

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

# REGULAR COUNCIL MEETING AGENDA

| Tues | day July 22, 2014  | 9:00 AM Council Ch<br>Administration                                  |     |
|------|--------------------|---|-----|
| #1   | CALL TO ORDER      |   |     |
| #2   | ADOPTION OF AGENDA |   | 1   |
| #3   | MINUTES            | 3.1 Regular Council Meeting minutes held July 8, 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 All-Terrain Vehicle Purchase                                      | 9   |
|      |                    | 8.2 Utility Trailer Purchase  | 12  |
|      |                    | 8.3 Outdoor Parks & Recreation Signage Standards                      | 15  |
|      |                    | 8.4 Outdoor Recreation Facilities Design Standards                    | 29  |
|      |                    | 8.5 Outdoor Recreation Facilities Maintenance Standards               | 79  |
|      |                    | 8.6 Bathroom Facilities Upgrade-Grovedale Fish Pond                   | 92  |
|      |                    | 8.7 2015 Special Olympics Alberta Winter Games Committee              | 101 |
|      | LATE ITEM          | 8.8 Sanitary Sewer Inspection Camera                                  | 133 |
|      |                    | 8.9 Parking Lot Expansion & Improvements                              | 141 |

|     |                                   | 8.10 Grovedale Agriculture Society Toilet Building   | 144 |
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|     |                                   | 8.11 Pre-Approve Bridge File Tenders   | 147 |
|     |                                   | 8.12 Proposed Provincial Highway Winter Maintenance  | 153 |
|     |                                   | 8.13 Gravel Supply Tenders   | 156 |
|     |                                   | 8.14 Grovedale Shop Tender Results   | 157 |
|     | LATE ITEM                         | 8.15 Alberta Development Officers Association (ADOA)   | 163 |
|     |                                   | 8.16 Business Internet Fibre   | 167 |
|     | LATE ITEM                         | 8.17 2017 Alberta 55 Plus Winter Games Bid Committee   | 170 |
|     |                                   | 8.18 Mike Haugen (CAO) Probation Period Review   | 175 |
|     | LATE ITEM                         | 8.19 CAO Report  | 176 |
| #9  | COUNCILLORS<br>BUSINESS & REPORTS |  |     |
| #10 | CORRESPONDENCE                    | <ul> <li>AAMDC Reeves/CAO's Meeting Minutes</li> <li>Nitehawk Recreation Area</li> <li>Peace Library System 2013 Annual Report</li> <li>Wapiti Corridor Multi Use Plan</li> <li>South Peace Archives</li> <li>County of Grande Prairie Public Works Grand Opening</li> <li>Alberta Community Partnership</li> <li>Fox Creek Multi Use Recreation Facility</li> <li>Valleyview &amp; District Medical Clinic Minutes</li> </ul> |     |
| #11 | IN CAMERA                         | 11.1 Infrastructure  | 1   |
| #12 | ADJOURNMENT                       |  |     |

### Minutes of a

# REGULAR COUNCIL MEETING MUNICIPAL DISTRICT OF GREENVIEW NO. 16

M.D. Administration Building,

Valleyview, Alberta, on Tuesday, July 08, 2014

# 1: CALL TO ORDER

Reeve Gervais called the meeting to order at 9:01 a.m.

PRESENT

Reeve Deputy Reeve

Councillors

Dale Gervais
Tom Burton
Dave Hay
Roxie Rutt
Bill Smith
Les Urness

Mike Haugen(9:36 a.m.)

Rosemary Offrey

**Grant Gyurkovits** 

George Delorme

**Dennis Mueller** 

**Diane Carter** 

Lianne Kruger

**Dale Smith** 

**Chief Administrative Officer** 

General Manager, Corporate Services

**ATTENDING** 

General Manager, Corporate Services
General Manager, Infrastructure & Planning
Communications Officer

**Recording Secretary** 

ABSENT

Councillor Councillor

#2: AGENDA MOTION: 14.07.344. Moved by: DEPUTY REEVE TOM BURTON

That the July 8, 2014 agenda be adopted as presented.

CARRIED

#3.1 REGULAR COUNCIL MEETING MINUTES MOTION: 14.07.345. Moved by: COUNCILLOR ROXIE RUTT

That the Minutes of the Regular Council Meeting held on Tuesday, June 24, 2014

be adopted as presented.

**CARRIED** 

BUSINESS ARISING FROM MINUTES

# **3.2 BUSINESS ARISING FROM MINUTES:**

Deputy Reeve requested from administration a report on graveling of the Forestry Trunk Road. General Manager Grant Gyurkovits responded that graveling has started.

Reeve Gervais inquired if Range Road 230 has started, General Manager Gyurkovits replied that it has not.

Little Smoky Road work will start at the end of July.

#4
PUBLIC HEARING

4.0 PUBLIC HEARING

Minutes of a Regular Council Meeting

M.D. of Greenview No. 16

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#5

5.0 DELEGATIONS

#6 Bylaws

DELEGATIONS

6.0 BYLAWS

#7
OLD BUSINESS

7.0 OLD BUSINESS

#8

8.0 NEW BUSINESS

**8.2 2014 RECYCLE CONFERENCE** 

2014 RECYCLING CONFERENCE

**NEW BUSINESS** 

MOTION: 14.07.346. Moved by: REEVE DALE GERVAIS

That Council approve the attendance of any Council Member at the 2014 Alberta

Recycling Conference.

**CARRIED** 

July 8, 2014

COUNCIL CONFERENCE ATTENDENCE POLICY MOTION: 14.07.347. Moved by: COUNCILLOR DAVE HAY

That Council request administration to bring forward the current Policy regarding

Council attendance to conferences to the Policy Review Committee to be

reviewed.

**CARRIED** 

### 8.3 NITEHAWK RECREATION AREA

NITEHAWK RECREATION AREA MOTION: 14.07.348. Moved by: COUNCILLOR LES URNESS

That Council reallocate \$80,000.00 from Contingency to Community Miscellaneous Grants and provide funding to the Nitehawk Recreation Area in the amount of \$80,000.00 with funds to come from the 2014 Community Miscellaneous Grants budget. Any additional funding will not be considered by Council until a business

plan has been approved by Council.

Councillor Bill Smith vacated the meeting at 9:25 a.m.

**CARRIED** 

Councillor Bill Smith re-entered the meeting at 9:27 a.m.

8.4 TAX RECOVERY - PUBLIC SALE OF LAND

TAX RECOVERY

MOTION: 14.07.349. Moved by: COUNCILLOR DAVE HAY

That Council set the terms and conditions that apply to the public sale of land as per the attached advertisement and adopt the "Opinion of Value" prepared by

Accurate Assessment Group with reserve bid prices as follows:

Roll #38700 SE-19-71-25-W5

Opinion \$130,000

| Roll #225901 NE-24-71-20-W5 |                             | Opinion \$95,000  |
|-----------------------------|-----------------------------|-------------------|
| Roll #292655 NE-34-66-11-W6 | Plan 8821490 Block 8        | Opinion \$4,000   |
| Roll #309225 SE-20-69-6-W6  | Plan 0020951 Lot 1          | Opinion \$80,000  |
| Roll #309645 NW-3-72-1-W6   | Plan 0620197 Block 1 Lot 2  | Opinion \$250,000 |
| Roll #310097 SE-14-69-8-W6  | Plan 9825458 Lot 1          | Opinion \$250,000 |
| Roll #311113 SE-27-69-8-W6  | Plan 9825735 Block 2 Lot 11 | Opinion \$135,000 |
|                             | CARRIED                     |                   |

## 8.5 GREENVIEW'S ASSESSOR - DESIGNATED OFFICER

#### ASSESSOR

MOTION: 14.07.350. Moved by: DEPUTY REEVE TOM BURTON
That Council appoint Mr. Troy Birtles, a representative of Accurate Assessment
Group, as Greenview's Assessor – Designated Officer in compliance with sections
210 and 284 of the Municipal Government Act (MGA) and the Qualifications of
Assessor Regulation (QAR).

**CARRIED** 

### 8.6 CHANGING GREENVIEW'S ALBERTA TREASURY BRANCH SIGNING AUTHORITY

### SIGNING AUTHORITY

MOTION: 14.07.351. Moved by: DEPUTY REEVE TOM BURTON
That Council moves to delete signing authority for the Manager of Finance and
Administration, as well as the Manager of Financial Reporting from the Alberta
Treasury Branch Bank Account, as per the recommendation of the 2013 auditors
Hawkings EPP Dumont, LLP, and in accordance with fundamental concepts of
internal control and segregation of financial duties.

**CARRIED** 

Reeve Gervais recessed the meeting at 9:36 a.m. Reeve Gervais reconvened the meeting at 9:54 a.m.

### **8.1 STAFF SATISFACTION SURVEY**

**SURVEY** 

MOTION: 14.07.352. Moved by: DEPUTY REEVE TOM BURTON That Council accept the results of the April 2014 Staff Satisfaction Survey as information as presented.

**CARRIED** 

# 8.7 CAO / MANAGERS' REPORT

CAO / MANAGERS'
REPORT

MOTION: 14.07.353. Moved by: DEPUTY REEVE TOM BURTON That Council accept the CAO / Managers' Report as presented.

CARRIED

#9 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 BILL SMITH**

Attended the Agricultural Service Board (ASB) Meeting Attended the Nitehawk Board Meeting

MOTION: 14.07.356. Moved by: COUNCILLOR BILL SMITH
That Council request Administration to send a letter to Alberta Parks and
Recreation on the deplorable condition of the Shuttler Flatts / Nose Creek camping area.

**CARRIED** 

### **COUNCILLOR ROXIE RUTT**

Attended the Grande Prairie Regional Archives Meeting
Attended the Valleyview Multi-Plex Meeting
Attended the Grande Spirit Meeting
Attended the Hillside Jr / Sr High School Graduation Ceremony
Attended the Crooked Creek Recreation Board Meeting
Attended the Crooked Creek Arena Clean Up

MOTION: 14.07.354. Moved by: COUNCILLOR ROXIE RUTT That Council request Administration cleanup the backside area of the Crooked Creek Arena.

**CARRIED** 

MOTION: 14.07.355. Moved by: COUNCILLOR ROXIE RUTT That Council request Staff to bring back a report depicting the property lines around the Crooked Creek Arena.

**CARRIED** 

# **DEPUTY REEVE TOM BURTON**

**Attended Media Training** 

### **COUNCILLOR DAVE HAY**

Attended the Valleyview Multi-Plex Meeting
Attended the Foothills Forest Products Meeting

### **COUNCILLOR LES URNESS**

Attended the Valleyview Multi-Plex Meeting

#### 9.1 REEVE'S REPORT:

## **REEVE DALE GERVAIS:**

Attended the Valleyview Multi-Plex Meeting
Attended the Grande Prairie Chamber of Commerce Coffee Break
Attended Media Training
Attended the Northern Alberta Elected Leaders Meeting

#### #10 CORRESPONDENCE

# **10.0 CORRESPONDENCE:**

- 100 Year Celebration MD of Fairview Invite
- Nitehawk Managers' Report
- Resthaven Receipt Meter Station Upgrade
- Simonette Gas Plant Inlet Modification
- South Peace Regional Archives
- Wapiti Corridor Planning Society (WCPS) Board Meeting Minutes
- Wapiti Corridor Planning Society (WCPS) Bylaws
- Encana News Release
- Simonette Lateral Loop & Simonette East Receipt Meter Station
- Energy Development in or Near Urban Areas
- Grovedale News
- MMSA Monitor
- Town of Valleyview Golf Tournament & Steak Supper
- Valleyview Victim Assistance

## CORRESPONDENCE

MOTION: 14.07.357. Moved by: DEPUTY REEVE TOM BURTON That Council accept the Correspondence Listing as presented.

CARRIED

# 11 IN CAMERA

## 11.0 IN CAMERA CONFIDENTIAL ITEMS

IN CAMERA

MOTION: 14.07.358. Moved by: COUNCILLOR ROXIE RUTT That, in compliance with Section 197(2) of the Municipal Government Act, this meeting go in camera at 11:31 a.m.

**CARRIED** 

## 11.1 STAFFING

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July 8, 2014

**OUT OF CAMERA** 

MOTION: 14.07.359. Moved by: COUNCILLOR LES URNESS

That, in compliance with Section 197(2) of the Municipal Government Act, this

meeting come out of camera at 12:45 p.m.

**CARRIED** 

#12 ADJOURNMENT

**12.0 ADJOURNMENT** 

MOTION: 14.07.360. Moved by: COUNCILLOR LES URNESS

That this meeting adjourn at 12:46 p.m.

**CARRIED** 

REEVE

CHIEF ADMINISTRATIVE OFFICER



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

SUBJECT: All-Terrain Vehicle Purchase – Recreation Inventory Equipment

SUBMISSION TO: REVIEWED AND APPROVED FOR SUBMISSION Regular Council Meeting

July 22, 2014 MEETING DATE: CAO: MH MANAGER: ΑE

DEPARTMENT: Community Services/Recreation GM: DM PRESENTER: ΑE

FILE NO./LEGAL: LEGAL/ POLICY REVIEW: N/A STRATEGIC PLAN: FINANCIAL REVIEW:

**RELEVENT LEGISLATION:** 

Provincial (cite) - N/A

Council Bylaw / Policy (cite) – N/A

### RECOMMENDED ACTION:

MOTION: That Council approve the purchase of a 2014 Artic Cat 1000XT, All Terrain Vehicle from Northgate Honda, Grande Prairie, Alberta for a total amount of \$11,791.50, with funds to come from the 2014 Recreation & Culture Capital Budget.

# BACKGROUND / PROPOSAL:

The \$11,791.50 cost of the All-Terrain Vehicle is below the approved 2014 Recreation and Culture Capital Budget amount of \$14,000.00.

Many of the potential and unofficial but currently-in-use recreation sites are either walk, All-Terrain Vehicle or equestrian access only. These areas are typically remote, overgrown, and hard to access, contain various environmental and topographic obstacles and can sometimes encompass vast areas.

An All-Terrain Vehicle decreases the time needed to conduct an inventory of these sites as well as limits the obstacles and reduces the risk of these areas.

After reviewing the quotes received it was determined that the Arctic Cat 1000XT has the most value for the price. It has a larger engine which is almost twice as powerful as the Honda's and is 1/9<sup>th</sup> more powerful than the more expensive CanAm. The Arctic Cat has all the standard and extra features of the Honda and the CanAm. The Arctic Cat is a generalized piece of equipment but is still heavy duty enough to handle the variety of environments.

**OPTIONS - BENEFITS / DISADVANTAGES:** 

# **Options:**

1. Council has the option to deny the equipment purchase and request Administration to resubmit the quote request for the selected items.

### **Benefits:**

- 1. The Arctic Cat 1000XT will support the timely delivery of the Recreation Inventory Program and therefore the goals of the Recreation Services Department as a whole.
- 2. The Arctic Cat 1000XT is the most capable of meeting the requirements of Recreation Services.

# **Disadvantages:**

1. Requesting new quotes will negatively impact the delivery date of the inventory program and Greenview's operational services in regards to recreation services.

# COSTS / SOURCE OF FUNDING:

The All-Terrain Vehicle purchase price of \$11,791.50, will come from the 2014 Recreation & Culture Capital Budget.

# ATTACHMENT(S):

**Quote Listing** 



# **ATV Quote Listing**

A Request for Quotes was sent to three vendors with the following specification requirements:

- 2014 Honda TRX500FM Forman or comparable
- 2014 Honda TRX500PG Trail Edition or comparable
- 2014 Honda TRX680F Rincon or comparable
- 2014 Arctic Cat 1000XT or comparable

**Note:** Yamaha ATV suppliers were not contacted based on Administration's research that they were more expensive with less value for the dollar.

Quotes were received from two vendors with the following results:

| ATV Quotes                    |             |             |          |          |                   |  |
|-------------------------------|-------------|-------------|----------|----------|-------------------|--|
| Northgate Honda               |             |             |          |          |                   |  |
| ltem                          | Description | Cost        | GST      | Tire Tax | <b>Total Cost</b> |  |
| 2014 Honda TRX500FM Forman    | 475cc       | \$9,514.00  | \$475.70 | \$16.80  | \$10,006.50       |  |
| 2014 Honda TRX500PG Trail Ed. | 499cc       | \$10,014.00 | \$500.70 | \$16.80  | \$10,531.50       |  |
| 2014 Honda TRX680F Rincon     | 675cc       | \$10,614.00 | \$530.70 | \$16.80  | \$11,161.50       |  |
| 2014 Artic Cat 1000XT         | 951cc       | \$11,214.00 | \$560.70 | \$16.80  | \$11,791.50       |  |
|                               |             |             |          |          |                   |  |
|                               | Riverside H | londa       |          |          |                   |  |
| ltem                          | Description | Cost        | GST      | Tire Tax | Total Cost        |  |
| 2014 Honda TRX500FM Forman    | 475cc       | \$9,248.00  | \$462.40 | \$16.80  | \$9,727.20        |  |
| 2014 Honda TRX500PG Trail Ed. | 499сс       | \$9,998.00  | \$499.90 | \$16.80  | \$10,514.70       |  |
| 2014 Honda TRX680F Rincon     | 675cc       | \$10,598.00 | \$529.90 | \$16.80  | \$11,144.70       |  |
| 2014 CanAm Outlander XT 800R  | 800cc       | \$12,748.00 | \$637.40 | \$16.80  | \$13,402.20       |  |





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

SUBJECT: Utility Trailer Purchase – Recreation Inventory Equipment

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: July 22, 2014 CAO: MH MANAGER: AE

DEPARTMENT: Community Services/Recreation GM: DM PRESENTER: AE

FILE NO./LEGAL: N/A LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

RELEVENT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw / Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council approve the purchase of a 5' X 10' Galvanized Utility Trailer from Valleyview Home Hardware for a total amount of \$1,845.89, with funds to come from the 2014 Recreation & Culture Capital Budget.

# BACKGROUND / PROPOSAL:

The \$1,845.89 cost of the trailer is below the approved 2014 Recreation and Culture Capital Budget amount of \$3,000.00.

The main function of the trailer is to haul the Recreation Services ATV to remote and large sites for the purpose of completing a recreation inventory. The utility trailer must be small enough to fit down trails and tight turns as many of the potential and unofficial but currently-in-use recreation sites are either walk, All-Terrain Vehicle or equestrian access only and are generally not easily accessible. The proposed trailer would be adequate for Recreation Services requirements.

# **OPTIONS - BENEFITS / DISADVANTAGES:**

## **Options:**

1. Council has the option to deny the equipment purchase and request Administration to resubmit the quote request for the selected items.

# **Benefits:**

- 1. The 5' X 10' Galvanized Utility Trailer will support the timely delivery of the Recreation Inventory Program and therefore the goals of the Recreation Services Department as a whole.
- 2. The 5' X 10' Galvanized Utility Trailer is lightweight but will not be easily damaged or difficult to tow over undeveloped terrain.

3. The 5' X 10' Galvanized Utility Trailer is versatile enough to carry some items other than an ATV.

# **Disadvantages:**

1. Requesting new quotes will negatively impact the delivery date of the Inventory Program and Greenview's operational services in regards to Recreation Services.

# COSTS / SOURCE OF FUNDING:

The 5' X 10' Galvanized Utility Trailer purchase price of \$1,845.89 will come from the 2014 Recreation & Culture Capital Budget.

# ATTACHMENT(S):

Quote Listing



# **Trailer Quote Listing**

A Request for Quotes was sent to three vendors with the following specification requirements:

- 5' 6' Wide
- 10' 14' Long
- Ramp Included
- Lightweight
- Hold a minimum of 2000 lbs

Quotes were received from three vendors with the following results:

| Trailer Quo   | tes                              |                     |                               |
|---|----------------------------------|---------------------|-------------------------------|
|   |                                  | Vendor              |                               |
| Item  | Home<br>Hardware -<br>Valleyview | Lowes -<br>Edmonton | SWS<br>Trailers -<br>Westlock |
| 5' X 10' Galvanized Utility Trailer With Ramp         | \$1,845.89                       |                     |                               |
| 6' x 12' Utility Trailer With Ramp                    |                                  | \$1,981.35          |                               |
| 5' X 10' Utility Trailer With Ramp without side rails |                                  |                     | \$1,807.05                    |
| 6.5' X 12' Utility Trailer                            |                                  |                     | \$2,184.00                    |



| Price Breakdown                               |                  |         |         |                   |
|---|------------------|---------|---------|-------------------|
| Recommended Item                              | <b>Unit Cost</b> | Eco-Fee | GST     | <b>Total Cost</b> |
| 5' X 10' Galvanized Utility Trailer With Ramp | \$1,749.99       | \$8.00  | \$87.90 | \$1,845.89        |



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

SUBJECT: Outdoor Parks & Recreation Signage Standards

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: July 22, 2014 CAO: MH MANAGER: AE

DEPARTMENT: Community Services/Recreation GM: DM PRESENTER: AE

FILE NO./LEGAL: N/A LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

RELEVENT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw / Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the Parks & Recreation Signage Standards as presented.

BACKGROUND / PROPOSAL:

The presentation of signage and typography in a consistent format is one of the keys to having a successful corporate identity and recreation program.

Signage standards provide patrons with comfort and peace of mind when they recognize a familiar standard from one area to the next, they may recognize the general consistency of the rules and regulations. The symbols depicted within the Signage Standards Manual are used by other agencies such as the Province, thereby making them easily recognizable for patrons.

Signage standards help build a corporate brand that begins with uniformity. When patrons have a positive experience they may recognize a company's brand quicker in other mediums and a positive reputation may develop.

Having a set of standards may increase the efficiency of the development and maintenance program.

**OPTIONS - BENEFITS / DISADVANTAGES:** 

## **Options:**

1. Council has the option to request Administration to adjust the signage standards or approve them at a later date.

# **Benefits:**

- 1. Adopting signage standards provides Administration with a set direction for delivering the Recreation Development Program efficiently.
- 2. Signage Standards may reduce the approval process time again supporting a timely delivery of the Recreation Development Program.
- 3. Signage Standards allow for the uniformity and consistency of facilities throughout Greenview.

# **Disadvantages:**

1. The disadvantage of not having Signage Standards is the resulting inconsistency throughout the recreation facilities.

| COSTS / SOURCE OF FUNDING: |  |  |
|----------------------------|--|--|
| None                       |  |  |
| ATTACHMENT(S):             |  |  |

Proposed Greenview Signage Standards July, 2014.

# Municipal District of Greenview No. 16 Parks & Recreation Signage Manual

Standards and Guidelines

July, 2014



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# Typeface and Logo Section 1

The presentation of typography in a consistent format plays a fundamental role in corporate identity. The fonts used in MD of Greenview Signage are from the Helvetica Neue family - 67 Helvetica Neue Medium Condensed and 77 Helvetica Neue Bold Condensed. Helvetica Neue© is regarded by typographers and designers as the premium version of Helvetica. This contemporary design is versatile and highly legible.

67 Helvetica Neue Medium Condensed

# ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

67 Helvetica Neue Bold Condensed

# ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz

Greenview logo - for use on all sign types where noted.



Greenview Sweep - for use on all sign types where noted.



