



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

## ORGANIZATIONAL MEETING AGENDA


Tuesday October 28, 2014

9:00 AM

Council Chambers  
Administration Building

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#7 ADJOURNMENT

SUBJECT: **Appointment of Reeve**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**See below for voting options**

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BACKGROUND / PROPOSAL:

Under Section 150 (2) the Council of a Municipal District is to select a Chief Elected Official (Reeve) from amongst its membership. Voting may be by secret ballot.

Before selecting the Chief Elected Official (Reeve), Council will need to first determine the manner in which they intend to vote on the selection of Chief Elected Official. Section 185.1 of the MGA provides that voting is to be by secret ballot **if any Council member present requests the same**; otherwise, voting will be by show of hands. If a secret ballot is used then appointment must be confirmed by a resolution of Council.

Once a Chief Elected Official (Reeve) has been declared by the Chief Administrative Officer the selected member will complete the requisite Oath of Office for Reeve. Following this the Reeve will assume the Chair.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – None

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

# MUNICIPAL DISTRICT OF GREENVIEW NO. 16

4806 – 36 Avenue  
Valleyview, AB

## O F F I C I A L O A T H

CANADA )  
PROVINCE OF ALBERTA )

I, \_\_\_\_\_, swear that I will diligently,  
faithfully, and to the best of my ability, execute according to the  
law the office of REEVE for the Municipal District of Greenview  
No. 16.

SO HELP ME GOD  
(omit if affirmed)

TAKEN AND SUBSCRIBED BEFORE )  
ME AT VALLEYVIEW, ALBERTA, )  
THIS 28<sup>TH</sup> DAY OF OCTOBER, 2014 )

\_\_\_\_\_

\_\_\_\_\_  
A Commissioner for Oaths in and  
for the Province of Alberta

SUBJECT: **Appointment of Deputy Reeve**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint Councillor \_\_\_\_\_ as the Deputy Reeve of the Municipal District of Greenview No. 16 Council until the next annual Organizational Meeting.**

**MOTION: That Council request the Chief Administrative Officer to destroy the ballots used for the appointment of Reeve and Deputy Reeve.**

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BACKGROUND / PROPOSAL:

Under Section 152 of the Municipal Government Act, the Council of a Municipal District is to select a Deputy Chief Elected Official (Deputy Reeve) from amongst its members.

Voting on a member will be in accordance with the method selected by Council prior to this item. Once a winner has been declared by the Reeve then the selected member will complete the requisite Oath of Office for Deputy Reeve.

A motion will then be required to destroy the ballots.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – None

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

# MUNICIPAL DISTRICT OF GREENVIEW NO. 16

4806 – 36 Avenue  
Valleyview, AB

## O F F I C I A L O A T H

CANADA )  
PROVINCE OF ALBERTA )

I, \_\_\_\_\_, swear that I will diligently,  
faithfully, and to the best of my ability, execute according to the  
law the office of DEPUTY REEVE for the Municipal District of  
Greenview No. 16.

SO HELP ME GOD  
(omit if affirmed)

TAKEN AND SUBSCRIBED BEFORE )  
ME AT VALLEYVIEW, ALBERTA, )  
THIS 28<sup>TH</sup> DAY OF OCTOBER, 2014 )

\_\_\_\_\_

\_\_\_\_\_  
A Commissioner for Oaths in and  
for the Province of Alberta



SUBJECT: **Regular Council Meeting Dates**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER:  
GM: PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Section 193(1) MGA

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION:** That Council hold regularly scheduled Council meeting on the second and fourth Tuesday of each month, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36<sup>th</sup> Avenue, Valleyview; and cancel the following regularly scheduled Council meetings:

**August 11, 2015**

**December 22, 2015**

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BACKGROUND / PROPOSAL:

Section 193(1) cites Council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times, and places.

The August 12, 2015 Regular Council meeting is cancelled in order to provide a summer break for Council.  
The December 22, 2015 Regular Council meeting is cancelled for Christmas Break.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may choose different dates, start time and frequency for its meetings if Council chooses to do so. Any meeting dates cancelled by Council will be advertised so that the public is aware of the change.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

## Meetings

### Organizational meetings

**192(1)** Except in a summer village, a council must hold an organizational meeting annually not later than 2 weeks after the 3rd Monday in October.

**(2)** The council of a summer village must hold an organizational meeting annually not later than August 31.

1994 cM-26.1 s192

### Regular council meetings

**193(1)** A council may decide at a council meeting at which all the councillors are present to hold regularly scheduled council meetings on specified dates, times and places.

**(2)** Notice of regularly scheduled meetings need not be given.

**(3)** If council changes the date, time or place of a regularly scheduled meeting, the municipality must give at least 24 hours' notice of the change

(a) to any councillors not present at the meeting at which the change was made, and

(b) to the public.

1994 cM-26.1 s193

### Special council meetings

**194(1)** The chief elected official

(a) may call a special council meeting whenever the official considers it appropriate to do so, and

(b) must call a special council meeting if the official receives a written request for the meeting, stating its purpose, from a majority of the councillors.

**(2)** A special council meeting called under subsection (1)(b) must be held within 14 days after the date that the chief elected official receives the request or any shorter period provided for by bylaw.

**(3)** The chief elected official calls a special council meeting by giving at least 24 hours' notice in writing to each councillor and the public stating the purpose of the meeting and the date, time and place at which it is to be held.

**(4)** A special council meeting may be held with less than 24 hours' notice to all councillors and without notice to the public if at least 2/3 of the whole council agrees to this in writing before the beginning of the meeting.

SUBJECT: **Committee of the Whole Dates**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION:** That Council hold Committee of the Whole meetings on the third Tuesday of the month, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36<sup>th</sup> Avenue, Valleyview.

**MOTION:** That Council accept Administrations recommendation to hold Committee of the Whole on the following dates:

February 17, 2015

May 19, 2015

June 16, 2015 to be held in Grande Cache

July 21, 2015 to be held in Grovedale

September 15, 2015

December 15, 2015

**And to cancel the following Committee of the Whole meetings:**

January 20, 2015

March 17, 2015

April 21, 2015

August 18, 2015

October 20, 2015

November 17, 2015

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BACKGROUND / PROPOSAL:

Committee of the Whole meetings are an opportunity for Council to discuss such matters as policies, bylaws, agreements and programs/projects which are still in the planning, draft or development stage. Council may choose different dates, start time and frequency for these meetings if it so chooses. Any meeting dates cancelled by Council will be advertised so that the public is aware of the change.

Administration is recommending the following dates for Committee of the Whole Meetings:

February 17, 2015

May 19, 2015

June 16, 2015 to be held in Grande Cache

July 21, 2015 to be held in Grovedale

September 15, 2015

December 15, 2015

Recommended cancelled meetings:

January 20, 2015

March 17, 2015 – AAMDC Spring Convention

April 21, 2015

August 18, 2015 – Council Break

October 20, 2015

November 17, 2015 – AAMDC Fall Convention

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#### OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may choose to follow Administrations recommendation or to hold Committee of the Whole Meetings every month except for the following:

March 17, 2015

August 28, 2015

November 17, 2015

**Benefits** – Administration would have more time to better prepare for Regular Council meetings.

**Disadvantages** - None

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#### COSTS / SOURCE OF FUNDING:

None

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#### ATTACHMENT(S):

- None

SUBJECT: **Municipal Planning Commission Dates**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION:** That Council schedule Municipal Planning Commission meetings on the Wednesday following the first Regular Council meeting of each month, at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36<sup>th</sup> Avenue, Valleyview; and to cancel the August 12, 2015 meeting and change the following Municipal Planning Commission meeting from July 12, 2015 to July 30, 2015.

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BACKGROUND / PROPOSAL:

It is recommended that Municipal Planning Commission be held monthly.  
The August 12, 2015 Municipal Planning Commission meeting is cancelled in order to provide a summer break for Council.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may choose alternate dates for the Municipal Planning Commission meeting.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

- None

SUBJECT: **Agricultural Pests Appeal Commission**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER:  
GM: PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) members of Council to the Agricultural Pests Appeal Commission.**

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BACKGROUND / PROPOSAL:

The Agricultural Pest Appeal Committee consists of three members from Council, which hears appeals from decisions made by the Agricultural Fieldman. This committee only meets if an appeal is lodged. Members of this Committee cannot be on the Agricultural Service Board.

Currently Councillor George Delorme, Councillor Dave Hay and Deputy Reeve Tom Burton sit on the Commission.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members that now sit on the Commission

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

-

SUBJECT: **Agricultural Services Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 97-224

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RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Council Members to sit on the Agricultural Services Board.**

**MOTION: That Council appoint five (5) Members at Large to sit on the Agricultural Services Board.**

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BACKGROUND / PROPOSAL:

Comprised of seven members who hold office for a one year period. The A.S.B. consists of two members from Council and five members at large who must be rate payers of Greenview. One of the Council members is chosen by Council to act as Chairman of the Board. The A.S.B meets monthly, usually the Wednesday after the second Regular Council meeting of the month, and attends at least two conferences annually; the provincial one in for Four days and a regional one in the fall for one day.

Currently Councillor Bill Smith and Councillor Dale Smith sit on the ASB.

Mr. Larry Smith and Mr. Roland Cailliau have requested to remain on the Agricultural Services Board as Members at Large.

Mr. Gary Lige has requested to remove himself as a member.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members and Members at Large that now sit on the Agricultural Services Board.

**Benefits** – None



**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

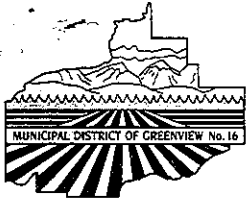
None

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ATTACHMENT(S):

-





## **BYLAW NO. 97-224**

### **of the Municipal District of Greenview No. 16**

#### **A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to establish the AGRICULTURAL SERVICE BOARD of the Municipal District of Greenview No. 16.**

**WHEREAS** Section 3 of the Agricultural Service Board Act, being Chapter A-11, R.S.A., 1980, with amendments in force as of June 18, 1997, states a Council may establish an Agricultural Service Board;

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

#### **1. NAME**

1.1 This Bylaw shall be cited as the "Agricultural Service Board Bylaw".

#### **2. ESTABLISHMENT AND MEMBERSHIP**

2.1 The Agricultural Service Board is hereby established.

2.2 The Agricultural Service Board shall consist of seven members appointed annually by resolution of Council. Five members shall be appointed from the public at large, and two members shall be appointed from Council.

2.3 No person who is an employee of the M.D. of Greenview No. 16 shall be appointed to the Agricultural Service Board.

2.4 Any vacancies caused by the death, retirement or resignation of a member may be filled by resolution of Council.

2.5 Council may remove a member from the Agricultural Service Board by resolution at any time.

#### **3. TERM OF OFFICE**

3.1 Each member of the Agricultural Service Board shall be appointed at the pleasure of the Council for a term of one year, and may be re-appointed upon the expiry of the term at the pleasure of Council.

3.2 Where a member of Council is appointed as a member of the Agricultural Service Board, their appointment shall terminate upon them ceasing to be a member of the Council.

#### **4. CHAIRPERSON**

4.1 Council shall appoint the Chair of the Agricultural Service Board on an annual basis.

4.2 A member may be re-appointed to the position of Chairperson.

4.3 A Chairperson shall preside at the meetings of the Agricultural Service Board.

**5. VICE-CHAIRPERSON**

5.1 A Vice-Chair shall be appointed by majority vote of the members of the Agricultural Service Board on an annual basis at their first meeting following the appointment of the Chair.

5.2 A member may be re-appointed to the position of Vice-Chair.

5.3 The Vice-Chair shall preside at the meetings of the Agricultural Service Board in the absence of the Chair.

5.4 In the absence of the Chair and Vice-Chair, one of the other members of the Agricultural Service Board shall be elected by members to preside.

**5. QUORUM AND MEETINGS**

5.1 A quorum of the Agricultural Service Board shall be a majority of members.

5.2 The Agricultural Service Board shall meet at such intervals as are necessary to consider and decide on weed, pest and livestock concerns, or for consideration of sustainable agriculture matters in accordance with the Act.

5.3 The Agricultural Service Board may make recommendations to Council on rules as are necessary for the conduct of its meetings and its business that are consistent with the policies of the M.D. of Greenview No. 16 and the Agricultural Service Board Act.

**6. FEES AND EXPENSES**

6.1 Council shall by resolution from time to time establish the remuneration, traveling, living expenses of the members of the Agricultural Service Board.

**7. RESPONSIBILITIES AND FUNCTIONS**

7.1 The Agricultural Service Board shall have prepared and maintain a file of written minutes of the business transacted at all meetings.

7.2 The Agricultural Service Board shall carry out all duties and responsibilities defined in the Agricultural Service Board Act and regulations thereto, and the policies of the M.D. of Greenview No. 16.

7.3 The Agricultural Service Board shall provide to Council a summary of its activities for the preceding year prior to March 31st in each year.

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

Read a first time this 24th day of September, A.D., 1997.

Read a second time this 24th day of September, A.D., 1997.

Read a third time and finally passed this 8th day of October, A.D., 1997.

A.G. Mulligan  
REEVE

Gordon [Signature]  
MUNICIPAL MANAGER

SUBJECT: **Ainsworth Environmental Advisory Committee**

SUBMISSION TO: Organizational Meeting

REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: October 28, 2014

CAO:

MANAGER:

DEPARTMENT: CAO Services

GM:

PRESENTER:

FILE NO./LEGAL:

LEGAL/ POLICY REVIEW:

STRATEGIC PLAN:

FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council Members to sit on the Ainsworth Environmental Advisory Committee.**

**MOTION: That Council appoint one (1) member of Council to act as an alternate on the Ainsworth Environmental Advisory Committee..**

---

BACKGROUND / PROPOSAL:

This Committee is established by Ainsworth and has a representative from Council on it. The Committee's role is to act as a sounding board for issues that affect Ainsworth's Forest Management Area. Ainsworth's FMA is for deciduous tree only and is within Weyerhaeuser's FMA south of Grande Prairie.

