

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

REGULAR COUNCIL MEETING AGENDA

Tues	day June 10, 2014	9:00 AM Council Cha Administration Bo	
#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		1
#3	MINUTES	3.1 Regular Council Meeting minutes held May 27, 2014 – to be Adopted	3
		3.2 Business Arising from the Minutes	-
#4	PUBLIC HEARNG		
#5	DELEGATION		-
#6	BYLAWS		-
#7	OLD BUSINESS		-
#8	NEW BUSINESS	8.1 Water Point Tender Result	11
		8.2 Sense of the Peace – Book & Discover	15
		8.3 Policy 1005 - Roadside & Transfer Site Clean-up	17
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	LATE ITEM	8.8 Manager Reports	58

#9	COUNCILLORS BUSINESS & REPORTS		-
#10	CORRESPONDENCE	 ALS Awareness Month Atco Symposium Northern Development Council Workshop Peace Library Board Meeting Highlights Valleyview Municipal Library Minutes Fox Creek Housing Project 	-
#11	IN CAMERA		-
	LATE ITEM	11.1 Legal	1
#12	ADIOURNMENT		_

Minutes of a

REGULAR COUNCIL MEETING MUNICIPAL DISTRICT OF GREENVIEW NO. 16

M.D. Administration Building,

Valleyview, Alberta, on Tuesday, May 27, 2014

1:

CALL TO ORDER

Reeve Gervais called the meeting to order at 9:03 a.m.

PRESENT Reeve

> **Deputy Reeve Tom Burton**

> Councillors George Delorme (9:11)

> > Dave Hay **Roxie Rutt** Dale Smith Les Urness

Dale Gervais

Chief Administrative Officer Mike Haugen ATTENDING

> General Manager, Corporate Services Rosemary Offrey General Manager, Community Services **Dennis Mueller** General Manager, Infrastructure & Planning **Grant Gyurkovits** Legislative Services Officer Lucien Cloutier **Communications Officer Diane Carter Recording Secretary** Lianne Kruger

ABSENT Councillor **Bill Smith**

#2: MOTION: 14.05.298. Moved by: COUNCILLOR DAVE HAY **AGENDA**

That the May 13, 2014 agenda be adopted as presented.

CARRIED

#3.1

MOTION: 14.05.299. Moved by: COUNCILLOR DALE SMITH **REGULAR COUNCIL**

That the Minutes of the Regular Council Meeting held on Tuesday, May 13, 2014 **MEETING MINUTES**

be adopted as presented.

CARRIED

BUSINESS ARISING FROM MINUTES

3.2 BUSINESS ARISING FROM MINUTES:

Councillor Dale Smith inquired on the letter to be mailed out regarding Elk Degradation. General Manager, Community Services, Dennis Mueller stated that

he believed the letter had been sent.

DELEGATIONS

5.0 DELEGATIONS

#6 **Bylaws**

6.0 BYLAWS

Page 2

#7
OLD BUSINESS

7.0 OLD BUSINESS

#8

NEW BUSINESS

8.0 NEW BUSINESS

8.1 2015-2017 ENGINEERING SERVICES PROPOSAL

2015-2017 ENGINEERING SERVICES

MOTION: 14.05.300. Moved by: DEPUTY REEVE TOM BURTON

That Council approve to publicly advertise the Request for Proposals for the Term

of Reference Provision of Engineering Services for 2015-2017.

CARRIED

8.2 REPLACEMENT OF CARBON MONOXIDE (CO) / NITROUS DIOXIDE (NO₂)

DETECTORS

REPLACEMENT OF CARBON MONOXIDE / NITROUS DIOXIDE DETECTORS MOTION: 14.05.301. Moved by: COUNCILLOR ROXIE RUTT

That Council approve the transfer of \$7,204.50 from Contingency to Protective Services for the installation of a new Carbon Monoxide (CO) / Nitrous Dioxide

(NO₂) Detector in the Valleyview Emergency Services Complex.

CARRIED

8.3 TEDDY FOR A TOONIE 2014 CAMPAIGN

TEDDY FOR A TOONIE

MOTION: 14.05.302. Moved by: COUNCILLOR DAVE HAY

That Council approve a grant in the amount of \$500.00 for the ATB (Alberta Treasury Branch) Teddy for a Toonie 2014 Campaign, with funds to come from the

2014 Community Services Miscellaneous Grant.

CARRIED

8.4 VALLEYVIEW AGRICULTURE SOCIETY / MOTORSPORTS COMMITTEE

MOTORSPORTS COMMITTEE

MOTION: 14.05.303. Moved by: COUNCILLOR ROXIE RUTT

That Council authorize grant funding in the amount of \$750.00 to the Valleyview Agriculture Society Motorsports Committee for the 2014 Valleyview Motorsports Event, with funding to come from the Community Services 2014 Miscellaneous

Grant.

CARRIED

MOTORSPORTS COMMITTEE

MOTION: 14.05.304. Moved by: COUNCILLOR LES URNESS

That Council authorize the Greenview Manager of Operations to provide Greenview equipment to the 2014 Valleyview Motorsports Event, subject to

availability and the Manager of Operations' discretion.

CARRIED

Minutes of a Regular Council Meeting M.D. of Greenview No. 16 Page 3

8.5 FOX CREEK NORDIC AND TRAIL CLUB

FOX CREEK NORDIC & TRAIL CLUB

MOTION: 14.05.305. Moved by: DEPUTY REEVE TOM BURTON

That Council approve a grant in the amount of \$30,000.00 to the Fox Creek Nordic and Trail Club for the purchase of a Terra Track ATV (All-Terrain Vehicle) and Cross Country Ski Groomer, with funds to come from the 2014 Community Services

Miscellaneous Grant.

CARRIED

8.6 GRANDE PRAIRIE LIVE THEATRE PUBLIC MEETING

GRANDE PRAIRIE LIVE THEATRE

MOTION: 14.05.306. Moved by: COUNCILLOR ROXIE RUTT

That Council authorize Council Members to attend a meeting on May 27, 2014 at

7:30 p.m., at the Grande Prairie Live Theatre.

CARRIED

8.7 REQUEST FOR APPROVAL OF EARLY CLOSURE

EARLY CLOSURE

MOTION: 14.05.307. Moved by: COUNCILLOR GEORGE DELORME

That Council approve closing Greenview's operations, other than for legally required and emergency services, at 3:00 p.m. on Friday, June 20, 2014 and further

that Greenview employees be paid for the full day, despite the closure.

CARRIED

8.8 ENGINEERING COORDINATOR PROPOSALS

ENGINEERING COORDINATOR SERVICES MOTION: 14.05.308. Moved by: REEVE DALE GERVAIS

That Council direct Staff to enter into contract discussions with TechEra for the

provision of Engineering Coordinator Services.

Councillor Les Urness vacated the meeting at 9:47 a.m.

Councillor Les Urness re-entered the meeting at 9:48 a.m.

CARRIED

8.9 PHILIP J. CURRIE MUSEUM FUNDING

PHILIP J. CURRIE MUSEUM

MOTION: 14.05.309. Moved by: COUNCILLOR DAVE HAY

That Council direct Staff to include funding in the amount of \$250,000.00 in the 2015 Operating Budget for the Philip J. Currie Dinosaur Museum contingent upon the development of a high level regional concept plan regarding possible

development of dinosaur attractions within the MD of Greenview.

CARRIED

Reeve Gervais recessed the meeting at 10:08 a.m.

Reeve Gervais reconvened the meeting at 10:35 a.m.

#4
PUBLIC HEARING

4.0 PUBLIC HEARING

Page 4

4.1 BYLAW NO. 14-717 ROAD CLOSURE ON LANDS SE 15-69-21 W5M

Chair Gervais opened the Public Hearing regarding Bylaw # 14-717 at 10:15 a.m.

IN ATTENDENCE Planning and Development Coordinator

APPLICANT(S) & PROPERTY OWNER(S)

Applicant(s) Grant Berg

Roy Berg

Gwen Charlton

Adjacent Property Owners Grant Berg

Roy Berg

INTRODUCTION

The Chair asked each Council Member and staff to introduce themselves and asked Council Members if there were any reasons that they should be disqualified from the hearing. Each Member's reply was "no."

PURPOSE OF THE HEARING

The purpose of the hearing was to hear submissions for and opposed to proposed Bylaw 14-717, being a bylaw of the MD of Greenview for the purpose of closing to public travel, for the purpose of creating title, the statutory road allowance located at the South of SE 15-69-21 W5M.

APPLICANTS PROPOSAL

The road allowance would be consolidated with their land lying to the south within NE 10-69-21 W5M.

REFERRAL AGENCY & ADJACENT LANDOWNERS COMMENTS The Planning & Development Coordinator provided a summary of the responses from referral agencies.

ALBERTA SUSTAINABLE RESOURCES DEVELOPMENT PUBLIC LANDS DIVISION No objections.

ALBERTA TRANSPORTATION

Of concern to the department is the fact that closure of this portion of the government road allowance would cut off any future means of access to NW 10-69-21 W5M. However unlikely it may be that a road would be provided along the east west road allowance to this parcel of land it is currently the only dedicated road right –of-way that allows access that is not physically cut off by a

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water body. The MD should investigate placing an access/road caveat (3m wide) along the east boundary of the SW 15-69-21 W5M in the SW 15 to provide a future means of access.

ALTA GAS

Has no pipeline in the area.

ALTA LINK

No objections.

ATCO ELECTRIC

No objections.

ATCO GAS

No Right-of-Way requirements at this time.

FORTIS ALBERTA

No objections

ALEXANDER JOHN EDEY

No objections

FREDRICK JAMES & MERTLE REBER

No objections.

QUESTION FROM COUNCIL TO APPLICANT

The Chair called for any questions of the Applicant from Council. Reeve Gervais questioned who owns the SW 15-69-25 W5M that the road allowance would be on. Mr. Berg responded that it is a crown lease.

Councillor Dale Smith asked if Mr. Berg felt impeded on without the road allowance and if there were other subdivisions on the home quarter. Mr. Berg responded that there are no other subdivisions and that they do not feel that they are being impeded on at the moment but would like the lands secured for the future.

Councillor Dale Smith inquired of Administration what the potential impact to future development would be in and around the subject roadway. The Planning and Development Coordinator explained what potential impacts the road closure would have and how the arising issues would be addressed.

APPLICANT FINAL COMMENT

The Chair asked the applicant if they had a final comment. None was heard. Page 6

FAIR AND IMPARTIAL HEARING

The Chair asked the applicant if they felt they had a fair and impartial hearing.

The applicant responded "yes".

ADJOURNMENT

The Chair closed the Public Hearing at 10:34 a.m.

8.10 PROPOSED AMENDMENTS TO THE SCHEDULE OF FEES

SCHEDULE OF FEES

MOTION: 14.05.310. Moved by: COUNCILLOR DAVE HAY

That Council approve the revised Schedule of Fees.

CARRIED

May 27, 2014

8.11 ADOPTION OF STAFF AGREEMENT

STAFF AGREEMENT

MOTION: 14.05.311. Moved by: COUNCILLOR DALE SMITH

That Council authorize the Reeve and Chief Administrative Officer to sign the MD

of Greenview No. 16 Staff Agreement as amended.

CARRIED

8.12 GRIZZLY BEAR MANAGEMENT LETTER – MINISTER OF ALBERTA **ENVIRONMENT AND SUSTAINABLE RESOURCE DEVELOPMENT (AESRD)**

GRIZZLY BEAR MANAGEMENT MOTION: 14.05.312. Moved by: COUNCILLOR ROXIE RUTT

That Council authorize Administration to send the letter as presented to the Minister of Alberta Environment and Sustainable Resource Development (AESRD) in regards to the implementation of Grizzly Bear Management, specifically for

Grovedale and area, to prevent conflicts with humans and livestock.

CARRIED

Reeve Gervais recessed the meeting at 11:05 a.m.

Reeve Gervais reconvened the meeting at 11:15 a.m.

Councillor Dave Hay entered the meeting at 11:19 a.m.

CAO REPORT

MOTION: 14.05.313. Moved by: COUNCILLOR DALE SMITH

That Council accept the CAO report as presented.

CARRIED

COUNCILLORS **BUSINESS &** REPORTS

9.0 COUNCILLORS BUSINESS & REPORTS

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

COUNCILLOR ROXIE RUTT

Attended the Municipal Planning Commission
Attended the Crooked Creek Recreation Board Meeting
Attended the Peace Library Association Meeting
Attended the Committee of the Whole
Attended the Philip J. Currie Dinosaur Museum Tour

COUNCILLOR DALE SMITH

Attended the Committee of the Whole

COUNCILLOR TOM BURTON

Attended the DeBolt Library Board Meeting
Attended the Municipal Planning Commission
Attended the East Smoky Rec. Board Meeting
Attended the Committee of the Whole
Attended the Fox Creek Recreation Committee Meeting
Attended the ATCO Symposium
Attended the Fundraising Partnership Sessions

COUNCILLOR DAVE HAY

Attended the Valleyview & District Recreation Board Meeting Attended the Heart River Housing Meeting Attended the Valleyview & District Medical Clinic Meeting Attended the Committee of the Whole Attended the Philip J. Currie Dinosaur Museum Tour Attended the Catholic Church Expansion Sod Turning

COUNCILLOR LES URNESS

Attended the Municipal Planning Commission Attended the Committee of the Whole Attended the Philip J. Currie Dinosaur Museum Tour Attended the Multi-Plex Design Committee Meeting

COUNCILLOR GEORGE DELORME

Attended the Disaster Forum
Attended the Evergreen Foundation Meeting

9.1 REEVE'S REPORT:

REEVE DALE GERVAIS:

Attended the Alberta Energy Regulator Presentation Fox Creek Attended the Municipal Planning Commission Attended the Medical Clinic Meeting Attended the Committee of the Whole Attended the Philip J. Currie Dinosaur Museum Tour Attended the Multi-Plex Design Committee Meeting

#10 CORRESPONDENCE

10.0 CORRESPONDENCE:

- Aurora Home
- Peace Library System 2013 Financial Statement
- Philip J. Currie Dinosaur Museum Invitation
- STARS Charity Golf Tournament

MOTION: 14.05.314. Moved by: DEPUTY REEVE TOM BURTON That Council accept the Correspondence Listing as presented.

CARRIED

11 IN CAMERA

11.0 IN CAMERA CONFIDENTIAL ITEMS

#12 ADJOURNMENT

12.0 ADJOURNMENT

MOTION: 14.05.315. Moved by: COUNCILLOR DALE SMITH

That this meeting adjourn at 11:50 a.m.

