + PERC was selected for this project, due to their professional consulting services. A series of stakeholder workshops, public consultations, collaboration meetings and engagements were held in Grande Cache with EDS. A survey was promoted and released to residents, which was used to prioritize projects and acquire residents' feedback into the existing Recreation and Trails services in and around Grande Cache. A summary was comprised from the data collected in relation to the public consultations, surveys and trail wayfinding, which will be presented to Greenview Council on November 18, 2019.

GRANDE CACHE MUNICIPAL CAMPGROUND ENTRANCE WAY IMPROVEMENTS

Location: Grande Cache Municipal Campground
Project Start Date: 2019
Project Completion Date: August 1, 2019
Project Budget: \$155,550
Project Cost (to date): \$131,596



Administration completed a RFD for improvement and completion of the entranceway ground works to the Municipal Campground. This joint collaboration project that commenced in 2018 was completed under the direction of a Project Manager this spring. Environmental Design Solutions (EDS Group Inc.) was the selected Project Manager for the Campground improvements. Included in the upgrade was the installation of a new gate, complete with a pin pad keyless entry system and control shed. Upgrades were also completed to many of the water valves in the Campground, in addition to beautification and signage upgrades. The current fire hydrant was also relocated in the process. The upgrades were completed prior to the annual facility opening.

A plan for paving the entrance way will need to be put into an overall paving plan, once one is created for Greenview.

GRANDE CACHE COMMUNITY BALL DIAMONDS

Location:	Grande Cache Ball Diamonds
Project Start Date:	May 21, 2019
Project Completion Date:	December 31, 2019 (Carry-over)
Project Budget:	\$220,000
Project Cost (to date):	\$144,495



A RFQ was sent out to several fence suppliers and installation companies for the upgrading of fencing for ball diamonds 3 & 4. This included upgrades to the back stops, pathway fence height for safety, outfield netting, fence supports, safety topper around the outfields and various smaller fence projects. This is to improve the safety for spectators and players alike. The fencing upgrades were completed following the May long weekend, with little disruption to the regular soft ball season. This included installation of a 6 foot fence surrounding the entire diamond 3 & 4, a safety perimeter fence around Jag Memorial Playground, contractor tree pruning and thinning along the side lines of diamonds 3 & 4, and maintenance such as painting of dugouts, removal of mesh fence and dugouts improvements. Field batting mats were also ordered for all four ball diamonds. This was to alleviate players tearing up the in-field for batting stance.

Administration put an RFQ for landscaping services to reduce the rise between the outfield and infield on the ball diamonds. We received only one quote and would like to repost it in 2020 in hopes of attracting more landscaping bids. We expect capital carry over into 2020.

GRANDE CACHE RECREATION CENTRE FITNESS CENTRE

Location:	Grande Cache Fitness Centre
Project Start Date:	May 10, 2019
Project Completion Date:	May 2020 (Carry-over)
Project Budget:	\$760,200
Project Cost (to date):	\$11,875



Since the modernization of the Grande Cache Recreation Centre, which started in 2008, Phase 2 of the identified modernization was the creation of a new Fitness Facility. Due to insufficient funds, the previous Town of Grande Cache was unable to proceed and complete phase 2 of the proposed facility upgrades.

Greenview Council approved Administration to engage an RFP for a Project Manager. The project was awarded to Colliers International. Colliers worked collaboratively with the proponents of the Recreation and Trails Masterplan to ensure that no duplication of services existed. Colliers also reviewed previous proposed and existing facility drawings and after a couple of revisions created the finalized conceptual drawings which was reviewed and approved by Greenview Council on October 28, 2019.

Prior to proceeding with the modernization, Greenview Council also approved that the wall located in the future Fitness Centre space, containing Asbestos be abated prior to the project commencement.

GRANDE CACHE CURLING RINK RETAINING WALL DESIGN

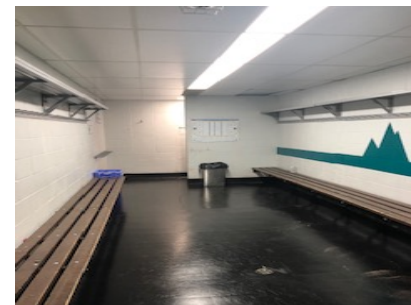
Location: Grande Cache Curling Rink
Project Start Date: August 2, 2019
Project Completion Date: December 31, 2019
Project Budget: \$21,250
Project Cost (to date): \$0



The existing retaining wall structure is currently collapsing, due to erosion, construction and settling, the retaining wall is collapsing westward, towards the existing Grande Cache Curling Rink structure. The land that the retaining wall is currently holding back is shared with Grande Yellowhead Public School Division. Administration put the Grande Cache Curling Wall RFQ out on August 2, 2019 but was amended to only incorporate the Engineered Drawing & Drafting focus. Administration approved Precision Engineering to create the engineered drawings & geo sampling for the wall and parking lot.

GRANDE CACHE DOWNSTAIRS CHANGE ROOM REVITALIZATION

Location: Grande Cache Arena Change Rooms
Project Start Date: November, 2019
Project Completion Date: December 31, 2019
Project Budget: \$45,450
Project Cost (to date): \$0



The Grande Cache Change Room Revitalization engineered design & drafting request for proposals was put out on Alberta Purchasing Connection, as the existing change rooms are outdated and are coming to the end of their life expectancy. The skating change rooms are not conducive to the progressive times. The struggle to accommodate and house the various genders within the facility are prevalent during hockey tournaments. Often teams have to change together due to lack of rooms available. Sports teams often find it hard to fit all of their gear and themselves in the room due to the limited space provided.

Administration has selected Beirsto & Associates Engineering & Survey Company for the conceptual drawings on November 5th 2019. Preliminary meetings, facility walk through and draft drawings will commence this month and we expect completion near the end of December 2019.

GRANDE CACHE EMERGENCY BACKUP PUMP UPGRADE

Location: Grande Cache Mechanical Rooms
Project Start Date: June 1, 2019
Project Completion Date: July 30, 2019
Project Budget: \$37,000
Project Cost: \$29,600



Nordic Mechanical has completed backup pump installations, as 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. Having a functioning backup pump is key in ensuring that no water / heat transfer and circulation is compromised during regular facility operation.

GRANDE CACHE BEAR SMART GARBAGE BINS GRANT

Location: Grande Cache Waste / Recycle Parks
Project Start Date: September 19, 2019
Project Completion Date: December 31, 2020
Project Budget: \$25,000
Project Cost: \$21,000



We applied for a \$20,000 the Community Champions Program Grant to work in tandem with our \$5000 budget line item for Bear Proof Garbage Bins. A survey of the community parks and greenspaces was completed to allocate locations for the Bear Proof Bins were identified. We have to report back on how much materials we recover and a condition is ensuring we have them ordered by December 31 2019. We have procured 8 bins and recycle bins on concrete pads for various community locations in Grande Cache.

GRANDE CACHE AMMONIA EMERGENCY EVACUATION TANKS

Location: Grande Cache Artificial Ice Plant Room
Project Start Date: June 1, 2019
Project Completion Date: July 30, 2019
Project Budget: \$61,588
Project Cost: \$53,190



Installation of the Ammonia Refrigeration Emergency Evacuation tanks were installed and completed, July of this year. Final inspection by CIMCO Refrigeration was completed and certified. The ammonia tanks were ready to be put into service for the 2019/ 2020 ice use season.

GRANDE CACHE RECREATION CENTRE ROOF IMPROVEMENTS

Location: Recreation Centre Roof
Project Start Date: October 2018
Project Completion Date: October 2019
Project Budget: \$913,945
Project Cost: \$935,395



In 2018, the former Town of Grande Cache Council approved the expenditures to replace 90% of the existing facility roof (not the new aquatics facility). The project did not complete in 2018 and carried to 2019 with a shortfall of funds. The RFD's for completion will be before council on November 25, for decision.

Questions?