Councillor Bill Smith currently sits on the committee with Deputy Reeve Tom Burton as alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members that now sit on the Committee

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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SUBJECT: **Alberta Care**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council Member to sit on the Alberta Care Board.**

---

BACKGROUND / PROPOSAL:

Councillor Roxie Rutt currently sits on the Board.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member that now sit on the Board.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

-

SUBJECT: **Audit Committee**

SUBMISSION TO: Organizational Meeting

MEETING DATE: October 28, 2014

DEPARTMENT: CAO Services

FILE NO./LEGAL:

STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:

MANAGER:

GM:

PRESENTER:

LEGAL/ POLICY REVIEW:

FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) Councillors to sit on the Audit Committee.**

**MOTION: That Council appoint four (4) staff members to sit on the Audit Committee.**

---

BACKGROUND / PROPOSAL:

Currently Councillor Dale Smith, Deputy Reeve Tom Burton and Reeve Dale Gervais sit on the committee for Council, and CAO Mike Haugen, Manager, Finance & Administration Donna Ducharme, and Manager Financial Reporting Bull Yusep sit on the committee for staff.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and / or staff that now sit on the Board.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

-

SUBJECT: **Canfor F.M.A. Advisory Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillors to sit on the Canfor F.M.A Advisory Committee.**

**MOTION: That Council appoint one (1) Alternate to sit on the Canfor F.M.A. Advisory Committee.**

---

BACKGROUND / PROPOSAL:

Canfor establishes this Committee with one representative from Council. The Committee's role is to act as a sounding board for issues that affect Canfor's management of their Forest Management Area. Canfor's F.M.A. includes the area east of the Smoky River south to Grande Cache and east to the Little Smoky River. Meetings are held monthly.

Currently Councillor Roxie Rutt sits on this committee with Deputy Reeve Tom Burton acting as alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members which sit on this committee.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

SUBJECT: **Cemetery Committee / Grovedale**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 97-218

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to sit on the Grovedale Cemetery Committee.**

**MOTION: That Council appoint five (5) Members at Large to sit on the Grovedale Cemetery Committee.**

---

BACKGROUND / PROPOSAL:

The Municipal District owns four cemeteries within the municipality. Council has established bylaws appointing community members to the committee. A Councillor is appointed to each Committee in Little Smoky, Grovedale, Sunset House, and New Fish Creek.

Currently Councillor Bill Smith sits on this committee Mr. Stewart Bowen, Mr. David Dobb, Ms. Gwen Smith and Ms. Margaret Basnett as Members at Large.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large which sit on this committee.

**Benefits** – None

**Disadvantages** - None

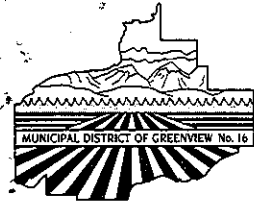
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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):



## BYLAW NO. 97-218

### of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of establishing control of cemetery operations, and hereby known as the 'Cemetery Bylaw'.**

**WHEREAS**, the Municipal District of Greenview No. 16 is recognized as the owner of cemeteries, as defined in the *Cemeteries Act*, Chapter C-2;

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

#### **1. PURPOSE:**

- 1.1 The purpose of this bylaw is to establish a bylaw to control the operations of cemeteries owned by the Municipal District of Greenview No. 16.

#### **2. DEFINITIONS:**

- 2.1 **Caretaker** means the person placed in charge of the cemetery by resolution of Committee.
- 2.2 **Cemetery** means land that is set apart or used as a place for the burial of dead human bodies or other human remains, or in which dead human bodies or other human remains are buried, owned by the Municipal District of Greenview.
- 2.3 **Committee** means an Advisory Committee that may be formed to advise and recommend to the Council on matters required in the performance of this Bylaw.
- 2.4 **Fees** means a Schedule of Fees and Charges as established by the Committee.
- 2.5 **Lot** means a single grave site.
- 2.6 **Maintenance** means both short and long term care of the cemetery.
- 2.7 **Memorial Fund** is moneys donated for the purpose of maintenance or beautification of the cemetery. This money is to be transferred to the trust fund unless specified for a certain project by the donor.
- 2.8 **Monument**; for the purpose of this Bylaw, a monument shall be understood to be any permanent memorial structure.
- 2.9 **Municipality** means the Municipal District of Greenview No. 16.
- 2.10 **Plot** means two or more lots shown on a plan and officially recorded with the Committee.
- 2.11 **Trust Fund** is moneys from the Memorial Fund that are placed in a term deposit or other savings to generate interest for the maintenance and beautification of the cemetery.

#### **3. CONTROL:**

- 3.1 The municipality may delegate its authority to the Committee with respect to the control and maintenance of the cemetery.
- 3.3 The Committee shall supervise all sales of lots and plots.
- 3.4 The Committee shall keep a correct account of all revenues and expenditures made in connection with the cemetery.



- 3.5 Two copies of all burial records (sales of lots or plots) and reservations shall be maintained. One copy of all records shall be forwarded to the municipality prior to June 30th in each year.

#### **4. SALES AND RESERVATIONS:**

- 4.1 The Committee shall from time to time review and recommend to the municipality the prices for all lot and plot sales, the charges for opening and closing of lots, and the maintenance fees.
- 4.2 Lots in the cemetery shall be sold by the Committee. Should financial hardship be proven, the Committee may make arrangements with the purchaser of a lot as it sees fit.
- 4.3 Reservation for one or more lot or plot may be made. However, if after 180 days the lots or plots are not paid for, they will be forfeited.
- 4.4 If approved by the Committee, lots and plots may be transferred for no more than the original purchase cost set by the Committee.
- 4.5 It is a condition of every sale that the purchaser expressly waives any claim arising by reason of any error or mis-description of any burial plot. The Committee undertakes that it will attempt, insofar as it is reasonably possible, to avoid such errors but its liability shall only extend to refund in case of error, any money paid to the Committee for a lot or lots and it undertakes to make an equivalent quality of lot or lots available.
- 4.6 Application for interment should be made 36 hours prior to the time established for burial from May to October inclusive, and 48 hours during the months of November to April inclusive, not including weekends.

#### **5. MONUMENTS:**

- 5.1 The owner of each lot shall have the right to erect thereon a monument or headstone subject to the provisions of the Committee on cemetery monuments.
- 5.2 The caretaker is to approve any headstone or monument prior to placement on the grave.
- 5.3 It is the lot owner's responsibility to maintain the monument in a manner acceptable to the caretaker.
- 5.4 No person shall place upon any monument the name of a dealer, supplier or manufacturer.
- 5.5 Vertical monuments, tombstones or markers placed above the level of the ground will be allowed.
- 5.6 All memorials must be of granite, marble, limestone or bronze unless approved in writing by the Caretaker. No fixtures of any type such as pictures or ornaments made of breakable materials may be attached or affixed in any manner whatsoever to any part of a memorial.
- 5.7 The outside back of any monument on any adult grave, whether it be upright or flat, must be placed exactly sixteen inches from the boundary at the head of the lot. On a child's grave, the outside back of any monument must be placed exactly twelve inches from the boundary at the head of the lot.
- 5.8 The Committee may allow full length grave covers if they are constructed of granite, marble, limestone or bronze and are no more than six inches above ground level.
- 5.9 All foundations for erecting memorials shall be made of concrete and must extend not less than six inches around the complete base of the memorial and must be level with the surface of the ground.
- 5.10 No monument work except markers shall be delivered to a cemetery until the foundation is completed and until the contractor is ready to proceed with the work of erection.
- 5.11 The behavior of all workmen employed by others upon cemetery property shall be subject to the control of the Caretaker. Contractors, masons, and stone cutters shall lay planks on the lots and paths over which heavy materials are to be moved in order to protect them from injury.

**6. CARE OF LOTS:**

- 6.1 The owner of each lot shall have the right to improve his lot at his convenience subject to the provisions of this bylaw.
- 6.2 To ensure neatness, and to preserve the beauty of the cemetery, the caretaker shall approve the placement and removal of:
- a) wreaths, flowers and other removable mementos.
  - b) flowers, shrubs, weeds and grass growing upon graves.
- 6.3 Any lot owner shall be allowed to place monuments, plant flower beds, or make any improvements on the lot(s), providing such work is in accordance with this Bylaw, in an area extending five (5) feet from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side (on child's grave - forty (40) inches from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side). They may, however, use the entire lot for a period of not longer than 180 days from the date of interment, after which time the Caretaker may level and landscape to Committee standards.
- 6.4 No person or lot owner shall plant any tree or shrub or any other plant that will attain a height of 18 inches or over in accordance with No. 6.1 above.
- 6.5 No person other than the Caretaker shall remove any growing plants, flowers, slips, or cuttings from anywhere in the cemetery.
- 6.6 The Caretaker may remove, after a period of thirty (30) days, from any lot any weeds, grass, funeral design, or floral pieces which may become wilted, or any other article or thing which is in his opinion unsightly.

**7. MISCELLANEOUS PROVISIONS:**

- 7.1 The cemetery shall not be used for any purpose other than burial grounds for dead human bodies and human cremated remains.
- 7.2 All burials are to be made within the confines of a single lot. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining lots. There shall not be more than two burials in a single adult grave space and there shall be a minimum of three (3) feet of earth above the outer shell. Double burial in one lot must be indicated at the time of sale of the lot.
- 7.3 There shall not be more than six (6) containers of cremated remains permitted per single lot. There must be a minimum of two and one half (2 1/2) feet of earth placed over each container.
- 7.4 Provisions may be made to inter more than one stillborn body within the confines of one lot. There must be a minimum of one (1) foot of earth between remains buried in such communal graves, with at least three feet of soil over the uppermost casket.
- 7.5 No person shall drive a vehicle in the cemetery except at a moderate rate and then only upon the roadway provided for the purpose thereof. The caretaker may at his discretion prohibit the entrance of vehicles into the cemetery when the roads are not fit for vehicles. The owner of any motor vehicle shall be responsible for any damages done by such a vehicle within the boundaries of the cemetery.
- 7.6 No person shall disturb the quiet and good order of the cemetery by noise or any other improper conduct.
- 7.7 Any person who willfully damages or destroys or removes any tomb, monument, gravestone or any other structure placed in the cemetery or any railing or other work for the protection or ornamentation of the cemetery or burial lot, or willfully damages or destroys any tree, shrub or plant in the cemetery, or any person who in the cemetery discharges firearms (save at military funerals) or commits a nuisance, shall be prosecuted to the fullest extent of the law.

**8. MEMORIAL FUND AND TRUST FUND:**

- 8.1 Two separate accounts are to be set up by the Committee including a Memorial Fund and Trust Fund, and operated by the Committee as per this bylaw and any pertinent policy thereto.

- 8.2 The Committee shall maintain a record of expenditures and revenues relating to all operations of the cemetery, and shall, prior to March 31st of each year, provide to the municipality a financial statement of such expenditures and revenues, signed by two Committee members in good standing.

**9. ROLE OF COMMITTEE:**

- 9.1 There is hereby established a Committee which shall consist of: five members at large from the municipality or who may have a vested interest in the cemetery, one of which shall serve as Caretaker; plus one municipal Councilor for the area served, as appointed by resolution of Council from time to time.
- 9.2 The Committee members term of office shall be for three years, to run concurrently with the municipal election year.
- 9.3 The positions of Chairman and Treasurer of the Committee shall be elected from within for a one year term.
- 9.4 The Committee shall operate, maintain and manage the cemetery.
- 9.5 Subject to the provisions of this bylaw and any policy thereto, the Committee may determine all rules of procedure for the conduct of its meetings, policies, procedures, and the setting of a fee schedule to cover costs for operating and maintaining the cemetery, subject to final approval from the municipality.


**10. GENERAL:**

- 10.1 The municipality may enter into agreement with another party for the performance of this bylaw if a Committee is not established.
- 10.2 This Bylaw may be amended by resolution of Council
- 10.3 This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 13th day of August, A.D., 1997.

Read a second time this 12th day of November, A.D., 1997.

Read a third time and finally passed this 12th day of November, A.D., 1997.

  
REEVE

  
MUNICIPAL MANAGER

SUBJECT: **Cemetery Committee / Little Smoky**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 97-218

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to sit on the Little Smoky Cemetery Committee.**

**MOTION: That Council appoint five (5) Members at Large to sit on the Grovedale Cemetery Committee.**

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BACKGROUND / PROPOSAL:

The Municipal District owns four cemeteries within the municipality. Council has established bylaws appointing community members to the committee. A Councillor is appointed to each Committee in Little Smoky, Grovedale, Sunset House, and New Fish Creek.

Currently Reeve Dale Gervais sits on the Cemetery Committee for Little Smoky with Ms. Connie Admundson and Ms. Gail Koleba as Members at Large.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large which sit on this committee.

**Benefits** – None

**Disadvantages** - None

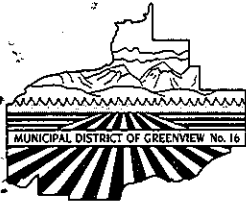
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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):



## BYLAW NO. 97-218

### of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of establishing control of cemetery operations, and hereby known as the 'Cemetery Bylaw'.**

**WHEREAS**, the Municipal District of Greenview No. 16 is recognized as the owner of cemeteries, as defined in the *Cemeteries Act*, Chapter C-2;

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

#### **1. PURPOSE:**

- 1.1 The purpose of this bylaw is to establish a bylaw to control the operations of cemeteries owned by the Municipal District of Greenview No. 16.

#### **2. DEFINITIONS:**

- 2.1 **Caretaker** means the person placed in charge of the cemetery by resolution of Committee.
- 2.2 **Cemetery** means land that is set apart or used as a place for the burial of dead human bodies or other human remains, or in which dead human bodies or other human remains are buried, owned by the Municipal District of Greenview.
- 2.3 **Committee** means an Advisory Committee that may be formed to advise and recommend to the Council on matters required in the performance of this Bylaw.
- 2.4 **Fees** means a Schedule of Fees and Charges as established by the Committee.
- 2.5 **Lot** means a single grave site.
- 2.6 **Maintenance** means both short and long term care of the cemetery.
- 2.7 **Memorial Fund** is moneys donated for the purpose of maintenance or beautification of the cemetery. This money is to be transferred to the trust fund unless specified for a certain project by the donor.
- 2.8 **Monument**; for the purpose of this Bylaw, a monument shall be understood to be any permanent memorial structure.
- 2.9 **Municipality** means the Municipal District of Greenview No. 16.
- 2.10 **Plot** means two or more lots shown on a plan and officially recorded with the Committee.
- 2.11 **Trust Fund** is moneys from the Memorial Fund that are placed in a term deposit or other savings to generate interest for the maintenance and beautification of the cemetery.

#### **3. CONTROL:**

- 3.1 The municipality may delegate its authority to the Committee with respect to the control and maintenance of the cemetery.
- 3.3 The Committee shall supervise all sales of lots and plots.
- 3.4 The Committee shall keep a correct account of all revenues and expenditures made in connection with the cemetery.