CARRIED

	CAIMLED	
CHIEF ADMINISTRATIVE OFFICER	REEVE	



Request for Decision

4806 – 36 Avenue, Box 1079, Valleyview AB TOH 3NO T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608

SUBJECT: **Water Point Tender Result**

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

CAO: INT **MEETING DATE:** June 10, 2014 MANAGER:

DEPARTMENT: Infrastructure & Planning GM: GG PRESENTER: GG

INT FILE NO./LEGAL: File Number, Legal or N/A. LEGAL/ POLICY REVIEW: INT

STRATEGIC PLAN: FINANCIAL REVIEW:

RECOMMENDED ACTION:

MOTION: That Council award the completion of Sweathouse, Sunset House and New Fish Creek water point facilities to Reward Oilfield Services with a total project upset limit of \$1,605,602.70 to be funded by the 2014 **Capital Infrastructure Budget.**

BACKGROUND / PROPOSAL:

The completion of these three water point facilities together supports \$1,605,950.89 from the 2014 Infrastructure Capital Budget.

On January 10, 2014 administration stopped all construction of three water point facilities to revaluate how administration was administering these projects formally known as Multi Managed Projects. Greenview elected to publicly tender out the remainder of works to complete the three water point facilities as a means of ensuring cost certainty. The tender closed May 15, 2014.

Three tender packages were picked up with one sealed tender being received by closing date of May 15, 2014.

Contractor	Bid
Reward Oilfield Services (minus 5% contingency)	\$1,285,610.00

The only tender submitted was Reward Oilfield Services with a bid of \$1,349,890.50 Stantec Eng. reviewed the submitted bid and found that it met the contractual requirements at the bid stage.

Construction Costs	Totals
Contract Amount	\$1,285,610.00
Contingency (increased to 7%)	\$89,992.70
Potential Site Occupancy Bonus (5 Days)	\$12,500.00
Field Inspection/Engineering	\$217,500.00
Utilities Estimate	\$0.00
Land Purchase	\$0.00
Total	\$1,605,602.70

OPTIONS - BENEFITS / DISADVANTAGES:

Options – Council could choose to re-advertise.

Benefits – Project completion.

COSTS / SOURCE OF FUNDING:

Funding to come from the 2014 Capital Infrastructure Budget.

ATTACHMENT(S):

Stantec Engineering recommendation to award



Stantec Consulting Ltd. 1100 - 4900 50th Street, Red Deer AB T4N 1X7

May 20, 2014 File: 113929286

Attention: Simon Doiron, Manager of Environmental Services

M.D. of Greenview PO Box 1079, 4806 – 36 Avenue Valleyview, Alberta TOH 3N0

Dear Mr. Doiron,

Reference: Hamlets of Sunset House, Sweathouse and New Fish Creek Waterpoints
Tender Summary

Tenders for the MD of Greenview, Hamlets of Sunset House, Sweathouse and New Fish Creek Waterpoints were received at the MD's office on May 15, 2014 at 2:00 PM. One tender was received from Reward Oilfield Serviced Ltd (Reward) and it is summarized in Table 1 below with minor arithmetic mistakes corrected.

Table 1: Cost Summary

sommary	Price (excluding GST)
Reward Oilfield Serviced Ltd.	\$1,349,890.50

The tender submission did not include a Consent of Surety from a certified insurance company, though it did include a letter from Reward's broker verifying that the company is in good financial standing and that they will be able to produce a Consent of Surety upon award of the project. Should the MD choose to award this project to Reward, the award should be contingent upon receipt of the Performance and Labour & Materials bonding as is normally the case.

It should be noted that the Commissioning and Start-up line item 1.5 on the tender forms was a lump sum item intended to cover the commissioning of all 3 sites. Reward provided a unit price of \$5,000 with a total of \$15,000. It appears their unit price was provided as a per site sum instead of a lump sum. This error does not change their submitted price, but was worth noting.

The pricing for this tender also includes 87 site occupancy days priced at \$2,500/day for a total of \$217,500. The intent of site occupancy is to provide additional cost certainty to the owner, inclusive of inspection/engineering costs. Should the contractor use the entire 87 days to complete the project then the \$217,500 should be sufficient to cover the inspection/engineering costs accrued during construction. If Reward is able to fast track their schedule they will be paid

Design with community in mind



May 20, 2014 Simon Doiron, Manager of Environmental Services Page 2 of 2

Reference: Hamlets of Sunset House, Sweathouse and New Fish Creek Waterpoints
Tender Summary

\$2,500/day for every day under the 87 days bid and the MD will save an equal amount in inspection/engineering fees. If the project takes longer than the 87 days, additional site occupancy days will be charged to Reward at a rate of \$2,500/day. These funds will be used to cover the additional inspection/engineering costs related with the project going over schedule.

The Contractor's tendered timeline of 87 days is achievable if the contractor devotes the appropriate resources to the job on an ongoing basis. Earlier this spring, Stantec reviewed this project with Reward and MD personnel, and Reward assured us that they are committed to allocating the resources necessary to meet their proposed timeline.

If you have any questions regarding this tender, please contact the undersigned.

Regards,

STANTEC CONSULTING LTD.

Stephan Weninger, P.Eng.

Senior Associate Phone: (403) 356-3400 Fax: (403) 342-0969

stephan.weninger@stantec.com

c. Grant Gyurkovits



Request for Decision

4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608

SUBJECT: Sense of the Peace – Book & Discover the Spirit of the Peace - Pamphlet

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

INT INT **MEETING DATE:** June 10, 2014 CAO: MANAGER:

DEPARTMENT: Community Services GM: DM PRESENTER: DM

INT FILE NO./LEGAL: LEGAL/ POLICY REVIEW: N/A

INT STRATEGIC PLAN: FINANCIAL REVIEW:

RECOMMENDED ACTION:

MOTION: That Council approve the purchase of the book titled, Sense of the Peace and the pamphlet titled, Discover the Spirit of the Peace Museums, for distribution to the DeBolt, Fox Creek, Grande Cache, Grande Prairie and Valleyview libraries at a cost of \$25.00 each, total cost of \$125.00, with funds to come from the 2014 Community Service Miscellaneous Grant.

BACKGROUND / PROPOSAL:

The Sense of the Peace book and Discover the Spirit of the Peace Museums pamphlet were presented to Administration from Council to present for Council's consideration.

The Sense of the Peace book and Discover the Spirit of the Peace Museums pamphlet provide history of the Peace Country and informs how museums tell the stories about the region. Providing the book and pamphlet in each of the libraries within the Greenview area will ensure that residents and visitors have access to these resource materials.

OPTIONS - BENEFITS / DISADVANTAGES:

Options – Council has the option to make additions or deletions to the libraries that will be provided a copy of the book and pamphlet.

Council has the option to deny the purchase of the book and pamphlet for the local libraries.

Benefits – The benefit of purchasing the book and pamphlet for the libraries within the Greenview area is that the history resource will be readily available for the residents and visitors access.

Disadvantages – The disadvantage of not approving the purchase of the book and pamphlet for the libraries is that the libraries may not acquire a copy of these resources documents and therefore, the residents and visitors will not have a readily available copy to access.

COSTS / SOURCE OF FUNDING:

The cost for the book and pamphlet will be \$25.00 per library, total cost of \$125.00, with funds to come from the 2014 Community Service Miscellaneous Grant.

ATTACHMENT(S):

• N/A



Request for Decision

4806 – 36 Avenue, Box 1079, Valleyview AB TOH 3NO T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608

Policy 1005 Roadside and Transfer Site Clean-up SUBJECT:

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

INT **MEETING DATE:** June 10, 2014 CAO: RO MANAGER:

DEPARTMENT: Infrastructure & Planning GM: GG PRESENTER: GG

INT FILE NO./LEGAL: File Number, Legal or N/A. LEGAL/ POLICY REVIEW:

INT STRATEGIC PLAN: FINANCIAL REVIEW:

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1005 and Procedures 1005-01 and 1005-02, Roadside and Transfer Stations Clean-up, as presented.

BACKGROUND / PROPOSAL:

This policy was passed in 2013 but was revised with an additional procedure for landfill site clean-up. No substantive changes were made to the policy.

Policy 1005 and associated procedures were reviewed and amended by the Policy Review Committee, the recommended motion is a result of the committee's recommendation.

OPTIONS - BENEFITS / DISADVANTAGES:

Options - Council could approve the policy and procedures as presented. Council may wish to make amendments to the policies or procedures. There are contribution amounts identified in the procedures which generated discussion at the Committee meeting and for which Council may wish to review and discuss.

Benefits – This policy will lead to cleaner roadsides and landfill/transfer sites while providing funding to local groups, generating goodwill.

Disadvantages – With the differing rates being proposed, Administration is concerned about determining when to pay \$100.00 or \$200.00 per kilometre side. There could cause perception of inequity by the groups involved. The program may cost several thousands of dollars per year and may cause difficulty with budget allocation.

COSTS / SOURCE OF FUNDING:

Funding would be identified in the annual operating budget.

ATTACHMENT(S):

- Policy 1005 Roadside and Transfer Site Clean-up
- Procedures 1005-01 and 1005-02

Title: CLE	AN-UP WITHIN ROAD ALLOWANCES, TRANSFER STATIONS AND LANDFILLS
Policy No:	1005
Approval:	Council
Approvai.	Council
Effective I	Date: MUNICIPAL DISTRICT OF GREENVIEW No. 16
Supersede	es Policy No: (OP 34)
	MUNICIPAL DISTRICT OF GREENVIEW NO. 16
	"A Great Place to Live, Work and Play"
not-for-pi Greenviev	Itement: The Municipal District of Greenview No. 16 (Greenview) will provide rofit organizations with an opportunity to assist in beautifying and enhancing w by participating in municipal roadside and transfer station/landfill clean-ups. rticipation will be recognized by Greenview through the provision of a grant.
volunteer	To provide an opportunity for not-for profit groups to receive a donation and to to provide a needed service to Greenview and enhance the appearance of our and transfer stations/landfill sites.
Principles	•
1.	A fair and equitable procedure will be established to advertise, select volunteer
2.	groups and assign clean-up areas.
۷.	Greenview will consider requests from groups for multi-year arrangements for clean-up conducted under this policy.
3.	Grants provided by Greenview pursuant to this policy will be issued in a
4.	consistent and equitable manner. Operational needs will be considered in determining which areas are to be
	cleaned.
5.	Volunteer and public safety will be of paramount importance for all activities under this policy. All volunteer groups are required to follow Greenview's safe
	work procedures.
6.	Preference will be given to groups located within the corporate limits of
	Greenview or within the corporate boundaries of municipalities situated within Greenview (i.e. Town of Valleyview, Fox Creek and Grande Cache).
L	, , , , , , , , , , , , , , , , , , , ,

Approved:



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

Procedure Title: CLEAN-UP WITHIN ROAD ALLOWANCES

Procedure No: 1005-01

Approval: CAO

Effective Date:

Supersedes Procedure No: n/a

1. **Definitions**

- 1.1 <u>Not-for-profit organization</u> means "a club, society, or association that's organized and operated solely for the purpose of:
 - a) social welfare
 - b) civic improvement
 - c) pleasure or recreation
 - d) any other purpose except profit."

2. Responsibilities

- 2.1. Council:
- 2.1.1 Approve an annual budget allocation.
- 2.2.1 <u>Senior Management:</u>
- 2.2.2 Advertise and attract the interest of not-for-profit organizations.
- 2.2.3 Select groups responsible for each roadside cleanup.
- 2.2.4 Establishes program rules for the not–for-profit organization to follow.
- 2.2.5 Determine the total amount payable to the organization based the number of kilometers of roadways that are satisfactorily cleaned.
- 2.3 <u>Manager/Supervisor:</u>
- 2.3.1 Have not-for-profit organizations complete a Greenview Roadside Ditch Clean-Up agreement.
- 2.3.2 Ensure that, prior to taking part in clean-up day activities, the not-for-profit

organization's participating members have completed the required safety orientation with an appropriate Greenview representative.

- 2.3.3 Supply garbage bags, gloves, and safety vests for each crew as well as safety signage for the organizations to post at either end of their working area. Greenview will provide a traffic control plan to ensure signage is properly placed and a pre-commencement safety orientation will be performed by municipal staff. Municipal staff will pick up and dispose of bags upon completion.
- 2.3.4 Ensure that the not-for-profit organization provides transportation, supervision and medical first aid services for its participating members.
- 2.5 <u>Corporate Services Staff:</u>
- 2.5.1 Process approved payments to the not-for-profit organization.
- 3. **General Provisions:**
- 3.1 Payment:
- 3.1.1 The Municipality will pay the organization for its services at the minimum rate of one hundred (\$100.00) dollars per one-sided-ditch-kilometer satisfactorily cleaned, to a maximum of two hundred (\$200.00) per one-sided-ditch-kilometer, with a maximum of \$2,000.00 per organization.
- 3.1.2 Administration may provide for a higher rate of compensation based on a review of roadways prior to clean-up, to a maximum of \$200.00 per one-sided-ditch-kilometer.
- 3 **End of Procedure**

Approved	l:					



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Procedure Title: CLEAN-UP WITHIN TRANSFER STATIONS AND LANDFILLS

Procedure No: 1005-02

Approval: CAO

Effective Date: xxxx

Supersedes Procedure No: xxxx

1. **Definitions**

1.1. <u>Not-for-profit organization</u> means "a club, society, or association that's organized and operated solely for the purpose of:

- a) social welfare
- b) civic improvement
- c) pleasure or recreation
- d) any other purpose except profit."
- 1.2. <u>Landfill</u> is defined as "a regulated site for disposal of solid waste in or on the ground by burial."
- 1.3. <u>Transfer Station</u> is defined as "a multi-purpose facility that includes storage of solid waste, recyclable materials, and household hazardous waste collection depots."

2. Responsibilities

- 2.1 Council:
- 2.1.1 Approve an annual budget allocation.
- 2.2.1 <u>Senior Management:</u>
- 2.2.2 Advertise and attract the interest of not-for-profit organizations.
- 2.2.3 Select groups responsible for each transfer station/landfill site cleanup.
- 2.2.4 Establish program rules for the not–for-profit organization to follow.
- 2.2.5 Determine the total amount payable to each organization for its services at a rate of \$1000.00 per site clean-up or, at the discretion of General Manager, up to \$3000.00 depending on the amount litter at the approved site.

2.3 <u>Manager/Supervisor:</u>

- 2.3.1 Ensure that, prior to taking part in clean-up day activities, the not-for-profit organization's participating members have completed the required safety orientation with an appropriate Greenview representative.
- 2.3.2 Visit landfill/transfer sites after clean-up to ensure services have been completed.
- 2.3.3 Supply garbage bags, gloves, and safety vests for each crew.
- 2.3.4 Ensure that the not-for-profit organization provides transportation, supervision and medical first aid services for its participating members.