Thank you,

Kevin Gramm

Kevin Gramm
Manager, Recreation Services Grande Cache



REQUEST FOR DECISION

SUBJECT: Administration Building Extension
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: December 16, 2019
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Infrastructure

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM:

MANAGER:
PRESENTER:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the report on the administration building extension for information, as presented.

BACKGROUND/PROPOSAL:

With the growth of Greenview staff the administration building needs to be extended to provide the proper work space that required through Health and Safety Legislation.

The extension will provide 38 offices and 1 large meeting room on the second floor (25-30 pp). Also included will be a work room, storage rooms and relocation of the existing coffee area and the possibility of extra washrooms. See attached proposed drawings.

Funds will come from the approved 2020 Capital Budget.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the Council update on the administration building extension.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

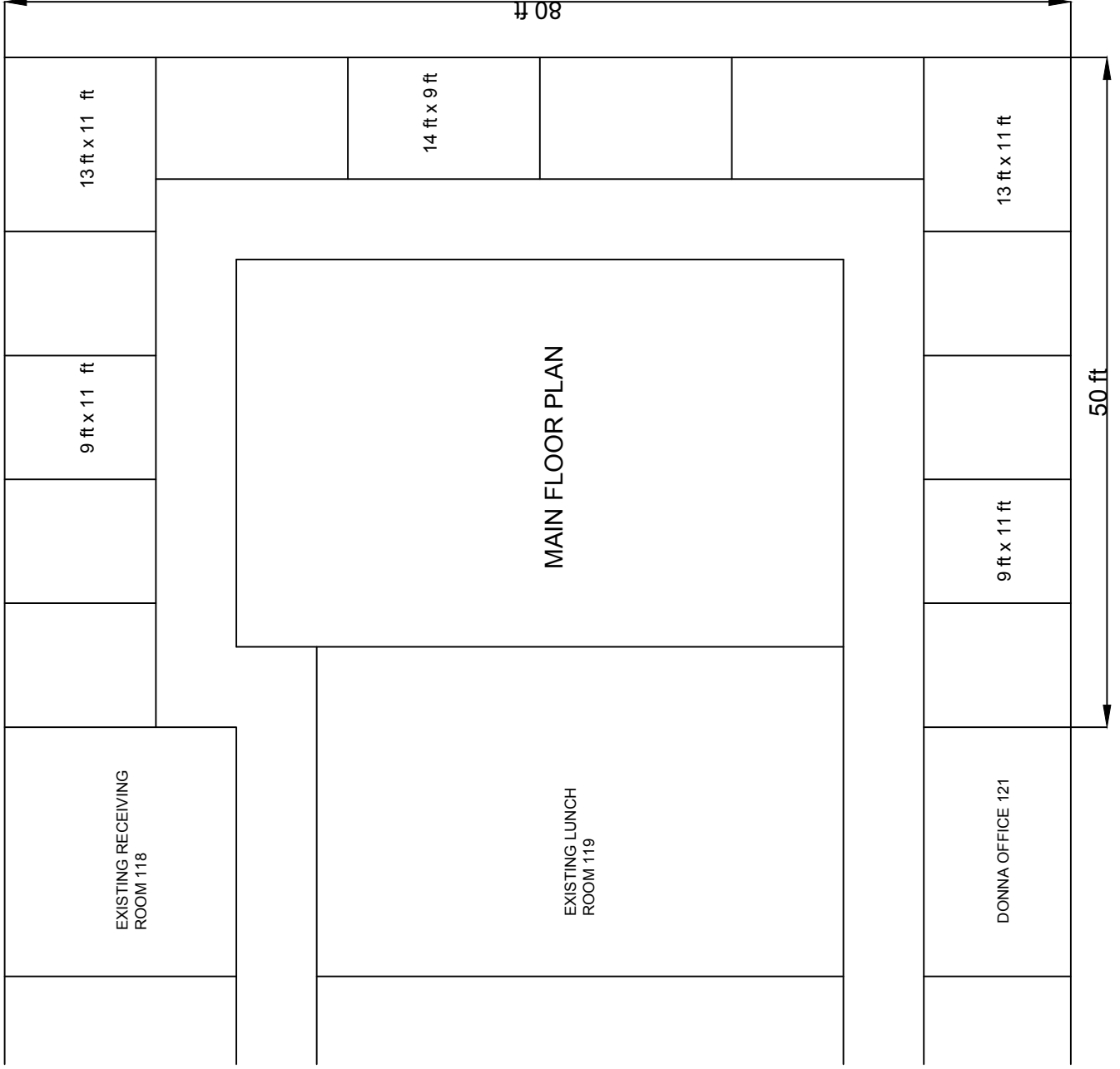
Inform - We will keep you informed.

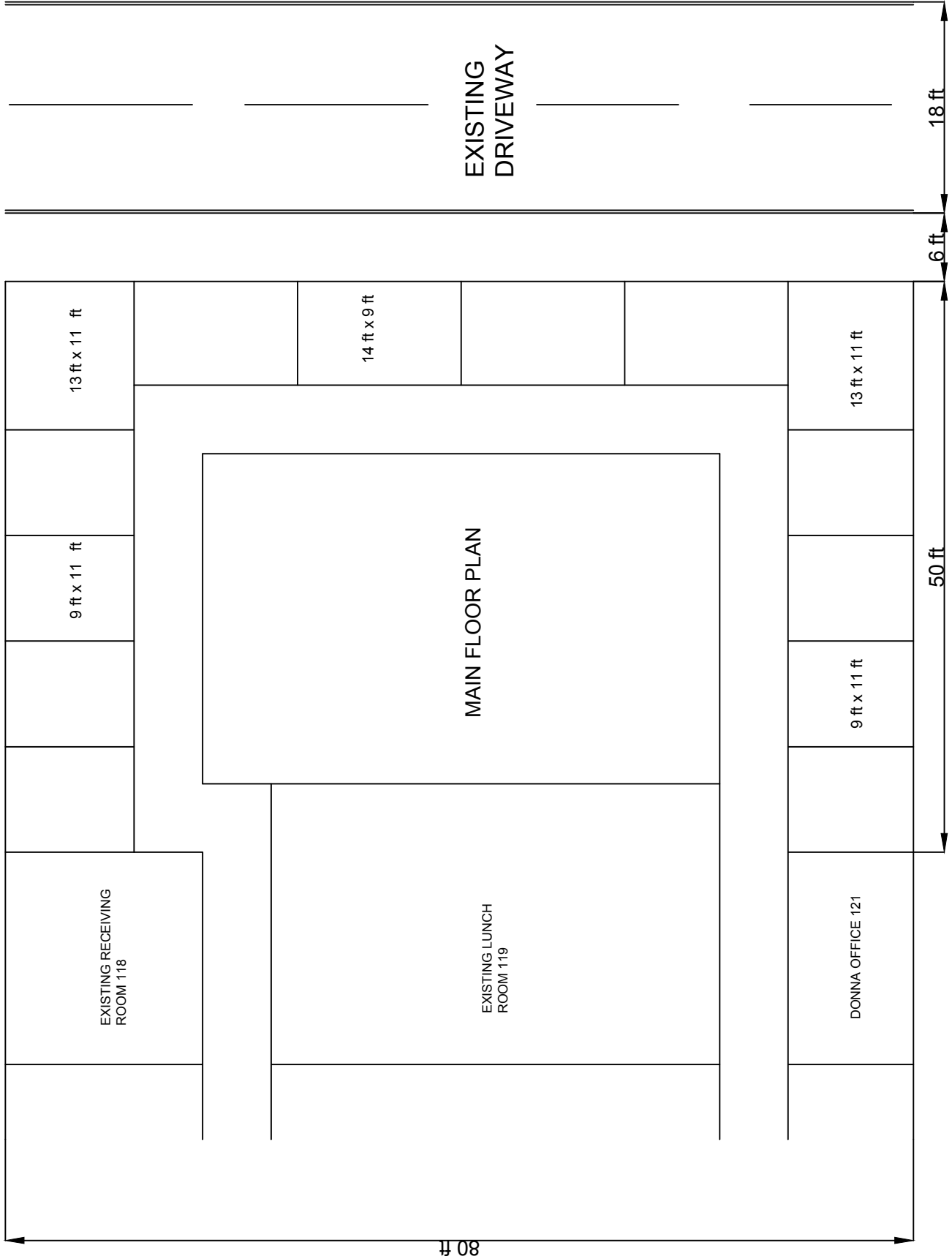
FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- First and Second floor drawings.





