

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

## REGULAR COUNCIL MEETING AGENDA

Tuesday January 14, 2014

9:00 AM

Council Chambers  
Administration Building

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#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	1
#3	MINUTES	3
	3.1 Regular Council Meeting minutes held December 10, 2013 – to be adopted	
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	13
#5	DELEGATIONS	N/A
#6	BYLAWS	13
	6.1 Bylaw 13-701	
	6.2 Bylaw 13-715	23
	6.3 Bylaw 14-716	31
#7	OLD BUSINESS	33
#8	NEW BUSINESS	34
	8.1 Policy 1013 – Credit Card	
	8.2 Policy 1014 – Request for Decision	41
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	8.4 Regional Water System Feasibility Study	47
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#9 COUNCILLORS  
BUSINESS & REPORTS

#10 CORRESPONDENCE

#11 IN CAMERA

11.1 Legal

1

#12 ADJOURNMENT

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building,  
Valleyview, Alberta, on Tuesday, December 10, 2013

**# 1:** Reeve Gervais called the meeting to order at 9:04 a.m.  
**CALL TO ORDER**

<b>PRESENT</b>	Reeve Deputy Reeve Councillors	Dale Gervais Tom Burton Dave Hay Roxie Rutt Bill Smith Dale Smith Les Urness
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<b>ATTENDING</b>	Interim Chief Administrative Officer General Manager, Corporate Services General Manager, Community Services Interim General Manager Infrastructure & Planning Legislative Services Officer Communications Officer Recording Secretary	Doug Plamping Rosemary Offrey Dennis Mueller Roy Lidgren Lucien Cloutier Denise Thompson Lianne Kruger
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**ABSENT** Councillor George Delorme

**#2:** MOTION: 13.12.683. Moved by: COUNCILLOR TOM BURTON  
**AGENDA** That the Agenda be adopted with addition:

- 11.4 Legal
- 11.5 Double In Camera

CARRIED

**#3.1** MOTION: 13.12.684. Moved by: COUNCILLOR TOM BURTON  
**Regular Council** That the Minutes of the Regular Council Meeting held on Tuesday, November 26,  
**Meeting** 2013 be adopted with changes.

- Councillor Tom Burton re-entered meeting at 1:39 p.m.
- Councillor Tom Burton attended the Peace Region Economic Development Alliance not People's Recovery Empowerment Development Alliance

CARRIED

#3.2  
BUSINESS ARISING  
FROM MINUTES

**3.2 BUSINESS ARISING FROM MINUTES:**

#4  
PUBLIC HEARING

**4.0 PUBLIC HEARING**

#5  
DELEGATIONS

**5.0 DELEGATIONS**

#6  
Bylaws

**6.0 BYLAWS**

**6.1 BYLAW 13-713 PUBLIC HEARING PROCEDURE**

SECOND READING

MOTION: 13.12.685. Moved by: COUNCILLOR DALE SMITH  
That Council give Bylaw 13-713 – Public Hearing Procedure, second reading.

AMENDMENT TO  
SECOND READING

MOTION: 13.12.686. Moved by: COUNCILLOR DALE SMITH  
That Council amends Bylaw 13-713 by replacing the word “Reeve” in Clause 10 to  
“Chair” and to replace all instances of the word “Reeve” in Schedule “A” with the  
word “Chair”.

CARRIED

MOTION: 13.12.687. Moved by: COUNCILLOR TOM BURTON  
That Council amend Bylaw 13-713 by changing Schedule A item 1d to read “calls on  
legislative services to explain the purpose of the hearing”, and delete 1g.

CARRIED

Reeve Gervais called the vote on motion 13.12.685, second reading of Bylaw 13-  
713.

CARRIED

THIRD READING

Reeve Gervais tabled third reading of Bylaw 13-713 until later in the meeting.

**6.2 BYLAW 13-715 USE OF RESERVES & ENVIRONMENTAL RESERVES**

MOTION: 13.12.688. Moved by: COUNCILLOR DAVE HAY  
That Council deferred Bylaw 13-715 until the January 14, 2014 Regular Council  
Meeting.

CARRIED

#7  
OLD BUSINESS

**7.0 OLD BUSINESS**

None was heard.

#8  
NEW BUSINESS

**8.0 NEW BUSINESS**

**8.1 POLICY 1001-01 POLICY & PROCEDURE STANDARDS**

**POLICY &  
PROCEDURE  
STANDARDS**

MOTION: 13.12.689. Moved by: COUNCILLOR DALE SMITH  
That Council receive Procedure 1001-01 – Policy and Procedure Standards as revised.

CARRIED

**8.2 INTERIM OPERATING BUDGET**

**INTERIM  
OPERATING  
BUDGET**

MOTION: 13.12.690. Moved by: COUNCILLOR LES URNESS  
That Council adopt an Interim Operating Budget for the 2014 calendar year as being the same levels of service and the same maximum levels of expenditures as approved in the 2013 Operating Budget.

CARRIED

**8.3 SIGNING AUTHORITY**

**SIGNING  
AUTHORITY**

MOTION: 13.12.691. Moved by: COUNCILLOR LES URNESS  
That Council add Roxie Rutt, Councillor Ward 7, and Rosemary Offrey, General Manager, Corporate Services as signing authorities to Municipal District of Greenview No. 16 bank accounts with ATB Financial.

CARRIED

**8.4 ONE YEAR EXTENSION TO EXISTING (2011-2013) ENGINEERING & LEGAL  
SURVEY CONTRACTS**

MOTION: 13.12.692. Moved by: COUNCILLOR LES URNESS  
That Council authorize the Chief Administrative Officer to extend the existing 3-year (2011-2013) Engineering and Legal Survey Contracts with the consultants listed below for an additional one (optional) year expiring December 31, 2014 for an estimated total engineering cost of \$7.4 million, and to initiate the Request for Proposal process for the selection of consultants for the provision of Engineering and Legal Survey services for the next 3-year term beginning January 1, 2015 and expiring December 31, 2017.

MOTION: 13.12.693. Moved by: COUNCILLOR DAVE HAY  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting goes in camera at 9:34 a.m.

CARRIED

Councillor Bill Smith vacated the meeting at 10:14 a.m.

Councillor Bill Smith re-entered the meeting at 10:16 a.m.

Councillor Roxie Rutt vacated the meeting at 10:22 a.m.

Councillor Roxie Rutt re-entered the meeting at 10:24 a.m.

MOTION: 13.12.694. Moved by: COUNCILLOR LES URNESS

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come out of camera at 10:25 a.m.

CARRIED

Councillor Les Urness withdrew his motion 13.12.692. There was no objection to the withdrawal from any member of Council.

Reeve Gervais called for an adjournment at 10:28 a.m.

Reeve Gervais reconvened the meeting at 10:48 a.m.

MOTION: 13.12.695. Moved by: COUNCILLOR GEORGE DELORME

That Council request that companies under Engineering and Legal Survey Contracts continue to provide services on a month by month basis at current rates, and that the Chief Administrator Officer submit to Council a proposed process on obtaining Engineering and Legal Survey services.

CARRIED

#### **8.5 WINTER GRAVEL HAUL**

WINTER GRAVEL  
HAUL

MOTION: 13.12.696. Moved by: COUNCILLOR DAVE HAY

That Council approve the loading, hauling and stockpiling of up to 230,000 tonnes of gravel from the Rail Rock pit to the new stockpile site at kilometer 70 of the Forestry Trunk Road, at a maximum cost of \$990,000. Subject to adequate road conditions.

CARRIED

#### **8.6 GREENVIEW REGIONAL WASTE MANAGEMENT COMMISSION LANDFILL COMPACTOR PURCHASE**

COMPACTOR  
PURCHASE

MOTION: 13.12.697. Moved by: COUNCILLOR TOM BURTON

That Council approve the request of the Greenview Regional Waste Management Commission that the Municipal District of Greenview No. 16 purchase a Land Fill Compactor comparable to the 816F Cat Series 2, to a maximum amount of \$550,000 with:

- a) funds to be drawn from the Vehicle/Equipment Reserve,
- b) funds drawn to be refunded to the reserve in 2015 at the time that the Town of Fox Creek and the Town of Valleyview pay their share of the cost of the Land Fill Compactor,
- c) the Land Fill Waste Compactor to be donated to the Greenview Regional Waste Management Commission, and

d) that this purchase be subject to an agreement with the Town of Fox Creek and the Town of Valleyview.

MOTION: 13.12.698. Moved by: COUNCILLOR TOM BURTON  
That Council table motion 13.12.699 until the next Regular Council Meeting to be held on January 14, 2014.

CARRIED

#### **8.7 RESCHEDULING THE WORKSHOP ON THE STAFFING & COMPENSTION**

##### **STAFFING & COMPENSATION**

MOTION: 13.12.699. Moved by: COUNCILLOR TOM BURTON  
That Council request that the Chief Administrative Officer re-schedule a Workshop on Staffing and Compensation for December 11, 2013 following Municipal Planning Commission meeting.

CARRIED

#### **8.8 FCSSAA CONFERENCE**

##### **FCSS CONFERENCE**

MOTION: 13.12.700. Moved by: COUNCILLOR DAVE HAY  
That Council approve Councillor Tom Burton's attendance at the 2013 FCSS Association of Alberta conference.

CARRIED

#### **8.9 PROCEDURE 1502-01 AMENDMENT TO MD RESERVE & JOINT FCSS AGREEMENT**

##### **USE OF FCSS RESERVE FUNDS**

MOTION: 13.12.701. Moved by: COUNCILLOR TOM BURTON  
That Council amend Procedure 1502-01, Reserve Funds, Section 5.1, by delegating authority to the Green View Family and Community Support Services (FCSS) Board for determining use of FCSS reserve funds.

CARRIED

##### **JOINT AGREEMENT**

MOTION: 13.12.702. Moved by: COUNCILLOR TOM BURTON  
That Council approve amending the Joint agreement with the Town of Valleyview for FCSS Services, Finance Section, clause 7.6, by delegating authority to the FCSS Board to determine the use of reserve funds.

CARRIED

#### **8.10 APPOINT MEMBERS AT LARGE – SDAB & GROVEDALE CEMETERY COMMITTEE**

##### **GROVEDALE CEMETERY COMMITTEE**

MOTION: 13.12.703. Moved by: COUNCILLOR BILL SMITH  
That Council appoint Gwen Smith and Margaret Basnett to the Grovedale Cemetery Committee.

CARRIED

SDAB

MOTION: 13.12.704. Moved by: COUNCILLOR DALE SMITH  
That Council appoint Ken Wilson to the Municipal District of Greenview No. 16 Subdivision and Development Appeal Board.

CARRIED

#### **8.11 MULTI-PLEX COMMITTEE – CLARIFICATION OF APPOINTMENTS**

MULTI-PLEX  
COMMITTEE

MOTION: 13.12.705. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Reeve Dale Gervais, Councillor Les Urness and Councillor Dave Hay to the Multiplex Design Committee, and further to appoint Councillor Dale Smith as the alternate to the Multiplex Design Committee.

CARRIED

#### **8.12 ALBERTA LAND INSTITUTE LAND USE 2014 EVENT**

LAND USE 2014  
EVENT

MOTION: 13.12.706. Moved by: COUNCILLOR TOM BURTON  
That Council approve the attendance of any member of Council wishing to attend the Alberta Land Institute Land Use 2014 Event on Wednesday May 7<sup>th</sup>, and Thursday May 8<sup>th</sup>, 2014 in Edmonton.