2.4.1 Corporate Services Staff:

Process approved payments to the not-for-profit organization.

2.1 Not-for-profit organization:

2.1.1 Collect and dispose of litter to the assigned locations within the transfer station/landfill site.

3 **End of Procedure**

Approved:



Request for Decision

4806 – 36 Avenue, Box 1079, Valleyview AB TOH 3NO T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608

SUBJECT: Policy 1505 - US Foreign Funds Bank Account

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

June 10, 2014 INT **MEETING DATE:** CAO: RO MANAGER:

DEPARTMENT: Corporate Services/Finance GM: RO PRESENTER: RO

INT FILE NO./LEGAL: File Number, Legal or N/A. LEGAL/ POLICY REVIEW: STRATEGIC PLAN: INT FINANCIAL REVIEW:

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1505 – US Foreign Funds Bank Account as presented.

BACKGROUND / PROPOSAL:

During 2013, Council requested Administration draft and present a US Foreign Funds Bank Account Policy. The attached policy was drafted by Administration and presented at the April 20, 2014 Policy Review Committee. The committee reviewed and recommended the policy go to Council for approval.

OPTIONS - BENEFITS / DISADVANTAGES:

Options – Council could approve the policy with or without amendments or Council could choose not to pass the policy altogether.

Benefits – This policy will expedite the purchase of goods transacted in the US and will minimize the impact of fluctuations in the value of the US dollar.

Disadvantages – The intent of the policy is to eliminate any disadvantages.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

Policy 1505

Title: US Foreign Funds Bank A	ccount
Policy No: 1505	
Approval: Council	
Effective Date:	MUNICIPAL DISTRICT OF GREENVIEW No. 16
Supersedes Policy No: (None)	
	MUNICIPAL DISTRICT OF GREENVIEW NO. 16
	"A Great Place to Live, Work and Play"
-	pal District of Greenview No. 16 (Greenview) directs the Chiegate to open a US Dollar Foreign Bank Account at the local ATE
Purpose:	

- 1. MGA Section 208 (1)(h); "all money belonging to or held by the municipality is deposited in a bank, credit union, loan corporation, treasury branch or trust corporation designated by council;". This includes authorizing the opening of foreign currency bank accounts (\$US).
- 2. The guiding principle behind the \$US Foreign Currency Bank Account is to eliminate the uncertainty of currency exchange rates between Canadian and US funds when the municipality is purchasing equipment from US suppliers.
- 3. By accessing a \$US Dollar Foreign Currency Bank Account the municipality will allow the timing of the municipality's transfers of Canadian dollars to US dollars to coincide with purchases from US companies for equipment not readily available in Canada or at a more favourable price in the United States.
- 4. This is a low-cost strategy to deal with foreign exchange risk. Further it is a convenient way for US vendors to deal with the municipality and avoid transaction fees and foreign currency transaction "holding" periods.
- 5. With a transfer of funds into the \$US Foreign Currency Bank Account, equal to the amount to cover the municipality's commitments, at the time the purchase order is placed and confirmed by the vendor; this should protect the purchase price from future fluctuations in the US vs. Canadian dollar exchange rate.

Regu	

None



Request for Decision

4806 – 36 Avenue, Box 1079, Valleyview AB TOH 3NO T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608

SUBJECT: 2014 1st Quarterly Financial Report

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

INT **MEETING DATE:** June 10, 2014 CAO: RO MANAGER:

DEPARTMENT: Corporate Services/Finance GM: RO PRESENTER: BY

INT FILE NO./LEGAL: LEGAL/ POLICY REVIEW: N/A INT

STRATEGIC PLAN: FINANCIAL REVIEW:

RECOMMENDED ACTION:

MOTION: That Council accept the 2014 First Quarter Financial Report as information.

BACKGROUND / PROPOSAL:

Attached is the 2014 First Quarterly report for Council's review of the actual to budget financial activity from January 1 to March 31, 2014. The year to date revenues and expenditures are in comparison to the approved budget for the fiscal year only. This report reflects the actual quarterly results against the 2014 Council Approved Operational and Capital Budget.

In an effort to clearly demonstrate Greenview's financial position, Administration initiated a redesign of the 2014 Budget to Actual Reports. We are hoping that we have accomplished our goal of providing clearer financial information and that Council approves the report redesign.

OPTIONS - BENEFITS / DISADVANTAGES:

Options – Council may wish Administration to revert back to the full financial statement report for the quarterly reporting template.

Benefits – It is Administration's opinion that the new actual to budget reports are a user friendly version of the financial report.

Disadvantages - In Administration's opinion, there are no disadvantages to the new budget to actual report format.

COSTS / SOURCE OF FUNDING:

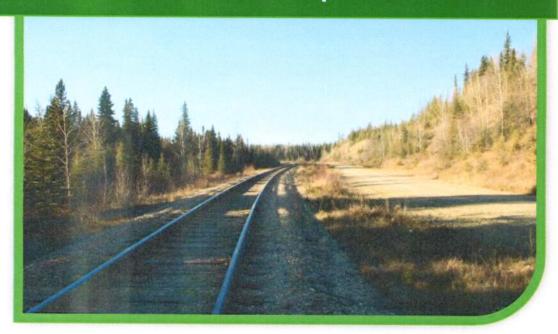
N/A

ATTACHMENT(S):

2014 First Quarter Financial Report



1st Quarter Financial Report

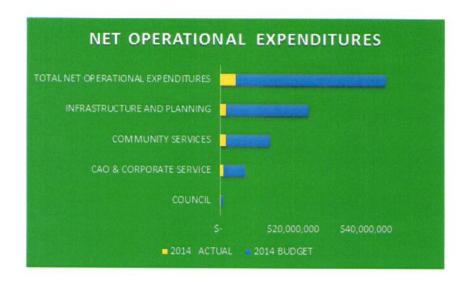


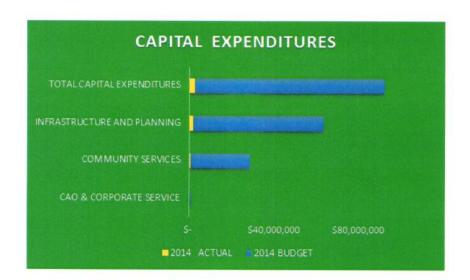


GREENVIEW 1st QUARTER SUMMARY

MD of GREENVIEW BUDGET SUMMARY		2014 ACTUAL	2014 BUDGET	То	Date Actual Under(Over)	% Variance Under(Over)
NET REVENUES TOTAL TAX, GRANT AND GENERAL REVENUES	\$	(5,973,987)	\$ (107,188,628)	\$	101,214,641	94.4%
LESS REQUISITIONS - NON MUNICIPAL	\$	3,000	\$ 21,021,573	\$	21,018,573	99.99%
TOTAL NET REVENUES	\$	(5,970,987)	\$ (86,167,055)	\$	80,196,068	93.1%
NET OPERATIONAL EXPENDITURES						
TOTAL COUNCIL	\$	129,740	\$ 781,500	\$	651,760	83.4%
TOTAL CAO & CORPORATE SERVICE	\$	901,948	\$ Comment of the second	\$	4,914,096	84.5%
TOTAL COMMUNITY SERVICES	\$	1,565,657	\$	\$	10,553,548	87.1%
TOTAL INFRASTRUCTURE AND PLANNING	\$	1,657,074	\$ 22,555,845	\$	20,898,771	92.7%
TOTAL NET OPERATIONAL EXPENDITURES	\$	4,254,419	\$ 41,272,594	\$	37,018,175	89.7%
CONTINGENCY			\$ 2,488,985			
OPERATING SURPLUS	\$	(1,716,568)	\$ (42,405,476)	\$	37,018,175	-87.3%
CAPITAL EXPENDITURES						
TOTAL CAO & CORPORATE SERVICE	\$	26,095	\$ 176,074	\$	149,979	85.2%
TOTAL COMMUNITY SERVICES	\$	530,527	\$ 28,114,792	S	27,584,265	98.1%
TOTAL INFRASTRUCTURE AND PLANNING	\$	1,735,652	\$ 61,663,306	\$	59,927,654	97.2%
TOTAL CAPITAL EXPENDITURES	\$	2,292,274	\$ 89,954,172	\$	87,661,898	97.5%
REQUIRED CAPITAL CONTRIBUTION FROM RES	SER	VES				
Capital Project Carryover			\$ 28,881,378			
Capital Infrastructure Reserve			\$ 18,667,318			
Total from Reserves			\$ 47,548,696			

^{*}NOTE: All operational expenditures are net of departmental revenues and do not include depreciation amounts. Net revenues includes government transfers for capital projects







CAO & Corporate Services

CAO & CORPORATE SERVICES	2014 ACTUAL		2014 BUDGET		Date Actual Under(Over)	
					and the second	
PAYROLL	\$ 328,537	\$	2,090,704	\$	1,762,167	84.3%
MOVING EXP-ADMIN	\$ 7,650	\$	50,000	\$	42,350	84.7%
TUITION & BURSARIES-ADMIN	\$ -	\$	10,000	\$	10,000	100.0%
TRAVEL & SUB-ADMIN	\$ 68,689	\$	155,000	\$	86,311	55.7%
MILEAGE-ADMIN	\$ (1,778)	\$	100,000	\$	101,778	101.8%
WORKING LUNCHES-ADMIN	\$ -	\$	-	\$	-	0.0%
MBERSHIP/CONF-ADMIN	\$ 5,609	\$	15,000	\$	9,391	62.6%
FREIGHT/COURIER-ADMIN	\$ 383	\$	8,000	\$	7,617	95.2%
POSTAGE-ADMIN	\$ 5,989	\$	35,000	\$	29,011	82.9%
TELEPHONE-ADMIN	\$ 19,746	\$	91,000	\$	71,254	78.3%
HOSPITALITY-ADMIN	\$ -	\$	1,000	\$	1,000	100.0%
ADVERTISING-ADMIN	\$ 5,076	\$	100,000	\$	94,924	94.9%
PROMOTIONAL SUPPLIES-ADMIN	\$ (515)	\$	20,000	\$	20,515	102.6%
PUBLICATIONS-ADMIN	\$ 812	\$	10,000	\$	9,188	91.99
STAFF INCENTIVES	\$ 2,778	\$	3,500	\$	722	20.69
WELLNESS PROGRAM	\$ 0.00	\$	5,000	\$	5,000	100.09
ACCOUNTING/AUDIT-ADMIN	\$ -	\$	50,000	\$	50,000	100.09
LEGAL-ADMIN	\$ 2,876	s	80,000	s	77,124	96.49
TRAINING/EDUCATION-ADMIN	\$ 1,283	\$	51,000	\$	49,717	97.59
IT-EQUIPMENT	\$ -	S	74,080	S	74,080	100.09
COMPUTER PROGRAMING-ADMIN	\$ _	S	5,000	\$	5,000	100.09
COMPUTER SOFTWARE-ADMIN	\$ 66	\$	65,000	\$	64,934	99.99
COMPUTER MAINTENANCE CONTRA	\$ 90,129		98,000	\$	7,871	8.09
IT SUPPORT CONTRACT	\$ 28,922	\$	160,000	\$	131,078	81.99
GEOGRAPHIC INFORMATION SYST	\$ 21,771	S	285,000	\$	263,229	92.49
OTHER PROF SERV-ADMIN	\$ 143,544	\$	480,000	\$	336,456	70.19
TOWN OF VALLEYVIEW PAVING LEVY	\$ -	S	63,000	5	63,000	100.09
BLDG RENTAL-ADMIN	\$ 5,823	S	42,000	S	36,177	86.19
OFFICE EQUIP RENTAL-ADMIN	\$ 13,388	\$	76,000	\$	62,612	82.49
MOBILE COMM EQUIP-ADMIN	\$ 131	\$	14,000	\$	13,869	99.19
LICENCES & PERMITS-ADMIN	\$ -	\$	2,000	\$	2,000	100.09
TAXES-ADMIN	\$ -	\$	8,000	\$	8,000	100.09
INSURANCE PREMIUM-ADMIN	\$ 11,746	\$	280,000	\$	268,254	95.89
OFFICE SUPPLIES-ADMIN	\$ 8,400	\$	70,000	\$	61,600	88.09
IN & OUT STAFF PRIV PURCHAS	\$ -	S	70,000	\$	01,000	0.09
GENERAL SUPPLIES-ADMIN	\$ 1,541	\$	40,000	\$	38,459	96.19
NATURAL GAS-ADMIN	\$ 4,316	\$	7,500	\$	3,184	42.59
POWER-ADMIN	\$ 12,078	\$	80,000	\$	67,922	84.99
OTHER UTILITY COSTS-ADMIN	\$ 836	\$	5,000	\$	4,164	
OPERATIONAL ITEMS-ADMIN	\$ 10,257	5	47,500	\$	0.000	83.39
EMPLOYEE COMPUTER PURCHASE	\$ 10,237	\$	47,500	\$	37,243	78.49 0.09
TRANSFER TO CAP RESERVE EDP	\$ -	5		\$	-	
ALLOWANCE-ADMIN	\$	\$				0.09
CASH MGT CHARGES-ADMIN				\$	10.007	0.09
	\$ 2,003	\$	22,000	\$	19,997	90.99
BANK SERVICE CHARGES-ADMIN	\$ 310	\$	135,000	\$	134,690	99.89
TAX REBATES AND DISCOUNT-AD	\$ 	\$	50,000	\$	50,000	100.09