# Sign Colour Schedule

# Section 1

The following table provides Pantone® and process ink - cyan, magenta, yellow and black - equivalents for the signage colour palette.

| Colour | Specification                         |                              | Typical Application   |
|--------|---------------------------------------|------------------------------|---|
|        | Pantone 116C                          | R = 255<br>G = 192<br>B = 0  | Background, emergency information panels                          |
|        | C = 0<br>M = 28<br>Y = 196<br>K = 0   | H = 32<br>S = 255<br>L = 128 | Advisory trail markers  |
|        | Pantone<br>Blue 072C                  | R = 11<br>G = 0<br>B = 158   | Background, area name panels                                      |
|        | C = 97<br>M = 91<br>Y = 0<br>K = 60   | H = 173<br>S = 255<br>L = 79 | Background, visitor guidelines panels<br>Background trail markers |
|        | Pantone 356C                          | R = 0<br>G = 121<br>B = 52   | Background, general information panels                            |
|        | C = 96<br>M = 26<br>Y = 100<br>K = 15 | H = 103<br>S = 255<br>L = 61 | Allowance trail markers   |
|        | Pantone 7460C                         | R = 0<br>G = 82<br>B = 136   | Background, welcome panels  |
|        | C = 96<br>M = 60<br>Y = 9<br>K = 12   | H = 145<br>S = 255<br>L = 68 | Background map panels   |
|        | Pantone                               | R = 251<br>G = 26<br>B = 9   | Text, emergency, advisory panels                                  |
|        | C = 0<br>M = 100<br>Y = 99<br>K = 1   | H = 3<br>S = 247<br>L = 130  | Prohibition trail markers   |

# Signage Categories

Section 2

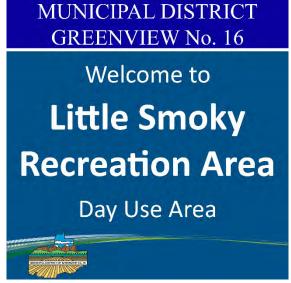
Sign Type Application Location

Welcome

Identify park, welcome visitors.

Park arrival point. Face direction of traffic and relevant sight lines.





1200mm x 1200mm

Sign Type Application Location

**General Park Information** 

Visitor guidelines, emergency information general contact information.

Park arrival point. Face direction of traffic and relevant sight lines.



1200mm x 1200mm

# Signage Categories

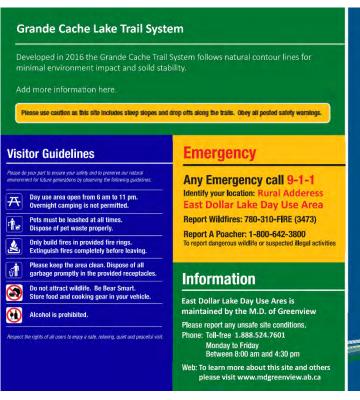
Section 2

Sign Type Application Location

**Kiosk** 

Visitor guidelines, emergency information general contact information, advisories, maps.

Park arrival point. Face direction of traffic and relevant sight lines.





1700mm x 900mm

Sign Type Application Location

**Trail Markers** 

Symbol based regulations. Allowance, prohibition, advisory.

Relevant placement.







200mm x 300mm

# Signage Categories

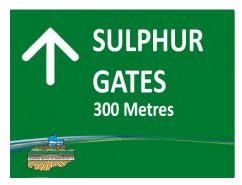
# Section 2

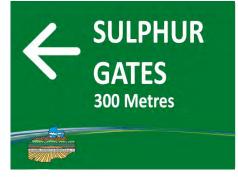
Sign Type Application Location

**Directional** 

Way finding information.

Face direction of traffic, trail heads and relevant sight lines.







400mm x 300mm

400mm x 300mm

200mm x 300mm

Sign Type Application Location

Trail Map Trail way finding.

Kiosk signage, relevant trail placement.



400mm x 400mm



900mm x 900mm

# **Panel Classifications**

# Section 3

| Panel Type         | Classification                   | Application                              |  |
|--------------------|----------------------------------|--|--|
| Visitor Guidelines | Visitor guidelines, regulations. | Park regulations signage, kiosk signage. |  |



400mm x 600mm

| Panel Type            | Classification   | Application                              |  |
|-----------------------|--|--|--|
| Emergency Information | Emergency, report wildlife and report a poacher contact information. | Park regulations signage, kiosk signage. |  |

# **Emergency**

# Any Emergency call 9-1-1

**Identify your location: Rural Adderess** East Dollar Lake Day Use Area

Report Wildfires: 780-310-FIRE (3473)

Report A Poacher: 1-800-642-3800

To report dangerous wildlife or suspected illegal activities

400mm x 300mm

# **Panel Classifications**

# Section 3

| Panel Type          | Classification                | Application                              |
|---------------------|-------------------------------|--|
| General Information | General, contact information. | Park regulations signage, kiosk signage. |

# **Information**

East Dollar Lake Day Use Ares is maintained by the M.D. of Greenview

Please report any unsafe site conditions.

Phone: Toll-free 1.888.524.7601

Monday to Friday Between 8:00 am and 4:30 pm

Web: To learn more about this site and others please visit www.mdgreenview.ab.ca

400mm x 300mm

| Panel Type   | Classification                            | Application   |
|--------------|---|---------------|
| Introduction | General Information, relevant advisories. | Kiosksignage. |

# **Grande Cache Lake Trail System**

Developed in 2016 the Grande Cache Trail System follows natural contour lines for minimal environment impact and soild stability.

Add more information here.

Please use caution as this site includes steep slopes and drop offs along the trails. Obey all posted safety warnings.

800mm x 300mm

# **Panel Classifications**

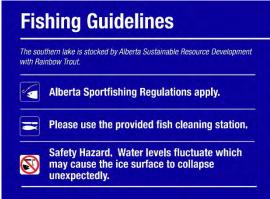
# Section 3

Panel Type Classification Application

Fishing Regulations

Fishing guidelines, regulations.

Park regulations signage, kiosk signage.



400mm x 300mm



400mm x 450mm

# Recreational Symbols

Section 4

# Symbols - Allowance























# Symbols - Prohibition

















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

SUBJECT: **Outdoor Recreation Facilities Design Standards** 

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 22, 2014 CAO: MH MANAGER: ΑE

DEPARTMENT: Community Services/Recreation GM: DM PRESENTER: ΑE

> LEGAL/ POLICY REVIEW: FINANCIAL REVIEW:

RELEVENT LEGISLATION:

FILE NO./LEGAL:

STRATEGIC PLAN:

Provincial (cite) - N/A

Council Bylaw / Policy (cite) – N/A

N/A

RECOMMENDED ACTION:

MOTION: That Council approve the proposed Outdoor Recreation Facility Design Standards Levels 1 through 5 as presented.

BACKGROUND / PROPOSAL:

A Recreation Coordinator was hired for the purpose of enhancing the Recreation Department which would include developing design standards for existing and future Municipal Recreation Facilities.

Design standards are required for uniformity and consistency for outdoor recreation facilities within Greenview. The recommended 5 levels of design standards are demonstrated for Council's consideration.

> Level 1 $\rightarrow$  Level 2 $\rightarrow$  Level 3 $\rightarrow$  Level 4 $\rightarrow$  Level 5 Basic←Degree of Development→Advanced

- Level 1 is the most basic of the levels which provides low site amenities, low use, low maintenance, low impact, low cost and low direct return.
- Level 5 is the most advanced of the levels providing many site amenities, has extensive use, higher impact, high maintenance, barrier free, high cost and has a higher direct return.

Greenview Recreation Services strives for and requires both aesthetic and functional excellence out of the facilities and aims to set a standard that is above the industry standard to provide a truly unique and pleasing experience.

# **OPTIONS - BENEFITS / DISADVANTAGES:**

# **Options:**

1. Council has the option to request Administration to adjust the design standards.

### **Benefits:**

- 1. Adopting design standards provides a set direction allowing administration to deliver the Recreation Development Program efficiently.
- 2. Design standards may reduce the process time, supporting a timely delivery of the Recreation **Development Program**

## **Disadvantages:**

1. The disadvantage of not having design standards is the potential inconsistency of service levels.

# COSTS / SOURCE OF FUNDING:

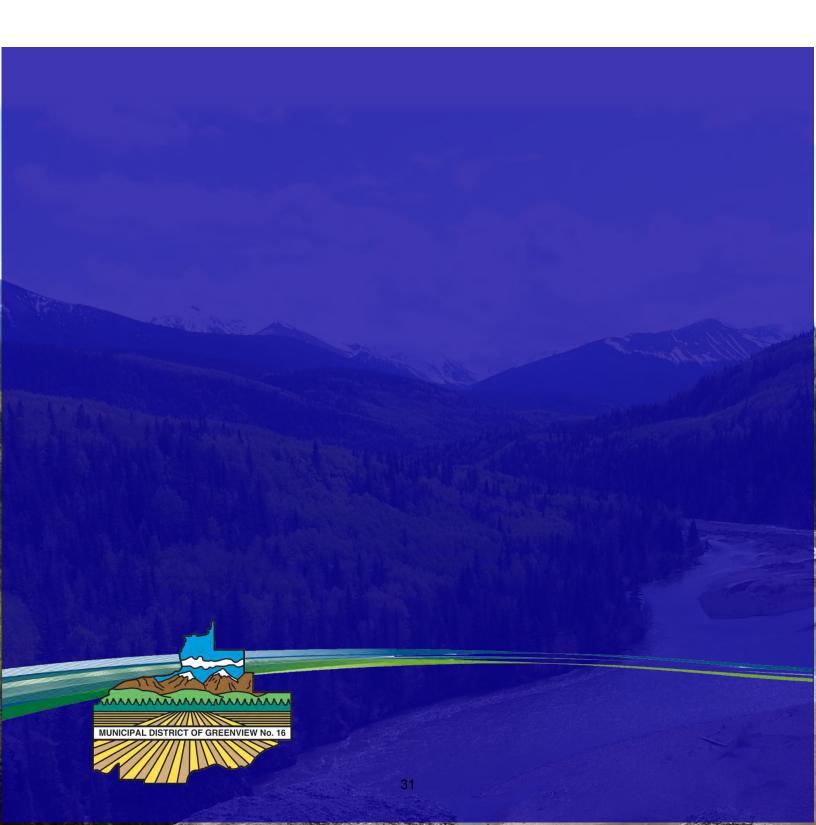
None

# ATTACHMENT(S):

- Level 1 5 Design Standards Booklets
- **Design Standards Matrix**
- **Road Standards**
- Access/Egress Standards
- **Garbage and Recycling Containers Standards**
- **Information Kiosk Standards**
- **Bathroom Facility Standards**
- **Designated Trail Standards**
- **Campsite Picnic Table Standards**
- Fire Pit Standard
- Site Post Standards

# Municipal District of Greenview No. 16 Parks & Recreation Design Standards

July, 2014





# Outdoor Recreation Facility All Levels Design Standard

### Fence/Barrier

- o It is recommended the entire property be fenced off or have an appropriate barrier to provide patrons with a sense of security. A fence or barrier is also a tool used to exercise safety and due diligence concerning access to the site.
  - The minimum fencing should be 4', high-tensile page wire with the option of using appropriate barriers including: lakes, rivers, rock walls, concrete and dense forest (15 yr. old black spruce with no trails through it.)

# Fire Smart \*\*unless fire smarting negates the point of the facility\*\*

- When in a wooded area, unless fire smarting negates the point of the facility, it is recommended to follow Alberta Environment and Sustainable Resource Development's (AESRD's) Fire Smart for Homeowners Manual Standards and Guidelines as follows.
  - Prune tree branches to a minimum height of 2 meters.
  - Store firewood a minimum of 10 meters from any structures (avoid a down-slope location)
  - Remove all combustible trees, long grass, shrubs, logs, branches, twigs and needles from within 10 meters of any structure.
  - Thin trees, aim for 3-6 meters between crowns for at least 30 meters from any structure.
  - Contact the utility company if any trees or branches are not clear from power lines.
  - Keep grass which is within 10 meters of buildings watered and mowed.
  - Have the address or legal land description visible for quick identification by fire services.
  - Ensure roadways are wide enough to accommodate emergency vehicles so they have enough space to turn around.
  - Provide an alternate emergency access route to and from the property.
  - Have a nearby pond or tank with an emergency water supply.
  - Ensure fire pits are fire smarted.
  - Clear the road of trees of at least 3 meters on either side.
  - Ensure and chimneys are to code and have spark arrestors installed.
  - Close in any eaves, vents or soffits
  - Sheath the undersides of any decks, balconies and crawl spaces with flame-resistant materials.
  - Locate propane tanks at least 10 meters from any buildings and clear vegetation for at least 3 meters around propane tanks.
  - Use only Class A-B- or C rated fire resistant roofing and fire-resistant exterior siding.
  - Install solid shutters or metal fiber-screens to provide increased fire protection for windows and doors.

# Outdoor Recreation Facility Level 1 Design Standards

Function: Level 1 Outdoor Recreation Facilities are designed to be low maintenance and low amenity.

## Access/Entry

- o Each site must have a minimum of 2 Access/Egress Points
  - 1 Primary "Main" Entrance/Exit
  - 1 Emergency Only Entrance/Exit

## **Garbage & Recycling**

- o Only certified Bear-Proof Garbage and Recycling containers are to be used.
- Containers are to be placed at all common areas:
  - Bathrooms/Outhouses
  - Boat launches/Docks
  - Trailheads/Junctions
  - Site Entry/Exit
  - Kiosks
  - Playgrounds
  - Games fields

**Kiosks** \*\*Ideally the Site Map, Information, Emergency, Visitor Guidelines and Site Background Panels, will be used for information in the Advertisement Brochure as well as the same colours and fonts be used for continuity and User Recall.\*\* Each Kiosk will have a minimum of 2 sides.

- Every Facility must have an information Kiosk and be constructed following the above fire smart guide lines and the following as well. Every Kiosk must have:
  - A site map of the facility containing the location of:
    - Features and Assets (campsites, playgrounds, swimming areas etc.)
    - Trails
    - Roads
    - Boundaries
    - Washrooms
    - Garbage Disposal
    - Parking
    - Muster Point
    - Scale
    - North Arrow
  - An Information Panel containing:
    - Who maintains the site
    - Contact info (phone, email or both)
    - Website information
  - An Emergency Panel containing:

- Emergency Phone Numbers
- Location Name
- Location Address
- Other Location Information
- Report Wildfires Phone Number
- Report Suspicious Behaviour Number (Local RCMP non-emergency line)
- A Visitor Guideline Panel containing:
  - A small message at the beginning asking everyone to "Do your part to ensure your safety and preserve our natural environment for future generation by observing the following guidelines."
  - Campfire Guidelines
  - Garbage Disposal Guidelines
  - Pet Guidelines
  - Trail Guidelines
  - Off-Highway-Vehicle Guidelines
  - Wildlife Guidelines
  - Alcohol Guidelines
  - Quiet hours or Hours of Operation
  - Any other site specific Guidelines
  - A small message at the end asking patrons to "Respect the rights of all users to enjoy a safe, relaxing, quiet and peaceful visit."
- Site Background Panel containing:
  - General History of the Site
    - Usage History
    - Development History
    - Future Plans
- An M.D. of Greenview Regional Recreation Facilities Map Panel containing:
  - All other Recreation Facilities. Including; Federal, Provincial, Municipal and Private.
  - Main Roads and Access Roads to Recreation Facilities
  - Water Bodies
  - Historical and Current Trails.
- A History panel (showing pictures and stories) of:
  - The Site and Surrounding Area
  - Quirks or Neat things or events which occurred at the site or surrounding area.
- A QR Code AND website which takes the user to the sites designate webpage.

### **Bathroom Facilities**

- It is recommended that bathroom facilities be located at each different aspect of the park (group camping, seasonal reserve, playground, beaches, day use area etc.):
  - Any reasonably usable area of the Facility should be no more than a 2 minute walking distance (161m or 528"). If this is exceed another Bathroom facility shall be placed.
  - For Level 1 Facilities where there is not a concern of firearm/target shooting in the park concrete outhouses will be placed.

- For Level 1 Facilities where there is a concern of firearms/target shooting plastic outhouses may be considered.
- For Level 1 Facilities there will be no designation for Male or Female Restrooms
- The number of units and size of holding tanks at a specific location will depend on surrounding features and estimated usage.

## Signage

- All signage will be composed aluminum material and with have the actual message printed in vinyl, due to low maintenance and low repair.
- Signage Messages will resemble closely the signage standard set for the Alberta Tourism Parks and Recreation, for ease of understanding.
- o Signage will also be placed as to be strategically visible but not in the way. (Site Specific)
- o Signage size is laid out as per the signage manual and will depend on the following factors
  - Development Phase
  - Type of Signage
  - Issues or concerns in the area.

#### **Roads**

- All outdoor road widths will be designed as a two-way road, minimum of 5.0 m (16.5') wide, in order to accommodate Larger Heavy units such as large fifth wheels and RV's. However all roads will have a Designated Direction.
- o All roads must have an appropriate crown.
- Phase 1 roads should constructed of 1/1/2" gravel or crush, packed then 3/4" crush should be placed on top.
- o Sub grade underneath the 1/% i.e.: clay, sand etc. shall be to Greenview Standards.
- o All roads shall be signed in order to reduce/limit Risk and Liability.

### **Designated Trails**

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture
  - Topography
  - Surrounding Vegetation
  - Surrounding Features ie. Highways, roads, streams etc.
- Dependent on soil conditions trails should be capped with gravel screenings and packed tightly.
- All trails shall be signed in order to reduce/limit Risk and Liability.

# Outdoor Recreation Facility Level 2 Design Standards

Function: Level 2 Outdoor Recreation Facilities are designed to be low maintenance and with a slightly higher amenity level than Level 1. Level 2 facilities should hold more patrons than Level 1.

## Access/Entry

- o Each site must have a minimum of 2 Access/Egress Points
  - 1 Primary "Main" Entrance/Exit
  - 1 Emergency Only Entrance/Exit
  - Some Extra/Overflow Parking where available.

## **Garbage & Recycling**

- o Placement of a minimum of 1 Large Bear Proof Container Requires (dumpster size).
- o Only certified Bear-Proof Garbage and Recycling containers are to be used.
- Containers are to be placed at all common areas:
  - Bathrooms/Outhouses
  - Boat launches/Docks
  - Trailheads/Junctions
  - Site Entry/Exit
  - Kiosks
  - Playgrounds
  - Games fields

**Kiosks** \*\*Ideally the Site Map, Information, Emergency, Visitor Guidelines and Site Background Panels, will be used for information in the Advertisement Brochure as well as the same colours and fonts be used for continuity and User Recall.\*\* Ideally Each Kiosk will have a minimum of 2 sides.

- o Level 2 provides the option of having a minimum of one extra panel wall available.
- Every Facility must have an information Kiosk and be constructed following the above fire smart guide lines and the following as well. Every Kiosk must have:
  - A site map of the Facility Containing the location of:
    - Features and Assets (Campsites, Playgrounds, Swimming areas etc.)
    - Trails
    - Roads
    - Boundaries
    - Washrooms
    - Garbage Disposal
    - Parking
    - Muster point
    - Scale
    - North Arrow
  - An Information Panel containing:
    - Identifying the Maintenance Person

- Contact info (phone, email or both)
- Website information
- An Emergency Panel containing:
  - Emergency Phone Numbers
  - Location Name
  - Location Address
  - Other Location Information
  - Report Wildfires Phone Number
  - Report Suspicious Behaviour Number (Local RCMP non-emergency line)
- A Visitor Guideline Panel containing:
  - A small message at the beginning asking everyone to "Do your part to ensure your safety and preserve our natural environment for future generation by observing the following guidelines."
  - Campfire Guidelines
  - Garbage Disposal Guidelines
  - Pet Guidelines
  - Trail Guidelines
  - Off-Highway-Vehicle Guidelines
  - Wildlife Guidelines
  - Alcohol Guidelines
  - Quiet hours or Hours of Operation
  - Any other site specific Guidelines
  - A small message at the end asking patrons to "Respect the rights of all users to enjoy a safe, relaxing, quiet and peaceful visit."
- Site Background Panel containing:
  - General History of the Site
    - Usage History
    - Development History
    - Future Plans
- An Greenview Regional Recreation Facilities Map Panel containing:
  - All other Recreation Facilities. Including; Federal, Provincial, Municipal and Private.
  - Main Roads and Access Roads to Recreation Facilities
  - Water Bodies
  - Historical and Current Trails.
- A History panel (showing pictures and stories) of:
  - The Site and Surrounding Area
  - Quirks or Neat things or events which occurred at the site or surrounding area.
- A QR code AND website which takes the user to the sites designate webpage.

#### **Bathroom Facilities**

- It is recommended that bathroom facilities be located at each different aspect of the park (Group Camping, Seasonal Reserve, Playground, beaches, day use area etc.):
  - Any reasonably usable area of the Facility should be should be no more than a 2 minutes walking distance (161m or 528"). If this is exceed another Bathroom facility shall be placed.
  - For Level 2 Facilities concrete outhouses will be placed.
  - For Level 2 Facilities there will be no designation for Male or Female Restrooms
  - The number of units and size of holding tanks at a specific location will depend on surrounding features and estimated usage.

#### Signage

- All signage will be composed aluminum material and with have the actual message printed in vinyl, due to low maintenance and low repair.
- Signage Messages will resemble closely the signage standard set for the Alberta Tourism Parks and Recreation, for ease of understanding.
- o Signage will also be placed as to be strategically visible but not in the way. (Site Specific)
- o Signage size is laid out as per the signage manual and will depend on the following factors
  - Development Phase
  - Type of Signage
  - Issues or concerns in the area.

#### Roads

- All Outdoor Road Widths will be designed as a two-way road, minimum of 5.5 m (18') wide, in order to accommodate Larger Heavy units such as Large Fifth Wheels and RV's. However all roads will have a Designated Direction.
- o All roads must have an appropriate crown.
- o Phase 1 roads should constructed of 1/ ½" Gravel or Crush, Packed then ¾" crush should be placed on top.
- Sub grade underneath the 1 1/2 ie: Clay, sand etc. shall be to M.D. Standards.
- A minimum of 1 turnaround per Asset Section (Group Camping, Seasonal Reserve, and General Camping) is to be constructed.
- o All roads shall be signed in order to reduce/limit Risk and Liability.

#### **Designated Trails**

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture
  - Topography
  - Surrounding Vegetation
  - Surrounding Features ie. Highways, roads, streams etc.

- o Dependent on soil conditions trails should be capped with gravel screenings and packed tightly.
- $\circ$  Trails will be bordered on both sides by either landscape ties or rubberized posts. A minimum of 1  $\frac{1}{2}$ " weeping tile pipe is to be placed just below the surface at the edge of the trail on both sides.
- o All trails shall be signed in order to reduce/limit Risk and Liability.

# Outdoor Recreation Facility Level 3 Design Standards

Function: Level 3 Outdoor Recreation Facilities are designed to be slightly higher maintenance with a slightly higher amenity level than Level 2. Level 3 facilities should hold more patrons than Level 2.

#### Access/Entry

- o Each site must have a minimum of 2 Access/Egress Points
  - 1 Primary "Main" Entrance/Exit
  - 1 Emergency Only Entrance/Exit
  - Overflow parking should be nearly adjacent to the Main Entrance/ Exit

#### **Garbage & Recycling**

- o Placement of multiple Large Bear Proof Containers (per asset section).
- o Only certified Bear-Proof Garbage and Recycling containers are to be used.
- Containers are to be placed at all common areas.
  - Bathrooms/Outhouses
  - Boat launches/Docks
  - Trailheads/Junctions
  - Site Entry/Exit
  - Kiosks
  - Playgrounds
  - Games fields

**Kiosks** \*\*Ideally the Site Map, Information, Emergency, Visitor Guidelines and Site Background Panels, will be used for information in the Advertisement Brochure as well as the same colours and fonts be used for continuity and User Recall.\*\* Ideally Each Kiosk will have a minimum of 2 sides.