- 3.5 Two copies of all burial records (sales of lots or plots) and reservations shall be maintained. One copy of all records shall be forwarded to the municipality prior to June 30th in each year.

#### **4. SALES AND RESERVATIONS:**

- 4.1 The Committee shall from time to time review and recommend to the municipality the prices for all lot and plot sales, the charges for opening and closing of lots, and the maintenance fees.
- 4.2 Lots in the cemetery shall be sold by the Committee. Should financial hardship be proven, the Committee may make arrangements with the purchaser of a lot as it sees fit.
- 4.3 Reservation for one or more lot or plot may be made. However, if after 180 days the lots or plots are not paid for, they will be forfeited.
- 4.4 If approved by the Committee, lots and plots may be transferred for no more than the original purchase cost set by the Committee.
- 4.5 It is a condition of every sale that the purchaser expressly waives any claim arising by reason of any error or mis-description of any burial plot. The Committee undertakes that it will attempt, insofar as it is reasonably possible, to avoid such errors but its liability shall only extend to refund in case of error, any money paid to the Committee for a lot or lots and it undertakes to make an equivalent quality of lot or lots available.
- 4.6 Application for interment should be made 36 hours prior to the time established for burial from May to October inclusive, and 48 hours during the months of November to April inclusive, not including weekends.

#### **5. MONUMENTS:**

- 5.1 The owner of each lot shall have the right to erect thereon a monument or headstone subject to the provisions of the Committee on cemetery monuments.
- 5.2 The caretaker is to approve any headstone or monument prior to placement on the grave.
- 5.3 It is the lot owner's responsibility to maintain the monument in a manner acceptable to the caretaker.
- 5.4 No person shall place upon any monument the name of a dealer, supplier or manufacturer.
- 5.5 Vertical monuments, tombstones or markers placed above the level of the ground will be allowed.
- 5.6 All memorials must be of granite, marble, limestone or bronze unless approved in writing by the Caretaker. No fixtures of any type such as pictures or ornaments made of breakable materials may be attached or affixed in any manner whatsoever to any part of a memorial.
- 5.7 The outside back of any monument on any adult grave, whether it be upright or flat, must be placed exactly sixteen inches from the boundary at the head of the lot. On a child's grave, the outside back of any monument must be placed exactly twelve inches from the boundary at the head of the lot.
- 5.8 The Committee may allow full length grave covers if they are constructed of granite, marble, limestone or bronze and are no more than six inches above ground level.
- 5.9 All foundations for erecting memorials shall be made of concrete and must extend not less than six inches around the complete base of the memorial and must be level with the surface of the ground.
- 5.10 No monument work except markers shall be delivered to a cemetery until the foundation is completed and until the contractor is ready to proceed with the work of erection.
- 5.11 The behavior of all workmen employed by others upon cemetery property shall be subject to the control of the Caretaker. Contractors, masons, and stone cutters shall lay planks on the lots and paths over which heavy materials are to be moved in order to protect them from injury.

**6. CARE OF LOTS:**

- 6.1 The owner of each lot shall have the right to improve his lot at his convenience subject to the provisions of this bylaw.
- 6.2 To ensure neatness, and to preserve the beauty of the cemetery, the caretaker shall approve the placement and removal of:
- a) wreaths, flowers and other removable mementos.
  - b) flowers, shrubs, weeds and grass growing upon graves.
- 6.3 Any lot owner shall be allowed to place monuments, plant flower beds, or make any improvements on the lot(s), providing such work is in accordance with this Bylaw, in an area extending five (5) feet from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side (on child's grave - forty (40) inches from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side). They may, however, use the entire lot for a period of not longer than 180 days from the date of interment, after which time the Caretaker may level and landscape to Committee standards.
- 6.4 No person or lot owner shall plant any tree or shrub or any other plant that will attain a height of 18 inches or over in accordance with No. 6.1 above.
- 6.5 No person other than the Caretaker shall remove any growing plants, flowers, slips, or cuttings from anywhere in the cemetery.
- 6.6 The Caretaker may remove, after a period of thirty (30) days, from any lot any weeds, grass, funeral design, or floral pieces which may become wilted, or any other article or thing which is in his opinion unsightly.

**7. MISCELLANEOUS PROVISIONS:**

- 7.1 The cemetery shall not be used for any purpose other than burial grounds for dead human bodies and human cremated remains.
- 7.2 All burials are to be made within the confines of a single lot. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining lots. There shall not be more than two burials in a single adult grave space and there shall be a minimum of three (3) feet of earth above the outer shell. Double burial in one lot must be indicated at the time of sale of the lot.
- 7.3 There shall not be more than six (6) containers of cremated remains permitted per single lot. There must be a minimum of two and one half (2 1/2) feet of earth placed over each container.
- 7.4 Provisions may be made to inter more than one stillborn body within the confines of one lot. There must be a minimum of one (1) foot of earth between remains buried in such communal graves, with at least three feet of soil over the uppermost casket.
- 7.5 No person shall drive a vehicle in the cemetery except at a moderate rate and then only upon the roadway provided for the purpose thereof. The caretaker may at his discretion prohibit the entrance of vehicles into the cemetery when the roads are not fit for vehicles. The owner of any motor vehicle shall be responsible for any damages done by such a vehicle within the boundaries of the cemetery.
- 7.6 No person shall disturb the quiet and good order of the cemetery by noise or any other improper conduct.
- 7.7 Any person who willfully damages or destroys or removes any tomb, monument, gravestone or any other structure placed in the cemetery or any railing or other work for the protection or ornamentation of the cemetery or burial lot, or willfully damages or destroys any tree, shrub or plant in the cemetery, or any person who in the cemetery discharges firearms (save at military funerals) or commits a nuisance, shall be prosecuted to the fullest extent of the law.

**8. MEMORIAL FUND AND TRUST FUND:**

- 8.1 Two separate accounts are to be set up by the Committee including a Memorial Fund and Trust Fund, and operated by the Committee as per this bylaw and any pertinent policy thereto.

- 8.2 The Committee shall maintain a record of expenditures and revenues relating to all operations of the cemetery, and shall, prior to March 31st of each year, provide to the municipality a financial statement of such expenditures and revenues, signed by two Committee members in good standing.

**9. ROLE OF COMMITTEE:**

- 9.1 There is hereby established a Committee which shall consist of: five members at large from the municipality or who may have a vested interest in the cemetery, one of which shall serve as Caretaker; plus one municipal Councilor for the area served, as appointed by resolution of Council from time to time.
- 9.2 The Committee members term of office shall be for three years, to run concurrently with the municipal election year.
- 9.3 The positions of Chairman and Treasurer of the Committee shall be elected from within for a one year term.
- 9.4 The Committee shall operate, maintain and manage the cemetery.
- 9.5 Subject to the provisions of this bylaw and any policy thereto, the Committee may determine all rules of procedure for the conduct of its meetings, policies, procedures, and the setting of a fee schedule to cover costs for operating and maintaining the cemetery, subject to final approval from the municipality.


**10. GENERAL:**

- 10.1 The municipality may enter into agreement with another party for the performance of this bylaw if a Committee is not established.
- 10.2 This Bylaw may be amended by resolution of Council
- 10.3 This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 13th day of August, A.D., 1997.

Read a second time this 12th day of November, A.D., 1997.

Read a third time and finally passed this 12th day of November, A.D., 1997.

  
REEVE

  
MUNICIPAL MANAGER



SUBJECT: **Cemetery Committee / New Fish Creek**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 97-218

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to sit on the New Fish Creek Cemetery Committee.**

**MOTION: That Council appoint five (5) Members at Large to sit on the Sunset House Cemetery Committee.**

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BACKGROUND / PROPOSAL:

The Municipal District owns four cemeteries within the municipality. Council has established bylaws appointing community members to the committee. A Councillor is appointed to each Committee in Little Smoky, Grovedale, Sunset House, and New Fish Creek.

Currently Councillor Dale Smith sits on the New Fish Creek Cemetery Committee with Ms. Wilma Marcotte, Ms. Sherry Perron and Ms Dianne Vermeern as Members at Large.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large which sit on this committee.

**Benefits** – None

**Disadvantages** - None

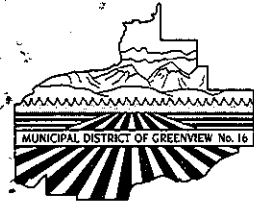
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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):



## BYLAW NO. 97-218

### of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of establishing control of cemetery operations, and hereby known as the 'Cemetery Bylaw'.**

**WHEREAS**, the Municipal District of Greenview No. 16 is recognized as the owner of cemeteries, as defined in the *Cemeteries Act*, Chapter C-2;

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

#### **1. PURPOSE:**

- 1.1 The purpose of this bylaw is to establish a bylaw to control the operations of cemeteries owned by the Municipal District of Greenview No. 16.

#### **2. DEFINITIONS:**

- 2.1 **Caretaker** means the person placed in charge of the cemetery by resolution of Committee.
- 2.2 **Cemetery** means land that is set apart or used as a place for the burial of dead human bodies or other human remains, or in which dead human bodies or other human remains are buried, owned by the Municipal District of Greenview.
- 2.3 **Committee** means an Advisory Committee that may be formed to advise and recommend to the Council on matters required in the performance of this Bylaw.
- 2.4 **Fees** means a Schedule of Fees and Charges as established by the Committee.
- 2.5 **Lot** means a single grave site.
- 2.6 **Maintenance** means both short and long term care of the cemetery.
- 2.7 **Memorial Fund** is moneys donated for the purpose of maintenance or beautification of the cemetery. This money is to be transferred to the trust fund unless specified for a certain project by the donor.
- 2.8 **Monument**; for the purpose of this Bylaw, a monument shall be understood to be any permanent memorial structure.
- 2.9 **Municipality** means the Municipal District of Greenview No. 16.
- 2.10 **Plot** means two or more lots shown on a plan and officially recorded with the Committee.
- 2.11 **Trust Fund** is moneys from the Memorial Fund that are placed in a term deposit or other savings to generate interest for the maintenance and beautification of the cemetery.

#### **3. CONTROL:**

- 3.1 The municipality may delegate its authority to the Committee with respect to the control and maintenance of the cemetery.
- 3.3 The Committee shall supervise all sales of lots and plots.
- 3.4 The Committee shall keep a correct account of all revenues and expenditures made in connection with the cemetery.

- 3.5 Two copies of all burial records (sales of lots or plots) and reservations shall be maintained. One copy of all records shall be forwarded to the municipality prior to June 30th in each year.

#### **4. SALES AND RESERVATIONS:**

- 4.1 The Committee shall from time to time review and recommend to the municipality the prices for all lot and plot sales, the charges for opening and closing of lots, and the maintenance fees.
- 4.2 Lots in the cemetery shall be sold by the Committee. Should financial hardship be proven, the Committee may make arrangements with the purchaser of a lot as it sees fit.
- 4.3 Reservation for one or more lot or plot may be made. However, if after 180 days the lots or plots are not paid for, they will be forfeited.
- 4.4 If approved by the Committee, lots and plots may be transferred for no more than the original purchase cost set by the Committee.
- 4.5 It is a condition of every sale that the purchaser expressly waives any claim arising by reason of any error or mis-description of any burial plot. The Committee undertakes that it will attempt, insofar as it is reasonably possible, to avoid such errors but its liability shall only extend to refund in case of error, any money paid to the Committee for a lot or lots and it undertakes to make an equivalent quality of lot or lots available.
- 4.6 Application for interment should be made 36 hours prior to the time established for burial from May to October inclusive, and 48 hours during the months of November to April inclusive, not including weekends.

#### **5. MONUMENTS:**

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- 5.2 The caretaker is to approve any headstone or monument prior to placement on the grave.
- 5.3 It is the lot owner's responsibility to maintain the monument in a manner acceptable to the caretaker.
- 5.4 No person shall place upon any monument the name of a dealer, supplier or manufacturer.
- 5.5 Vertical monuments, tombstones or markers placed above the level of the ground will be allowed.
- 5.6 All memorials must be of granite, marble, limestone or bronze unless approved in writing by the Caretaker. No fixtures of any type such as pictures or ornaments made of breakable materials may be attached or affixed in any manner whatsoever to any part of a memorial.
- 5.7 The outside back of any monument on any adult grave, whether it be upright or flat, must be placed exactly sixteen inches from the boundary at the head of the lot. On a child's grave, the outside back of any monument must be placed exactly twelve inches from the boundary at the head of the lot.
- 5.8 The Committee may allow full length grave covers if they are constructed of granite, marble, limestone or bronze and are no more than six inches above ground level.
- 5.9 All foundations for erecting memorials shall be made of concrete and must extend not less than six inches around the complete base of the memorial and must be level with the surface of the ground.
- 5.10 No monument work except markers shall be delivered to a cemetery until the foundation is completed and until the contractor is ready to proceed with the work of erection.
- 5.11 The behavior of all workmen employed by others upon cemetery property shall be subject to the control of the Caretaker. Contractors, masons, and stone cutters shall lay planks on the lots and paths over which heavy materials are to be moved in order to protect them from injury.

**6. CARE OF LOTS:**

- 6.1 The owner of each lot shall have the right to improve his lot at his convenience subject to the provisions of this bylaw.
- 6.2 To ensure neatness, and to preserve the beauty of the cemetery, the caretaker shall approve the placement and removal of:
- a) wreaths, flowers and other removable mementos.
  - b) flowers, shrubs, weeds and grass growing upon graves.
- 6.3 Any lot owner shall be allowed to place monuments, plant flower beds, or make any improvements on the lot(s), providing such work is in accordance with this Bylaw, in an area extending five (5) feet from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side (on child's grave - forty (40) inches from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side). They may, however, use the entire lot for a period of not longer than 180 days from the date of interment, after which time the Caretaker may level and landscape to Committee standards.
- 6.4 No person or lot owner shall plant any tree or shrub or any other plant that will attain a height of 18 inches or over in accordance with No. 6.1 above.
- 6.5 No person other than the Caretaker shall remove any growing plants, flowers, slips, or cuttings from anywhere in the cemetery.
- 6.6 The Caretaker may remove, after a period of thirty (30) days, from any lot any weeds, grass, funeral design, or floral pieces which may become wilted, or any other article or thing which is in his opinion unsightly.