	2014 2014 ACTUAL BUDGET		2014 BUDGET	T	o Date Actual Under(Over)	
GRANDE CACHE						
PAYROLL	\$ 6,605	\$	32,760	\$	26,155	79.8%
TRAVEL & SUB-GRANDE CACHE	\$ -	\$	1,000	\$	1,000	100.0%
MILEAGE-GRANDE CACHE	\$	\$	500	\$	500	100.0%
TELEPHONE-GRANDE CACHE	\$ 750	\$	4,000	\$	3,250	81.2%
OTHER PROF SERV-GRANDE CACH	\$	\$	750	\$	750	100.0%
GENERAL SUPPLIES-GRANDE CAC	\$	\$	500	\$	500	100.0%
NATURAL GAS-GRANDE CACHE	\$ 621	\$	3,000	\$	2,379	79.3%
POWER-GRANDE CACHE	\$ 408	\$	3,500	\$	3,092	88.3%
OTHER UTILITY COSTS-GRANDE	\$ 102	\$	600	\$	498	83.0%
OPERATIONAL ITEMS-GRANDE CA	\$	\$	2,500	\$	2,500	100.0%
GRANDE CACHE	\$ 8,486	\$	49,110	\$	40,624	82.7%
ASSESSMENT						
TRAVEL & SUB-ASSESSMENT	\$ 1,141	\$	-	\$	9	0.0%
FREIGHT/COURIER-ASSESSMENT	\$	\$	250	\$	250	100.0%
LEGAL-ASSESSMENT	\$ -	\$	100,000	\$	100,000	100.0%
TRAINING & EDUCATION-ASSESS	\$	\$		\$		0.0%
OTHER PROF SERV-ASSESSMENT	\$ 91,069	\$	682,000	\$	590,931	86.6%
CLOTHING/FOOT/SAFETY-ASSESS	\$ -	\$		\$		0.0%
GENERAL SUPPLIES-ASSESSMENT	\$ -	\$	400	\$	400	100.0%
ASSESSMENT	\$ 91,069	\$	782,650	\$	691,581	88.4%
TOTAL CAO & CORPORATE SERVICE	\$ 901,948	\$	5,816,044	\$	4,914,096	84.5%



Community Services

COMMUNITY SERVICES SUMMARY		2014 ACTUAL		2014 BUDGET	 Date Actual Under <mark>(Over)</mark>	% Variance Under(Over)
TOTAL PROTECTIVE SERVICES TOTAL FCSS TOTAL ADMIN, RECREATION & CULTURE	\$ \$	54,149 66,487 1,373,868	20	1,111,310 460,882 9,532,781	1,057,161 394,395 8,158,913	95.1% 85.6% 85.6%
TOTAL AGRICULTURAL SERVICES	\$	71,153	\$	1,014,232	\$ 943,079	93.0%
TOTAL COMMUNITY SERVICES	\$	1,565,657	\$	12,119,205	\$ 10,553,548	87.1%

PROTECTIVE SERVICES	2014 ACTUAL		2014 BUDGET		To Date Actual Under(Over)		% Variance Under(Over)
PROTECTIVE SERVICES ADMIN	\$	37,435	\$	332,760	\$	295,325	88.8%
DISASTER SERVICES	\$	3,017	\$	55,000	\$	51,983	94.5%
FIRE DEPARTMENT DEBOLT	\$	10,913	\$	162,900	\$	151,987	93.3%
FIRE DEPARTMENT FOX CREEK	\$	2,565	\$	43,500	\$	40,935	94.1%
FIRE DEPARTMENT GRANDE CACHE	\$	(24,920)	\$	35,500	\$	60,420	170.2%
FIRE DEPARTMENT GROVEDALE	\$	18,675	\$	190,400	\$	171,725	90.2%
FIRE DEPARTMENT VALLEYVIEW	\$	2,755	\$	156,000	\$	153,245	98.2%
MEDICAL EXAMINER	\$	-	\$	1,500	\$	1,500	100.0%
HEALTH AND SAFETY	\$	3,708	\$	133,750	\$	130,042	97.2%
TOTAL PROTECTIVE SERVICES	\$	54,149	\$:	1,111,310	\$	1,057,161	95.1%

FCSS	2014 ACTUAL		2014 BUDGET	Date Actual Inder <mark>(Over)</mark>	% Variance Under(Over)
REVENUES	\$ (69,296)	\$	(401,000)	\$ (331,705)	82.7%
HOME S PRT	\$ 47,622	\$	241,300	\$ 193,678	80.3%
GRANTS/LIASON WORKERS	\$ 13,300	\$	89,600	\$ 76,300	85.2%
FAMILY FACILITATOR	\$ 13,309	\$	63,140	\$ 49,831	78.9%
ADMINISTRATION	\$ 26,422	\$	125,320	\$ 98,898	78.9%
FCSS BOARD	\$ 2,718	\$	41,850	\$ 39,132	93.5%
FCSS PROGRAMS	\$ 12,105	\$	150,392	\$ 138,287	92.0%
COMMUNITY RESOURCE CENTRE	\$ 20,306	\$	150,280	\$ 129,974	86.5%
TOTAL FCSS	\$ 135,783	\$	861,882	\$ 726,099	84.2%
TOTAL NET FCSS	\$ 66,487	\$	460,882	\$ 394,395	85.6%

COMMUNITY SERVICES		2014 ACTUAL		2014 BUDGET	То	Date Actual Under(Over)	% Variance Under(Over)
REVENUE							
MEDICAL CLINICS	\$	17,723	\$	130,900	\$	113,177	86.5%
RECREATION	\$		\$	20,000	\$	20,000	100.0%
EXPENSES							
MEDICAL FACILITIES	\$	21,434	\$	199,300	\$	177,866	89.2%
COMMUNITY SERVICE ADMIN	\$	85,448	\$	325,000	\$	239,552	73.7%
CEMETERIES	\$	(#((\$	33,900	\$	33,900	100.0%
SENIORS PROGRAM	\$	71,140	\$	115,093	\$	43,953	38.2%
LIBRARY	\$	95,792	\$	195,700	\$	99,908	51.1%
COMMUNITY HALLS	\$	261,331	\$	297,100	\$	35,769	12.0%
CULTURE	\$	97,500	\$	109,595	\$	12,095	11.0%
COMMUNITY SERVICE GRANTS	\$	656,195	\$	1,963,143	\$	1,306,948	66.6%
RECREATION BOARDS	\$	101,350	\$	206,350	\$	105,000	50.9%
RECREATION ADMIN	\$	-	\$	161,500	\$	161,500	100.0%
PARKS AND OPEN SPACES	\$	1,402	\$	77,000	\$	75,598	98.2%
REGIONAL DEVELOPMENT FUNDING	\$	-	\$	6,000,000	\$	6,000,000	100.0%
TOTAL EXPENSES	\$	1,391,592	\$	9,683,681		8,292,089	85.6%
TOTAL NET ADMIN. RECREATION & CULTURE	Ś	1.373.868	s	9 532 781	S	8 158 913	85.6%

AGRICULTURAL SERVICES	2014 ACTUAL	2014 BUDGET	Date Actual Under(Over)	% Variance Under(Over)
REVENUE-AGRICULTURAL SERVICE	\$ (11,205)	\$ (216,270)	\$ 205,065	94.8%
ASB ADMIN EXPENDITURES	\$ (4,))8	\$ 78,950	\$ 34,042	43.1%
ASB RENTAL EQUIPMENT	\$ 19	\$ 64,736	\$ 64,317	99.4%
ASB FIELDMAN	\$ 19,739	\$ 376,146	\$ 356,407	94.8%
ASB PEST CONTROL	\$ 3,900	\$ 39,300	\$ 35,400	90.1%
ASB EXTENSION	\$ 748	\$ 62,300	\$ 61,552	98.8%
PLANT INDUSTRY	\$ 10,170	\$ 466,070	\$ 455,900	97.8%
ASB SEED PLANT	\$ -	\$ 52,000	\$ 52,000	100.0%
ASB V.S.I.	\$ -	\$ 71,000	\$ 71,000	100.0%
VETERINARY CLINIC	\$ 2,474	\$ 20,000	\$ 17,526	87.6%
EXPENSE-AGRICULTURAL SERVICE	\$ 82,358	\$ 1,230,502	1,148,144	93.3%
TOTAL AGRICULTURAL SERVICES	\$ 71,153	\$ 1,014,232	\$ 943,079	93.0%



Infrastructure & Planning

INFRASTRUCTURE AND PLANNING SUMMARY	2014 ACTUAL	2014 BUDGET	Date Actual Under(Over)	% Variance Under(Over)
TOTAL ENGINEERING	\$ 141,718	\$ 2,610,220	\$ 2,468,502	94.6%
TOTAL ENVIRONMENTAL	\$ 349,277	\$ Marine Same	\$ and the same of the same of	84.4%
TOTAL FACILITIES	\$ 135,811	\$ 1,144,760	\$ 1,008,949	88.1%
TOTAL OPERATIONS	\$ 1,071,932	\$ 15,556,088	\$ 14,484,156	93.1%
TOTAL PLANNING AND DEVELOPMENT	\$ (41,664)	\$ 999,444	\$ 1,041,108	104.2%
TOTAL INFRASTRUCTURE AND PLANNING	\$ 1,657,074	\$ 22,555,845	\$ 20,898,771	92.7%

	2014	2014	To	Date Actual	% Variance
ENGINEERING SERVICES	ACTUAL	BUDGET		Under(Over)	Under(Over)
PAYROLL	\$ 59,400	\$ 1,103,520	\$	1,044,120	94.6%
TRAVEL & SUB - ENGINEER	\$ 25,822	\$ 110,000	\$	84,178	76.5%
MILEAGE - ENGINEERING	\$ -	\$ 20,000	\$	20,000	100.0%
MEMBERSHIP/CONF-ENGINEER	\$ 300	\$ 16,000	\$	15,700	98.1%
FREIGHT/COURIER-ENGINEER	\$ 124	\$ 1,500	\$	1,376	91.7%
TELEPHONE - ENGINEERING	\$ -	\$ -	\$	-	0.0%
ADVERTISING-ENGINEERING	\$	\$ 3,000	\$	3,000	100.0%
LEGAL - ENGINEERING	\$ -	\$ 45,000	\$	45,000	100.0%
ENGINEERING -ENGINEERING	\$ 0.00	\$ 100,000	\$	100,000	100.0%
TRAINING - ENGINEERING	\$ -	\$ 35,000	\$	35,000	100.0%
OTHER PROF SERV-ENGINEER	\$ 55,805	\$ 510,000	\$	454,195	89.1%
OFFICE SUPPLIES-ENGINEER	\$ -	\$ 1,000	\$	1,000	100.0%
CLOTHING/FOOT/SAFETY-ENGINEERING	\$ -	\$ 1,000	\$	1,000	100.0%
GENERAL SUPPLIES-ENGINEER	\$ 35	\$ 1,200	\$	1,165	97.1%
OPERATIONAL ITEMS-ENGINEERING	\$ 232	\$ 3,000	\$	2,768	92.3%
ENGINEERING-BRIDGE INSPECTIONS	\$ -	\$ 30,000	\$	30,000	100.0%
ENGINEERING-BRIDGE MAINTENANCE	\$ _	\$ 30,000	\$	30,000	100.0%
OTHER PROF SERV-BRIDGE MAINT	\$	\$ 600,000	\$	600,000	100.0%
TOTAL	\$ 141,718	\$ 2,610,220	\$	2,468,502	94.6%

ENVIRONMENTAL SERVICES		2014 ACTUAL		2014 BUDGET		Date Actual	% Variance
ENVIRONIVIENTAL SERVICES		ACTUAL		BUDGET		Under(Over)	Under(Over)
REVENUES							
SEWER SYSTEMS	\$	(4,469)	\$	(71,600)	\$	(67,131)	93.8%
WASTE MANAGEMENT	\$	(5,230)	\$	(41,000)		(35,770)	87.2%
WATER SYSTEMS	\$	(20,414)	\$	(182,095)		(161,681)	88.8%
TOTAL REVENUE	\$	(30,113)	\$	(294,695)	\$	(264,582)	89.8%
EXPENSES							
ENVIRONMENTAL SERVICES ADMIN							
PAYROLL	\$	92,340	\$	856,422	\$	764,082	89.2%
TRAVEL & SUB-ENVIRONMENTAL	\$	3,400	\$	25,000	\$	21,600	86.4%
MBERSHIP/CONF-ENVIRONMENTAL	\$	1,931	\$	8,000	\$	6,069	75.9%
FREIGHT/COURIER-ENVIRONMENTAL	\$	55	\$	3,000	S	2,945	98.2%
COMMUNICATIONS	\$	8,630	\$	100,000	\$	91,370	91.4%
ADVERTISING-ENVIRONMENTAL	\$	200	5	5,000	\$	4,800	96.0%
LEGAL - ENVIRONMENTAL	S	-	\$	3,000	\$	3,000	100.0%
TRAINING ENVIRONMENTAL	\$	1,540	\$	12,000	\$	10,460	87.2%
OTHER PROF SERV-ENVIRONMENTAL	\$	18,306	\$	55,000	\$	36,694	66.7%
CLOTHING/FOOT/SAFETY	S	-	\$	13,000	\$	13,000	100.0%
GENERAL SUPPLIES-ENVIRONMENTAL	\$	635	\$	1,000	\$	365	36.5%
OPERATIONAL ITEMS-ENVIRONMENTAL	\$	592	\$	3,000	\$	2,408	80.3%
TOTAL ENVIRONMENTAL SERVICES	\$	127,630	\$	1,084,422	\$	956,792	88.2%
SOLID WASTE							
PAYROLL	\$	72,474	\$	387,090	\$	314,616	81.3%
TRAVEL & SUBS SOLID WASTE	\$	-	\$	3,000	\$	3,000	100.0%
MILEAGE SOLID WASTE	\$	3,293	\$	20,000	\$	16,707	83.5%
RD/LANDFILL CLEAN CLUBS	\$	-	\$	6,000	\$	6,000	100.0%
OTHER PROF SERV-SOLID WASTE MG	\$	47,518	\$	135,000	\$	87,482	64.8%
MAINT CONTRACT SOLID WASTE	\$	5,700	\$	125,000	\$	119,300	95.4%
MOBILE COMM EQUIP-SOLID WASTE	\$	709	\$	12,000	\$	11,291	94.1%
SOLID WAS/CLOTHING/FOOT/SAFETY	\$	322	\$	4,000	\$	3,678	92.0%
GENERAL SUPPLIES-SOLID WASTE M	\$	927	\$	10,000	\$	9,073	90.7%
FUEL/OIL/ANTIFR-SOLID WASTE	\$	-	\$	12,000	\$	12,000	100.0%
OTHER CONSTR/MAINT-SOLID WASTE	\$		\$	30,000	\$	30,000	100.0%
OPERATIONAL ITEMS SOLID WASTE	\$	158	\$	18,000	\$	17,842	99.1%
POWER - DEBOLT TRANSFER STATION	\$	43	\$	500	\$	457	91.4%
RECYCLE BINS	\$	11,375	\$	45,000	\$	33,625	74.7%
GREENVIEW REGIONAL WASTE	\$	12,110	\$	110,000	\$	97,890	89.0%
SOLID WASTE TOTAL	\$	154,629	\$	917,590	\$	762,961	83.1%
SEWAGE SERVICE & TREATMENT	\$	35,821	\$	302,108	\$	266,287	88.1%
WATER SUPPLY & DISTRIBUTION	\$	61,309				174,599	
TOTAL EXPENSE	\$	379,390	\$	2,540,028	\$	2,160,638	85.1%
TOTAL ENVIRONMENTAL SERVICES	\$	349,277	\$	2,245,333	\$	1,896,056	84.4%