- Level 3 provides the option of having a minimum of one extra panel wall available.
- Level 3 Kiosks should also be lighted at night.
- Every Facility must have an information Kiosk and be constructed following the above fire smart guide lines and the following as well. Every Kiosk must have:
  - A site map of the Facility Containing the location of:
    - Features and Assets (Campsites, Playgrounds, Swimming areas etc.)
    - Trails
    - Roads
    - Boundaries
    - Washrooms
    - Garbage Disposal
    - Parking
    - Muster point
    - Scale
    - North Arrow

- An Information Panel containing:
  - Who maintains the site
  - Contact info (phone, email or both)
  - Website information
- An Emergency Panel containing:
  - Emergency Phone Numbers
  - Location Name
  - Location Address
  - Other Location Information
  - Report Wildfires Phone Number
  - Report Suspicious Behaviour Number (Local RCMP non-emergency line)
- A Visitor Guideline Panel containing:
  - A small message at the beginning asking everyone to "Do your part to ensure your safety and preserve our natural environment for future generation by observing the following guidelines."
  - Campfire Guidelines
  - Garbage Disposal Guidelines
  - Pet Guidelines
  - Trail Guidelines
  - Off-Highway-Vehicle Guidelines
  - Wildlife Guidelines
  - Alcohol Guidelines
  - Quiet hours or Hours of Operation
  - Any other site specific Guidelines
  - A small message at the end asking patrons to "Respect the rights of all users to enjoy a safe, relaxing, quiet and peaceful visit."
- Site Background Panel containing:
  - General History of the Site
    - Usage History
    - Development History
    - Future Plans
- An Greenview Regional Recreation Facilities Map Panel containing:
  - All other Recreation Facilities. Including; Federal, Provincial, Municipal and Private.
  - Main Roads and Access Roads to Recreation Facilities
  - Water Bodies
  - Historical and Current Trails.
- A History panel (showing pictures and stories) of:
  - The Site and Surrounding Area
  - Quirks or Neat things or events which occurred at the site or surrounding area.
- A QR code AND website which takes the user to the sites designate webpage.

#### **Bathroom Facilities**

- It is recommended that bathroom facilities be located at each different aspect of the park (Group Camping, Seasonal Reserve, Playground, beaches, day use area etc.):
  - Any reasonably usable area of the Facility should be should be no more than a 2 minutes walking distance (161m or 528"). If this is exceed another Bathroom facility shall be placed.
  - For Level 3 Facilities Stone or Concrete Outhouses will be placed.
  - For Level 3 Facilities there will be no designation for Male or Female Restrooms
  - The number of units and size of holding tanks at a specific location will depend on surrounding features and estimated usage.

#### Signage

- All signage will be composed aluminum material and with have the actual message printed in vinyl, due to low maintenance and low repair.
- o Level 3 Provides an Option to have Feature signs in Artisan wood or Metal.
- Signage Messages will resemble closely the signage standard set for the Alberta Tourism Parks and Recreation, for ease of understanding.
- Signage will also be placed as to be strategically visible but not in the way. (Site Specific)
- o Signage size is laid out as per the signage manual and will depend on the following factors
  - Development Phase
  - Type of Signage
  - Issues or concerns in the area.

#### **Roads**

- All Outdoor Road Widths will be designed as a two-way road, minimum of 6 m (19.6') wide, in order to accommodate Larger Heavy units such as Large Fifth Wheels and RV's. However all roads will have a Designated Direction.
- All roads must have an appropriate crown.
- Phase 1 roads should constructed of 1/ ½" Gravel or Crush, Packed then ¾" crush should be placed on top.
- Sub grade underneath the 1 /½ ie: Clay, sand etc. shall be to M.D. Standards.
- o Multiple turnarounds should be available were convenient.
- o All roads shall be signed in order to reduce/limit Risk and Liability.

#### **Designated Trails**

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture
  - Topography
  - Surrounding Vegetation
  - Surrounding Features ie. Highways, roads, streams etc.

- o Dependent on soil conditions trails should be capped with Red Colored Shale and packed tightly.
- $\circ$  Trails will be bordered on both sides by either landscape ties or rubberized posts. A minimum of 1  $\frac{1}{2}$ " weeping tile pipe is to be placed just below the surface at the edge of the trail on both sides.
- o All trails shall be signed in order to reduce/limit Risk and Liability.

# Outdoor Recreation Facility Level 4 Design Standards

Function: Level 4 Outdoor Recreation Facilities are designed to be higher maintenance with a higher amenity level than Level 3. Level 4 facilities should hold more patrons than Level 3.

#### Access/Entry

- o Paved
- Each site must have a minimum of 2 Access/Egress Points
  - 1 Primary "Main" Entrance/Exit
  - 1 Emergency Only Entrance/Exit
  - Overflow parking should be directly adjacent to the Main Entrance/ Exit
  - Potential for 1 "Secondary" Entrance
  - Potential for 1 "Secondary" Exit

#### **Garbage & Recycling**

- o Placement of multiple Large Bear Proof Containers (per asset section).
- o Placement of at least One Large Bear Proof Recycling Container
- o Only certified Bear-Proof Garbage and Recycling containers are to be used.
- Containers are to be placed at all common areas.
  - Bathrooms/Outhouses
  - Boat launches/Docks
  - Trailheads/Junctions
  - Site Entry/Exit
  - Kiosks
  - Playgrounds
  - Games fields

**Kiosks** \*\*Ideally the Site Map, Information, Emergency, Visitor Guidelines and Site Background Panels, will be used for information in the Advertisement Brochure as well as the same colours and fonts be used for continuity and User Recall.\*\* Ideally Each Kiosk will have a minimum of 2 sides.

- Level 4 provides the option of having a minimum of one extra panel wall available.
- Level 4 Kiosks should also be lighted at night.
- o Kiosk must be somewhat interactive.
- Every Facility must have an information Kiosk and be constructed following the above fire smart guide lines and the following as well. Every Kiosk must have:
  - A site map of the Facility Containing the location of:
    - Features and Assets (Campsites, Playgrounds, Swimming areas etc.)
    - Trails
    - Roads
    - Boundaries
    - Washrooms

- Garbage Disposal
- Parking
- Muster point
- Scale
- North Arrow
- An Information Panel containing:
  - Who maintains the site
  - Contact info (phone, email or both)
  - Website information
- An Emergency Panel containing:
  - Emergency Phone Numbers
  - Location Name
  - Location Address
  - Other Location Information
  - Report Wildfires Phone Number
  - Report Suspicious Behaviour Number (Local RCMP non-emergency line)
- A Visitor Guideline Panel containing:
  - A small message at the beginning asking everyone to "Do your part to ensure your safety and preserve our natural environment for future generation by observing the following guidelines."
  - Campfire Guidelines
  - Garbage Disposal Guidelines
  - Pet Guidelines
  - Trail Guidelines
  - Off-Highway-Vehicle Guidelines
  - Wildlife Guidelines
  - Alcohol Guidelines
  - Quiet hours or Hours of Operation
  - Any other site specific Guidelines
  - A small message at the end asking patrons to "Respect the rights of all users to enjoy a safe, relaxing, quiet and peaceful visit."
- Site Background Panel containing:
  - General History of the Site
    - Usage History
    - Development History
    - Future Plans
- An Greenview Regional Recreation Facilities Map Panel containing:
  - All other Recreation Facilities. Including; Federal, Provincial, Municipal and Private.
  - Main Roads and Access Roads to Recreation Facilities
  - Water Bodies
  - Historical and Current Trails.
- A History panel (showing pictures and stories) of:
  - The Site and Surrounding Area

- Quirks or Neat things or events which occurred at the site or surrounding area.
- A QR code AND website which takes the user to the sites designate webpage.

#### **Bathroom Facilities**

- It is recommended that bathroom facilities be located at each different aspect of the park (Group Camping, Seasonal Reserve, Playground, beaches, day use area etc.):
  - Any reasonably usable area of the Facility should be should be no more than a 2 minutes walking distance (161m or 528"). If this is exceed another Bathroom facility shall be placed.
  - For Level 4 Facilities Stone or Concrete Outhouses will be placed.
  - For Level 4 Facilities there **IS A** designation for Male or Female Restrooms
  - Running Water is an Option.
  - The number of units and size of holding tanks at a specific location will depend on surrounding features and estimated usage.

#### Signage

- All signage will be composed aluminum material and with have the actual message printed in vinyl, due to low maintenance and low repair.
- Level 3 Provides an Option to have Feature signs in Artisan wood or Metal.
- Signage Messages will resemble closely the signage standard set for the Alberta Tourism Parks and Recreation, for ease of understanding.
- o Signage will also be placed as to be strategically visible but not in the way. (Site Specific)
- o Signage size is laid out as per the signage manual and will depend on the following factors
  - Development Phase
  - Type of Signage
  - Issues or concerns in the area.

#### **Roads**

- All Outdoor Road Widths will be designed as a paved two-way road, minimum of 6.5 m (21.3) wide, with a 300mm shoulder on each side. In order to accommodate Larger Heavy units such as Large Fifth Wheels and RV's, as well as walking or bicycle riding. However all roads will have a Designated Direction.
- o All roads must have an appropriate crown.
- o Road Construction will be to Current Alberta Transportation Paving Standards.
- o Multiple turnarounds should be available were convenient.
- All roads shall be signed in order to reduce/limit Risk and Liability.

#### **Designated Trails**

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture

- Topography
- Surrounding Vegetation
- Surrounding Features ie. Highways, roads, streams etc.
- o Trails are to be paved at the specific use design standard width. Usually 500-1500mm.
- o Trail are to be constructed using current paving standards.
- o All trails shall be signed in order to reduce/limit Risk and Liability.

# Outdoor Recreation Facility Level 5 – Barrier Free Design Standards

Function: Level 5 Outdoor Recreation Facilities are designed to be Barrier Free and are therefore high maintenance with a high amenity level. Level 5 facilities should be able to accommodate the most patrons, however could hold as low as a level 3.

#### Access/Entry

- o Paved
- Each site must have a minimum of 2 Access/Egress Points
  - 1 Primary "Main" Entrance/Exit
  - 1 Emergency Only Entrance/Exit
  - Barrier Free overflow parking should be directly adjacent to the Main Entrance/ Exit
  - Potential for 1 "Secondary" Entrance
  - Potential for 1 "Secondary" Exit

#### **Garbage & Recycling**

- o Barrier Free access to Garbage Bins
- o Placement of multiple Large Bear Proof Containers (per asset section).
- Placement of at least One Large Bear Proof Recycling Container
- o Only certified Bear-Proof Garbage and Recycling containers are to be used.
- Containers are to be placed at all common areas.
  - Bathrooms/Outhouses
  - Boat launches/Docks
  - Trailheads/Junctions
  - Site Entry/Exit
  - Kiosks
  - Playgrounds
  - Games fields

**Kiosks** \*\*Ideally the Site Map, Information, Emergency, Visitor Guidelines and Site Background Panels, will be used for information in the Advertisement Brochure as well as the same colours and fonts be used for continuity and User Recall.\*\* Ideally Each Kiosk will have a minimum of 2 sides.

- Barrier Free Access to Kiosk and Kiosk area.
- o Level 5 provides the option of having a minimum of one extra panel wall available.
- Level 5 Kiosks should also be lighted at night.
- Kiosk must be somewhat interactive.
- Every Facility must have an information Kiosk and be constructed following the above fire smart guide lines and the following as well. Every Kiosk must have:
  - A site map of the Facility Containing the location of:
    - Features and Assets (Campsites, Playgrounds, Swimming areas etc.)
    - Trails

- Roads
- Boundaries
- Washrooms
- Garbage Disposal
- Parking
- Muster point
- Scale
- North Arrow
- An Information Panel containing:
  - Who maintains the site
  - Contact info (phone, email or both)
  - Website information
- An Emergency Panel containing:
  - Emergency Phone Numbers
  - Location Name
  - Location Address
  - Other Location Information
  - Report Wildfires Phone Number
  - Report Suspicious Behaviour Number (Local RCMP non-emergency line)
- A Visitor Guideline Panel containing:
  - A small message at the beginning asking everyone to "Do your part to ensure your safety and preserve our natural environment for future generation by observing the following guidelines."
  - Campfire Guidelines
  - Garbage Disposal Guidelines
  - Pet Guidelines
  - Trail Guidelines
  - Off-Highway-Vehicle Guidelines
  - Wildlife Guidelines
  - Alcohol Guidelines
  - Quiet hours or Hours of Operation
  - Any other site specific Guidelines
  - A small message at the end asking patrons to "Respect the rights of all users to enjoy a safe, relaxing, quiet and peaceful visit."
- Site Background Panel containing:
  - General History of the Site
    - Usage History
    - Development History
    - Future Plans
- An Greenview Regional Recreation Facilities Map Panel containing:
  - All other Recreation Facilities. Including; Federal, Provincial, Municipal and Private
  - Main Roads and Access Roads to Recreation Facilities
  - Water Bodies

- Historical and Current Trails.
- A History panel (showing pictures and stories) of:
  - The Site and Surrounding Area
  - Quirks or Neat things or events which occurred at the site or surrounding area.
- A QR code AND website which takes the user to the sites designate webpage.

#### **Bathroom Facilities**

- o Bathrooms must follow Barrier Free guidelines
- It is recommended that bathroom facilities be located at each different aspect of the park (Group Camping, Seasonal Reserve, Playground, beaches, day use area etc.):
  - Any reasonably usable area of the Facility should be should be no more than a 2 minutes walking distance (161m or 528"). If this is exceed another Bathroom facility shall be placed.
  - For Level 5 Facilities Stone or Concrete Outhouses will be placed.
  - For Level 5 Facilities there **IS A** designation for Male or Female Restrooms
  - Must have Running Water.
  - The number of units and size of holding tanks at a specific location will depend on surrounding features and estimated usage.

#### Signage

- All signage will be composed aluminum material and with have the actual message printed in vinyl, due to low maintenance and low repair.
- Feature signs in Artisan wood or Metal.
- Signage Messages will resemble closely the signage standard set for the Alberta Tourism Parks and Recreation, for ease of understanding.
- Signage will also be placed as to be strategically visible but not in the way. (Site Specific)
- o Signage size is laid out as per the signage manual and will depend on the following factors
  - Development Phase
  - Type of Signage
  - Issues or concerns in the area.

#### **Roads**

- All Outdoor Road Widths will be designed as a paved two-way road, minimum of 7.5 m (24.6') wide, with a 300mm shoulder on each side. In order to accommodate Larger Heavy units such as Large Fifth Wheels and RV's, as well as walking or bicycle riding. However all roads will have a Designated Direction.
- Delineated/obstructed off extra paved 1100mm section on either side of the roadway for Barrier free units, walking and bike riding.
- o All roads are recommended to have an appropriate crown.
- o Road Construction will be to Current Alberta Transportation Paving Standards.
- o Multiple turnarounds should be available were convenient.
- All roads shall be signed in order to reduce/limit Risk and Liability.

#### **Designated Trails**

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture
  - Topography
  - Surrounding Vegetation
  - Surrounding Features ie. Highways, roads, streams etc.
- o Trails are to be paved a minimum of double (2200mm) the barrier free minimum trail width specified by the Government of Alberta and the Canadian Standards Association. And are to have a minimum of a single use (50-1000mm) paved bike lane on both sides of the trail.
- o Are recommended to follow all sloping curb and landing regulations
- o Trail are to be constructed using current paving standards.
- o All trails shall be signed in order to reduce/limit Risk and Liability.

## **Bathroom Facility Options**

#### Recommended Level 5 – Cortez Double Vault Flush Building





Barnwood Walls in Java Brown with Napa Valley Stone Ribbed Metal Roof in Custom Green

 Item
 Price

 Cortez Double Flush
 \$35,000

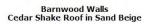
 Installation
 \$25,000

 Freight
 \$13,000

 Price
 \$73,000

 G.S.T.
 \$3,515

 Total Cost
 \$76,000





- 4" Thick Steel Reinforced Concrete Walls
- 5" Thick Steel Reinforced Concrete Roof and Floors
- Vandal Resistant building and components
- Barrier Free
- Flip Down Change Table

#### **Durability**

- Designed for Long life.
- Exceeds Zone 4 earthquake standards
- Can withstand 120mph wind load
- Can withstand 250 pounds per square foot snow load
- Floating Concrete Vaults won't break or crack under frost heave

#### Maintenance

- Steel Reinforced 5000 psi concrete building and vault will not rust or burn
- Building's interior is primed and panted with white paint to reflect natural light from the Lexan windows cast into the walls
- Cleaning the interior can be accomplished with a brush and soapy water of a pressure washer.
- The walls and roof of the structure are made with "colored through concrete." Which are painted with exterior stain followed by an anti-graffiti sealer.

### Recommended Level 3 & 4 - Tioga Special Double Vault Building



| Item                       | Price    |
|----------------------------|----------|
| Tioga Special Double Vault | \$33,600 |
| Installation               | \$23,800 |
| Freight                    | \$12,900 |
| Price                      | \$70,300 |
| G.S.T.                     | \$3,515  |
| Total Cost                 | \$73,815 |

- 4" Thick Steel Reinforced Concrete Walls
- 5" Thick Steel Reinforced Concrete Roof and Floors
- Two 1000 US gal (3785L) containment vaults holding 15,000 uses each
- Sweet Smelling Technology
- Vandal Resistant building and components
- Barrier Free
- Flip Down Change Table

#### Durability

- Designed for Long life.
- Exceeds Zone 4 earthquake standards
- Can withstand 120mph wind load
- Can withstand 250 pounds per square foot snow load
- Floating Concrete Vaults won't break or crack under frost heave

#### Maintenance

- Steel Reinforced 5000 psi concrete building and vault will not rust or burn
- Building's interior is primed and panted with white paint to reflect natural light from the Lexan windows cast into the walls
- Cleaning the interior can be accomplished with a brush and soapy water of a pressure washer.
- The walls and roof of the structure are made with "colored through concrete." Which are painted with exterior stain followed by an anti-graffiti sealer.

## Recommended Level 1 & 2 Gunnison Single Vault Building



| Total Cost            | \$50,515 |
|-----------------------|----------|
| G.S.T.                | \$2,405  |
| Price                 | \$48,110 |
| Freight               | \$6,210  |
| Installation          | \$21,400 |
| Gunnison Single Vault | \$20,500 |
| Item                  | Price    |
|                       |          |

- 4" Thick Steel Reinforced Concrete Walls
- 5" Thick Steel Reinforced Concrete Roof and Floors
- Two 1000 US gal (3785L) containment vaults holding 15,000 uses each
- Sweet Smelling Technology
- Vandal Resistant building and components
- Barrier Free
- Flip Down Change Table

Same Durability, Maintenance and Feature as the Double Vault Building.

## **Plastic**



| Item         | Price    |
|--------------|----------|
| Plastic      | \$7500   |
| Installation | \$4500   |
| Freight      | \$500    |
| Price        | \$12,500 |
| G.S.T.       | \$625    |
| Total Cost   | \$12,625 |

#### **Benefits**

- More control or price.
- Easy to Clean
- Elevated Platform

#### Disadvantages

- Not as durable.
- Not aesthetically pleasing.
- Less quality control.
- Higher maintenance.
- Malodourous
- Not Barrier Free

# **Campsite Picnic Table Standards**

\$400 – 600ea depending on quantity.

Campsite picnic tables should have the following criteria:

- Be Lightweight
- Be easy to maintain
- Be easy to Repair
- Be easy to clean
- Be movable but not easily stolen
- Be heavy duty enough to keep from bending.
- Have a slide through design
- Have rounded edges to avoid cuts scrapes and lacerations.

It is recommended to be to the following specifications:

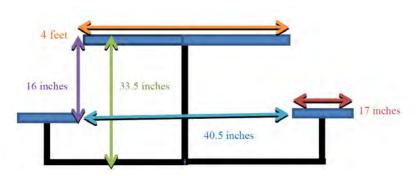
Size:

L x W x H: 6' x 4.5' x 3'

#### **Features**

- Slide Through Design
- o Heavy 2" Square Tubing Steel Frame Low Maintenance, Very Solid and wont bend.
- o Rounded 2" x 6" x 6' boards for tabletop and bench, Stain for waterproofing and easy to replace.
- o Tables should be anchored to the ground using a 3/8" aircraft cable cast directly into a minimum of 1.5' of concrete broken into layers using the spacing of 4" of concrete, 1" of space (eventually filled in with dirt.) The table can be anchored inside the square tubing a cable end coupler which

The roughly



will be welded closed.

table should have this layout.





# **Stationary Picnic Table Standards**

Where a table is required to be stationary, it is recommended that concrete picnic tables be placed as they are durable. Hard to move and can be anchored to a spot.



## **Garbage and Recycling Collection Standards Options**

**Haul-All Bear-Tight Containers** 

Haul-All bear proof containers offers unique solutions to Bear-Proof Garbage & Recycling Collection Systems. Used exclusively by Alberta Parks, National Parks and most provinces Haul-All is tried tested and true.



## **Recommendations**

Freight is typically \$2500-\$3000

## Hid-A-Bag I Recommended for all sites.

\$1190.7 Tax incl. – Not including Freight



## Hide-A Bag II Recommended for all sites.

\$1,588.65 Tax incl. – Not including Freight



## Recommended for Levels 2 and higher.

A large bear-proof container is recommended to be used at higher level sites for each of waste collection. Prices range from \$4400-\$8000. It is Recommended that one of the following or similar be used.



Hyd-A-Way PC-10



# Hid-A-Fish \$2208.15 Tax incl. – Not including Freight Recommended for Fishing Sites







## Fire Pit Standards

Using defect pipe pile & scrap cost is \$300 - \$500 each Using new material cost can range from \$600-\$1000 each.

#### Fire pits should have the following Criteria

- Made of a non-combustible material
- Be surrounded by non-combustible material.
- Have no sharp or square corners, to avoid cuts, scraps or lacerations. All Edges should be rounded.
- Have a grill which will not warp.
- Have no moving parts to avoid injury.
- Be easily leveled.
- Be easily cleaned.
- Designed to contain fire and sparks
- Designed to create its own vertical air current to lift smoke and sparks higher into the air.

Following that standard I recommend we build or contract out the building of fire pits using the following criteria:

#### **Steel Pipe**

- Outside Diameter 24"
- Inside Diameter 22.5"
- Wall Thickness 1/2"
- Opening Depth 8"
- Opening Width 12"
- Top Opening Width 16"
- Angle Depth 1.5"

#### Heavy Steel Grate - 1" X 3.5" Gaps

- Grate is welded on
- All angle are grounded to a soft curve

• Inverted Scoops to direct Wind or Air in same direction creating vertical lift.



# **Site post Standards**

## \$35ea depending on quantity.

It is recommended to use Recycled Rubberized Highway Guardrail posts as site posts and markers because they are low maintenance. Unlike the traditional wooden posts a rubberized highway guardrail wont rot a won't break as easily when backed into. The can be cut/drilled or screwed into the same way you would use wood.



**Dimensions:** 6" X 8" X 5' Weight. 75lbs each.





Example of the aluminum site numbers to be placed. \$8 ea.

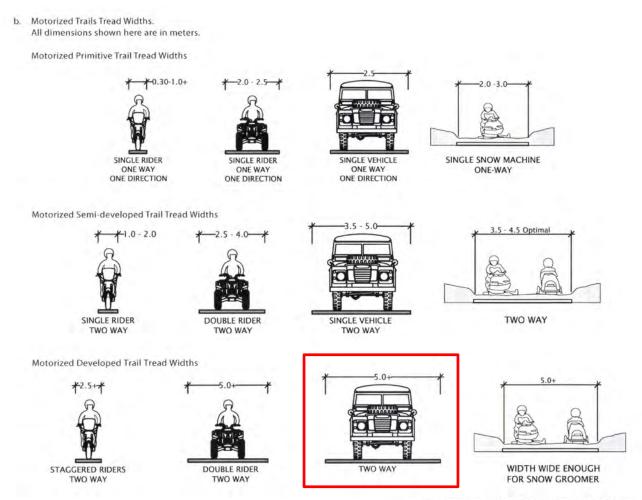
## **Road Standards**

#### Level 1

The Level 1 Standard states that the road widths will be designated as a two-way road, minimum width being 5.0m or 16.5' wide. See the figure below for common Trail and Road Widths taken from the Government of Alberta's "Minimizing Risk and Liability", Best Practices guide for trail steward's operators, managers and owners.