**7. MISCELLANEOUS PROVISIONS:**

- 7.1 The cemetery shall not be used for any purpose other than burial grounds for dead human bodies and human cremated remains.
- 7.2 All burials are to be made within the confines of a single lot. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining lots. There shall not be more than two burials in a single adult grave space and there shall be a minimum of three (3) feet of earth above the outer shell. Double burial in one lot must be indicated at the time of sale of the lot.
- 7.3 There shall not be more than six (6) containers of cremated remains permitted per single lot. There must be a minimum of two and one half (2 1/2) feet of earth placed over each container.
- 7.4 Provisions may be made to inter more than one stillborn body within the confines of one lot. There must be a minimum of one (1) foot of earth between remains buried in such communal graves, with at least three feet of soil over the uppermost casket.
- 7.5 No person shall drive a vehicle in the cemetery except at a moderate rate and then only upon the roadway provided for the purpose thereof. The caretaker may at his discretion prohibit the entrance of vehicles into the cemetery when the roads are not fit for vehicles. The owner of any motor vehicle shall be responsible for any damages done by such a vehicle within the boundaries of the cemetery.
- 7.6 No person shall disturb the quiet and good order of the cemetery by noise or any other improper conduct.
- 7.7 Any person who willfully damages or destroys or removes any tomb, monument, gravestone or any other structure placed in the cemetery or any railing or other work for the protection or ornamentation of the cemetery or burial lot, or willfully damages or destroys any tree, shrub or plant in the cemetery, or any person who in the cemetery discharges firearms (save at military funerals) or commits a nuisance, shall be prosecuted to the fullest extent of the law.

**8. MEMORIAL FUND AND TRUST FUND:**

- 8.1 Two separate accounts are to be set up by the Committee including a Memorial Fund and Trust Fund, and operated by the Committee as per this bylaw and any pertinent policy thereto.

- 8.2 The Committee shall maintain a record of expenditures and revenues relating to all operations of the cemetery, and shall, prior to March 31st of each year, provide to the municipality a financial statement of such expenditures and revenues, signed by two Committee members in good standing.

**9. ROLE OF COMMITTEE:**

- 9.1 There is hereby established a Committee which shall consist of: five members at large from the municipality or who may have a vested interest in the cemetery, one of which shall serve as Caretaker; plus one municipal Councilor for the area served, as appointed by resolution of Council from time to time.
- 9.2 The Committee members term of office shall be for three years, to run concurrently with the municipal election year.
- 9.3 The positions of Chairman and Treasurer of the Committee shall be elected from within for a one year term.
- 9.4 The Committee shall operate, maintain and manage the cemetery.
- 9.5 Subject to the provisions of this bylaw and any policy thereto, the Committee may determine all rules of procedure for the conduct of its meetings, policies, procedures, and the setting of a fee schedule to cover costs for operating and maintaining the cemetery, subject to final approval from the municipality.

**10. GENERAL:**

- 10.1 The municipality may enter into agreement with another party for the performance of this bylaw if a Committee is not established.
- 10.2 This Bylaw may be amended by resolution of Council
- 10.3 This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 13th day of August, A.D., 1997.

Read a second time this 12th day of November, A.D., 1997.

Read a third time and finally passed this 12th day of November, A.D., 1997.

  
REEVE

  
MUNICIPAL MANAGER

SUBJECT: **Cemetery Committee / Sunset House**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 97-218

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to sit on the Sunset House Cemetery Committee.**

**MOTION: That Council appoint five (5) Members at Large to sit on the Sunset House Cemetery Committee.**

---

BACKGROUND / PROPOSAL:

The Municipal District owns four cemeteries within the municipality. Council has established bylaws appointing community members to the committee. A Councillor is appointed to each Committee in Little Smoky, Grovedale, Sunset House, and New Fish Creek.

Currently Councillor Dave Hay sits on the Sunset House Cemetery Committee with Ms. Margaret Danyliuk, Mr. Kevin Petryshen, Ms. Lori King and Ms. Gloria Whiting as Members at Large.

Ms. Margaret Danyliuk, Ms. Gloria Whiting and Ms. Lori King would like to remain on the committee.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large which sit on this committee.

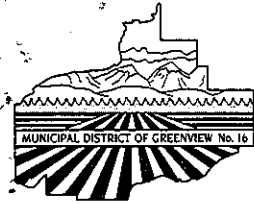
**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None



## BYLAW NO. 97-218

### of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of establishing control of cemetery operations, and hereby known as the 'Cemetery Bylaw'.**

**WHEREAS**, the Municipal District of Greenview No. 16 is recognized as the owner of cemeteries, as defined in the *Cemeteries Act*, Chapter C-2;

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

#### **1. PURPOSE:**

- 1.1 The purpose of this bylaw is to establish a bylaw to control the operations of cemeteries owned by the Municipal District of Greenview No. 16.

#### **2. DEFINITIONS:**

- 2.1 **Caretaker** means the person placed in charge of the cemetery by resolution of Committee.
- 2.2 **Cemetery** means land that is set apart or used as a place for the burial of dead human bodies or other human remains, or in which dead human bodies or other human remains are buried, owned by the Municipal District of Greenview.
- 2.3 **Committee** means an Advisory Committee that may be formed to advise and recommend to the Council on matters required in the performance of this Bylaw.
- 2.4 **Fees** means a Schedule of Fees and Charges as established by the Committee.
- 2.5 **Lot** means a single grave site.
- 2.6 **Maintenance** means both short and long term care of the cemetery.
- 2.7 **Memorial Fund** is moneys donated for the purpose of maintenance or beautification of the cemetery. This money is to be transferred to the trust fund unless specified for a certain project by the donor.
- 2.8 **Monument**; for the purpose of this Bylaw, a monument shall be understood to be any permanent memorial structure.
- 2.9 **Municipality** means the Municipal District of Greenview No. 16.
- 2.10 **Plot** means two or more lots shown on a plan and officially recorded with the Committee.
- 2.11 **Trust Fund** is moneys from the Memorial Fund that are placed in a term deposit or other savings to generate interest for the maintenance and beautification of the cemetery.

#### **3. CONTROL:**

- 3.1 The municipality may delegate its authority to the Committee with respect to the control and maintenance of the cemetery.
- 3.3 The Committee shall supervise all sales of lots and plots.
- 3.4 The Committee shall keep a correct account of all revenues and expenditures made in connection with the cemetery.

- 3.5 Two copies of all burial records (sales of lots or plots) and reservations shall be maintained. One copy of all records shall be forwarded to the municipality prior to June 30th in each year.

#### **4. SALES AND RESERVATIONS:**

- 4.1 The Committee shall from time to time review and recommend to the municipality the prices for all lot and plot sales, the charges for opening and closing of lots, and the maintenance fees.
- 4.2 Lots in the cemetery shall be sold by the Committee. Should financial hardship be proven, the Committee may make arrangements with the purchaser of a lot as it sees fit.
- 4.3 Reservation for one or more lot or plot may be made. However, if after 180 days the lots or plots are not paid for, they will be forfeited.
- 4.4 If approved by the Committee, lots and plots may be transferred for no more than the original purchase cost set by the Committee.
- 4.5 It is a condition of every sale that the purchaser expressly waives any claim arising by reason of any error or mis-description of any burial plot. The Committee undertakes that it will attempt, insofar as it is reasonably possible, to avoid such errors but its liability shall only extend to refund in case of error, any money paid to the Committee for a lot or lots and it undertakes to make an equivalent quality of lot or lots available.
- 4.6 Application for interment should be made 36 hours prior to the time established for burial from May to October inclusive, and 48 hours during the months of November to April inclusive, not including weekends.

#### **5. MONUMENTS:**

- 5.1 The owner of each lot shall have the right to erect thereon a monument or headstone subject to the provisions of the Committee on cemetery monuments.
- 5.2 The caretaker is to approve any headstone or monument prior to placement on the grave.
- 5.3 It is the lot owner's responsibility to maintain the monument in a manner acceptable to the caretaker.
- 5.4 No person shall place upon any monument the name of a dealer, supplier or manufacturer.
- 5.5 Vertical monuments, tombstones or markers placed above the level of the ground will be allowed.
- 5.6 All memorials must be of granite, marble, limestone or bronze unless approved in writing by the Caretaker. No fixtures of any type such as pictures or ornaments made of breakable materials may be attached or affixed in any manner whatsoever to any part of a memorial.
- 5.7 The outside back of any monument on any adult grave, whether it be upright or flat, must be placed exactly sixteen inches from the boundary at the head of the lot. On a child's grave, the outside back of any monument must be placed exactly twelve inches from the boundary at the head of the lot.
- 5.8 The Committee may allow full length grave covers if they are constructed of granite, marble, limestone or bronze and are no more than six inches above ground level.
- 5.9 All foundations for erecting memorials shall be made of concrete and must extend not less than six inches around the complete base of the memorial and must be level with the surface of the ground.
- 5.10 No monument work except markers shall be delivered to a cemetery until the foundation is completed and until the contractor is ready to proceed with the work of erection.
- 5.11 The behavior of all workmen employed by others upon cemetery property shall be subject to the control of the Caretaker. Contractors, masons, and stone cutters shall lay planks on the lots and paths over which heavy materials are to be moved in order to protect them from injury.



**6. CARE OF LOTS:**

- 6.1 The owner of each lot shall have the right to improve his lot at his convenience subject to the provisions of this bylaw.
- 6.2 To ensure neatness, and to preserve the beauty of the cemetery, the caretaker shall approve the placement and removal of:
- a) wreaths, flowers and other removable mementos.
  - b) flowers, shrubs, weeds and grass growing upon graves.
- 6.3 Any lot owner shall be allowed to place monuments, plant flower beds, or make any improvements on the lot(s), providing such work is in accordance with this Bylaw, in an area extending five (5) feet from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side (on child's grave - forty (40) inches from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side). They may, however, use the entire lot for a period of not longer than 180 days from the date of interment, after which time the Caretaker may level and landscape to Committee standards.
- 6.4 No person or lot owner shall plant any tree or shrub or any other plant that will attain a height of 18 inches or over in accordance with No. 6.1 above.
- 6.5 No person other than the Caretaker shall remove any growing plants, flowers, slips, or cuttings from anywhere in the cemetery.
- 6.6 The Caretaker may remove, after a period of thirty (30) days, from any lot any weeds, grass, funeral design, or floral pieces which may become wilted, or any other article or thing which is in his opinion unsightly.

**7. MISCELLANEOUS PROVISIONS:**

- 7.1 The cemetery shall not be used for any purpose other than burial grounds for dead human bodies and human cremated remains.
- 7.2 All burials are to be made within the confines of a single lot. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining lots. There shall not be more than two burials in a single adult grave space and there shall be a minimum of three (3) feet of earth above the outer shell. Double burial in one lot must be indicated at the time of sale of the lot.
- 7.3 There shall not be more than six (6) containers of cremated remains permitted per single lot. There must be a minimum of two and one half (2 1/2) feet of earth placed over each container.
- 7.4 Provisions may be made to inter more than one stillborn body within the confines of one lot. There must be a minimum of one (1) foot of earth between remains buried in such communal graves, with at least three feet of soil over the uppermost casket.
- 7.5 No person shall drive a vehicle in the cemetery except at a moderate rate and then only upon the roadway provided for the purpose thereof. The caretaker may at his discretion prohibit the entrance of vehicles into the cemetery when the roads are not fit for vehicles. The owner of any motor vehicle shall be responsible for any damages done by such a vehicle within the boundaries of the cemetery.
- 7.6 No person shall disturb the quiet and good order of the cemetery by noise or any other improper conduct.
- 7.7 Any person who willfully damages or destroys or removes any tomb, monument, gravestone or any other structure placed in the cemetery or any railing or other work for the protection or ornamentation of the cemetery or burial lot, or willfully damages or destroys any tree, shrub or plant in the cemetery, or any person who in the cemetery discharges firearms (save at military funerals) or commits a nuisance, shall be prosecuted to the fullest extent of the law.

**8. MEMORIAL FUND AND TRUST FUND:**

- 8.1 Two separate accounts are to be set up by the Committee including a Memorial Fund and Trust Fund, and operated by the Committee as per this bylaw and any pertinent policy thereto.

- 8.2 The Committee shall maintain a record of expenditures and revenues relating to all operations of the cemetery, and shall, prior to March 31st of each year, provide to the municipality a financial statement of such expenditures and revenues, signed by two Committee members in good standing.

**9. ROLE OF COMMITTEE:**

- 9.1 There is hereby established a Committee which shall consist of: five members at large from the municipality or who may have a vested interest in the cemetery, one of which shall serve as Caretaker; plus one municipal Councilor for the area served, as appointed by resolution of Council from time to time.
- 9.2 The Committee members term of office shall be for three years, to run concurrently with the municipal election year.
- 9.3 The positions of Chairman and Treasurer of the Committee shall be elected from within for a one year term.
- 9.4 The Committee shall operate, maintain and manage the cemetery.
- 9.5 Subject to the provisions of this bylaw and any policy thereto, the Committee may determine all rules of procedure for the conduct of its meetings, policies, procedures, and the setting of a fee schedule to cover costs for operating and maintaining the cemetery, subject to final approval from the municipality.

**10. GENERAL:**

- 10.1 The municipality may enter into agreement with another party for the performance of this bylaw if a Committee is not established.
- 10.2 This Bylaw may be amended by resolution of Council
- 10.3 This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 13th day of August, A.D., 1997.

Read a second time this 12th day of November, A.D., 1997.

Read a third time and finally passed this 12th day of November, A.D., 1997.

  
REEVE

  
MUNICIPAL MANAGER

SUBJECT: **Community Futures Grande Prairie & Region**

SUBMISSION TO: Organizational Meeting

REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: October 28, 2014

CAO:

MANAGER:

DEPARTMENT: CAO Services

GM:

PRESENTER:

FILE NO./LEGAL:

LEGAL/ POLICY REVIEW:

STRATEGIC PLAN:

FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to sit on the Community Futures Grande Prairie & Region.**

**MOTION: That Council appoint one (1) alternate to sit on the Community Futures Board.**

---

BACKGROUND / PROPOSAL:

The Board meets monthly and a member of the M.D. of Greenview (Grovedale) is appointed to the Board. The Board's role is to help to guide and plan Community Futures operations, sit on Investment Review Committee and make investment decisions to approve or decline loan applications, report back to respective communities and organizations regarding Community Futures activities, projects and events and to act as a liaison to respective communities and organizations.