	2014	2014	То	Date Actua	% Variance
FACILITIES	ACTUAL	BUDGET	U	Inder(Over)	Under(Over)
PAYROLL	\$ 74,517	\$ 579,760	\$	505,243	87.1%
TRAVEL & SUB	\$ -	\$ 5,000	\$	5,000	100.0%
FREIGHT - BUILDING MAINT	\$ -	\$ -	\$		0.0%
TRAINING	\$ 157	\$ 8,000	\$	7,843	98.0%
OTHER PROF SER-BLDG MAINT	\$ 35,171	\$ 380,000	\$	344,829	90.7%
BLDG MAINTENANCE/REPAIRS/SUPPLIES	\$ 17,438	\$ 125,000	\$	107,562	86.0%
MAINTENANCE-SOUTHVIEW**	\$ -	\$ -	\$	-	0.0%
MAINTENANCE - KAKWA**	\$ -	\$ 121	\$	-	0.0%
MAINTENANCE - SWAN LAKE**	\$ -	\$ -	\$		0.0%
MAINTENANCE - GD FISH POND**	\$ -	\$	\$	-	0.0%
MAINTENANCE-LANDSCAPING	\$ -	\$ 25,000	\$	25,000	100.0%
CONTRACTED REPAIRS	\$	\$ -	\$		0.0%
CLOTHING/FOOT/SAFETY	\$ 40	\$ 2,000	\$	1,960	98.0%
JANITORIAL SUPPLIES	\$ 4,898	\$ 15,000	\$	10,102	67.3%
GENERAL SUPPLIES	\$	\$ -	\$	-	0.0%
POWER-SWAN LAKE	\$ 3,589	\$ 5,000	\$	1,411	28.2%
OPERATIONAL SUPPLIES	\$ -	\$ -	\$	-	0.0%
TOTAL FACILITIES	\$ 135,811	\$ 1,144,760	\$	1,008,949	88.1%

^{**} Included in Community Services Recreational Budget

OPERATIONS		2014 ACTUAL				2014 BUDGET	То	Date Actual Under(Over)	% Variance Under(Over)
REVENUES									
SERVICES	\$	(184,304)	\$	(231,592)	\$	(47,289)	20.4%		
AGGREGATE LEVY	\$	(21,829)	\$	(950,000)	\$	(928,171)	97.7%		
TOTAL	\$	(206,133)	\$	(1,181,592)	\$	(975,459)	82.6%		
EXPENSES									
BRUSHING PROGRAM	\$	1,423	\$	401,300	\$	399,877	99.6%		
MOWING PROGRAM	\$	306	\$	304,160	\$	303,854	99.9%		
STREET LIGHTS	\$	7,645	\$	30,000	\$	22,355	74.5%		
VALLEYVIEW ADMINISTRATION	\$	120,827	\$	935,620	\$	814,793	87.1%		
GROVEDALE ADMINISTRATION	\$	3,803	\$	27,000	\$	23,197	85.9%		
ROAD MAINTENANCE	\$	946,851	\$	6,275,600	\$	5,328,749	84.9%		
MISC REQUESTS	\$	-	\$	45,000	\$	45,000	100.0%		
DUST CONTROL	\$	2	\$	700,000	\$	700,000	100.0%		
BEAVER CONTROL	\$ \$	-	\$	40,000	\$	40,000	100.0%		
ROADSIDE DRAINAGE	\$	993	\$	179,000	\$	178,007	99.4%		
GRAVELING	\$	7,338	\$	6,311,000	\$	6,303,662	99.9%		
GRAVEL PIT RECLAMATION	\$	-	\$	50,000	\$	50,000	100.0%		
FLEET	\$	208,879	\$	1,396,500	\$	1,187,621	85.0%		
AIR TRANSPORT	\$	(20,000)	\$	42,500	\$	62,500	147.1%		
TOTAL	\$	1,278,065	\$	16,737,680	\$	15,459,615	92.4%		
TOTAL OPERATIONS	\$	1,071,932	\$	15,556,088	\$	14,484,156	93.1%		

PLANNING AND DEVELOPMENT	2014 ACTUAL	2014 BUDGET	Date Actual Inder(Over)	% Variance Under(Over)
REVENUES	\$ (125,010)	\$ (165,600)	(40,590.00)	24.5%
EXPENSES				
MPC	\$ 10,313	\$ 86,000	\$ 75,687	88.0%
SDAB	\$ 833	\$ 15,000	\$ 14,167	94.4%
PLANNING AND DEVELOPMENT	\$ 63,560	\$ 679,044	\$ 615,484	90.6%
PLANNING DOCUMENTS	\$ 8,639	\$ 285,000	\$ 276,361	97.0%
PLANNING SUBDIVISION	\$ -	\$ 100,000	\$ 100,000	100.0%
TOTAL	\$ 83,346	\$ 1,165,044	\$ 1,081,698	92.8%
TOTAL PLANNING AND DEVELOPMENT	\$ (41,664)	\$ 999,444	\$ 1,041,108	104.2%

MUNICIPAL DISTRICT OF GREENVIEW NO. 16 2014 Capital Projects Budget, Actual Spend, and Variance As At March 31, 2014

PROJECT	TOTAL BUDGET	TOTAL SPENT TO DATE	VARIANCE
INFORMATION TECHNOLOGY		The second secon	
BATTERY BACKUP UNITS (3)	\$16,000	\$0	\$16,00
FINANCIAL SOFTWARE UPGRADES/REPLACEMENT	316,000	0	
EIO ACCESS BOARD & REDUNDANCY	3,500	0	2.50
ELECTRONIC FAX SOLUTION	14,000	0	3,50
ENGEERING MONITORS (5)	4,500	0	14,00
HIGH CAPACITY PRINTERS	20,000	0	4,50
OFFSITE DATA BACKUP SOLUTION		\$26,095	20,00
SPECIALTY DESKTOP COMPUTERS (3)	31,000 7,500	200	4,90
STAFF LAPTOPS		0	7,50
TELUS AVL INSTALLATIONS	10,000	0	10,00
TOUGHBOOK TABLETS	20,000	0	20,00
TOTAL	49,574	0	49,57
TOTAL	176,074	26,095	149,97
AGRICULTURAL SERVICES			
CATTLE SQUEEZE	\$9,000	\$0	\$9,00
EARTH MOVER	\$40,000	\$0	\$40,00
EARTH MOVER	\$40,000	\$0	\$40,00
FERTILIZER SPREADER	\$30,000	\$0	\$30,00
INJECTION SPRAYER	\$55,000	\$0	\$55,00
POST POUNDER	\$15,000	\$0	\$15,00
QUAD ATV	\$11,000	\$0	\$11,00
RITEWAY HARROW	\$60,000	\$0	\$60,00
SPRAYER	\$28,000	\$0	\$28,00
WISHEK DISKER	\$41,500	\$0	\$41,50
TOTAL	\$329,500	\$0	\$329,50
DDOTECTIVE CENTURES			
PROTECTIVE SERVICES DEBOLT FIRE REPLACE ENGINE (F12)	¢200 757	4074.000	
DEBOLT FIRE SCBA PAKS REPLACEMENT	\$399,757	\$274,238	\$125,51
DEBOLT FIRE SCHA PARS REPLACEIVENT	\$132,000	\$0	\$132,00
DEBOLT PERSONNEL CARRIER	\$3,993,600	\$0	\$3,993,60
DEBOLT THERMAL IMAGING CAMERA	\$93,000	\$0	\$93,000
DEBOLT THERMAL IMAGING CAMERA DEBOLT UTV	\$20,000	\$0	\$20,000
DEBOLT UTV TRAILER	\$25,000	\$0	\$25,000
FOX CREEK FIRE LIGHT RESCUE REPL. (F22)	\$25,000	\$0	\$25,000
FOX CREEK UTV TRAILER	\$382,120	\$0	\$382,120
GROVEDALE FIRE LIGHT RESCUE REPL(F21)	\$25,000	\$0	\$25,000
GROVEDALE FIRE 1 TON(WATER RESCUE SERVICES)	\$219,080	\$109,055	\$110,025
GROVEDALE PIKE I TON(WATER RESCUE SERVICES) GROVEDALE RESCUE UTV TRANSPORT REPL. (F13)	\$85,815	\$0	\$85,815
GROVEDALE RESCUE OTV TRANSPORT REPL. (F13)	\$268,047	\$0	\$268,047
GROVEDALE FIRE SCHA PARS REPLACEMENT	\$132,000	\$0	\$132,000
GROVEDALE FIREHALL GROVEDALE THERMAL IMAGING CAMERA	\$4,392,511	\$0	\$4,392,51
GROVEDALE THERMAL IMAGING CAMERA GROVEDALE UTV SKID UNIT	\$20,000	\$0	\$20,00
GROVEDALE UTV TRACKS	\$9,000	\$0	\$9,000
VALLEYVIEW FIRE WATER TENDER REPL. (F11)	\$5,000	\$0	\$5,000
TOTAL	\$362,051	\$147,235	\$214,816
VIAL	\$10,588,981	\$530,527	\$10,058,45

PROJECT	TOTAL BUDGET	TOTAL SPENT TO DATE	VARIANCE
RECREATION AND CULTURE			
GROVEDALE COMMUNITY CENTRE	\$1,556,311	\$0	\$1,556,311
RECREATION FACILITIES UPGRADE	\$623,000	\$0	\$623,000
RECREATION VEHICLE INVENTORY PROGRAM	\$17,000	\$0	\$17,000
VALLEYVIEW RECREATIONAL & CULTURAL FACILITY	\$15,000,000	\$0	\$15,000,000
TOTAL	\$17,196,311	\$0	\$17,196,311
FACILITIES			
BOILER UPGRADE GROVEDALE	\$20,000	\$0	\$20,000
CONCRETE SHOP PAD GROVEDALE	\$22,000	\$0	\$22,000
FSO-CHEMICAL SHED PARTITION	\$44,000	\$0	\$44,000
FSO-EPOXY FLOOR COATING AND SUMP	\$7,322	\$0	\$7,322
FSO -GENERATOR	\$65,000	\$0	\$65,000
FSO-HOTSY PRESSURE WASHER	\$15,000	\$0	\$15,000
FSO - RADIANT HEATING UPGRADE	\$33,000	\$0	\$33,000
FSO- ROOF UPGRADE	\$85,000	\$0	\$85,000
RELOCATION OF PRESSURE WASHER PROJECT 2013	\$17,242	\$0	\$17,242
SAND & SALT SHED - GROVEDALE	\$109,863	\$109,863	\$0
SAND & SALT SHED - VALLEYVIEW	\$536,895	\$115,699	\$421,196
GROVEDALE SERVICE SHOP	\$1,700,000	\$0	\$1,700,000
LAWN TRACTOR & TRAILER	\$30,000	\$0	\$30,000
VALLEYVIEW OPERATIONS SHOP	\$2,300,000	\$0	\$2,300,000
OPERATIONS - RADIANT HEATING UPGRADE	\$47,500	\$0	\$47,500
TRANSFORMER UPGRADE	\$125,000	\$0	\$125,000
HVAC UPGRADE DEBOLT WATER PLANT	\$36,000	\$0	\$36,000
SKID STEER ATTACHMENTS	\$16,000	\$0	\$16,000
FCSS-TELESCOPING HANDICAP ACCESSIBLE DOOR	\$28,000	\$13,951	\$14,049
FCSS DOOR LOCK & CARD READERS UPGRADE	\$10,000	\$0	\$10,000
FCSS-HVAC UPGRADE	\$78,000	\$0	\$78,000
FCSS-WASHROOM HANDICAP ACCESSIBILITY UPGRADE	\$6,000	\$0	\$6,000
TOTAL	\$5,331,822	\$239,512	\$5,092,310

PROJECT	TOTAL BUDGET	TOTAL SPENT TO DATE	VARIANCE
VEHICLES & EQUIPMENT			
MOWER - REPLACING (M15)	\$28,000	\$0	\$28,000
TRACTOR REPLACING (T11)	\$30,000	\$0	\$30,000
TRACTOR REPLACING (T12)	\$130,000	\$0	\$130,000
TRACTOR REPLACING (T13)	\$130,000	\$0	\$130,000
TRACTOR REPLACING (T5 AND T8)	\$130,000	\$0	\$130,000
TANK TRAILER	\$8,300	\$0	\$8,300
DOZER BLADE TRACTOR ATTACHMENTS (2)	\$46,000	\$0	\$46,000
DRUM PACKER	\$200,000	\$0	\$200,000
GRADER REPLACING (G21)	\$400,000	\$0	\$400,000
NEW PICKUP TRUCKS (8)	\$405,000	\$0	\$405,000
PICK UP TRUCK REPLACING (A78)	\$50,000	\$0	\$50,000
PICK UP TRUCK REPLACING (A86)	\$50,000	\$0	\$50,000
PICK UP TRUCK REPLACING (A87)	\$50,000	\$0	\$50,000
PICKUP TRUCK REPLACING (A90)	\$50,000	\$0	\$50,000
PICKUP TRUCK REPLACING (A100)	\$50,000	\$0	\$50,000
PICKUP TRUCK REPLACING (A101)	\$50,000	\$0	\$50,000
PICKUP TRUCK REPLACING (A102)	\$50,000	\$0	\$50,000
PICKUP TRUCK REPLACING (A118)	\$50,000	\$0	\$50,000
PLOW TRUCK - A	\$275,000	\$0	\$275,000
PLOW TRUCK - B	\$275,000	\$0	\$275,000
PUP TRAILER - A	\$50,000	\$0	\$50,000
PUP TRAILER - B	\$50,000	\$0	\$50,000
QUAD ATV REPLACING (Q4)	\$9,000	\$0	\$9,000
ROADSIDE SPRAY TRUCK AND SPRAY DECK	\$120,000	\$0	\$120,000
TOTAL	\$2,686,300	\$0	\$2,686,300

