



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

November 9, 2020

9:00 AM

Administration Building  
Valleyview, AB

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#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Organizational Meeting minutes held on October 26, 2020.	4
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		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 20-839 Partial Road Allowance Closure Request South of SE-25-70-25-5	29
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	7.15 Museum for the Pioneers of the Grovedale Society Grant Request	261
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#9	CLOSED SESSION	

#10 MEMBERS  
REPORTS/EXPENSE  
CLAIMS

- Ward 1
- Ward 2
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 9

313

#11 ADJOURNMENT

Minutes of a  
**ORGANIZATIONAL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
M.D. Administration Building,  
Valleyview, Alberta, on Monday, October 26, 2020

**# 1:**  
**CALL TO ORDER** Chief Administrative Officer Denise Thompson called the meeting to order at 9:01 a.m.

**PRESENT**

Ward 1	Councillor Winston Delorme
Ward 2	Councillor Dale Gervais
Ward 3	Councillor Les Urness
Ward 4	Councillor Shawn Acton
Ward 5	Reeve Dale Smith
Ward 6	Councillor Tom Burton
Ward 7	Councillor Roxie Rutt
Ward 8	Deputy Reeve Bill Smith
Division 9	Councillor Duane Didow
Division 9	Councillor Tyler Olsen

**ATTENDING**

Chief Administrative Officer	Denise Thompson
Assistant Chief Administrative Officer	Stacey Wabick
Chief Financial Officer	Aleks Neslon
Interim General Manager, Community Services	Dennis Mueller
General Manager, Infrastructure & Planning	Roger Autio
Communications Officer	Stacey Sevilla
Recording Secretary	Lianne Kruger

**ABSENT**

**MOTION: 20.10.493.** Moved by: COUNCILLOR TYLER OLSEN  
That Council accept the October 28, 2019 Organizational Meeting agenda with the following amendment;

- Addition of Agenda Item 6.50 Library Boards

CARRIED

**#3:**  
**NOMINATION FOR REEVE** Chief Administrative Officer, Denise Thompson called for nominations for the election of Reeve.

Councillor Dale Gervais nominated Councillor Dale Smith.

Chief Administrative Officer, Denise Thompson called a second time for nominations for Reeve.

Councillor Shawn Acton nominated Councillor Tyler Olsen.

Chief Administrative Officer, Denise Thompson called a third time for nominations for Reeve.

None were heard

**CEASE  
NOMINATION FOR  
REEVE**

MOTION: 20.10.494. Moved by: COUNCILLOR DUANE DIDOW  
That Council cease nomination for Reeve of the MD of Greenview.

CARRIED

**APPOINTMENT OF  
REEVE**

Chief Administrative Officer, Denise Thompson declared Councillor Dale Smith as the elected Reeve of the Municipal District of Greenview No. 16 Council until the next Organizational Meeting and Reeve Dale Smith assumed the chair. Chief Administrative Officer, Denise Thompson passed the meeting to Reeve Dale Smith.

MOTION: 20.10.495. Moved by: COUNCILLOR DUANE DIDOW  
That Council appoint Councillor Dale Smith as the Reeve for the MD of Greenview until the next Organizational Meeting

CARRIED

**#4  
NOMINATIONS  
FOR DEPUTY REEVE**

Reeve Dale Smith called for nominations for the election of Deputy Reeve.

Councillor Roxie Rutt nominated Councillor Bill Smith for Deputy Reeve

Reeve Dale Smith called a second time for nominations for Deputy Reeve,  
None were heard.

Reeve Dale Smith called a third time for nominations for Deputy Reeve,  
None were heard.

**CEASE  
NOMINATION FOR  
DEPUTY REEVE**

MOTION: 20.10.496. Moved by: COUNCILLOR ROXIE RUTT  
That Council cease nomination for Deputy Reeve of the MD of Greenview.

CARRIED

**APPOINTMENT OF  
DEPUTY REEVE**

MOTION: 20.10.497. Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint Councillor Bill Smith as Deputy Reeve for a term of six months, ending the last Regular Council meeting of April 2021.

CARRIED

Reeve Dale Smith declared Councillor Bill Smith as the Deputy Reeve of the Municipal District of Greenview No. 16 Council for a six month period, where at a Regular Council meeting, where Council will appoint another Deputy Reeve as per Bylaw 19-809 Section 5.1.1 (c)(ii).

**DISTRUCTION OF  
ALL BALLOTS**

**MOTION: 20.10.498. Moved by: COUNCILLOR TOM BURTON**  
That Council request the Chief Administrative Officer to destroy all ballots.  
**CARRIED**

**#5  
MEETING DATES**

**REGULAR MEETING DATES**

**5.1 REGULAR COUNCIL MEETING DATES**

**REGULAR COUNCIL  
MEETING DATES**

**MOTION: 20.10.499. Moved by: COUNCILLOR DALE GERVAIS**  
That Council hold the Regular Scheduled Council Meetings on the second and fourth Tuesday of each month, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36th Avenue, Valleyview, and cancel the following Regular Council Meetings;  
August 10, 2021 for Council Break  
November 23, 2021 for RMA Fall Conference  
December 27, 2021 in lieu of Boxing Day

**DEFEATED**

**MOTION: 20.10.500. Moved by: COUNCILLOR TYLER OLSEN**  
That Council hold the Regular Scheduled Council Meetings on the second and fourth Monday of each month, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36th Avenue, Valleyview, and cancel the following Regular Council Meetings;  
August 9, 2021 for Council Break  
November 22, 2021 for RMA Fall Conference  
December 27, 2021 in lieu of Boxing Day  
And further, that any Regular Scheduled Council Meeting that falls on a statutory holiday will be held on the Tuesday immediately following that holiday.

**DEFEATED**

**MOTION: 20.10.501. Moved by: COUNCILLOR LES URNESS**  
That Council accept the result of the draw for option B "That Council hold the Regular Scheduled Council Meetings on the second and fourth Tuesday of each month, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36th Avenue, Valleyview, and cancel the following Regular Council Meetings;  
August 10, 2021 for Council Break  
November 23, 2021 for RMA Fall Conference  
December 28, 2021 in lieu of Boxing Day

**CARRIED**

**5.2 COMMITTEE OF THE WHOLE**

**COMMITTEE OF  
THE WHOLE**

MOTION: 20.10.502. Moved by: COUNCILLOR ROXIE RUTT  
That Council hold the Committee of the Whole meetings on the third Tuesday of each month, at the following locations within Greenview;

January 19, 2021 commencing at 10:00 a.m. at the DeBolt Public Services Building

February 16, 2021 commencing at 10:00 a.m. at the Grovedale Public Services Building

April 20, 2021 commencing at 9:00 a.m. at the Grande Cache Public Services Building

May 18, 2021 commencing at 10:00 a.m. at the DeBolt Public Services Building

June 15, 2021 commencing at 10:00 a.m. at the Grovedale Public Services Building

July 20, 2021 commencing at 9:00 a.m. at the Grande Cache Public Services Building

September 21, 2021 commencing at 9:00 a.m. at the Grande Cache Public Services Building

October 19, 2021 commencing at the 10:00 a.m. at the Grovedale Public Services Building

November 16, 2021 commencing at 10:00 a.m. at the DeBolt Public Services Building

December 21, 2021 commencing at 9:00 a.m. at the Administration Building, Valleyview

And further, that the Committee of the Whole meeting for the month of March be cancelled for the RMA Convention and the meeting for August be cancelled for Council Break.

CARRIED

**5.3 MUNICIPAL PLANNING COMMISSION**

**MUNICIPAL  
PLANNING  
COMMISSION**

MOTION: 20.10.503. Moved by: COUNCILLOR DALE GERVAIS  
That Council schedule the Municipal Planning Commission Meeting on the Wednesday following the first Regular Council meeting of each month.

CARRIED

## 5.4 GREENVIEW RATEPAYER BBQ'S

### GREENVIEW RATEPAYER BBQ'S

MOTION: 20.10.504. Moved by: COUNCILLOR SHAWN ACTON  
That Council host the Annual Ratepayer Barbeques between 5:00 p.m. and 7:00 p.m. on the following dates, with funds to come from the 2021 Communications Citizens Engagement Budget;

June 15, 2021 at the Grovedale Community Hall

June 22, 2021 at the Operations Building, Valleyview

July 13, 2021 at the Public Services Building, DeBolt

July 20, 2021 at the Recreation Centre, Grande Cache

CARRIED

### #6 BOARDS & COMMITTEES

## BOARDS & COMMITTEES

### 6.1 BOARDS AND COMMITTEES

### BOARDS & COMMITTEES NOT REQUIRING APPOINTMENTS

MOTION: 20.10.505. Moved by: COUNCILLOR TOM BURTON

That Council accept the list of Board and Committees that do not require Council appointments for information, as amended.

- Agriculture Appeal Committee – now the Regional Pest Appeal Board and appointed by ASB
- Cemetery Boards – Renew in 2022
- Grande Cache Cemetery Committee – as per agreement, appoints every 4 years, re-appointment in 2021
- Northern Alberta Hemp Processing Initiative Steering Committee – dissolved, now a provincial board, Alberta Hemp Alliances
- Enbridge Northern Gateway Pipeline – dissolved
- Grande Cache Elders Council – removed by Council motion 19.01.38
- Grande Cache Dinosaur Tracks Board of Directors – dissolved
- DeBolt, and Grande Cache– Due to the creation of the MD of Greenview Library Board. This board will now take over the negotiations of these agreements and will be responsible for recommending members for appointment.
- Municipal Planning Commission – It is within the Commissions Bylaw that Council as a whole sit on this board.
- Soil Conservation Appeal Board – As per Section 14(a) of the Soil Conservation Act; the Agriculture Services Board will also serve as the Soil Conservation Appeal Board

CARRIED

## 6.2 ALBERTA CARE

### ALBERTA CARE APPOINTMENT

MOTION: 20.10.506. Moved by: COUNCILLOR DUANE DIDOW  
That Council appoint Councillor Roxie Rutt to the Alberta Care Board.

CARRIED

## 6.3 AUDIT COMMITTEE

### AUDIT COMMITTEE APPOINTMENT

MOTION: 20.10.507. Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint Councillor Tom Burton, Councillor Duane Didow, Councillor  
Shawn Acton as Members of Council to the Audit Committee.

CARRIED

## 6.4 CANFOR FMA ADVISORY COMMITTEE

### CANFOR FMA ADVISORY COMMITTEE APPOINTMENT

MOTION: 20.10.508. Moved by: COUNCILLOR ROXIE RUTT  
That Council appoint Deputy Reeve Bill Smith and Councillor Roxie Rutt as the  
alternate to the Canfor FMA Advisory Committee.

CARRIED

## 6.5 LITTLE SMOKY CEMETERY COMMITTEE

### LITTLE SMOKY CEMETERY COMMITTEE MEMBERS AT LARGE

MOTION: 20.10.509. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Donna Duda and Joshua McMillan to the Little Smoky  
Cemetery Committee.

CARRIED

## 6.6 VALLEYVIEW CEMETERY COMMITTEE

### VALLEYVIEW CEMETERY COMMITTEE APPOINTMENT

MOTION: 20.10.510. Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint Councillor Les Urness to the Valleyview Cemetery  
Committee.

CARRIED

## 6.7 NORTHERN LAKES COLLEGE COMMUNITY EDUCATION COMMITTEE (CEC)

### NORTHERN LAKES COLLEGE COMMUNITY EDUCATION COMMITTEE APPOINTMENT

MOTION: 20.10.511. Moved by: COUNCILLOR TYLER OLSEN  
That Council appoint Councillor Roxie Rutt to the Northern Lakes College  
Community Education Committee.

CARRIED

**6.8 COMMUNITY FUTURES GRANDE PRAIRIE & REGION**

COMMUNITY  
FUTURES GRANDE  
PRAIRIE & REGION  
APPOINTMENT

MOTION: 20.10.512. Moved by: COUNCILLOR ROXIE RUTT  
That Council appoint Deputy Reeve Bill Smith to the Community Futures Grande  
Prairie & Region.

CARRIED

**6.9 COMMUNITY FUTURES WEST YELLOWHEAD BOARD**

COMMUNITY  
FUTURES WEST  
YELLOWHEAD  
APPOINTMENT

MOTION: 20.10.513. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Councillor Duane Didow and Councillor Tyler Olsen to the  
Community Futures West Yellowhead Board and Councillor Winston Delorme as  
an alternate.

CARRIED

**6.10 CROOKED CREEK RECREATION CLUB**

CROOKED CREEK  
RECREATION CLUB  
APPOINTMENT

MOTION: 20.10.514. Moved by: COUNCILLOR DUANE DIDOW  
That Council appoint Councillor Roxie Rutt to the Crooked Creek Recreation Board  
and Councillor Tom Burton as the alternate.

CARRIED

**6.11 EAST SMOKY RECREATION BOARD**

EAST SMOKY  
RECREATION  
BOARD  
APPOINTMENT

MOTION: 20.10.515. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Councillor Tom Burton to the East Smoky Recreation Board,  
and Councillor Roxie Rutt as the alternate.

CARRIED

Reeve Dale Smith recessed the meeting at 9:36 a.m.

Reeve Dale Smith reconvened the meeting at 9:45 a.m.

**6.12 EMERGENCY MANAGEMENT COMMITTEE**

EMERGENCY  
MANAGEMENT  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.516. Moved by: COUNCILLOR TYLER OLSEN  
That Council appoint Councillor Winston Delorme, Councillor Shawn Acton,  
Deputy Reeve Bill Smith and Councillor Tyler Olsen to the Emergency  
Management Committee.

CARRIED

**6.13 EVERGREENS FOUNDATIONS**

EVERGREENS  
FOUNDATION  
APPOINTMENT

MOTION: 20.10.517. Moved by: COUNCILLOR TYLER OLSEN  
That Council appoint Councillor Winston Delorme to the Evergreens Foundations  
Board and Councillor Duane Didow as the alternate.

CARRIED

**6.14 FOX CREEK AREA SYNERGY GROUP**

FOX CREEK AREA  
SYNERGY GROUP  
APPOINTMENT

MOTION: 20.10.518. Moved by: COUNCILLOR ROXIE RUTT  
That Council appoint Councillor Shawn Acton to the Fox Creek Area Synergy  
Group and Councillor Dale Gervais as the alternate.

CARRIED

**6.15 FOX CREEK RECREATION COMMITTEE**

FOX CREEK  
RECREATION  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.519. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Councillor Dale Gervais to the Fox Creek Recreation Board,  
and Councillor Tom Burton as the alternate.

CARRIED

**6.16 GOLDEN TRIANGLE CONSORTIUM**

GOLDEN TRIANGLE  
CONSORTIUM  
APPOINTMENT

MOTION: 20.10.520. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Councillor Shawn Acton to the Golden Triangle Consortium.

CARRIED

**6.17 GRANDE PRAIRIE REGIONAL HOSPITAL FOUNDATION**

GRANDE PRAIRIE  
REGIONAL  
HOSPITAL  
FOUNDATION  
APPOINTMENT

MOTION: 20.10.521. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Deputy Reeve Bill Smith to the Grande Prairie Hospital  
Foundation and Councillor Roxie Rutt as the alternate.

CARRIED

**6.18 GRANDE PRAIRIE REGIONAL RECREATION COMMITTEE**

GRANDE PRAIRIE  
REGIONAL  
RECREATION  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.522. Moved by: COUNCILLOR BILL SMITH  
That Council appoint Councillor Tom Burton to the Grande Prairie Recreational  
Committee and Deputy Reeve Bill Smith as an alternate.

CARRIED

### **6.19 GRANDE PRAIRIE TOURISM ASSOCIATION**

**GRANDE PRAIRIE  
TOURISM  
ASSOCIATION  
APPOINTMENT**

MOTION: 20.10.523. Moved by: COUNCILLOR SHAWN ACTON  
That Council appoint Deputy Reeve Bill Smith to the Grande Prairie Tourism  
Association and Councillor Tom Burton as the alternate.

CARRIED

### **6.20 GRANDE SPIRIT FOUNDATIONS**

**GRANDE SPIRIT  
FOUNDATION  
APPOINTMENT**

MOTION: 20.10.524. Moved by: COUNCILLOR BILL SMITH  
That Council appoint Councillor Roxie Rutt to the Grande Spirit Foundation and  
Deputy Bill Smith as the alternate.

CARRIED

### **6.21 GREEN VIEW FAMILY & COMMUNITY SERVICES (FCSS)**

**FCSS BOARD  
APPOINTMENT  
MEMBERS AT  
LARGE**

MOTION: 20.10.525. Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint Councillors Roxie Rutt, and Councillor Duane Didow to the  
Green View Family & Community Services Board, and Councillor Shawn Acton as  
the alternate.

CARRIED

**FCSS BOARD  
MEMBERS**

MOTION: 20.10.526. Moved by: COUNCILLOR SHAWN ACTON  
That Council appoint Roxanne Perron, Tammy Day and Eva King as Members at  
Large to the Green View Family & Community Services Board.

CARRIED

### **6.22 GREENVIEW REGIONAL MULTIPLEX BOARD**

**GREENVIEW  
REGIONAL  
MULTIPLEX BOARD  
APPOINTMENT**

MOTION: 20.10.527. Moved by: COUNCILLOR TOM BURTON  
That Council defer the appoint of Councillors and Members at Large to the  
Greenview Regional Multiplex Board to a future Council meeting.

CARRIED

### **6.23 GREENVIEW REGIONAL WASTE MANAGEMENT COMMISSION (GRWMC)**

**GRWMC  
APPOINTMENT**

MOTION: 20.10.528. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Councillors Shawn Acton, Councillor Les Urness and  
Councillor Dale Gervais as the alternate to the Greenview Regional Waste  
Management Commission.

CARRIED

GRWMC  
MEMBERS AT  
LARGE

MOTION: 20.10.529. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Jake Drozda Member at Large to the Greenview Regional  
Waste Management Commission.

CARRIED

#### **6.24 GROVEDALE / SOUTH WAPITI RECREATION BOARD**

GROVEDALE /  
SOUTH WAPITI  
RECREATION  
BOARD  
APPOINTMENT

MOTION: 20.10.530. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Deputy Reeve Bill Smith to the Grovedale/South Wapiti  
Recreation Board.

CARRIED

#### **6.25 HEART RIVER HOUSING FOUNDATION**

HEART RIVER  
HOUSING  
FOUNDATION  
APPOINTMENT

MOTION: 20.10.531. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Reeve Dale Smith to the Heart River Housing Foundation.

CARRIED

#### **6.26 HIGH PRAIRIE RESOURCE ADVISORY COMMITTEE**

HIGH PRAIRIE  
RESOURCE  
ADVISORY  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.532. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Reeve Dale Smith to the High Prairie Advisory Council and  
Councillor Tom Burton as the alternate.

CARRIED

#### **6.27 INTERNATIONAL PAPER**

INTERNATIONAL  
PAPER  
APPOINTMENT

MOTION: 20.10.533. Moved by: COUNCILLOR DUANE DIDOW  
That Council appoint Councillor Tom Burton to the International Paper Committee  
and Deputy Reeve Bill Smith as the alternate.

CARRIED

#### **6.28 JOINT TOWN OF VALLEYVIEW / MD OF GREENVIEW COMMITTEE**

JOINT TOWN OF  
VALLEYVIEW / MD  
OF GREENVIEW  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.534. Moved by: Dale Gervais  
That Council appoint all members of council to the Joint Town of Valleyview/MD  
of Greenview Committee.

CARRIED

**6.29 MD OF GREENVIEW LIBRARY BOARD**

MOTION: 20.10.535. Moved by: COUNCILLOR TYLER OLSEN  
That Council appoint Councillors Tom Burton and Councillor Tyler Olsen to the MD of Greenview Library Board.

CARRIED

MD OF GREENVIEW  
LIBRARY BOARD  
APPOINTMENT

MOTION: 20.10.536. Moved by: COUNCILLOR SHAWN ACTON  
That Council appoint Michelle Davis, Sharon Bambrick, Judy Smith, Roxanne Perron, and Jessica LaValley to the MD of Greenview Library Board.

CARRIED

**6.30 MILLAR WESTERN PUBLIC ADVISORY COMMITTEE**

MILLAR WESTERN  
PUBLIC ADVISORY  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.537. Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint Councillor Shawn Acton and Councillor Dale Gervais as the alternate to the Millar Western Public Advisory Committee.

CARRIED

**6.31 NITEHAWK YEAR-ROUND ADVENTURE PARK**

NITEHAWK SKI  
RECREATION  
BOARD  
APPOINTMENT

MOTION: 20.10.538. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint one Councillor Tyler Olsen to the Nitehawk Ski Recreation Board and Deputy Reeve Bill Smith as the Alternate.