Phase 1 roads are to be constructed of a Clay subgrade with 1  $\frac{1}{2}$ " Gravel or Crush base layer, packed extensively and finished with  $\frac{3}{4}$  crush and crowned appropriately.

All roads are to be signed accordingly in order to reduce/limit Risk & Liability.



#### Level 2

The Level 2 Standard states that the road widths will be designated as a two-way road, minimum width being 5.5m or 18' wide. All roads will have a designated direction.

A minimum of 1 turnaround per Asset Section is needed. An Asset Section is considered to be Site Features like Group Camping, Seasonal Reserve, and General Camping.

Phase 1 roads are to be constructed of a Clay subgrade with 1  $\frac{1}{2}$ " Gravel or Crush base layer, packed extensively and finished with  $\frac{3}{4}$  crush and crowned appropriately.

All roads are to be signed accordingly in order to reduce/limit Risk & Liability.

#### Level 3

The Level 2 Standard states that the road widths will be designated as a two-way road, minimum width being 6m or 19.6' wide. All roads will have a designated direction.

A multiple turnarounds should be available when convenient.

Phase 1 roads are to be constructed of a Clay subgrade with 1  $\frac{1}{2}$ " Gravel or Crush base layer, packed extensively and finished with  $\frac{3}{4}$  crush and crowned appropriately.

All roads are to be signed accordingly in order to reduce/limit Risk & Liability.

#### Level 4

The Level 2 Standard states that the road widths will be designated as a two-way road, minimum width being 6.5m or 21.3' wide with a 300 mm shoulder. All roads will have a designated direction.

A multiple turnarounds should be available when convenient.

Roads have the option to be paved to current Alberta Transportation Pavement Standards

All roads are to be signed accordingly in order to reduce/limit Risk & Liability.

#### Level 5

The Level 2 Standard states that the road widths will be designated and designed to the current Alberta Transportation Standards for a two-way road with the option to pave. All roads will have a designated direction.

An extra delineated and paved 1100mm section on either side of the road is required for Barrier Free units, walking, running and bike riding.

A multiple turnarounds should be available when convenient.

Roads are to be paved to current Alberta Transportation Pavement Standards

All roads are to be signed accordingly in order to reduce/limit Risk & Liability.

## **Trail Design Standards**

Trail Design should support low maintenance, provide an enjoyable flow and be considered sustainable.

The American National Parks Service Defines a Sustainable Trail as a trail that:

- Supports current and future use with minimal impact to the area's natural systems.
- Produces negligible soil loss or movement while allowing vegetation to inhabit the area.
- Recognizes that pruning or removal of certain plants me be necessary for proper maintenance.
- Does not adversely affect the area's animal life.
- Accommodates existing use while allowing appropriate use
- Requires little rerouting and minimal long term maintenance.

The International Mountain Bicycling Association (I.M.B.A.) provides great design, build and maintenance standards not only for mountain bike use but for a diverse set of trail users.

It is recommended that the following publications be used as a guide for trail development for Green view's Recreation Facilities:

- Trail Solutions IMBA's guide to building sweet single-track
- Managing Mountain Biking IMBA's Guide to Providing Great Riding
- The Minimizing Risk and Liability Best Practice's guide for trail stewards, operators, managers and owners Government of Alberta.

#### Level 1

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture
  - Topography
  - Surrounding Vegetation
  - Surrounding Features ie. Highways, roads, streams etc.
- Dependent on soil conditions trails should be capped with gravel screenings and packed tightly.
- All trails shall be signed in order to reduce/limit Risk and Liability.

#### Level 2

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture
  - Topography
  - Surrounding Vegetation
  - Surrounding Features ie. Highways, roads, streams etc.
- Dependent on soil conditions trails should be capped with gravel screenings and packed tightly.
- Trails will be bordered on both sides by either landscape ties or rubberized posts. A minimum of 1 ½" weeping tile pipe is to be placed just below the surface at the edge of the trail on both sides.
- o All trails shall be signed in order to reduce/limit Risk and Liability.

#### Level 3

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture
  - Topography
  - Surrounding Vegetation
  - Surrounding Features ie. Highways, roads, streams etc.
- Dependent on soil conditions trails should be capped with Red Colored Shale and packed tightly.
- Trails will be bordered on both sides by either landscape ties or rubberized posts. A minimum of 1 ½" weeping tile pipe is to be placed just below the surface at the edge of the trail on both sides.
- o All trails shall be signed in order to reduce/limit Risk and Liability.

#### Level 4

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture

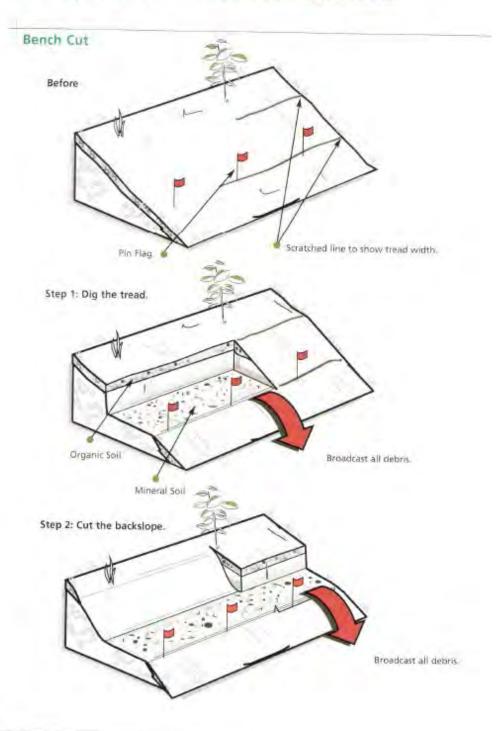


- Topography
- Surrounding Vegetation
- Surrounding Features ie. Highways, roads, streams etc.
- o Trails are to be paved at the specific use design standard width. Usually 500-1500mm.
- o Trail are to be constructed using current paving standards.
- o All trails shall be signed in order to reduce/limit Risk and Liability.

#### Level 5

- Designated Trails will follow either the Alberta Recreation Corridor and Trails Designation
   Program Guidelines, or the I.M.B.A. Mountain Bike Trail Standards and Guidelines, dependent upon:
  - Soil
  - Location
  - Site Specifics
  - Moisture
  - Topography
  - Surrounding Vegetation
  - Surrounding Features ie. Highways, roads, streams etc.
- o Trails are to be paved a minimum of double (2200mm) the barrier free minimum trail width specified by the Government of Alberta and the Canadian Standards Association. And are to have a minimum of a single use (50-1000mm) paved bike lane on both sides of the trail.
- Must follow all sloping curb and landing regulations
- o Trail are to be constructed using current paving standards.
- o All trails shall be signed in order to reduce/limit Risk and Liability.

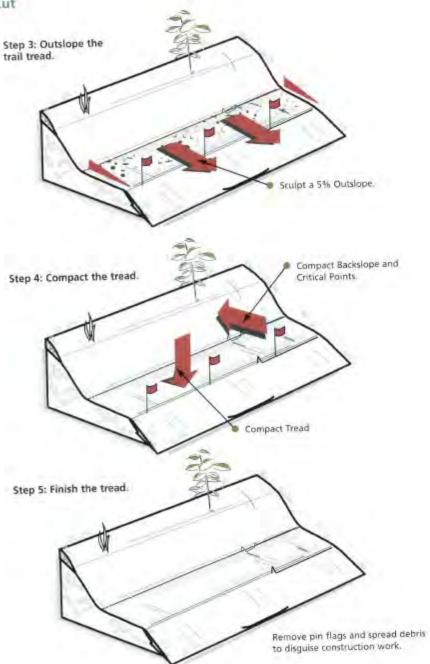
# **Building a Full Bench Trail with Hand Tools**



142

Trail Solutions

## Bench Cut



143

Part Six: Trail Construction

# **Access Standards**

#### Level 1

#### The Level 1 Standard states that:

- Each site must have a minimum of 2 Access/Egress Points
- One should be the primary or "Main" Entrance/Exit.
- The other should be and Emergency only Entrance/Exit.
- The primary access should be to same standard as the road network.
- The emergency access needs to be clear and a minimum of 5.0m wide.

#### Level 2

#### The Level 2 Standard states that:

- Each site must have a minimum of 2 Access/Egress Points
- One should be the primary or "Main" Entrance/Exit.
- The other should be and Emergency only Entrance/Exit.
- Extra parking should be made close to the entrance/exit, where available.
- The primary access should be to same standard as the road network.
- The emergency access needs to be clear and a minimum of 5.0m wide.

#### Level 3

#### The Level 3 Standard states that:

- Each site must have a minimum of 2 Access/Egress Points
- One should be the primary or "Main" Entrance/Exit.
- The other should be and Emergency only Entrance/Exit.
- Overflow Parking is available directly adjacent to the primary.
- The primary access should be to same standard as the road network.
- The emergency access needs to be clear and a minimum of 5.0m wide.

#### Level 4

#### The Level 4 Standard states that:

- Each site must have a minimum of 2 Access/Egress Points
- One should be the primary or "Main" Entrance/Exit.
- The other should be and Emergency only Entrance/Exit.
- Overflow Parking is available directly adjacent to the primary.
- A "Secondary" entrance is optional.
- A "Secondary" exit is optional.

- The primary access should be to same standard as the road network.
- The emergency access needs to be clear and a minimum of 5.0m wide.

#### Level 5

#### The Level 5 Standard states that:

- Each site must have a minimum of 2 Access/Egress Points
- The primary Access Point is paved
- One should be the primary or "Main" Entrance/Exit.
- The other should be and Emergency only Entrance/Exit.
- Barrier Free Parking is available directly adjacent to the entrance and close to key site features.
- A "Secondary" entrance is recommended.
- A "Secondary" exit is recommended.
- The primary access should be to same standard as the road network.
- The emergency access needs to be clear and a minimum of 5.0m wide.

## **Kiosk Design Standards**

#### Price ranges from \$4000-\$12,000 depending on size and materials used.

**Kiosks** \*\*Ideally the Site Map, Information, Emergency, Visitor Guidelines and Site Background Panels, will be used for information in the Advertisement Brochure as well as the same colours and fonts be used for continuity and User Recall.\*\* Ideally Each Kiosk will have a minimum of 2 sides.

- Every Facility must have an information Kiosk and be constructed following the above fire smart guide lines and the following as well. Every Kiosk must have:
  - A site map of the Facility Containing the location of:
    - Features and Assets (Campsites, Playgrounds, Swimming areas etc.)
    - Trails
    - Roads
    - Boundaries
    - Washrooms
    - Garbage Disposal
    - Parking
    - Muster point
    - Scale
    - North Arrow
  - An Information Panel containing:
    - Who maintains the site
    - Contact info (phone, email or both)
    - Website information
  - An Emergency Panel containing:
    - Emergency Phone Numbers
    - Location Name
    - Location Address
    - Other Location Information
    - Report Wildfires Phone Number
    - Report Suspicious Behaviour Number (Local RCMP non-emergency line)
  - A Visitor Guideline Panel containing:
    - A small message at the beginning asking everyone to "Do your part to ensure your safety and preserve our natural environment for future generation by observing the following guidelines."
    - Campfire Guidelines
    - Garbage Disposal Guidelines
    - Pet Guidelines
    - Trail Guidelines
    - Off-Highway-Vehicle Guidelines
    - Wildlife Guidelines
    - Alcohol Guidelines
    - Quiet hours or Hours of Operation
    - Any other site specific Guidelines
    - A small message at the end asking patrons to "Respect the rights of all users to enjoy a safe, relaxing, quiet and peaceful visit."

- Site Background Panel containing:
  - General History of the Site
    - **Usage History**
    - **Development History**
    - **Future Plans**
- An Greenview Regional Recreation Facilities Map Panel containing:
  - All other Recreation Facilities. Including; Federal, Provincial, Municipal and Private.
  - Main Roads and Access Roads to Recreation Facilities
  - **Water Bodies**
  - Historical and Current Trails.
- A History panel (showing pictures and stories) of:
  - The Site and Surrounding Area
  - Quirks or Neat things or events which occurred at the site or surrounding area.
- A QR code AND website which takes the user to the sites designate webpage.







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

SUBJECT: Outdoor Recreation Facilities Maintenance Standards

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: July 22, 2014 CAO: MH MANAGER: AE

DEPARTMENT: Community Services/Recreation GM: DM PRESENTER: AE

FILE NO./LEGAL: N/A LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

RELEVENT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw / Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the Outdoor Recreation Facility Maintenance Standards Levels 1 through 5 as presented.

BACKGROUND / PROPOSAL:

A Recreation Coordinator was hired for the purpose of enhancing the Recreation Department which would include developing maintenance standards for existing and future Municipal Recreation Facilities.

Maintenance standards are required for uniformity and consistency for outdoor recreation facilities within Greenview. The recommended 5 levels of maintenance standards are demonstrated for Council's consideration.

Level  $1 \rightarrow$  Level  $2 \rightarrow$  Level  $3 \rightarrow$  Level  $4 \rightarrow$  Level 5 Basic  $\leftarrow$  Degree of Development  $\rightarrow$  Advanced

- Level 1 is the most basic of the levels which provides low site amenities, low use, low maintenance, low impact, low cost and low direct return.
- Level 5 is the most advanced of the levels providing many site amenities, has extensive use, higher impact, high maintenance, barrier free, high cost and has a higher direct return.

Greenview Recreation Services strives for and requires both aesthetic and functional excellence out of the facilities and aims to set a standard that is above the industry standard to provide a truly unique and pleasing experience.

#### OPTIONS - BENEFITS / DISADVANTAGES:

#### **Options:**

1. Council has the option to request Administration to adjust the maintenance standards or approve them at a later date.

#### **Benefits:**

1. Adopting maintenance standards provides Administration with a set direction for delivering the Recreation Development Program efficiently.

#### **Disadvantages:**

1. The disadvantage to not approving the maintenance standards as presented is that delivery of the recreation development program may be delayed.

COSTS / SOURCE OF FUNDING:

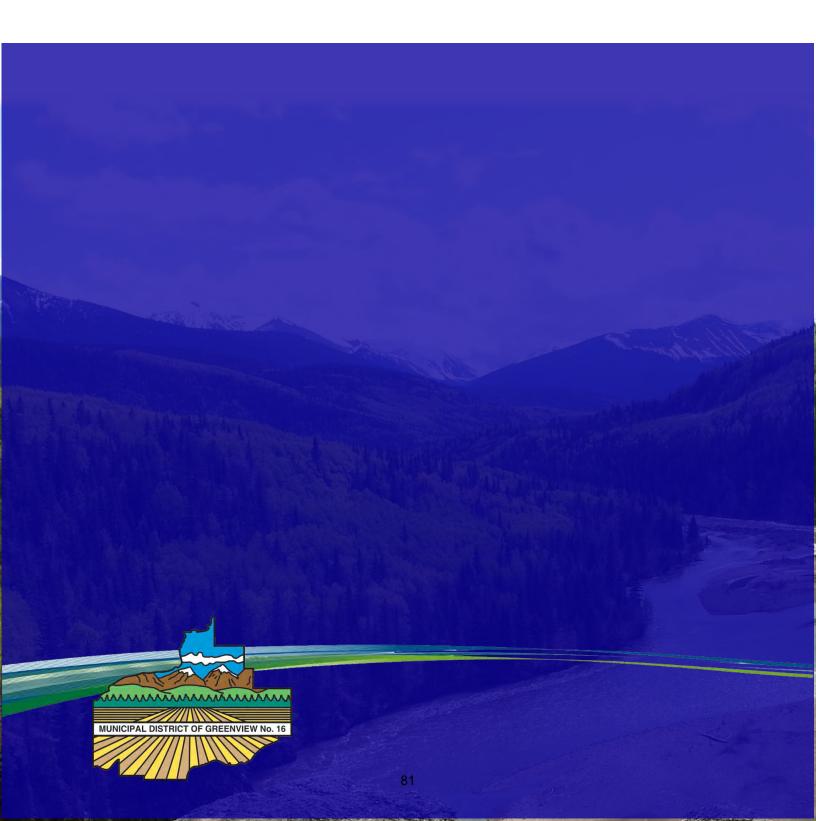
None

#### ATTACHMENT(S):

Level 1 – 5 Maintenance Standards.

# Municipal District of Greenview No. 16 Parks & Recreation Maintenance Standards

July, 2014







# Outdoor Recreation Facility Level 1 Maintenance Standards

Function: Level 1 Outdoor Recreation Facilities are designed to be low maintenance and low amenity.

#### Grass

 Each facility shall have the grass mowed a minimum of bi-monthly beginning mid-May and ending mid-September (approximately 8 cuttings/year).

#### Weeds

- A weed inspection shall be conducted annually beginning May 1<sup>st</sup> and ending October 1<sup>st</sup>.
- o Appropriate controls will be conducted as per the inspection results (ex: spraying, hand pulling).

#### Access/Entry

- O Access/Entry shall be formally inspected a minimum of tri-seasonally (beginning, middle and end
   → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Washboards
  - Potholes
  - Rutting
  - Washout

#### **Garbage & Recycling**

- o Garbage and recycling shall be emptied once per week.
  - Preferably Wednesday, however Tuesday or Thursday are also acceptable.
  - May be required for the Monday or Tuesday after a long weekend and before the next weekend begins.
- Containments shall be formally inspected for damage and functionality a minimum of triseasonally.

#### Fence/Barrier

 Fence/Barriers shall be formally inspected for damage, gaps and functionality a minimum of triseasonally.

Fire Smart \*\*unless fire smarting negates the point of the facility\*\*

o Fire Smart formal inspections and maintenance shall be conducted a minimum of twice annually (mid-April to May 1<sup>st</sup> and mid-September to mid-October).

#### **Kiosks**

- Kiosks shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Replacement of damaged signs conducted as soon as possible.

- Kiosk washed weekly as required.
- Kiosk kept current and relevant.

#### **Bathroom Facilities**

- o Bathroom facilities shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Damaged portions are to be appropriately repaired or replaced as soon as possible.
  - The interior and exterior of the bathroom facilities shall be washed/disinfected as required.

#### Signage

- Signage shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Replacement of damaged signs conducted as soon as possible.
  - Signs are to be washed weekly as required.
  - Signs are to be current and relevant.

#### **Roads**

- Roads shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Washboard
  - Potholes
  - Rutting
  - Washout

#### **Designated Trails**

- Designated Trails shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Potholes
  - Rutting
  - Washout
  - General Damage
  - Sitting Water

Facility Assets – Picnic Tables, Fire Pits, Playgrounds, Docks, Site Posts, Bridges, etc.

- o Facility Assets shall be formally inspected monthly beginning mid-April and ending in mid-October.
  - Identified deficiencies shall be appropriately corrected.

# Outdoor Recreation Facility Level 2 Maintenance Standards

Function: Level 2 Outdoor Recreation Facilities are designed to be low maintenance and with a slightly higher amenity level than Level 1. Level 2 facilities should hold more patrons than Level 1.

#### Grass

 Each facility shall have the grass mowed a minimum of bi-monthly beginning mid-May and ending mid-September (approximately 8 cuttings/year).

#### Weeds

- o A weed inspection shall be conducted annually beginning May 1st and ending October 1st.
- o Appropriate controls will be conducted as per the inspection results (ex: spraying, hand pulling).

#### Access/Entry

- O Access/Entry shall be formally inspected a minimum of tri-seasonally (beginning, middle and end
   → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Washboard
  - Potholes
  - Rutting
  - Washout

#### **Garbage & Recycling**

- Smaller garbage/recycling bins shall be emptied into the large garbage/recycling bins once per week.
- o Large garbage/recycling bins shall be emptied once every two weeks:
  - Preferably Wednesday however Tuesday or Thursday are also acceptable.
  - May be required for the Monday or Tuesday after a long weekend and before the next weekend begins.
- Garbage and recycling bins shall be formally inspected for damage and functionality a minimum of tri-Seasonally.

#### Fence/Barrier

• Fence/Barriers shall be formally inspected for damage, gaps and functionality a minimum of triseasonally.

Fire Smart \*\*unless fire smarting negates the point of the facility\*\*

o Fire Smart formal inspections and maintenance shall be conducted a minimum of twice annually (mid-April to May 1<sup>st</sup> and mid-September to mid-October).

#### **Kiosks**

 Kiosks shall be formally inspected once per week, preferably when garbage/recycling is removed.

- Replacement of damaged signs conducted as soon as possible.
- Kiosk washed weekly as required.
- Kiosk kept current and relevant.

#### **Bathroom Facilities**

- o Bathroom facilities shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Damaged portions are to be appropriately repaired or replaced as soon as possible.
  - The interior and exterior of the bathroom facilities shall be washed/disinfected as required.

#### Signage

- Signage shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Replacement of damaged signs conducted as soon as possible.
  - Signs are to be washed weekly as required.
  - Signs are to be current and relevant.

#### **Roads**

- Roads shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Washboard
  - Potholes
  - Rutting
  - Washout

#### **Designated Trails**

- Designated Trails shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Potholes
  - Rutting
  - Washout
  - General Damage
  - Sitting Water

Facility Assets – Picnic Tables, Fire Pits, Playgrounds, Docks, Site Posts, Bridges, etc.

- Facility Assets shall be formally inspected monthly beginning mid-April and ending in mid-October.
  - Identified deficiencies shall be appropriately corrected.

# Outdoor Recreation Facility Level 3 Maintenance Standards

Function: Level 3 Outdoor Recreation Facilities are designed to be slightly higher maintenance with a slightly higher amenity level than Level 2. Level 3 facilities should hold more patrons than Level 2.

#### Grass

 Each facility shall have the grass mowed a minimum of bi-monthly beginning mid-May and ending mid-September (approximately 8 cuttings/year).

#### Weeds

- o A weed inspection shall be conducted annually beginning May 1<sup>st</sup> and ending October 1<sup>st</sup>.
- Appropriate controls will be conducted as per the inspection results (ex: spraying, hand pulling).

#### Access/Entry/Parking

- Access/Entry/Parking shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Washboard
  - Potholes
  - Rutting
  - Washout

#### **Garbage & Recycling**

- Smaller garbage/recycling bins shall be emptied into the large garbage/recycling bins once per week.
- Large garbage/recycling bins shall be emptied once every two weeks:
  - Preferably Wednesday, however Tuesday or Thursday are also acceptable.
  - May be required for the Monday or Tuesday after a long weekend and before the next weekend begins.
- Garbage and recycling bins shall be formally inspected for damage and functionality a minimum of tri-Seasonally.

#### Fence/Barrier

 Fence/Barriers shall be formally inspected for damage, gaps and functionality a minimum of triseasonally.

Fire Smart \*\*unless fire smarting negates the point of the facility\*\*

• Fire Smart formal inspections and maintenance shall be conducted a minimum of twice annually (mid-April to May 1<sup>st</sup> and mid-September to mid-October).

#### **Kiosks**

- Kiosks shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Replacement of damaged signs conducted as soon as possible.
  - Kiosk washed weekly as required.
  - Kiosk kept current and relevant.

#### **Bathroom Facilities**

- Bathroom facilities shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Damaged portions are to be appropriately repaired or replaced as soon as possible.
  - The interior and exterior of the bathroom facilities shall be washed/disinfected as required.

#### Signage

- Signage shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Replacement of damaged signs conducted as soon as possible.
  - Signs are to be washed weekly as required.
  - Signs are to be current and relevant.