Currently Councillor Bill Smith holds this seat on the Community Futures Board with Deputy Reeve Tom Burton as alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – None

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

SUBJECT: **Community Planning Association of Alberta**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to represent Greenview on the Community Planning Association of Alberta.**

---

BACKGROUND / PROPOSAL:

Currently Deputy Reeve Tom Burton holds this seat.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

-

SUBJECT: **Crooked Creek Recreation Club**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to sit on the Crooked Creek Recreation Club.**

---

BACKGROUND / PROPOSAL:

This club operates the Crooked Creek Arena, which the M.D. owns. It is felt there is a need to have a Councillor on this Committee to ensure the Crooked Creek Rec. Club stays financially sustainable.

Currently Councillor Roxie Rutt holds this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

-

SUBJECT: **DeBolt Library Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to represent Greenview on the DeBolt Library Board.**

---

BACKGROUND / PROPOSAL:

Council appoints one Councillor to sit on this board. The meetings are held monthly to discuss issues of concern regarding the library.

Currently Deputy Reeve Tom Burton holds this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

-

SUBJECT: **Disaster Services Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Emergency Management Act Section 11

**Council Bylaw / Policy** (cite) – Bylaw 00-308

---

RECOMMENDED ACTION:

**MOTION: That Council appoint four (4) Councillors to represent Greenview on the Disaster Services Committee.**

---

BACKGROUND / PROPOSAL:

This Committee is comprised of four members of Council. The role of the Committee is to advise on the development of emergency plans and programs.

Currently Councillor Dave Hay, Reeve Dale Gervais, Councillor Bill Smith and Councillor George Delorme hold these seats.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

SUBJECT: **East Smoky Recreation Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 94-028

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor and to sit on the East Smoky Recreation Board.**

**MOTION: That Council appoint one (1) Councillor as an alternate to sit on the East Smoky Recreation Board.**

---

BACKGROUND / PROPOSAL:

Consists of eleven members from the communities of Goodwin, Puskwaskau, DeBolt, Crooked Creek, Clarkson Valley, Sturgeon Heights and one member from Council. The Board's mandate is to provide recreation services for these areas. The Board meets monthly to provide direction on issues of funding, program needs, and facility enhancement and operation.

Currently Deputy Reeve Tom Burton holds this seat with Councillor Roxie Rutt as an alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

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MUNICIPAL AFFAIRS

84101

M. O. No. 593/84

~~BY LAW 94/84~~

Office of  
the Minister

IN THE MATTER OF

RECREATION DEVELOPMENT ACT  
Being chapter R-3, R.S.A., 1980

and

IMPROVEMENT DISTRICTS ACT  
Being chapter I-1, R.S.A., 1980

and

SOCIETIES ACT  
Being chapter S-18, R.S.A., 1980

and

THE ESTABLISHMENT OF A RECREATION AREA  
AND THE APPOINTMENT OF A RECREATION BOARD

→ IMPROVEMENT DISTRICT NO. 16

WHEREAS the Minister may, pursuant to the aforementioned statutes, establish Recreation Areas.


WHEREAS the East Smoky Recreation Board (hereinafter referred to as the "Board"), is a registered society pursuant to the Societies Act, registration number 5000/8426, having the objective of providing recreation services and opportunities.

NOW, THEREFORE, I JULIAN G.J. KOZIAK, Minister of Municipal Affairs, as Council for Improvement District No. 16, DO HEREBY ORDER THAT:

1) There shall be established a recreation area known as East Smoky Recreation Area consisting of all lands within that portion of Improvement District No. 16, as identified on attached Schedule "A".

2) The Board shall be given the authority to administer the delivery of recreation services in the East Smoky Recreation Area, in accordance with the Terms of Reference as set out on attached Schedule "B".

This order becomes effective on the day of its signing.

  
JULIAN G.J. KOZIAK  
Minister of Municipal Affairs

DATED at EDMONTON,

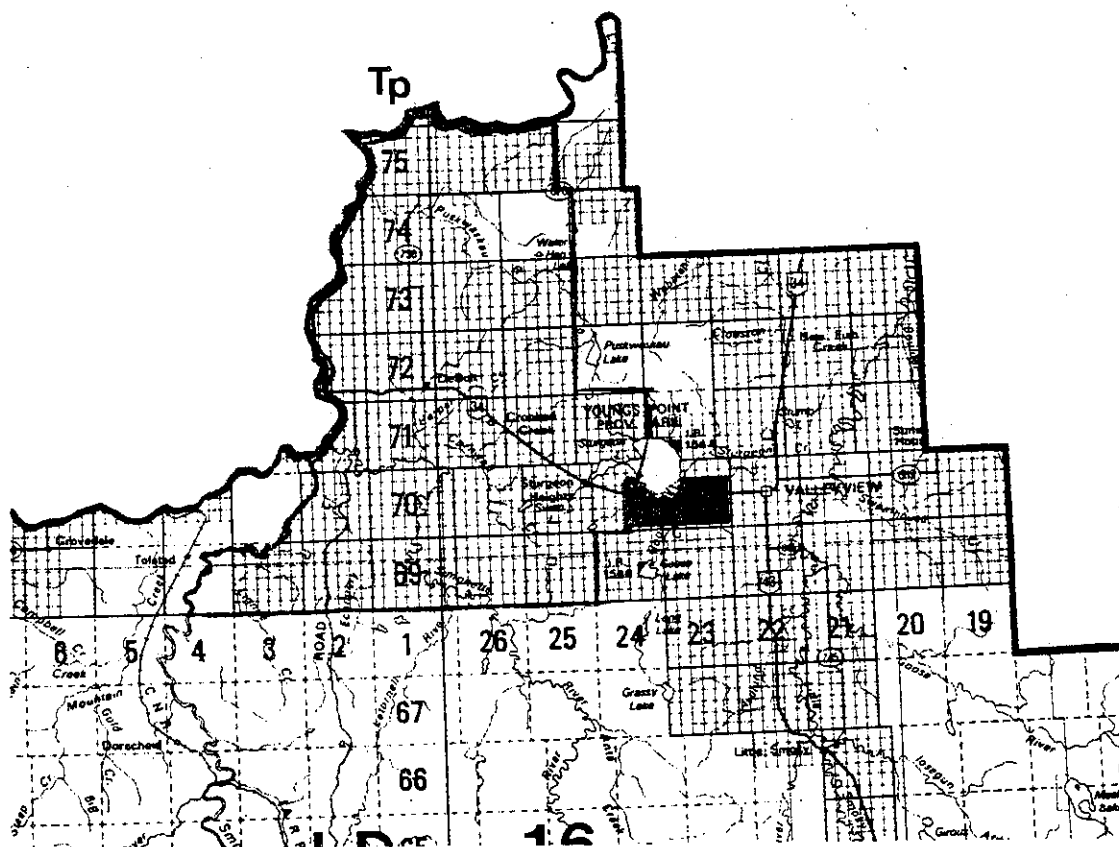
in the PROVINCE of ALBERTA,

this 1 day of August, A.D., 1984.

X.C. E.S.R.B. D Oct 19/84



East Smoky Recreation Area



The East Smoky Recreation Area shall include all that portion of Improvement District No. 16 outlined in red, above, and described as follows:

Ranges 25 and 26, Townships 69 to 74 inclusive and those parts of Townships 75 and 76 south of the Smoky River.

In Range 27, fractional Townships 69 and 70.

Addendum dated May 13, 1976: In Range 24, Sections 4 to 9, 16 to 21, 27 to 34 in Township 70 and all of Township 71. All the above described lands lying West of the 5th Meridian.

In Range 1, Townships 69 to 74 inclusive and those parts of Townships 75 and 76 lying south of the Smoky River;

In Range 2, Townships 69 and those parts of Townships 70 to 76 inclusive lying east and south of the Smoky River;

In Range 3, those parts of Townships 69 and 70 lying south and east of the Smoky River.

In Range 4, those parts of Townships 69 and 70 lying south and east of the Smoky River. All of the above described lands lying West of the 6th Meridian.

SUBJECT: **Enbridge Northern Gateway Pipeline**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to represent Council on the Enbridge Northern Gateway Pipeline.**

---

BACKGROUND / PROPOSAL:

Currently Reeve Dale Gervais holds this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

-

SUBJECT: **Evergreens Foundation**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Alberta Housing Act

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to sit on the Evergreens Foundation Board.**

**MOTION: That Council appoint one (1) Councillor as an alternate for the Evergreen Foundation.**

---

BACKGROUND / PROPOSAL:

Evergreens Foundation is a board established under the Alberta Housing Act. This Board is one of three in the M.D. and is comprised of member municipalities, including the M.D. of Yellowhead # 94, the Towns of Grande Cache, Hinton, Evansburg, and Edson, and the M.D. of Greenview # 16. The Board meets monthly in Edson. The Board deals with issues regarding the senior's lodge, apartments, and low income housing in the respective municipalities.

Currently Councillor George Delorme holds this seat with Councillor Dave Hay as the alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

SUBJECT: **Fox Creek Recreational Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to sit on the Fox Creek Recreational Committee.**

**MOTION: That Council appoint one (1) Councillor as an alternate for the Fox Creek Recreational Committee**

---

BACKGROUND / PROPOSAL:

Currently Deputy Reeve Tom Burton holds this seat with Reeve Dale Gervais as the alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

-

SUBJECT: **Grande Cache Elders Council**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to represent Greenview on the Grande Cache Elders Council.**

---

BACKGROUND / PROPOSAL:

Currently Councillor George Delorme holds this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

-

SUBJECT: **Grande Prairie Library Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Councillors to represent Greenview on the Grande Prairie Library Board.**

---

BACKGROUND / PROPOSAL:

Currently Councillor Roxie Rutt and Councillor Bill Smith holds these seats.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

-

SUBJECT: **Grande Prairie Tourism Association**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) member to sit on the Grande Prairie Tourism Board.**

---

BACKGROUND / PROPOSAL:

Currently Lesley Vandemark holds this seat and would like to remain.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

-



SUBJECT: **Grande Spirit Foundation**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Alberta Housing Act

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to sit on the Grande Spirit Foundation.**

**MOTION: That Council appoint one (1) Councillor as an alternate to sit on the Grande Spirit Foundation.**

---

BACKGROUND / PROPOSAL:

This is the second foundation of three, and is comprised of member representatives from the municipalities quoted for the Grande Prairie Ambulance, plus M.D. 19, M.D. 20, the Village of Rycroft, and the Town of Spirit River. Their mandate is the same as the Evergreens Foundation. One member of Council is appointed as well as an alternate.

Currently Councillor Roxie Rutt holds this seat with Councillor Dave Hay as the alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

SUBJECT: **Green View Family & Community Support Services (FCSS)**  
SUBMISSION TO: Organizational Meeting REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 28, 2014 CAO: MANAGER:  
DEPARTMENT: CAO Services GM: PRESENTER:  
FILE NO./LEGAL: LEGAL/ POLICY REVIEW:  
STRATEGIC PLAN: FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – FCSS Act

**Council Bylaw / Policy** (cite) – Joint Agreement

---

RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Councillors to sit on the FCSS Board**

**MOTION: That Council appoint one (1) Councillor as an alternate to sit on the FCSS Board.**

**MOTION: That Council appoint three (3) Members at Large to sit on the FCSS Board.**

---

BACKGROUND / PROPOSAL:

The Green View FCSS Board is comprised of seven members: two from the M.D. Council, one from the Town of Valleyview Council, three M.D. residents, and one Town resident - all appointed by their respective Councils. The role of the committee is to promote Community Support services and programs within the M.D. and the Town under a joint agreement. Their mandate is to provide programs that must be preventive in nature and enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity. The Board usually meets on the Wednesday, following Committee of the Whole, every month.

Currently Councillor Roxie Rutt and Councillor Dave Hay holds these seats with Deputy Reeve Tom Burton as the alternate.

Ms. Roxanne Perron, Ms. Pat Mabley and Ms. Dianne Vermeeren are Members at Large.

Ms. Perron has indicated interest in remaining on the FCSS Board.

Ms. Pat Cooke has indicated interest in sitting on the FCSS Board.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

SUBJECT: **Greenview Regional Partnership Steering Committee**  
SUBMISSION TO: Organizational Meeting REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 28, 2014 CAO: MANAGER:  
DEPARTMENT: CAO Services GM: PRESENTER:  
FILE NO./LEGAL: LEGAL/ POLICY REVIEW:  
STRATEGIC PLAN: FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) Council members to sit on the Greenview Regional Partnership Steering Committee.**

---

BACKGROUND / PROPOSAL:

This Committee is an advisory committee to the member municipal councils (being Town of Valleyview, Town of Fox Creek, Town of Grande Cache and M.D. of Greenview), which will provide recommendations to these councils on partnership projects. It will consist of the Mayor/Reeve from each of the municipalities, plus two additional Councillors from the M.D.

Currently Reeve Dale Gervais, Deputy Reeve Tom Burton and Councillor Dave Hay hold these seats.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

SUBJECT: **Greenview Regional Waste Management Commission**  
SUBMISSION TO: Organizational Meeting REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 28, 2014 CAO: MANAGER:  
DEPARTMENT: CAO Services GM: PRESENTER:  
FILE NO./LEGAL: LEGAL/ POLICY REVIEW:  
STRATEGIC PLAN: FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Environment Protection Act

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Council members to sit on the Greenview Regional Waste Management Commission.**

**MOTION: That Council appoint one (1) Council member as an alternate to sit on the Greenview Regional Waste Management Commission.**

**MOTION: That Council appoint one (1) Member at Large to sit on the Greenview Regional Waste Management Commission.**

---

BACKGROUND / PROPOSAL:

This Commission consists of nine members, being two members of Council for each of the municipalities of the MD of Greenview, Town of Valleyview and Town of Fox Creek, along with one member at large from each municipality. The Commission's role is to define and govern the responsibilities, authority and specific duties of the Regional Waste Management Commission regarding the regional landfill. The Commission meets on monthly basis.

Currently Reeve Dale Gervais, Councillor Les Urness hold these with Deputy Reeve Tom Burton as the alternate and Vivian Gordon as the Member at Large.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages - None**

---

**COSTS / SOURCE OF FUNDING:**

None

---

**ATTACHMENT(S):**

SUBJECT: **Grovedale / South Wapiti Recreation Board**

SUBMISSION TO: Organizational Meeting

MEETING DATE: October 28, 2014

DEPARTMENT: CAO Services

FILE NO./LEGAL:

STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:

MANAGER:

GM:

PRESENTER:

LEGAL/ POLICY REVIEW:

FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 94.027

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor as a Member at Large to the Grovedale / South Wapiti Recreation Board.**

---

BACKGROUND / PROPOSAL:

This was established to provide recreational services to the Grovedale area. One Councillor is appointed to the Board, which meets monthly.