CARRIED

**6.32 NORBORD ENVIRONMENTAL COMMITTEE**

NORBORD  
ENVIRONMENTAL  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.539. Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint Deputy Reeve Bill Smith to the Norbord Environmental Committee and one Councillor Shawn Acton as the alternate.

CARRIED

**6.33 NORTHERN TRANSPORTATION ADVOCACY BUREAU**

NORTHERN  
TRANSPORTATION  
ADVOCACY  
BUREAU  
APPOINTMENT

MOTION: 20.10.540. Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint Councillor Roxie Rutt to the Northern Transportation Advocacy Bureau.

CARRIED

#### **6.34 PACE BOARD OF DIRECTORS APPOINTMENT**

PACE BOARD OF  
DIRECTORS  
APPOINTMENT

MOTION: 20.10.541. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Councillor Roxie Rutt to the Pace Board of Directors.  
CARRIED

#### **6.35 PEACE LIBRARY SYSTEM BOARD**

PEACE LIBRARY  
SYSTEM BOARD  
APPOINTMENT

MOTION: 20.10.542. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Councillor Roxie Rutt to the Peace Library System Board and  
one Councillor Tom Burton as the alternate.  
CARRIED

#### **6.36 PEACE REGION ECONOMIC DEVELOPMENT ALLIANCE (PREDA)**

PEACE REGION  
ECONOMIC  
DEVELOPMENT  
ALLIANCE  
APPOINTMENT

MOTION: 20.10.543. Moved by: COUNCILLOR DUANE DIDOW  
That Council appoint Councillor Roxie Rutt to the Peace Region Economic  
Development Alliance and Councillor Tom Burton as the alternate.  
CARRIED

#### **6.37 POLICY REVIEW COMMITTEE**

POLICY REVIEW  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.544. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Councillor Duane Didow, Councillor Roxie Rutt and  
Councillor Tom Burton to the Policy Review Committee and seven (7) Councillors  
as alternates.  
CARRIED

#### **6.38 SMOKY APPLIED RESEARCH & DEMONSTRATION ASSOCIATION (SARDA)**

SMOKY APPLIED  
RESEARCH &  
DEMONSTRATION  
ASSOCIATION  
APPOINTMENT

MOTION: 20.10.545. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Reeve Dale Smith to the Smoky Applied Research &  
Demonstration Association and Councillor Les Urness as the alternate.  
CARRIED

#### **6.39 SOUTH PEACE REGIONAL ARCHIVES**

SOUTH PEACE  
REGIONAL  
ARCHIVES  
APPOINTMENT

MOTION: 20.10.546. Moved by: COUNCILLOR LES URNESS  
That Council appoint Councillor Shawn Acton to the South Peace Regional  
Archives and Councillor Roxie Rutt as the alternate.  
CARRIED

**6.40 SUBDIVISION AND DEVELOPMENT APPEAL BOARD (SDAB)**

SDAB  
APPOINTMENT

MOTION: 20.10.547. Moved by: COUNCILLOR ROXIE RUTT  
That Council appoint Gary Havell, Roxanne Perron, Ken Wilson, and Joshua McMillan to the Subdivision & Development Appeal Board.

CARRIED

**6.41 THE RIVER OF DEATH AND DISCOVERY DINOSAUR MUSEUM SOCIETY**

THE RIVER OF  
DEATH &  
DISCOVERY  
DINOSAUR  
MUSEUM SOCIETY  
APPOINTMENT

MOTION: 20.10.548. Moved by: COUNCILLOR DUANE DIDOW  
That Council appoint Councillor Tyler Olsen to The River of Death and Discovery Dinosaur Museum Society and Councillor Dale Gervais as the alternate.

CARRIED

**6.42 VALLEYVIEW & DISTRICT MEDICAL CENTRE**

VALLEYVIEW &  
DISTRICT MEDICAL  
CENTRE  
APPOINTMENT

MOTION: 20.10.549. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Councillor Roxie Rutt, Reeve Dale Smith and Councillor Shawn Acton to the Valleyview & District Medical Centre and Councillor Dale Gervais as the alternate.

CARRIED

**6.43 VALLEYVIEW & DISTRICT RECREATION BOARD**

VALLEYVIEW &  
DISTRICT  
RECREATION  
BOARD  
APPOINTMENT

MOTION: 20.10.550. Moved by: COUNCILLOR ROXIE RUTT  
That Council appoint Councillor Shawn Acton to the Valleyview & District Recreation Board and Councillor Les Urness as the alternate.

CARRIED

VALLEYVIEW  
&DISTRICT  
RECREATION  
BOARD ALTERNATE

MOTION: 20.10.551. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Councillor Les Urness as the alternate to the Valleyview & District Recreation Board.

CARRIED

VALLEYVIEW &  
DISTRICT  
RECREATION  
BOARD

MOTION: 20.10.552. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Sara Nichol and Kim Havell to the Valleyview & District Recreation Board.

CARRIED

**6.44 VALLEYVIEW CITIZENS ADVISORY COMMITTEE**

VALLEYVIEW  
CITIZENS ADVISORY  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.553. Moved by: COUNCILLOR DALE GERVAIS  
That Council remove the Valleyview Citizens Advisory Committee.

CARRIED

**6.45 VALLEYVIEW SEED CLEANING PLANT**

VALLEYVIEW SEED  
CLEANING PLANT  
APPOINTMENT

MOTION: 20.10.554. Moved by: COUNCILLOR TOM BURTON  
That Council appoint Reeve Dale Smith to the Valleyview Seed Cleaning Plant.

CARRIED

**6.46 VETERINARY SERVICES INCORPORATED (VSI)**

VSI APPOINTMENT

MOTION: 20.10.555. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Reeve Dale Smith to the Veterinary Services Incorporated Board of Directors and Deputy Reeve Bill Smith as the alternate.

CARRIED

**6.47 WAPITI RIVER MANAGEMENT PLAN COMMITTEE**

WAPITI RIVER  
MANAGEMENT  
PLAN COMMITTEE  
APPOINTMENT

MOTION: 20.10.556. Moved by: COUNCILLOR DALE GERVAIS  
That Council appoint Deputy Reeve Bill Smith to the Wapiti River Management Plan Committee and Councillor Tom Burton as the alternate.

CARRIED

**6.49 WEYERHAEUSER ADVISORY COMMITTEE**

WEYERHAEUSER  
ADVISORY  
COMMITTEE  
APPOINTMENT

MOTION: 20.10.557. Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint one Deputy Reeve Bill Smith to the Weyerhaeuser Advisory Committee and Councillor Duane Didow as the alternate.

CARRIED

**6.50 LIBRARY BOARD APPOINTMENTS**

LIBRARY BOARD  
APPOINTMENTS

MOTION: 20.10.558. Moved by: COUNCILLOR WINSTON DELORME  
That Council recommend Councillor Roxie Rutt to the Grande Prairie Library Board Councillor Shawn Acton to the Valleyview and Councillor Shawn Acton to the Fox Creek Library Board as Members at Large.

CARRIED

#12  
ADJOURNMENT

**12.0 ADJOURNMENT**

MOTION: 20.10.559. Moved by: COUNCILLOR WINSTON DELORME  
That this meeting adjourns at 10:15 a.m.

CARRIED

---

CHIEF ADMINISTRATIVE OFFICER

---

REEVE

UNADOPTED

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta on Monday October 26, 2020

**#1**  
**CALL TO ORDER**

Reeve Dale Smith called the meeting to order at 11:11 a.m.

**Present**

Ward 5	Reeve Dale Smith
Ward 8	Deputy Reeve Bill Smith
Ward 1	Councillor Winston Delorme
Ward 2	Councillor Dale Gervais
Ward 3	Councillor Les Urness
Ward 4	Councillor Shawn Acton
Ward 6	Councillor Tom Burton
Ward 7	Councillor Roxie Rutt
Ward 9	Councillor Duane Didow
Ward 9	Councillor Tyler Olsen

**ATTENDING**

Chief Administrative Officer	Denise Thompson
Assistant Chief Administrative Officer	Stacey Wabick
General Manager, Infrastructure & Planning	Roger Autio
Interim General Manager, Community Services	Dennis Mueller
Chief Financial Officer	Aleks Nelson
Marketing & Communication Manager	Stacey Sevilla
Recording Secretary	Lianne Kruger

**ABSENT**

**#2**  
**AGENDA**

MOTION: 20.10.560. Moved by: COUNCILLOR SHAWN ACTON  
That Council adopt the October 26, 2020 Regular Council Meeting  
Agenda as amended;

- Addition Agenda Item 9.2 Closed Session
- Remove Agenda Item 7.14 Terrapin.
- Remove Agenda Item 7.1 Sale OF Undeveloped Road Allowance

CARRIED

**#3  
MINUTES**

**MOTION: 20.10.561. Moved by: COUNCILLOR TOM BURTON**  
That Council adopt the minutes of the Regular Council Meeting held on Monday October 13, 2020 as amended;

- Addition to Agenda Item 7.1 W-5 after the legal description
- Addition to Reeve Dale Smith’s Members Report Agriculture Service Board Meeting, Greenview Strategic Planning Session
- Update Councillor Winston Delorme’s Members Business Report to “updated Council on his recent activities, which include;”

**CARRIED**

**#3.1  
BUSINESS ARISING  
FROM THE MINUTES**

**3.1 BUSINESS ARISING FROM MINUTES**

**#4  
PUBLIC HEARING**

**4.0 PUBLIC HEARING**

There were no Public Hearings presented.

**#5  
DELEGATIONS**

**5.0 DELEGATIONS**

There are no Delegations presenting.

**#6  
BYLAWS**

**6.0 BYLAWS**

**6.1 BYLAW 20-861 GREENVIEW REGIONAL MULTIPLEX ADVISORY BOARD**

**BYLAW 20-861  
FIRST READING**

**MOTION: 20.10.562. Moved by: COUNCILLOR TOM BURTON**  
That Council give first reading to Bylaw 20-861 “Greenview Regional Multiplex Advisory Board”.

**CARRIED**

**BYLAW 20-861  
SECOND READING**

**MOTION: 20.10.563. Moved by: COUNCILLOR ROXIE RUTT**  
That Council give second reading to Bylaw 20-861 “Greenview Regional Multiplex Advisory Board”.

**CARRIED**

**BYLAW 20-861  
UNANIMOUS CONSENT**

**MOTION: 20.10.564. Moved by: COUNCILLOR DALE GERVAIS**  
That Council give unanimous consent for third reading of Bylaw 20-861  
“Greenview Regional Multiplex Advisory Board”.  
Councillor Dale Gervais requested recorded vote  
**For** Deputy Reeve Bill Smith, Councillor Dale Gervais, Councillor Roxie  
Rutt, Reeve Dale Smith, Councillor Shawn Acton, Councillor Tyler Olsen,  
Councillor Les Urness, Councillor Winston Delorme, Councillor Duane  
Didow  
**Opposed** Councillor Tom Burton

DEFEATED

**#7  
BUSINESS**

**7.0 BUSINESS**

**7.1 SALE OF UNDEVELOPED ROAD ALLOWANCE BETWEEN NW-19-72-20-  
W5 AND NE-24-72-21-W5**

**SALE OF UNDEVELOPED  
LAND**

Removed.

**7.2 MUTUAL AID FIRE CONTROL PLAN 2020-2023**

**MUTUAL AID FIRE  
CONTROL PLAN**

**MOTION: 20.10.565. Moved by: COUNCILLOR DUANE DIDOW**  
That Council authorize Administration to enter into a Mutual Aid Fire  
Control Plan Agreement for a three-year term (2020-2023) between the  
Department of Agriculture and Forestry and Greenview as amended.

CARRIED

**7.3 FOREST GRAZING LICENSE ACCESS**

**FOREST GRAZING  
LICENSE ACCESS**

**MOTION: 20.10.566. Moved by: COUNCILLOR SHAWN ACTON**  
That Council deny the request for access to the FGL 030006 Grazing  
License holder.

CARRIED

Reeve Dale Smith recessed the meeting at 12:05 p.m.  
Reeve Dale Smith reconvened the meeting at 1:04 p.m.

**CLOSED SESSION**

**MOTION: 20.10.567. Moved by: COUNCILLOR TOM BURTON**

That the meeting go to Closed Session, at 1:05 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

**CARRIED**

**9.2 PRIVILEGED INFORMATION**

**OPEN SESSION**

**MOTION: 20.10.568. Moved by: COUNCILLOR DALE GERVAIS**

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 1:13 p.m.

**CARRIED**

**7.4 OPERATIONS BUILDING REQUEST FOR DEBOLT**

**OPERATIONS BUILDING  
REQUEST**

**MOTION: 20.10.569. Moved by: COUNCILLOR TYLER OLSEN**

That Council approve Administration to build a new operations building in DeBolt at the existing Public Service Building lot, with funding contingent on government grants of \$450,000.

**CARRIED**

**PROPOSED SHOP  
DEBOLT**

**MOTION: 20.10.570. Moved by: COUNCILLOR DALE GERVAIS**

That Council authorize the additional funding of up to \$100,000 for building items and property upgrades for the proposed shop and salt and sand shed in DeBolt, with funds to come from operational reserves.

**CARRIED**

**7.5 AWARD CONSTRUCTION OF OPERATIONS BUILDING IN DEBOLT**

**CONSTRUCTION OF  
OPERATIONS BUILDING  
DEBOLT**

**MOTION: 20.10.571. Moved by: COUNCILLOR SHAWN ACTON**

That Council approve Administration to award the building of a new operations building in DeBolt to Quattro Homes for \$460,000, with funding contingent the grants from the municipal stimulus program and additional funding from operational reserves.

**CARRIED**

## **7.6 OVERLAND WATER DRAINAGE STRATEGY**

### **OVERLAND WATER DRAINAGE STRATEGY**

MOTION: 20.10.572. Moved by: COUNCILLOR DALE GERVAIS  
That Council accept the Overland Water Drainage Strategy proposal for information as presented.

CARRIED

## **7.7 POLICY 6307 VETERINARY SERVICES INCORPORATED POLICY**

### **POLICY 6307**

MOTION: 20.10.573. Moved by: REEVE DALE SMITH  
That Council approve policy 6307 "Veterinary Services Incorporated" as presented.

CARRIED

### **POLICY AG 12**

MOTION: 20.10.574. Moved by: COUNCILLOR WINSTON DELORME  
That Council repeal policy AG 12.

CARRIED

## **7.8 POLICY 6308 CLUBROOT OF CANADA**

### **POLICY 6308**

MOTION: 20.10.575. Moved by: COUNCILLOR ROXIE RUTT  
That Council approve Policy 6308 "Clubroot of Canola" as presented.

CARRIED

## **7.9 PROBLEM WILDLIFE OFFICER POSITION**

### **PROBLEM WILDLIFE OFFICER**

MOTION: 20.10.576. Moved by: COUNCILLOR WINSTON DELORME  
That Council accept the presentation from Administration regarding the essential duties and responsibilities of the Problem Wildlife Officer (PWO) position for information, as presented.

CARRIED

## **7.10 WOLF HARVEST INCENTIVE PROGRAM EFFECTIVENESS REPORT**

### **WOLF HARVEST INCENTIVE PROGRAM**

MOTION: 20.10.577. Moved by: COUNCILLOR WINSTON DELORME  
That Council accept the presentation on the effectiveness of the Greenview Wolf Harvest Incentive Program for information, as presented.

CARRIED

**7.11 BIG RIVER VIEW SNOW CLUB REALLOCATION OF FUNDS**

**BIG RIVER VIEW SNOW CLUB**

MOTION: 20.10.578. Moved by: COUNCILLOR DALE GERVAIS  
That Council authorize the Big River View Snow Club an extension to utilize the 2020 grant funds in the amount of \$15,000.00 to the 2021 calendar year.

CARRIED

**7.12 WARRIOR HOCKEY SPONSORSHIP REQUEST**

**WARRIOR HOCKEY**

MOTION: 20.10.579. Moved by: COUNCILLOR DALE GERVAIS  
That Council take no action on the sponsorship request for enrollment costs from the Warrior Hockey Club.

CARRIED

**7.13 REEL SHORTS FILM FESTIVAL REALLOCATION OF FUNDS**

**REEL SHORTS FILM FESTIVAL**

MOTION: 20.10.580. Moved by: COUNCILLOR ROXIE RUTT  
That Council authorize the Reel Shorts Film Festival request to utilize the 2020 grant funds in the amount of \$1,200.00 in the 2021 calendar year.

CARRIED

**7.14 TERRAPIN GEOTHERMAL FRAMEWORK DEVELOPMENT**

**GEOTHERMAL FRAMEWORK**

Removed.

**7.15 LETTER OF SUPPORT – VALLEYVIEW AGRICULTURE SOCIETY**

**VALLEYVIEW AGRICULTURE SOCIETY LETTER OF SUPPORT**

MOTION: 20.10.581. Moved by: REEVE DALE SMITH  
That Council approve the Letter of Support for the Valleyview and District Agriculture Society confirming the value their society brings to the region.

CARRIED

**#8 NOTICE OF MOTION**

**8.0 NOTICE OF MOTION**

There were no Notice of Motions requested.

Reeve Dale Smith recessed the meeting at 3:03 p.m.  
Reeve Dale Smith reconvened the meeting at 3:15 p.m.

**#9  
CLOSED SESSION**

**9.0 CLOSED SESSION**

**CLOSED SESSION**

MOTION: 20.10.582. Moved by: COUNCILLOR ROXIE RUTT  
That the meeting go to Closed Session, at 3:15 p.m., pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection of Privacy Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

**9.1 CONFIDENTIAL EVALUTATIONS**

*(FOIPP; Section 19)*

**OPEN SESSION**

MOTION: 20.10.583. Moved by: COUNCILLOR ROXIE RUTT  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 3:35 p.m.

CARRIED

**TRI-MUNICIPAL  
INDUSTRIAL  
PARTNERSHIP**

MOTION: 20.10.584. Moved by: COUNCILLOR SHAWN ACTON  
That Council approve the discontinuation of the Tri-Municipal Industrial Partnership.  
Councillor Tyler Olsen requested a recorded vote  
**For** Reeve Dale Smith, Deputy Reeve Bill Smith, Councillor Duane Didow, Councillor Winston Delorme, Councillor Tyler Olsen, Councillor Shawn Acton, Councillor Roxie Rutt, Councillor Tom Burton.  
**Opposed** None

**TRI-MUNICIPAL  
INDUSTRIAL  
PARTNERSHIP**

MOTION: 20.10.585. Moved by: COUNCILLOR WINSTON DELORME  
That Council direct Administration to return the contributed seed funding from the County of Grande Prairie & City of Grande Prairie towards the prior Tri-Municipal Industrial Partnership, with funds to come from the 2020 Economic Development budget.  
Councillor Winston Delorme requested a recorded vote  
**For** Reeve Dale Smith, Deputy Reeve Bill Smith, Councillor Duane Didow, Councillor Winston Delorme, Councillor Tyler Olsen, Councillor Shawn Acton, Councillor Roxie Rutt, Councillor Tom Burton.  
**Opposed** None

**HEAVY INDUSTRIAL  
DISTRICT**

**MOTION: 20.10.586. Moved by: DEPUTY REEVE BILL SMITH**

That Council approve the development of a Heavy Industrial District southeast of Grovedale, in the area formerly known as the Tri-Municipal Industrial District.

Deputy Reeve Bill Smith requested a recorded vote

**For** Reeve Dale Smith, Deputy Reeve Bill Smith, Councillor Duane Didow, Councillor Winston Delorme, Councillor Tyler Olsen, Councillor Shawn Acton, Councillor Roxie Rutt, Councillor Tom Burton.