CARRIED

#### **6.1 BYLAW 13-713 – PUBLIC HEARING PROCEDURE**

MOTION: 13.12.707. Moved by: COUNCILLOR DAVE HAY  
That Council give Bylaw 13-713 – Public Hearing Procedure, third reading.

CARRIED

#9  
COUNCILLORS  
BUSINESS &  
REPORTS

#### **9.0 COUNCILLORS BUSINESS & REPORTS**

**9.2 MEMBER'S REPORT:** Council provided an update on activities and events both attended and upcoming, including the following:

##### **COUNCILLOR GEORGE DELORME:**

Attended Chief Administrator Officer Interviews  
Attended Evergreen Foundation Organizational Meeting  
Took the Municipal Elected Officials Course on Emergency Planning

##### **COUNCILLOR LES URNESS:**

Attended Valleyview Cemetery Committee Meeting  
Attended Chief Administrator Officer Interviews  
Attended the MD Christmas party

##### **COUNCILLOR DAVE HAY:**

Attended Chief Administrator Officer Interviews  
Attended the FCSS Association of Alberta Conference



Attended the Multi-Plex Facility Planning & Review Committee Meeting  
Attended the Evergreen Foundation Organizational Meeting  
Attended the Minister of Transportation Meeting  
Attended the Elected Official Training for Disaster Management

MOTION: 13.12.708. Moved by: COUNCILLOR DAVE HAY  
That Council have Chief Administrative Officer investigate the possibility of a public works showcase in May 2014.

CARRIED

**COUNCILLOR TOM BURTON**

Attended the Chief Administrative Officer Interviews  
Attended the Weyerhaeuser Advisory Meeting  
Attended the FCSS Association of Alberta Conference  
Attended the Peace Library System Meeting  
Attended the MD Christmas Party  
Attended the Minister of Transportation Meeting  
Attended Birch Hills County 100<sup>th</sup> Year Anniversary

**COUNCILLOR DALE SMITH**

Attended the Chief Administrative Officer Interviews  
Attended the Heart River Housing Meeting  
Attended the MD Christmas Party  
Attended the Minister of Transportation Meeting  
Attended the Smoky Applied Research & Demonstration Association (SARDA) Meeting

**COUNCILLOR ROXIE RUTT**

Attended Chief Administrative Officer Interviews  
Attended the FCSS Association of Alberta Conference  
Attended Municipal Planning Commission Orientation  
Attended the Minister of Transportation Meeting

**COUNCILLOR BILL SMITH**

Attended Chief Administrative Officer Interviews  
Attended the Community Club Meeting Grovedale Community Hall  
Attended Community Futures  
Attended the Minister of Transportation Meeting  
Attended the Elected Official Training for Disaster Management

**9.1 REEVE'S REPORT:**

**REEVE DALE GERVAIS:**

Attended Chief Administrative Officer Interview

Attended Meeting with Fox Creek Mayor Jim Ahn and Chief Administrative Officer Ken Gwozdz

Attended the MD Christmas Party

Attended the Multi-Plex Facility Planning & Review Committee Meeting

Attended the Elected Official Training for Disaster Management

Reeve Gervais called for adjournment at 12:02 p.m.

Reeve Gervais reconvened the meeting at 1:16 p.m.

Councillor Les Urness vacated the meeting at 1:46 p.m.

Councillor Les Urness re-entered the meeting at 1:48 p.m.

MOTION: 13.12.709. Moved by: COUNCILLOR BILL SMITH

That Council request the Chief Administrative Officer to draft a memorandum of understanding for winter road maintenance for Hwy 666 paved portion, Hwy 665 and Hwy 736 paved portion.

CARRIED

#10  
CORRESPONDENCE

**10.0 CORRESPONDENCE:**

# 11  
IN CAMERA

**11.0 IN CAMERA CONFIDENTIAL ITEMS**

MOTION: 13.12.710. Moved by: COUNCILLOR TOM BURTON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting goes in camera at 1:52 p.m.

CARRIED

11.1 Legal

11.2 Personnel

11.3 Legal

OUT OF CAMERA

MOTION: 13.12.711. Moved by: COUNCILLOR TOM BURTON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come out of camera at 4:16 p.m.

CARRIED

MOTION: 13.12.712. Moved by: COUNCILLOR DALE SMITH

That Council adopt the 2014 Strategic Directions Plan as amended.

CARRIED

MOTION: 13.12.713. Moved by: COUNCILLOR ROXIE RUTT

That Council authorize the Chief Administrative Officer to apply a cost of living adjustment of 2 percent to all employee wages and salaries effective January 1, 2014.

CARRIED

MOTION: 13.12.714. Moved by: COUNCILLOR DALE SMITH

That Council approved the following non-profit organizations grants for 2014 for a total of: \$610,288 in Operating and \$311,100 in Capital grant funds from the Operating Budget and balance from the Tax Rate Stabilization as follows;

	OPERATING / CAPITAL	
Crooked Creek Community Recreation Club	\$38,000	
DeBolt & District Agricultural Society	\$51,000	
DeBolt Pioneer Centre	\$5,000	
DeBolt & District Pioneer Museum Society	\$15,000	
DeBolt Public Library	\$40,000	
East Smoky Recreation Board	\$55,000	
Fox Creek Nordic Trail Club		\$36,500
Grande Cache Childcare Society		\$0.00
Grande Cache Golf and Country Club		\$40,000
Grande Cache Palette Pals Art Club	\$3,064	\$1,700
Grande Cache Saddle Club		\$12,500
Grande Prairie & District Museum	\$15,000	
Grande Prairie & District SPCA	\$7,500	
Grande Prairie Ski Club (O/A Nitehawk Recreation Area)	\$70,000	\$40,000
Grande Prairie Sports Council		\$0.00
Grovedale Community & Agricultural Society -	\$73,400	
Grovedale South Wapiti Recreation Club -	\$46,350	
Museum for the Pioneers of the Grovedale Area -	\$15,595	
New Fish Creek Community Association -		\$34,400
Nitehawk Alpine Ski Team (NAST) -		\$0.00
Northern Alberta Home for Women Society – Aurora Home -	\$50,000	
Prairie Rose Light Horse and Hound Club -	\$10,444	
Red Willow Theatre Association -	\$8,000	
Ridgevalley Seniors Home -		\$60,000
Valleyview & District Agricultural Society -	\$5,000	\$63,500
Valleyview & District Chamber of Commerce -	\$30,000	
(Visitors Information Centre)		
Valleyview & Seniors Outreach Program -	\$6,500	
Valleyview & District 4-H Council	\$500	
Valleyview & District Rural Crime Watch Assoc. -	\$9,835	\$1,000
Valleyview & District Sun Valley Pioneers -	\$8,000	\$16,500
Valleyview High School Rodeo Club -	\$1,600	
Willmore Wilderness Foundation -	\$40,500	\$5,000

Beef Congress

\$5,000

CARRIED

#11  
IN CAMERA

MOTION: 13.12.715. Moved by: COUNCILLOR TOM BURTON  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting go in camera at 4:26 p.m.

CARRIED

OUT OF CAMERA

MOTION: 13.12.716. Moved by: COUNCILLOR TOM BURTON  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come out of camera at 5:09 p.m.

CARRIED

#12  
ADJOURNMENT

**12.0 ADJOURNMENT**

MOTION: 13.12.717. Moved by: COUNCILLOR DALE SMITH  
That this meeting adjourn at 5:10 p.m.

CARRIED

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INTERIM CHIEF ADMINISTRATIVE OFFICER

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REEVE



4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0  
 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608  
[www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)

SUBJECT: **Second and Third Reading**

SUBMISSION TO: Regular Council

MEETING DATE: Tuesday, January-14-2014

DEPARTMENT: Infrastructure & Planning

FILE NO./LEGAL: A13-004 / SE 20-70-22-W5M

REVIEWED AND APPROVED FOR SUBMISSION

CAO:

RAL MANAGER:

GM/CFO:

RAL PREPARER:

GC

LEGAL/ POLICY REVIEW: LC

FINANCIAL REVIEW:

RECOMMENDED ACTION:

**MOTION: That Council give Second Reading to Bylaw No. 13-701, re-designating the lands within the SE 20-70-22-W5M.**

**MOTION: That Council give Third Reading to Bylaw No. 13-701, re-designating the lands within the SE 20-70-22-W5M.**

BACKGROUND / PROPOSAL:

To re-designate 9.78 hectares / 24.7 Acres from Agriculture (A) to Industrial (I).

APPLICATION OVERVIEW:

Applicant	Mar-Rik Trucking LTD.
Property Owner	Chatwin Jack & Lois
Existing Parcel Size	9.78 Hectares / 24.7 Acres
Purpose of Re-designation	To build a Industrial Shop
Ward	3 - Valleyview
Rural Area	Valleyview

Applicable Policy and Regulations:

Intermunicipal Development Plan:	N/A
Municipal Development Plan:	Section 6.2 Industrial Development
Area Structure Plan:	N/A
Land Use Bylaw:	Industrial (I)
Policy and Procedures:	Once Second & Third Readings are given; the owner/developer will be able to apply for Subdivision Application to proceed with processing for development

Location & Geography:

Closest Urban Center & Proximity:	1.2 km / 0.8 miles West to: Valleyview
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Situated within 800 meters of HWY:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Hwy 43
Situated in Urban Referral/Fringe Area	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Land Use and Development:

Predominant Land Use on Property:	Agricultural
Predominant Development on Property:	Vacant
Oil and Gas Facilities on Property/Adjacent:	N/A
Surrounding Land Uses:	Agricultural
Proximity to Utilities:	On Property: Utility Right of Way, Fiber Optic Cable

Physical and Natural Features:

Water bodies and Wetlands on Property:	N/A
Topographical Constraints on Property:	Flat
Soil Characteristics:	Mixed Soils
Vegetation and Drainage:	Creek
Potential for Flooding:	No potential for flooding noted during site visit.

Planning & Development History:

Prior LUB/SD/DP Applications:	November 26, 2013
Certificate of Title:	022 417 743
Encumbrances on Title Affecting Application:	Alberta Power Limited: Right-of-Way; East Smoky Gas Co-op: Right-of-Way; Alberta Government Telephones: Right-of-way

Servicing & Improvements Proposed:

Water Services:	Water Well <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Proposed
Sewer Services:	Pump Out System <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Proposed
Stormwater/Drainage Improvements:	N/A
Solid Waste Disposal:	N/A
Approach/Road Access	TWP 703 <input type="checkbox"/> Existing <input checked="" type="checkbox"/> Proposed

Suitability Assessment:

Land Suitable for Intended Use	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Compatible with Surrounding Land Uses	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Appropriate Legal and Physical Access	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Complies with IDP/MDP/ASP/LUB Requirements	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
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Key Dates, Communications & Other Information:

Application Submitted:	April 18 2012
Application Circulated:	May 23 2013
Supportive Information Requested/Submitted:	For Future Subdivision
Application Revised from Submission:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Revised May 22, 2013
Referral Comments:	<p><b>Alberta Environment &amp; Sustainable Resource Development, May 22, 2013:</b> The act of subdividing land or rezoning it is not in itself a concern. However, the activities associated with the development of and operation of the land must comply with existing legislation (<i>Water Act</i>).</p> <p><b>Public Works, May 24, 2013:</b> Needs approach constructed to M.D Industrial Standards with a 500 x 16 CSP.</p> <p><b>ATCO Gas, May 28, 2013:</b> No pipelines in the area.</p>
Objections Received and Addressed:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No objections received.