Currently Mr. Danny Williams holds this seat.

Danny Williams is interested in retaining his seat.

Troy Smith has shown interest in occupying this seat.

Pat Cooke has shown interest in occupying this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

Office of  
the Minister

IN THE MATTER OF

RECREATION DEVELOPMENT ACT  
Being chapter R-8, R.S.A., 1980

and

IMPROVEMENT DISTRICTS ACT  
Being chapter I-1, R.S.A., 1980

and

SOCIETIES ACT  
Being chapter S-18, R.S.A., 1980

and

THE ESTABLISHMENT OF A RECREATION AREA  
AND THE APPOINTMENT OF A RECREATION BOARD

→ IMPROVEMENT DISTRICT NO. 16

WHEREAS the Minister may, pursuant to the aforementioned statutes, establish Recreation Areas.


WHEREAS the Grovedale Recreation Board (hereinafter referred to as the "Board"), is a registered society pursuant to the Societies Act, registration number 5000/8427, having the objective of providing recreation services and opportunities.

NOW, THEREFORE, I JULIAN G.J. KOZIAK, Minister of Municipal Affairs, as Council for Improvement District No. 16, DO HEREBY ORDER THAT:

1) There shall be established a recreation area known as Grovedale Recreation Area consisting of all lands within that portion of Improvement District No. 16, as identified on attached Schedule "A".

2) The Board shall be given the authority to administer the delivery of recreation services in the Grovedale Recreation Area, in accordance with the Terms of Reference as set out on attached Schedule "B".

This order becomes effective on the day of its signing.

  
JULIAN G.J. KOZIAK  
Minister of Municipal Affairs

DATED at EDMONTON,

in the PROVINCE of ALBERTA,

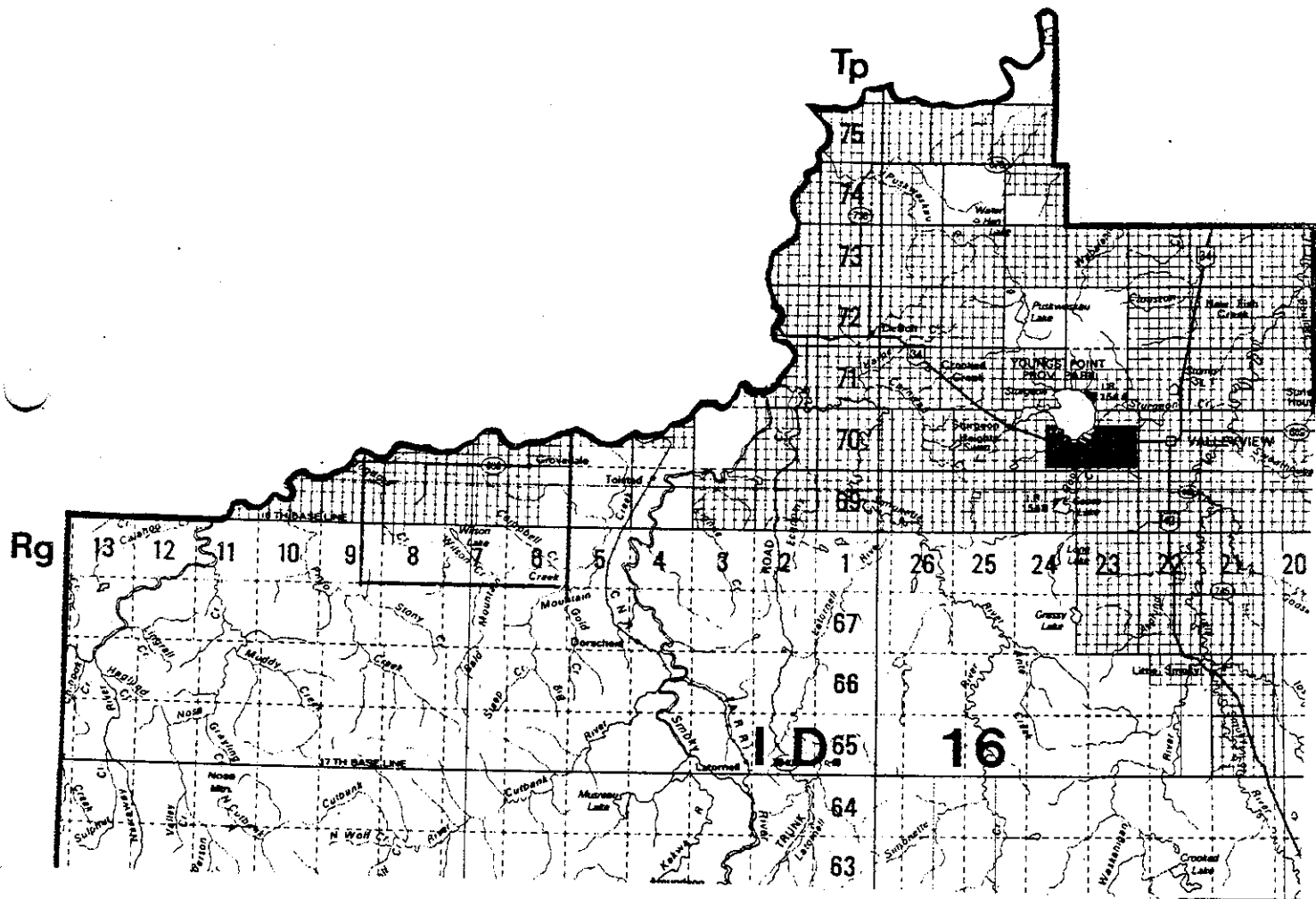
this 1 day of AUGUST, A.D., 1984.



X.C. Grovedale  
Rec. Bnd.  
D. 08/19/84.



GROVEDALE/SOUTH WAPITI RECREATION BOARD AREA



The Grovedale/South Wapiti Recreation Board shall include all that portion of the Improvement District No. 16 as outlined in red, above, and described as follows:

Ranges 6, 7 and 8 inclusive, Townships 68, 69 and 70 inclusive, lying south of the Wapiti River;

All of sections 1, 2, 11, 12, 13, 14, 23, 24, 25, 26, 35 and 36 in Range 9, Townships 68, 69 and 70 inclusive, lying south of the Wapiti River.

All of the above described lands lying West of the 6th Meridian.

SUBJECT: **Heart River Foundation**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Alberta Housing Act

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council member to sit on the Heart River Foundation.**

**MOTION: That Council appoint one (1) alternate Council member to sit on the Heart River Foundation.**

---

BACKGROUND / PROPOSAL:

The last of the three foundations consists of the municipalities to the north east of the M.D. Their mandate is the same as the last two. A Councillor is appointed to represent us, and the Foundation meets monthly.

Currently Councillor Dave Hay holds this seat with Councillor Dale Smith as alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

SUBJECT: **Joint Town / MD Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Council members to sit on the Joint Town / MD Committee.**

**MOTION: That Council appoint one (1) alternate Council member to sit on the Joint Town of Valleyview/Greenview Committee.**

---

BACKGROUND / PROPOSAL:

Consists of the Reeve and Deputy Reeve of the M.D. and the Mayor and Deputy Mayor of the Valleyview Town Council. This is an ad-hoc committee that reviews proposals and issues that jointly affect the Town and M.D. before going to their respective Councils. Meetings are held approximately five or six times a year, or as required.

Currently Reeve Dale Gervais, Deputy Reeve Tom Burton hold these seats with Councillor Dale Smith as an alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

SUBJECT: **Millar Western Public Advisory Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) Council members represent Greenview on the Millar Western Public Advisory Committee.**

---

BACKGROUND / PROPOSAL:

Currently Deputy Reeve Tom Burton and Councillor Dave Hay hold these seats.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

SUBJECT: **Multiplex Design Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER:  
GM: PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) Council members to sit on the Multiplex Design Committee.**

**MOTION: That Council appoint one alternate Council member to sit on the Multiplex Design Committee.**

---

BACKGROUND / PROPOSAL:

Currently Reeve Dale Gervais, Councillor Les Urness and Councillor Dave Hay hold these seats with Councillor Dale Smith as an alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

SUBJECT: **Municipal Planning Commission**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 13-708

---

RECOMMENDED ACTION:

**MOTION: That Council appoint all Council members to sit on the Municipal Planning Commission.**

---

BACKGROUND / PROPOSAL:

Bylaw 13-708 states “The Municipal Planning Commission shall consist of all members of the Municipal District of Greenview No. 16 Council.”

The role of the M.P.C. is to make decisions on all development permits of discretionary use under the Land Use Bylaw. The M.P.C. also is the Subdivision Authority for the M.D. The M.P.C. meets monthly for about three to four hours on the Tuesday following the first Regular Council Meeting of each month. Members of the M.P.C. cannot be members of the Subdivision and Development Appeal Board.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – None

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

Bylaw 13-708

**BYLAW NO. 13-708**  
**of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to repeal Bylaw #12-684 and to Amend Bylaw #03-399 to change the membership serving on the Municipal Planning Commission.**

1. Bylaw 12-684 is hereby repealed.
2. Bylaw 03-399 is amended by replacing clause 2.2 for a clause which reads: “**The Municipal Planning Commission shall consist of all members of the Municipal District of Greenview No. 16 Council**”.
3. Clauses 2.3 to 2.6, inclusive, of Bylaw 03-399 are hereby removed.
4. Clause 3.1 is removed and existing clause 3.2 is hereby renumbered to clause 3.1.
5. This Bylaw shall come into effect upon final passing.

Read a first time this 10<sup>th</sup> day of September AD, 2013.

Read a second time this 24<sup>th</sup> day of September, AD, 2013.

Read a third time and finally passed this 24<sup>th</sup> day of September AD, 2013.

(Original signed copy on file)  
Reeve

(Original signed copy on file)  
Interim Chief Administrative Officer

SUBJECT: **Nitehawk Ski Recreation Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council members and one alternate Council member to represent Greenview on the Nitehawk Ski Recreation Board.**

---

BACKGROUND / PROPOSAL:

Currently Councillor Bill Smith holds this seat with Councillor Dave Hay as an alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):



SUBJECT: **Peace Library System Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council members to sit on the Peace Library System Board.**

**MOTION: That Council appoint one alternate Council member to sit on the Peace Library System Board.**

---

BACKGROUND / PROPOSAL:

The goal of the System is to help municipalities meet the information, educational, and cultural needs of their residents in the most cost-effective and efficient way possible. It provides a regional network of 30 public and 52 school libraries in a cost-efficient and effective way of connecting residents, and a way for member libraries to share resources and expertise, serving all of northwestern Alberta.

Currently Councillor Roxie Rutt holds this seat with Deputy Reeve Tom Burton as an alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

SUBJECT: **Peace Region Economic Development Alliance**

SUBMISSION TO: Organizational Meeting

REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: October 28, 2014

CAO:

MANAGER:

DEPARTMENT: CAO Services

GM:

PRESENTER:

FILE NO./LEGAL:

LEGAL/ POLICY REVIEW:

STRATEGIC PLAN:

FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council member to sit on the Peace Region Economic Development Alliance.**

---

BACKGROUND / PROPOSAL:

This Alliance is a consortium of municipalities, businesses and business groups across northwest Alberta having an interest in designing and managing a regional economic development strategy for the area. P.R.E.D.A. believes that by creating the conditions in which investment thrives, the evolution of new business developments will naturally follow. It focuses its initiatives on improving technological capabilities, identifying new sources of capital, improving entrepreneurship, and developing human resources.

Currently Councillor Roxie Rutt holds this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

SUBJECT: **Policy Review Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) Council members to sit on the Policy Review Committee.**

**MOTION: That Council appoint two (2) alternate Council members to the Policy Review Committee.**

---

BACKGROUND / PROPOSAL:

Administration is reviewing all Policies for any changes needed to bring the Policies up-to-date. The Policy Review Committee is given copies of the updated policies for review and concerns. Meetings are as needed.

Currently Deputy Reeve Tom Burton, Councillor Dave Hay and Councillor Les Urness hold these seats with Councillor Dale Smith and Reeve Dale Gervais as alternates.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

SUBJECT: **Regional Forest Advisory Committee / Alberta Newsprint Company**  
SUBMISSION TO: Organizational Meeting REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 28, 2014 CAO: MANAGER:  
DEPARTMENT: CAO Services GM: PRESENTER:  
FILE NO./LEGAL: LEGAL/ POLICY REVIEW:  
STRATEGIC PLAN: FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council member to sit on the Regional Forest Advisory Committee.**

**MOTION: That Council appoint one (1) alternate Council member to the Regional Forest Advisory Committee.**

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BACKGROUND / PROPOSAL:

This Committee is established by ANC of which Council has one representative. The Committee's role is to act as a sounding board for issues that affect ANC's Forest Management Area. ANC's F.M.A. includes the area north and east of the Berland River to the Canfor and Weyhauser's Management area. Meetings are held monthly.

Currently Councillor Dave Hay holds this seat with Deputy Reeve Tom Burton as an alternate.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

SUBJECT: **Smoky Applied Research & Demonstration Association (SARDA)**  
SUBMISSION TO: Organizational Meeting REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 28, 2014 CAO: MANAGER:  
DEPARTMENT: CAO Services GM: PRESENTER:  
FILE NO./LEGAL: LEGAL/ POLICY REVIEW:  
STRATEGIC PLAN: FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council member to the Smoky applied Research & Demonstration Association (SARDA).**

**MOTION: That Council appoint one (1) alternate Council member to the Smoky Applied Research & Demonstration Association (SARDA).**

---

BACKGROUND / PROPOSAL:

SARDA is non-profit organization which conducts research related to agriculture. It is one of the six applied research associations (ARA's) across the province (one in every agricultural region). The main goal of SARDA is to facilitate the transfer of new technology and sound production practices from research institutions and industry to local producers by establishing farm demonstrations and applied research trials in the South East Peace Region.

Currently Councillor Dale Smith holds this seat with Councillor Les Urness as an alternate.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

SUBJECT: **Smoky Regional Pine Beetle Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council member to the Smoky Regional Pine Beetle Committee.**

---

BACKGROUND / PROPOSAL:

Currently Deputy Reeve Tom Burton holds this seat.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

SUBJECT: **Soil Conservation Appeal Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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RELEVANT LEGISLATION:

**Provincial** (cite) – Soil Conservation Act Section 14

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint two (2) members of Council to the Soil Conservation Appeal Board.**

**MOTION: That Council appoint five (5) Members to the Soil Conservation Appeal Board.**

---

BACKGROUND / PROPOSAL:

The Soil Conservation Appeal Board was established under the respective Act and is responsible to hear appeals concerning orders issued by the Agricultural Fieldman. In the past, the members of the Board have been the same Councillors appointed as the Agricultural Pest Appeal Committee. The Soil Conservation Appeal Board normally has the same members as the Agricultural Service Board.