**Opposed** None

**#10  
MEMBER REPORTS &  
EXPENSE CLAIMS**

**11.0 MEMBERS BUSINESS**

**WARD 1**

**COUNCILLOR WINSTON DELORME** updated Council on his recent activities, which include;

October 13, 2020 Regular Council Meeting

Dinner Meeting with the Senior Leadership Team

Municipal Planning Commission Meeting (Virtual)

October 19, 2020 Committee of the Whole Meeting

Evergreen Foundation Meeting

**WARD 2**

**COUNCILLOR DALE GERVAIS** updated Council on his recent activities, which include;

October 13, 2020 Regular Council Meeting

Municipal Planning Commission Meeting (Virtual)

October 19, 2020 Committee of the Whole Meeting (Virtual)

**WARD 3**

**COUNCILLOR LES URNESS** updated Council on his recent activities, which include;

October 13, 2020 Regular Council Meeting

Dinner Meeting with the Senior Leadership Team

Municipal Planning Commission Meeting

October 19, 2020 Committee of the Whole Meeting

Grovedale and Area Road Tour

**WARD 4**

**COUNCILLOR SHAWN ACTON** submitted his update to Council on his recent activities, which include;

October 13, 2020 Regular Council Meeting

Dinner Meeting with the Senior Leadership Team

Valleyview Recreation Board Meeting

October 19, 2020 Committee of the Whole (Virtual)

Fox Creek Library Board Meeting

**WARD 5**                    **REEVE DALE SMITH** submitted his update to Council on his recent activities, which include;  
October 13, 2020 Regular Council Meeting  
Dinner Meeting with the Senior Leadership Team  
Municipal Planning Commission Meeting  
Policy Review Committee Meeting  
Joint meeting with Reeve and CAO of Big Lakes, Todd Loewen and Arnold Viersen  
October 19, 2020 Committee of the Whole Meeting  
Grovedale and Area Road Tour  
Heart River Housing Meeting  
Agriculture Services Board Regional Meeting  
Valley South First Anniversary

**WARD 6**                    **COUNCILLOR TOM BURTON** submitted his update to Council on his recent activities, which include;  
October 13, 2020 Regular Council Meeting  
Dinner Meeting with the Senior Leadership Team  
Municipal Planning Commission Meeting  
Policy Review Committee Meeting  
Community Planning Association of Alberta Annual General Meeting  
October 19, 2020 Committee of the Whole  
Grovedale and Area Road Tour  
East Smoky Recreation Board Meeting  
MD of Greenview Library Board Meeting

**WARD 7**                    **COUNCILLOR ROXIE RUTT** submitted her update to Council on her recent activities, which include;  
October 13, 2020 Regular Council Meeting  
Grande Prairie Public Library Board  
Municipal Planning Commission  
Policy Review Committee  
DeBolt Seniors Housing  
October 19, 2020 Committee of the Whole  
Grovedale Road Tour  
FCSS Board Meeting  
Canfor FMA Advisory Committee  
Grande Spirit Foundation  
Peace Library Systems Personnel

**WARD 8**                    **DEPUTY REEVE BILL SMITH** submitted his update to Council on his recent activities, which include;  
October 13, 2020 Regular Council Meeting  
October 19, 2020 Committee of the Whole Meeting

Grovedale and Area Road Tour  
Agriculture Services Board Regional Meeting  
Geothermal Development Discussion

**Ward 9**

**COUNCILLOR DUANE DIDOW** submitted his update to Council on his recent activities, which include;  
October 13, 2020 Regular Council Meeting  
Dinner Meeting with the Senior Leadership Team  
FCSS Association of Alberta Practice Annual General Meeting  
FCSS Association of Alberta Regular Board Meeting  
October 19, 2020 Committee of the Whole Meeting  
FCSS Board Meeting

**Ward 9**

**COUNCILLOR TYLER OLSEN** submitted his update to Council on his recent activities, which include;  
October 13, 2020 Regular Council Meeting  
Dinner Meeting with the Senior Leadership Team  
Municipal Planning Commission Meeting  
Policy Review Committee Meeting  
Comm Futures West Yellowhead Meeting  
River of Death and Discovery Dinosaur Museum Meeting  
October 19, 2020 Committee of the Whole Meeting  
Comm Futures West Yellowhead "Spotlight on Grande Cache"  
Grovedale and Area Road Tour

**MEMBERS BUSINESS**

**MOTION: 20.10.587.** Moved by: **COUNCILLOR TOM BURTON**  
That Council accept the Members Business Reports as presented.

**CARRIED**

**#11  
ADJOURNMENT**

**12.0 ADJOURNMENT**

**MOTION: 20.10.588.** Moved by: **COUNCILLOR ROXIE RUTT**  
That Council adjourn this Regular Council Meeting at 4:19 p.m.

**CARRIED**

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CHIEF ADMINISTRATIVE OFFICER

---

REEVE



# REQUEST FOR DECISION

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SUBJECT: **Bylaw No.20-839 – Partial Road Allowance Closure Request South of SE-25-70-25-5**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: November 9, 2020 CAO: DT MANAGER: SAR  
DEPARTMENT: PLANNING & DEVELOPMENT GM: RA PRESENTER: LD  
STRATEGIC PLAN: Development

---

## RELEVANT LEGISLATION:

**Provincial** – Municipal Government Act Section 22(1): ‘No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.’

Municipal Government Act Section 188: ‘The previous readings of a proposed bylaw are rescinded if the proposed bylaw (a) does not receive third reading within 2 years after first reading, or...’

**Council Bylaw/Policy** – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council give Second Reading to Bylaw No. 20-839 to close 0.227 hectare ± of the undeveloped government road allowance lying south of the Sturgeon Heights Cemetery located on SE-25-70-25-W5.**

**MOTION: That Council give Third Reading to Bylaw No. 20-839 to close 0.227 hectare ± of the undeveloped government road allowance lying south of the Sturgeon Heights Cemetery located on SE-25-70-25-W5.**

---

## BACKGROUND/PROPOSAL:

Greenview received a road closure request from Sturgeon Heights Community Club on August 1, 2019, to close 0.227 hectare (0.56 acre) ± of the undeveloped road allowance adjacent to the south boundary of the cemetery where grave sites are located. The 0.27 hectare ± would be transferred and consolidated with the Sturgeon Heights Cemetery lands located on SE-25-70-25-W5, consisting of 0.806 hectare (1.99 acre) ± subject to Council and Ministerial approval.

First reading was passed by Council on May 25, 2020. Following first reading the Bylaw was advertised and the standard road closure procedures under Section 22 of the Municipal Government Act were followed, including holding a Public Hearing on July 13, 2020, where no concerns by referral bodies or the public were raised. The Minister of Transportation subsequently approved the closure and disposal of the road right-of-way on October 7, 2020.

Upon receiving second and third reading, the bylaw and survey plan can be registered at Land Titles Office. Administration is recommending that Council give second and third Reading to Bylaw No. 20-839.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that the portion of the undeveloped road allowance where gravesites exist would be consolidated with the cemetery's existing title.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of Council accepting the recommended motion is that future development of the road plan would be prohibited.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to table Bylaw No. 20-839 for further discussion or information.

**Alternative #2:** Council has the alternative to deny the request completely and not allow the closure of the portion of the undeveloped road allowance.

---

**FINANCIAL IMPLICATION:**

The financial implications include all costs to survey and transfer title to the lands.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Consult

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

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

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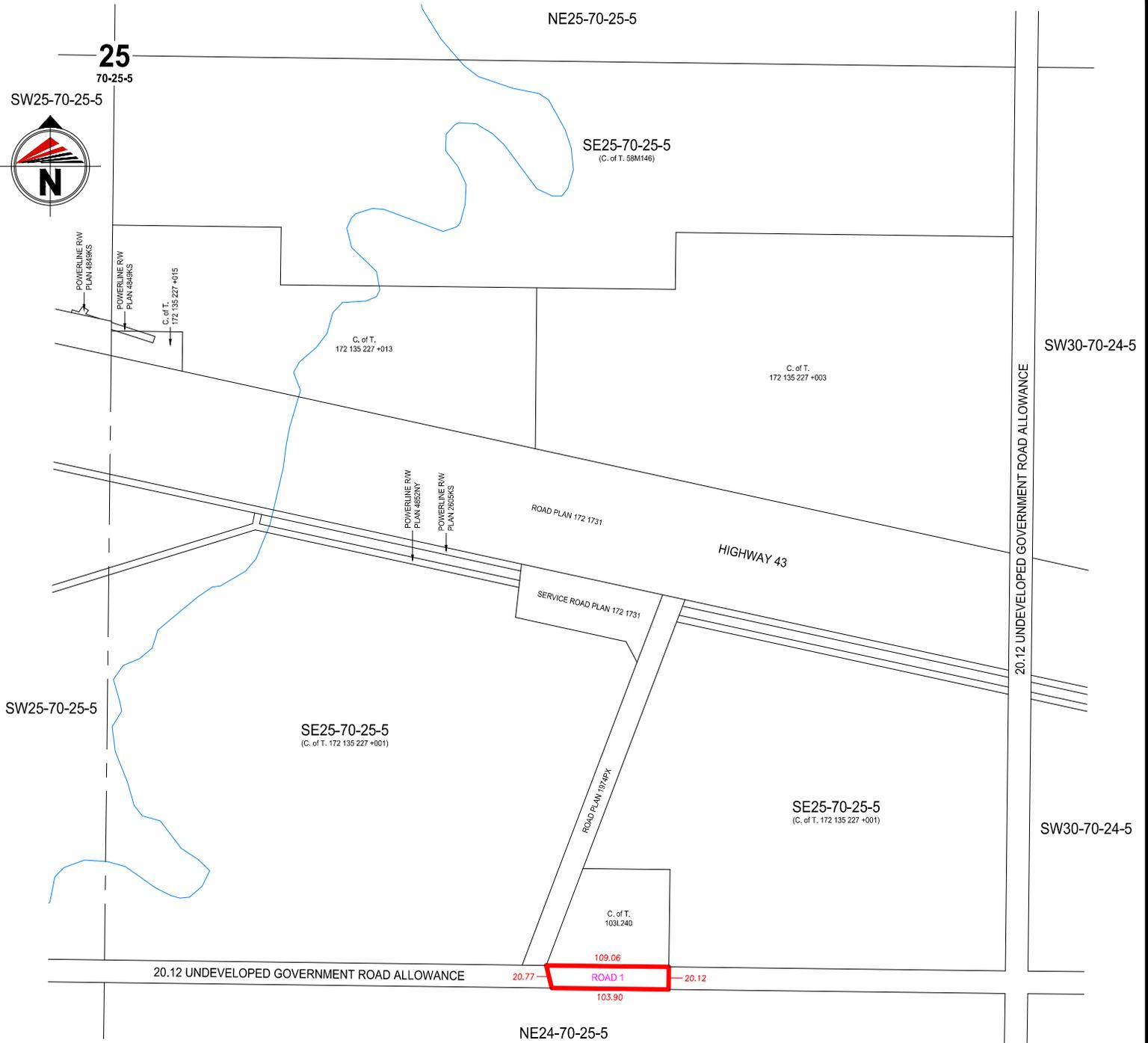
**FOLLOW UP ACTIONS:**

The plan would be endorsed and submitted to the surveyor for registration at Alberta Land Titles, concurrent with a Transfer of Land.

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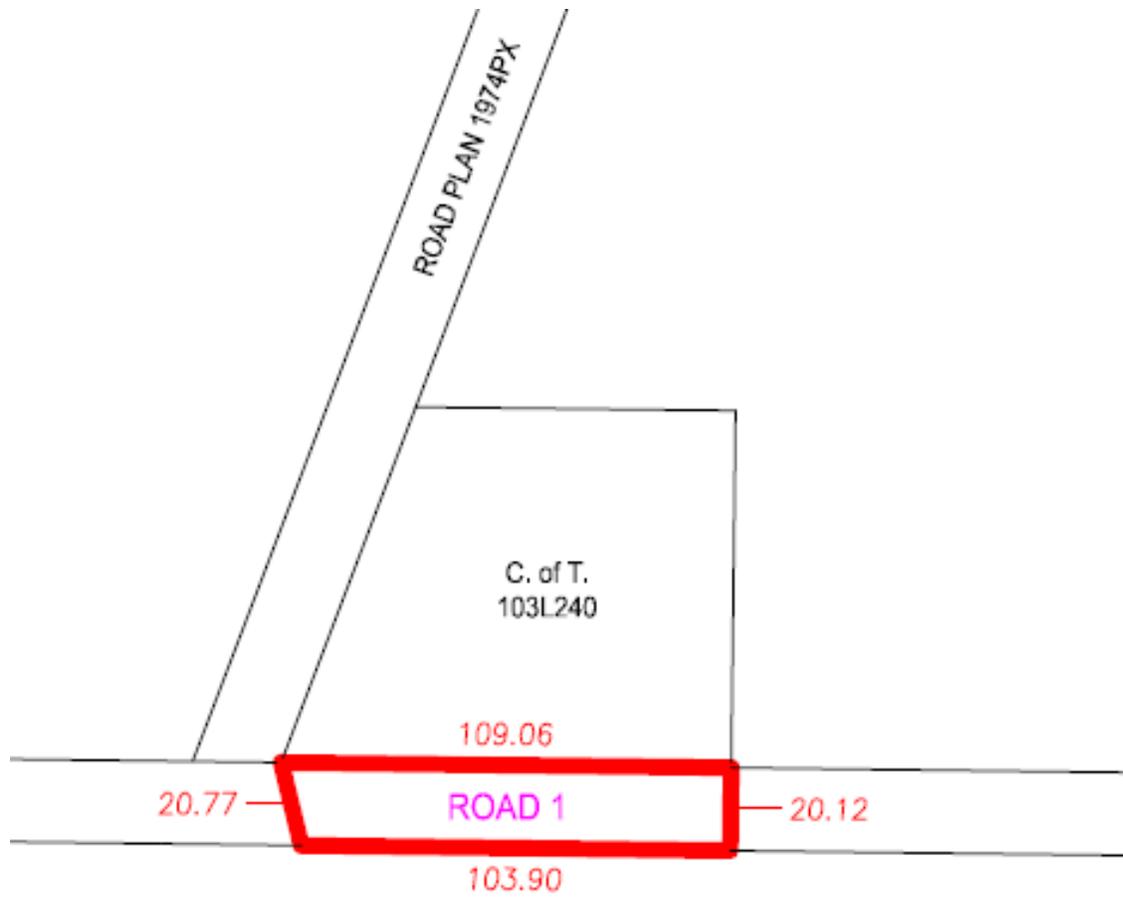
**ATTACHMENT(S):**

- Schedule 'A' – Tentative Plan, Tentative Plan with Aerial
- Map Overview
- Signed Bylaw 20-839 with letter from Alberta Transportation



MUNICIPAL DISTRICT OF GREENVIEW NO. 16  
SCHEDULE 'A'  
SHOWING PROPOSED CLOSURE OF  
PART OF GOVERNMENT ROAD ALLOWANCE ( TWP. RD. 704 )  
BETWEEN  
N.E. 1/4 SEC. 24, TWP. 70, RGE. 25, W.5M. &  
S.E. 1/4 SEC. 25, TWP. 70, RGE. 25, W.5M.

LAND DEALT WITH BY THIS  
PLAN IS SHOWN OUTLINED THUS: ———  
AND CONTAINS: 0.214 HECTARES ( 0.53 ACRES)

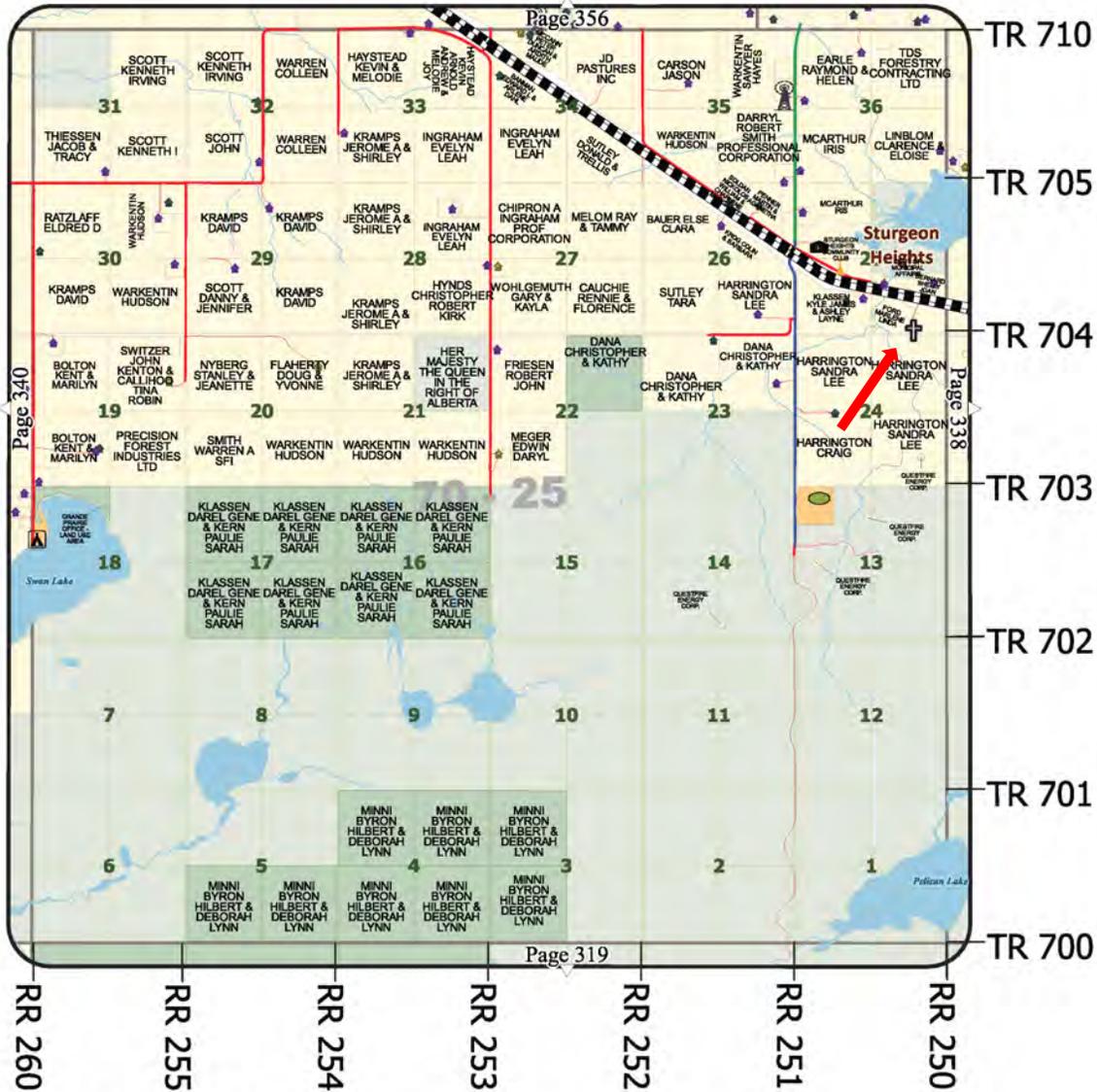


APPLICANT: STURGEON HEIGHTS COMMUNITY CLUB



# M.D. of Greenview No.16

Township 70, Range 25



Map printed: 2019-11-29

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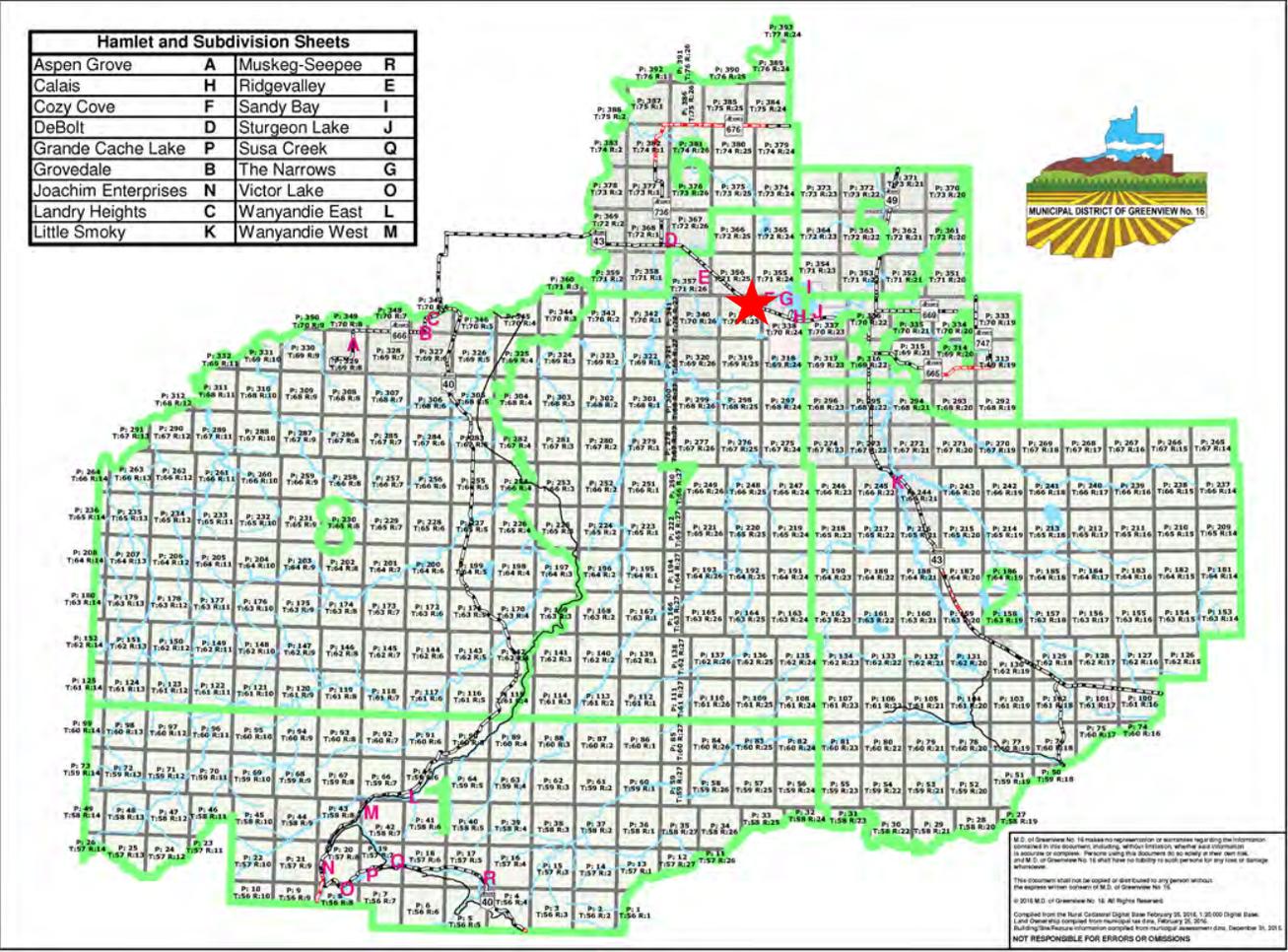
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Compiled from the Rural Cadastral Digital Base September 15, 2019, 1:20,000 Digital Base, Land Ownership compiled from municipal tax data, September 15, 2019; Building/Soil/Future information compiled from municipal assessment data, December 2018.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS

Hamlet and Subdivision Sheets		
Aspen Grove	A	Muskeg-Seepee R
Calais	H	Ridgevalley E
Cozy Cove	F	Sandy Bay I
DeBolt	D	Sturgeon Lake J
Grande Cache Lake	P	Susa Creek Q
Grovedale	B	The Narrows G
Joachim Enterprises	N	Victor Lake O
Landy Heights	C	Wanyandie East L
Little Smoky	K	Wanyandie West M



MUNICIPAL DISTRICT  
OF GREENVIEW No. 10  
**RECEIVED**  
OCT 14 2020  
VALLEYVIEW  
**SCANNED**

107

TECHNICAL STANDARDS BRANCH  
2<sup>ND</sup> FLOOR, TWIN ATRIA BUILDING  
4999-98 AVENUE  
EDMONTON, ALBERTA, CANADA  
T6B 2X3

TELEPHONE NO: 780-638-3505  
Toll Free Connection Dial 310-0000

October 7, 2020

MD of Greenview  
Box 1079  
Valleyview, AB T0H 3N0

Attention: Sally Rosson

**RE: ROAD CLOSURE – BYLAW 20-839**

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on October 7, 2020.