13 ft x 11 ft

9 ft x 11 ft

EXISTING RECEIVING ROOM 118

14 ft x 9 ft

MAIN FLOOR PLAN

EXISTING LUNCH ROOM 119

13 ft x 11 ft

9 ft x 11 ft

DONNA OFFICE 121

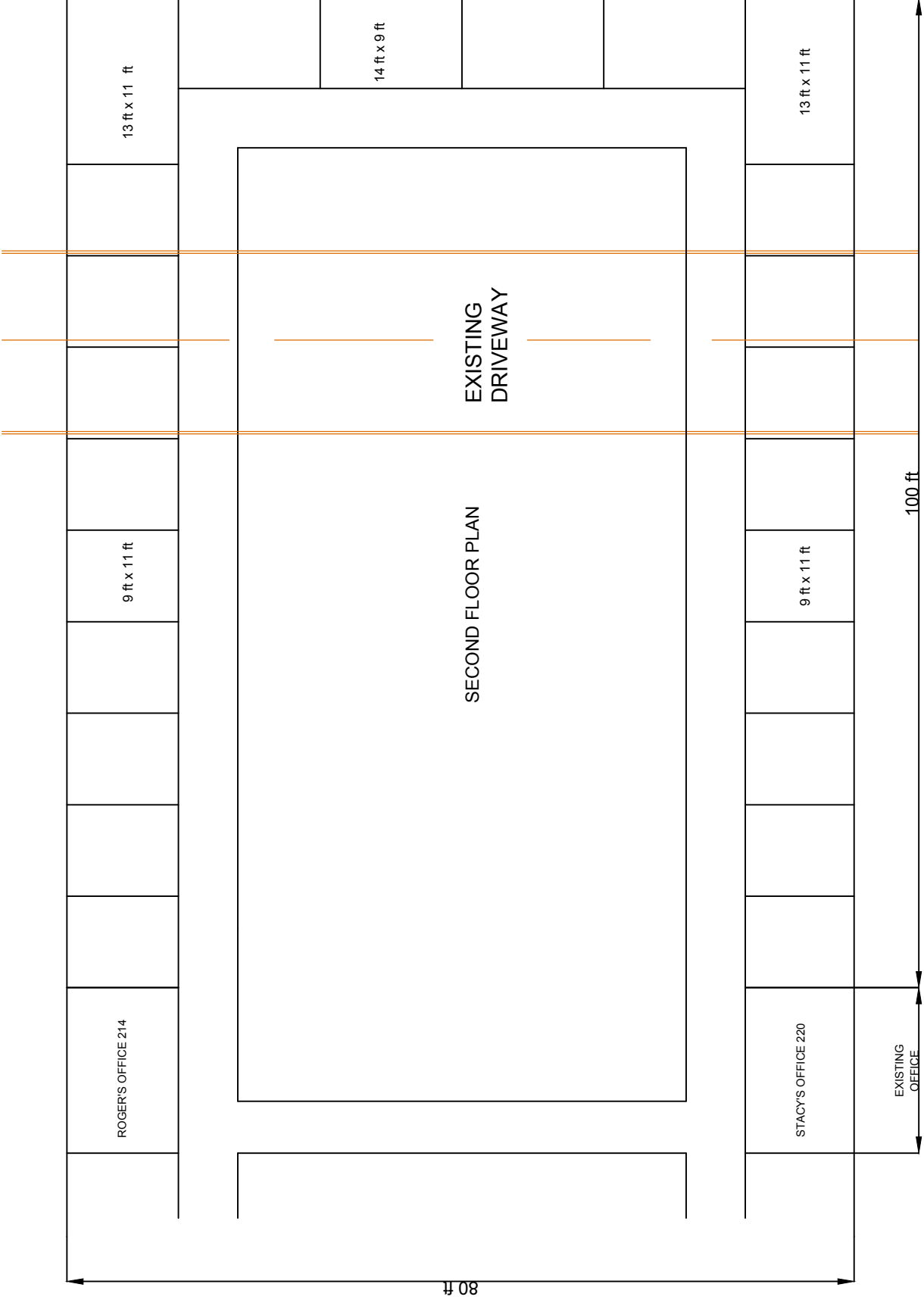
80 ft

50 ft

6 ft

18 ft

EXISTING DRIVEWAY





REQUEST FOR DECISION

SUBJECT: Hospitality Suite FCM
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: December 9, 2019
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM:

MANAGER:
PRESENTER: WH

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the proposal from Sturgeon County on hosting a Hospitality Suite while attending the 2019 FCM Conference, for information as presented.

BACKGROUND/PROPOSAL:

Sturgeon County is requesting that Greenview discuss the possibility of co-host a hospitality suite at the upcoming 2020 FCM Conference in Toronto.

BENEFITS OF THE RECOMMENDED ACTION:

N/A

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Request from Sturgeon County

November 28, 2019

To whom it may concern;

Recently at RMA, some fellow municipal colleagues and I were conversing in regard to the upcoming FCM conference in Toronto. There has been a growing sentiment of disconnect between the western provinces (Alberta specific) and the rest of Canada. The principal idea is to have an Alberta reception at FCM where we can inform and educate what we, as a province, have to offer the country as a whole.

The role of rural and urban municipalities in Canada is to work together. With this reception, we can work towards changing the current narrative and bridge the gap moving forward. The aim is not to be confrontational but to inform the rest of the country that we are more than just "dirty oil". Furthermore, it is important to highlight our non-renewable resources (oil & gas, sand & gravel, coal, etc.) along with the importance of renewables (wind, solar, bio-fuels, waste energy, etc.) in the Alberta economy. With this collaboration within the province, we can build further relationships inter-provincially and nationwide.

This email is to gauge interest provincially on working together to further the best interests of the province and the country as a whole.

A basic outline and cost of the proposal is as follows:

- 1) Reception with food and drinks for approximately 400-500 people.
- 2) Each participating municipality has the option of providing a 1-2 minute video loop to be played at the reception.
- key points that are important to your municipality i.e. history, economic drivers, tourism, etc.
- 3) Basic cost estimate is \$100,000 - \$150,000
- 4) Possible door prizes to be purchased from the funding model.
- 5) Financial ask for your municipality ranging from \$2,000-\$10,000 per municipality with the realization that some municipalities are able to secure more funding than others from their budgets.

With a short timeline ahead of us, your early thoughts and input on this proposal would be appreciated. Can you also please share this information with your councils and surrounding municipalities if their names do not appear on this initial email.

Thank you!

Sincerely,

Neal Comeau
Deputy Mayor, Sturgeon County
587-986-5035
ncomeau@sturgeoncounty.ca



REQUEST FOR DECISION

SUBJECT:	2020 Community Grant Requests	REVIEWED AND APPROVED FOR SUBMISSION
SUBMISSION TO:	COMMITTEE OF THE WHOLE	CAO: DT MANAGER: KK
MEETING DATE:	December 16, 2019	GM: SW PRESENTER: LD
DEPARTMENT:	COMMUNITY SERVICES	
STRATEGIC PLAN:	Level of Service	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Committee of the Whole recommend to Council to disperse the 2020 Community Grants as presented.

BACKGROUND/PROPOSAL:

The 2020 Greenview community grant funding requests presently total \$1,897,346.82. Council's budget contains an approved Community Grant Budget of \$1,500,000.00 (variance of \$397,346.82). In an effort to aid Council in the grant review process, Administration is recommending that a decision framework be established. The following questions may be considered.

- 1) What types of groups or organizations should Greenview fund?
- 2) What is the criteria used when funding events?
- 3) Will Greenview fund charitable organizations?
- 4) Will Greenview fund groups competing with private industry?
- 5) Is there a degree of consistency and fairness?