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

<p><b>OPTION ONE:</b> (This motion indicates support)</p>	<p>That the Reeve open and close the Public Hearing.</p> <p>That Council give second reading to Bylaw No 13-701. re-designating the land within <b>SE 20-70-22-W5M.</b></p> <p>That Council give third reading to Bylaw No. 13-701 re-designating the land within <b>SE 20-70-22-W5M.</b></p>
<p><b>OPTION TWO:</b> (This motion indicates additional information required to render a decision on the application)</p>	<p>That the Council defer Bylaw No. 13-701 re-designating the lands within the <b>SE 20-70-22-W5M.</b></p>
	<p>That the Reeve open and close the Public Hearing.</p>

<p><b>OPTION THREE:</b> (This motion indicates the application is not deemed suitable)</p>	<p>That Council give second reading to Bylaw No. 13-701 re-designating the land within <b>SE 20-70-22-W5M</b>. (Recommend Refusal)</p> <p>That Council give third reading to Bylaw No. 13-701 re-designating the land within <b>SE 20-70-22-W5M</b>. (Recommend Refusal)</p>
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**COSTS / SOURCE OF FUNDING:**

N/A

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**ATTACHMENT(S):**

- Bylaw No. 13-701 and Schedule "A" (Proposed Amendment Map)
- Land Use Amendment Application
- Concept Plan
- Advisement of Public Hearing
- Ownership/Location Map





BYLAW NO. 13-701  
of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of  
Alberta, to amend Bylaw No. 03-396, being the Land Use Bylaw for the  
Municipal District of Greenview No. 16**

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

1. That Map No. 18 in the Land Use Bylaw, being Bylaw No. 03-396, be added to reclassify the following area:

A Portion of  
the Southeast quarter of Section Twenty(20)  
Within Township Seventy (70)  
Range Twenty-two (22), West of the Fifth Meridian (W5)  
Is reclassified from Agriculture "A" District to Industrial "I" District,  
As identified on Schedule "A" attached,

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

Read a first time this Twenty Sixth day of November, A.D., 2013.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.

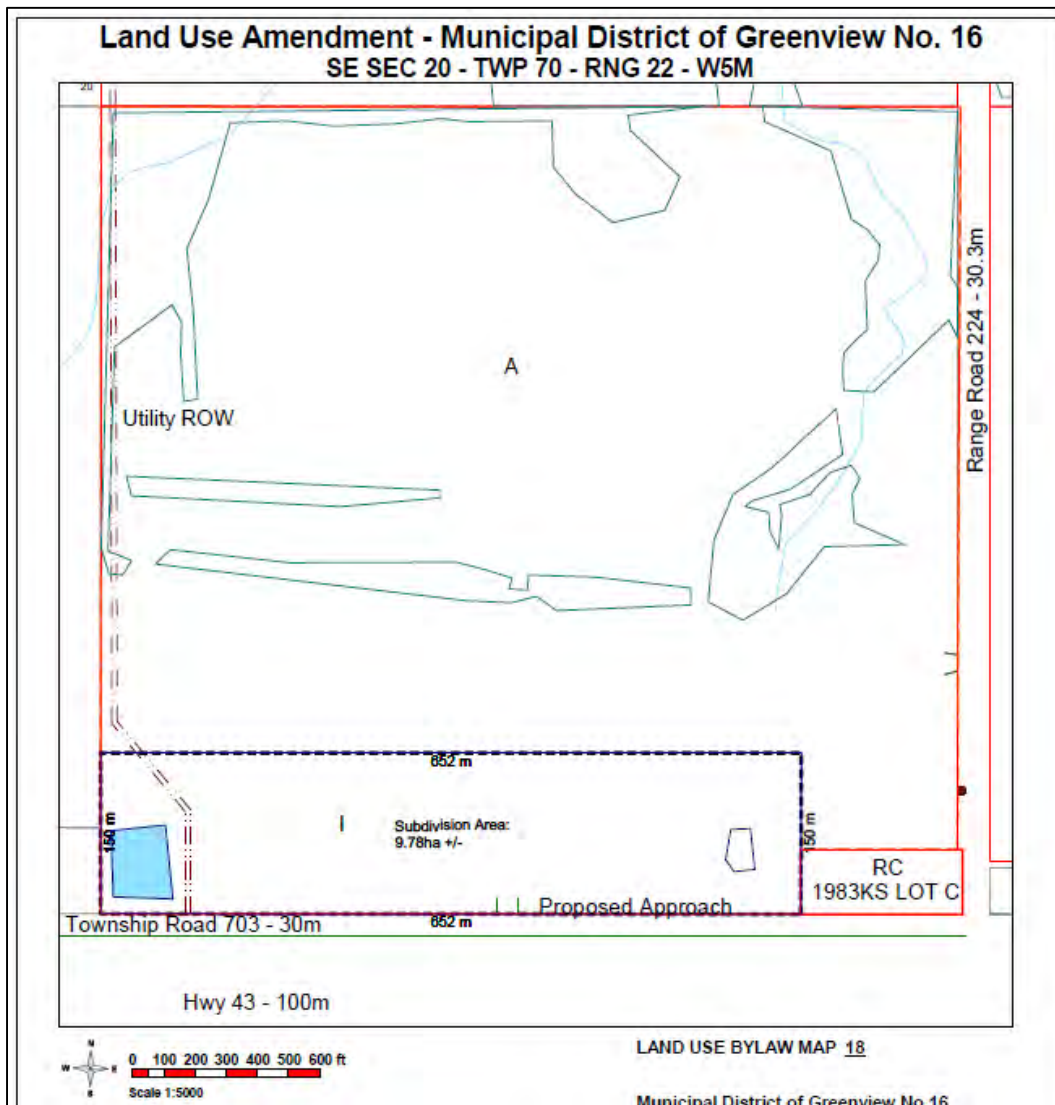
Read a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., \_\_\_\_\_.

\_\_\_\_\_  
REEVE

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

SCHEDULE "A"

To Bylaw No. 13-701  
MUNICIPAL DISTRICT OF GREENVIEW NO. 16  
A Portion of  
the Southeast quarter of Section Twenty(20)  
Within Township Seventy (70)  
Range Twenty-two (22), West of the Fifth Meridian (W5)  
Is reclassified from Agriculture "A" District to Industrial "I" District,  
As identified on Schedule "A" attached,  
As identified below:



# Land Use Amendment Application



## LAND USE BY-LAW AMENDMENT APPLICATION

FOR ADMINISTRATIVE USE

APPLICATION NO. <u>A13-004</u>
RECEIPT NO.
ROLL NO.

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

LuB map #18

4806 36 Ave.  
Box 1079, Valleyview, AB T0H 3N0  
Tel (780) 524-7600, Fax (780) 524-4307

*Complete if Different from Applicant*

NAME OF APPLICANT <u>Mac-Bik Trucking Ltd</u>		
ADDRESS <u>Box 1350</u>		
<u>Valleyview AB</u>		
POSTAL CODE <u>T0H 3N0</u>	TELEPHONE (Res.) <u>780 524 5999</u>	(Bus.)

NAME OF REGISTERED LANDOWNER <u>Jack Chetani</u>		
ADDRESS		
<u>Valleyview AB</u>		
POSTAL CODE <u>T0H 3N0</u>	TELEPHONE (Res.) <u>780 524 2468</u>	(Bus.)

Legal description of the land affected by the proposed amendment

QTR./L.S.	SEC	TWP.	RG.	M.	OR	REGISTRATION PLAN NO.	BLOCK	LOT
<u>SE</u>	<u>20</u>	<u>70</u>	<u>22</u>	<u>5</u>				

Land Use classification amendment proposed:

FROM: Agricultural TO Industrial

REASONS SUPPORTING PROPOSED AMENDMENT:

Building Shop and office

☐ I / We have enclosed the required Application Fee of \$ 200.00

**NOTE:**  
Registered Owner's  
signature required  
if different from  
applicant

1/5/2013  
Date  
10/5/2013  
Date

Rick Shag  
Applicant  
Jack Chetani  
Registered Landowner(s)

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of our Development program. If you have any questions about the collection please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.

Concept Plan

Land Location: SE-20-70-22-W5

Application Number: A13-004



Apart from the Application A13-004 there are no current or future changes to the use of the land in question. The remaining land will be remain being used for personal/farming purposes.

Attached is the land plot in question showing that no changes are to be made.

Jack Chatwin

Landowner

Two handwritten signatures in blue ink are present. The first signature, for Jack Chatwin, is written over the printed name. The second signature, for Louis J. Chatwin, is written below the first one and over the printed name.



## Public Hearing Advertisement



### NOTICE TO RESIDENTS OF VALLEYVIEW AREA MUNICIPAL DISTRICT OF GREENVIEW NO. 16

#### **PUBLIC HEARING**

NOTICE is hereby given that the following Public Hearing will be held on:

**14 January, 2014 at 10:00 a.m.**

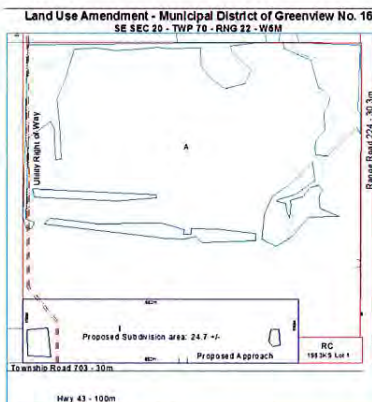
**In the Municipal District of Greenview No. 16, Council Chambers**

The Public Hearing will be held to hear:

**Bylaw No. 13-701 SEWARD**

**SE-20-70-22-W5**

The purpose of the Bylaw is to rezone an area containing approximately 9.78 hectares/ 24.7 acres from Agriculture (A) to District to Industrial (I) District to allow for future subdivision.



**You may inspect or obtain a copy of the Bylaw at the address noted below.** Anyone wishing to speak on the above is invited to attend. Written submissions must be received by the undersigned on or before 12:00 p.m., Noon, 13 January, 2014. For further information on this Bylaw, please contact the undersigned.