Following the second and third readings by your council, the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the documents closing the road are registered at Land Titles.

Yours truly,



Grace Saina  
Road Closure Coordinator

cc: Philip Alcock  
Development and Planning Technologist  
Grande Prairie, Alberta

Enclosures



## BYLAW No. 20-839

# 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 closing to public travel, and creating title to, portions of a public highway in accordance with Section 22 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

**WHEREAS** the lands hereafter described are no longer required for public travel; and

**WHEREAS** application has been made to Council to have the roadway closed; and

**WHEREAS** the Council of the Municipal District of Greenview No. 16 deems it expedient to provide a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and therefore disposing of same; and

**WHEREAS**, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act; and

**WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

**THEREFORE BE IT RESOLVED** that the Council of the Municipal District of Greenview No. 16 in the Province of Alberta, duly assembled, does hereby close to public travel for the purpose of creating title to, the following described original government road allowance, subject to rights of access granted by other legislation:

MERIDIAN 5 RANGE 25 TOWNSHIP 70  
ALL THAT PORTION OF THE ORIGINAL GOVERNMENT ROAD ALLOWANCE  
LYING WITHIN LOT 1 BLOCK 1 PLAN 202 \_\_\_\_  
EXCEPTING THEREOUT ALL MINES AND MINERALS  
CONTAINING 0.214 HECTARES MORE OR LESS  
**EXCEPTING THEREOUT ALL MINES AND MINERALS.**

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

Received first reading this 13 day of July, 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER

APPROVED this 7<sup>th</sup> day of October, 2020.



---

MINISTER OF TRANSPORTATION

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

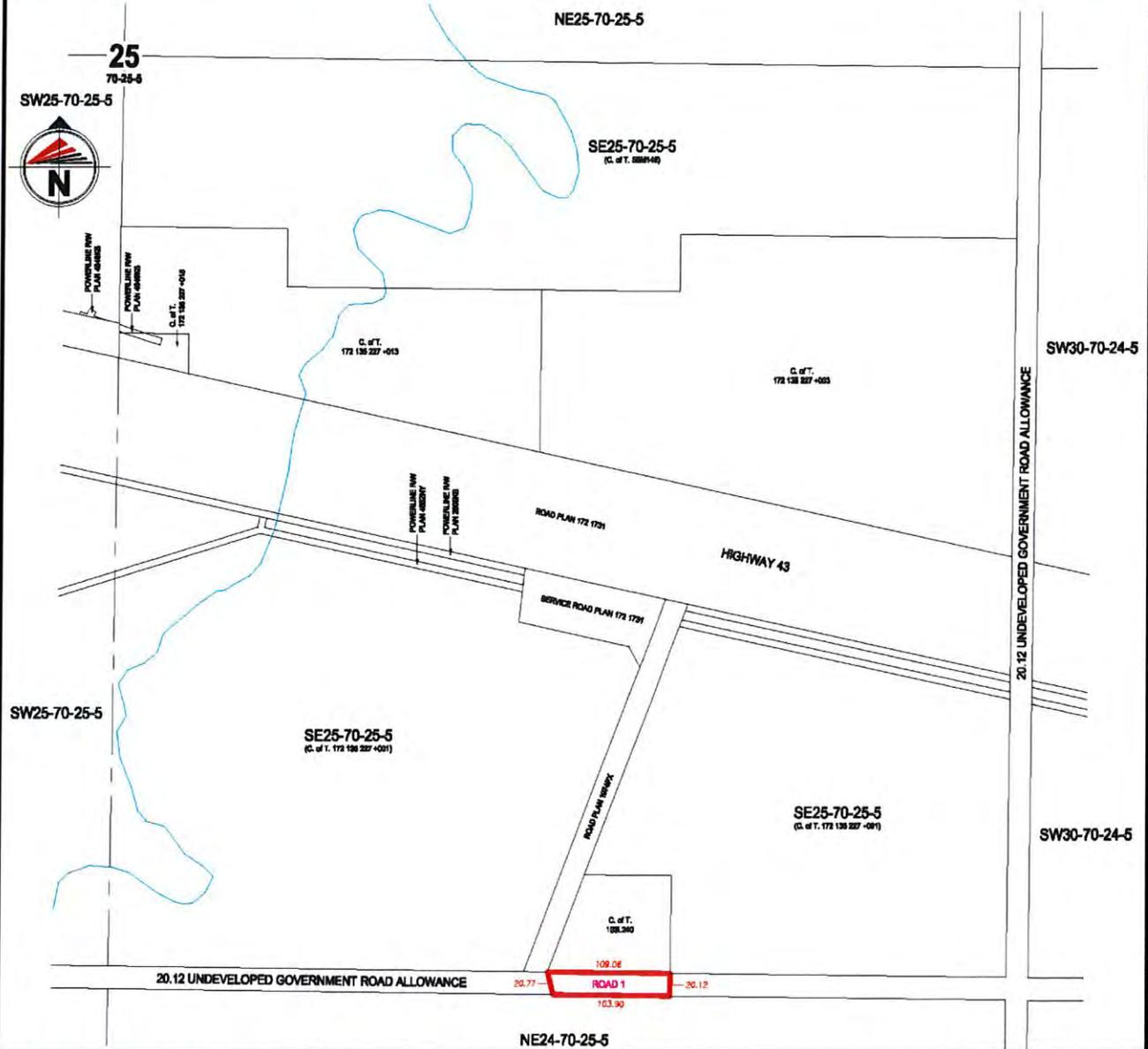
Received third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

---

REEVE

---

CHIEF ADMINISTRATIVE OFFICER



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

**SCHEDULE 'A'**

SHOWING PROPOSED CLOSURE OF  
PART OF GOVERNMENT ROAD ALLOWANCE (TWP. RD. 704)  
BETWEEN

N.E. 1/4 SEC. 24, TWP. 70, RGE. 25, W.5M. &

S.E. 1/4 SEC. 25, TWP. 70, RGE. 25, W.5M.

LAND DEALT WITH BY THIS

PLAN IS SHOWN OUTLINED THUS:

AND CONTAINS: 0.214 HECTARES ( 0.53 ACRES)

J:\JOB89\2019\19GLML7209\CAD\DRAWING\19GLML7209-SCHEDULE\_A-R1.DWG

SCALE: 1:10000



---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that the unusable portion of the road plan would be reverted to agricultural production.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of Council accepting the recommended motion is that future development of the road plan would be prohibited.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to table Bylaw No. 20-840 for further discussion or information.

**Alternative #2:** Council has the alternative to deny the request completely and not allow the closure of the portion of the undeveloped road allowance.

---

**FINANCIAL IMPLICATION:**

The financial implications include.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Consult

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

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

---

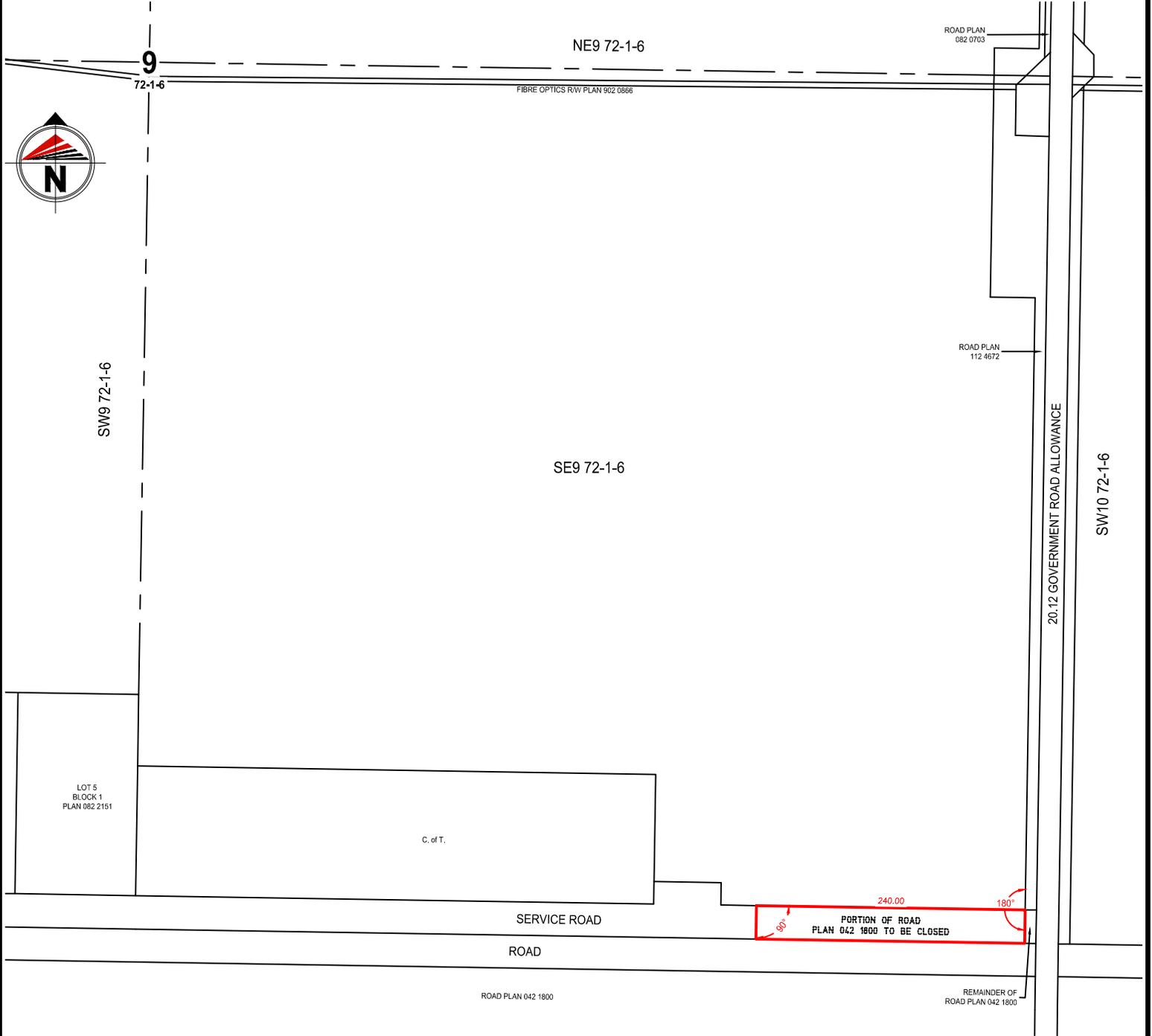
**FOLLOW UP ACTIONS:**

The plan would be endorsed and submitted to the surveyor for registration at Alberta Land Titles, concurrent with a Transfer of Land.

---

**ATTACHMENT(S):**

- Schedule 'A' – Tentative Plan, Tentative Plan with Aerial
- Map Overview
- Signed Bylaw 20-840 with letter from Alberta Transportation



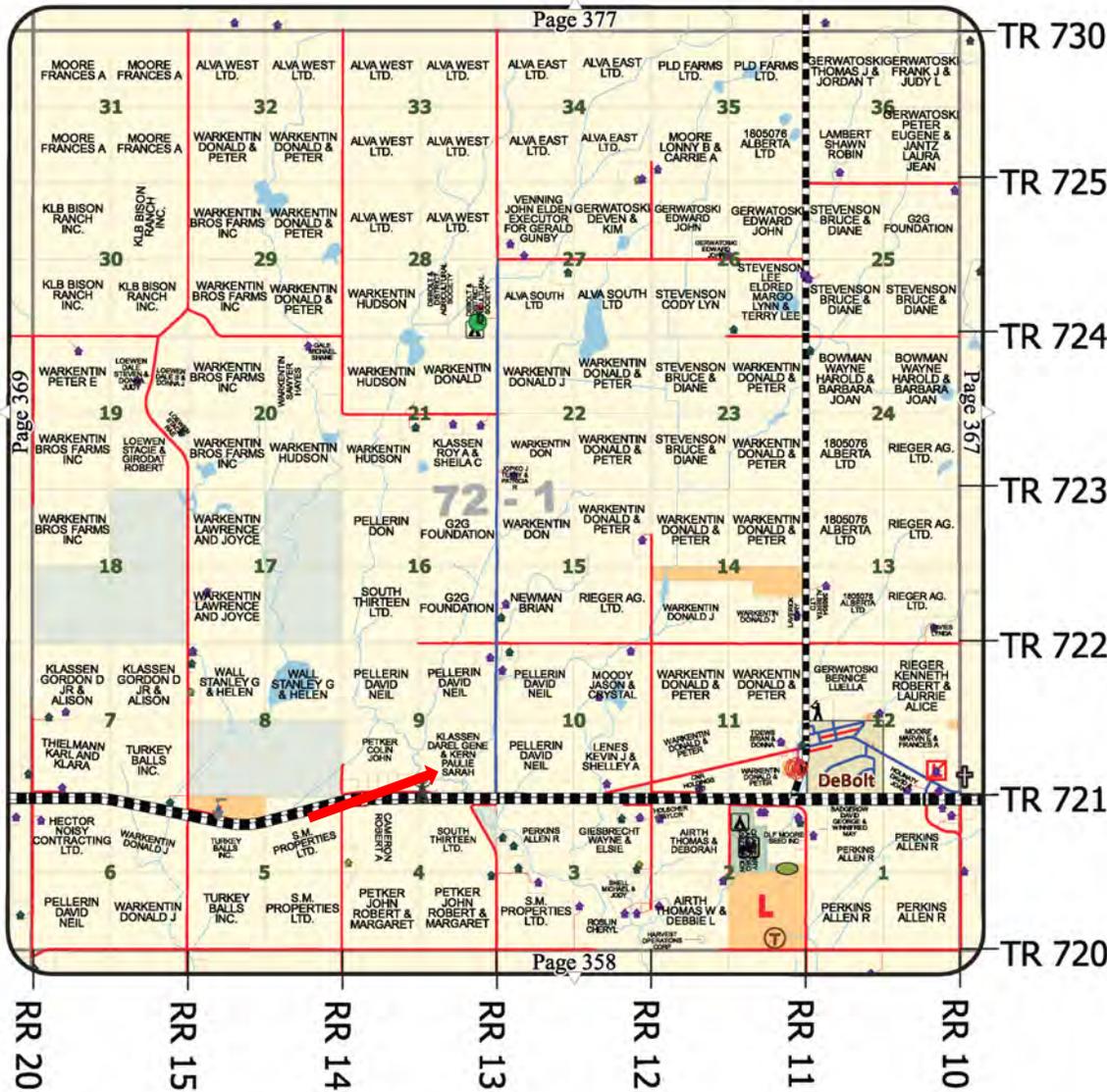
MUNICIPAL DISTRICT OF GREENVIEW NO. 16  
SCHEDULE 'A'  
SHOWING PROPOSED CLOSURE OF  
PORTION OF ROAD PLAN 042 1800  
ALL WITHIN THE  
S.E. 1/4 SEC. 9, TWP. 72, RGE. 1, W.6M.

LAND DEALT WITH BY THIS  
PLAN IS SHOWN OUTLINED THUS: ———  
AND CONTAINS: 0.719 HECTARES ( 1.78 ACRES)



# M.D. of Greenview No.16

Township 72, Range 1



Map printed: 2019-11-29

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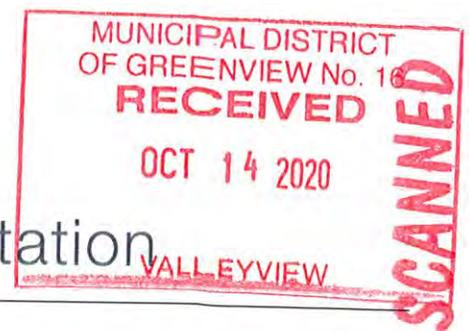
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Compiled from the Rural Cadastral Digital Base September 15, 2019, 1:20,000 Digital Base, Land Ownership compiled from municipal tax data, September 15, 2019; Building/Size/Feature information compiled from municipal assessment data, December 2018.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS





TECHNICAL STANDARDS BRANCH  
2<sup>ND</sup> FLOOR, TWIN ATRIA BUILDING  
4999-98 AVENUE  
EDMONTON, ALBERTA, CANADA  
T6B 2X3

TELEPHONE NO: 780-638-3505  
Toll Free Connection Dial 310-0000

October 7, 2020

MD of Greenview  
Box 1079  
Valleyview, AB T0H 3N0

Attention: Sally Rosson

**RE: ROAD CLOSURE – BYLAW 20-839**

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on October 7, 2020.

Following the second and third readings by your council, the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the documents closing the road are registered at Land Titles.

Yours truly,

Grace Saina  
Road Closure Coordinator

cc: Philip Alcock  
Development and Planning Technologist  
Grande Prairie, Alberta

Enclosures



## BYLAW No. 20-839

# 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 closing to public travel, and creating title to, portions of a public highway in accordance with Section 22 of the Municipal Government Act, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.**

**WHEREAS** the lands hereafter described are no longer required for public travel; and

**WHEREAS** application has been made to Council to have the roadway closed; and

**WHEREAS** the Council of the Municipal District of Greenview No. 16 deems it expedient to provide a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and therefore disposing of same; and

**WHEREAS**, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the Municipal Government Act; and

**WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

**THEREFORE BE IT RESOLVED** that the Council of the Municipal District of Greenview No. 16 in the Province of Alberta, duly assembled, does hereby close to public travel for the purpose of creating title to, the following described original government road allowance, subject to rights of access granted by other legislation:

MERIDIAN 5 RANGE 25 TOWNSHIP 70

ALL THAT PORTION OF THE ORIGINAL GOVERNMENT ROAD ALLOWANCE

LYING WITHIN LOT 1 BLOCK 1 PLAN 202\_\_\_\_\_

EXCEPTING THEREOUT ALL MINES AND MINERALS

CONTAINING 0.214 HECTARES MORE OR LESS

**EXCEPTING THEREOUT ALL MINES AND MINERALS.**

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

Received first reading this 13 day of July, 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER

APPROVED this 7<sup>th</sup> day of October, 2020.