PROJECT	TOTAL	TOTAL SPENT	VARIANCE
	BUDGET	TO DATE	
DRAINAGE			
GORDEY DRAINAGE	\$4,390,423	\$213,379	\$4,177,044
TOTAL	\$4,390,423	\$213,379	\$4,177,044
BRIDGES			
BF 71665	\$271,960	(\$20,200)	\$292,160
BF 73504	\$400,000	\$13,764	\$386,236
BF 73700	\$23,100	\$0	\$23,100
BF 74068	\$675,000	\$17,960	\$657,040
BF 74434	\$525,257	\$1,935	\$523,322
BF 74435	\$54,000	\$0	\$54,000
BF 75042	\$30,100	\$0	\$30,100
BF 75250	\$38,700	\$0	\$38,700
BF 75354	\$510,000	\$25,780	\$484,220
BF 76473	\$34,200	\$0	\$34,200
BF 76605	\$660,000	\$22,111	\$637,889
BF 76637	\$17,500	\$0	\$17,500
BF 76768	\$44,100	\$0	\$44,100
BF 76902	\$17,500	\$0	\$17,500
BF 77027	\$440,000	\$17,617	\$422,383
BF 77211	\$469,801	\$0	\$469,801
BF 77441	\$54,000	\$0	\$54,000
BF 78884	\$90,000	\$0	\$90,000
BF 79108	\$262,021	\$4,934	\$257,087
BF 79562	\$647,000	\$22,925	\$624,075
BF 79708	\$35,000	\$0	\$35,000
BF 79713	\$54,000	\$0	\$54,000
BF 80716	\$312,119	\$5,094	\$307,025
PRELIMINARY ENGINEERING & FINAL AS-BUILTS	\$350,000	(\$195,612)	\$545,612
TOTAL	\$6,015,358	(\$83,691)	\$6,099,049
ROAD CONSTRUCTION - PAVING			
LITTLE SMOKY ROAD PHASE IV	¢7.500.000	ćo	ά7 F00 000
TOTAL	\$7,500,000	\$0	\$7,500,000
TOTAL	\$7,500,000	\$0	\$7,500,000
ROAD CONSTRUCTION - GRADING			
11 MILE ROAD/RGE RD 203/202	\$4,560,736	(\$27,947)	\$4,588,683
FARMLAND ACCESSES	\$500,000	\$8,000	\$492,000
FORESTRY TRUNK ROAD IMPROVEMENTS	\$5,000,000	\$0	\$5,000,000
FTR MASTER PLAN PHASE 1	\$75,000	\$0	\$75,000
FTR REGRADE PHASE 3 (STAGE 1)	\$172,445	(\$279,528)	\$451,973
FTR REGRADE PHASE 3 (STAGE 11)	\$620,744	\$502,441	\$118,303
FTR REGRADE PHASE IV	\$183,949	\$6,172	\$177,777
GOODWIN ROAD PHASE 1	\$6,883,974	\$0	\$6,883,974
LITTLE SMOKY (DRAINAGE TO PRE-CONSTRUCTION)	\$743,603	\$298,313	\$445,290
PRELIMINARY ENGINEERING & FINAL AS-BUILTS	\$350,000	(\$260,931)	\$610,931
RESIDENTIAL ACCESSES	\$500,000	\$7,743	\$492,257
RR 230 TWP RD 704 TO 712	\$4,500,000	\$46,793	\$4,453,207
TWP RD 713 - RR 260 EAST TO HWY 43	\$561,602	\$167,831	\$393,771
TWP RD 722 - CALDWELL HILL	\$19,725	\$0	\$19,725
TWP RD 690 BASELINE ROAD-REGRADING	\$500,000	\$112,496	\$387,504
TOTAL	\$25,171,778	\$581,383	\$24,590,395

PROJECT	TOTAL	TOTAL SPENT	VARIANCE
	BUDGET	TO DATE	
WATER SUPPLY & DISTRIBUTION	1		
DEBOLT REVERSE OSMOSIS WATER	\$130,000	\$0	\$130,000
DEBOLT WATER DISTRIBUTION	\$268,577	(\$9,764)	\$278,341
GROVEDALE/LANDRY HEIGHTS HYDROLOGY REPORT	\$149,557	\$0	\$149,557
LITTLE SMOKY WATER POINT COMPLETION	\$226,625	\$11,011	\$215,614
NEW FISH CREEK WATER POINT	\$525,000	\$195,297	\$329,703
RIGEVALLEY UNDERGROUND WATER SYSTEM	\$655,077	\$136,959	\$518,118
RIDGEVALLEY WATER TREATMENT PLANT UPGRADES	\$1,402,188	\$67,752	\$1,334,436
SOUTH WAPITI WATER POINT LAND PURCHASE	\$50,000	\$0	\$50,000
SUNSET HOUSE WATER POINT	\$552,000	\$118,368	\$433,632
SWEATHOUSE WATER POINT UPGRADES	\$543,000	\$147,477	\$395,523
JLTRASONIC WATER LEVEL SENSORS	\$237,468	\$0	\$237,468
WATER DISPENSING SYSTEM	\$45,719	\$0	\$45,719
WATER METER READER	\$14,000	\$0	\$14,000
WATER WELL CASING INTEGRITY REPORT	\$132,786	\$0	\$132,786
TOTAL	\$4,931,997	\$667,099	\$4,264,898
WASTEWATER			
GROVEDALE LAGOON AND LIFT STATION	\$631,169	(\$16,371)	\$647,540
GROVEDALE SANITARY COLLECTION SYSTEM	\$2,236,226	\$0	\$2,236,226
AGOON INFLOW CHEMICAL ANALYSIS & MONITORING	\$400,000	\$0	\$400,000
RIDGEVALLEY COLLECTION SYSTEM REHAB	\$750,749	(\$19,799)	\$770,548
RIDGEVALLEY FORCE MAIN REPLACEMENT	\$350,000	\$0	\$350,000
RIDGEVALLEY LAGOON LAND PURCHASE	\$30,000	\$0	\$30,000
RIDGEVALLEY LIFT STATION STANDBY GENERATOR	\$55,000	\$0	\$55,000
SCADA UPGRADES FOR LIFT STATIONS	\$76,561	\$23,969	\$52,592
TOTAL	\$4,529,705	(\$12,201)	\$4,541,906
SOLID WASTE			
ATTENDANT BUILDING DEBOLT TRANSFER STATION	\$50,000	\$7,024	\$42,976
COMPACTOR FOR SOLID WASTE-REGIONAL LANDFILL	\$550,000		
NEW FISH CREEK TRANSFER STATION UPGRADES	\$112,777	\$0 \$0	\$550,000
GIGNAGE FOR SOLID WASTE SITES		\$0	\$112,777
	\$8,688		\$8,688
SOLAR POWER FOR BUILDINGS & YARD SITES (8)	\$157,458	\$29,747	\$127,713
DEBOLT SOLID WASTE INERT CELL TRANSFER BIN REPLACEMENT	\$32,000	\$0	\$32,000
	\$150,000	\$73,600	\$76,400
FRANSFER STATION E-WASTE STORAGE FACILITY	\$45,000	\$19,800	\$25,200
TOTAL	\$1,105,923	\$130,171	\$975,752
TOTAL CAPITAL PROJECTS	\$89,954,172	\$2,292,274	\$87,661,898

MUNICIPAL DISTRICT OF GREENVIEW 2014 MISCELLANEOUS GRANTS

DATE	PURPOSE	**	AMOUNT	BALA	NCE REMAINING
1-Jan-14	BUDGET APPROVED			\$	759,000.00
28-Jan-14	Chamber Ball in GP(Mtn#14.01.44)	\$	500.00	\$	758,500.00
25-Feb-14	Grande Cache Child Care Society(Mtn#14.02.108)	\$	141,000.00	\$	617,500.00
25-Mar-14	T of VV-Visitor Info Centre (Mtn#14.03.173)	\$	30,000.00	\$	587,500.00
25-Mar-14	GP Live Theatre-Reel Shorts Film Festival(Mtn#14.03.175)	\$	1,000.00	\$	586,500.00
25-Mar-14	RCMP D.A.R.E. (Mtn#14.03.177)	\$	1,500.00	\$	585,000.00
25-Mar-14	Forum for Young Canadians (Mtn#14.03.188)	\$	400.00	\$	584,600.00
	Balance as at March 31, 2014			\$	584,600.00

MUNICIPAL DISTRICT OF GREENVIEW NO. 16 RESERVE TRANSFERS UP TO APPROVAL OF FINAL BUDGET

	RECLAMATION RESERVE		
1-Jan-14	BALANCE FORWARD		\$ 1,347,447
GREEN VIEW	FCSS RESERVE		
1-Jan-14	BALANCE FORWARD		\$ 85,250
TAX STABILIZA	ATION RESERVE		
1-Jan-14	BALANCE FORWARD		\$ 7,311,936
BUILDING RES	SERVE		
1-Jan-14	BALANCE FORWARD		\$ 1,398,225
CAPITAL INFR	ASTUCTURE RESERVE		
1-Jan-14	BALANCE FORWARD		\$ 57,823,621
14-Jan-14	Cox Contractors-LS Road Ph 3(Mtn#14.01.30)	\$ 286,508	\$ 57,537,113
28-Jan-14	Cox Contractors-LS Road Ph 3 GST Portion(Mtn#14.01.46)	\$ 14,325	\$ 57,522,788
25-Mar-14	Little Smoky Rd Ph. IV-Paving Contingency(Mtn#14.03.161)	\$ 697,094	\$ 56,825,693
UTILITY RESER	RVE		
1-Jan-14	BALANCE FORWARD		\$ 8,235,734
14-Jan-14	Little Smoky Water Point(Mtn#14.01.17)Inc. budget	\$ 977,520	\$ 7,258,214
VEHICLE AND	EQUIPMENT CAPITAL RESERVE		
1-Jan-14	BALANCE FORWARD		\$ 4,478,988
14-Jan-14	Land fill Compactor (Mtn#14.01.09 (ammended Mtn#13.12.697)	\$ 550,000	\$ 3,928,988
	ance January 1, 2014		\$ 80,681,202
Transfers to U			\$ 2,525,448
Ending Balanc	e March 31, 2014		\$ 78,155,754

MUNICIPAL DISTRICT OF GREENVIEW 2014 CONTINGENCY COMMITMENTS

DATE	PURPOSE	AMOUNT	BUDGET	REMAINING	
1-Jan-14	BUDGET APPROVED		\$	2,488,985.00	



Request for Decision

4806 – 36 Avenue, Box 1079, Vallevview AB T0H 3N0 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608

SUBJECT: 2013 Management Letter

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 10, 2014 CAO: DD MΗ MANAGER:

DEPARTMENT: Corporate Services GM: RO PRESENTER: RO

INT FILE NO./LEGAL: LEGAL/ POLICY REVIEW: N/A

INT STRATEGIC PLAN: FINANCIAL REVIEW:

RECOMMENDED ACTION:

MOTION: That Council accept the 2013 Management Letter from Hawkings EPP Dumont LLP for information as presented.

BACKGROUND / PROPOSAL:

Upon the completion of the 2013 Financial Audit for the Municipal District of Greenview, the auditors, Hawkings EPP Dumont LLP, have provided a Management Letter identifying areas in which they recommend that Administration consider changing or altering current practices/procedures.

Each year as part of the audit a Management Letter is provided. This is a standard practice in which the auditor outlines concerns from an audit and Generally Accepted Accounting Principles perspective. They are not mandatory changes that must be made although each year administration reviews and recommendations, seeks clarity from the auditor where needed and assesses if the changes should be made.

Administration is still assessing all of the recommendations; however, has already agreed with several and will initiate corrective actions in the near future. Corporate Services will update Council on the progress of these recommendations by way of the department's monthly report.

OPTIONS - BENEFITS / DISADVANTAGES:

Benefits – Management is reviewing the Management Letter and will proceed with any corrective actions required. Thus ensuring that the municipality meets the separation of duties and financial controls in accordance with the Canadian Auditing Standards.

Disadvantages - Review and acceptance of the Management Letter does not create any disadvantages to the municipality.

COSTS / SOURCE OF FUNDING:

N/A

ATTACHMENT(S):

• 2013 Management Letter from Hawkings EPP Dumont LLP



May 7, 2014

Municipal District of Greenview No. 16 PO Box 1079 4806-36 Avenue Valleyview, AB T0H 3N0

Attention: Rosemary Offrey, General Manager Corporate Services

Dear Mrs. Offrey:

RE: 2013 MANAGEMENT LETTER

We recently completed our examination of the financial statements of the Municipal District of Greenview No. 16 ("Greenview") for the year ended December 31, 2013. Our examination was made in accordance with Canadian Auditing Standards and accordingly included a review of a number of the systems of operating and financial controls and such tests and procedures, as we considered necessary in the circumstances. The objective of our audit was to obtain reasonable assurance that the financial statements are free of material misstatement. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, an audit would not necessarily identify all such matters that may be of interest to management in discharging its responsibilities. Therefore, it is inappropriate to conclude that no such matters exist. However, the following matters are presented for your consideration.

Banking

Reconciliations

We observed that the bank reconciliation includes the signature of the individual who prepares the reconciliation however it does not include evidence that anyone has reviewed it.

To provide evidence that a review of the bank reconciliation has been performed we recommend that the individual who performs the review sign and date the reconciliation. We also recommend that the preparer date the reconciliation to provide evidence as to when the reconciliation was completed.

Furthermore, we noted that the Manager of Finance and Administration prepares the reconciliations and is also an authorized signing authority. One of the fundamental concepts of internal control is that the level of control increases when duties are segregated among employees. Ideally, an individual that is an authorized signatory should be independent of the reconciliation function.

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HAWKINGS.COM



Stale-dated Cheques

The *Outstanding Cheque Report* included nine cheques that were dated greater than six months prior to December 31, 2013.

We recommend that these items be investigated and either written off or new cheques be issued if required.

Receivables

Tax System Ageing Report

The arrears balance per the *Tax System Ageing Report* was not in agreement with the balance in the arrears general ledger accounts (3-00-00-00-212 & 3-00-00-00-213) at December 31, 2013.

We recommend this matter be investigated to ensure these figures are being accurately reported in the general ledger accounts.

Goods and Services Tax (GST)

The GST receivable general ledger balance at December 31, 2013 totaled \$597,846. The refund (which was received in early 2014) claimed on the GST return for the period of October 1 – December 31, 2013 totaled \$786,774.

To ensure that GST is accurately recorded we recommend that the general ledger balance be reconciled to the GST Returns on a quarterly basis.

Accounts Payable

AP Aged Trial Balance Report

The balance per the AP Aged Trial Balance Report did not agree with the general ledger control account at December 31, 2013.

While the difference was not significant (\$243.55) month-end procedures should include ensuring that these balances are reconciled. Any differences should be investigated and corrected on a timely basis.



Accrued Payables

As was noted by the previous auditors, the accounts payable module is not being utilized to track payables. Currently an Excel spreadsheet is utilized solely at year-end to itemize accrued payables (including accrued payroll and accrued vacation pay) that comprises the balances in nineteen general ledger accounts. We noted that the balance per the spreadsheet did not agree to the total of the general ledger accounts at December 31, 2013.