**Sally ANN Rosson, Manager, Planning and Development**

**Municipal District of Greenview No. 16**

**4806 – 36 Avenue, PO Box 1079**

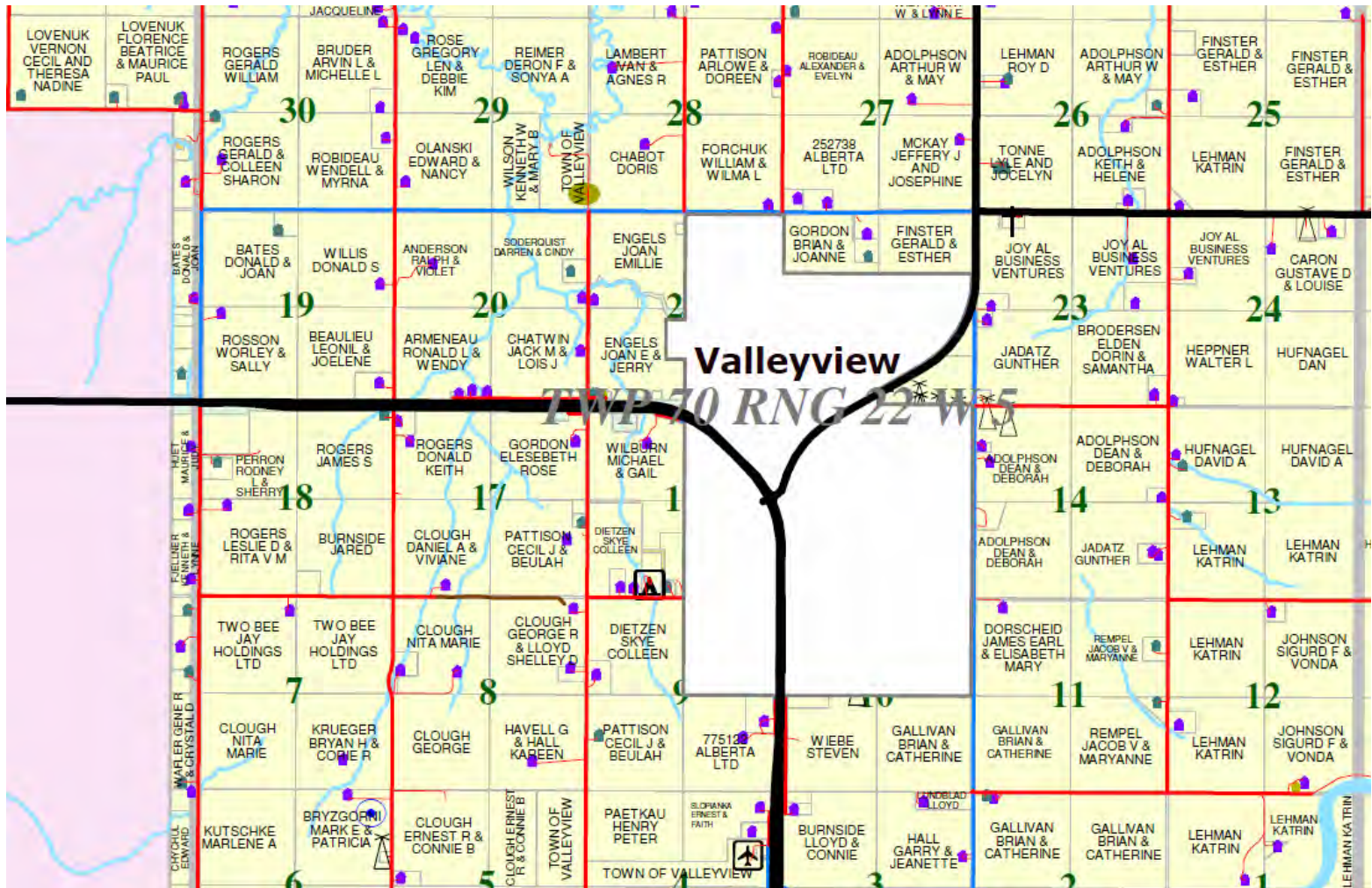
**Valleyview, Alberta, T0H 3N0**

**Phone: (780)524-7600 Fax: (780) 524-4307**

**E-mail: [Sally@mdgreenview.ab.ca](mailto:Sally@mdgreenview.ab.ca)**

**Note:** If you submit comments on the above Bylaw in writing, your correspondence may be released to the public, subject to the provisions of the Freedom of Information and Privacy Act.

## Ownership/Location Map





4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0  
T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608  
[www.mdgreenview.ab.ca](http://www.mdgreenview.ab.ca)

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SUBJECT: **Use of Reserves and Environmental Reserves Bylaw #13-715**  
SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2014 CAO: RAL MANAGER: SAR  
DEPARTMENT: Infrastructure & Planning/Planning & GM: RAL PREPARER: SAR  
Development  
FILE NO./LEGAL: LEGAL/ POLICY REVIEW: LC  
FINANCIAL REVIEW:

---

RECOMMENDED ACTION:

**That Council give 1st Reading to Bylaw 13-715 to address the use of municipally owned Reserve and Environmental Reserve property within our municipality.**

---

BACKGROUND / PROPOSAL:

At the December 10, 2013 meeting this Bylaw was presented to Council noting several necessary revisions. These changes have been made and the revised Bylaw has been provided for Council's review.

There are ongoing pressures for the public to use reserve lands owned by our municipality. Therefore, restrictions are required to ensure those properties identified as Reserve &/or Environmental Reserve land which are located along the bed & shoreline of any lake, river, stream or other water body are designated as such to protect the natural environment.

---

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Environmental reserves and reserve areas provide important buffers from development activity for the protection of the riparian habitat along the shoreline of any water bodies and streams.

A bylaw containing provisions will assist with defining the aspirations of Council and will provide another enforcement mechanism to continue to ensure these areas are protected.

Subdivisions are created with reserve lands being dedicated as defined by Section 664(1) of the Municipal Government Act for the purpose of "preventing pollution or providing public access to and beside the bed and shore".

Environmental reserves and reserve areas provide important buffers from development activity for the protection of the riparian habitat along the shoreline of any environmental sensitive areas such as slopes of banks, water bodies and streams.

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

- Bylaw 13-715 – Use of Reserves and Environmental Reserves



BYLAW NO. ~~13-71532-692~~**XX**  
 of the Municipal District of Greenview No. 16

**A** Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to ~~establish the procedures for the conduction of Regular, Organizational and Special Council meetings~~**authorize Council to regulate and control the use of Environmental Reserve and Reserve Lands within the municipality.**

fggfgghhd

**Meeting Procedure Bylaw**

~~WHEREAS under the authority and pursuant to the provisions of the Municipal Government Act, Chapter M-26, R.S.A. 2000, and amendments thereto, Council may pass a Bylaw in relation to the establishment and functions of Council Committees, and the procedures and conduct of Council and Council Committees; and~~

~~WHEREAS the Municipal District of Greenview No. 16 deems it appropriate to establish procedures for the conduct of meetings including Regular Council and Special Council meetings;~~

~~NOW THEREFORE under the authority and pursuant to the provisions of the said Municipal Act, and by virtue of all other enabling powers, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:~~

This Bylaw is called the “The Meeting Procedure Bylaw”.

~~The definition of any word or term used in this bylaw which is defined in the Municipal Government Act shall have the same definition as the word or term as specified in the Municipal Government Act.~~

**pplication**

**Definitions:**

1. In this By-law:

- ~~(a) “Act” means the Municipal Government Act, being Chapter M-26, R.S.A. 2013, as Amended.~~
- ~~(b) “Municipality” means Municipal District of Greenview No. 16.~~
- ~~(c) “Development Authority” means:~~
  - ~~i) A person appointed as Development Officer pursuant to a resolution of Council, or;~~
  - ~~ii) Where a Municipal Planning Commission is authorized to act as the Development Officer, the Municipal Planning Commission; or~~
  - ~~iii) Where a Municipal Planning Commission is authorized to act as a Development Officer, in addition to a person appointed as a Development Officer, either or both of them.~~
- ~~(d) “Environmental Reserve or Reserve Land” means land designated as environmental reserve or reserve by reason of any subdivision approval or by Council, pursuant to the Municipal Government Act, and amendments thereto.~~

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- (e) “Municipal Reserve” means land designated as municipal reserve by reason of any subdivision approval or by Council, pursuant to the Municipal Government Act.
- (f) “Permission” means any form of permission, including permit, license, approval, authorization, consent or other form of concurrence that is or may be issued or otherwise given pursuant to this Bylaw, but does not include a disposition.
- (g) “Service Vehicle” means a vehicle or equipment operated by an employee or agent of the municipality.
- (h) “Unauthorized Use” means use of reserve lands, through construction, storing, landscaping, erecting, placing or removal of anything on, in, under or over the reserve without written permission from the municipality. Examples of Unauthorized Use include but are not limited to:
- i) The placement of a roadway, parking area, utilities, telecommunication facilities, walkway, patio, deck, retaining wall, fence, shed, residence, steps, stairs, fire pit, firewood, composter, vehicles, or other structures and chattels;
  - ii) Drainage facilities such as pipes, catch basins, ditches, sumps, swales, or site sewage disposal, detention ponds or ancillary structures; and
  - iii) Building materials, stockpiles, debris, refuse, or other chattels.

**Restrictions:**

1. ~~This Bylaw shall govern Regular Council Meetings, Organizational Meetings and Special Council Meetings.~~
2. ~~No person shall engage in unauthorized use of reserve lands or any other property under the direction, control or management of the municipality.~~
2. ~~32. When a matter arises related to the proceedings in a meeting which is not covered by a provision of this Bylaw or the Municipal Government Act, the matter shall be decided by reference to Robert’s Rules of Order.~~
3. ~~In the event of a conflict between the provisions of this Bylaw and Robert’s Rules of Order, the provisions of this Bylaw shall apply.~~

**Meetings of Council**

- No person shall remove any natural vegetative growth of any tree or plant life (except weeds as identified in the Weed Control Act, Statutes of Alberta, 2011 and amendments thereto).
4. No person shall conduct any digging, excavation, or building operations within or upon any environmental reserve.
5. No person shall transport any goods or chattels over, or place or leave chattels upon, any environmental reserves, except as authorized by the municipality.
6. No person shall operate, drive or abandon a vehicle or off-highway vehicle except for a service vehicle within or upon any environmental reserve.
7. No signage shall be placed or removed from the environmental reserves, except as authorized by the municipality.
8. Fires shall only be permitted upon environmental reserves in approved areas; otherwise, no fires are permitted unless approved by the municipality.
9. No person, firm agency or corporation shall advertise, promote or carry on commercial or rental sales within any environmental reserves.

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10. The holding of any and all amusements, entertainments, parades and promote spectator sporting events, where a fee is collected, is prohibited within environment reserves without first obtaining authorization from the municipality through the Development Officer.

~~4. 114. The provisions of this Bylaw do not apply to actions and operations of the municipality, or persons acting upon the instructions of the municipality in respect to any activities with environmental reserves.~~

**Enforcement:**

12. (a) Where the Development Authority finds that a development or use of an environmental reserve is not in accordance with this Bylaw, the Development Authority may, by notice in writing order the person in the possession of the adjacent lands or the person responsible for the contravention or all or any of them to:

i) Stop the development or use of the land in whole or in part as directed by the notice; and

ii) Demolish, remove, replace the development and restore the natural features of the Environmental Reserve; and

iii) Take such other measures as are specified in the notice so that the development or use of the environmental reserve is in accordance with the Act, the regulations, a development permit, a subdivision approval, or this Bylaw, as the case may be.

(b) Where a person fails or refuses to comply with an order directed to him under subsection (a) or an order of the Subdivision and Development Appeal Board within the specified time, the Development Authority may, in accordance with Section 542 of the Act, enter upon the private land and take such action there and on the environmental reserve as is necessary to carry out the order.