#### **Roads**

- Roads shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Washboard
  - Potholes
  - Rutting
  - Washout

#### **Designated Trails**

- o Designated Trails shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Potholes
  - Rutting
  - Washout
  - General Damage
  - Sitting Water

Facility Assets – Picnic Tables, Fire Pits, Playgrounds, Docks, Site Posts, Bridges, etc.

- o Facility Assets shall be formally inspected monthly beginning mid-April and ending in mid-October.
  - Identified deficiencies shall be appropriately corrected.

# Outdoor Recreation Facility Level 4 Maintenance Standards

Function: Level 4 Outdoor Recreation Facilities are designed to be higher maintenance with a higher amenity level than Level 3. Level 4 facilities should hold more patrons than Level 3.

#### Grass

 Each facility shall have the grass mowed a minimum of bi-monthly beginning mid-May and ending mid-September (approximately 8 cuttings/year).

#### Weeds

- o A weed inspection shall be conducted annually beginning May 1<sup>st</sup> and ending October 1<sup>st</sup>.
- o Appropriate controls will be conducted as per the inspection results (ex: spraying, hand pulling).

#### Access/Entry/Parking

- Access/Entry/Parking shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Potholes
  - Washout
  - Cracks

#### **Garbage & Recycling**

- Smaller garbage/recycling bins shall be emptied into the large garbage/recycling bins once per week.
- Large garbage/recycling bins shall be emptied once every two weeks:
  - Preferably Wednesday, however Tuesday or Thursday are also acceptable.
  - May be required for the Monday or Tuesday after a long weekend and before the next weekend begins.
- Garbage and recycling bins shall be formally inspected for damage and functionality a minimum of tri-Seasonally.

#### Fence/Barrier

o Fence/Barriers shall be formally inspected for damage, gaps and functionality a minimum of triseasonally.

#### Fire Smart \*\*unless fire smarting negates the point of the facility\*\*

 Fire Smart formal inspections and maintenance shall be conducted a minimum of twice annually (mid-April to May 1<sup>st</sup> and mid-September to mid-October).

#### **Kiosks**

- Kiosks shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Replacement of damaged signs conducted as soon as possible.
  - Kiosk washed weekly as required.
  - Kiosk kept current and relevant.

#### **Bathroom Facilities**

- Bathroom facilities shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Damaged portions are to be appropriately repaired or replaced as soon as possible.
  - The interior and exterior of the bathroom facilities shall be washed/disinfected as required.

#### Signage

- Signage shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Replacement of damaged signs conducted as soon as possible.
  - Signs are to be washed weekly as required.
  - Signs are to be current and relevant.

#### **Roads**

- Roads shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Potholes
  - Washout
  - Cracks

#### **Designated Trails**

- Designated Trails shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Potholes
  - Washout
  - Cracks

Facility Assets – Picnic Tables, Fire Pits, Playgrounds, Docks, Site Posts, Bridges, etc.

- Facility Assets shall be formally inspected monthly beginning mid-April and ending in mid-October.
  - Identified deficiencies shall be appropriately corrected.

# Outdoor Recreation Facility Level 5 – Barrier Free Maintenance Standards

Function: Function: Level 5 Outdoor Recreation Facilities are designed to be Barrier Free and are therefore high maintenance with a high amenity level. Level 5 facilities should be able to accommodate the most patrons, however could hold as low as a level 3.

#### Grass

• Each facility shall have the grass mowed a minimum of bi-monthly beginning mid-May and ending mid-September (approximately 8 cuttings/year).

#### Weeds

- o A weed inspection shall be conducted annually beginning May 1<sup>st</sup> and ending October 1<sup>st</sup>.
- Appropriate controls will be conducted as per the inspection results (ex: spraying, hand pulling).

#### Access/Entry/Parking

- O Access/Entry/Parking shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Potholes
  - Washout
  - Cracks

#### **Garbage & Recycling**

- Smaller garbage/recycling bins shall be emptied into the large garbage/recycling bins once per week.
- Large garbage/recycling bins shall be emptied once every two weeks:
  - Preferably Wednesday, however Tuesday or Thursday are also acceptable.
  - May be required for the Monday or Tuesday after a long weekend and before the next weekend begins.
- o Garbage and recycling bins shall be formally inspected for damage and functionality a minimum of tri-Seasonally.

#### Fence/Barrier

• Fence/Barriers shall be formally inspected for damage, gaps and functionality a minimum of triseasonally.

Fire Smart \*\*unless fire smarting negates the point of the facility\*\*

• Fire Smart formal inspections and maintenance shall be conducted a minimum of twice annually (mid-April to May 1<sup>st</sup> and mid-September to mid-October).

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#### **Kiosks**

- Kiosks shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Replacement of damaged signs conducted as soon as possible.
  - Kiosk washed weekly as required.
  - Kiosk kept current and relevant.
  - Light and Interactive features are to be inspected for functionality.

#### **Bathroom Facilities**

- o Bathroom facilities shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Damaged portions are to be appropriately repaired or replaced as soon as possible.
  - The interior and exterior of the bathroom facilities shall be washed/disinfected weekly.

#### Signage

- Signage shall be formally inspected once per week, preferably when garbage/recycling is removed.
  - Replacement of damaged signs conducted as soon as possible.
  - Signs are to be washed weekly as required.
  - Signs are to be current and relevant.

#### Roads

- Roads shall be formally inspected a minimum of tri-seasonally (beginning, middle and end →
  mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following
  conditions:
  - Potholes
  - Washout
  - Cracks

#### **Designated Trails**

- Designated Trails shall be formally inspected a minimum of tri-seasonally (beginning, middle and end → mid-April, mid-July & mid-September.) Inspections should be conducted to identify the following conditions:
  - Potholes
  - Washout
  - Cracks

Facility Assets – Picnic Tables, Fire Pits, Playgrounds, Docks, Site Posts, Bridges, etc.

- Facility Assets shall be formally inspected monthly beginning mid-April and ending in mid-October.
  - Identified deficiencies shall be appropriately corrected



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

Bathroom Facilities Upgrade - Grovedale Fish Pond SUBJECT:

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 22, 2014 CAO: MH MANAGER: ΑE

**DEPARTMENT:** Community Services/Recreation GM: DM PRESENTER: ΑE

FILE NO./LEGAL: LEGAL/ POLICY REVIEW: N/A STRATEGIC PLAN: FINANCIAL REVIEW:

#### **RELEVENT LEGISLATION:**

**Provincial** (cite) – Alberta Private Sewage Systems Regulation

Council Bylaw / Policy (cite) – N/A

#### **RECOMMENDED ACTION:**

MOTION: That Council approve the purchase of a Tioga Double Vault Concrete Bathroom Facility from CXTY Concrete Buildings, Alberta Playworks, Edmonton, Alberta for the Grovedale Fish Pond in the amount of \$73,688.77 installation and freight included, with funds to come from the 2014 Recreation & Culture Capital Budget.

#### BACKGROUND / PROPOSAL:

The \$73,688.77 cost of the Tioga Double Vault Concrete Bathroom Facility is below the approved 2014 Recreation and Culture Capital Budget.

The recommended development level for the Grovedale Fish Pond is a Level 3 Bathroom Facility, due to its proximity to a major travel corridor, proximity to a major and minor urban center, surrounding land potential and the potential of the site itself.

The reasoning for installing a Level 3 Bathroom Facility over a Level 1 or 2 is because the longer lifespan may provide economic savings and structural durability over the long term.

The current Grovedale Fish Pond bathroom facility requires replacement as a result of a leaking concrete vault which may not be feasible to repair. The facility in the present state does not meet the Alberta Private Sewage Systems Regulation.

Greenview Recreation Services strives for aesthetic and functional excellence in the bathroom facilities. Greenview's standards would be above the industry standard thus providing a truly unique and pleasing experience. This bathroom facility is aesthetically pleasing, low maintenance, and the most durable bathroom facility on the market.

#### OPTIONS - BENEFITS / DISADVANTAGES:

#### **Options:**

- 1. Council has the option to deny the purchase and request Administration to resubmit a quote request to vendors for the selected facility.
- 2. Council has the option to request Administration to review the smaller less expensive facilities.

#### **Benefits:**

- 1. The Tioga Double Vault Concrete Bathroom Facility has the following features:
  - a. 20 year warranty provided for proper use.
  - b. Incredibly durability, the roof can withstand 250 per square foot of snow load, 120 mph winds and a Zone-4 earthquake. The bathroom facility can withstand falling tree impacts, be completely underwater in a flood, even bullets cause minimal damage to the walls and therefore its durability means lower maintenance, replacement and or repair cost.
  - c. Barrier free, which means it is wheelchair accessible.
  - d. Family friendly, signifying it has a change table included.
  - e. Sweet smelling technology, meaning the building won't be malodourous.
  - f. Vandal resistant vault and toilet components.
  - g. Colored-though concrete to prevent fading.
  - h. Anti-Graffiti Sealer provides easy cleaning.
  - i. Two 1000 US gal (3785L) holding tanks providing 15,000 use capacity for each tank.
  - j. Low maintenance.

#### Disadvantages:

1. The disadvantage of not purchasing the Tioga Double Vault Concrete Bathroom Facility for a lower grade bathroom facility is that higher maintenance and less value may result.

#### COSTS / SOURCE OF FUNDING:

The Tioga Double Vault Concrete Bathroom Facility cost of \$73,688.77 will come from the 2014 Recreation & Culture Capital Budget.

#### ATTACHMENT(S):

- Bathroom Facility Package
- **Quote Package**



# **Grovedale Bathroom Facility**



Tioga Special Double Vault Building

| Item                       | Price    |
|----------------------------|----------|
| Tioga Special Double Vault | \$33,600 |
| Installation               | \$23,800 |
| Freight                    | \$12,900 |
| Price                      | \$70,300 |
| G.S.T.                     | \$3,515  |
| Total Cost                 | \$73,815 |

- 4" thick steel reinforced concrete walls
- 5" thick steel reinforced concrete roof and floors
- Two 1000 U.S. gal (3785 L) containment vaults holding 15,000 uses each
- Sweet smelling technology
- · Vandal resistant building and components

#### **Durability**

- Designed for long life with a 20 year warranty
- Exceeds Zone 4 earthquake standards
- Can withstanding 120 mph wind load
- Can withstand 250 pounds per square foot snow load
- Floating concrete vaults won't break or crack under frost heave

#### Maintenance

- Steel reinforced 5000 psi concrete building and vault will not rust or burn
- Building's interior is primed and painted with white paint to reflect natural light from the Lexan windows cast into the walls
- Cleaning the interior can be accomplished using a brush and soapy water with a pressure washer.
- The walls and roof of the structure are made with "colored through concrete" which are painted with exterior stain followed by an anti-graffiti sealer.

#### **CXT eXtreme Toilets**

CXT restrooms are engineered to maintain their aesthetics and structural integrity in extreme conditions such as:



#### WITHSTANDING MOTHER NATURE'S FORCES

According to the weather service and the US Geological Survey, Hurricane Ike's main peak surge happened within 2 to 4 miles of where Wildlife Biologist, Patrick Walther's office was located in the Texas Chenier Plains Refuge Complex in Sabine, Texas. Estimates indicate that the surge height was 18 to 19+ feet.

Stated Walther, "The impacts were both impressive to see mother nature's power or depressive to see the place you work leveled. But standing firm by the entrance road was the CXT concrete building. The force of the water and waves moved the building approximately 6 to 9 feet, but other than the plumbing being broken, the restrooms were fine. Not a vent or window damaged."

CXT® restrooms are engineered to maintain their aesthetics in extreme conditions caused by snow, wind, water and zone-4 seismic loads.







SNOW





WATER



MUD





WIND AND FALLING TREES



**GUN SHOTS** 

ALL BUILDINGS SHOWN ARE STILL IN USE TODAY.



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

SUBJECT: 2015 Special Olympics Alberta Winter Games Committee

SUBMISSION TO: REVIEWED AND APPROVED FOR SUBMISSION **Regular Council Meeting** 

**MEETING DATE:** July 22, 2014 CAO: MH MANAGER:

**DEPARTMENT: Community Services** GM: PRESENTER: DM

FILE NO./LEGAL: LEGAL/ POLICY REVIEW: N/A STRATEGIC PLAN: FINANCIAL REVIEW:

**RELEVENT LEGISLATION:** 

Provincial (cite) - N/A

Council Bylaw / Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize grant funding to Special Olympics Alberta in the amount of \$15,000.00 for the 2015 Special Olympics Alberta Winter Games, Grande Prairie, Alberta, with funds to come from the 2014 **Community Service Miscellaneous Grant.** 

#### BACKGROUND / PROPOSAL:

At the July 15, 2014 Committee of the Whole Meeting the 2015 Special Olympics Alberta Winter Games Organizing Committee delegates provided information regarding the 2015 Special Olympic Alberta Winter Games that was awarded to the Rotary Clubs of Grande Prairie. At this meeting the Committee of the Whole made a recommendation to Council to support the 2015 Alberta Special Olympics Winter Games with a \$15,000.00 donation.

#### OPTIONS - BENEFITS / DISADVANTAGES:

Options – Council has the option to reconsider the recommendation of the Committee of the Whole and deny the request or provide an alternate funding amount.

Benefits – The benefit of providing Special Olympics Alberta with grant funding is that it will assist the 2015 Special Olympics Alberta Winter Games Committee with the financial burdens associated with hosting this event.

The 2015 Special Olympics Alberta Winter Games is an excellent opportunity for participants and visitors to experience the many amenities and facilities that Grande Prairie and region has to offer and to demonstrate the generous support and volunteerism of the Peace Region Communities.

Disadvantages – The disadvantage of denying the grant funding request is that the 2014 Special Olympics Alberta Winter Games Committee may endure difficulties accessing sufficient funds for hosting the event.

#### COSTS / SOURCE OF FUNDING:

The \$15,000.00 Special Olympics Alberta grant funding will come from the 2014 Community Service Miscellaneous Grant.

#### ATTACHMENT(S):

- Request for Decision Submitted to the July 15, 2014 Committee of the Whole Meeting.
- Supporting Documents Submitted to the July 15, 2014 Committee of the Whole Meeting.



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

SUBJECT: 2015 Special Olympics Alberta Winter Games Committee Presentation

SUBMISSION TO: Committee of the Whole REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 15, 2014 CAO: MH MANAGER:

DEPARTMENT: **Community Services** GM: PRESENTER: INT

FILE NO./LEGAL: N/A LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

#### **RECOMMENDED ACTION:**

MOTION: That Committee of the Whole accept the presentation from the 2015 Special Olympics Alberta Winter Games Organizing Committee as information.

BACKGROUND / PROPOSAL:

The Committee's presentation is in regards to their funding request for the 2015 Special Olympics Alberta Winter Games.

**OPTIONS - BENEFITS / DISADVANTAGES:** 

Options – N/A Benefits - N/A

Disadvantages - N/A

COSTS / SOURCE OF FUNDING:

N/A

#### ATTACHMENT(S):

- 2015 Special Olympics Alberta Winter Games Organizing Committee Letter
- 2014 Winter Games Fact Sheet
- **Greenview Letter of Support**

#### Diana Mabbett

2015 Special Olympics Alberta Winter Games Secretary

June 19, 2014

MD of Greenview No.16, Lianne Kruger, Executive Assistant to Council and CAO



Dear Lianne,

On April 2, 2013, Grande Prairie through the Rotary Clubs of Grande Prairie was awarded the 2015 Special Olympics Winter Games. As the hosts of these games all of the Rotary Clubs of Grande Prairie will come together to pull off the most exciting games ever. This could have not been made possible without the support already shown by the City of Grande Prairie, The County of Grande Prairie, and the MD of Green View.

These games provide us, with yet another opportunity to showcase the strength of Grande Prairie and surrounding areas. As with other sporting events, when we put these events on, we continue to astound our guests with our camaraderie, enthusiasm and professionalism.

The local Grande Prairie Special Olympics affiliate is very small in the number of coaches and volunteers. There are only 10 coaches with 85 athletes participating in 9 different sports. It would not have been possible for Grande Prairie to host these games without the support of the entire community.

The Games Organizing Committee (GOC) for the 2015 Special Olympics Winter Games recognized that it takes a whole community to put on an event of this magnitude. A few of the additional benefits that will come from hosting these games are as follows:

- Hosting the 2015 Special Olympic winter games will enable us to showcase the World class facilities we have in Grande Prairie, the County of Grande Prairie and the MD of Green View.
- This project brings together our winter sport organizations, corporations, volunteers and Rotarians. It will directly involve more than 1500 individuals, 7 different winter sporting events, multiple municipalities, local corporations and businesses and our local arts and entertainment community.
- We are able to provide an opportunity for our community to contribute to a hands-on project requiring more than 300 volunteers.
- This is an important project and as a result there will be signage at some of the venues displaying the names of our local sponsors such as the MD of Greenview No.16.
- The project is far reaching and is more than just one weekend. It will also bridge the gap in our community for Rotarians, Special Olympians, coaches and community members. We anticipate that these games will strengthen the local Special Olympic Organization, enabling them to

support more athletes and bring on more coaches for the future. Currently our local affiliate only has the ability to offer only 2 of the 7 winter sports to individuals with developmental disabilities in our community.

To achieve our goal of providing a world class event for the Special Olympic athletes and our community, we hope that we can rely on the MD of Green View for monetary support.

The GOC is asking the MD of Greenview No. 16 for \$15,000.00 to support these games. Providing funding of this amount will allow us to provide a world class event for the games.

Thank you for inviting us to your council meeting on July 15, 2014 to present information about the 2015 Special Olympics Alberta Winter Games.

If you have any further questions please feel free to contact me directly.

Best regards,

Diana Mabbett,
Secretary,
2015 Special Olympics Alberta Winter Games
Organizing Committee
Phone: 780-882-1445
Email: diana mabbett@hotmail.com







## **Fact Sheet**

# **2015 Special Olympic Alberta Winter Games**

Grande Prairie, AB February 20-22 2014

Alberta's best athletes will be competing in the 2015 Special Olympic Alberta Winter Games in Grande Prairie February 20<sup>th</sup> to 22<sup>nd</sup>. Located in Northwest Alberta, Grande Prairie and area is the perfect place to host the Winter Games with its variety of sports venues and multitude of accommodations.

### **Schedule of Events**

Friday, February 20th

Opening Ceremonies at the Canada Games Arena

Saturday, February 21st

Competitions from 8 a.m. - 4 p.m.

-Floor Hockey -Cross Country Skiing

-Curling -Speed Skating
-Alpine Skiing -Snowshoeing

-Figure Skating

Sunday, February 22<sup>nd</sup>

**Games Competitions** 

-Floor Hockey -Cross Country Skiing

-Curling -Alpine Skiing

-Snowshoeing

## **The Game Numbers**

More than 650 athletes will compete in:

-Floor Hockey -Cross Country Skiing

-Curling -Speed Skating -Alpine Skiing -Snowshoeing

-Figure Skating

-More than **180** coaches and Special Olympic volunteers with hundreds more expected on event days.

**-17** Special Olympic Alberta community programs participate in the games from all over the province.

## **About Special Olympics Alberta**

Special Olympic Alberta is dedicated to enriching the lives of Albertans with an intellectual disability through sport. It provides year-round sport training and athletic competition in a variety of Olympic type sports for children and adults, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in sharing of gifts, skills and friendship with their families, other Special Olympic athletes and the community.

Incorporated in 1980, Special Olympics Alberta has built a tradition of support and opportunity for people in Alberta with intellectual disabilities. In 1981, the organization hosted the first Provincial Games.

#### Contact:

Cristy Ellen -2015 Special Olympics Alberta Winter Games Organizing Committee - Chair 2015gpwintergames@gmail.com



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

February 15, 2013

Holly Sorgen, Swan City Rotary Club Grande Prairie, AB.

Attention: Ms. Holly Sorgen, President Swan City Rotary Club

Dear Holly Sorgen

### RE: Letter of Support - Grande Prairie Rotary Clubs' Bid for the 2015 Special Olympics

It is with great pleasure that the MD of Greenview No. 16 provides this letter in support of the Grande Prairie Rotary Clubs' bid to host the 2015 Special Olympics. This event is an excellent opportunity to experience the many amenities and facilities that Grande Prairie and region has to offer and to demonstrate the generous support and volunteerism of the Peace Region Communities.

The Rotary Clubs' are to be commended for their vision and passion for pursing this project and we look forward to showcasing the talented athletes participating in this event and to welcoming the many visitors to our region.

Kind Regards,

Janis Simpkins, Reeve M.D. of Greenview No. 16

JS/tm

Cc: MD of Greenview Council

Lorraine Gabriel, Rotary Club of Grande Prairie

Lola Wright, After Five Rotary Club Milli Johnson, Sunrise Rotary Club Danielle Bison, Rotaract Club



Revenues

 Registration Fees
 855x \$75
 64125.00

 SOA Grant
 60000.00

 OGC
 153975.00

Total: \$278,100.00

**Expenses** 

**Facilities** 

 Alpine Sking
 2500.00

 Floor Hockey
 3500.00

 Cross Country
 2000.00

 Snowshoeing
 1500.00

 Curling
 2000.00

 Speed Skating
 2000.00

 Figure Skating
 1800.00

Total: \$15,300.00

**Accommodations** 

Athletes Village 87500.00 Sport Technical 4000.00

Total: \$91,500.00

Meals

Friday Supper 10000.00
Saturday, Breakfast, Lunch 9300.00
Sunday, Breakfast, Lunch 9300.00
Bag Lunches 5000.00
Snacks at all Venues 5000.00

Total: \$38,600.00

**Athletes Banquet** 

 Facility
 2500.00

 Decorations
 500.00

 Full Supper
 24000.00

 Entertainment (Dance)
 1000.00

Total: \$28,000.00



**Transportantion** 

Internal to all Venues 18000.00

Courtset vehicles 1000.00

Total: \$19,000.00

Medical and Security Total: \$2,500.00

**Opening Ceremonies** 

Facility 8500.00

Entertainment 5500.00

Total: \$14,000.00

**PR/Communications** 

Printing and Signage 8000.00

Athlete Participation Bags 8000.00
Games Paraphernalia 8000.00
Medals 3500.00

Sponsor Recognition 3000.00

Total: \$30,500.00

**Volunteers** 

Volunteer Administration 5000.00

Volunteer Uniforms8000.00Volunteer Appreciation2000.00

Total: \$15,000.00

**General Adminsistration** 

Registration/Accreditation 1000.00

Games Office 2700.00

Total: \$3,700.00

Contigency Total: \$ 20,000.00

Total Expenses \$278,100.00

### February 20th - 22nd, 2015 Special Olympics Alberta Grande Prairie and Area Winter Games







### The MD of Greenview What we are asking of



- Greenview for \$15,000.00 in monies and gift in kind The 2015 Alberta Special Olympics Winter Games Organizing Committee is asking the MD of donations.
- This financial support will help us continue on the tradition of hosting amazing sporting events in Grande Prairie and area.
- opportunity to showcase Grande Prairie and Area! The 2015 games location will be the farthest north Special Olympics Alberta (SOA) has ever had a provincial games. This gives us a wonderful

÷



- the games experience for the 850 plus athletes and ceremonies to sport venues. The financial support of the MD of Greenview will allow us to maximize coaches that will be in attendance from across The games will being using different county of Grande Prairie Facilities, from the opening Alberta.
- 14 hotel properties will be involved in providing accommodations for the games
- The opening ceremonies for the games will see upwards to 1,500 people involved.

### Key Partners



Games Organizing Committee (GOC)

City of Grande Prairie

Special Olympics Alberta

Teams (Affiliates and Community Programs)

Community (Schools, Businesses, Sports Groups)

Family and Supporters

Friends and Sponsors

Law Enforcement Torch Run













### Volunteers



### 280-300

The GOC has partnered with Volunteer Services Bureau for the recruitment of our The Grande Prairie general volunteers.