A summary of the grant requests have been categorized into a spreadsheet. Administration provided recommendations with the grant applications for Council's consideration.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Committee of the Whole will recommend that Council disperse the 2020 Community Grants accordingly, as presented.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

There are no alternatives to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$1,897,346.82

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

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PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will present the approved 2020 grants as recommended by the Committee of the Whole to Council at the first meeting of January 2020.

ATTACHMENT(S):

- 2020 Grant Application Listing



**MUNICIPAL DISTRICT OF GREENVIEW 16
2020 PROPOSED GRANT REQUESTS
COMMITTEE OF THE WHOLE MEETING - November 18, 2019**

ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
<p>1</p> <p>1. Valleyview & Districts Agricultural Society</p>		<p>\$ 44,087.00</p>	<p>Community Services currently has a line item for the VV & District Ag. Society in the Operation Budget in the amount of \$20,000.00.</p> <p>The capital funds are requested for the following: Feasibility Study on the building for replacement, Ag. Society and hall riding area. looking at planing for a replacement facility as the building was in worse shape than expected.</p>	<p>1. 2019 - Capital Grant: \$12,000.00 for purchase of new lawn mower, arena groomer and fresh air fans in luti use building. Operational Grant: \$20,000.00</p> <p>2. 2018 - \$33,595.80 for landscaping inside and out, eavestroughing, electrical in multiuse building and stall panels Operating Funds: \$20,000.00.</p>	<p style="text-align: center;">Yes</p>	<p>Administration recommends that the request for funding be considered as we presently have been supporting Ag. Society initiatives within Greenview.</p>	
<p>2</p> <p>2. DeBolt & District Agricultural Society</p>	<p>\$ 25,000.00</p>		<p>Community Services currently has a line item for the DeBolt & District Ag. Society in the Operation Budget in the amount of \$56,000.00. The Society is requesting an additional \$25,000.00 for a total of \$81,000.00. The additional funds would be allocated to cover day to day operations and programming as utilities have increased substantially.</p>	<p>1. 2019 - Operational: \$56,000.00</p> <p>2. 2018 - \$56,000.00 operating grant (plus \$15,000.00 fo the hall) Capital - \$100,000.00 to increase the campsites at Gunby Ranch Golf Course.</p>	<p style="text-align: center;">Yes</p>	<p>Administration recommends that the request for additional funding be considered.</p> <p>The \$100,000.00 Capital Grant approved in 2018 to increase campsites at the Gunby Ranch Golf Course is scheduled to be completed in July 2020 due to unforeseen weather.</p>	<p>Ag. Society</p>

ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
3 Grande Prairie Regional Agricultural & Exhibition Society	\$ 25,000.00	\$ 125,000.00	The society is requesting a capital grant of \$125,000.00 to help upgrade the Lewis Hawkes Pavillion at Evergreen Park in Grande Prairie, AB. The renovations would include lighting, washrooms, ventilation etc.	1. 2018 - \$20,000.00 operational funds. 2. 2017 - \$25,000.00 operational funds.	Yes	Administration recommends providing the Operating grant \$25,000 and approving \$25,000 of the requested capital grant.	
4 Red Willow Players Theatre Association (Valleyview)	\$ 8,000.00		The funds are requested to offset the cost of utilities and other additional operating costs incurred at the Burnside Performing Arts Centre.	1. 2019 - \$8,000.00 operational funds. 2. 2018 - \$8,000.00 operational funds.	Yes	Council has been approving the operational grant to the Red Willow Players in the amount of \$8,000.00 annually since 2014. Administration recommends that if Council wishes to continue to provide support that this item be placed in the annual budget rather than going through the grant process.	
5 DeBolt & District Pioneer Museum Society	\$ 14,000.00	\$ 15,104.54	Requesting an increase of an additional \$14,000.00 for 2020, 2021 and 2022. They currently have a line within Community Services for \$21,000.00 and are requesting an increase to \$35,000.00 per year. Operational funds will be used towards the Managing Director/Program Coordinator, utilities, insurance, advertising, accounting, new exhibits, summer staff wages and to attend the Alberta Museum Association yearly conference. Capital funds will be used for electrical upgrades, flag pole, picnic tables and benches.	1. 2019 - \$21,000.00 operating funds 2 - 2018 - \$15,000.00 operating funds - \$38,243.00 Capital for new flooring in the Heritage Church and Legion Hall.	Yes	Administration supports the capital request for funding. If Council approves the annual operational increase, it is recommended other museum annual grants are reviewed.	
6 Reel Shorts Film Society	\$ 1,200.00		The funds will be utilized for the Reel Shorts Film Festival's school program. They estimate that 150 - 200 students from Greenview will attend in 2020.	1. 2019 - \$1,200.00 Reel Shorts Film Festival School Program. 2. 2018 - \$1,200.00 Reel Shorts Film Festival School Program.	Yes	Administration recommends supporting this funding request as the Reel Shorts Film Society initiatives benefit students within Greenview.	C

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
7	7. Willmore Wilderness Preservation and Historical Foundation (Grande Cache)	\$ 61,925.00		\$11,725 of the funds would be used to run a seven (7) day Horsemanship Clinic in June 2020. The remaining portion of \$50,200 would be used towards the 2020 "Discovering our History Project"	1. 2019 - \$100,000.00 operational funds 2. 2019 - \$40,000.00 Family project 2. 2018 - \$107,000 operational funds 3. 2017 - \$50,000 recreation inventory data agreement.	Yes	Administration does not recommend providing this grant. Currently, Willmore Wilderness receives \$100,000.00 annually. Administration is aware that W.W has applied for our CARES grant to fund the "Discover our History" project. If Greenview provided requested \$50,200.00 Greenview would be funding a large portion of the project.	Cultural
8	8. Aseniwiuche Winewak Nation	\$ 7,050.00	\$ 5,270.00	The operational funds will be used towards rent and utilities. The requested capital grant will be used to cover the costs of some minor construction in the building such as drywall, paint, windows, doors.	N/A	Yes	Administration recommends supporting this grant request.	
9	9. Bear Creek Folk Music Festival Society (Grande Prairie)	\$ 5,000.00		Operating funds to assist in the 2020 Bear Creek Folk Festival, an annual, three-day, multi-stage music festival that takes place on Borstad Hill (Muskoseepi Park, Grande Prairie) in mid-August.	N/A	Yes	Administration recommends that the request for funding be denied. This Society made a grant request for the same purpose in 2018, which was denied. Greenview Council will have to consider if Greenview should be funding culture events of this nature. Would this be setting a precedent for other organizations of this type?	Economic Development/ Events
10	10. Philip J. Currie Dinosaur Museum		\$20,000	The Museum has an annual operating grant with Community Services for \$150,000.00. Capital funds will be used for an escape room style exhibit which will run for a one year period (September 2020-August 2021). A hands on temporary gallery project that will be both educational and entertaining for families and seasoned escape room visitors alike.	2019 - \$150,000 Annual operational funding 2018 - \$150,000 Annual operational funding	Yes	Administration recommends not supporting this funding request as the proposal is a one time event with a net projected loss of \$130,000 per the projected budget. Greenview currently contributes \$150,000.00 to the operations of the Philip J. Currie Museum.	

ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
11 Northland Sno-Goers (Fox Creek)	\$ 15,000.00		<p>The funds will be used for regular maintenance on their trail system and 4 cabins that they own.</p> <p>The funds would also assist in building a staging area, which is the clubs main focus. Currently working with the Town of Fox Creek on availability and an ideal land location.</p>	<p>1. 2018- \$15,000.00 operating to maintain the trails and cabin & assist in building a staging area.</p>	Yes	Administration recommends supporting this organization with their planned initiatives.	Recreation
12. Big River View Snow Club		\$ 60,000.00	The capital grant request will be utilized for building or buying an open concept office/cabin for the Snow club to host their members and utilizing for equipment storage and training purposes.	N/A	Yes	<p>Administration recommends supporting this grant for an amount of \$15,000.00. This club is based outside of Greenview; However, Greenview supports similar groups of this nature.</p> <p>Funding the full amount could set a precedent for other organizations.</p>	
13. Fox Creek Curling Club	\$ 17,500.00	\$ 100,000.00	<p>The Operating grant request will be used to cover the cost of the ice maker for the 2019/2020 season.</p> <p>The Capital grant will be used for facility upgrades to replace boiler and interface system, roof upgrades, kitchen renovations and installing ice cameras, sound system and speakers.</p>	N/A	Yes	<p>Administration recommends supporting the operating grant request.</p> <p>Administration does not recommend providing the full capital grant request as it would be setting a precedent to other organizations.</p> <p>This request is similar in value and scope to the Ridgevalley Arena upgrades of 2019, Which directly benefited Greenview residents.</p>	
14. Grande Cache Cycling Club	\$ 14,610.28		The operating grant would be used to develop and maintain trail networks for summer and winter off road cycling in the Grande Cache area.	2019 - \$2,500.00	Yes	Administration recommends supporting this initiative as it aligns well with the direction of both Greenview's Recreation and Economic Departments.	

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
15	15. Valleyview Riverside Golf Club		\$ 50,000.00	Funds would be used to purchase ongoing finishes of the irrigation system, replacing aging equipment such as stoves, coolers, airconditioning, chairs as well as outside mowing equipment and golf carts. Funds will also be used to install a security system due to vandalism and theft problems. Riverside golf course is also working on restoring the old clubhouse and along with other donations will be replacing the roof, flooring and painting inside and outside.	1. 2019 - \$25,000 operating funds 2. 2018 - \$25,000 operating funds	Yes	Administration recommends denying this request; as per June 2019 Grant Policy 8002 application requests must be provided on a Greenview application and all attachments included. This application was deficient on numerous items. Applicant may apply for the April grant deadline.	
16	16. Hinton Adult Learning Society	\$ 3,000.00		Grant will be used to bring the "Grief Recovery Method Program" to the Grande Cache Community as the Hinton Adult Learning Society recently acquired the Community Adult Learning Program in Grande Cache. This training will enable 12 participants to complete the program, educating these individuals on grief will also have a ripple effect on the community as they share their knowledge.	N/A	Yes	Administration recommends supporting this grant request. This program will be run out of the Community Resource Centre in Grande Cache which is affiliated with the Aweniwuche Winewak Nation grant application.	
17	17. Grande Prairie District Rural Crimewatch Association	\$ 2,500.00		The operational funds would be used towards the Crimewatch Symposium on February 21 & 22, 2020 being held in Grande Prairie, AB at the Pomeroy Inn and Conference Center. This symposium provides an opportunity for members to learn how to be more effective in assisting law enforcement in the fight against crime in rural communities.	N/A	Yes	Administration recommends supporting this grant request.	

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
18	18. Grande Prairie Hospice Palliative Care Society (GHPACS)	\$ 35,000.00		The operational funds would be used to augment the wages for the position of Executive Director for the society.	1. 2019 - \$20,000 to augment Executive Director salary 2. 2018 - \$20,000 to augment Executive Director salary	Yes	Council has been approving the operational grant to the Grande Prairie Hospice Palliative Care Society in the amount of \$20,000.00 annually since 2016 and \$10,000.00 in 2015. Administration recommends that if Council wishes to continue to provide support that this item be placed in the annual budget rather than going through the grant process.	
19	19. Valleyview & District Early Learning & Childcare Centre Society		\$ 60,000.00	Capital grant requested will be used to complete the necessary Phase 2 renovations within their new location. This would include electrical, flooring, plumbing, interior paint and emergency door exit. They have been temporarily closed down since July 31, 2019 due to lack of funding to complete the necessary renovations.	1. 2016 - \$7,000.00 Capital funds were provided for computers and software.	Yes	As previous grant requests were denied, Administration recommends denying the grant request.	
20	20. Fox Creek Playschool	\$ 15,000.00		Operating funds will be used to help cover the operating wages for staff for the remainder of the 2019/2020 school year to ensure continuation of the program in the future.	N/A	Yes	Due to other Childcare grant requests being denied, Administration recommends denying the request as it could set a precedent to other societies.	

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
21	21. Grovedale Daycare Society	\$ 6,000.00	\$ 35,100.00	Capital grant request will be used to cover the installation fees to have the utilities to the land proposed from the Peace Wapiti Public School Division for sale/lease to the Society as well as pay for the upcoming engineering costs to fulfill the lease agreement information. Operating Grant request will be used to cover the work of the Executive Director to continue keeping the project going forward.	2018 - \$440,000 was awarded for the purchase of the Grovedale Daycare building, there funds currently sit in our reserves until the project commences.	No	If Council wishes to accept the request, Administration suggests reviewing other grant applications from daycare and childcare societies. Administration suggests not issuing any grant funds until the \$440,000.00 awarded in 2018 begin to be utilized.	Social Services
22	22. Grande Prairie Youth Emergency Shelter	\$ 20,000.00	\$ 500,000.00	Operating grant funds will be used to help fund the Sunrise House Shelter Program. The needs of youth have become more complex, it is critical that front line staff are well educated and trained working with homelessness and at risk youth. Capital funds will be used for a new facility as the current facility is at capacity with no room for growth or land space for renovations. The goal is to build a new shelter to better serve the growing needs of the youth and expect the new facility to support approx. 300 individuals/families per year.	2018 - \$20,000.00	Yes	Administration does not recommend providing the grant request for capital, however if Council wishes to explore the possibility of providing funding for a facility, Administration recommends that a detailed business plan and list of other not-for-profit/Municipal contributors be presented to Council at a later date.	Social Services

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
23	23. Grovedale Cemetery Committee		\$ 16,000.00	The capital funds will be used to build a columberium access walkway, moving of the columberiums, material for roadways, finishing material for center piece at the cemetery.	2015 - \$68,000.00 - Purchase and placement of columberiums and the purchase of a new lawn tractor.	Yes	Administrations recommends supporting this grant request.	
24	24. Regional EMS Foundation		\$ 38,000.00	The funds would be used to aid in the purchase of a new non-emergency medical transportation van.	N/A	Yes	Administration recommends supporting this grant request.	

	ORGANIZATION	OPERATING \$ 100,000.00	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
25	25. Rising Above Ministry - Grande Prairie			<p>The purpose of the operating grant is the Rising Above Park Campus and Residential Homes operating costs, project phase 3.</p> <p>With the growing organization, day to day operational costs have increased; Phase 3 funding would go towards staff salaries, facility maintenance and office supplies for all 4 facilities - Park Campus and 3 residential homes for women in the 6- month residential treatment program.</p>	<p>2018 - \$15,000.00 capital grant for upgrades to the Park Campus. (Phase 2)</p> <p>2017 - \$25,000.00 capital upgrades for Park campus facility (phase 1)</p>	Yes	<p>Administration does not recommend providing the grant request for operating as it would be setting a precedent to other organizations.</p> <p>Administration sees the benefit of the services provided by the society. Adjusting for inflation Administration recommends an approval of \$30,000 for operating costs.</p>	
26	26. Mountain Metis Nation Association	\$ 65,000.00		<p>Operating funds will be used for operating the Youth Connections program. The program provides youth in-school and after-school tutorial services. After-school programming provides youth with access to computers, libraries, recreational activities, homework help, snacks, and skill development for employment. Extra activities related to education and culture are provided on weekends and PD days.</p> <p>The Association is requesting the funds to be provided to them annually.</p>	<p>1. 2019 - \$65,000.00 for the Youth Connections Program.</p> <p>2019 - \$16,000 from Green View FCSS for Annual Summer Youth Camp.</p> <p>2. 2018 - \$59,000.00 for the Youth Connections Program.</p> <p>2018 - \$13,435.67 from Green View FCSS for Hide-A-Way Camp.</p>	Yes	<p>If approved, Administration recommends a review of all services of this nature in the area to ensure duplication of efforts is not occurring.</p>	Social/ Recreation