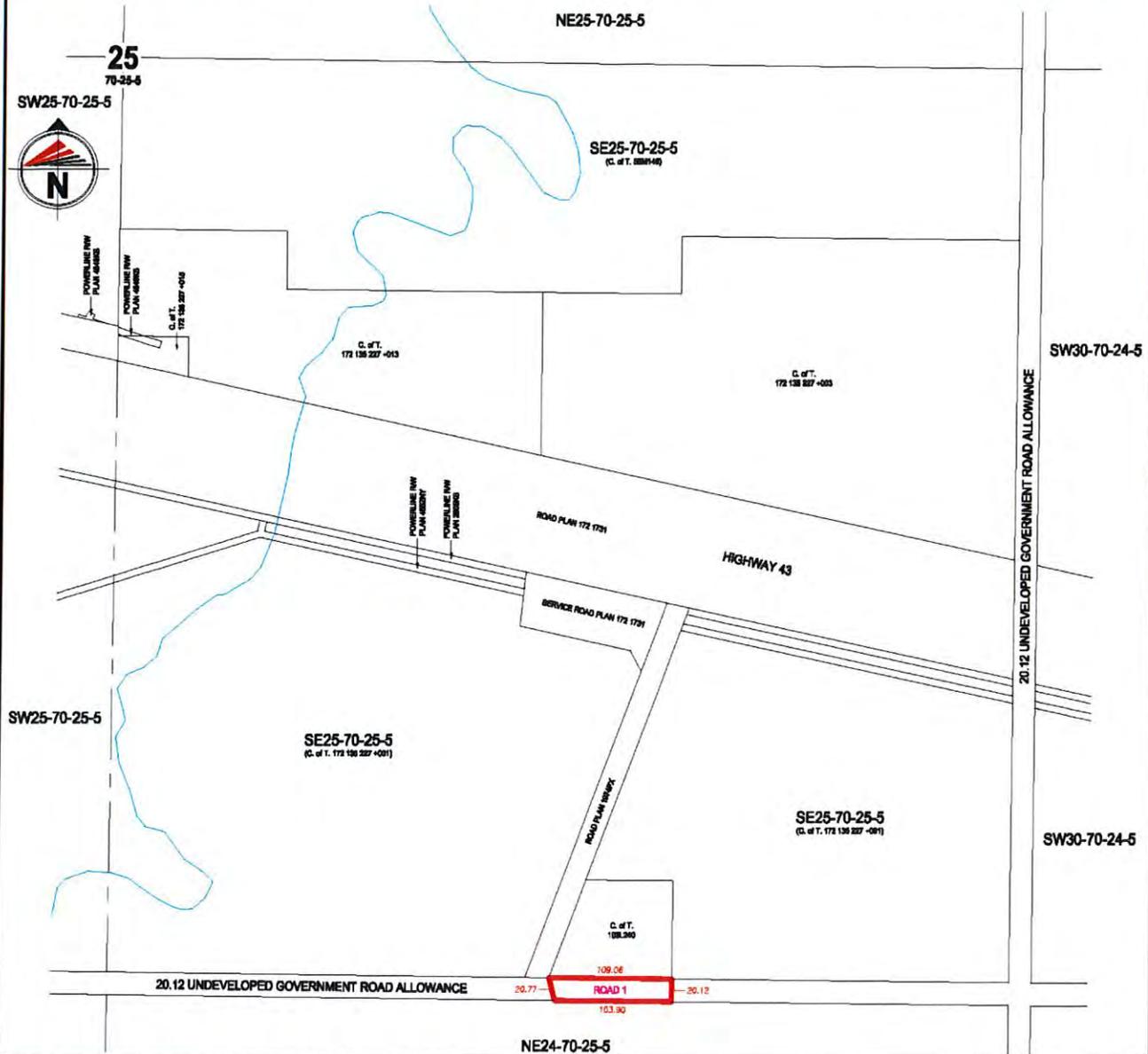
  
\_\_\_\_\_  
MINISTER OF TRANSPORTATION

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Received third reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
REEVE

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



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
**SCHEDULE 'A'**  
SHOWING PROPOSED CLOSURE OF  
PART OF GOVERNMENT ROAD ALLOWANCE (TWP. RD. 704)  
BETWEEN  
N.E. 1/4 SEC. 24, TWP. 70, RGE. 25, W.5M. &  
S.E. 1/4 SEC. 25, TWP. 70, RGE. 25, W.5M.

LAND DEALT WITH BY THIS  
PLAN IS SHOWN OUTLINED THUS:   
AND CONTAINS: 0.214 HECTARES ( 0.53 ACRES)

J:\JOB89\2019\19GLML7209\CAD\DRAWING\19GLML7209-SCHEDULE\_A-R1.DWG

SCALE: 1:10000



# REQUEST FOR DECISION

---

**SUBJECT:** Bylaw 20-848 Partial Road Allowance Closure Request – West of NW-9-69-21-W5  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 9, 2020 CAO: DT MANAGER: SAR  
**DEPARTMENT:** PLANNING & DEVELOPMENT GM: RA PRESENTER: PL  
**STRATEGIC PLAN:** Development

---

**RELEVANT LEGISLATION:**

**Provincial (cite)** – Municipal Government Act Section 22(1): ‘No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.’

Municipal Government Act Section 188: ‘The previous readings of a proposed bylaw are rescinded if the proposed bylaw (a) does not receive third reading within 2 years after first reading, or...’

**Council Bylaw/Policy (cite)** – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council give second reading to Bylaw 20-848 to close 1.05 hectares ± within Road Plan 2761 PX lying west of NW-9-69-21-W5 as shown on Schedule ‘A’ hereto.**

**MOTION: That Council give third reading to Bylaw 20-848 to close 1.05 hectares ± within Road Plan 2761 PX lying west of NW-9-69-21-W5 as shown on Schedule ‘A’ hereto.**

---

**BACKGROUND/PROPOSAL:**

Greenview gave first reading to Bylaw 20-848 on June 22, 2020 and held the public hearing on July 27, 2020. Following the public hearing, the proposed road closure package was submitted to Alberta Transportation. A response indicating approval was received on October 22, 2020.

Greenview received a road closure request from Arne and Merle Johnson on February 20, 2020, to close a portion of Road Plan 2761 PX as shown on the attached survey plan labeled Schedule ‘A’, being an area consisting of 1.05 hectares ± (2.59 acres). The area would subsequently be consolidated with the existing title to their agricultural quarter NW-9-69-21-W5 (Certificate of Title 112 369 890+5, cont. 62.67 hectares).

In accordance with legislation notification of the proposed road closure was circulated to internal and external referral agencies and no negative concerns or comments were received. Administration feels that the closure does not, or will not in the future, cause undue hardship for the road network in this location with access available to the quarter from Range Road 214. Administration is recommending that Council give Second and Third Readings to Bylaw No. 20-848.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that this portion of the road allowance would be consolidated with the remainder of the quarter section and be put to use by the applicants.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to table Bylaw No. 20-848 for further discussion or information.

**Alternative #2:** Council has the alternative to deny the request completely and not allow the closure of the portion of the undeveloped road allowance.

---

FINANCIAL IMPLICATION:

**Direct Costs:**

All costs associated with the survey and transfer will be paid by the landowners.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Consult

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

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

---

FOLLOW UP ACTIONS:

The plan would be endorsed and submitted to the surveyor for registration at Alberta Land Titles, concurrent with a Transfer of Land.

---

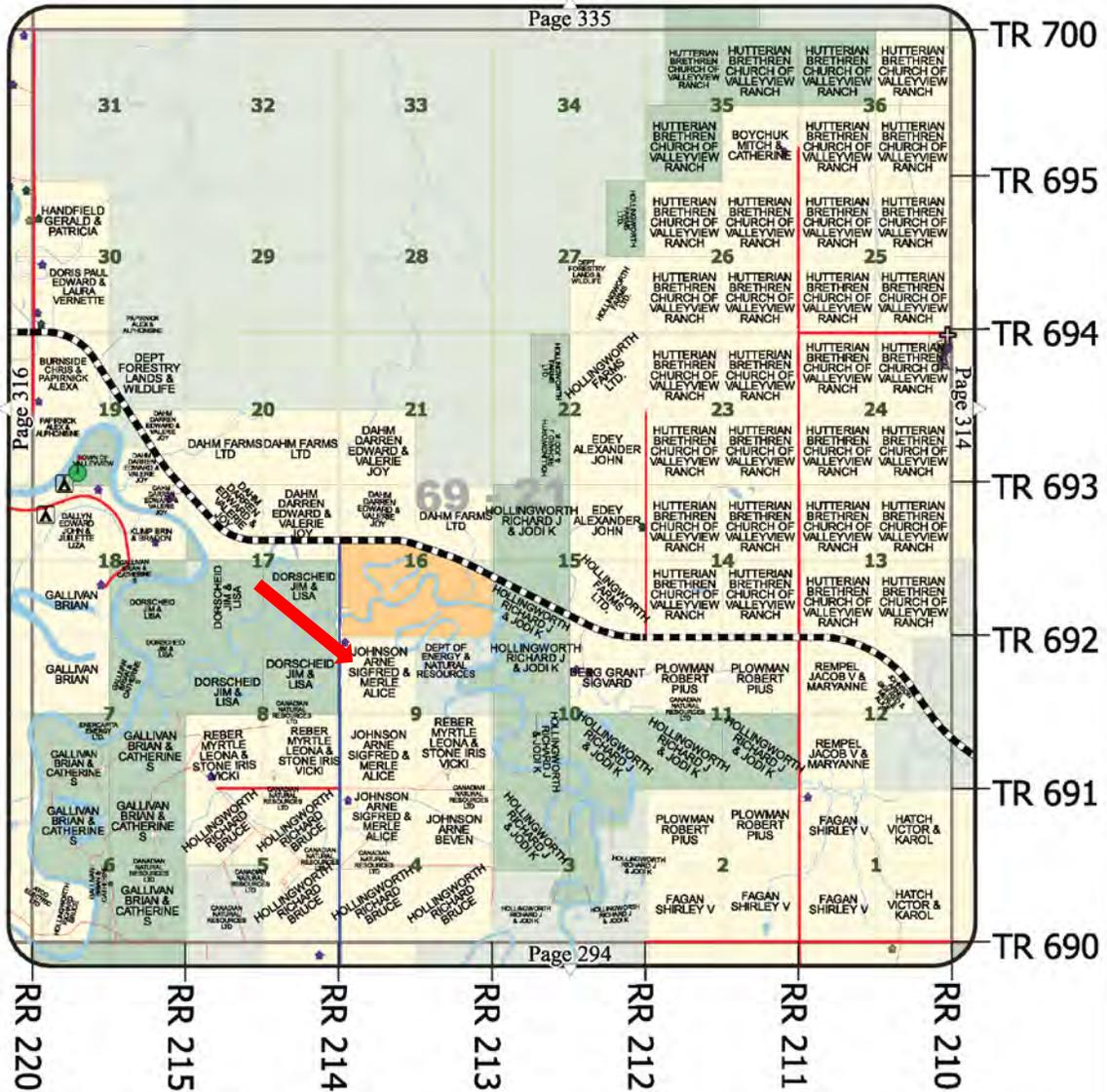
ATTACHMENT(S):

- Schedule 'A' - Tentative Plan
- Map Overview
- Signed Bylaw 20-848 with letter from Alberta Transportation



# M.D. of Greenview No.16

Township 69, Range 21



Map printed: 2019-11-29

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Compiled from the Rural Cadastral Digital Base September 15, 2019, 1:20,000 Digital Base, Land Ownership compiled from municipal tax data, September 15, 2019 Building/Site/Feature Information compiled from municipal assessment data, December 2018.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS

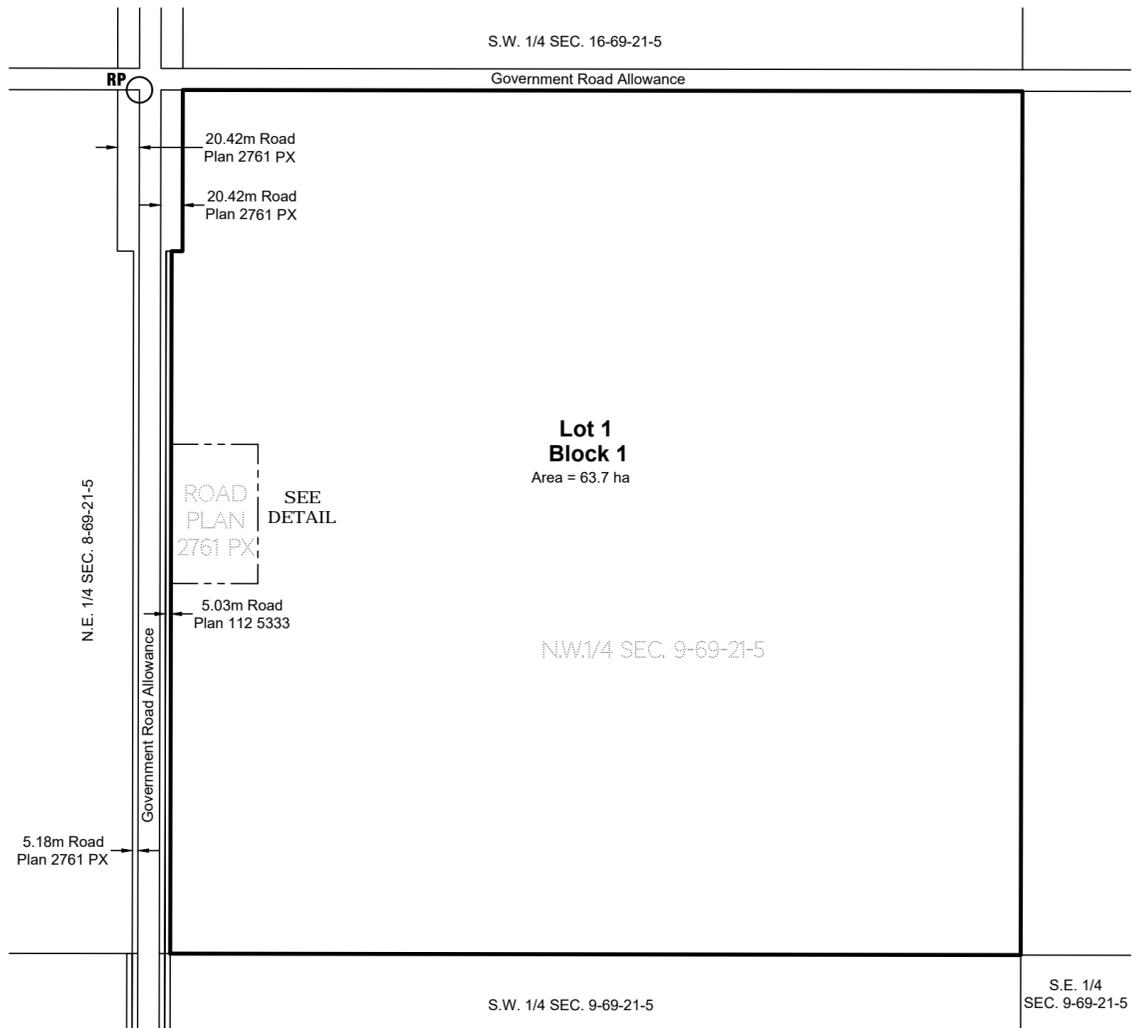
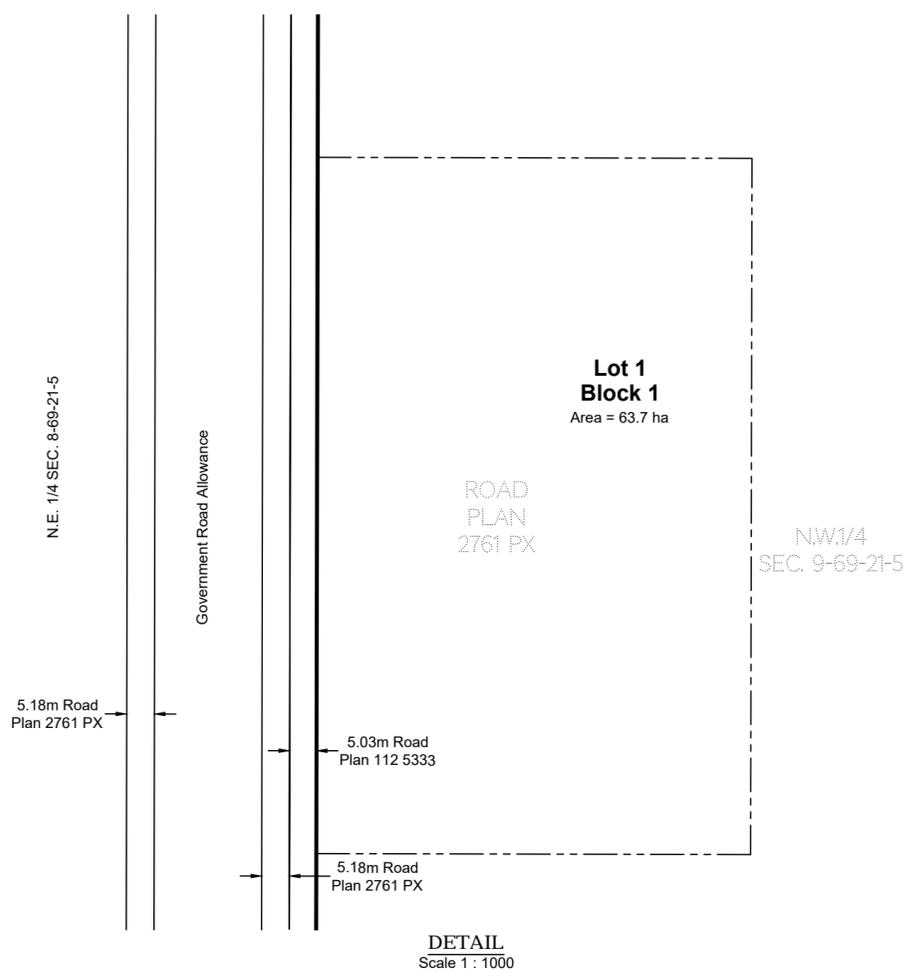


TABLE OF AREAS	
LOT 1, BLOCK 1	
From N.W. 1/4 Sec. 9-69-21-5	= 62.67 ha
Closed portion of Road Plan 2761 PX	= 1.05 ha
<b>Total</b>	<b>= 63.7 ha</b>



**DETAIL**  
Scale 1 : 1000

PLAN No.  
ENTERED AND REGISTERED  
ON \_\_\_\_\_  
INSTRUMENT No. \_\_\_\_\_  
A.D. REGISTRAR  
LAND TITLES OFFICE

## DESCRIPTIVE PLAN

SHOWING CONSOLIDATION  
of  
**CLOSED PORTION OF ROAD PLAN 2761 PX**  
and the remainder of  
**N.W. 1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**  
all within  
**N.W. 1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**

## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

ALBERTA  
2019  
SCALE = 1:5000  
0 100 200

### LEGEND:

Geo-Reference Point shown thus: 

Parallel lines are indicated thus: 

Right angles are indicated thus: 

Area to be registered by this plan bounded thus and contains 63.7 hectares. 

Distances are in meters & decimals thereof.

No field inspection was carried out and boundaries have not been established on the ground.

Bearings are grid and are referred to Central Meridian 117° West, UTM projection, NAD 83 (Original) datum and are derived from ATS V4.1.