### Sponsorship



# Games budget and revenue expectations

Athlete registration 1/3

Special Olympics Alberta 1/3

Games Organizing Committee Sponsorship/fundraising 1/3

Goal = financial legacy/new partners

## Special Olympic Alberta's role

National and Provincial Sponsors

Grant search's - funding

Sponsorship development support & guidance

## Sponsorship committee is the driving force for revenue generation

Cash, Gift and Service in-kind,

Fundraisers,

Merchandise,

Regional/Community opportunities

# Sponsorship Goal





# \$153,975.00

Total projected budget for the games: \$278,100.00

### Special Olympics Alberta Grande Prairie Winter Games









## Games Highlights



Grande Prairie and Area

February 20th - 22nd, 2015

Seven Sports - Alpine Skiing, Cross Country Skiing,

Snow Shoeing, Floor Hockey, Curling, Speed Skating,

and Figure Skating

650 Athletes ages 13 - 70

180 Coaches (4:1 ratio) and Mission staff

## Games Highlights



Alpine Skiing - Nitehawk Recreation Area

**Cross Country Skiing – Wapiti Nordic Ski Trails** 

Snow Shoeing – The Entrac Center

Curling – Grande Prairie Curling Club

Speed Skating - The Coke Center

Figure Skating - The Coke Center

Floor Hockey – St Joes High School, Derek Taylor School, Charles Spencer High School and Ecole Novelle



## Games Highlights



- Takes place every four years
- The 2015 games location will be the farthest north SOA has ever had a provincial games.
- A highlight and focus for our athletes, volunteers and supporters
- The highest level of competition available to our athletes in Alberta and the **pinnacle** for many
- They are a stepping stone for some of our athletes to continue onto National and potential World Games
- Provide critical awareness and revenue generation opportunities
- A weekend full of memories



### 2015 Alberta Special Olympic Winter Games Opening Ceremonies

Friday, February 20th

- Athletes Grand March
- Music
- Special Olympics Grande Prairie Welcome
- Local Dignitaries Welcome











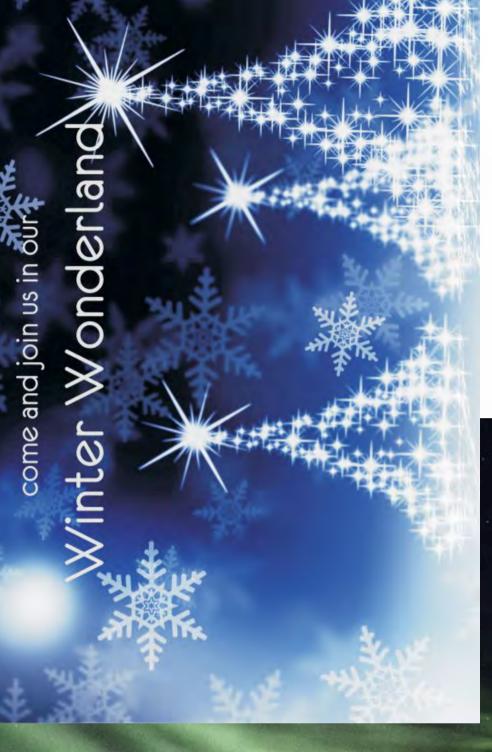


## Saturday, February 21st

Athlete Banquet

**ර** 

Athlete Dance



Prairie Ranger photograph



# Where do you fit in?

126



## on how to support the Games QUESTIONS

diana\_mabbett@hotmail.com Contact Diana Mabbett:





## September 20th, 2014



raise funds and awareness for Special Olympics athletes in Alberta. Be part of the World's Largest Truck Convoy® fundraising event as Alberta truck drivers and the law enforcement community unite to

### FOR SPECIAL OLYMPICS ALBERTA TRUCK CONNOY

Save the Date: September 20, 2014



Location:

Grande Prairie, AB T8X 4G1 Ritchie Brothers Auction 721076 Range Rd 5'

8 a.m. - 10 a.m. Registration:

Pancake Breakfast: 8 a.m.

Driver's Meeting: 10:15 a.m.

Convoy Start:

12 p.m. BBQ Lunch:

Proudly Supporting



Sponsored by

Rotary

300 Trucks & \$125,000.00 raised in

Grande Prairie's Goal:

For more information go to www.albertatorchrun.ca sponsorship dollars



Be part of the World's Largest Truck Convoy® fundraising event as Alberta truck drivers and the law enforcement community unite to raise funds and awareness for Special Olympics athletes in Alberta.

### TRUCK CONVOY FOR SPECIAL OLYMPICS ALBERTA



Save the Date: September 20, 2014

Location:

Ritchie Brothers Auction 721076 Range Rd 51 Grande Prairie, AB T8X 4G1

Registration:

8 a.m. - 10 a.m.

Pancake Breakfast: 8 a.m.
Driver's Meeting: 10:15 a.m.
Convoy Start: 11 a.m.
BBQ Lunch: 12 p.m.

**Proudly Supporting** 



Sponsored by



For more information go to www.albertatorchrun.ca







### **Fact Sheet**

### **2015 Special Olympic Alberta Winter Games**

Grande Prairie, AB February 20-22 2014

Alberta's best athletes will be competing in the 2015 Special Olympic Alberta Winter Games in Grande Prairie February 20<sup>th</sup> to 22<sup>nd</sup>. Located in Northwest Alberta, Grande Prairie and area is the perfect place to host the Winter Games with its variety of sports venues and multitude of accommodations.

### **Schedule of Events**

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Opening Ceremonies at the Canada Games Arena

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### Contact:

Cristy Ellen -2015 Special Olympics Alberta Winter Games Organizing Committee - Chair 2015gpwintergames@gmail.com



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

SUBJECT: **Sanitary Sewer Inspection Camera** 

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 22, 2014 CAO: MH MANAGER: SD

DEPARTMENT: Infrastructure & Planning GM: GG PRESENTER: GG

FILE NO./LEGAL: LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

### **RECOMMENDED ACTION:**

MOTION: That Council approve the reallocation of \$35,530.00 from the 2014 Capital Budget Grovedale lagoon and lift station to the 2014 Capital Budget for the purchase of a sanitary sewer inspection camera.

Motion: That Council award Joe Johnson Equipment to supply a sanitary inspection camera that has been quoted in the amount of \$35,330.00.

### BACKGROUND / PROPOSAL:

The Grovedale Lagoon and lift station project is completed other than a level transmitter warranty deficiency and remaining funds could support the reallocation and purchase of the sanitary inspection camera.

Greenview currently does not have a sanitary sewer inspection camera when responding to ratepayers complaints in the wastewater collection systems of Greenview's hamlets. Greenview's utility operators rely on the Town of Fox Creek and Valleyview's shared inspection camera when available. This camera has had operating issues and some functions are not operable. The new camera has the latest technology that gives the utility operators a better understanding of the issues in the wastewater collection system and just as importantly where the issue is located and its depth.

| Supplier               | Cost                 |
|------------------------|----------------------|
| Joe Johnson Equipment  | \$35,330.00 Canadian |
| Donison and Associates | \$35,622.00 US       |

### **OPTIONS - BENEFITS / DISADVANTAGES:**

**Options** – Council could not approve the recommendation.

Benefits - More informed decision making in the field which will reduce the costs of repairs to Greenview and its ratepayers.

**Disadvantages** - NA

COSTS / SOURCE OF FUNDING:

Funds to be reallocated from the Grovedale lagoon and lift station 2014 capital budget.

### ATTACHMENT:

Camera specs

### 46/L/65

### Powerful and Agile - around all bends



EMOTIONAL TECHNOLOGY





### AGILLOS,

### AGILIOS™ Pan & Tilt Push Camera System

AGILIOS™— the pan & tilt push camera system by iPEK. It consists of a coiler for a 30, 60 or 90 m reinforced, but still flexible push cable, the multifunctional control panel VISIONCONTROL and the camera heads PTP70 and AC42, which was developed according to the requirements of our worldwide customers. In addition to the high image quality, the main functions of the system are an optimum illumination through LED-technology, an integrated location transmitter with an adjustable frequency range, a colour textgenerator, storing MPEG4 videos and BMP images and the option of a data exchange of this information via interfaces, such as USB or Ethernet.

The **AGILIOS**<sup>TM</sup> system has complemented the well known high **iPEK** standards regarding ergonomics and design and has even exceeded these in several points. **AGILIOS**<sup>TM</sup> is robust and offers an easy and self-explanatory handling, great stability at key points and combines all components in the overall design into one unit. It is our goal to build a functional and attractive system so that you can start your inspection with the highest efficiency and maximum flexibility.



### PTP70 Pan & Tilt Push Camera

The pan & tilt push camera **PTP70** is based on the **PipeBus**® technology by **iPEK**. More key features were added to the excellent optical characteristics for the use with the **AGILIOS**<sup>TM</sup> system.



- Built-in location transmitter for precisely determining the inspection position.
- Suitable for the best bend manoeuvrability for all pipes from DN100.
- Auto-Upright function of the camera can be activated.
- Optimised illumination on the inspection area.
- Mechanical protection of the underside.





### **EMOTIONAL TECHNOLOGY**





### VC200 - The Compatible Control Panel

The new **VC200** control panel was developed based on the inspectors experiences of the **VC100** (**AGILIOS**<sup>TM</sup> system). It will be the central control panel in the **iPEM** product range and therefore our base for the future.

The VC200 control panel offers best views on a daylight presentable 800 x 600 touch screen with interactive options, a virtual keyboard and intuitive control elements, which are unrivalled.

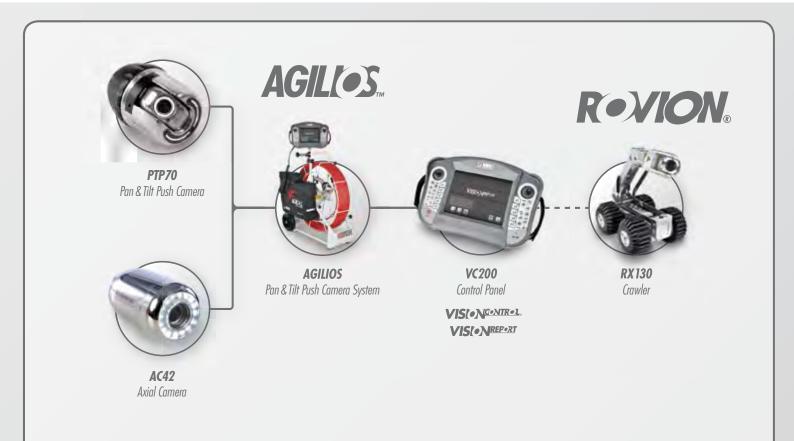
Furthermore it offers functions in its interior, which are requirements in today's inspections. This includes MPEG4 video recordings as well as coloured text-generator. Preprogrammed makros (e.g. deviation of pipe collars and diverse camera positions) can be started automatically. This saves time and improves your inspection. All inputs will be entered only through the **VC200**, making it the heart of your inspection.

### **VISIONREPORT**

To serve the task of processing data fast, *iPEM* developed their own customized software, *VISIONREPORT*, for running the *VISIONCONTROL* control panel. This is especially designed for the touch screen interface and enables an ituitive finger response without any additional gear. By using the integrated industry standard catalogues it is possible to record inspection data with predefined short cuts and descriptions allowing all collected data to be saved into one project file. Later on you can transfer this via USB or your local network to your workstation. To create protocols of your inspection data *iPEK* provides you with the free *VISIONREPORT* viewer. Additionally you can import all projects into the well known software *WINCAN V8* and use all of its funcionality.

To extend the features that are well proven with the **AGILIOS**<sup>TM</sup> system, **iPEK** upgraded **VISIONREPORT** with a crawler control and displays for surveillance. Important system values are therefore permanentely shown on screen. You will have everything in your inspection view that you need to know for safe inspections.

### SYSTEM-CONFIGURATION & ACCESSORIES

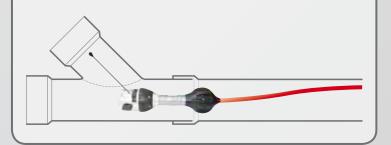


### **Combinations And Peripheral Devices**

With the new **VC200** it is possible to operate the **AGILIOS**<sup>TM</sup> system as well as the new **ROVION**® system. By using the **VC200** you will get the newest software version of **VISIONREPORT** and the possibility to combine your system with **ROVION**®.

### **Guiding Device For PTP70**

The guiding device of the **PTP70** provides you with unrestricted and versatile inspection options. Simply insert the guiding device into a branch by moving the camera head. The camera head now automatically follows the new course of the pipe when pushed.



### **Roll Slide**

Roll slides are available for the **PTP70** and the **AC42** for seamlessly inserting our push camera heads into the lines to be inspected. These are assembled via the camera heads prior to the inspection and therefore secure perfect centering in the pipe and a quick process.





www.ipek.at

### TECHNICAL DETAILS

### Camera

| PTP70 | Dimensions (Ø x L)              | 75 x 239 mm   | Standard           | PAL      |
|-------|---------------------------------|---------------|--------------------|----------|
|       | Weight                          | 1.3 kg        | Pressure-Tight     | 1 bar    |
|       | Sensor resolution (for PAL)     | 300.000 Pxl   | Light sensitivity. | . 0.3 Lu |
|       | Led light intensity (distance 2 | 00mm) 800 Lux |                    |          |
| AC42  | Dimensions (Ø x L)              | 42 x 204 mm   | Standard           | PAL      |
|       | Weight                          | 0.7 ka        | Pressure-Tight     | 1 har    |

### **Control Panel**

| VC100/VC200 | Dimensions (L x W x H) | . 342 x 236 x 75 mm          | Weight              | . 2 kg           |
|-------------|------------------------|------------------------------|---------------------|------------------|
|             | Operating system       | Linux                        | Data format         | . MPEG-4 (H.264) |
|             | Screen                 | . 800 x 600 px / touch scr   | een suitable for da | ylight           |
|             | Interfaces             | . USB2.0, Ethernet           |                     |                  |
|             | Storage                | . internal hard drive, USB S | tick                |                  |

### Coiler

| AR90 | Dimensions (L x W x H) | .770 x 410 x 793 mm | Material      | . Aluminium        |
|------|------------------------|---------------------|---------------|--------------------|
|      | Weight                 | . approx. 27 kg     | Cable lengths | . 30 m, 60 m, 90 m |







### MPEK

### iPEK International GmbH

See, Gewerbepark 22 D-87477 Sulzberg

Phone: +49 8376 921 800

Fax: +49 8376 921 8021

### iPEK SPEZIAL TV GmbH

Dürenbodenstraße 7 A-6992 Hirschegg

Phone: +43 5517 3125 Fax: +43 5517 3126

Web: www.ipek.at Mail: isg\_info@idexcorp.com

Issue: April 2012 - Subject to change without prior notice.





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

SUBJECT: Parking Lot Expansion & Improvements – Admin & Operations Buildings

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

July 22, 2014 **MEETING DATE:** CAO: MH MANAGER:

DEPARTMENT: Infrastructure & Planning GM: GG PRESENTER: GG

FILE NO./LEGAL: LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

**RELEVENT LEGISLATION:** 

Provincial (cite) - None

Council Bylaw / Policy (cite) - None

RECOMMENDED ACTION:

MOTION: That Council approve phase one (as explained in this RFD) of a two phase parking lot expansion improvement at the back of the administration and operations existing parking lots.

### BACKGROUND / PROPOSAL:

There is a shortage of Staff parking behind the Admin and Operations buildings. There has also been several incidents where Staff have accidentally backed into the large concrete pillars that are along the north side of the existing parking lot. The existing pillars extend passed the curb. Facilities Maintenance has the following two Phase recommendation to create additional parking spaces and a safer parking area.

Phase 1 work will be completed by Greenview maintenance Staff.

**Phase 1** - To be completed in 2014 using funds from the operating budget.

- Remove existing grassed area and existing concrete curb adjacent to the main entrance of the parking
- Removal of fencing between Admin and Operation building.

**Phase 2** – To be included in the 2015 Capital budget.

- Remove concrete plugin pillars and replace with normal square pipe pillar with plugins.
- Construct sidewalk on the north side of existing parking lot from the Westside of Admin Building to the Eastside of Operations parking lot. The sideway would continue behind the Operations shop.
- Paving of new parking expansion.

**OPTIONS - BENEFITS / DISADVANTAGES:** 

Options - Parking lot remains the same.

Benefits – This will allow for an estimated 4-5 parking spaces. This would allow facility maintenance easier access for maintenance and removal of large volumes of snow.

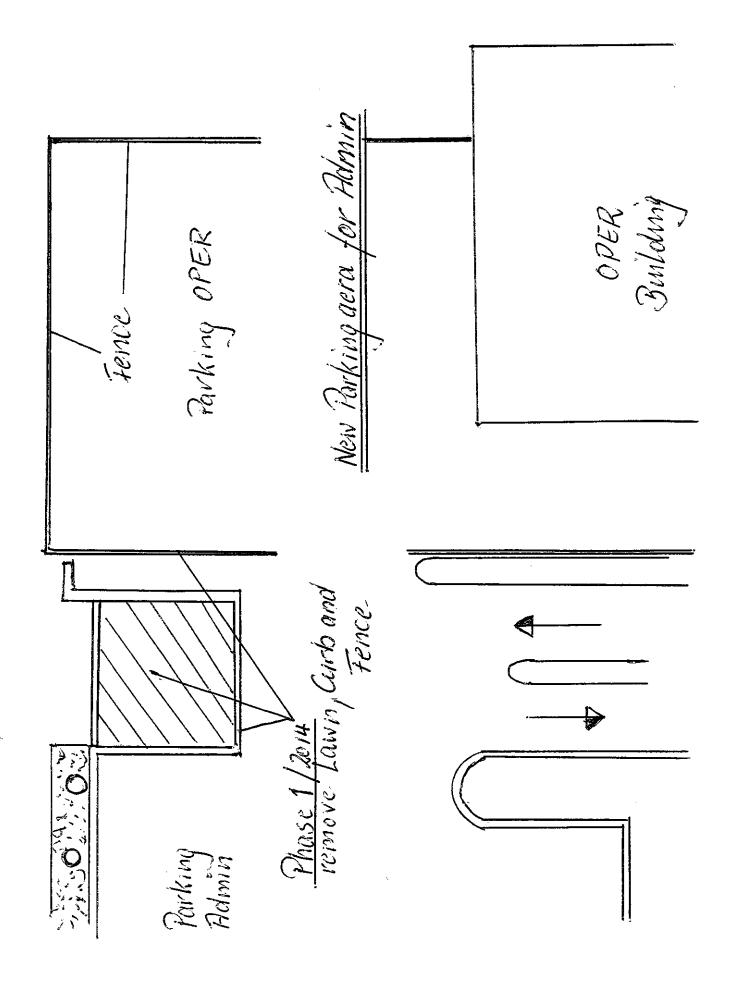
Disadvantages – Limited parking spaces for staff and Greenview vehicles. It is difficult for snow removal to go around the existing grassed area. Removing it would allow Facility Maintenance staff to push snow from the east to the west of the parking lots.

### COSTS / SOURCE OF FUNDING:

Facility Maintenance has funding available to complete Phase 1 of the parking lot improvements within their existing Operational Budget. Phase 2 would be included in the 2015 Capital Budget.

### ATTACHMENT(S):

Map





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

SUBJECT: **Grovedale Agriculture Society Toilet Building** 

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 22, 2014 CAO: MH SD MANAGER:

**DEPARTMENT:** Infrastructure & Planning/Environmental GM: PRESENTER: GG

Services

FILE NO./LEGAL: LEGAL/ POLICY REVIEW:

STRATEGIC PLAN: FINANCIAL REVIEW:

### RECOMMENDED ACTION:

MOTION: That Council approve the reallocation of \$77,199.98 from Contingency to the 2014 Capital Budget for construction of toilet facilities at the Grovedale Agricultural Society Grounds.

MOTION: That Council award Park Works Inc. from Edmonton the contract to supply, freight and install a double vault toilet building for the Grovedale Agriculture Society Grounds in the amount of \$77,199.98 including GST.

### BACKGROUND / PROPOSAL:

Greenview did a hydrogeological assessment in the Grovedale area for the potential sources of treatable water for the Hamlets of Grovedale and Landry Heights. A desktop study (Phase 1) was followed up by Field Exploration (Phase 2). During the Field Exploration, it was identified that the existing toilet building was preventing the drilling location of the new water well. It was recommended by the consultant that this building be moved to meet the 100 metre setback requirement for the water well test-hole. The existing facility does not meet MD of Greenview's standards for outside toilet buildings and the building would be structurally questionable if moved.

| Bidder          | Cost        |
|-----------------|-------------|
| Park Works Inc. | \$70,179.78 |
| Contingency     | \$7020.00   |
| Total           | \$77199.78  |

There is approximately \$230,000.00 of undesignated funds remaining in 2014 Contingency. Approval of this recommendation would reduce that amount to approximately \$150,000.00 without consideration of any other requests from Contingency. Above this amount are funds earmarked for other projects for which Council is awaiting further information.

### OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may approve or not approve the motion.

Benefits – Approving the motion will allow the drilling of the new water well for the upgraded water treatment plant for Grovedale/Landry Heights to proceed.

**Disadvantages** – Not proceeding with the motion would require Greenview to conduct another Field Exploration study for possible water well location adding additional costs to this capital project and/or delaying the project to 2015.

### COSTS / SOURCE OF FUNDING:

The amount of \$77,199.78 including GST will be taken from Contingency.

### ATTACHMENTS:

Map of setbacks for the proposed water well location.

Sec 04, Twp 070, R 06 W6M



SUBJECT: **Pre-Approve Bridge File Tenders** 

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 22, 2014 CAO: MH MANAGER: KS

**DEPARTMENT:** GM: PRESENTER: Infrastructure & Planning GG GG

> BF 74068, BF 77027 & BF 79562 LEGAL/ POLICY REVIEW: FINANCIAL REVIEW:

### RECOMMENDED ACTION:

FILE NO./LEGAL:

STRATEGIC PLAN:

MOTION: That Council authorize administration to award two publicly advertised bridge file tender results to the Contractor(s) recommended by the consultant and to an upset limit maximum of 10% over the 2014 estimated budget and that Council include a 10% contingency for both approved bridge file contracts.

### BACKGROUND / PROPOSAL:

The five culvert installations were scheduled to be publicly advertised in 2014. Due to the lack of land purchase, two of the culverts will need to be deferred until an agreement can be negotiated with landowners. It has since been decided that Greenview would advertise two tenders that would include a total of three culverts. To help expedite the process administration will be pre-ordering the needed bridge file materials for the projects. The normal culvert material ordering process would have the contractors ordering their pipe materials after the contract has been awarded to them.

Given the upcoming Council break, Administration is asking for this authorization as it is believed that this will allow the projects to commence sooner than if the projects are awarded at the August 26<sup>th</sup> Regular Council Meeting.

Contract #1 includes: 1 - SPCSP (multi-plate bridge pipes - one pipe tender contract)

-BF 74068 with budget of \$675,000

Contract #2 includes: 2 - CSP bridge pipes (two pipe contract)

- -BF 77027 with budget of \$440,000.
- -BF 79562 with budget of \$647,000.

Greenview was unable to negotiate land on these two Bridge files.

- -BF 75354 with budget of \$510,000 land purchase on one side of culvert will not sell.
- -BF 76605 with budget of \$660,000 land purchase on both side of culvert will not sell.