This method is not common among our municipal clients and is prone to misstatement. Furthermore, the total amount of payables outstanding at any time during the year is not readily available. We recommend that the use of the accounts payable module be implemented as this will assist with cash-flow management. Alternatively, as a minimum, we recommend that a separate spreadsheet be prepared for each general ledger account balance and that these balances be reconciled at year-end. Furthermore, we recommend that separate general ledger accounts be established for both the accrued payroll and accrued vacation pay amounts.

Accrued Payroll

Accrued payroll costs at December 31, 2013 totaled \$250,766. We were required to prepare a working paper in order to make an assessment as to whether or not this accrual was accurate.

In the future please ensure that a working paper reflecting how the balance was calculated be prepared as part of the year-end audit preparations.

Purchase Order Accruals

We noted several items for tangible capital assets which were accrued for at December 31, 2013 were based solely on purchase orders. Upon further investigation we were informed that the amounts had been accrued because they were 2013 budget items. The fact that an item was budgeted or that a purchase order has been issued is not sufficient to provide evidence that an accrual is required.

When an invoice has not been received, it is possible that an accrual could be required based only on a purchase order. However, accruing for items strictly on the premise that they were budgeted in a particular year is not correct.

We recommend that finance staff review all purchase orders for which no invoice has been received and that if title for the goods has passed to Greenview at year-end an accrual be established.

Accrued Vacation Payable

We noted 2014 pay rates were utilized in making calculations of accrued vacation pay at December 31, 2013.



Accrued vacation pay should be calculated using the pay rates in affect when the employees earned their vacation time which would normally be the year for which the accrual is being made (2013 rates should be used for 2013 vacation pay accrual).

Accrued Long-Term Debt Interest

We noted that the general ledger accrued interest on long-term debt balances were unchanged from the 2012 balances. While the change in 2013 was not significant (\$383) we recommend these balances be adjusted as part of the year-end process.

Road and Performance Deposits

We were not provided with working papers reflecting who and how much was outstanding regarding the total balances in accounts 4-00-00-00-475 and 4-32-00-00-475 (we were only provided with general ledger details for 2013).

We recommend a listing supporting the ending balances in these accounts be developed that itemizes each amount that is outstanding and from whom it was received.

Foreclosure – Kidder (Aspen Grove)

Payables include \$63,586 regarding a foreclosure on a lot in Aspen Grove (Plan 9924751, Block 3, Lot 6A). It appears the balance represents the sale proceeds that were in excess of the outstanding taxes although we were not provided with a working paper that itemizes exactly what the balance is comprised of.

We recommend that this account be examined and that a working paper be prepared reflecting the nature of the outstanding balance. Furthermore, if all or part of the balance represents tax sale proceeds, Finance staff should refer to the requirements of the *Municipal Government Act* to ensure that the funds are being treated in accordance with the *Municipal Government Act* requirements.

Tangible Capital Assets

General

As was noted by the previous auditors, the tangible capital asset working papers were not ready for audit at the time of our fieldwork. In our experience with other clients, this can be a time-consuming area and one that is often not completed until late in the audit process. Maintaining / updating the tangible capital asset working papers throughout the year and obtaining a list of unfinished projects and their stage of completion in early January should facilitate the completion of these working papers in a timelier manner.



Work in Progress

The balance on the work in progress Excel spreadsheet did not agree to the general ledger balance at December 31, 2013 (\$9,244,402 versus \$9,084,204). The difference of \$160,198 was due mostly to a difference in the vehicles category.

In the future, we recommend the work in progress spreadsheet be reconciled to the general ledger accounts prior to commencement of the audit.

Project Accounting

As the previous auditors noted, a project reporting module is currently is not being utilized. Most of our larger local government clients utilize project reporting to monitor costs and related revenues of capital projects.

To assist with providing important information regarding capital projects, including comparison to budget, we recommend that the use of a project accounting module be implemented as soon as possible.

Inventory

Gravel

We noted that the ending gravel inventory balance per the Excel spreadsheet was \$46,561 lower than the general ledger balance at December 31, 2013. Furthermore, the ending gravel inventory balance per the Bellamy software was \$122,664 lower than the general ledger balance at December 31, 2013.

We were able to satisfy ourselves regarding the accuracy of the gravel inventory based on the Excel spreadsheet. However, we recommend these differences be investigated and the and in the future the general ledger be adjusted to the figure that management believes is the correct amount.

Other

Currently inventory for items such as parts, fuel, chemicals, etc. is not recorded. It may be that these amounts are not significant, however in our experience the majority of our rural local government clients have these types of inventory.

We recommend that this matter be investigated and the consideration be given to recording inventory of this nature.



Grants

We noted that the 2013 Basic Municipal Transportation (\$508,138) and Federal Gas Tax Fund (\$304,509) grants were not received during 2013.

To expedite the receipt of grant funds we recommend that the required grant reporting be completed earlier.

Investment Income

We noted that investment income and the related fees were not recorded during the course of the year; the amounts were only recorded as part of the year-end audit preparations.

To ensure investment transactions are being reported accurately and completely recorded throughout the course of the year we recommend that investment transactions being recorded as part of the month-end financial reporting process. Furthermore, the general ledger accounts should be reconciled to the investment statements on a monthly basis.

Payroll

Reconciliation of T4 Return to General Ledger

It is our understanding that a reconciliation of T4 Return to the general ledger salaries and wages expense accounts is currently not completed.

Reconciling the general ledger accounts to the T4 Return an important procedure in ensuring that salaries and wages are accurately reported. We recommend that this procedure be established as part of the T4 preparation process.

We trust you will find our observations and comments constructive and useful.

Yours very truly,

HAWKINGS EPP DUMONT LLP

Philip J. Dirks, CA

Partner

cc: Mike Haugen, Chief Administrative Officer





Request for Decision

4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608

SUBJECT: Strategic Planning Process

REVIEWED AND APPROVED FOR SUBMISSION SUBMISSION TO: Regular Council Meeting

INT June 10, 2014 CAO: MEETING DATE: MH MANAGER:

INT **DEPARTMENT: CAO Services** GM: PRESENTER: MH

INT FILE NO./LEGAL: File Number, Legal or N/A. LEGAL/ POLICY REVIEW: INT FINANCIAL REVIEW:

STRATEGIC PLAN:

RECOMMENDED ACTION:

MOTION: That Council direct Staff to organize the Strategic Planning Process as proposed.

BACKGROUND / PROPOSAL:

Administration has reviewed the current Strategic Planning document (2014 Strategic Directions Plan) and is proposing that Greenview adopt a new process regarding Strategic Planning. This recommendation is being brought forward as Staff believe a new process and structure would greatly enhance the existing document and provide greater alignment and transparency between Council's guiding documents, municipal budgets and the services/works of Greenview.

Staff believe that areas of enhancement could include greater qualification/quantification of goals and long-term visions, inclusion of performance/success metrics, inclusion of resource requirements, Council prioritization of goals/projects, greater recognition of the broad issues affecting Greenview, and greater alignment relating to the budget process.

Staff are proposing that the process be divided into several clear parts:

1. Strategic Plan

The Strategic Plan would be a high level document outlining the long-term vision (10, 15, 20 years, etc.) of what Greenview will be like. This document would contain goals and strategies that would guide further planning activities. There are different approaches to this; however, Staff is recommending that Greenview adopt a "pillars" style or similar approach that would encompass all municipal activities within several groups or key focus areas. As an example, the Strategic Plan would include an item such as "Regional Utilities" under an "Infrastructure" group instead of it being a stand-alone component. The proposed approach clearly depicts the key services/scope of municipal activities, something that the current document does not clearly do. This document would also outline in greater detail the "whys" of the pillar groups.

As the Strategic Plan is outlining longer term visions, this document would be reviewed and tweaked regularly, particularly in the first 12-18 months, but would remain relatively static as it is envisioned that Council's vision for 10-20 years into the future would not change every few months. This would allow for long-term planning while ensuring regular reviews still took place.

2. Three-Year Action Plans

Each year, starting in 2014, Greenview would develop Action Plans for the following three year time period. As an example, under this approach the Action Plan for 2015-2017 would be prepared in 2014. Staff envision that the Action Plans would outline specific projects and works, as well as outcomes of those activities, which Greenview will undertake in support of achieving the Strategic Plan. As a part of the plan development, projects/works would be prioritized by Council.

This approach would allow Staff to develop more effective work plans and would greatly feed/enhance the budget process as the projects/works and priorities, in conjunction with the 10 Year Capital Plan, would create much of the three year budget. Staff believe this would also make the budget process more streamlined as the expenditures contained in the budget should be supported by the parent plans. This also provides greater performance metrics as projects are either completed as outlined, or not. These plans would be developed year so that the current Action Plan always demonstrated a three year future outlook.

3. Three Year Budgeting

Greenview is already moving towards a three-year budgeting process. Budgets would reflect in detail the items from the Action Plan and 10 Year Capital Plan. Alignment is achieved as there would then be a direct flow from the day to day expenditures up to the Strategic Plan. The budget will be developed yearly as per legislation, but will always demonstrate a three year future outlook.

It is believed overall that this process would allow alignment to be demonstrated more effectively both within the organization and to the public. As 2014 would be the first year in which this process took place, it is expected that the Strategic Plan produced would be enough of a final document to move the entire process forward (i.e. development of an Action Plan and Budget), but would still require some alteration and tweaking over the next 12 months to be in a completely "final" form.

Staff is recommending that much of this document be developed in house. This will take Staff time but will save costs. In the current budget some money for a planning session facilitator has been included; however, enough money (\$35,000-\$50,000) for a consultant to handle development of the Strategic Plan from start to finish was not included.

OPTIONS - BENEFITS / DISADVANTAGES:

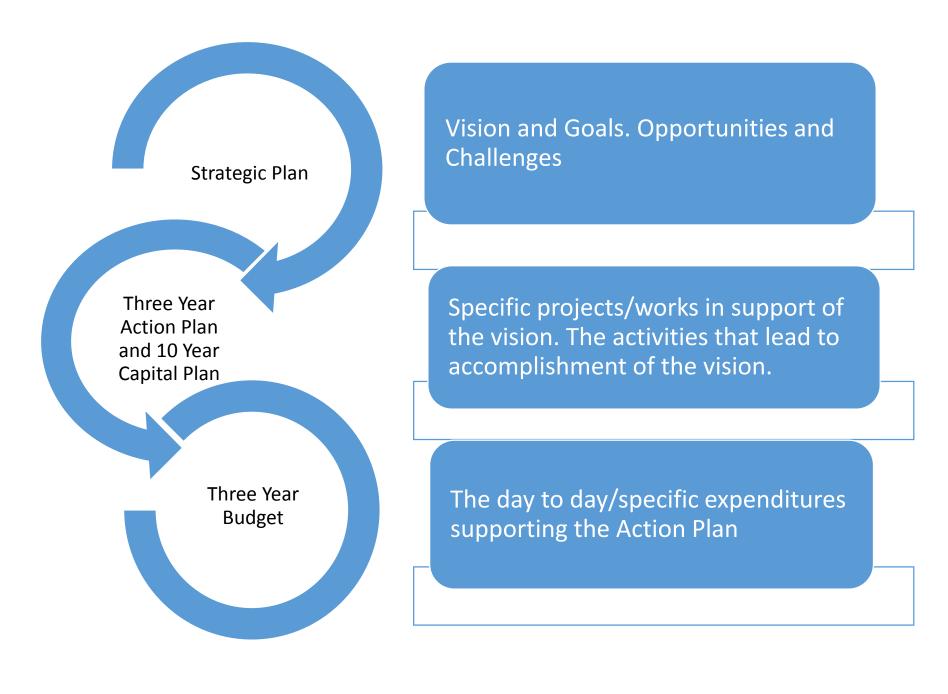
- **Options** Council can accept Staff's recommendation as presented; or. Council may continue with the current Strategic Planning Process.
- Benefits Staff believes that the benefits of the recommendation have been outlined above and include greater alignment, transparency, clarity, and efficiency.
- Disadvantages Staff's recommendation would require greater Staff resources in time. Staff believe that this can be managed and that the benefits far outweigh the opportunity cost paid. Staff also believe that this time will be "paid back" and more during future budget process.

COSTS / SOURCE OF FUNDING:

Facilitator funding has been included in the approved 2014 budget.

ATTACHMENT(S):

Process Flow Chart





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

Manager's Report

Function: Community Services

Submitted by: Dennis Mueller, General Manager

Community Services

- A temporary Letter of Understanding agreement was signed with Luxliner from Grimshaw, Alberta for the Senior Bus Charter Transportation. This was done as a result of the existing contractor not being able to fulfill the obligation of providing this service.
- The Helipad Grand Opening is scheduled for June 13, 2014. The Greenview Barbecue and tables are booked for delivery and set up at the Helipad Grand Opening.
- A Seniors Week presentation was made on behalf of Greenview at the Red Willow Lodge.
- A recreation and community grant presentation was made to the DeBolt Agricultural Society.
- Toured the Phillip Currie Dinosaur Museum on May 21, 2014.
- Will be meeting with the County of Grande Prairie in regards to the future recreation and tourism plan.
- The Community Service Department had a business tour of Grande Cache on May 29 30, 2014. The following activities were conducted:
 - Met with the FCSS Coordinator and the AWN (Aseniwuche Winewak Nation) Executive Director, Penny Van Vliet to discuss needs of Co-op residents.
 - o Met with the Grande Cache Chief Administrative Officer (CAO) regarding a Regional Emergency Plan and Fire Hall.
 - o Met with the Grande Cache Chief Administrative Officer (CAO) regarding the Agriculture Service Contract.
 - A Safety Orientation was conducted at the Grande Cache Eagle's Nest Office.
- Attended an Airport Dissolution Open House Meeting in Grande Cache.
- Researching various options in regards to the Medical Clinic operations.
- Public Meeting Open House for the Valleyview Multiplex will be held on June 26th at the Memorial Hall.

Manager, Agricultural Services / Quentin Bochar

- Putting together a calendar of upcoming extension events:
 - o Green Acreages Workshop in Partnership with the County of Grande Prairie will be held on June 25, 2014, the location not determined at this time.
 - o July 8, 2014 SARDA (Smoky Applied Research and Demonstration Association) will be conducting the first field school at Donnelly, AB

- Working Wells workshop on May 7, 2014 had approximately forty (40) attendees and was well received by the people in attendance.
- The following is the new equipment arrival status.