Combined Scale factor used = 0.999501

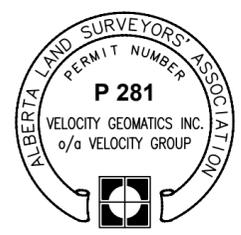
Geo-Reference point: } 6091101.10 N.  
UTM NAD83 (Original) } 490148.53 E.  
derived from ATS v4.1

### ABBREVIATIONS:

ALS	Alberta Land Surveyor
ATS	Alberta Township System
E.	East
ha	Hectares
m	Meters
M.	Mound or Meridian
N.	North
NAD	North American Datum
Rge.	Range
RP	Geo-Reference Point
S.	South
Sec.	Section
Twp.	Township
UTM	Universal Transverse Mercator
W.	West

**SURVEYOR :**  
**A.W. Shadid, A.L.S.**

**DATE OF SIGNING:**  
September 17th, 2019

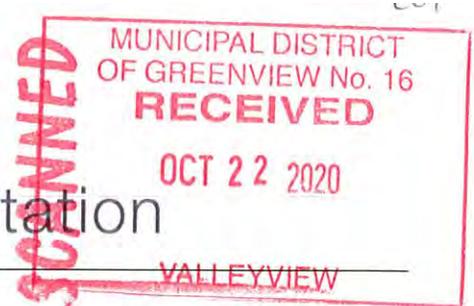


**OWNERS :**  
**ARNE SIGRED JOHNSON**  
**MERLE ALICE JOHNSON**

Initials: KO - WS  
Plan Date:  
September 17, 2019

Grande Prairie  
Peace River  
Beaumont  
**VELOCITY GROUP**  
Surveying & Engineering  
Unit 104 - 11302 98th Avenue  
Grande Prairie, AB  
T8V 8H4  
Ph.: 587-259-8888

CAD File: 190318\_DE  
Office File: 190318



TECHNICAL STANDARDS BRANCH  
2<sup>ND</sup> FLOOR, TWIN ATRIA BUILDING  
4999-98 AVENUE  
EDMONTON, ALBERTA, CANADA  
T6B 2X3

TELEPHONE NO: 780-638-3505  
Toll Free Connection Dial 310-0000

October 19, 2020

MD of Greenview  
Box 1079  
Valleyview, AB T0H 3N0

Attention: Sally Rosson

**RE: ROAD CLOSURE – BYLAW 20-848**

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on October 19, 2020.

Following the second and third readings by your council, the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the documents closing the road are registered at Land Titles.

Yours truly,

Grace Saina  
Road Closure Coordinator

cc: Philip Alcock  
Development and Planning Technologist  
Grande Prairie, Alberta

Enclosures



# BYLAW NO. 20-848

## 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 closing to public travel, and creating title to a portion(s) of a public roadway in accordance with Section 22 of the *Municipal Government Act*, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.**

**WHEREAS** the lands hereafter described are no longer required for public travel; and

**WHEREAS** application has been made to Council to have the roadway closed; and

**WHEREAS** the Council of the Municipal District of Greenview No. 16 deems it expedient to provide a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and therefore disposing of same; and

**WHEREAS**, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*; and

**WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

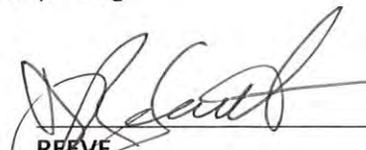
**NOW THEREFORE BE IT RESOLVED** that the Council of the Municipal District of Greenview No. 16 in the Province of Alberta, duly assembled, does hereby close to public travel for the purpose of creating title to the following described original government road allowance, subject to rights of access granted by other legislation:

**PLAN 2761PX  
ALL THAT PORTION OF ROAD LYING WITHIN PLAN 192 \_\_\_\_\_  
CONTAINING 1.05 HA (2.60 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

all as shown on Schedule "A" of this bylaw.

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

Received first reading this 22 day of June, 2020.

  
\_\_\_\_\_  
REEVE

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

APPROVED this 19<sup>th</sup> day of October, 2020.

D. Williamson  
MINISTER OF TRANSPORTATION

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Received third reading and passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[Signature]  
REEVE

[Signature]  
CHIEF ADMINISTRATIVE OFFICER

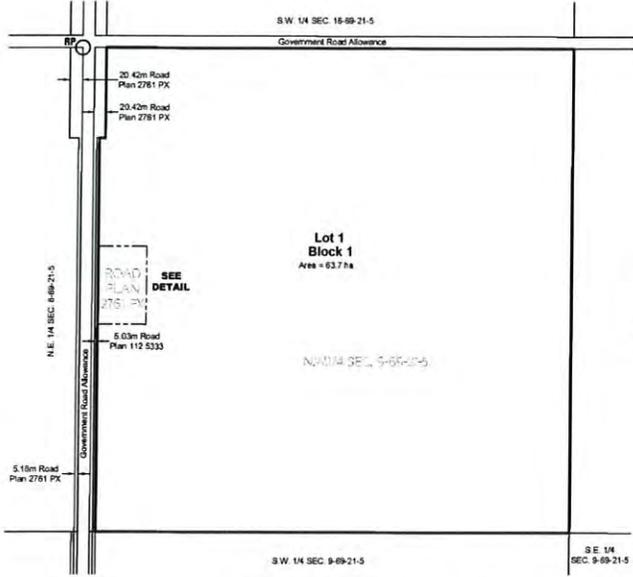
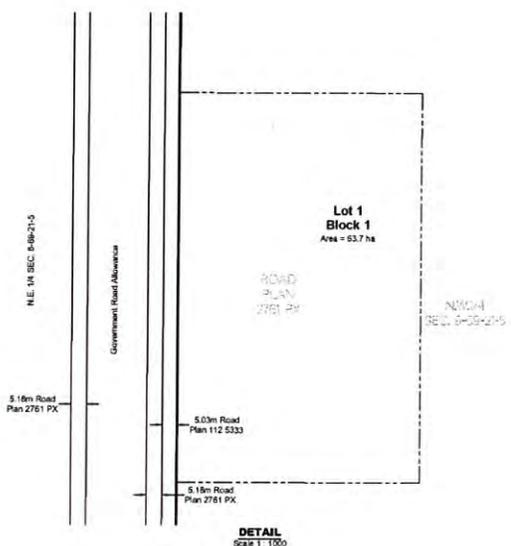


TABLE OF AREAS	
LOT 1, BLOCK 1	
From N.W. 1/4 Sec. 9-69-21-5	= 62.67 ha
Closed portion of Road Plan 2761 PX	= 1.05 ha
<b>Total</b>	<b>= 63.7 ha</b>



PLAN No.  
 ENTERED AND REGISTERED  
 ON \_\_\_\_\_  
 INSTRUMENT No. \_\_\_\_\_  
 \_\_\_\_\_  
 A.D. REGISTRAR  
 LAND TITLES OFFICE

**DESCRIPTIVE PLAN**

SHOWING CONSOLIDATION  
 of  
**CLOSED PORTION OF ROAD PLAN 2761 PX**  
 and the remainder of  
**N.W.1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**  
 all within  
**N.W.1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**

**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

ALBERTA  
 2019

SCALE = 1:5000  
 0 50 100

**LEGEND:**

Geo-Reference Point shown thus:   
 Parallel lines are indicated thus:   
 Right angles are indicated thus:   
 Area to be registered by this plan bounded thus and contains 63.7 hectares.  
 Distances are in meters & decimals thereof.  
 No field inspection was carried out and boundaries have not been established on the ground.  
 Bearings are grid and are referred to Central Meridian 117° West, UTM projection, NAD 83 (Original) datum and are derived from ATS V4.1.  
 Combined Scale factor used = 0.9999501  
 Geo-Reference point:  6091101.10 N,  
 UTM NAD83 (Original) 490148.53 E  
 derived from ATS v4.1

**ABBREVIATIONS:**

- ALS Alberta Land Surveyor
- ATS Alberta Township System
- E East
- ha Hectares
- m Meters
- M. Mound or Meridian
- N. North
- NAD North American Datum
- Rge. Range
- RP Geo-Reference Point
- S South
- Sec. Section
- Twp. Township
- UTM Universal Transverse Mercator
- W. West

**SURVEYOR :**  
 A.W. Shadid, A.L.S.



**DATE OF SIGNING:**  
 September 17th, 2019

**OWNERS :**  
 ARNE SIGRED JOHNSON  
 MERLE ALICE JOHNSON

Initials: KO - WS	Grande Prairie Peace River Stewart	<b>VELOCITY GROUP</b> Surveying & Engineering	Unit 104 - 11303 58th Avenue Grande Prairie, AB T8V 0K4 Ph: 987-259-8888	CAD File: 190318_DE Office File: 190318
Plan Date: September 17, 2019				



Equipment that would be found on site would include tow truck or trucks, heavy truck or trucks and trailers to be used for transportation of equipment or supplies to and from sites or jobs. A vehicle or vehicles may be stored there before returning it to the company's main yard. Heavy equipment pieces may include a dozer or dozers, wheel loader, excavator or excavators, packers or other construction equipment that may be needed for work in the Crown Land area. The scope of the operation would have to be determined at the development permit application stage by the Development Authority, being the Municipal Planning Commission, and monitored through conditions.

The proposal is located within the Centralized Living area of the Grovedale Area Structure Plan (GASP), where the lands are designated for Agricultural. Four Country Residential One (CR-1) District lots and an internal subdivision road are located immediately to the north of the proposed lot, and two additional residences on agricultural quarters are located at the end of Range Road 64A. The quarter across Highway 666 from the proposal is designated Industrial Light in the GASP, along with three additional quarter sections to the east. S. 4.5.1 Agriculture and s. 4.5.5. Light Industry, Administration, discourage industrial use on Agriculture lands and outside of industrial parks.

Alberta Transportation commented that the department does not generally support isolated industrial development preferring instead to have development, industrial in nature, occur within established industrial parks or other urban industrial/commercial areas where existing highway and municipal road networks can safely and efficiently support traffic generated from industrial developments. Further, the municipality and their developers will be responsible for any improvements to the highway network required to accommodate traffic associated with the industrial lot. ATCO Pipelines, ATCO Gas and Alberta Energy Regulator, Field Operations North, responded they have no concerns with the application and other concerns could be addressed through conditions at the subdivision and permitting stages.

The application meets the requirements of the Municipal Government Act. However, with regard to the Municipal Development Plan, while the location may be considered to be in 'proximity to the hamlet' (s. 5.3.3), it must also be compatible with residential development (s. 5.3.6), which is arguable. Administration has reviewed the land use amendment application and has concerns with rezoning the lands to Industrial Light (M-1) District. This concern has been discussed with the applicant who has indicated readiness to upgrade Range Road 64A to an industrial grade, provide screening to buffer the lot, along with control of hours of operation at the subdivision and permit stage.

The Grovedale Area Structure Plan would need to be amended concurrent with this application as the proposed area is outside the designated lands for Industrial Light development. Administration is recommending that Council give First Reading to Bylaw 20-859 and establish a public hearing date to obtain public input on this application concurrent with Bylaw 20-863.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that legislation is followed, and the applicant, referral bodies and adjacent landowners are given an opportunity to provide input into the proposed land use amendment at the Public Hearing, which must be held upon receipt of an application for redistricting.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that industrial development may conflict with surrounding land uses.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to table Bylaw No. 20-859 for further discussion or information.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Consult

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

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

---

FOLLOW UP ACTIONS:

Administration will notify the landowner of the decision of Council and send an advertisement for the public hearing.

---

ATTACHMENT(S):

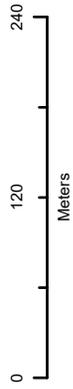
- Schedule 'A' – Proposed Land Use Amendment Maps
- Schedule 'B' – Bylaw No. 20-859
- Schedule 'C' – Legislation – Municipal Development Plan, Grovedale Area Structure Plan and Land Use Bylaw



# Proposed Land Use Amendment

Long Legal: SW-5-70-6-6  
 Short Legal: L1 B1 P102 4120

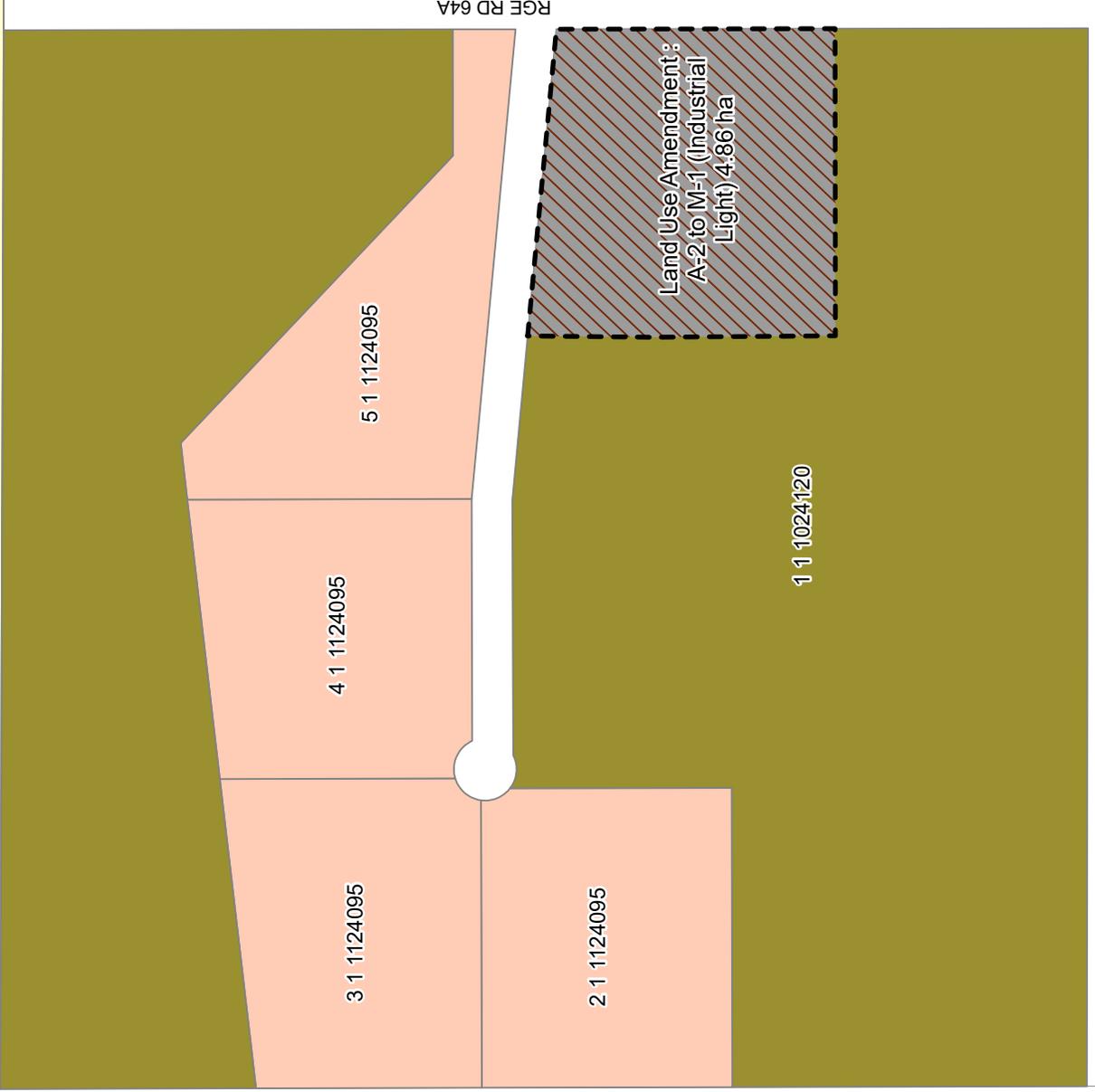
-  Proposed Amendment
-  Zoning Type: Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Country Residential One (CR-1)



Produced: September, 2020  
 Projection: UTM Zone 17N NAD 83  
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## Schedule 'A'

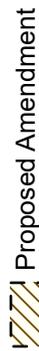


2A 8822349	1A 8822349
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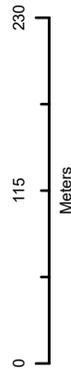


# Proposed Land Use Amendment

Long Legal: SW-5-70-6-6  
 Short Legal: L1 B1 P102 4120



Proposed Amendment



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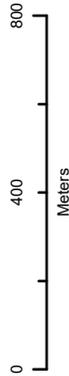
# Proposed Land Use Amendment

Long Legal: SW-5-70-6-6  
 Short Legal: L1 B1 P102 4120



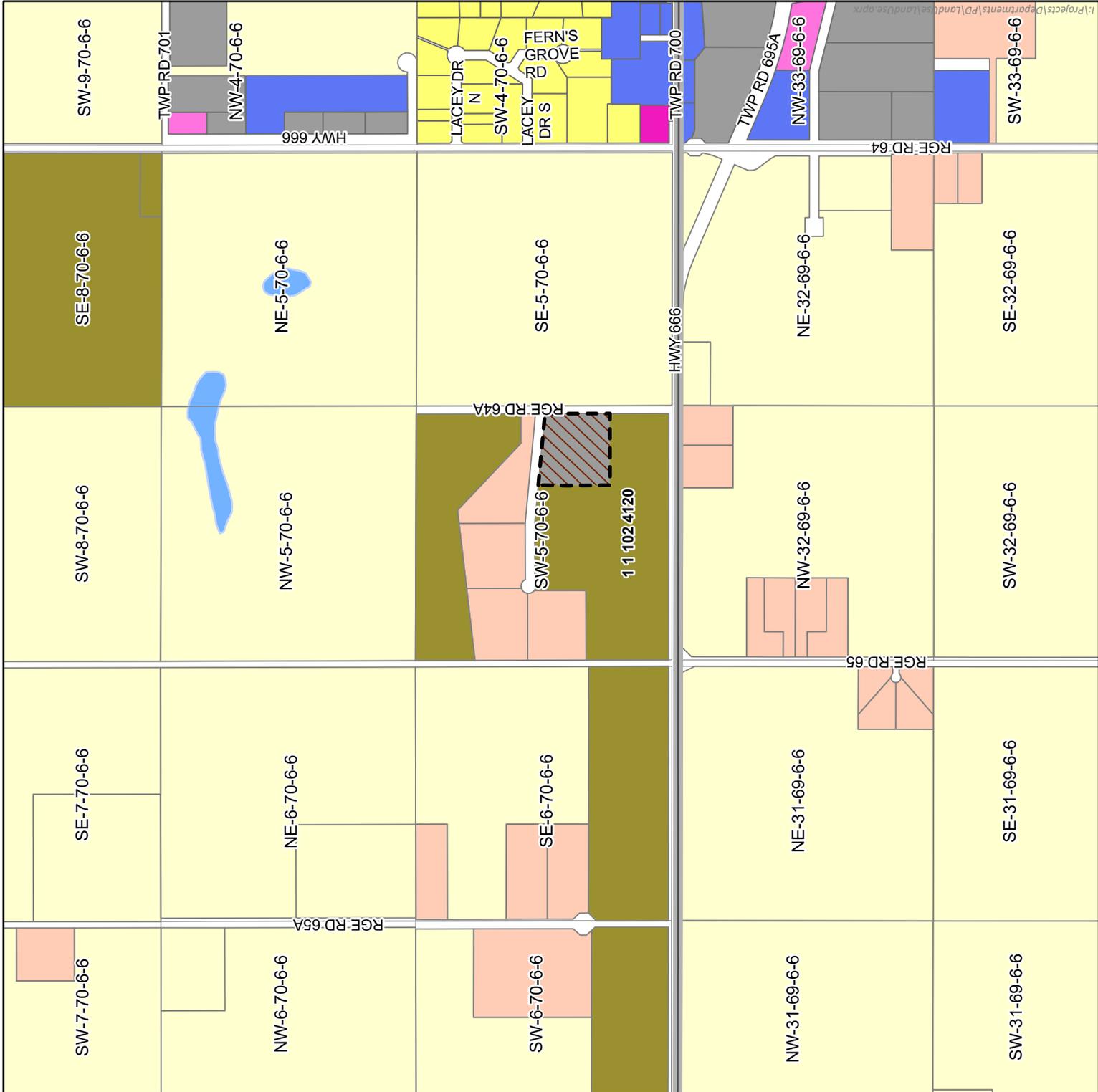
## Zoning Type

- Agricultural One (A-1)
- Agricultural Two (A-2)
- Country Residential One (CR-1)
- Hamlet Commercial (HC)
- Hamlet Residential (HR)
- Industrial Light (M-1)
- Institutional (INS)
- Rural Commercial (RC)
- Rural Settlement (RS)



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# BYLAW No. 20-859

of the Municipal District of Greenview No. 16

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## A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 18-800, being the Land Use Bylaw for the Municipal District of Greenview No. 16

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

1. That Map No. 18 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to reclassify the following area:

All that Portion of the  
Southwest (SW) Quarter of Section Five (5)  
Within Township Seventy (70)  
Range Six (6) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this \_\_\_ day of November, A.D., 2020.