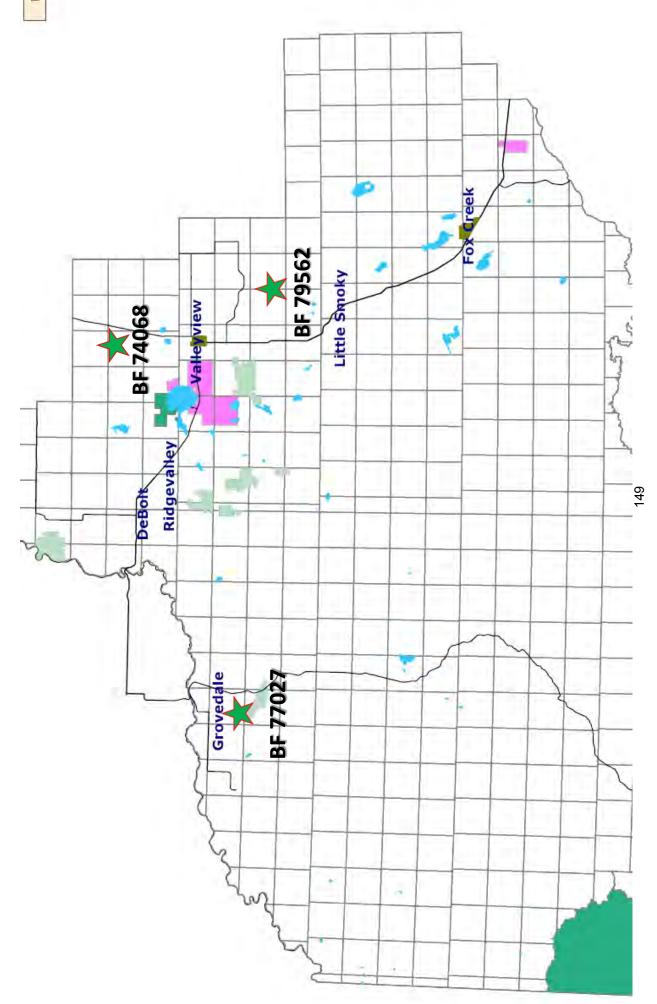
### **OPTIONS - BENEFITS / DISADVANTAGES:**

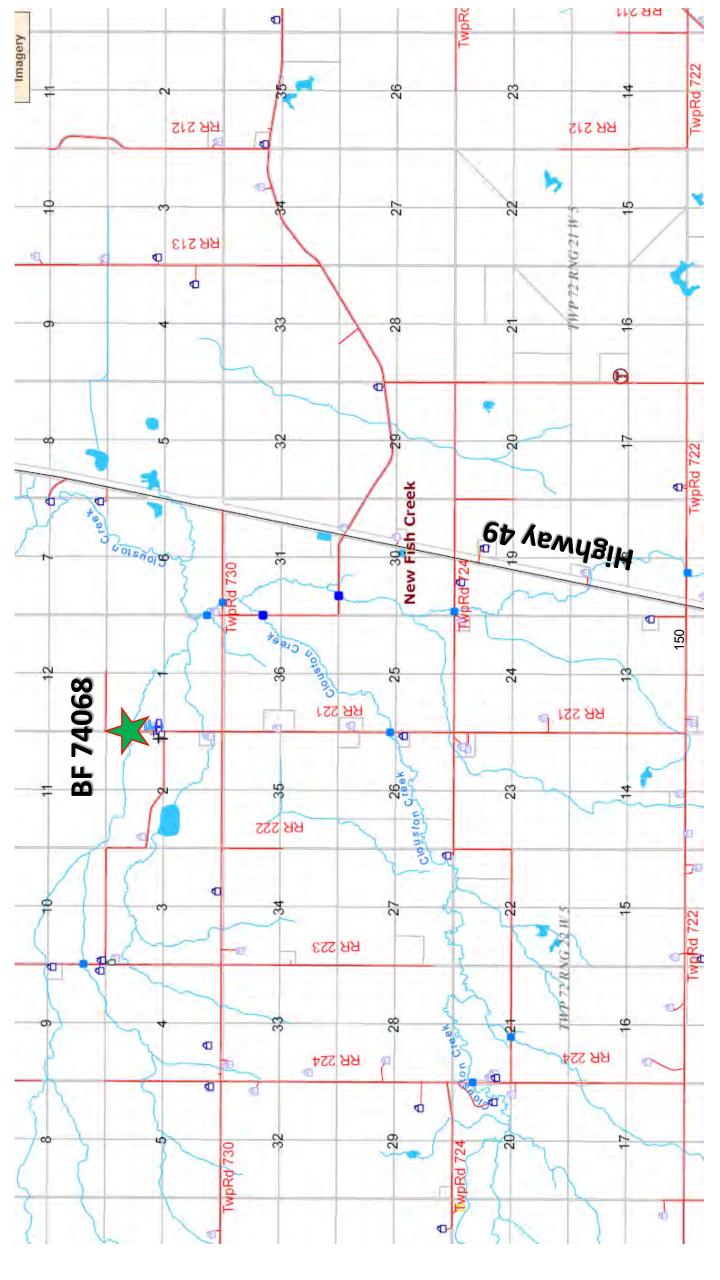
Options - Council could wait until after their break and award on August 26, 2014

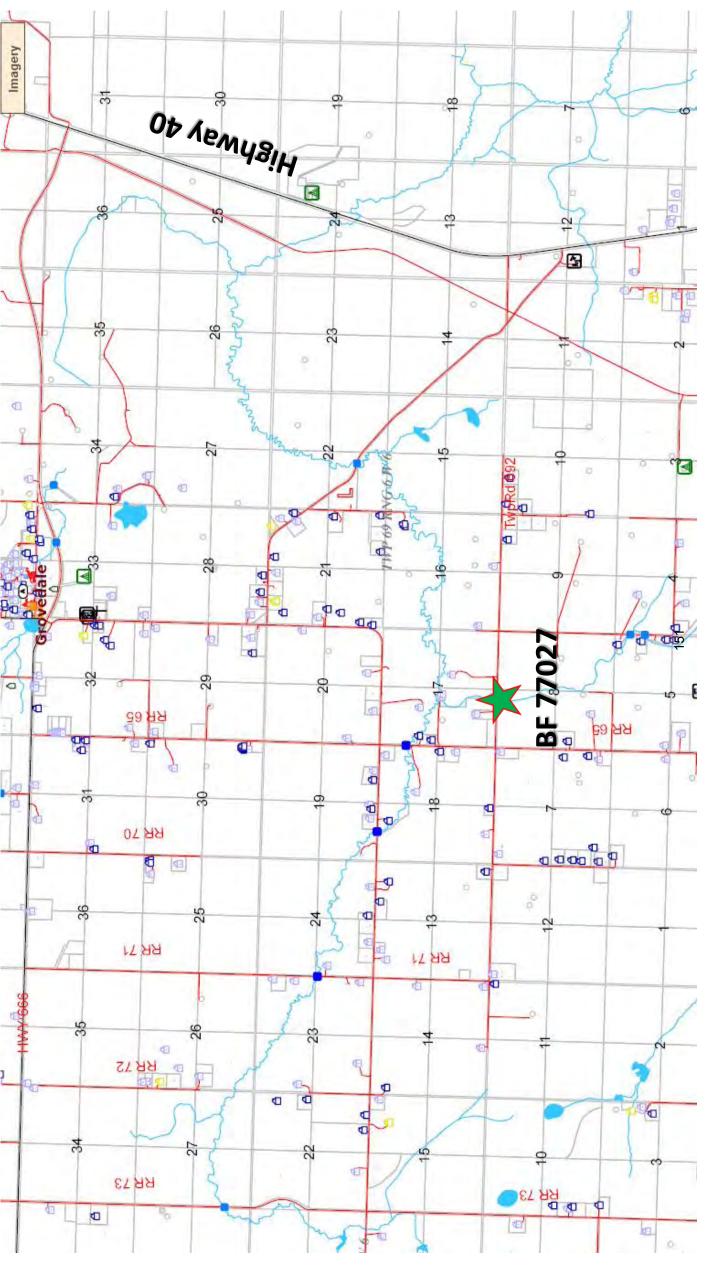
Benefits – By Council pre-awarding these tenders prior to the holiday break should allow the contractor to have these culverts installed within the 2014 construction season.

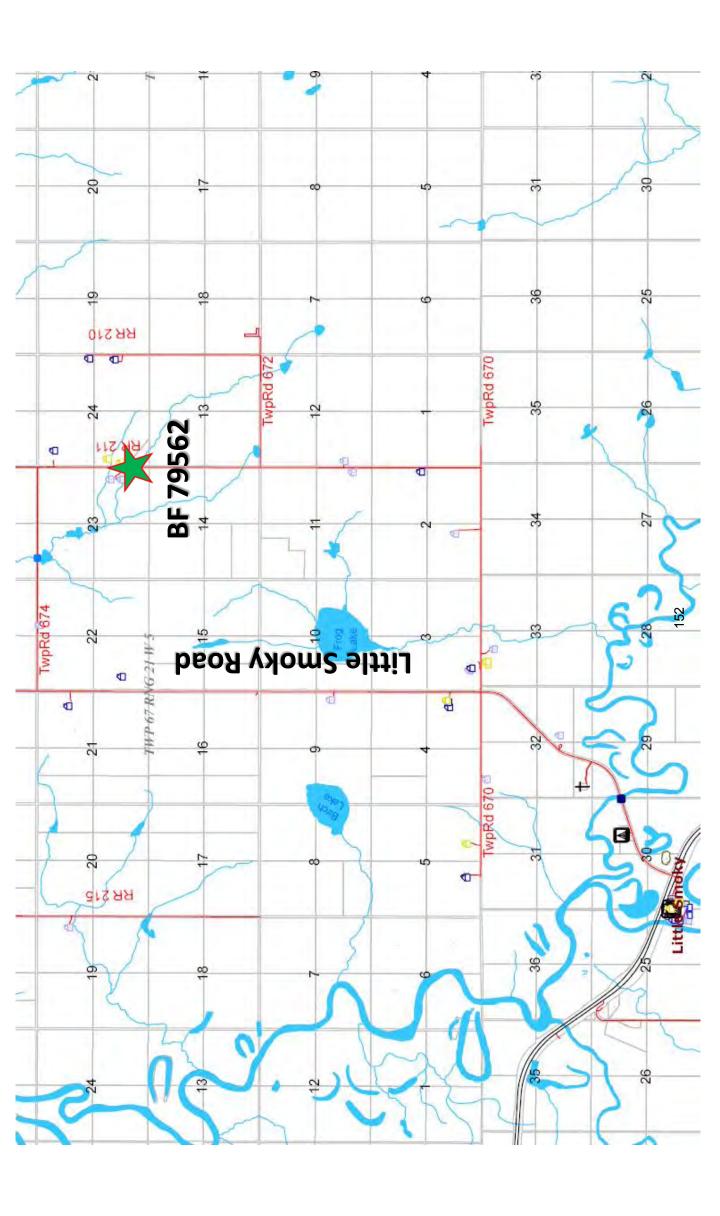
| <b>Disadvantages</b> – and possible wea | Possibly having to carry over these projects into 2015 due to contractor availability, scheduling ther delays. |
|---|--|
|   |  |
| COSTS / SOURCE                          | OF FUNDING:  |
| 2014 Capital Bud                        | get  |
| ATTACHMENT(S):  • Man(s)                |  |

Map(s)











SUBJECT: **Proposed Provincial Highway Winter Maintenance.** 

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

July 22, 2014 **MEETING DATE:** CAO: MH MANAGER: WB

**DEPARTMENT:** Infrastructure & Planning/Operations GM: GG PRESENTER: WB

FILE NO./LEGAL: LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

### RECOMMENDED ACTION:

MOTION: That Council receive for information the following report and advise administration to continue negotiations on behalf of Council for the winter maintenance on Highways 666 and 736.

### BACKGROUND / PROPOSAL:

Council has previously instructed administration to approach the highway maintenance contractors in the area to determine if there was any interest in the sharing of winter maintenance responsibilities for certain highways. Initial discussions with Ledcor and LaPrairie Group indicated that only Ledcor were interested in such an arrangement. Ongoing conversation with Ledcor has led to a verbal agreement on the proposed rates and a draft sample agreement (copy attached) proposed to be used as the basis for a contract. The details left to be developed by Ledcor include the response times, cost for sand and salt and any other relevant considerations.

### **OPTIONS - BENEFITS / DISADVANTAGES:**

**Options** – Continue negotiations or cancel the project.

**Benefits** – A higher level of service to some of Greenview residents is expected.

Disadvantages – Some areas of Greenview paved roads could possibly see a delay in winter maintenance due to the response time requirements of this contract and the limited amount of equipment and manpower presently available.

### COSTS / SOURCE OF FUNDING:

The funding for this initiative will be included in the 2014 road maintenance operational budget and offset by the anticipated revenue from the service provided.

### ATTACHMENT(S):

Sample Agreement

# Government of Alberta ■

Transportation

| AGREEMENT No. |  |
|---------------|--|
| _             |  |

|             | MUNICIPALITY ACCESS Alberta Tra  |   |  |
|-------------|--|---|--|
| MUNIC       | CIPALITY:  |   | ACT PERSON:  |
| ADDR        | ESS:   | -   |  |
| <b>⇐: (</b> | )  | Fax:(   | )  |
| AT CO       | NTACT PERSON:  | LOCA  | TION:  |
| <b>⇐:(</b>  | )  | Fax:(   | )  |
|             | nister approves the Municipality's use and access<br>nance activities:<br>Work:  | or the nig  | nway ngm-oi-way to undertake the lonowing  |
| Locatio     | n of Work (Highway and From and To)  |   |  |
|             | to conditions and provisions of this agreement.  |   |  |
| DURA<br>    | TION OF AGREEMENT:   |   |  |
| From:       |  | To:   |  |
| СОИ         | DITIONS AND SPECIAL PROVINSIONS  |   |  |
| 1.          | The Municipality shall hold harmless the Mi<br>actions or costs of actions that may arise, of<br>Municipality, its employees, agents or subc   | lirectly o  | r indirectly, out of any act or omission of the  |
| 2.          | Such hold harmless shall survive of this Ag  | reement   | •  |
| 3.          | The Municipality shall provide and maintain amount not less than \$5,000,000 inclusive padditional insured under this policy for any operations. The policy shall be endorsed to sharing of any loss by any insurer of the Mi acceptable to the Minister, shall be provide work. | er occur<br>and all o<br>state it i<br>inister. E | rence. The Minister is to be added as an<br>laims arising out of the Municipality's<br>s primary and will not require the pro rata<br>vidence of such insurance, in a form |
|             |  |   | Page 1 of 2  |

- 4. The Municipality shall provide and maintain automobile liability insurance on all vehicles owned, operated or licensed in the name of the Municipality in an amount not less than \$5,000,000.
- The Municipality is responsible for all amounts due to Workers' Compensation in accordance with the Workers Compensation Act.
- 6. If for any reason the Municipality fails to carry out the work described above to the satisfaction of Alberta Transportation, or comply with the conditions and special provisions of this Agreement, the Agreement may be terminated by the Minister or his representative upon providing written notice to the Municipality.
- 7. Alberta Transportation acknowledges that the Municipality does not and is not required to carry out inspections of provincial Highways for the locations listed above.
- 8. Designation of Prime Contractor

The Municipality shall familiarize itself, its staff and its subcontractors with the terms of the Occupational Health and Safety Act and Regulations thereunder to ensure complete understanding respecting the responsibilities given and compliance required. The Municipality acknowledges that it is and assumes all of the responsibilities and duties of the Prime Contractor, as defined by the Occupational Health and Safety Act, and that it shall, as a condition of this Access and Work Agreement, comply with the Occupational Health and Safety Act and the regulations thereunder.

As a further condition of this Access and Work Agreement, the Municipality shall coordinate its activities within the right-of-way with those of other parties contracting with the Minister. Such parties and the Municipality shall jointly develop a health and safety system or process for the affected worksites. The health and safety system or process agreed to by the parties must be in writing. Any changes required to the health and safety system must be agreed to by all affected parties and must also be in writing and must be provided to the Minister.

| I/We understand and Agree to th | ne Terms & Conditions, which form part of this agreement.                     |
|---------------------------------|---|
| Municipality:Name(printed):     |   |
| Date:                           |   |
|                                 | eement is hereby accepted and approved on behalf<br>of Alberta Transportation |
| Approval Authority:             | Name (printed):   |
| Date:                           | -   |
|                                 | Page 2 of 2   |



SUBJECT: **Gravel Supply Tenders** 

**SUBMISSION TO:** Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 22, 2014 CAO: MH MANAGER: WB

**DEPARTMENT:** Infrastructure & Planning/Operations GM: GG PRESENTER: WB

FILE NO./LEGAL: LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

### RECOMMENDED ACTION:

MOTION: That Council approve to publicly advertise four separate gravel crushing contracts for a total of 800,000 tonne from Goodwin, Westview, Fox Creek and Rail Rock gravel pits.

### BACKGROUND / PROPOSAL:

Greenview has historically retained a supply of crushed gravel in inventory to supply the operational needs of the transportation network. This supply will require replenishment in 2014 to have an adequate supply for the 2015 season. It is proposed that tenders be issued for crushing in the Goodwin pit, Westview pit, Fox Creek and Rail Rock pits.

### **OPTIONS - BENEFITS / DISADVANTAGES:**

Benefits – An early request for tenders should result in favorable prices. Also the agreement with the owners of the Rail Rock pit stipulate that the royalty rate per tonne will increase by \$0.50 per tonne at the end of 2014. The crushing of 300,000 tonne at this location will result in a saving of \$150,000.00.

**Options** – To delay the supply of crushed gravel to a later time.

**Disadvantages** – There are no identifiable disadvantages to providing for the future supply of crushed gravel.

### COSTS / SOURCE OF FUNDING:

Funding will be provided through the gravel inventory expense portion of the budget and will have no adverse effect on the operational or capital budgets.

### ATTACHMENT(S):

None



SUBJECT: **Grovedale Shop Tender Results** 

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 22, 2014 CAO: MH MANAGER: WB

DEPARTMENT: Infrastructure & Planning/Operations GM: GG PRESENTER: WB

FILE NO./LEGAL: LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

### **RECOMMENDED ACTION:**

MOTION: That Council award Abtec Construction the contract to build the new operations maintenance shop in Grovedale in the amount of \$1,385,000.00 with site preparation and contingency to be included for an upset limit of \$1,623,500 to be funded from the 2014 Capital Budget

### BACKGROUND / PROPOSAL:

The 2014 budget held \$1,700,000 for the construction of a new operations department shop to be located in the Greenview yard in Grovedale. Terms of Reference were developed and requests for tenders were advertised on the Alberta Purchasing Connection. Two tenders were received from qualified companies in the area. The Terms of Reference stipulated that the project will be a Design Build project and that the successful tender will be responsible for the construction which includes the design, construction, permitting, and all other required item's to turn over a ready to use building to Greenview.

| Contractor                           | Bid             |
|--------------------------------------|-----------------|
| ABTEC Construction Ltd.              | \$ 1,385,000.00 |
| Southwest Design & Construction Ltd. | \$ 2,129,475.00 |
| Site Preparation (By Others)         |                 |
| Electrical, water, sewer,            |                 |
| site prep gravel base & final        | \$ 100,000.00   |
| landscaping                          |                 |
| contingency                          | \$138,500.00    |
| Total                                |                 |
| ABTEC Construction, Site Prep &      | \$ 1,623,500.00 |
| contingency                          | \$ 1,623,300.00 |

### **OPTIONS - BENEFITS / DISADVANTAGES:**

**Options** – To delay the project for one or more years, approve the second lowest tender or to cancel the project.

Benefits – The current facility is too small to accommodate the expanding requirements of the operations department in the area and with the Council initiative to take on the winter maintenance of Highway 666 extra space is required.

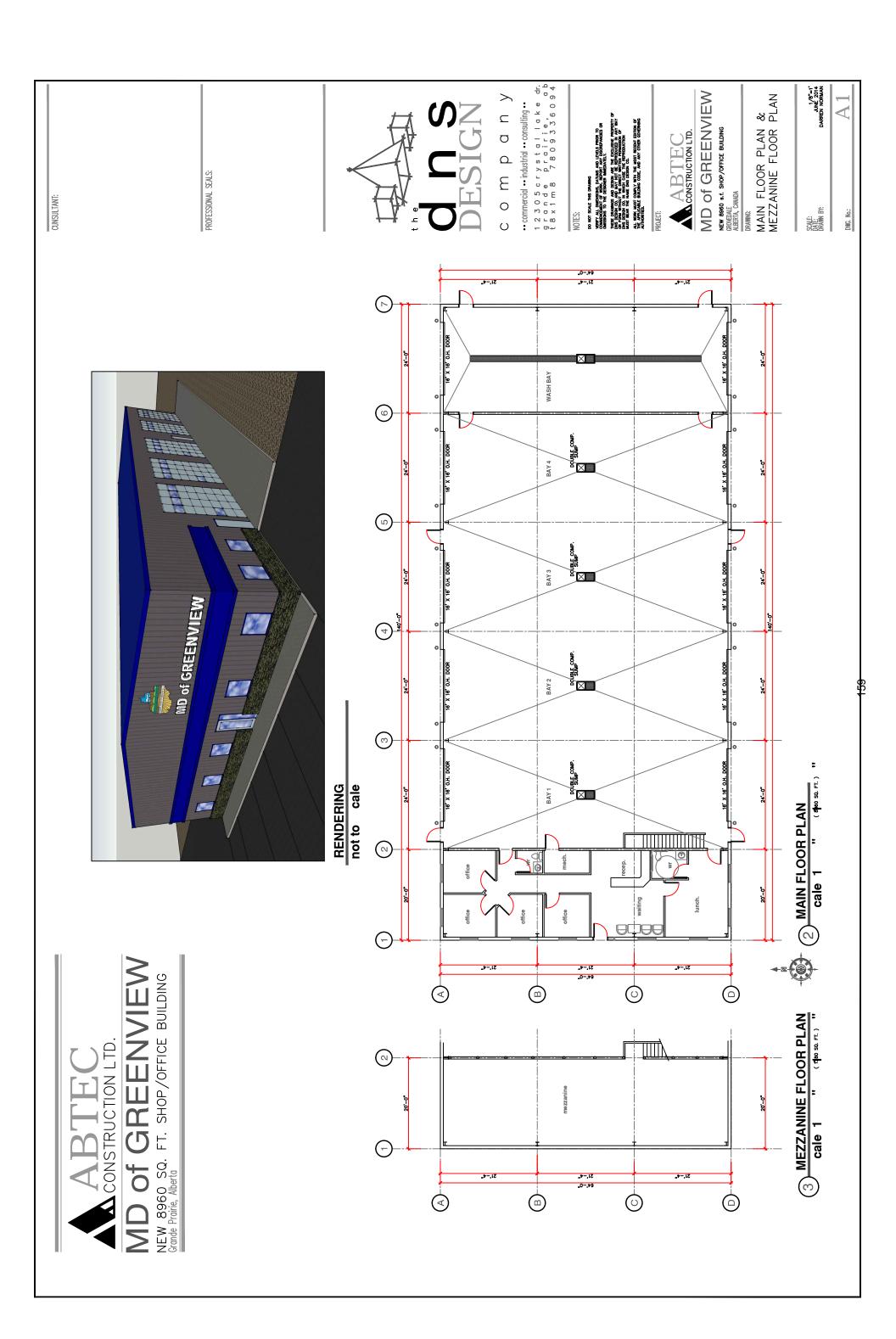
### Disadvantages – N/A

COSTS / SOURCE OF FUNDING:

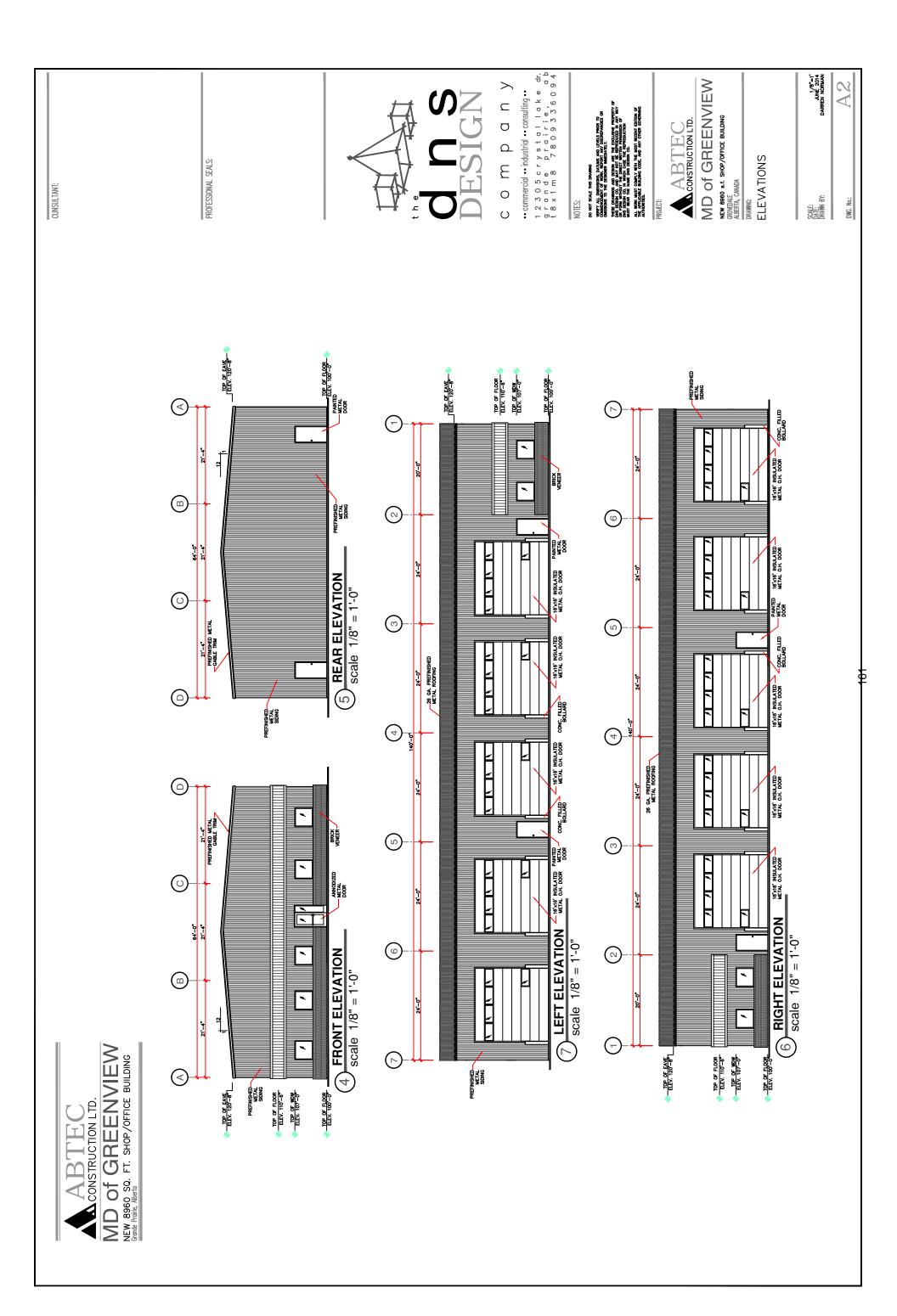
Costs for this project were included in the 2014 Capital Budget.