(c) A person who contravenes any provision of this By-law either by doing something which he or she is prohibited from doing or failing to do something which he or she is required to do is guilty of an offence and is liable on summary conviction to a fine not exceeding \$10,000.00, exclusive of costs; and/or to environmental reserve restoration works or other habitat protection activities as determined by a Court by way of creative sentencing; or, in default of payment of the fine and costs committal, or in default of such site restoration works or other activities as determined by a Court, to imprisonment for a period not exceeding six months or until such fine and costs are sooner paid or such restoration works or other ordered activities are sooner completed.

~~5. Effective Date:~~

~~6. 13. When the meeting day falls on a statutory holiday, the meeting shall be held the following day which is not a statutory holiday, unless otherwise set by resolution of Council.~~

~~7. As soon as there is a quorum present after the hour fixed for the meeting, the Chair shall take the Chair and call the meeting to order. If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next Regular or Special Council meeting.~~

~~8.~~

~~9. The Chief Administrative Officer shall record the time of arrival and departure of Council members at meetings should a member of Council arrive late at a meeting or depart prior to the completion of the meeting.~~

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- ~~10. If a quorum is not present within thirty (30) minutes after the time fixed for regular or special meetings, the Chief Administrative Officer shall record the names of the members present, and the Council shall stand adjourned until the next Regular or Special Council meeting.~~
- ~~11. In the case that the Reeve and the Deputy Reeve are not in attendance within thirty (30) minutes after the hour appointed for a meeting and a quorum is present, the Chief Administrative Officer shall call the meeting to order and a Chairman shall be chosen by the Councillors present who shall preside during the meeting until the arrival of the Reeve or Deputy Reeve.~~
- Agendas and Order of Business**
- ~~12. Prior to each Regular meeting, the Chief Administrative Officer shall prepare a statement of business to be known as the "Agenda" of all business to be brought before the Council at such meeting, and to enable the Chief Administrative Officer to do so, all documents and notices of delegation intended to be submitted to the Council shall be received by the Chief Administrative Officer not later than 12:00 noon, Tuesday of the week prior to the Regular Council meeting.~~
- ~~13. The Chief Administrative Officer shall place at the disposal of each member of Council, a copy of the Agenda and all supporting materials not later than 4:30 p.m., the Thursday before the Regular meeting.~~
- ~~14. Where the deadlines in Sections 12 and 13 are not met, the Agenda and supporting materials shall be deemed to be acceptable by Council when the Agenda is adopted at the Regular meeting.~~
- ~~15. The business of the Council intended to be dealt with shall be stated in the agenda in the following order:~~
- ~~1. Call to Order.~~
  - ~~2. Adoption of Agenda.~~
  - ~~3. Adoption of the previous minutes.~~
  - ~~4. Business arising out of the minutes.~~
  - ~~5. Public Hearings.~~
  - ~~6. Delegations.~~
  - ~~7. Bylaws.~~
  - ~~8. Old Business.~~
  - ~~9. New Business.~~
  - ~~10. Councillor Reports.~~
  - ~~11. Correspondence.~~
  - ~~12. Confidential items.~~
  - ~~13. Adjournment.~~
- ~~16. The order of business established in the foregoing paragraph shall apply unless altered by the Reeve or presiding officer without objection by a member of Council, or otherwise determined by a majority vote of the members present, and the vote upon a matter of priority of business shall be decided without debate.~~
- ~~17. Once the agenda has been adopted by Council, matters may only be added to the agenda by resolution with the support of two-thirds (2/3) of the Council Members present.~~
- ~~— The Chief Administrative Officer is authorized to publish the order of business of any Council or Committee meetings in advance of the meeting and prior to the adoption of the Order of Business, and at the discretion of the Chief Administrative Officer, to release to the public or the media all, or any portions of the prepared Agenda materials.~~
- ~~18. Draft bylaws and policies are to be placed initially on the Committee of the Whole or Policy Review Committee agendas, as appropriate, prior to being presented at a Regular or Special Council meeting, unless otherwise directed by Council by resolution or unless the matter is emergent and there is no opportunity to place the item on the agenda of a Committee of the~~

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~~Whole or Policy Review Committee meeting agenda prior to being placed on a Regular or Special Council meeting agenda.~~

Conduct of Meetings

- ~~19. Every Council member, delegation and staff member shall address the Chair, but shall not speak until recognized by the Chair.~~
- ~~20. The Chairman may, upon request of a member of Council, authorize a person in the public gallery to address Council, only on the topic being debated at that time in the meeting and within time limits specified by the Chairman.~~
- ~~21. Procedures for the conduction of Public Hearings shall be established by Bylaw approved by Council.~~

Motions

- ~~22. A Council Member wishing to make a motion shall indicate same to the Chairman by utilizing the method specified by the Chair. This may include using an electronic device such as a button on a microphone or other such similar electronic device or, in the absence of such a device or at the discretion of the Chairman, the Council Member may indicate their intention to place a motion on the floor by lifting his or her hand and waiting for the Chairman to recognize them prior to proceeding with making the motion.~~
- ~~23. Motions do not require a seconder.~~
- ~~24. A motion may be withdrawn by the mover at any time before voting, subject to there being no objection from any other member of Council.~~
- ~~25. Any Councillor may require the motion under discussion to be read at any time during the debate, except when a Councillor is speaking.~~
- ~~26. The mover of a motion shall be present when the vote on the motion is taken.~~
- ~~27. The following motions are not debatable by Council:~~
  - ~~1. Adjournment.~~
  - ~~2. Take a recess.~~
  - ~~3. Question of privilege.~~
  - ~~4. Point of order.~~
  - ~~5. Limit debate on the matter before Council.~~
  - ~~6. Division of a question.~~
  - ~~7. Table the matter to another meeting.~~
- ~~28. Where a question under consideration contains distinct propositions, the vote upon each proposition shall be taken separately when any member so requests or when the Chairman so determines in his or her opinion it is appropriate to do soirects.~~
- ~~29. Whenever the Chairman is of the opinion that a motion is contrary to the rules and privileges of the Council, he the chair shall appraise the member thereof immediately, before putting the question, and shall cite the rule or authority applicable to the case without argument or comment, unless otherwise decided by a two thirds majority vote of the members present.~~
- ~~30. A motion to adjourn the meeting shall be in order except:~~
  - ~~1. When a Councillor is in possession of the floor; or~~
  - ~~2. When it has been decided that the vote now be taken; or~~
  - ~~3. During the taking of a vote.~~

~~A motion to adjourn cannot be debated.~~

Delegations

- ~~31. Council will allow delegations to attend Council meetings in accordance with the provisions of this Bylaw. Delegations are normally to present to the Committee of the Whole, but~~

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where time restrictions or other issues require, the Reeve may permit a delegation to be placed on the Regular or Special Council agenda.

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~~Anyone wishing to be heard before Council at a Council meeting will be allowed to do so upon providing a written request for same to the Chief Administrative Officer prior to the agenda deadline, at least six (6) days prior to the meeting in which they desire to attend. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.~~

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~~32. Notwithstanding the forgoing, Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigation or other legal proceedings involving the Municipal District of Greenview No. 16.;~~

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~~33. Delegations shall be limited to a five (5) minute presentation period unless a longer period of time is approved by the Reeve prior to the meeting, or at the time that the meeting agenda is reviewed;~~

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~~34. For each meeting, all delegations will be advised to attend the meeting at the same scheduled time, and delegations will be heard by Council sequentially in the order in which they appear on the agenda;~~

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~~35. At the meeting, the Chief Administrative Officer shall indicate to the Chair when five (5) minutes have elapsed in the allocated presentation time;~~

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~~36. The Chair, upon being notified of the allocated time having expired, may request that the delegate wrap up their presentation or provide additional time;~~

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~~37. In preparing audio/visual materials to be presented at the meeting, delegates are required to limit the number of PowerPoint slides, or such similar visual aids, or pictures and at all times such presentation is limited to the five (5) minute time restriction. Any such electronic presentation is to be provided by the Delegation via email or removable USB memory device, in a compatible file format, to the Executive Assistant prior to the date of the meeting;~~

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~~38. Council will allocate no more than two (2) hours per meeting for receiving delegations;~~

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~~39. All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this Bylaw and any other Bylaw enacted by Council;~~

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~~40. Delegates may only address the issue or topic identified in their delegation request;~~

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~~41. Following the presentation, Council may ask questions of the delegate, and may discuss the subject of the presentation or defer discussion to a later date;~~

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~~42. Any party wishing to attend a Council meeting as a delegation is restricted to one presentation on the same topic every six (6) months. Under exceptional circumstances, the Chair may vary this restriction in the event that new or compelling information is brought to light which would warrant allowing the party to be present as a delegation again within the six (6) month period. As well, this restriction shall not apply when Council, by resolution, invites a party to attend a Committee of the Whole council meeting as a delegation.~~

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**Organizational Meeting**

~~43. An organizational meeting of Council shall be held annually as required by the Municipal Government Act.~~

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~~44. At the Organizational meeting, Council shall establish, by resolution, for the forthcoming year:~~

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- ~~1. The selection of Reeve and Deputy Reeve.~~
- ~~2. The dates and times for the Regular Council meetings.~~

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- ~~3. The dates and times for Standing Committees of Council including the Committee of the Whole.~~  
~~4. Membership on Committees, Boards, Commissions, etc.~~  
~~5. Any such other related business as required by the Municipal Government Act.~~

~~45. If the Organizational meeting follows the general municipal election, each Councillor shall take the prescribed Oath of Office at the first order of business.~~

~~46. Until the Reeve has been selected and has taken the Oath of Office, the Chief Administrative Officer shall Chair the meeting.~~

**Electronic Meetings**

~~47. Council may conduct Regular Council or Special Council meetings by means of electronic or other communication facilities.~~

~~48. A Councillor may participate in a Regular Council or Special Council meeting by means of electronic or other communication facilities.~~

~~49. Councillor who participate in meetings by means of electronic or other communications will verbally provide their vote to the Chief Administrative Officer.~~

**General**

~~50. The Chief Administrative Officer may publish the unadopted minutes.~~

~~51. Notice of a Council meeting or Council Committee meeting to the public is sufficient if the notice is posted in the lobby at the main Administrative Office of the Municipal District of Greenview.~~

~~52. Policyies No. CO-056, CO-06 and CO-07 are hereby deleted.~~

~~53. This Bylaw shall come into effect at the first Regular Council or Special Council meeting that occurs after the meeting in which this Bylaw is given final reading.~~

Read a first time this \_\_\_\_ day of \_\_\_\_\_, AD, 20 \_\_\_\_.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, -AD, 20 \_\_\_\_.

Read a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, AD, 20 \_\_\_\_.

REEVE

CHIEF ADMINISTRATIVE OFFICER

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SUBJECT: **Bylaw 14-716 – FCSS Board Creation**  
SUBMISSION TO: Regular Council Meeting  
MEETING DATE: January 14, 2014  
DEPARTMENT: Corporate Services/Legislative Services  
FILE NO./LEGAL: Section 145 of the MGA

REVIEWED AND APPROVED FOR SUBMISSION

CAO: RAL MANAGER: LC  
GM: RO PREPARER: LC  
LEGAL/ POLICY REVIEW: LC  
FINANCIAL REVIEW:

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RECOMMENDED ACTION:

**That Council gives first reading to Bylaw 14-716 – FCSS Board Creation.**

---

BACKGROUND / PROPOSAL:

No FCSS Bylaw currently exists. Section 145 of the MGA requires that boards and committees are created by bylaw

---

DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

From 1997 until 2001 there was a bylaw in place which created the FCSS Board. Erroneously the bylaw was repealed in 2001 as it was believed that the bylaw creating the board was not necessary and that an agreement between the MD and the Town of Valleyview to create the board was sufficient. Recently this issue came to light and a legal opinion was sought. The legal opinion provided that a bylaw is required. In fact, not only does the MD need to pass such a bylaw but the Town would as well (we would obviously advise them of same).