	ORGANIZATION	OPERATING	CAPITAL	PURPOSE	PREVIOUS (TWO) GREENVIEW GRANTS	FINANCIAL REPORTING RECEIVED	ADMINISTRATIVE RECOMMENDATION	CATEGORY
27	Ridgevalley Seniors Home		\$ 388,000.00	The capital funds would be utilized for 50% of the capital costs of the construction of the first independent living duplexes. \$100,000.00 is already set aside for this project with the infrastructure nearly complete. Another project will be replacing shingles on approx. 19,000 sq ft. of roof on the Ridgevalley Seniors Home. Construction cost 1 duplex 50% of \$520,000 = \$260,000 Shingles = \$39,900.00 Total funding request = \$299,900.00	1. 2019 - \$388,000.00 for the access driveway, services, construction and replacing shingles. 2. 2017 - \$57,644.63 for the therapeutic tub and lift, flooring, sidewalk and yard work.	Yes	Administration does not recommend providing the grant request for capital, however if Council wishes to explore the possibility of providing funding for a facility, Administration recommends that a detailed business plan and list of other not-for-profit contributors be presented to Council at a later date rather than proceeding through the grant process.	Social/Seniors
		Total Operating: \$ 440,785.28						
		Total Capital:	\$ 1,456,561.54					
		Total Grants - Operating and Capital:	\$ 1,897,346.82					

Note:

The 2020 Community Service Budget for Miscellaneous Grants is \$1,500,000.00

Date	Chief Administrative Officer Action Log	Responsible Party	NOTES/STATUS
19 12 09 RC Meeting			
December 9, 2019	MOTION: 19.12.853. Moved by: DEPUTY REEVE DUANE DIDOW That Council moves Third and Final Reading of Bylaw 19-833 – 2020 Operating Line of Credit Borrowing Bylaw. CARRIED	CAO Services	Waiting for Signature
December 9, 2019	MOTION: 19.12.855. Moved by: COUNCILLOR BILL SMITH That Council defer motion 19.12.854., Bylaw 19-831 to the December 16, 2019 Committee of the Whole meeting. CARRIED	CAO Services	In Progress
December 9, 2019	MOTION: 19.12.860. Moved by: COUNCILLOR SHAWN ACTON That Council give second reading to Bylaw 19-834 "Woodlands County/M.D. of Greenview Intermunicipal Collaboration Framework" with the following amendment: - "Both parties recognize that the decision to participate or not participate in a project/ arrangement ultimately lies with the respective councils" under Section F. 3). CARRIED	CAO Services	
December 9, 2019	MOTION: 19.12.861. Moved by: COUNCILLOR TOM BURTON That Council approve Greenview's 2020 Interim Operational Budget for \$120,671,709.00 with funds to come from the 2020 taxation and operational revenues. CARRIED	Corp Serv.	Complete
December 9, 2019	MOTION: 19.12.863. Moved by: COUNCILLOR BILL SMITH That Council approve adjusting the Bank General Ledger to reconcile the difference of \$103,100.00 between the Bank Chequebook balance and the Bank General Ledger, as per recommendation of Greenview's auditors during the 2018 Financial Statements presentation, Metrix Group LLP. CARRIED	Corp Serv	
December 9, 2019	MOTION: 19.12.864. Moved by: COUNCILLOR BILL SMITH That Council declare Greenview as an Agricultural Disaster Area for 2019. CARRIED	Com Serv	In progress
December 9, 2019	MOTION: 19.12.865. Moved by: COUNCILLOR TYLER OLSEN That Council approve Administration to award Greenview Alberta First Responder Radio Community System Tender to BearCom in the amount of \$591,008.71. CARRIED	Com Serv	

December 9, 2019	<p>MOTION: 19.12.866. Moved by: COUNCILLOR WINSTON DELORME That Council approve the donation of the Greenview Community Bus to the Aseniwuche Winewak Nation (AWN) to be used for the Christmas Community Feast event transportation, to take place in Grande Cache, AB., on December 19, 2019. CARRIED</p>		In progress
December 9, 2019	<p>MOTION: 19.12.868. Moved by: COUNCILLOR TOM BURTON That Council approve funding to the Town of Fox Creek for the Fox Creek Greenview Multiplex exterior signage with an upset limit of \$128,000.00, with funds to come from Contingency Reserves. CARRIED</p>		
December 9, 2019	<p>MOTION: 19.10.694. Moved by: COUNCILLOR TYLER OLSEN That Council provide funding with an upset limit of \$30,000.00 to the Grande Cache Community Friends Association (100 Caring Hearts) as a grant to purchase a commercial barbeque, with funds to come from Community Services Miscellaneous Grants. CARRIED</p>		
December 9, 2019	<p>MOTION: 19.12.872. Moved by: COUNCILLOR BILL SMITH That Council approve revised Policy 1015 Conference Attendance as amended;</p> <ul style="list-style-type: none"> • AAMDC to RMA • #8. Add "or by Council Motion • Travelling partner must be of legal age. <p>Reeve Smith requested a recorded vote For Councillor Bill Smith, Councillor Tom Burton, Councillor Roxie Rutt, Reeve Dale Smith, Councillor Tyler Olsen, Councillor Les Urness, Councillor Winston Delorme, Deputy Reeve Duane Didow Opposed None CARRIED</p>	CAO Services	
December 9, 2019	<p>MOTION: 19.12.874. Moved by: COUNCILLOR ROXIE RUTT That Council approve Policy 1033 "Compensation Review" as presented. Councillor Burton requested a recorded vote For Councillor Bill Smith, Councillor Roxie Rutt, Reeve Dale Smith, Councillor Shawn Acton, Councillor Tyler Olsen, Councillor Les Urness, Councillor Winston Delorme, Deputy Reeve Duane Didow Opposed Councillor Tom Burton CARRIED</p>	Cao Service	Complete
December 9, 2019	<p>MOTION: 19.12.875. Moved by: COUNCILLOR WINSTON DELORME That Council supports Alberta Transportation's plans in lowering the speed limit from 100 km/hr to 80 km/hr on Highway 40 from La Prairie turn off to 200 metres west of the turn off at Susa Creek. CARRIED</p>	I & P	

December 9, 2019	MOTION: 19.12.876. Moved by: COUNCILLOR ROXIE RUTT That Council authorize Administration to provide the Town of Valleyview a letter of support to advertise the sale of the old Town of Valleyview Medical Clinic also known as the WD Stevenson Building located at 4801/03 East Highway Street, Valleyview Alberta. CARRIED	Com Serv	
December 9, 2019	MOTION: 19.12.877. Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to transfer a maximum of \$1,300,000.00 from Facilities Reserves to cover the purchase and renovations of the Gordon Property (Lot 29 &30, Block 6, Plan 0525278). CARRIED	Corp Serv	
December 9, 2019	MOTION: 19.12.878. Moved by: COUNCILLOR TYLER OLSEN That Council award Allnorth for the Engineering Services on the Forestry Trunk Road Paving for the amount of \$413,716.00 to come out of the 2020 Capital Budget. CARRIED	I & P	
December 9, 2019	Notice of Motion: That Administration bring back a recommendation on the roads within the Co-ops and Enterprises.	I & P	
December 9, 2019	MOTION: 19.12.886. Moved by: COUNCILLOR WINSTON DELORME That Council approve an additional upset limit of \$250,000.00 for the Grande Cache Public Service Building construction project, with funds to come from Protective Services. CARRIED	Com Serv	
December 9, 2019	MOTION: 19.12.887. Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to transfer an upset limit of \$250,000.00 from Fire Facilities Reserve to the Protective Services Budget. CARRIED	Corp Serv	
December 9, 2019	MOTION: 19.12.888. Moved by: COUNCILLOR LES URNESS That Council approve \$95,000.00 capital expenditure to purchase a skid steer and attachments, with funds to come from Recreation Reserves CARRIED	Com Serv	
December 9, 2019	MOTION: 19.12.889. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to implement a wage freeze for one year beginning January 1st, 2020. CARRIED	CAO Services	Complete
19 11 25 RC Meeting			