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

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

---

REEVE

---

CHIEF ADMINISTRATIVE OFFICER

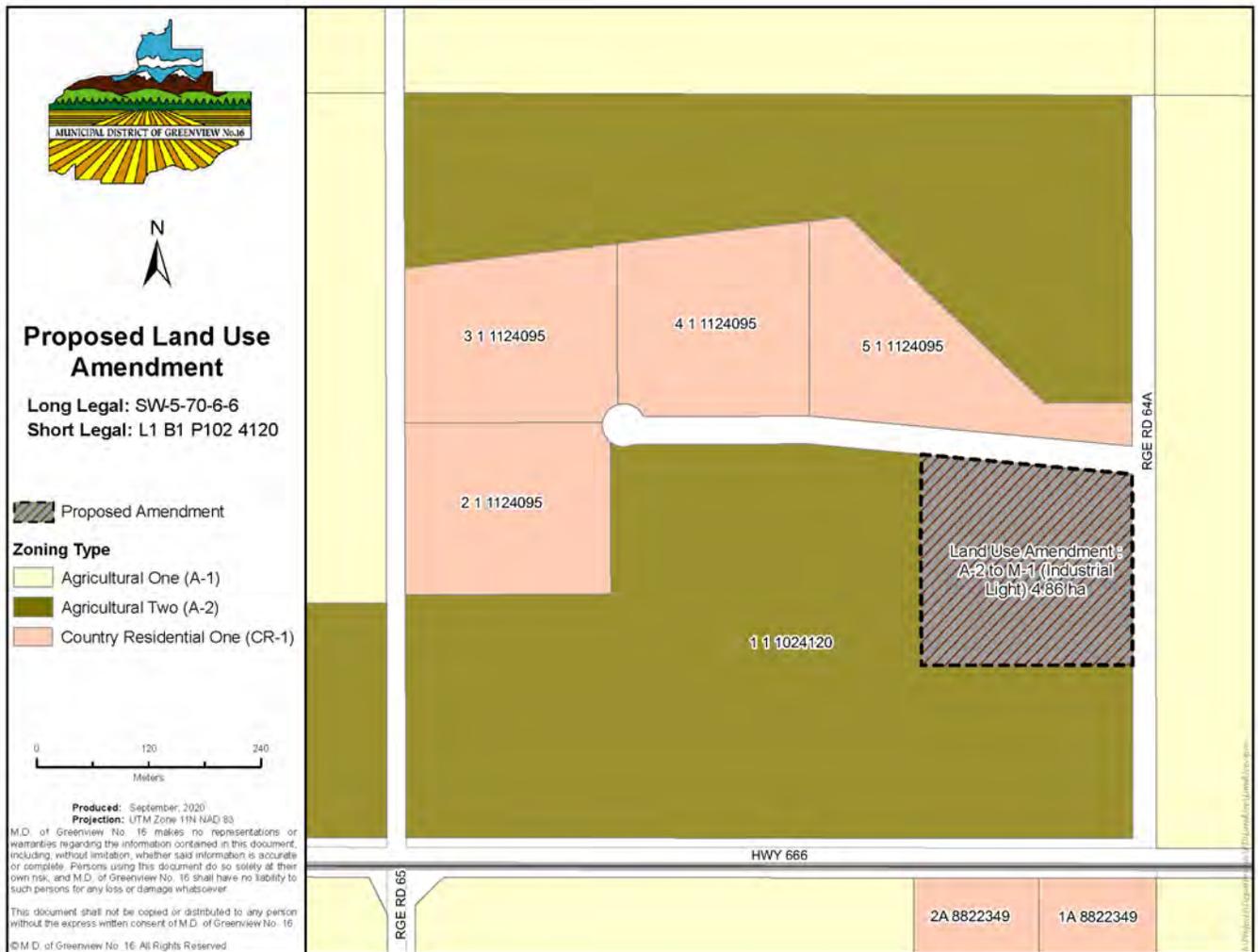
# SCHEDULE "A"

To Bylaw No. 20-859

## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
 Southwest (SW) Quarter of Section Five (5)  
 Within Township Seventy (70)  
 Range Six (6) West of the Sixth Meridian (W6M)

Is reclassified from Agricultural Two (A-2) District to Industrial Light (M-1) District as identified below:



## Schedule 'C'

Greenview's Municipal Development Plan (MDP), provides:

- s. 5.3.3 encourages that industrial uses locate in or in proximity to hamlets where possible.
- s. 5.3.6 states that the types of industrial uses permitted in or in close proximity to hamlets shall be limited to light industrial development which are *compatible with residential development*.
- s. 9.3.5 Applicants for major development proposals may be required to prepare traffic impact assessments ("TIA") as a means of determining road access and roadway improvement and upgrading requirements. If required, TIAs shall be submitted prior to subdivision or development permit approval.

Grovedale Area Structure Plan (GASP), provides:

- s. 4.5.1 Agriculture, Policy 2, states 'Do not permit the use of agriculturally designated lands for non-agricultural related activities; such as, trucking operations, oilfield services, heavy equipment repair, etc., which would be more appropriately located in an industrial setting; and
- Section 4.5.5 Light Industry, intends that light Industrial development servicing the agricultural, forestry and oil and gas sector is focused in future industrial parks along the Highway 666 and Township Road 695A corridor in order to provide a local employment opportunity for residents, easy access to the regional and provincial road networks, and to promote synergies between industrial users while minimizing the impact on non-industrial land uses.

Land Use Bylaw 18-800 (LUB) provides:

- Industrial Light (M-1) District lists Trucking Operations as a Discretionary Use.



# REQUEST FOR DECISION

---

**SUBJECT:** Bylaw No. 20-863 Grovedale Area Structure Plan Update  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 23, 2020 CAO: DT MANAGER: SAR  
**DEPARTMENT:** PLANNING & DEVELOPMENT GM: RA PRESENTER: LD  
**STRATEGIC PLAN:** Development

---

**RELEVANT LEGISLATION:**

**Provincial** – Municipal Government Act, RSA 2000

**Council Bylaw/Policy** –Grovedale Area Structure Plan No. 17-785

---

**RECOMMENDED ACTION:**

**MOTION:** That Council give First Reading to Bylaw No. 20-863, to amend Figure 5: Development Concept and Figure 6: Development Concept – Centralized Living within the Grovedale Area Structure Plan, re-designating a 4.86 hectare ± (12.0 acre) parcel from Agricultural to Light Industrial within Lot 1 Block 1 Plan 1024120, SW-05-70-06-W6.

**MOTION:** That Council schedule a Public Hearing for Bylaw No. 20-863, to be held on December 14, 2020, at 9:00 a.m. to amend Figure 5: Development Concept and Figure 6: Development Concept – Centralized Living within the Grovedale Area Structure Plan, re-designating a 4.86 hectare ± (12.0 acre) parcel from Agricultural to Light Industrial within Lot 1 Block 1 Plan 1024120, SW-05-70-06-W6.

---

**BACKGROUND/PROPOSAL:**

The application to amend the Grovedale Area Structure Plan, specifically Figure 5: Development Concept, and Figure 6: Development Concept – Centralized Living, has been submitted by Beairsto & Associates Engineering Ltd. on behalf of R.B. Curry Auto Transport Ltd. (Curry). The proposed amendment would re-designate a 4.86-hectare± (12.0-acre) parcel within Lot 1 Block 1 Plan 102 4120, SW-05-70-06-W6, from Agricultural to Light Industrial in the GASP. The amendment would permit application for subdivision and a development permit to operate a trucking business on the parcel. This bylaw must be processed concurrent with Bylaw 20-859 that requests to rezone the same lands from Agricultural Two (A-2) District to Industrial Light (M-1) District in Greenview’s Land Use Bylaw.

The proposal is located approximately 1.0 kilometer west of the Hamlet of Grovedale, gaining access from Range Road 64A. The proposal is located within the Centralized Living area of the Grovedale Area Structure Plan (GASP), where the lands are designated for Agricultural. Four Country Residential One (CR-1) District lots and an internal subdivision road are located immediately to the north of the proposed lot, and two additional residences on agricultural quarters are located at the end of Range Road 64A. The quarter across Highway 666 from the proposal is designated Industrial Light in the GASP, along with three additional

quarter sections to the east. S. 4.5.1 Agriculture and s. 4.5.5. Light Industry, Administration, do not permit industrial use on Agriculture lands and discourage it outside of industrial park area designated by the GASP.

Administration is recommending that Council give First Reading to Bylaw 20-863 to revise Figure 5: Development Concept and Figure 6: Development Concept – Centralized Living, to amend the 4.86-hectare± (12.0-acre) parcel within Lot 1 Block 1 Plan 102 4120 from Agricultural to Industrial Light, and establish a Public Hearing date to obtain public input on this application.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that legislation is followed, and referral bodies and adjacent landowners are given an opportunity to provide input into the proposed amendment to the Grovedale Area Structure Plan at the Public Hearing.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of Council accepting the recommended motion is that industrial development may conflict with surrounding land uses.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to table Bylaw No. 20-863 for further discussion or information.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Consult

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

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

---

**FOLLOW UP ACTIONS:**

Administration will notify the landowner of the decision of Council and send an advertisement for the Public Hearing.

---

ATTACHMENT(S):

- Schedule 'A' – Proposed Figure 6 – Grovedale Area Structure Plan
- Schedule 'B' – Bylaw No. 20-863



**BYLAW NO. 20-863**  
**of the Municipal District of Greenview No. 16**

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**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw 17-785, being the 'Grovedale Area Structure Plan.'**

**Whereas**, under the provisions of the Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 191(1) the power to pass a bylaw includes a power to amend or repeal a bylaw.

**Now Therefore**, the Council of the Municipal of Greenview No. 16, duly assembled, hereby amends the following:

1. That this bylaw be cited as the 'Grovedale Area Structure Plan'.
2. Figure 5: Development Concept and Figure 6: Development Concept – Centralized Living is amended by designating a 4.86 hectare ± (12.0 acre) parcel from Agricultural to Light Industrial within Lot 1 Block 1 Plan 1024120, SW-05-70-06-W6.
3. The amended Figure 6: Development Concept – Centralized Living is attached hereto as Schedule A reflecting the amendment.

This Bylaw shall come into force and effect upon the date of the final passage thereof.

Read a first time this \_\_\_ day of November, A.D., 2020.

Read a second time this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2020.

Read a third time and passed this \_\_\_\_\_ day of \_\_\_\_\_, A.D., 2020.

\_\_\_\_\_  
REEVE

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



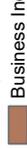
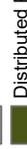
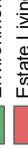
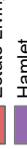
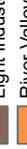
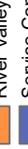
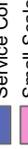
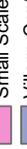
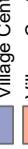
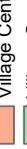


# An Overview of Grovedale Area Structured Plan with Proposed Amendment

Long Legal: SW-5-70-6-6  
 Short Legal: L1 B1 P102 4120

-  Proposed Amendment
-  Centralized Living Boundary

## Area Structured Plan

-  Agricultural
-  Business Industrial
-  Crown Land
-  Distributed Parks
-  Environmentally Sensitive
-  Estate Living
-  Hamlet
-  Light Industrial
-  River Valley Residential
-  Service Commercial
-  Small Scale Agriculture
-  Village Centre
-  Village Centre Commercial
-  Village Green

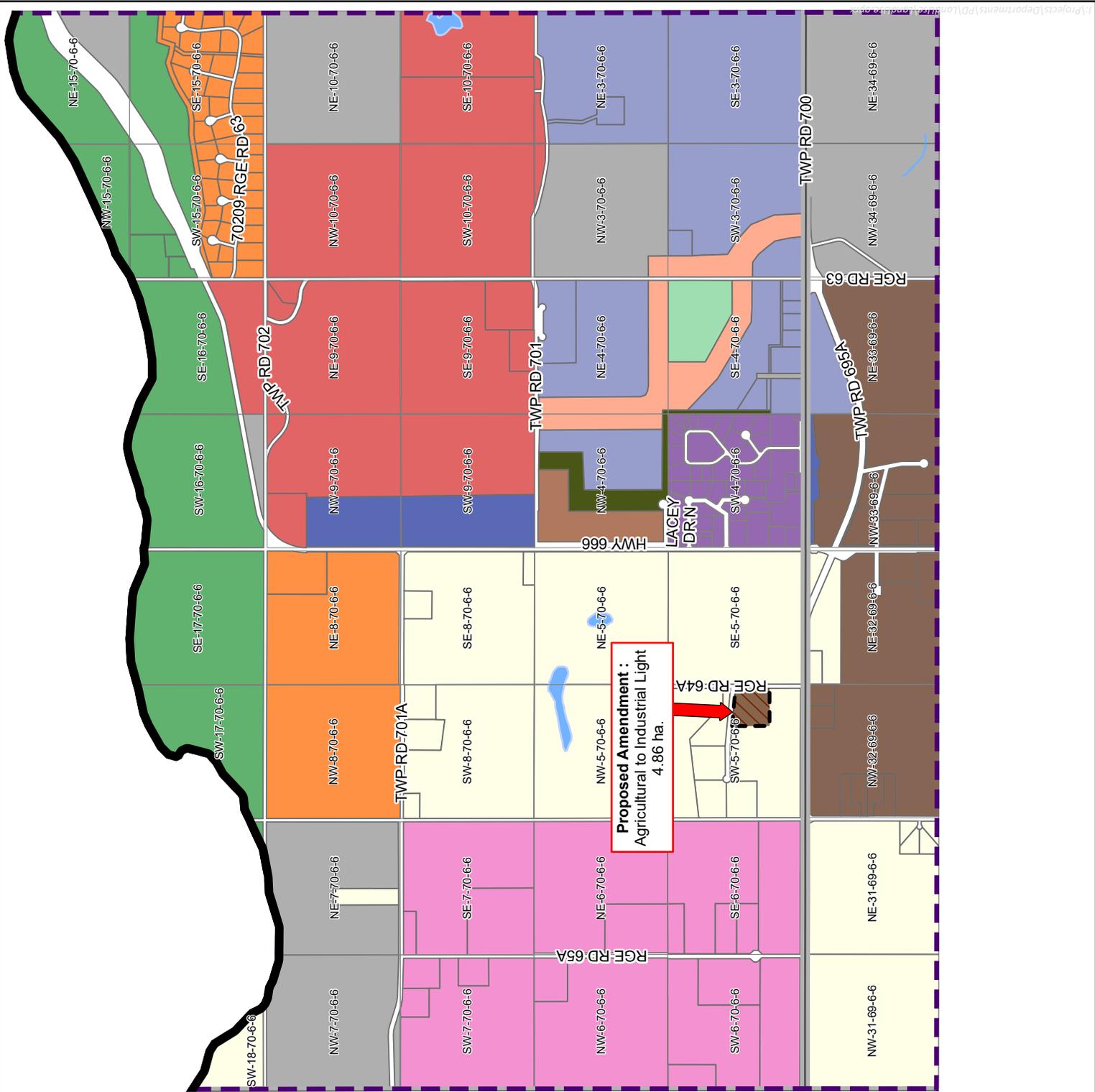


Produced: September, 2020  
 Projection: UTM Zone 17N NAD 83

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# REQUEST FOR DECISION

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SUBJECT: **Bylaw 20-862 "Elections"**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: November 9, 2020  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – *Local Authorities Election Act*, R.S.A 2000, Chapter L-21, *Municipal Government Act*, R.S.A. 2000, Chapter M-26.

**Council Bylaw/Policy** (cite) – Bylaw 17-779 "Election Bylaw", 95-142 "Nomination Hours Extension", Bylaw 98-256 "Nominations Received Grande Cache", Grande Cache Bylaw 763 "Municipal Election Bylaw" and Grande Cache Bylaw 148 "Voters List Unnecessary".

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## RECOMMENDED ACTION:

**MOTION: That Council give first reading to Bylaw 20-862 "Elections".**

**MOTION: That Council give second reading to Bylaw 20-862 "Elections".**

---

## BACKGROUND/PROPOSAL:

In 2019 and 2020, the Government of Alberta made a number of changes to the Local Authorities Election Act. One significant change was that nomination period opens January 1, 2021 until 12:00 p.m. on nomination day (September 20, 2021). This change means Council has to review some aspects of the election by bylaw before December 31, 2020.

Administration is recommending a number of changes to the election bylaw as the old bylaw covers a lot of details that are outlined in the Local Authorities Election Act. Administration has focused on the areas under the Act where Council must make a decision by bylaw regarding the election (such as location to file nomination papers, extension of voting station hours, death of a candidate, lists of electors, etc.) or where discretion exists for Council to determine at a later date certain matters by resolution (special ballots, institutional vote, appointments of RO and SRO, Additional Advance Votes, etc).

Council direction is primarily needed to:

- **Confirm the locations to file nomination papers:** Administration recommends Grande Cache, Grovedale, and Valleyview as locations to accept papers.
- **Voting station hours:** Currently the hours indicated in the bylaw are those required under the Act. Council may wish to extend hours to open at 8:00 a.m. instead of 10:00 a.m.
- **Determine if Council wants to require a Deposit with nominations.** A \$100.00 deposit is permitted by the Act if Council chooses. There is currently no deposit required.

- **Determine if Council wants a list of electors or permanent electors register:** This is not currently included. Neither Greenview nor Grande Cache has required this in the past.
- **Determine if Council wants to provide provisions in the event of the death of a candidate.** The LAEA allows a council to provide by bylaw that in the event of a candidate death prior to the opening of voting stations, that the election for the position that the deceased candidate was nominated shall be discontinued and the elected authority shall as soon as possible, provide for the holding of a new election. Otherwise, the returning officer shall post a notice of the death on all relevant voting stations and the election shall proceed.
- **Determine if Council wants to add additional requirements for Voter ID or require a certain number of pieces of ID.** This is not currently required. Greenview and Grande Cache abide by the list of acceptable forms of ID in the LAEA and the Elections Act.
- **Determine if more than one voting station per ward is required.** This is not currently required in the bylaw. Administration believes 1 voting station per ward is sufficient and is considering combining the Ward 1 and Ward 9 voting stations.

Administration built in discretion for Council to determine at a later date by resolution whether to provide special ballots, institutional votes or additional advance polls.

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The Returning Officer may begin conducting their duties in preparation for the nomination period beginning January 1, 2021.

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative not to appoint the RO and SRO at this time, however this is not recommended as the nomination period is fast approaching and the RO will be required to perform duties associated with accepting nominations or delegating those functions to other individuals. In the event an RO is not appointed, the duties and functions of the RO automatically fall to the CAO.

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

- Bylaw 20-862
- Bylaw 17-776
- Bylaw 95-142
- Bylaw 98-256
- Grande Cache Bylaw 763
- Grande Cache Bylaw 148



## **BYLAW NO. 20- 862** **of the Municipal District of Greenview No. 16**

---

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to provide for conducting of general elections in the M.D. of Greenview.**

**WHEREAS**, the Local Authorities Election Act, R.S.A. 2000, Chapter L-21, (the Act) as amended provides for the holding of general elections; and

**WHEREAS** the Act further provides that the municipality may, by and agreement, conduct an election in conjunction with an election for representatives of a school district pursuant to the School Act, R.S.A. 2000, Chapter S-3, as amended; and

**WHEREAS** the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended provides for the submission of bylaws and questions to the electors.

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

**1. Title**

1.1 This bylaw may be cited as the “Municipal Elections” Bylaw.

**2. Definitions**

2.1 All words and phrases in this bylaw shall have the same meaning as the Local Authorities Election Act.

**3. Application**

3.1 This bylaw applies to all general elections conducted in Greenview.

3.2 Matters and processes not covered in this bylaw shall be handled in accordance with the Local Authorities Election Act.

3.3 By-elections shall be conducted in accordance with the Local Authorities Election Act.

**4. Returning Officer**

4.1 Council shall appoint, by resolution, a returning officer for the municipal election no later than June 30<sup>th</sup> of the year in which a general election is taking place.

4.2 Council shall appoint by resolution, a substitute returning officer for the municipal election no later than June 30<sup>th</sup> of the year in which a general election is taking place.



## **BYLAW NO. 20- 862** **of the Municipal District of Greenview No. 16**

4.3 The returning officer is authorized to appoint one or more deputy returning officers and any other officials they deem necessary to fulfill their duties under the Local Authorities Election Act or this bylaw.

### **5. Joint Election**

5.1 The returning officer is authorized to enter into agreements between Greenview and the school divisions in the area to conduct elections for the positions of school trustee, if required.

### **6. Nominations**

6.1 A person may file a nomination to become a candidate for a general election within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day.

6.2 Nomination day for a general election is 4 weeks before election day.

6.3 The returning officer shall give notice of nomination day by publishing a notice at least once a week in each of the two weeks before nomination day in a newspaper circulating in the area, as well as on the Greenview website.

6.4 The person nominated as a candidate is responsible for ensuring that the nomination filed meets the requirements under the Local Authorities Election Act. The returning officer shall not accept incomplete nominations, or nominations received after 12 noon on nomination day.

6.5 Nomination packages can be dropped off with a deputy returning officer at any of the following locations:

- a. **Valleyview Administration Building** 4806 36 Avenue, Valleyview, AB.
- b. **Grovedale Public Service Building** 56361 Township Road 695A, Grovedale, AB.
- c. **Grande Cache Public Service Building** 10002 Shand Avenue, Grande Cache, AB.