---

COSTS / SOURCE OF FUNDING:

Nominal.

---

ATTACHMENT(S):

- Bylaw 14-716.

**BYLAW NO. 13-716**  
**of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of  
Alberta, to establish the Board of the Green View Family and Community  
Support Services**

1. This Bylaw shall be referred to as the “Green View FCSS Board Creation Bylaw”.
2. The Green View Family and Community Support Services Board is hereby established as set out in the agreement between the Municipal District of Greenview No. 16 and the Town of Valleyview, dated April 8<sup>th</sup>, 2013, as amended or replaced from time to time.
3. This Bylaw shall come into effect upon final passing.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, AD, 20\_\_.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, AD, 20\_\_.

Read a third time and finally passed this \_\_\_\_ day of \_\_\_\_\_, AD, 20\_\_.

(Signed original on file)  
**REEVE**

(Signed original on file)  
**CHIEF ADMINISTRATIVE OFFICER**





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SUBJECT: **Greenview Regional Waste Management Commission Landfill Purchase**  
SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: January 14, 2014 CAO: RAL MANAGER: SD  
DEPARTMENT: Infrastructure & Planning/Environmental GM: RAL PREPARER: SD  
Services  
FILE NO./LEGAL: LEGAL/ POLICY REVIEW: LC  
FINANCIAL REVIEW:

---

**RECOMMENDED ACTION:**

**That Council lift Motion number 13.12.697 from the table, which reads as follows:**

**MOTION: 13.12.697. Moved by: COUNCILLOR TOM BURTON**

**That Council approve the request of the Greenview Regional Waste Management Commission that the Municipal District of Greenview No. 16 purchase a Land Fill Compactor comparable to the 816F Cat Series 2, to a maximum amount of \$550,000 with:**

- a) funds to be drawn from the Vehicle/Equipment Reserve,**
- b) funds drawn to be refunded to the reserve in 2015 at the time that the Town of Fox Creek and the Town of Valleyview pay their share of the cost of the Land Fill Compactor,**
- c) the Land Fill Waste Compactor to be donated to the Greenview Regional Waste Management Commission, and**
- d) that this purchase be subject to an agreement with the Town of Fox Creek and the Town of Valleyview.**

**That Council amend motion 13.12.697 as follows:**

- **Amend b) to state as follows: “funds drawn to be refunded to the reserve within five (5) years from the date of purchase by the Greenview Regional Waste Management Commission”;**
- **Amend c) to state as follows: “the Landfill waste compactor to be leased to the Greenview Regional Waste Management Commission for one dollar (\$1.00) per year until purchased by the Commission”;**
- **Delete d).**

---

**BACKGROUND / PROPOSAL:**

At the December 10, 2013 Council meeting, this matter was presented and Council passed a motion to table the recommendation until the next Council meeting. This motion is now being placed before you for further consideration. We have provided recommended changes to the tabled motion as noted.

---

**DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:**

The advantages of the 816F cat would increase capacity by 40% and the life of the cell from 3 years to 5 years.

---

**COSTS / SOURCE OF FUNDING:**

\$550,000 / Municipal District of Greenview No. 16

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**ATTACHMENT(S):**

- 816F Cat Series 2



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SUBJECT: **Policy 1013 – Credit Cards**

SUBMISSION TO: Regular Council Meeting

MEETING DATE: January 14, 2014

DEPARTMENT: Corporate Services/Legislative Services

FILE NO./LEGAL:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: RAL MANAGER: LC

GM: RO PREPARER: LC

LEGAL/ POLICY REVIEW: LC

FINANCIAL REVIEW:

---

RECOMMENDED ACTION:

**That Council approve Policy 1013 – Credit Cards as presented.**

**That Council receive Procedure 1013-01 Credit Cards as information.**

---

BACKGROUND / PROPOSAL:

This policy was reviewed and recommended to Council for approval at the November 18, 2013 Policy Review Committee meeting.

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DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This is a new policy and formalizes the process now used.

---

COSTS / SOURCE OF FUNDING:

N/A

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ATTACHMENT(S):

- Policy 1013 – Credit Card;
- Procedure 1013-01 – Credit Card Procedure (and Agreement form).

T

**Title: CREDIT CARD**

**Policy No: 1013**

**Approval: Council**

**Effective Date:** \_\_\_\_\_

**Supersedes Policy No: (None)**



***MUNICIPAL DISTRICT OF GREENVIEW NO. 16***  
***“A Great Place to Live, Work and Play”***

O

**Policy Statement:** The Municipal District of Greenview No. 16 (Greenview) will issue a Corporate Credit Card to Councillors and MD employees as approved by the Chief Administrative Officer (CAO). The use of the Corporate Credit Card for MD business will not circumvent the intention or application of the MD Purchasing Policy or any other applicable policy.

F

**Purpose:** To provide a convenient, cost-effective and more effect method of procuring goods and services by simplifying the procurement process, speeding up vendor payments and empowering staff who have procurement responsibilities.

E

**Principles:**

1. Credit cards may be issued to Councillors, CAO, General Managers, Managers and other Employees as authorized by the CAO.
2. A credit card issued in the name of the Councillor or Employee is the property of the MD.
3. The Corporate Credit Card will not be used to purchase items or services for personal use.

Q

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***MUNICIPAL DISTRICT OF GREENVIEW NO. 16***  
***“A Great Place to Live, Work and Play”***

**Procedure Title: CREDIT CARD**

**Procedure No: 1013-01**

**Approval: CAO**

**Effective Date: January 14, 2014**

**Supersedes Procedure No: Nil.**

**1. Definitions**

- 1.1. Cardholder: means an MD Councillor or Greenview employee who has been issued a credit card and who is authorized to make purchase in accordance with this policy.
- 1.2. Corporate Credit Card Administrator: means the individual responsible for monitoring the program details as well as cardholder inquiries.
- 1.3. Credit Card Use Authorization Agreement: means a contract to define the limits and use for MD issued credit cards provided to Councillors and employees in order to make purchase of goods and services.
- 1.4. MD/GREENVIEW : means Municipal District of Greenview No. 16

**2. Responsibilities**

- 2.1. CORPORATE CREDIT CARD ADMINISTRATOR(S):
  - 2.1.1. Maintain and control a central record of all cardholders, limits, etc.
  - 2.1.2. Monitor and evaluate spending patterns.
  - 2.1.3. Assist with concerns or card holder inquiries.
  - 2.1.4. Assist in rectifying disputed credit card charges with suppliers and the credit card company.

2.2. CARDHOLDERS:

- 2.2.1. Councillors and employees will be required to sign a Credit Card Use Authorization Agreement prior to being issued a credit card.
- 2.2.2. Cardholders will supply receipts for each purchase to the Finance Coordinator, Accounts Payable on a weekly basis or the next working day for that employee or Council Member. If the assigned cardholder cannot produce a receipt, they shall be responsible to reimburse the MD.
- 2.2.3. Take appropriate action to resolve any problem.
- 2.2.4. Ensure their credit card is secure to avoid risk of unauthorized use.
- 2.2.5. Return the credit card immediately upon request.
- 2.2.6. Credit cards may be used for lodging, meals, travel expenses, conferences, workshops and appropriate purchases in accordance with the Expenditure Control Policy.
- 2.2.7. Lost or stolen credit cards must immediately be reported to the Credit Card company as well as the Manager, Finance & Administration.

2.3 CREDIT LIMITS:

- 2.3.1 Credit card limits for employees shall be determined in accordance with the Expenditure Control Policy to a maximum of \$20,000.
- 2.3.2 The Reeve's maximum shall be \$10,000 and Councillors maximum shall be \$5,000.

2.4 CORPORATE CREDIT CARD RESTRICTIONS:

- 2.4.1 The Corporate Credit Card will not be used to purchase items or services for personal use.
- 2.4.2 Any violation of this policy will be investigated and could result in termination and/or criminal prosecution.
- 2.4.3 Credit Card may not be used to obtain cash.
- 2.4.4 E-Mail and Internet purchases are prohibited unless the purchase is placed through a secure website.

2.5 CORPORATE SERVICES STAFF TO:

- 2.5.1 Adhere to policy, guidelines and procedures when using credit card.

3. End of Procedure

PROCEDURE

Approved: \_\_\_\_\_



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

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

### **CREDIT CARD USE AUTHORIZATION FORM**

I, \_\_\_\_\_, \_\_\_\_\_, hereby acknowledge receipt of  
(Name) (Position)

an Alberta Treasury Branch Purchasing Card (the "Credit Card"). I acknowledge that the

Credit Card, in the name \_\_\_\_\_, numbered \_\_\_\_\_, has been

issued to me by the Municipal District of Greenview No.16 to make purchases in accordance

with the Municipal District of Greenview No. 16 Credit Card Policy (the "Credit Card Policy").

I fully understand and agree that:

1. I understand the Credit Card is for Municipal District of Greenview-approved purchases only, and I agree not to charge purchases outside of the parameters described in the Credit Card Policy.
2. Improper use of this Credit Card can be considered misappropriation of Municipal District of Greenview funds which, in the case of a Greenview employee, can result in disciplinary action, up to and including termination of employment.
3. I agree to surrender the Credit Card immediately upon severance of employment or upon ceasing to be a member of Greenview Council, as the case may be.
4. The Credit Card is issued in my name and I am considered responsible for any and all charges against the credit card.
5. I will provide receipts for each purchase made on the Credit Card to the Finance Coordinator, Accounts Payable on a timely basis in accordance with the provisions of the Credit Card policy and procedure.
6. I am required to reimburse the Municipal District of Greenview and am indebted to the Municipal District of Greenview for the full amount of any unauthorized purchases made on the credit card.

Administration Office	Operations Building	Family & Community Support Services	Grovedale Sub-Office	Grande Cache Sub-Office
Box 1079, 4806-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7600 Fax: 780.524.4307	Box 1079, 4802-36 Ave Valleyview, AB T0H 3N0 Phone: 780.524.7602 Fax: 780.524.5237	Box 1079, 4707-50th Street Valleyview, AB T0H 3N0 Phone: 780.524.7603 Fax: 780.524.4130	Box 404, Lot 9, Block 1, Plan 0728786, Grovedale, AB T0H 1X0 Phone: 780.539.7337 Fax: 780.539.7711	Box 214, 10028-99st Street Grande Cache, AB T0E 0Y0 Phone: 780.827.5155 Fax: 780.827.5143
Toll Free: 1.888.524.7601			www.mdgreenview.ab.ca	

7. If I do not comply with the Credit Card policy and procedure, or for any other reason, the Municipal District of Greenview may demand the return of the Credit Card and I agree that I will return the credit card immediately upon request.

By signing below, I, the credit cardholder, am confirming that I have read, understand and agree with the above.