November 25, 2019	MOTION: 19.11.817. Moved by: COUNCILLOR WINSTON DELORME That Council approve the payment of \$9,686.25 including GST to Garland Canada, INC. for expenses associated with the roof replacement on the Grande Cache Recreation Centre, with funds to come from the Grande Cache Recreation Budget. CARRIED	Corp Serv/ Comm. Serv.	Budget has been updated
November 25, 2019	MOTION: 19.11.818. Moved by: COUNCILLOR SHAWN ACTON That Council authorize the transfer of \$9,686.25 from Contingency Reserves to the Grande Cache Recreation Budget. CARRIED	Corp. Serv.	Complete
November 25, 2019	MOTION: 19.11.819. Moved by: COUNCILLOR TOM BURTON That Council approve the payment of \$43,018.79 including GST to Genron Enterprises for additional expenses associated to the roof replacement on the Grande Cache Recreation Centre, with funds to come from the Grande Cache Recreation Budget. CARRIED	Corp Serv/ Comm. Serv.	Budget has been updated
November 25, 2019	MOTION: 19.11.820. Moved by: COUNCILLOR TYLER OLSEN That Council authorize the transfer of \$43,018.79 from Contingency Reserves to the Grande Cache Recreation Budget. CARRIED	Corp. Serv.	Complete
November 25, 2019	MOTION: 19.11.821. Moved by: COUNCILLOR TYLER OLSEN That Council select Option #2 and direct Administration to purchase and deploy uniform crests, decals and stripes to enable the rebrand of the current fire service model to the Municipal District of Greenview Fire-rescue Services. CARRIED	Comm Serv.	
November 25, 2019	MOTION: 19.11.822. Moved by: COUNCILLOR ROXIE RUTT That Council approve the Grande Cache Tourism Interpretive Centre operate on a 5-day per week schedule from January 2, 2020 to March 31, 2020. CARRIED	Comm Serv	
November 25, 2019	MOTION: 19.11.823. Moved by: COUNCILLOR WINSTON DELORME That Council approve Greenview's 2020 Capital Plan Budget for \$96,462,558.00, with funds to come from the 2020 taxation and operational revenues plus \$18,242,227.00 drawdown from Capital Project Carry Forward Reserves for a balanced budget. CARRIED	Corp. Serv.	Complete
November 25, 2019	MOTION: 19.11.824. Moved by: COUNCILLOR WINSTON DELORME That Council accept Greenview's 2021 Capital Plan for \$63,074,385.00, Greenview's 2022 Capital Plan for \$51,731,932.00, Greenview's 2023 Capital Plan for \$30,243,379.00 and Greenview's 2024 Capital Plan for \$22,937,831.00 for information, as presented. CARRIED	Corp. Serv.	Complete

November 25, 2019	MOTION: 19.11.825. Moved by: COUNCILLOR SHAWN ACTON That Council approve a 2% Market (COLA) adjustment for Council and staff, effective January 1, 2020. CARRIED	CAO Services	Complete
November 25, 2019	MOTION: 19.11.828. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to cancel the 2015 to 2019 property taxes, tax arrears and penalties for properties identified on the attached appendix as per section 347 of Municipal Government Act. CARRIED	Corp. Serv.	Complete
November 25, 2019	MOTION: 19.11.829. Moved by: COUNCILLOR ROXIE RUTT That Council direct Administration to apply to the Province of Alberta for the Provincial Education Requisition Credit for Uncollected Education Property Taxes on Oil and Gas properties identified in the attached appendix. CARRIED	Corp. Serv.	Complete
November 25, 2019	MOTION: 19.11.830. Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to cancel the July 1, 2019 penalty in the amount of \$23,212.67 and any future penalties associated with the 2019 tax levy on tax roll 316190, a Shallow Gas Producer property noted on the list provided by Alberta Municipal Affairs, and attached, as per section 347 and 353(2) of the Municipal Government Act. CARRIED	Corp. Serv.	Complete
November 25, 2019	MOTION: 19.11.826. Moved by: COUNCILLOR TYLER OLSEN That Policy 1008 be amended to include the Market (COLA) adjustment to the monthly honorarium. CARRIED	CAO Service	Complete
November 25, 2019	MOTION: 19.11.832. Moved by: COUNCILLOR TOM BURTON That Council approve revised Policy 1028 "University Scholarships" as presented. CARRIED	CAO Services	In Progress
November 25, 2019	MOTION: 19.11.834. Moved by: COUNCILLOR TOM BURTON That Council refer motion 19.11.833., Policy 1032, back to the Policy Review Committee for further discussion. CARRIED	CAO Services	In Progress
November 25, 2019	MOTION: 19.11.835. Moved by: COUNCILLOR WINSTON DELORME That Council provide sponsorship in the amount of \$750.00 to the Alberta North Sport Conference, to be hosted in Grande Prairie, Alberta, at the Paradise Inn and Suites on November 29 & 30, 2019, with funds to come from the Community Services Miscellaneous Grants Budget. CARRIED	Com. Serv	

November 25, 2019	MOTION: 19.11.836. Moved by: COUNCILLOR TYLER OLSEN That no action be taken on the request from the Aseniwiuche Winewak Nation's sponsorship request of \$1,000.00 for the Aseniwiuche Winewak Nation's Staff Appreciation Christmas Party, to be hosted in Grande Cache, AB., on November 30, 2019. CARRIED	Com. Serv.	
November 25, 2019	MOTION: 19.11.837. Moved by: COUNCILLOR SHAWN ACTON That Council approve sponsorship in the amount of \$500.00 to the Fox Creek Curling Club for the Fox Creek Resource Curling Bonspiel, to be hosted in Fox Creek, AB., on January 17-19, 2020, with funds to come from Community Services Miscellaneous Grants. CARRIED	Com Serv	
November 25, 2019	MOTION: 19.11.838. Moved by: COUNCILLOR WINSTON DELORME That Council provide event funding to the 2019 Grande Cache Community Christmas Dinner, to be hosted in Grande Cache, AB., in the amount of \$5,000.00, with funds to come from the Community Services Miscellaneous Grants. CARRIED	Com Serv	
November 25, 2019	MOTION: 19.11.839. Moved by: COUNCILLOR ROXIE RUTT That Council provide sponsorship to the Little Smoky Community Centre in the amount of \$1,000.00 to the Annual Wild Game Dinner and Dance, to be held on November 30, 2019 in Little Smoky, AB., with funds to come from Community Services Miscellaneous Grants. CARRIED	Com. Serv	
November 25, 2019	MOTION: 19.11.840. Moved by: COUNCILLOR WINSTON DELORME That Council approve the \$5,000.00 in awarded grant funds for wheelchair accessibility to the Little Smoky Community Center to be reallocated for major repairs on the Little Smoky skating rink. CARRIED	Com. Serv	
November 25, 2019	MOTION: 19.11.841. Moved by: COUNCILLOR SHAWN ACTON That Council appoint Deputy Reeve Duane Didow, Councillor Shawn Acton to the Water North Coalition and Councillor Tom Burton as the alternate. CARRIED	CAO Services	Complete
November 25, 2019	MOTION: 19.11.843. Moved by: COUNCILLOR LES URNESS That Administration bring back a report on Senior Property Tax subsidy. CARRIED	Corp. Serv.	In Progress
November 25, 2019	MOTION: 19.11.846. Moved by: COUNCILLOR WINSTON DELORME That Council direct administration to investigate a subsidy program for snow removal. CARRIED	I & P	In Progress
19 10 28 Org & RC Meeting			