Arrived:

- o Quad
- Heavy Harrows Valmar
- o 2 Earthmovers
- o 1 Post Pounder
- 3 Estate Sprayers

Waiting for the following:

- Fertilizer Spreader
- Spray Deck is getting built
- Disc will arrive in Grovedale in a few days.
- The scheduled May 28, 2014 Agricultural Service Board (ASB) meeting was cancelled due to a predetermination that quorum was unavailable to attend.
- Weed inspection and education program has begun.
- Met with the Grande Cache CAO to discuss the agreement for weed inspection in the town and viewed the weed problems in the Grande Cache area.
- Letters were sent to Fox Creek and Valleyview inquiring if they are still interested in weed inspection services, as per the memorandum of agreements.

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

- Attended the FCSS Directors Network held May 7 9, 2014:
 - o received provincial update regarding advocacy for FCSS funding.
 - Minister of Human Services wants to find out more about FCSS, particularly in the rural areas of the province. Invited the Director of Community Engagement, Ken Dropko who oversees FCSS provincially, to come and visit Green View FCSS, the dates to be announced.
 - o participated in a poverty simulation.
 - discussed the new Family and Community Engagement Councils that are being set up around the province.
- Attended the ESS (Emergency Social Services) Directors/ICS (Incident Command System) Model **Training** from the Justice Institute of B.C. on May 7 - 9, 2014.
- Green View FCSS continues to form relationships with Sturgeon Lake and was represented at the Sturgeon Lake Health and Safety Night, May 27, 2014. This event showcases social agencies and explains programs and services. Approximately two hundred fifty (250) people were in attendance.
- Interviews for the FCSS Support Coordinator will be conducted on June 4 5, 2014.
- The Big Rigs Tailgate Party to be held on June 20, 2014 will showcase community agencies, including FCSS and Early Childhood Development Coalition. This event is a spin-off of Baby Fair, which FCSS has hosted in the past. The event will be held at the Polar Place in partnership with the Town of Valleyview. The intent is to engage families, particularly men, to highlight the social

- programs and services available in the community. Included in the event is a bike rodeo, showcase of "Big Rigs" (both private and public) and BBQ.
- HEART (Valleyview and Area Domestic Violence Initiative Group) meeting will be held on June 4, 2014. This monthly meeting is a collaborative approach which addresses the topic of family violence, partners include FCSS, RCMP, Victims Services, Child and Family Services, and the Town of Valleyview Community Action Group.
- The May 29 30, 2014 trip to Grande Cache included a meeting with the FCSS Coordinator, Duane Didow and AWN (Aseniwuche Winewak Nation) Executive Director, Penny Van Vliet to discuss needs of the Co-op residents.
- The training continues to acquire the Essential Skills for Supervisors and Managers certification, next course will be June 2 and 3, 2014.

Manager, Protective Services / Jeff Francis

- The design of the Fire Hall drawing phase was determined as follows:
 - o 50% of the working drawings to be completed by June 23, 2014.
 - o 75% completion by July 2, 2014.
 - 100 % complete by July 15, 2014.
 - The next tentative date is July 22, 2014 to request Council to approve the tender for the drawings.
- The new Municipal Emergency Plan Draft is being worked on and the proposed completion date is early July.
- Will be attending the Valleyview Search & Rescue Annual General Meeting.
- Alberta Fire Chief's Conference will be held on June 6 June 12, 2014 in Grande Prairie.
- Attending the monthly Fire Department meetings.
- The Health and Safety Orientation Package was implemented, review with all staff is in progress.
- The Health and Safety Training for staff was completed on May 23, 2014
- Health and Safety Reports/Reviews were as follows:
 - o Contractor and Project Safety Management Processes under review.
 - o Gas Monitor Systems, procedures and procurement in progress.
 - Reviewing the AD 16 General Health and Safety Policy.

Recreation Coordinator / Adam Esch

- Attended a DeBolt Agriculture Society Meeting to speak about the direction Greenview intends to go in regards to Recreation.
- Created a preliminary set of Design Standards for Level 1 Outdoor Recreation Facility's.
- Created a preliminary set of Maintenance Standards for Level 1 Outdoor Recreation Facility's.
- Created a preliminary set of Operational Standards for Level 1 Outdoor Recreation Facility's.
- Toured East Dollar Lake, Swan Lake and the Little Smoky Recreation sites for an introductory look at some of Greenview's current facilities.
- Contacted the Alberta Conservation Association to introduce myself and to discuss potential projects and partnerships.

- Contacted AESRD (Alberta Energy and Sustainable Resource and Development) for introductions and to open discussions regarding land management, leases and a Memorandum of Understanding.
- Attended the Community Department trip to Grand Cache and was introduced to some recreations sites that Greenview holds a stake in, as well as some potential sites.
- Will be discussing design and maintenance standards with other related departments.



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

Manager's Report

Function: Corporate Services

Date: **Tuesday, June 10, 2014**

Submitted by: General Manager, Corporate Services

General Manager Corporate Services / Rosemary Offrey

- Greenview's HR Generalist employee, Erin Klimp, started with us on June 2nd;
- With assistance from our Communications Officer, Executive Assistant to Corporate Services and Manager of Financial Reporting, completed the budget document and sent to printers on June 3rd;
- In an effort to provide better financial support to the organization, Administration requested a Bellamy program trainer provide onsite training of the Employee Self Service Program for the payroll clerk, managers, supervisors, general managers, etc.;
- Administration will be seeking updated quotes from the other 2013 ERP suppliers, who responded to the 2013 Request for Proposals before making a recommendation to our CAO and Council for an updated financial software system;
- Corporate Services will initiate the Budget Development Procedures for the Budget Development Policy and will invite other departments to participate when initial draft is ready;
- The department will be evaluating and amending the procurement policy with advice from Greenview's legal firm. This should be completed in approximately 2 months. The amended policy will be presented to Council for approval prior to implementing any proposed changes. I will keep you posted.
- I attended the Kananaskis Mountain Refresher Course hosted by the Society of Local Government Managers. A well-attended event and in my opinion very worthwhile. Event speakers included: Gordon McIntosh, a highly regarded Municipal leader; Klay Dyer, from the Dyer Educational Research spoke about Trust and Leadership; Dr. Sloan gave a presentation on Ethics in Action; E. Barry Mitchelson, provided more discussion regarding leadership and succession planning.

Manager, Finance and Administration / Donna Ducharme

- Month end Bank Reconciliations (Greenview & GRWMC);
- Insurance- new equipment, and new vehicles;
- Attended GFOA Conference;
- Cross training-various positions.

Manager, Financial Reporting / Bill Yusep

Preparation of Financial Quarterly Reporting model. Redesign of the presentation format of financial information complete and submitted for presentation to Council.

- Initiative with Bellamy to replicate Quarterly Report format for direct download without manual manipulation required.
- ATB meeting. Discussed moving ahead with supplier EFTs instead of cheques
- 2014 departmental actual to budget reports set up and distributed to GMs and Managers
- CMA Alberta Conference
- Employee initiation and training week (WHIMIS, Fire Extinguisher use, Standard First Aid Level C)
- GFOA Conference

Legislative Services Officer / Lucien Cloutier

- Attended the Mountain Refresher in Kananaskis the week of May 12th;
- Continuing arrangements for the Ratepayer BBQs, Golf Tournament and Staff BBQ.

Information Systems Technician / Shane Goalder

- Installation and setup of information technology equipment. Roll out of configured equipment to users.
- Setup new employees as users: Administrative Support Clerk (Operations), Recreation Coordinator (Community Services), Human Resources Generalist (Corporate Services).
- Assist Facilities team with setup of thermostat equipment at FCSS Building.
- Setup audio/visual presentation for Staff Orientation at Paradise Inn.
- Programmed door access system for FCSS Building.
- Supervised dismantlement of communications tower on FCSS building.
- Supervised installation of new photocopier (leased) in Operations Building.
- Preparations for Accurate Assessment Group's Video Data Collection Project that will start mid-June, 2014.
- All other IT support tasks as required.

Human Resources / Sandra Rorbak

1. POSITIONS FILLED SINCE LAST REPORT

- Human Resources Officer, H.R. Generalist
- Coordinator, Recreation

2. OPEN COMPETIONS CURRENTLY IN PROGRESS

- Administrative Support, Planning & Development
- Administrative Support, Infrastructure & Planning
- Assistant General Manager, Infrastructure & Planning
- Brushing Crewman with Power Saw Ticket
- Manager, Operations
- Manager, Construction & Maintenance
- Roads Project Manager
- Maintenance Groundskeeper/Labourer
- Transfer Station Attendant Wapiti & Grovedale
- Utilities Operator Trainee

3. RESIGNATIONS SINCE LAST REPORT

None



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

Manager's Report

Function: Infrastructure and Planning

Date: June 10th, 2014

Submitted by: Grant Gyurkovits, General Manager, Infrastructure & Planning

- Met with 5 of the 6 Co-op/ Enterprise Representatives in Grande Cache, compiling minutes and identified individual needs.
- Advertising 3 year Engineering Services Request for Proposal, closing June 20th, 2014.

Planning & Development

- We have received: 11 Development Permits, 4 Lease Referral Notification, 9 Business License, 14
 Subdivision Applications as well as 3 Land Use Amendments were received during this time
 period.
- Spent 6 hours reviewing the Wapiti Corridor Multi Use Plan, at a joint meeting with the County of Grande Prairie.
- Wapiti Corridor Multi Use Plan, presentation for A.E.S.R.D. May 6, 2014. Then all day meeting with the County of Grande Prairie to Amend the W.C.M.U.P. Friday May 9, 2014.
- Preparation for the May 14, 2014 M.P.C. agenda and meeting as well as follow up and decisions from this meeting.
- Public hearing for 14-717, and changes to Schedule of Fees at the May 27, Council.
- Preparation for Rate Payers BBQ's, flyers, boards, additional information.

Roads & Bridges

- Goodwin Road project was awarded, the pre-construction meeting was held and the contractor (Petrowest) anticipates starting up on June 9th, 2014.
- We were able to get last two landowners signed up for land purchases on the Range Road 230 project and will go for tender June 2nd, 2014.
- Petrowest has returned to complete work on BF 74434 (2013 Project) to re-gravel and recompact road portion.
- Day Labor construction has started on the Little Smoky Drainage project which will bring drainage back to the pre-construction state. Should be complete by first week in June. Day Labour

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- contractor may have to return later this summer to finish up some wet areas that need to dry prior to completion. Then continue on to Range Road 261 drainage project.
- The Gordy Drainage project resumed work on May 28th 2014.
- The Flood Creek Road Smoky River bank erosion project has been completed for well over a month and we are awaiting the final report and costs. A reminder email will be sent to Milner Power asking for the report.
- Seeing large increase of misc. requests for drainage, fence and other issues than in the past few

Facilities Maintenance

- General Maintenance of buildings, started grass cutting.
- Hired two seasonal groundskeepers, still recruiting for one Seasonal Groundskeeper and one Maintenance Groundskeeper.
- F.C.S.S. 2014 Capital Projects HVAC system is installed and running, telescope sliding door is installed and handicap bathroom door operators installed.
- F.S.O 2014 Capital Project Concrete Pad (50 ft x 50 ft) poured at chemical recycling shed, completed.
- Dock has been put back in at Swan Lake.
- Preparing and installing concrete picnic tables at Swan Lake and Grovedale Fish Pond. The tables were purchased in 2013 and will be installed in 2014.
- Spring cleaning all windows on Facilities in Valleyview were washed, scheduling Firehalls in DeBolt and Grovedale and Grovedale Shop. This week windows in the Grande Cache building will be cleaned.
- Completing spring services on HVAC systems in all Greenview locations and buildings.

Water, Waste Water & Solid Waste

- Water Points tender closed. An RFD is prepared and ready to go to Council.
- Met with Water Supervisor and Solid Waste Supervisor for monthly Supervisors meeting.
- Manager of Planning gave the Utility Operators Web map Training as it applies to underground utilities.
- Met with Construction and Maintenance, Roads Project, and General Managers to review of Engineering Coordinator position.
- Met with Health and Safety officer to review ongoing safety issues and solutions.
- Met with the Town of Valleyview and Alberta Recycle about the newly constructed cell.

Operations

- Dust control 80% complete.
- Preconstruction meeting for the Airth Pit gravel crushing project.

Terms of Reference complete for the Grovedale shop and posted on the Alberta Purchasing Connection.

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- Completed paving the floor in the Grovedale salt shed.
- Completed building the pad and paving the Valleyview salt shed.
- Removed road bans as of the end of May.
- Issued a tender for the Rail Rock gravel haul.



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

CAO's Report

Function: CAO

June 10th, 2014 Date:

Submitted by: Mike Haugen

Staff Compensation Survey

This process continues. Greenview has recently sent out letters to the group of "comparables" chosen for the survey. This group includes:

County of Grande Prairie;

Mackenzie County;

M.D. of Lesser Slave Lake;

Clearwater County;

Northern Sunrise County;

Woodlands County;

M.D. of Big Lakes;

Yellowhead County; and,

All of these participants were included in the last compensation survey conducted by Greenview with the exception of Aquatera. They have been included in this survey specifically for comparisons to water/wastewater personnel. It is up to these groups if they choose to participate in the process or not.

Committee of the Whole

As a reminder to Council the June 17th Committee of the Whole Meeting is scheduled to take place in Grovedale. The Meeting has been scheduled to start at 10:00 am.

Strategic Planning

Staff are looking to schedule a strategic planning session early in July. We will check Council's calendars for open days in which to schedule the session. Staff's plan is to provide information and questions pertinent to the session to Council several days in advance in order to make the session more productive/efficient. It is envisioned that the C.A.O, General Managers, and the Communications Coordinator will be present to assist Council's discussion. It is likely that some admin staff will also be present to take notes and record discussion.

Institute of Public Administrators of Canada (IPAC)

I recently attended this conference in Edmonton. I found the overall quality to be excellent, although on the municipal front it was highly city-centric. Many of the items discusses were still pertinent in rural areas with some modification and many of the underlying themes were relevant. The second focus was on improving the performance of public servants and different trends and pressures to that extent.

The conference hosted over 600 delegates and included public servants from municipalities and provinces across Canada. In addition to federal public servants an international contingent consisted of representatives from countries such as Mali, Ghana, Namibia, and the Philippines.

Upcoming Dates:

Ratepayer BBQ, Valleyview – June 10th
Municipal Government Day in Grande Prairie – June 11th
Ratepayer BBQ, Debolt – June 11th
STARS Helipad Grand Opening – June 13th
Ratepayer BBQ, Grande Cache – June 16th
Ratepayer BBQ, Grovedale – June 17th
Valleyview Multiplex Public Meeting – June 26th