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Date

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Signature of Credit Card Holder

---

Print Name

Administration Office	Operations Building	Family & Community Support Services	Grovedale Sub-Office	Grande Cache Sub-Office
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SUBJECT: **Policy 1014 – Request for Decision**

SUBMISSION TO: Regular Council Meeting

MEETING DATE: January 14, 2014

DEPARTMENT: Corporate Services/Legislative Services

FILE NO./LEGAL:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: RAL MANAGER:

GM: RO PREPARER: LC

LEGAL/ POLICY REVIEW: LC

FINANCIAL REVIEW:

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RECOMMENDED ACTION:

**That Council approve Policy 1014 – Request for Decision as presented.**

**That Council receive Procedure 1014-01 – Request for Decision as information.**

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BACKGROUND / PROPOSAL:

This policy was reviewed and recommended to Council for approval at the November 18, 2013 Policy Review Committee meeting.

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DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This is a new policy and it formalizes the process now used.

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COSTS / SOURCE OF FUNDING:

N/A

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ATTACHMENT(S):

- Policy 1014 – Request for Decision;
- Procedure 1014-01 – Request for Decision.

T

**Title: Request for Decision**

**Policy No: 1014**

**Approval: Council**

**Effective Date: January 14, 2014**



**Supersedes Policy No: (None)**

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

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

F

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

E

**Principles:**

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

Q

K

**Regulations:**

1. None.



***MUNICIPAL DISTRICT OF GREENVIEW NO. 16***  
***“A Great Place to Live, Work and Play”***

**Procedure Title: Request for Decision**

**Procedure No: 1014-01**

**Approval: CAO**

**Effective Date: January 14, 2014**

**Supersedes Procedure No: None**

**1. Definitions**

- 1.1. Request for Decision (RFD) means a document produced by Greenview staff for presentation to Council members at a Regular Council, Committee of the Whole, or other board or committee meeting, which includes a recommended course of action, response options and financial impact, and which utilizes a consistent format or template.

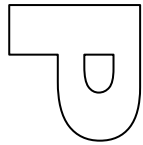
**2. Responsibilities**

**2.1. Council Members:**

- 2.1.1. Are to review all RFDs presented to them prior to the meeting and to bring forward any questions or comments at meetings about the subject matter presented in RFDs.
- 2.1.2. Are to use RFDs as a starting point for review, discussion and, ultimately, for making decisions on the subject matter.

**2.2 Chief Administrative Officer:**

- 2.2.1 Is to review all RFDs prior to circulation within the agenda package to ensure that professional standards and best practices are being leveraged in crafting RFDs.
- 2.2.2 Is to request revisions to RFDs when deemed appropriate in order to facilitate a good decision-making process for Council.
- 2.2.3 Is to ensure that agenda packages are distributed within required timelines.

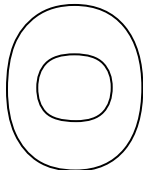


2.3 Senior Management Team:



2.3.1 Are to objectively review RFDs regularly prior to the agenda package going out. This review will include discussing recommendations, information provided, options, financial impacts and best practices.

2.3.2 Are to provide guidance and leadership to Management staff in drafting and presenting RFDs to Council.

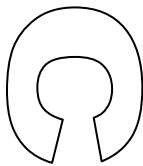


2.4 Managers:

2.4.1 Are responsible for the drafting of RFDs for their functional area.

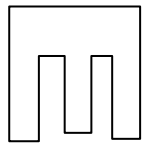
2.4.2 Are to ensure that RFDs include the history of the matter at hand, all relevant documentation and an analysis of various response options.

2.4.3 Are to ensure that all RFDs are submitted within the required timelines.

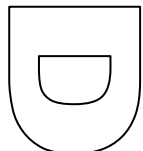


2.5 Chief Financial Officer:

2.5.1 Is to review each RFD prior to its inclusion in the agenda package for financial information, ensuring that funding sources are correct and that any budgetary requirements are being adhered to.



2.6 Legislative Services Officer:



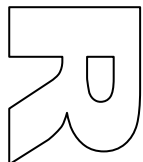
2.6.1 Is to review each RFD to ensure that recommendations are properly worded (constitute a binding decision as written).

2.6.2 Is to ensure that relevant legislation, bylaws and policies are referenced within the RFD.

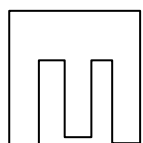


2.6.3 Is to identify any potential procedural or legal issues that are noted as a result of the RFD.

2.6.4 Is to identify and remedy any concerns regarding information provided within an RFD which must be withheld pursuant to the provisions of the *Freedom of Information and Protection of Privacy Act*.



3. End of Procedure



Approved: \_\_\_\_\_



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SUBJECT: **Policy 4002 – Farmland Access Roads**  
SUBMISSION TO: Regular Council Meeting  
MEETING DATE: January 14, 2014  
DEPARTMENT: Corporate Services/Legislative Services  
FILE NO./LEGAL:

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: RAL MANAGER: LC  
GM: RO PREPARER: LC  
LEGAL/ POLICY REVIEW: LC  
FINANCIAL REVIEW:

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RECOMMENDED ACTION:

**That Council approve Policy 4002 – Farmland Access Roads as presented.**

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BACKGROUND / PROPOSAL:

This policy was reviewed and recommended to Council for approval at the November 18, 2013 Policy Review Committee meeting.

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DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

This is a new policy.

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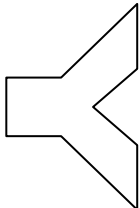
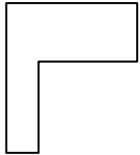
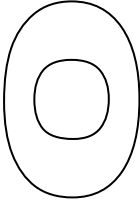
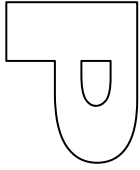
COSTS / SOURCE OF FUNDING:

As annually determined by Budget.

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ATTACHMENT(S):

- Policy 4002 – Farmland Access Roads.



**Title: Farmland Access Roads**

**Policy No: 4002**

**Approval: Council**

**Effective Date: January 14, 2014**



**Supersedes Policy No: (None)**

***MUNICIPAL DISTRICT OF GREENVIEW NO. 16  
“A Great Place to Live, Work and Play”***

**Policy Statement:** The Municipal District of Greenview No. 16 (Greenview) will construct farmland access roads to give access to any cultivated lands, which includes land cleared for grazing, which have no accessible access through a developed/undeveloped Road Allowance(s) and/or any applicant owned adjoining lands.

**Purpose:** The purpose of the Policy is to provide physical access to cultivated land(s) having no accessibility.

**Principles:**

1. Greenview will provide an economical form of farmland access for agricultural purposes.
2. Under this policy, Greenview staff will review the submitted application and bring forward a recommendation utilizing a rating system approved by Council.
3. Council will annually consider allocating funds for farmland access roads.
4. In determining a recommendation for Council on which farmland access roads, if any to construct, Greenview staff will review criteria based upon the current application(s).
5. Notwithstanding any recommendation from Greenview staff, Council at all times maintain the authority to determine which roads, if any are to be constructed and in which order.
6. In determining the most economical route for a potential farmland access road, Greenview staff will consider a number of factors including, but not limited to, physical land barriers such as hills, swamps and water bodies, soil conditions and any other man-made constraints such as pipelines, power lines, building and other structures.
7. No farmland access roads will be constructed where there is currently adequate access to the parcel whether through an existing road way or through the applicant's adjacent parcel.
8. If any applications are received after August 1, Council may decide to accept the application in the current year or defer to the following year.
9. Despite anything in this policy, it is recognized and understood that this policy does not replace the necessity to look at individual access circumstances and challenges which must be considered on an individual basis.



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SUBJECT:	<b>Regional Water System Feasibility Study</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	Regular Council Meeting		
MEETING DATE:	January 14, 2014	CAO: RAL	MANAGER: SD
DEPARTMENT:	Infrastructure & Planning/Environmental Services	GM: RAL	PREPARER: SD
FILE NO./LEGAL:			LEGAL/ POLICY REVIEW: LC
			FINANCIAL REVIEW:

---

RECOMMENDED ACTION:

**That Council accept the offer from the Town of Mayerthorpe to participate in the Regional Water System Feasibility Study.**

---

BACKGROUND / PROPOSAL:

Funding has been obtained by various surrounding Counties and Towns from Alberta Municipal Affairs for the Regional Collaboration Program. The M.D. of Greenview was missed as a potential partner.

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DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

Becoming a partner of the Collaboration Program would allow Greenview the opportunity to explore future water supplies and systems.

---

COSTS / SOURCE OF FUNDING:

N/A

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ATTACHMENT(S):

- Letter from the Town of Mayerthorpe





# Town of Mayerthorpe

P.O. Box 420  
Mayerthorpe, Alberta T0E 1N0  
Tel: (780) 786-2416 (Office) Fax: (780) 786-4590  
Email: [admin@mayerthorpe.ca](mailto:admin@mayerthorpe.ca)  
[www.mayerthorpe.ca](http://www.mayerthorpe.ca)

December 10, 2013

Dale Gervais, Reeve  
Municipal District of Greenview  
Box 1079  
Valleyview, AB  
T0H 3N0

Your Worship:

**Re: Regional Water System Feasibility Study**

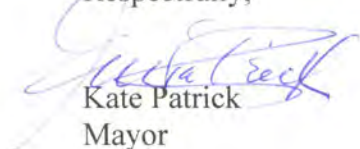
Lac Ste. Anne County, Town of Mayerthorpe, Woodlands County, Town of Whitecourt, and Town of Fox Creek obtained funding approval from Alberta Municipal Affairs, Regional Collaboration Program – Regional Collaboration component for the Regional Water System Feasibility Study Project.

Due to an oversight, Municipal District of Greenview had been missed as a potential partner, please accept our sincere apology. Good news is that MD of Greenview can be added as a partner to this Project without change in scope of grant approval. It is with great pleasure that we extend an invitation to Municipal District of Greenview to partner in this most worthwhile Project. Please provide Mayerthorpe with a copy of a resolution from Municipal District of Greenview showing support of the Regional Water System Feasibility Study Project.

Request for Proposal for the Project was posted on Alberta Purchasing Connection on November 15, 2013 with a Closing Date of December 13, 2013. An addendum to the Request for Proposal has been issued extending the Closing Date to January 13, 2014 to allow for inclusion of Municipal District of Greenview. The deadline to complete the overall Project is December 31, 2014.

If you require additional information, please feel free to contact me directly at 780-786-2686 or Karen St. Martin, Chief Administrative Officer at 780-786-2416.

Respectfully,

  
Kate Patrick  
Mayor

KS/krs





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SUBJECT:	<b>Water Point Construction Progress</b>	REVIEWED AND APPROVED FOR SUBMISSION		
SUBMISSION TO:	Regular Council Meeting	CAO:	RAL	MANAGER:
MEETING DATE:	January 14, 2014	GM:	RAL	PREPARER:
DEPARTMENT:	Infrastructure & Planning/Environmental Services			GG
FILE NO./LEGAL:			LEGAL/ POLICY REVIEW:	LC
			FINANCIAL REVIEW:	

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RECOMMENDED ACTION:

**That Council accept as information the report on the construction progress of the Little Smoky, New Fish Creek, Sunset House and Sweathouse water point facilities.**

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BACKGROUND / PROPOSAL:

Greenview opened Little Smoky water point on December 31<sup>st</sup>, 2013 to the general public.  
New Fish Creek water point building is closed up and with heat and electricity with the water treatment components and capacity tanks to be brought into the building with the internal piping to be started in the middle of January.