October 28, 2019	MOTION: 19.10.777. Moved by: COUNCILLOR TOM BURTON That Council refer the appointment of two individuals to the Tri-Municipal Industrial Partnership Corporate Entity until a future council meeting. CARRIED	Ec. Dev.	
October 28, 2019	MOTION: 19.10.795. Moved by: COUNCILLOR WINSTON DELORME That Council approve \$145,000.00 for the replacement of the sewage plant Genset in Grande Cache, with funds to come from the Wastewater Reserve. CARRIED	Corp Serv/I&P	Budget side Complete
October 28, 2019	MOTION: 19.10.798. Moved by: COUNCILLOR TOM BURTON That Council approve Greenview's 2020 Capital Plan Budget for \$102,904,875.00, with funds to come from the 2020 taxation and operational revenues plus \$21,011,350.00 drawdown from reserves for a balanced budget. MOTION: 19.10.799. Moved by: DCOUNCILLOR WINSTON DELORME That Council defer motion 19.10.798. 2020 - 2024 Capital Plan Budget to the November 25, 2019 Regular Council meeting. CARRIED	Corp Serv	Complete
October 28, 2019	MOTION: 19.10.804. Moved by: COUNCILLOR BILL SMITH That Council accept for information the update status for the request for the firehall space within Grovedale. CARRIED	Comm. Serv	In Progress
19 10 15 RC Meeting			
October 15, 2019	MOTION: 19.10.705. Moved by: COUNCILLOR DALE GERVAIS That Council co-host a hospitality suite at the 2020 Growing the North Conference with the Saddle Hills, Birch Hills and County of Grande Prairie. CARRIED	CAO Serv	In Progress
October 15, 2019	MOTION: 19.10.709. Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to continue enforcement proceedings requiring Deep Valley Power Systems Ltd. to remove the fence from Range Road 223 service road right-of-way of SW-22-68-22-W5. CARRIED	I & P	In Progress
October 15, 2019	MOTION: 19.10.712. Moved by: COUNCILLOR DALE GERVAIS That Council proceed to prepare to assume operations of the Greenview Regional Multiplex, effective January 1st, 2020. Councillor Dale Gervais requested a recorded vote. For: Councillor Tom Burton, Councillor Dale Gervais, Councillor Roxie Rutt, Councillor Dale Smith, Councillor Shawn Acton, Councillor Tyler Olsen, Councillor Les Urness, Councillor Duane Didow Opposed: None CARRIED	CAO Serv. / Com. Serv.	In progress

19 09 09 RC Meeting

September 9, 2019	<p>MOTION: 19.09.622. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to continue the Road Closure process for the Sturgeon Heights Community Club on the south side of SE 25-70-25 W5 with the \$1,500 application fee waived. CARRIED</p>	I&P	In progress
September 9, 2019	<p>MOTION: 19.09.623. Moved by: COUNCILLOR TOM BURTON That Council direct administration to allow a variance on portion SE 25-70-25 W5M for the purpose of fencing adjacent to Sturgeon Heights Cemetery. CARRIED</p>	I&P	In progress

19 08 26 RC Meeting

August 26, 2019	<p>MOTION: 19.08.589. Moved by: COUNCILLOR DALE GERVAIS That Council authorize Administration to work with interested internet providers to develop a report outlining the options available for potential internet service delivery to the MD of Greenview. CARRIED</p>	Com Serv	In Progress - posted on Albert Purchasing Connection; submission deadline is November 29/19
August 26, 2019	<p>MOTION: 19.08.591. Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to investigate the feasibility and cost of upgrading the existing facility at NE 33 70 24 W5M. CARRIED</p>	Com Serv	In Progress
August 26, 2019	<p>MOTION: 19.08.592. Moved by: REEVE DALE SMITH That Council direct Administration to investigate the feasibility of all recreation potential on Greenview lands within the Narrows. CARRIED</p>	Com Serv	In Progress
August 26, 2019	<p>MOTION: 19.08.601. Moved by: COUNCILLOR TOM BURTON That Council direct Administration to investigate, with Alberta Transportation, the conditions of three digit provincial roads in Greenview and possible solutions. CARRIED</p>	CAO/I & P	In Progress

19 06 10 RC Meeting

June 10, 2019	<p>MOTION: 19.06.445. Moved by: COUNCILLOR BILL SMITH That Council directs Administration to seek a panel to do a Council Compensation review prior to October 2021. CARRIED</p>	CAO	In Progress
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19 05 27 RC Meeting

May 27, 2019	<p>MOTION: 19.05.407. Moved by: DEPUTY REEVE WINSTON DELORME That Council approve Administration to proceed with the farmland access application to SE 17-67-22 W5 by extending Range Road 224 with funds to come from Block Funding. CARRIED</p>	I&P	Complete
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19 05 13 RC Meeting			
May 13, 2019	MOTION: 19.05.359. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to acquire a lease at Shuttler Flats and to operate the site and work towards divestment of the site. CARRIED	Com. Serv.	In progress
May 13, 2019	MOTION: 19.05.366. Moved by: COUNCILLOR BILL SMITH That Council transfer \$671,187.00 from Grande Cache Unrestricted Net Assets to the Operating Contingency Reserve. CARRIED	Corp. Serv.	Completion date January 2020
19 04 08 RC Meeting			
April 8, 2019	MOTION: 19.04.290. Moved by: COUNCILLOR BILL SMITH That Council defer motion 19.04.287. Grovedale Public Service Building Site Dugout until more detailed information can be brought forward on options 2 and 3. CARRIED	Community Service	In progress
April 8, 2019	MOTION: 19.04.302. Moved by: COUNCILLOR DUANE DIDOW Council directs Administration bring back comparable information from similarly structured municipalities as Greenview on how the urban and rural residential tax rates are delineated. CARRIED	Corp Serv	In Progress
April 8, 2019	MOTION: 19.04.303. Moved by: COUNCILLOR DUANE DIDOW Council direct Administration provide a service level matrix of the municipal supplied services to all residents within the MD. CARRIED	CAO Services / Corp Serv	In Progress
19 02 11 RC Meeting			
February 11, 2019	MOTION: 19.02.157. Moved by: DEPUTY REEVE WINSTON DELORME That Council direct Administration to proceed with the Recreation (REC) Lease application process to Alberta Environment and Parks (AEP) for the Jason Delorme Memorial site. CARRIED	Community Services / I & P	In progress
19 01 14 RC Meeting			
January 14, 2019	MOTION: 19.01.91. Moved by: COUNCILLOR DALE SMITH That Council approve the replacement of BF76768 on Twp. 670 in 2019 in the amount of \$795,000 with funds to come from Capital Infrastructure Reserve. CARRIED	I & P/Corp Serv	Postponed until 2020. Corp. Serv. Has updated the dollar amount.
18 12 10 RC Meeting			

December 10, 2018	MOTION: 18.12.719. Moved by: REEVE DALE GERVAIS That Council as a whole engage a third party to conduct the annual Council Self-Appraisal to occur in early 2019. CARRIED	Council	
18 10 09 RC Meeting			
Oct. 9, 2018	MOTION: 18.10.559. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land in the Grovedale area for industrial development, once Alberta Environment and Parks has reviewed their application to purchase process. CARRIED MOTION: 18.10.560. Moved by: REEVE DALE GERVAIS That Council rescind motion 18.10.559., in regard to the Grovedale Public Land Purchase. CARRIED MOTION: 18.10.561. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land, NE 35-68-6 W6M and the NW 36-68-6 W6M, in the Grovedale area for industrial development. CARRIED	I & P	In Progress- Application submitted to Public Lands through Bearsto. Anticipated completion date 2020+
18 09 24 RC Meeting			
September 24, 2018	MOTION: 18.09.536. Moved by: COUNCILLOR ROXIE RUTT That Council direct Administration to complete the Intermunicipal Collaboration Frameworks with Yellowhead County, Woodlands County, and Birch Hills County Administratively. CARRIED	CAO Serv	In Progress
16 06 28 RC Meeting			
June 28, 2016	MOTION: 16.06.227. Moved by: COUNCILLOR GEORGE DELORME That Council direct administration to investigate the creation of a bylaw to support the Grande Cache Source Water Protection Plan around the air strip, Victor Lake and the Town of Grande Cache. CARRIED	CAO Serv	In Progress