Currently Councillor Bill Smith and Councillor Dale Smith hold these seats with Larry Smith, Roland Cailliau, Gary Lilge, Allen Perkins, and Laurie Mitchell as Members.

The Soil Conservation Appeal Board normally has the same members as the Agricultural Service Board.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

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SUBJECT: **South Peace Regional Archives**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council member to the South Peace Regional Archives.**

---

BACKGROUND / PROPOSAL:

Currently Councillor Roxie Rutt holds this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):



SUBJECT: **South Peace Regional Water Study Group**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Council member to the South Peace Regional Water Study Group.**

---

BACKGROUND / PROPOSAL:

Currently Councillor Roxie Rutt holds this seat.

As we have been unable to get hold of board members we are assuming the members

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

SUBJECT: **Subdivision & Development Appeal Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

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RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 13-710

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RECOMMENDED ACTION:

**MOTION: That Council appoint five (5) Members to the Subdivision & Development Appeal Board.**

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BACKGROUND / PROPOSAL:

The S.D.A.B. was established by the M.G.A. and consists of three members at large and two members from Council. The S.D.A.B. hears appeals lodged against all development permits and those subdivisions that are defined within the Act. The S.D.A.B. meets on an as-needed basis, approximately six times per year, but this can vary. Members of the S.D.A.B. cannot be members of the M.P.C.

Currently Bill Payne, Roxanne Perron, Gary Havell, Ken Wilson and Pat Cooke are members of this board.

All members have expressed interest in remaining on the SDAB.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

**BYLAW NO. 13-710**  
**of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of  
Alberta, to amend Bylaw 95-157 (SDAB Bylaw) by changing the  
membership to the Board.**

1. The second sentence of clause 3.2 of Bylaw 95-157 is hereby replaced with a sentence that reads: “Five members shall be appointed by Council from the public at large”.
2. This Bylaw shall come into effect upon final passing.

Read a first time this 10<sup>th</sup> day of, September AD, 2013.

Read a second time this 24<sup>th</sup> day of September, AD, 2013.

Read a third time and finally passed this 24th day of September AD, 2013.

(Original signed copy on file)  
Reeve

(Original signed copy on file)  
Interim Chief Administrative Officer

SUBJECT: **Valleyview & District Medical Centre**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) members of Council to the Valleyview & District Medical Centre.**

**MOTION: That Council appoint one (1) alternate Council member to the Valleyview & District Medical Centre.**

---

BACKGROUND / PROPOSAL:

This facility is operated by the M.D. of Greenview. Representatives from the Town of Valleyview and the M.D. of Greenview meet on an as-needed basis to discuss operations.

Currently Councillor Roxie Rutt, Councillor Dave Hay, and Reeve Dale Gervais hold the seats to the Valleyview & District Medical Centre with Councillor Les Urness as an alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

SUBJECT: **Valleyview & District Recreation Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER:  
GM: PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Recreation Development Act Section 4

**Council Bylaw / Policy** (cite) – Bylaw 94-045

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) member of Council to the Valleyview & District Recreation Board.**

**MOTION: That Council appoint four (4) members at large to the Valleyview & District Recreation Board.**

---

BACKGROUND / PROPOSAL:

Under an agreement with the Town of Valleyview, the M.D. has a Councillor appointed to this Recreation Board. The purpose of the Recreation Board is to develop policies and implement programs, which are carried out by the Recreation Director. The Board meets monthly.

Currently Councillor Dave Hay holds this seat with Bruce Fjellner, Wilma Marcotte, Hope Kristensen, and Kim Havell as members.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council members.

**Benefits** – None

**Disadvantages** - None

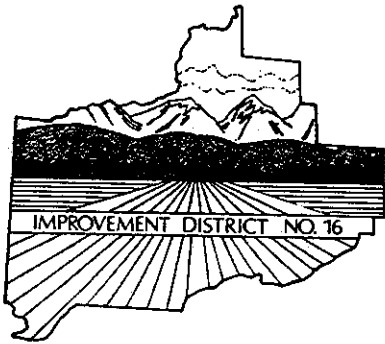
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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):



BY-LAW 94.45  
IMPROVEMENT DISTRICT NO. 16  
IN THE PROVINCE OF ALBERTA

IMPROVEMENT DISTRICT ORDER NUMBER 5-93

**TO ESTABLISH THE VALLEYVIEW REGIONAL RECREATION BOARD**

WHEREAS Section 215 of the Municipal Government Act provides for the establishment and appointment of a Recreation Board;

AND WHEREAS Appendix I of Ministerial Order No. 607/93 delegates the duties, powers and functions of the Minister of Municipal Affairs to the Advisory Council for the establishment of such boards;

NOW THEREFORE the Advisory Council for Improvement District No. 16, in the Province of Alberta, duly assembled, enacts as follows:

1. That a Recreation Board, known as the Valleyview Regional Recreation Board, be established; its membership to be constituted from persons appointed by resolution of the I.D. 16 Advisory Council and Town of Valleyview Council.
2. That the membership shall consist of eight people; four being appointed by the I.D. 16 Advisory Council and four being appointed by the Town of Valleyview Council, as per agreement.
3. Within the four appointees from Improvement District No. 16, one shall be an Advisory Councillor and three shall be at large to represent the district within which they reside.
4. This order shall come into effect upon its signing.

Ministerial Order No. 462/90 is hereby rescinded.

READ a first time this 23 day of June, A.D., 1993.

READ a second time this 23 day of June, A.D., 1993.

READ a third time and finally passed this 23 day of June, A.D., 1993.

K.A. Mulligan  
CHAIRMAN

Coedertuck  
MANAGER

SUBJECT: **Valleyview Cemetery Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) – Bylaw 97-218

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Valleyview Cemetery Committee.**

---

BACKGROUND / PROPOSAL:

This Committee was set up to look after the operations, maintenance, and policies of the Valleyview Cemetery. The M.D. Council has a Councillor and a member at large on this Committee. The Committee meets on an as-needed basis.

Currently Councillor Les Urness holds this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large which sit on this committee.

**Benefits** – None

**Disadvantages** - None

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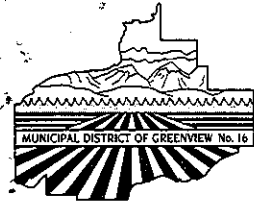
COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

-



## BYLAW NO. 97-218

### of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of establishing control of cemetery operations, and hereby known as the 'Cemetery Bylaw'.**

**WHEREAS**, the Municipal District of Greenview No. 16 is recognized as the owner of cemeteries, as defined in the *Cemeteries Act*, Chapter C-2;

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

#### **1. PURPOSE:**

- 1.1 The purpose of this bylaw is to establish a bylaw to control the operations of cemeteries owned by the Municipal District of Greenview No. 16.

#### **2. DEFINITIONS:**

- 2.1 **Caretaker** means the person placed in charge of the cemetery by resolution of Committee.
- 2.2 **Cemetery** means land that is set apart or used as a place for the burial of dead human bodies or other human remains, or in which dead human bodies or other human remains are buried, owned by the Municipal District of Greenview.
- 2.3 **Committee** means an Advisory Committee that may be formed to advise and recommend to the Council on matters required in the performance of this Bylaw.
- 2.4 **Fees** means a Schedule of Fees and Charges as established by the Committee.
- 2.5 **Lot** means a single grave site.
- 2.6 **Maintenance** means both short and long term care of the cemetery.
- 2.7 **Memorial Fund** is moneys donated for the purpose of maintenance or beautification of the cemetery. This money is to be transferred to the trust fund unless specified for a certain project by the donor.
- 2.8 **Monument**; for the purpose of this Bylaw, a monument shall be understood to be any permanent memorial structure.
- 2.9 **Municipality** means the Municipal District of Greenview No. 16.
- 2.10 **Plot** means two or more lots shown on a plan and officially recorded with the Committee.
- 2.11 **Trust Fund** is moneys from the Memorial Fund that are placed in a term deposit or other savings to generate interest for the maintenance and beautification of the cemetery.

#### **3. CONTROL:**

- 3.1 The municipality may delegate its authority to the Committee with respect to the control and maintenance of the cemetery.
- 3.3 The Committee shall supervise all sales of lots and plots.
- 3.4 The Committee shall keep a correct account of all revenues and expenditures made in connection with the cemetery.



- 3.5 Two copies of all burial records (sales of lots or plots) and reservations shall be maintained. One copy of all records shall be forwarded to the municipality prior to June 30th in each year.

#### **4. SALES AND RESERVATIONS:**

- 4.1 The Committee shall from time to time review and recommend to the municipality the prices for all lot and plot sales, the charges for opening and closing of lots, and the maintenance fees.
- 4.2 Lots in the cemetery shall be sold by the Committee. Should financial hardship be proven, the Committee may make arrangements with the purchaser of a lot as it sees fit.
- 4.3 Reservation for one or more lot or plot may be made. However, if after 180 days the lots or plots are not paid for, they will be forfeited.
- 4.4 If approved by the Committee, lots and plots may be transferred for no more than the original purchase cost set by the Committee.
- 4.5 It is a condition of every sale that the purchaser expressly waives any claim arising by reason of any error or mis-description of any burial plot. The Committee undertakes that it will attempt, insofar as it is reasonably possible, to avoid such errors but its liability shall only extend to refund in case of error, any money paid to the Committee for a lot or lots and it undertakes to make an equivalent quality of lot or lots available.
- 4.6 Application for interment should be made 36 hours prior to the time established for burial from May to October inclusive, and 48 hours during the months of November to April inclusive, not including weekends.

#### **5. MONUMENTS:**

- 5.1 The owner of each lot shall have the right to erect thereon a monument or headstone subject to the provisions of the Committee on cemetery monuments.
- 5.2 The caretaker is to approve any headstone or monument prior to placement on the grave.
- 5.3 It is the lot owner's responsibility to maintain the monument in a manner acceptable to the caretaker.
- 5.4 No person shall place upon any monument the name of a dealer, supplier or manufacturer.
- 5.5 Vertical monuments, tombstones or markers placed above the level of the ground will be allowed.
- 5.6 All memorials must be of granite, marble, limestone or bronze unless approved in writing by the Caretaker. No fixtures of any type such as pictures or ornaments made of breakable materials may be attached or affixed in any manner whatsoever to any part of a memorial.
- 5.7 The outside back of any monument on any adult grave, whether it be upright or flat, must be placed exactly sixteen inches from the boundary at the head of the lot. On a child's grave, the outside back of any monument must be placed exactly twelve inches from the boundary at the head of the lot.
- 5.8 The Committee may allow full length grave covers if they are constructed of granite, marble, limestone or bronze and are no more than six inches above ground level.
- 5.9 All foundations for erecting memorials shall be made of concrete and must extend not less than six inches around the complete base of the memorial and must be level with the surface of the ground.
- 5.10 No monument work except markers shall be delivered to a cemetery until the foundation is completed and until the contractor is ready to proceed with the work of erection.
- 5.11 The behavior of all workmen employed by others upon cemetery property shall be subject to the control of the Caretaker. Contractors, masons, and stone cutters shall lay planks on the lots and paths over which heavy materials are to be moved in order to protect them from injury.

**6. CARE OF LOTS:**

- 6.1 The owner of each lot shall have the right to improve his lot at his convenience subject to the provisions of this bylaw.
- 6.2 To ensure neatness, and to preserve the beauty of the cemetery, the caretaker shall approve the placement and removal of:
- a) wreaths, flowers and other removable mementos.
  - b) flowers, shrubs, weeds and grass growing upon graves.
- 6.3 Any lot owner shall be allowed to place monuments, plant flower beds, or make any improvements on the lot(s), providing such work is in accordance with this Bylaw, in an area extending five (5) feet from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side (on child's grave - forty (40) inches from the head of the lot and the full width of the lot less six (6) inches from the boundary on each side). They may, however, use the entire lot for a period of not longer than 180 days from the date of interment, after which time the Caretaker may level and landscape to Committee standards.
- 6.4 No person or lot owner shall plant any tree or shrub or any other plant that will attain a height of 18 inches or over in accordance with No. 6.1 above.
- 6.5 No person other than the Caretaker shall remove any growing plants, flowers, slips, or cuttings from anywhere in the cemetery.
- 6.6 The Caretaker may remove, after a period of thirty (30) days, from any lot any weeds, grass, funeral design, or floral pieces which may become wilted, or any other article or thing which is in his opinion unsightly.

**7. MISCELLANEOUS PROVISIONS:**

- 7.1 The cemetery shall not be used for any purpose other than burial grounds for dead human bodies and human cremated remains.
- 7.2 All burials are to be made within the confines of a single lot. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining lots. There shall not be more than two burials in a single adult grave space and there shall be a minimum of three (3) feet of earth above the outer shell. Double burial in one lot must be indicated at the time of sale of the lot.
- 7.3 There shall not be more than six (6) containers of cremated remains permitted per single lot. There must be a minimum of two and one half (2 1/2) feet of earth placed over each container.
- 7.4 Provisions may be made to inter more than one stillborn body within the confines of one lot. There must be a minimum of one (1) foot of earth between remains buried in such communal graves, with at least three feet of soil over the uppermost casket.
- 7.5 No person shall drive a vehicle in the cemetery except at a moderate rate and then only upon the roadway provided for the purpose thereof. The caretaker may at his discretion prohibit the entrance of vehicles into the cemetery when the roads are not fit for vehicles. The owner of any motor vehicle shall be responsible for any damages done by such a vehicle within the boundaries of the cemetery.
- 7.6 No person shall disturb the quiet and good order of the cemetery by noise or any other improper conduct.
- 7.7 Any person who willfully damages or destroys or removes any tomb, monument, gravestone or any other structure placed in the cemetery or any railing or other work for the protection or ornamentation of the cemetery or burial lot, or willfully damages or destroys any tree, shrub or plant in the cemetery, or any person who in the cemetery discharges firearms (save at military funerals) or commits a nuisance, shall be prosecuted to the fullest extent of the law.

**8. MEMORIAL FUND AND TRUST FUND:**

- 8.1 Two separate accounts are to be set up by the Committee including a Memorial Fund and Trust Fund, and operated by the Committee as per this bylaw and any pertinent policy thereto.