# ATTACHMENT(S):

Building design drawings



160







### 4806 – 36 Avenue, Box 1079, Valleyview AB T0H 3N0 T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608 www.mdgreenview.ab.ca

SUBJECT: ALBERTA DEVELOPMENT OFFICERS ASSOCIATION (ADOA) 30 ANNIVERSARY CONFERENCE

**SPONSORSHIP** 

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: July 22, 2014 CAO: MH MANAGER: SAR

DEPARTMENT: Infrastructure & Planning/Planning & GM: PRESENTER: SAR

Development

FILE NO./LEGAL: 0275-001 LEGAL/ POLICY REVIEW: STRATEGIC PLAN: Developing a stronger Greenview Team FINANCIAL REVIEW:

### RECOMMENDED ACTION:

That Council approve \$1,500.00 for Gold Sponsorship towards the 2014 – 30<sup>th</sup> Anniversary Alberta Development Officer's Association Annual Conference from the Planning and Development Budget.

### BACKGROUND / PROPOSAL:

The Alberta Development Officers Association (ADOA) Board of Directors hereby request sponsorship to offset the conference costs for the 2014 Annual Conference. The Conference venue will showcase our municipality as a participant at this year's 30 Anniversary Conference. The theme being "Our Next 30 Years".

The ADOA provides its members from various municipalities and Agencies throughout Alberta to communicate and share relevant development and planning information. The yearly conference also provides a forum for members to discuss and comment on various development activities. The ADOA association provides an opportunity for discussion, communication and education for Development Officers, and those persons as a development authority, in the Province of Alberta.

Currently our Planning Staff are active members of the Association and have regularly attended the Conference to keep apprised of all relevant planning and development happenings.

We have not provided any funding to the ADOA in the past, however, monies have been budgeted for sponsorship and funding has also been provided to other conferences such as the Annual Planning Conference held in Red Deer.

### **OPTIONS - BENEFITS / DISADVANTAGES:**

This is an excellent tool for Staff to be able to collaborate with other planning departments and brings awareness of tools available through the Association and initiatives the planning field has been using successfully. The sponsorship will benefit the municipality by providing Staff and the Association with the opportunity to network and to positively showcase our municipality. Sponsorship funding is also necessary to assist the Association with the conference venue to be able to continue to offer a variety of topics and to recognize our municipality as an active participant.

### COSTS / SOURCE OF FUNDING:

Monies are available in the Planning and Development Budget.

# ATTACHMENT(S):

- ADOA request letter dated June 1, 2014
- Sponsorship Form



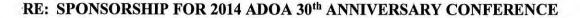


PO Box 164 Sangudo, AB TOE 2A0

VALLEYVIEW

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

June 1, 2014



Dear Mr. Gervais

The Board of Directors of the Alberta Development Officer's Association is hosting our 30<sup>th</sup> Anniversary Conference from September 28<sup>th</sup> to October 1<sup>st</sup>, 2014 in Canmore at the Radisson Hotel & Conference Centre. The theme of this year's Conference is 'Our Next 30 Years'.

The Alberta Development Officers Association provides its members from various municipalities, and Agencies throughout Alberta a vehicle to communicate and share relevant development and planning issues. Our yearly conference also provides a forum for members to discuss and comment on proposed provincial legislation.

Each year the Alberta Development Officers Association depends on sponsorships to offset the costs of the Conference. The Conference venue offers a terrific opportunity to showcase your municipality. Your sponsorship or participation at the conference will be acknowledged by people working in the planning and development field, and recognized in the Conference program.

Please respond no later than August 15, 2014 by mailing your contribution to the ADOA Office in Sangudo.

On behalf of the all the members of the Alberta Development Officer's Association, your consideration of our request, your sponsorship and participation is greatly appreciated.

Yours truly,

Betty Ann Fountain

President, ADOA



PO Box 164 Sangudo, AB T0E 2A0

# 30th ANNIVERSARY CONFERENCE

September 28<sup>th</sup> to October 1<sup>st</sup>, 2014 Canmore

| <b>SPONSORSHIP</b> | <b>CATEGORIES</b> |
|--------------------|-------------------|
|--------------------|-------------------|

|    | Recognition for one or part of the five coffee breaks (\$750.00 per break)    |
|----|---|
|    | Recognition for one or part of the two breakfasts. (\$1,500.00 per breakfast) |
|    | Recognition for one or part of the two lunches. (\$2,400.00 per lunch)        |
|    | Recognition for the opening reception / meet and greet. (\$1,500.00)          |
|    | Recognition for non-specific contribution. (see chart below)                  |
| -0 | ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~                                       |

## SPONSORSHIP CONTRIBUTION RECOGNITION:

DIAMOND SPONSOR:

\$5,000+

PLATINUM SPONSOR:

\$2,500 +

GOLD SPONSOR:

\$1,500 to \$2,499

SILVER SPONSOR:

\$1,000 to \$1499

**BRONZE SPONSOR:** 

\$300 to \$999

Please make your cheque payable to "The Alberta Development Officers' Association" and forward your contribution with this form to: Alberta Development Officers' Association

PO Box 164 Sangudo, AB TOE 2A0

## **CONTACT INFORMATION:**

| NAME:      | SALLY      | ANN     | Rosson     | , MANAGER    | Planning + Development |
|------------|------------|---------|------------|--------------|------------------------|
| COMPANY o  | or MUNICII | PALITY: | MUNICIPA   | L DISTRICT   | OF GREENVIEW+16        |
| ADDRESS: _ | 4806       | -36     | AVENUE,    | BOX 1079     | VALLEYVIEW, AB         |
| PHONE:     | 180) 5     | 24-7    | 644 CEL    | L#: (780) 53 | 24 - 7749 TO H 3NO     |
| EMAIL:     | Saley (2   | ) mdgr  | zen Vigge. | ab. Ca       |                        |



SUBJECT: **Business Internet Fibre Install** 

SUBMISSION TO: Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 22, 2014 CAO: MH MANAGER:

DEPARTMENT: Corporate Services/Information Systems GM: RO PRESENTER: SG

FILE NO./LEGAL: LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

### **RECOMMENDED ACTION:**

MOTION: That Council authorize Administration to reallocate \$50,308 from the 2014 Contingency Fund to Information Technology Capital Expenditure, enabling Administration to install Business Internet Fibre to the Administration Building.

### BACKGROUND / PROPOSAL:

Over the past couple of months Administration has been exploring an opportunity to install Telus Business Internet Fibre to the Administration Building at 43.5% less than the original cost (Original cost \$89,197.00), by sharing the cost of the overall fibre install with Pembina Pipeline Corporation. The cost of this project will potentially rise from \$50,308 to \$89,197 if Greenview does not take advantage of this offer in the next 30 days.

At present, Greenview's Administration Building runs a Business Internet 10 Megabyte Bonded T1 service provided by Telus Business Internet. While this service is adequate for the current internet data needs, any future expansion to internet services would be restricted by the limitations of the Bonded T1 Service.

Telus Business Internet Fibre would allow expansion from 10 Megabytes to 50 Megabytes or higher.

There is approximately \$230,000.00 of undesignated funds remaining in 2014 Contingency. Approval of this recommendation would reduce that amount to approximately \$180,000.00 without consideration of any other requests from Contingency. Above this amount are funds earmarked for other projects for which Council is awaiting further information.

### **OPTIONS - BENEFITS / DISADVANTAGES:**

Options – Continue with the existing Business Internet Service provided by Telus.

**Benefits** – The installation cost has been greatly reduced due to a cost sharing plan with another organization. Increased internet bandwidth (the maximum data transfer rate) for the Greenview network of users with in Valleyview. Bandwidth could potentially be increased to five times the present bandwidth. Three times the current bandwidth at the same monthly rate.

Disadvantages – There are no identifiable disadvantages to increasing the bandwidth of the Business internet services.

### COSTS / SOURCE OF FUNDING:

Costs Associated with Install (before GST)

Telus Business Internet Fibre Install \$44,932.00

Conduit install for fibre cable \$ 5,376.00 (Provider does not install conduit to the building.)

**Total Costs** \$50,308.00

### 2014 Contingency Fund

### ATTACHMENT(S):

- **Telus Fibre Quote**
- **Building Conduit Quote**
- East Smoky Gas Co-op Quote



# **Estimate**

| Date       | Estimate # |
|------------|------------|
| 10/07/2014 | 217        |

| MD Greenview   |   |  |
|----------------|---|--|
| Box 1079       |   |  |
| Valleyview, AB | 1 |  |
| TOH 3NO        | • |  |
| 10H 3N0        |   |  |

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|                      | Iaterials & labour<br>ST on sales   |   |                          | 1 | 2,375.44<br>5.00% | ea. | 2,375.44<br>118.77 |
| Thank you for your b |   | F-mail  | GST/HST No.<br>844342568 |   | ales Tax To       | tal | \$118.77           |
| WCB #3915838         | Fax # 780-957-3045  | E-mail<br>gordon@1257766.ca                     | -                        | Т | otal              |     | \$2,494.21         |



SUBJECT: 2017 Alberta 55 Plus Winter Games Bid Committee - Letter of Support

REVIEWED AND APPROVED FOR SUBMISSION SUBMISSION TO: **Regular Council Meeting** 

July 22, 2014 **MEETING DATE:** CAO: MANAGER:

**DEPARTMENT: Community Services** GM: DM PRESENTER: DM

FILE NO./LEGAL: N/A LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

RELEVENT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw / Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to submit a letter of support to the 2017 Alberta 55 Plus Winter Games Bid Committee for their proposal to host the 2017 Alberta 55 Plus Winter Games in the Grande Prairie area.

### BACKGROUND / PROPOSAL:

The City of Grande Prairie and the County of Grande Prairie No. 1 initiated a proposal bid to host the 2017 Alberta 55 Plus Winter Games. If successful with the bid application, the involvement and commitment will be extended throughout the games. The regional opportunity for Greenview will include the Nitehawk Ski Area and the Grovedale Community Hall.

The proposed host date will be February 23 – 26, 2017. The main proposed facilities include:

City of Grande Prairie: **Revolution Centre** 

**Bowes Crystal Gardens (Main Food Services)** 

Coca-Cola Centre

**Grande Prairie Curling Centre** 

County of Grande Prairie No. 1: **County of Grande Prairie Sportsplex** 

Evergreen Park

Wapiti Nordic Ski Club Sexsmith Curling Club

Greenview: Nitehawk Ski Area

**Grovedale Community Hall** 

Other facilities will be announced at a future date to include competition in Badminton, Bowling, Bridge – Duplicate, Carpet Bowling, Darts, Euchre, Snooker, Scrabble and Table Shuffleboard.

The priority of the 2017 Alberta 55 Plus Winter Games Bid Committee is to showcase the entire region with all the diversity within the City, County and Greenview. Working together will create an extraordinary experience for participants, spectators and volunteers. The region will be promoted as the best place in Alberta to work, raise a family, play and retire. Combined we have all the facilities required to host the games and a large resource of volunteers.

Fletcher Mudryk & Co. LLP estimated an approximate budget requirement of \$1,050,000.00 to host the 2017 Alberta 55 Plus Winter Games. Included in this will be the provincial hosting grants of \$240,000.00. The anticipated proposed support is as follows:

| Alberta Sport, Recreation, Parks and Wildlife Foundation      | \$ 240,000.00  |
|---|----------------|
| City of Grande Prairie  | \$ 150,000.00  |
| County of Grande Prairie No. 1                                | \$ 75,000.00   |
| Greenview   | \$ 75,000.00   |
| Committee Driven Revenue: Sponsorships/Donations/Gift in Kind | \$ 510,000.00  |
|   | \$1,050,000.00 |

The 2017 Alberta 55 Plus Winter Games Bid Committee is initially requesting a letter of support from all the municipal partners. The application deadline is August 15, 2014. A formal presentation requesting financial support as presented above will be made prior to the games location being announced in November.

Promoting the health and sport of the 55 plus community in our province is a stepping stone to our future generation's longevity. The key to a healthy life is activity, thereby leading by example may make a difference in the children's lives that have been impacted by a modern culture of convenience. The promotion of sport at all ages is an investment in the health of all Albertan's.

### OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council has the option to deny the request to provide a letter of support to the 2017 Alberta 55 Plus Winter Games Bid Committee.

Benefits – A letter of support to the 2017 Alberta 55 Plus Winter Games Bid Committee for their proposal to host the games provide the following benefits:

- an opportunity to showcase the region.
- promotes the health and sport of the 55 plus.
- promotes the region as the best place in Alberta to work, raise a family, play and retire.
- leading by example may make a difference in the children's lives impacted by a modern culture of convenience.
- the County, City and Greenview have the facilities required to host the games.
- the County, City and Greenview have a large resource of volunteers.

Disadvantages – The disadvantage of not providing a letter of support is that the Committee may not acquire the bid to host the 2017 Alberta 55 Plus Winter Games in the Grande Prairie area.

COSTS / SOURCE OF FUNDING:

• N/A

### ATTACHMENT(S):

• Letter of Support Request Letter – 2017 Alberta 55 Plus Winter Games Bid Committee

2017 Alberta 55 Plus Winter Games Bid Committee c/o 109-10126 120 Avenue

Grande Prairie, AB T8V 8H9

Phone: 780.230.7111 Email: mbell@hsf.ab.ca

July 16, 2014

MD of Greenview # 16 4806 36 Avenue Valleyview, AB TOH 3N0

Attention: Dennis Mueller

Re: 2017 Alberta 55 Plus Winter Games Bid

Dear Dennis,

The City of Grande Prairie and the County of Grande Prairie No.1 joined together to initiate the bid for the 2017 Alberta 55 Plus Winter Games. With great pleasure and anticipation, we have accepted the prestigious position to Co-Chair the Bid Committee. We will willingly extend our involvement and commitment throughout the games if we are successful in our application. We believe this event to be a regional opportunity with the inclusion of Nitehawk Ski Area and the Grovedale Community Hall located in the MD of Greenview # 16. We invite the MD to be a part of this Bid Proposal.

We have an amazing team constructing the Bid Proposal. Included is a committee specifically tasked with the accommodation requirements, a key prerequisite to successfully completing our application. We have confirmed all the critical facilities required to host events such as Alpine Skiing, Cross Country Skiing, Hockey and Ice Curling to be able to approve a host date of February 23 – 26, 2017. Included in these main facilities are:

City of Grande Prairie: Revolution Centre

Bowes Crystal Gardens (Main Food Services)

Coca-Cola Centre

Grande Prairie Curling Centre

County of Grande Prairie No 1: County of Grande Prairie Sportsplex

Evergreen Park

Wapiti Nordic Ski Club Sexsmith Curling Club

MD of Greenview # 16: Nitehawk Ski Area

Grovedale Community Hall

Other facilities will be announced at a future date to include competition in Badminton, Bowling, Bridge – Duplicate, Carpet Bowling, Darts, Euchre, Snooker, Scrabble and Table Shuffleboard.

The priority of the 2017 Alberta 55 Plus Winter Games Bid Committee is to showcase our entire region, with all our diversity within the City, County and MD. Working together we will create the most extraordinary experience for everyone competing, spectating or volunteering. Promoting our region as the best place in Alberta to work, raise a family, play or plan our retirement. Combined we have all the facilities required to host these games, a large resource of volunteers and a youthful energy that will drive the spirit of the games.

With the volunteer support from the accounting firm of Fletcher Mudryk & Co LLP, we have reviewed previous budgets for the 55 Plus Winter Games and we will be challenged with an approximate budget of \$1,050,000.00. Included in this will be provincial hosting grants of \$240,000.00. With all hosting facilities in our region already in place we are confident that we will operate within our financial forecast and complete the games with a balanced budget. We would like to propose support from the communities as follows:

| Alberta Sport, Recreation, Parks and Wildlife Foundation | \$  | 240,000.00   |
|--|-----|--------------|
| City of Grande Prairie                                   | \$  | 150,000.00   |
| County of Grande Prairie No 1                            | \$  | 75,000.00    |
| MD of Greenview # 16                                     | \$  | 75,000.00    |
| Committee driven revenue                                 |     |              |
| 5ponsorships / Donations / Gift in Kind                  | \$  | 510,000.00   |
|  | \$1 | 1.050 000 00 |

To successfully bid for the 2017 Alberta 55 Plus Winter Games, we require a letter of support from all our municipal partners. The application deadline is August 15<sup>th</sup>, 2014. We understand that confirmation of financial support would have to be approved through council and the deadline for the application is too short. At this point we are asking for a letter of support to bid. We would then have the opportunity of presenting council with a formal presentation requesting financial support as presented above and obtaining approval prior to the games location being announced in November.

To promote the health and sport of the 55 plus community in our province is a stepping stone to our future generation's longevity. Activity is the key to a healthy life; leading by example is how we can make a difference in our children's lives which have been impacted by a culture of convenience. To promote sport at all ages is truly investing in the health of all Albertan's.

We sincerely thank you in advance for your consideration and are available to provide any further information that you would require to assist you in making your decision to support the Regional bid for the 2017 55 Plus Alberta Winter Games.

Yours truly

Margaret Bell

Co-Chair

2017 Alberta 55 Plus Winter Games Bid Committee

Dennis Bel Co-Chair

2017 Alberta 55 Plus Winter Games Bid Committee



SUBJECT: Mike Haugen (CAO) Probationary Period Review

**SUBMISSION TO:** Regular Council Meeting REVIEWED AND APPROVED FOR SUBMISSION

**MEETING DATE:** July 22, 2014 CAO: MH MANAGER:

DEPARTMENT: **CAO Services** GM: RO PRESENTER: EΚ

FILE NO./LEGAL: N/A LEGAL/ POLICY REVIEW: STRATEGIC PLAN: FINANCIAL REVIEW:

### **RECOMMENDED ACTION:**

MOTION: That Council retain Michael (Mike) Haugen as the Chief Administrative Officer (CAO) based on the satisfactory completion of his six (6) month probationary period as per his employment contract.

### BACKGROUND / PROPOSAL:

An agreement was reached between Michael (Mike) Haugen and Municipal District of Greenview on December 12, 2013 regarding his appointment of employment as the Chief Administrative Officer (CAO) for Greenview. The employment agreement states, "The Municipality and the Employee agree the Employee will serve a six (6) month probationary period".

Mike Haugen commenced his role as CAO on January 20, 2014 thus will have completed his probationary period on July 20, 2014. Based on the successful review of his probationary period by Council on July 15, Human Resources is requesting a formal decision from Council regarding the future of his employment.

### **OPTIONS - BENEFITS / DISADVANTAGES:**

- Benefit: The Municipal District of Greenview will maintain continuity in leadership with a permanent CAO in place which will promote improvement and growth within the Municipal District.
- Option 1 Retain Mike Haugen to continue as the CAO of the Municipal District of Greenview upon successful completion of his probationary period as per his employment agreement
- Option 2 Terminate Mike Haugen and separate his employment relationship from the Municipal District of Greenview

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| <br>u  |     | / .วเว | UNL   | <b>\</b> // - |         |

N/A

### ATTACHMENT(S):

None





# CAO's Report

Function: CAO

Date: July 22<sup>nd</sup>, 2014

Submitted by: Mike Haugen

#### Joint Meeting with the City of Grande Prairie and County of Grande Prairie

The date of this meeting has been set for September 11<sup>th</sup>. Discussion topics currently on the agenda for this meeting include:

- Nitehawk Business Plan;
- Wapiti River Water Management Study Update;
- South East Alignment Plan (transportation planning around Grande Prairie); and,
- Proposed County/City Joint Recreation Plan

#### **Strategic Planning Session**

Staff will be taking the feedback and comments from this session and developing a draft Strategic Plan for Council's review. Staff will also start developing and preparing for the next phases which include development of proposed strategies, three year Action Plans and a review/update of the 10 Year Capital Plan. All of these processes will feed the budget process.

#### **Training**

Administration has continued to deliver software training to specific Staff. It is expected that we will realize a number of time efficiencies as a result of the training.

### **County of Grande Prairie Building Opening**

Council has been invited to the Grand Opening of the County of Grande Prairie's new Public Works building as well as the newly renovated Administration Building. This event is taking place from noon to 3:00pm on September 19<sup>th</sup>. A ribbon cutting will take place at 12:30 pm. A formal item will be brought to Council in August so that Council may authorize attendance at this event. Details are being provided here so that Council may mark their calendars if needed.

### **Upcoming Dates:**

September 11<sup>th</sup> – Joint Meeting with County and City and City of Grande Prairie