Sweathouse water point building is closed up with heat and electricity with the water treatment components and capacity tanks to be brought into the building with the internal piping to be started in middle February 2014.

Sunset House water point is closed up with heat with electricity not being connected till March 2014.

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DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

- None



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SUBJECT:	<b>Little Smoky Water Point Budget</b>	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	Regular Council Meeting	CAO:	RAL
MEETING DATE:	January 14, 2014	MANAGER:	
DEPARTMENT:	Infrastructure & Planning/Environmental Services	GM:	RAL
FILE NO./LEGAL:		PREPARER:	GG
		LEGAL/ POLICY REVIEW:	LC
		FINANCIAL REVIEW:	

---

RECOMMENDED ACTION:

**That Council increase the Little Smoky water point capital project budget by \$977,520 with funds to come from the Utility Reserve.**

---

BACKGROUND / PROPOSAL:

Little Smoky Water Point was the first of several Multi Managed Projects in 2013 that Greenview started by using a local contractor as the prime contractor to complete the project. The water treatment facility arrived late from AdEdge Technologies but was professionally completed. There were a couple issues to overcome during commissioning but since opening on December 31, 2013 operationally the water point is producing water that meets the environmental guidelines and exceeds the Alberta health regulations guidelines. The majority of project overruns listed would have been cost plus even through a tendered contract as these were not identified during the original tender stages for this project.

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DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

None

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COSTS / SOURCE OF FUNDING:

Funds to be come from the Utility Reserve.

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ATTACHMENT(S):

- Project overruns

The cost of the water treatment plant and the contract price for all underground infrastructure was completed as budgeted. The list of overruns to the budget were based upon unknowns consisting of:

- The first month and a half was consistently rain delayed.
- Cost to remove 1 ½ meters of top soil that was spoiled over the front end of the property and R.O.W. from the construction of the service road and Hwy 43.
- Capacity holding tank needed to be raised in order to protect the possibility of contaminating residential property well during installation adjacent to the construction site. This forced Greenview to build a retaining wall to support the 1.5 meters of backfill covering the capacity tank between the tank and the building
- Extra material was needed to raise the entire site due the top soil removal, approximately 1.20 meters over the entire 3600 m2 site.
- Changes of how Greenview collected data for Environment reporting and operational requirements, due to the complexity of raw water treatment process.
- AESRD compelled Greenview to monitor the volume of raw water being drawn from the Little Smoky well which has a significant added cost by installing monitoring equipment at the well site i.e. data logger equipment.
- Aquifer level data was also collected prior to commissioning.
- Well licensing, registration, aquifer surveying and pump testing was required by AESRD.
- Manhole installation for accessibility to backflow device.
- Third party contractor to connect all electrical servicing.
- SCADA & Cellular Communication vs Telus
- Generator and installation



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SUBJECT: **Plow and Sanding Trucks Purchase**

SUBMISSION TO: Regular Council Meeting

MEETING DATE: January 14, 2014

DEPARTMENT: Infrastructure & Planning/Operations

FILE NO./LEGAL:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: RAL MANAGER: WB

GM: RAL PREPARER: WB

LEGAL/ POLICY REVIEW: LC

FINANCIAL REVIEW:

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RECOMMENDED ACTION:

**That Council authorize staff to submit invitations to tender for the supply of two sanding and plow trucks for the estimated cost of \$550,000 for the Valleyview area, funds to come from the Capital Equipment Reserve.**

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BACKGROUND / PROPOSAL:

The 2013 addition of thirty four kilometers of newly paved roads in the Valleyview area and the ongoing availability concerns with the existing two trucks has determined that to maintain an acceptable level of service two extra trucks are required.

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DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

The proposed operations budget for 2014 was to have included the addition of one plow truck to accommodate the increase in kilometers of paved roads being maintained and to continue with a high level of service. As this winter season has progressed it became apparent that the reliability and availability of the two existing trucks left the department in numerous situations where only one truck was available for up to a week and at times no trucks were available. This resulted in the one available truck being double shifted until the roads were brought up to an acceptable standard. Also to insure that the snow was not left to accumulate on the paved roads the graders were taken off the gravel roads to service the paved roads and this in turn delayed the snow clearing on the local roads. This consequently led to numerous complaints from residents that were the last to have their roads cleared and also delayed the clearing of driveways which also led to many complaints.

---

COSTS / SOURCE OF FUNDING:

The estimated cost of \$550,000 will be taken from the Capital Equipment Reserve

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ATTACHMENT(S):

-



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SUBJECT:	<b>Request to Sponsor the 16<sup>th</sup> Annual Swan Festival</b>	
SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	January 14, 2014	CAO: RAL    MANAGER:
DEPARTMENT:	CAO Services	GM:            PREPARER: LK
FILE NO./LEGAL:		LEGAL/ POLICY REVIEW: LC
		FINANCIAL REVIEW:

---

RECOMMENDED ACTION:

**That Council approves a grant to the Friends of Saskatoon Island in the amount of \$500 with funds to come from the 2013 Miscellaneous Grant Funding.**

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BACKGROUND / PROPOSAL:

The Friends of Saskatoon Island, a non-profit organization is requesting grant funding sponsorship in the amount of \$500 for the 16th Annual Swan Festival to be held April 26 & 27, 2014. The funds will help to cover event costs. The Swan Festival is promoted through local newspaper and radio, road signs, posters, brochures and the website ([www.swanfestival.fanweb.ca](http://www.swanfestival.fanweb.ca)). Sponsor logos are included in all print material and on the website and sponsors are also recognized during the festival through on-site signage.

The Swan Festival is a community initiative which brings people together from around the Peace Country and throughout the province to celebrate the return of trumpeter swans to the region. The Grande Prairie area contains the highest concentration of breeding trumpeter swans in North America and these majestic birds are a major symbol for the County and the City of Grande Prairie as well as for many local businesses. The festival draws over 400 visitors per year with many traveling from Edmonton and beyond. The Swans and Tea tours for seniors continue to be extremely popular.

**Note: The MD of Greenview has not provided funding to the Friends of Saskatoon Island in the past.**

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DISCUSSION / OPTIONS / BENEFITS / DISADVANTAGES:

- Receive the 16th Annual Swan Festival Request for Sponsorship letter for information.
- Provide an alternative amount of funding.

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COSTS / SOURCE OF FUNDING:

- Funding Source – 2013 Miscellaneous Grant Funding

---

ATTACHMENT(S):

- Letter received from Friends of Saskatoon Island – RE: Request for Sponsorship for the 16th Annual Swan Festival to be held April 26 & 27, 2014.



## 16th Annual Swan Festival April 26 and 27, 2014

### Request For Sponsorship

The Friends of Saskatoon Island and Alberta Parks would like to invite the Municipal District of Greenview #16 to sponsor the 16<sup>th</sup> annual Swan Festival which takes place April 26th and 27th, 2014. The annual Swan Festival is a community initiative which brings people together from around the Peace Country and throughout the Province to celebrate the return of trumpeter swans to the region. The Grande Prairie area contains the highest concentration of breeding trumpeter swans in North America and these majestic birds are a major symbol for the County and City of Grande Prairie as well as for many local businesses.

As indicated in the attached event summary, the swan festival continues to grow as a major regional attraction, drawing over 400 visitors per year with many traveling from Edmonton and beyond. This year we celebrate the 16th anniversary of the festival.

The Swans and Tea tours for seniors continue to be extremely popular. Last year we were able to include the seniors from the Red Willow Lodge in Valleyview to our Swan tours.

We would like to ask if the Municipal District of Greenview #16 would like to generously provide a donation of \$500 to the festival to help cover event costs. Sponsorship by the Municipal District of Greenview #16 will be recognized with your logo on our promotional posters, websites and advertisements.

Sincerely,



Chelsey Huber  
Visitor Services Supervisor, Alberta Parks

1301, 10320—99 Street  
Grande Prairie, Alberta / T8V 6J4  
Ph. 780-538-5635  
Chelsey.huber@gov.ab.ca



# **SWAN FESTIVAL 2014**

(April 26<sup>th</sup> & 27<sup>th</sup>)

## **Event Summary**

### **Festival Description and History:**

This will be the sixteenth year for the annual Swan Festival, a community event that celebrates the annual return of trumpeter swans to the Peace Country. This special event highlights a major symbol for our community and builds both awareness of and appreciation for trumpeter swans and their habitat.

This event continues to contribute to community development with more than 25 local volunteers making the event happen and over 400 people attending. The event also continues to attract new visitors with 70% attending for the first time in 2011. At least 15% of our audience comes from outside the immediate Grande Prairie region and we have had visitors from as far as way as Newfoundland, New York and Europe.

### **Partners:**

There are many local contributors to the annual swan festival. These contributors include both in-kind sponsors (donating their time, materials/products, and/or expertise to the event) and those who provide monetary support. The sponsors that have been with us the past three to five years include: the ASRPW Foundation, County of Grande Prairie, City of Grande Prairie, Grande Prairie Rotary Club, Centre 2000, Ducks Unlimited Canada, Grande Prairie Regional Tourism Association, Lake Saskatoon Community Club, Muskoseepi Park, National Car and Truck Rentals, Peace Library System, Peace Parkland Naturalists, Service Plus Inns and Suites, the Town of Beaverlodge, the Town of Wembley, the Town of Sexsmith, Weyerhaeuser, and Wonderland Toy and Hobby.

### **Promotion and Sponsor Recognition:**

The Swan Festival is promoted through local newspapers and radio, road signs, posters, brochures and the website ([www.swanfestival.fanweb.ca](http://www.swanfestival.fanweb.ca)). Sponsor logos are included in all print material and on the website and sponsors are also recognized during the festival through on-site signage.

## **FESTIVAL EVENTS**

### **Pre-Festival Events**

- Swan display and story time at the Grande Prairie Public Library plus swan story times in regional libraries
- The Senior Swan Tours take place from April 21-25<sup>th</sup>. Buses will pick up seniors from registered senior homes to take part in a guided swan tours which finished off at the Beaverlodge Cultural Centre for some tea and treats! (Tours for seniors from Grande Prairie, Valleyview, Beaverlodge and Hythe.

### **Saturday, April 26<sup>th</sup> – Evening Speaker / Wine and Cheese Centre 2000 6:30 – 10:00 p.m.**

- Guest speaker John Cornely, Executive Director of the Trumpeter Swan Society and former Biologist with the U.S Fish and Wildlife Department will present about the Trumpeter Swans Story through the years.
- Music, a silent auction and a wine and cheese social will follow.

### **Sunday, April 21st – Swan Events at Saskatoon Island Provincial Park 12:30 – 4:30 p.m.**

- Guided bus tours to view swans leaving from Saskatoon Island
- Various activities and crafts
- Face Painting
- Displays (local conservation projects, habitat protection, community groups, etc.)
- Hot lunch and BBQ
- Children's coloring contest

### **Post-Festival Events**

- Special "Trumpeters and Tea" tours for seniors from Grande Prairie (3), Valleyview (1) and Hythe (1).