- 8.2 The Committee shall maintain a record of expenditures and revenues relating to all operations of the cemetery, and shall, prior to March 31st of each year, provide to the municipality a financial statement of such expenditures and revenues, signed by two Committee members in good standing.

**9. ROLE OF COMMITTEE:**

- 9.1 There is hereby established a Committee which shall consist of: five members at large from the municipality or who may have a vested interest in the cemetery, one of which shall serve as Caretaker; plus one municipal Councilor for the area served, as appointed by resolution of Council from time to time.
- 9.2 The Committee members term of office shall be for three years, to run concurrently with the municipal election year.
- 9.3 The positions of Chairman and Treasurer of the Committee shall be elected from within for a one year term.
- 9.4 The Committee shall operate, maintain and manage the cemetery.
- 9.5 Subject to the provisions of this bylaw and any policy thereto, the Committee may determine all rules of procedure for the conduct of its meetings, policies, procedures, and the setting of a fee schedule to cover costs for operating and maintaining the cemetery, subject to final approval from the municipality.

**10. GENERAL:**

- 10.1 The municipality may enter into agreement with another party for the performance of this bylaw if a Committee is not established.
- 10.2 This Bylaw may be amended by resolution of Council
- 10.3 This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 13th day of August, A.D., 1997.

Read a second time this 12th day of November, A.D., 1997.

Read a third time and finally passed this 12th day of November, A.D., 1997.

K. R. Muligan  
REEVE

Cordon Kent  
MUNICIPAL MANAGER

SUBJECT: **Valleyview Citizens Advisory Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) member of Council to the Valleyview Citizens Advisory Committee.**

**MOTION: That Council appoint one (1) alternate to the Valleyview Citizens Advisory Committee.**

---

BACKGROUND / PROPOSAL:

Consists of members from the Town of Valleyview, the M.D., and R.C.M.P. of which Council appoints one representative. The purpose of this Committee is to advise the local R.C.M.P., Social Services and other government agencies of any issues that may come up. The Committee meets infrequently, approximately four times per year.

Currently Councillor Les Urness holds this seat with Councillor Dave Hay as the alternate.

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OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large which sit on this committee.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

SUBJECT: **Valleyview Library Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

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RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) member of Council to the Valleyview Library Board.**

**MOTION: That Council appoint one (1) alternate to the Valleyview Library Board.**

---

BACKGROUND / PROPOSAL:

This Board's main role is to operate and maintain the library and provide library services to their area residents in conjunction with the Peace Library System. This Board is a joint provision between the MD and the Town of Valleyview with one member to be appointed by their respective Councils to sit as a member on the Board, which meets on a monthly basis.

Currently Councillor Les Urness holds this seat with Councillor Dave Hay as the alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large which sit on this committee.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

SUBJECT: **Valleyview Seed Plant Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) member of Council to the Valleyview Seed Plant.**

**MOTION: That Council appoint one (1) member of Council as an alternate to the Valleyview Library Board.**

---

BACKGROUND / PROPOSAL:

The M.D. appoints a member of Council to this Board to sit on the Seed Plants Board of Directors. The Board meets approximately three times a year.

Currently Councillor Dale Smith holds this seat with Councillor Bill Smith as the alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large which sit on this committee.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

-

SUBJECT: **Veterinary Services Incorporated (VSI)**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Veterinary Services Incorporated (VSI).**

---

BACKGROUND / PROPOSAL:

V.S.I. is a program that provides a cost-shared service to the livestock producers within our municipality. A yearly meeting is held in December to discuss fee schedules and services provided by V.S.I. One Councillor is appointed to the Board of Directors.

Currently Councillor Dale Smith holds this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large which sit on this committee.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

---

ATTACHMENT(S):

-

SUBJECT: **Wapiti Corridor Planning Society**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) member of Council to the Wapiti Corridor Planning Society.**

**MOTION: That Council appoint one (1) member of Council as an alternate on the Wapiti Corridor Planning Society.**

---

BACKGROUND / PROPOSAL:

Currently Councillor Bill Smith holds this seat with Reeve Dale Gervais as the alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large.

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

-



SUBJECT: **Wapiti River Management Plan Committee**

SUBMISSION TO: Organizational Meeting

MEETING DATE: October 28, 2014

DEPARTMENT: CAO Services

FILE NO./LEGAL:

STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:

MANAGER:

GM:

PRESENTER:

LEGAL/ POLICY REVIEW:

FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) Councillor to the Wapiti River Management Plan Committee.**

---

BACKGROUND / PROPOSAL:

Currently Councillor Bill Smith holds this seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

-

SUBJECT: **Weed Control Act Appeal Committee**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO:                      MANAGER:  
GM:                      PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) members to the Weed Control Act Appeal Committee.**

---

BACKGROUND / PROPOSAL:

Council has established this Board in accordance with the Weed Control Act. The Act states this Board must be “independent”. Therefore, as Council has the authority to issue destruction of crops over 20 acres in size, and the A.S.B. makes recommendations to the Agricultural Fieldman, this Board is comprised of volunteer ratepayers at large who are not tied to Council or the A.S.B. Council has appointed three members to this Board. It is worthy of note that the Towns of Valleyview, Grande Cache and Fox Creek also appoint these same Board members as their respective Weed Control Appeal Boards.

Currently Bill Payne, Dustin Kopp sit on this committee with one vacant seat.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

SUBJECT: **Weyerhaeuser Environmental Advisory Committee**  
SUBMISSION TO: Organizational Meeting REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: October 28, 2014 CAO: MANAGER:  
DEPARTMENT: CAO Services GM: PRESENTER:  
FILE NO./LEGAL: LEGAL/ POLICY REVIEW:  
STRATEGIC PLAN: FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) -

**Council Bylaw / Policy** (cite) -

---

RECOMMENDED ACTION:

**MOTION: That Council appoint one (1) member of Council to the Weyerhaeuser Environmental Advisory Committee.**

**MOTION: That Council appoint one (1) member of Council as an alternate to Weyerhaeuser Environmental Advisory Committee.**

---

BACKGROUND / PROPOSAL:

This Committee was established by Weyerhaeuser, and is comprised of stakeholders who have an interest in their Forest Management Area. The Committee meets monthly to discuss issues and concerns raised about Weyerhaeuser's F.M.A. practices.

Currently Deputy Reeve Tom Burton holds this seat with Councillor Roxie Rutt as alternate.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – Council may change the current Council member and Members at Large.

**Benefits** – None

**Disadvantages** - None

---

COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

SUBJECT: **Assessment Review Board**  
SUBMISSION TO: Organizational Meeting  
MEETING DATE: October 28, 2014  
DEPARTMENT: CAO Services  
FILE NO./LEGAL:  
STRATEGIC PLAN:

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER:  
GM: PRESENTER:  
LEGAL/ POLICY REVIEW:  
FINANCIAL REVIEW:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act Sections 454, 455

**Council Bylaw / Policy** (cite) – Bylaw 13-712

---

RECOMMENDED ACTION:

**MOTION: That Council appoint three (3) Public Members to sit on the Assessment Review Board.**

---

BACKGROUND / PROPOSAL:

To be eligible to be appointed by the Assessment Review Board Clerk, all Public Members must successfully complete training as prescribed by the Minister. Members of Council are not eligible to sit on the Assessment Review Board. Public Members shall be appointed for a three year term.

Currently Rennie Cauchie, Don Gourlay and Randy Ehman sit on the Assessment Review Board.

---

OPTIONS - BENEFITS / DISADVANTAGES:

**Options** – None

**Benefits** – None

**Disadvantages** - None

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COSTS / SOURCE OF FUNDING:

None

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ATTACHMENT(S):

-

**Bylaw 13-712**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

**A BYLAW OF THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16, IN THE PROVINCE OF ALBERTA, IN RELATION TO ASSESSMENT REVIEW BOARDS**

**1 Name**

- 1.1 This Bylaw shall be called the “Assessment Review Board Bylaw”.

**2 Definitions**

- 2.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in the Act.

- 2.2 In this Bylaw, the following definitions shall apply:

- a. “Act” means the *Municipal Government Act of Alberta*, RSA 2000, c.M-26, as amended and regulations passed under that Act;
- b. “Assessment Review Board” means both the Composite and Local Assessment Review Boards;
- c. “Assessment Review Board Clerk” means the person appointed to carry out the duties and functions of the clerk of the Assessment Review Board as required under section 455 of the Act and to appoint Members to the Assessment Review Board as delegated by Council.;
- d. “CARB” means the Composite Assessment Review Board established pursuant to this Bylaw and having the jurisdiction to deal with the complaints arising from the assessment of all properties other than those specifically identified as being within the jurisdiction of a LARB property and such other matters as are set out in the Act as being within the jurisdiction of a CARB;
- e. “Council” means the Municipal District of Greenview No. 16 Council;
- f. “Elected Official” means a Councillor duly elected by the electors of a respective municipality in compliance with the rules and regulations of the *Local Authorities Election Act*;
- g. “Hearing” means the act of hosting a formal meeting by an officially constituted body to listen to evidence and pleadings initiated by a complainant;
- h. “LARB” means the Local Assessment Review Board established pursuant to this Bylaw having the jurisdiction to deal with the complaints arising from the assessment of residential property containing three (3) or fewer dwelling units,

farmland and such other matters as are set out in the Act as being within the jurisdiction of a LARB;

- i. “Member” means a member of the Assessment Review Board;
- j. “Provincial Member” means a Member of a Composite Assessment Review Board appointed by the Minister; and
- k. “Public Member” means a person appointed by the Assessment Review Board Clerk to be a Member.

### **3 Establishment and Appointment of the Assessment Review Board**

- 3.1 The Assessment Review Board is hereby established.
- 3.2 The Assessment Review Board shall sit in panels to hear complaints as the nature of the complaint may permit or require and such panels shall be composed of:
  - a. when acting as a CARB, one Provincial Member and two Public Members appointed by the Assessment Review Board Clerk;
  - b. when acting as a LARB, three Public members appointed by the Assessment Review Board Clerk;
  - c. when acting as a one member CARB pursuant to the Act, one Provincial Member; or
  - d. when acting as a one member LARB pursuant to the Act, one Public Member appointed by the Assessment Review Board Clerk.
- 3.3 To be eligible to be appointed by the Assessment Review Board Clerk, all Public Members must successfully complete training as prescribed by the Minister.
- 3.4 Members of Council are not eligible to sit on the Assessment Review Board for complaints arising in the Municipal District of Greenview No. 16, but may be appointed by another municipality to its assessment review board in accordance with the other municipality’s process.
- 3.5 If a vacancy on the Assessment Review Board occurs, the Assessment Review Board Clerk may appoint a new Public Member.
- 3.6 Public Members shall be appointed for a three year term and may be re-appointed at the expiration of their term.
- 3.7 A Public Member may resign from the Board at any time on written notice to the Assessment Review Board Clerk.

### **4 Quorum**

- 4.1 Two Public Members of a LARB constitute a quorum.

- 4.2 The Provincial Member and one Public Member constitute a quorum of a CARB.

## **5 Duties of the Assessment Review Board**

- 5.1 The Assessment Review Board shall carry out the duties and responsibilities as set out in the Act.
- 5.2 All Members must vote on matters submitted to the panel of the Board unless otherwise disqualified.
- 5.3 The Board may determine its own procedures and make procedural rules in respect of matters not provided for in this Bylaw.

## **6 Chairperson**

- 6.1 At the first meeting of a panel acting as a LARB, the Members must choose a Chairperson from among themselves.
- 6.2 For a panel acting as a CARB, the Provincial Member must be the Chairperson.
- 6.3 The Chairperson shall:
- a. preside over and be responsible for the conduct of meetings;
  - b. prepare and sign the decision in accordance with the Act.

## **7 Assessment Review Board Clerk**

- 7.1 The Assessment Review Board Clerk must successfully complete training as prescribed by the Minister.
- 7.2 The Assessment Review Board Clerk shall be responsible for all duties imposed on the Assessment Review Board Clerk under the Act, and without limiting the generality of the foregoing, shall:
- a. assist the Board in fulfilling its mandate;
  - b. coordinate the remuneration and expenses payable to each member of the Board;
  - c. in consultation with the Chairperson, set a date, time and location for a hearing and notify all Members of the arrangements for the holding of each hearing and other meetings of the Assessment Review Board in accordance with the provisions of the Act; and
  - d. ensure that the notice period for informing all parties and persons involved is complied with as specified in the Act.

## **8 Designation of Authority**

- 8.1 In accordance with its authority under section 203(1) of the Municipal Government Act, to delegate power, Council hereby delegates its authority to appoint members of the Assessment Review Board to the Assessment Review Board Clerk.

## **9 Meetings**

- 9.1 Meetings shall be held at such time and place as determined by the Assessment Review Board.

## **10 Payment to the Assessment Review Board**

- 10.1 Members shall receive honorariums for adjudicating at formally scheduled Hearings or taking appropriate training. Honorariums shall be paid in accordance with the rates set by Municipal District of Greenview No. 16 for Board and Committee Members.
- 10.2 Provincial Members shall receive reimbursement for all expenses incurred and at the rates prescribed by the Province.

## **11 Commencement of Appeals**

- 11.1 A person may commence an assessment appeal by:
- a. mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the Act and within the time specified in the Act; and
  - b. paying the fee prescribed by Act and as set out in Schedule A to this Bylaw.

## **12 Severability**

- 12.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.

## **13 Repeal**

- 13.1 Bylaw 11-661 is hereby repealed in its entirety.

## **14 Interpretation**

- 14.1 In this Bylaw, the words “shall” and “must” are to be construed as imperative. The word “may” is to be construed as permissive and empowering.



Read a first time this 29<sup>th</sup> day of October, 2013.

Read a second time this 26<sup>th</sup> day of November, 2013.

Read a third time and signed this 26<sup>th</sup> day of November, 2013.

(Signed original on file)  
Reeve

(Signed original on file)  
Chief Administrative Officer

## Schedule A

### Maximum ARB Complaint Registration Fees

Schedule 2  
Complaint Fees

Category of Complaint	Complaint Fee
Residential 3 or fewer dwellings and farm land	\$ 50
Residential 4 or more dwellings	\$650
Non Residential	\$650
Business Tax	\$ 50
Tax Notices (other than Business Tax)	\$ 30
Linear property – Power Generation	\$650 per facility
Linear property – other	\$ 50 per LPUID
Equalized Assessment	\$650