### **7. Death of a Candidate**

7.1 If prior to the opening of the voting stations on election day, a candidate for an elected authority dies after being nominated, the election for the position for which the deceased candidate was nominated shall be discontinued, and the elected authority should, as soon as practicable, provide for the holding of a new election for that office.

### **8. Ballots**

8.1 Ballots for candidates shall be in the general form prescribed by the returning officer in "Appendix A".



## **BYLAW NO. 20- 862 of the Municipal District of Greenview No. 16**

- 8.2 Sufficient ballots shall be printed to ensure that there are ballot cards available for each elector who wishes to vote.
- 8.3 A separate ballot shall be used for:
- a. The offices of Councillors;
  - b. The offices for school representatives or trustees;
- 8.4 Each ballot shall:
- a. Contain a brief explanatory note stating the maximum number of candidates for each office for which an elector can vote without making the ballot void; and
  - b. Provide a space for the elector to mark the electors vote beside each office or question on the ballot.
- 8.5 Candidates names shall be listed on the ballot alphabetically by last name. Each last name will be capitalized and bolded.

### **9. Voting Stations**

- 9.1 The returning officer is hereby delegated the authority to designate the locations of the voting stations.

### **10. Advance Voting**

- 10.1 Greenview will conduct an advance vote in accordance with the Local Authorities Election Act.
- 10.2 The returning officer must determine the days and hours when the advance vote is to be held.
- 10.3 The returning officer is authorized to establish the number of advance voting stations the returning officer considers necessary.

### **11. Institutional Voting**

- 11.1 Council by resolution, or the returning officer, if authorized by resolution of Council, may designate the location of one or more institutional voting stations for an election.
- 11.2 If it is determined that an institutional vote will be held, the returning officer is authorized to set appropriate dates and times for holding the institutional vote.
- 11.3 The dates and times of the institutional vote will be posted at the institution at least two (2) days before the vote is to be taken.
- 11.4 The deputies, accompanied by an official of the institution, will locate a portable ballot box in a common area for those patients or residents who desire to vote during the designated times.



## **BYLAW NO. 20- 862** **of the Municipal District of Greenview No. 16**

### **12. Special Ballots**

- 12.1 Council may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:
  - a. In writing;
  - b. By telephone;
  - c. In person;
  - d. By Email
- 12.2 If Council has made a resolution for special ballots, an elector may apply to the returning officer for a special ballot, by a method provided for in the resolution, and during the period of time specified in the resolution.
- 12.3 Electors who wish to make application for a special ballot in accordance with this bylaw, must provide to the returning officer the elector's:
  - a. First and last name;
  - b. Residential municipal address (Legal Land Location or Rural Address);
  - c. School elector status if voting for a trustee of a board of a school division;
  - d. Mailing address for delivery of special ballot;
  - e. Contact phone number;
  - f. Email address; and
  - g. Reason why the special ballot is requested.

### **13. Voting Hours on Election Day**

- 13.1 Every voting station shall be kept open continuously on election day from 10:00 a.m. to 8:00 p.m.

### **14. Severability**

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

### **15. Repeal**

- 15.1 Bylaw 17-779 "Election Bylaw", 95-142 "Nomination Hours Extension", Bylaw 98-256 "Nominations Received Grande Cache", Grande Cache Bylaw 763 "Municipal Election Bylaw" and Grande Cache Bylaw 148 "Voters List Unnecessary" are hereby repealed.

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



**BYLAW NO. 20- 862**  
**of the Municipal District of Greenview No. 16**

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2020.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

REEVE

---

CHIEF ADMINISTRATIVE OFFICER



**BYLAW NO. 20- 862  
of the Municipal District of Greenview No. 16**

**Appendix A: Ballot Template**

 <b>Municipal District of Greenview</b>	<p align="center">LAST NAME, First Name</p>	
<p align="center"><u>YEAR</u> Municipal Election</p>	<p align="center">LAST NAME, First Name</p>	
<p align="center">Election of a Councillor for Ward #</p>	<p align="center"><b><i>THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS ____</i></b></p>	<p align="center">*****</p>



**BYLAW NO. 17-776**  
**Of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview, in the Province of Alberta, to establish rules for the conduct of municipal elections in accordance with the requirements of the Local Authorities Election Act.**

**Whereas**, under the authority and pursuant to the provisions of Section 2(1) of the Local Authorities Election Act, an authority may hold an election separately or in conjunction with another elected authority in the same area.

**Therefore**, under the authority and pursuant to the provisions of the Local Authorities Election Act, and by virtue of all other enabling powers, the council of the Municipal District of Greenview, duly assembled, enacts as follows:

**1.0 INTERPRETATION**

This bylaw shall be referred to as the *Election Bylaw* and applies to all of Greenview's elections and by-elections. Matters and processes not covered in this bylaw shall be handled in accordance with the Local Authorities Election Act for resolution.

1.1 By-election dates and procedures will be announced and held in accordance with the Local Authorities Election Act when required.

**2.0 DEFINITIONS**

Words and phrases in this bylaw have the same meanings as defined in the Local Authorities Election Act.

**3.0 NOMINATIONS**

3.1 In accordance with the provisions of the Local Authorities Election Act, the returning officer shall:

3.1.1 give notice of nomination day in the prescribed form(s) by publishing a notice at least once a week in each of the 2 weeks before nomination day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before nomination day; and,

3.1.2 receive nominations at Greenview's Valleyview, Grovedale, and Grande Cache offices between 10 a.m. and 12 noon on nomination day, 4 weeks before election day.

3.2 Nominated candidates are responsible for ensuring the nomination filed meets the legislated requirements as incomplete nominations will not be accepted nor will completed nominations be accepted after 12 noon on nomination day.

3.3 If the number of persons nominated for any office is less than the number required to be elected, the time for receipt of nominations shall stand adjourned to the next day at the same place at the hour of 10 a.m. and shall remain open until 12 noon for the purpose of receiving further nominations for the office, and shall continue to remain open and be adjourned in the same manner from day to day until 12 noon of the day that the required number of nominations has been received or a period of 6 days, including nomination day but not including Saturday, Sunday and holidays, as defined in the Interpretation Act, has elapsed.

- 3.4 If sufficient nominations to fill all vacancies are not received, the secretary shall immediately notify the relevant Minister, who may recommend a change in the status of the local jurisdiction or any other action the relevant Minister considers necessary.
- 3.5 Twenty-four hours after the close of nominations on nomination day, the returning officer shall, as soon as practicable, forward a signed statement showing the name of each nominated candidate and any information about the candidate that the candidate has consented to being disclosed to the relevant Minister's Deputy Minister.
- 3.6 When at the close of nominations the number of persons nominated for any office is the same as the number required to be elected, the returning officer shall declare the persons nominated to be elected (acclaimed) to the offices for which they were nominated.
- 3.7 After having declared a person elected (acclaimed), the returning officer shall give to the secretary and the relevant Minister's Deputy Minister written notification signed by the returning officer of the names of the persons so elected (acclaimed) and of the offices to which they were elected and the returning officer shall deliver the nomination papers and other material relating to the receipt of nominations to the secretary.
- 3.8 If more than the required number of persons for any office remain nominated 24 hours after the close of nominations, the returning officer shall declare that an election shall be held for filling that office.
- 3.9 If an election is required, the returning officer shall give notice of it in the prescribed form by publishing a notice at least once a week in each of the 2 weeks before election day in a newspaper or other publication circulating in the area, or by mailing or delivering a notice to every residence in the local jurisdiction at least one week before election day.

#### **4.0 VOTING STATIONS – LOCATIONS**

- 4.1 WARD 1: "GRANDE CACHE" - EAGLE'S NEST HALL, GRANDE CACHE
- 4.2 WARD 2: "LITTLE SMOKY" - LITTLE SMOKY COMMUNITY HALL, LITTLE SMOKY
- 4.3 WARD 3: "VALLEYVIEW" - VALLEYVIEW MEMORIAL HALL, VALLEYVIEW
- 4.4 WARD 4: "SUNSET HOUSE" - SUNSET HOUSE COMMUNITY HALL, SUNSET HOUSE
- 4.5 WARD 5: "NEW FISH CREEK" - NEW FISH CREEK COMMUNITY HALL, NEW FISH CREEK
- 4.6 WARD 6: "DEBOLT" - DEBOLT COMMUNITY CENTER, DEBOLT
- 4.7 WARD 7: "CROOKED CREEK" - RIDGEVALLEY ARENA, RIDGEVALLEY
- 4.8 WARD 8: "GROVEDALE" - GROVEDALE COMMUNITY HALL, GROVEDALE

## **5.0 VOTING STATION HOURS – ADVANCE VOTE**

- 5.1 An advance vote will be offered for an evening between the hours of 5 p.m. and 8 p.m., the week before election day, at each of the aforementioned voting stations.
- 5.2 Immediately after closing the advance voting station, the presiding deputy shall, in the presence of at least one other deputy, the candidates, official agents and/or scrutineers, if any, ensure that each ballot box is sealed and stored accordingly until the close of election day when it will then be opened and have its ballots counted.

## **6.0 VOTING STATION HOURS – ELECTION DAY**

- 6.1 Each of the aforementioned voting stations will be open from 10 a.m. to 8 p.m. on election day.

## **7.0 ELIGIBILITY & IDENTIFICATION**

- 7.1 In accordance with the provisions of the Local Authorities Election Act, electors wishing to vote must:
  - 7.1.1 be at least 18 years old; and
  - 7.1.2 be a Canadian citizen; and
  - 7.1.3 have resided in Greenview for 6 months prior to election day; and
  - 7.1.4 live in the ward their voting station serves; and
  - 7.1.5 have not previously voted in this election; and,
- 7.2 produce any of the following forms of identification as proof of voter eligibility:
  - 7.2.1 Alberta driver's licence; or
  - 7.2.2 Alberta identification card; or
  - 7.2.3 Attestation of identity and residence issued by the authorized representative of a correctional institution; or
  - 7.2.4 Attestation of identity and residence issued by the authorized representative of a shelter or soup kitchen; or
  - 7.2.5 Attestation of identity and residence issued by the responsible authority of a supportive living facility or treatment centre; or
  - 7.2.6 Attestation of identity and residence issued by the authorized representative (landlord) of a commercial property management company; or

- 7.2.7 Attestation of identity and residence issued by the authorized representative of a postsecondary institution; or
- 7.2.8 Attestation of identity and residence issued by the responsible authority of a First Nations band or reserve; or
- 7.2.9 Bank/credit card statement or personal cheque; or
- 7.2.10 Correspondence issued by a school, college or university; or
- 7.2.11 Government cheque or cheque stub; or
- 7.2.12 Income/property tax assessment notice; or
- 7.2.13 Insurance policy or coverage card; or
- 7.2.14 Letter from a public curator, public guardian or public trustee; or
- 7.2.15 Pension plan statement of benefits, contributions or participation; or
- 7.2.16 Residential lease or mortgage statement; or
- 7.2.17 Statement of government benefits (employment insurance, old-age security, social assistance, disability support or child tax benefit); or
- 7.2.18 Utility bill (telephone, public utilities commission, television, hydro, gas or water); or
- 7.2.19 Vehicle ownership, registration or insurance certificate.

## **8.0 BALLOTS, ISSUANCE & VOTING PROCEDURE**

- 8.1 In accordance with the provisions of the Local Authorities Election Act, ballots will be in the general form as outlined in Appendix 1.
- 8.2 Prior to issuing a Ballot, a deputy must ensure the ballot is initialled by a deputy.
- 8.3 Upon receipt of a ballot, the elector must enter the voting compartment to mark the ballot. As permitted by the Local Authorities Election Act, the elector may choose to enter the voting compartment alone, with a minor or an assistant while marking their vote.
- 8.4 If the elector makes an inadvertent error in marking a ballot, the elector will return the original ballot to a deputy, and may request a replacement ballot.
- 8.5 When an elector returns a ballot with an inadvertent error on it, a deputy will mark the returned ballot as "SPOILED" and if the elector requests a replacement ballot, a deputy will provide a replacement ballot to the elector.

- 8.6 After the elector has marked their ballot indicating one choice for each election with an "X", or other legible mark that clearly indicates the elector's choice, the elector will proceed to the ballot box.
- 8.7 The deputy supervising at the ballot box shall, without unfolding a ballot or in any way disclosing the marks made by the elector on the ballot, verify the initials on the ballot and deposit the ballot at once in the ballot box.

## **9.0 POST VOTE COUNTING PROCEDURES**

- 9.1 Immediately after closing the voting station, the presiding deputy shall in the presence of at least one other deputy, the candidates, official agents and/or scrutineers, if any, ensure that each ballot box is opened and that the votes are counted.
- 9.2 A deputy shall not permit more than the candidate or the candidate's official agent or scrutineer to be present at the same time in a voting station during the counting of the votes.
- 9.3 A deputy shall examine the ballots and reject any ballot that:
  - 9.3.1 does not bear the initials of a deputy
  - 9.3.2 casts more votes than an elector is entitled to cast
  - 9.3.3 has anything written or marked by which an elector can be identified
  - 9.3.4 has been torn, defaced or otherwise dealt with by an elector so that the elector can be identified
  - 9.3.5 is not marked by an "X", or on which no vote has been cast by an elector.
- 9.4 Notwithstanding subsection 9.3.5 of this bylaw, if a vote, though incorrectly marked on a ballot, clearly indicates for whom or what the elector intended to vote, the deputy may count that ballot.
- 9.5 A deputy shall count the acceptable ballots marked for each candidate and the presiding deputy shall tabulate each category of ballots and prepare a ballot account in the prescribed form.
- 9.6 Objections and recounts shall be completed in accordance with the Local Authorities Election Act.

## **10.0 REPORTING**

- 10.1 The returning officer shall declare the result of the vote immediately after they have completed the counting of the ballots.
- 10.2 The returning officer may publish unofficial results of the counting of ballots after an election as the results are received from voting stations.

10.3 The returning officer shall, at 12 noon on the 4th day after election day, at the office of each local jurisdiction for which an election was held, post a statement of the results of the voting for candidates, including a declaration that the candidate receiving the highest number of votes for each office to be filled is elected.

**11.0 RESCINDMENT**

11.1 Upon third and final reading of this bylaw, bylaw 10-626 is hereby rescinded.

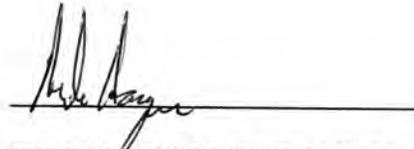
Read a first time this 24<sup>th</sup> day of January A.D., 2017

Read a second time this 28<sup>th</sup> day of February A.D., 2017

Read a third time and passed this 28<sup>th</sup> day of February A.D., 2017



REEVE



CHIEF ADMINISTRATIVE OFFICER

**Appendix 1: Ballot Template**

 <p><b>Municipal District of Greenview</b></p>	<p><b>Last Name, First Name</b></p>	
<p><b>2017 Municipal Election</b></p>	<p><b>Last Name, First Name</b></p>	
<p><b>Election of a Councillor for Ward #</b></p>	<p><b><i>THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS ONE (1).</i></b></p>	<p><b>*****</b></p>

**THE TOWN OF GRANDE CACHE  
BYLAW NO. 763**

**BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA  
TO ESTABLISH PROCEDURES FOR MUNICIPAL ELECTIONS IN THE TOWN OF  
GRANDE CACHE**

**WHEREAS** the Council of the Town of Grande Cache, duly assembled in Council Chambers at Grande Cache, Alberta, as provided for under *Alberta Local Authorities Election Act Chapter L-21, RSA 2000, as amended*, enacts as follows:

**1.0 TITLE**

1.1 This bylaw may be called the 'Municipal Election Bylaw'.

**2.0 DEFINITIONS**

2.1 Except as otherwise provided for in this bylaw, the terms used in the *Alberta Local Authorities Election Act* (the 'Act'), where used or referred to in this bylaw, have the same meaning as defined or provided in the Act.

2.2 In this bylaw, the following terms mean:

- a) **'Advance Vote'** means a vote taken in advance of election day;
- b) **'Ballot'** means the part of the ballot card on which is printed the office to be voted on, the names of the candidates, the bylaw name and number or the questions, if any, and containing spaces in which the elector is to mark his/her vote;
- c) **'Ballot Box'** means a container for paper ballots that have been marked by the voters;
- d) **'Council'** means the Council for the Town of Grande Cache elected pursuant to the Act;
- e) **'Portable Ballot Box'** means a container in the prescribed form, approved by the Returning Officer and intended for the use in the collection of voted ballots in an advance vote, incapacitated vote or institutional vote;
- f) **'Town'** means the municipal corporation of the Town of Grande Cache in the Province of Alberta;
- g) **'Voting Station(s)'** means an area designated by the Returning Officer in a controlled-access building and equipped for the counting and tabulation of election results.

**3.0 RETURNING OFFICER**

3.1 Council for the Town of Grande Cache will appoint, by resolution, the Returning Officer who may be assisted by one or more Deputy Returning Officers (hereinafter referred to as 'deputies'), and by such other persons as may be necessary to carry out all the duties under the Act.

3.2 The Returning Officer of the Town is authorized to appoint one or more Deputy Returning Officers and any other officials he/she deems necessary for the fulfillment of the duties herein. The Returning Officer and Deputy Returning Officers are hereby authorized to delegate all administrative acts necessary for the fulfillment of the duties assigned by the Act or this bylaw, and the Returning Officer is also authorized to perform any acts or duties delegated by the Act or this bylaw to the deputies.

3.3 Other persons assisting the Returning Officer in the fulfillment of the necessary duties will be remunerated in an amount determined and approved by the Chief Administrative Officer.



**4.0 ADVANCE VOTING**

- 4.1 An advance vote may be held on any vote held in an election for the local jurisdiction.
- 4.2 The advance vote will be held on the dates and times set out by the Returning Officer.
- 4.3 The hours of the advance vote will be established by the Returning Officer and advertised in accordance with the Act.
- 4.4 At the end of each day of an advance vote, the presiding deputy will seal the ballot boxes and place them in a secure location where they will remain until opened for the tabulation of results on election day.

**5.0 INCAPACITATED ELECTOR AT HOME**

- 5.1 If a voter is unable to attend at a voting station because of physical incapacity or mobility limitations, that voter may request, at least forty eight (48) hours before the end of the advance vote period, to have a deputy attend at the voter's residence in order to take the vote of the voter.
- 5.2 If the Returning Officer is satisfied that the voter is unable to attend at a voting station due to physical incapacity or mobility limitations, the Returning Officer will:
- advise the voter that the request has been accepted;
  - appoint two deputies to attend at the voter's residence; and
  - inform the voter of the date and approximate time that the deputies will attend the residence.
- 5.3 Upon completion of incapacitated elector voting, the presiding deputy will seal the portable ballot box(es) and place it/them in a secure location where it/they will remain until opened for the tabulation of results on election day.

**6.0 INSTITUTIONAL VOTING STATIONS**

- 6.1 The Returning Officer is authorized to designate the location of one or more institutional voting stations for an election.
- 6.2 Date(s) and time(s) of the institutional vote will be posted at the institution at least two days before the vote is to be taken.
- 6.3 The deputies, accompanied by an official of the institution, will locate portable ballot boxes in a common area for those patients or residents who desire to vote during the designated times.
- 6.4 Upon completion of institutional elector voting, the presiding deputy will seal the portable ballot box(es) and place them in a secure location where they will remain until opened for the tabulation of results on election day.

**7.0 VOTE ON A BYLAW OR QUESTION**

- 7.1 Unless otherwise specified by statute or decided by Council, a vote on any bylaw or question will be held in conjunction with a general municipal election.

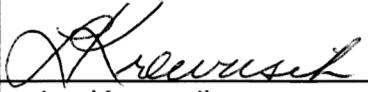
**8.0 REPEAL, EFFECT AND TRANSITIONAL**

- 8.1 This by-law rescinds Bylaw No. ~~709~~, and all amendments thereto, and shall take force and have effect as of third and final reading.

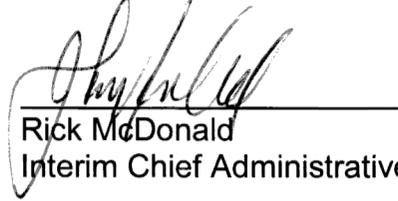
Read a first time this tenth day of July, 2013 A.D.

Read a second time this tenth day of July, 2013 A.D.

Read a third and final time this tenth day of July, 2013 A.D.



Louise Krewusik  
Mayor



Rick McDonald  
Interim Chief Administrative Officer



## BYLAW NO. 95-142

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

A Bylaw of the Municipal District of Greenview No. 16,  
in the Province of Alberta,  
to extend nomination hours for the 1995 elections.

**PURSUANT TO** Section 28 of the Local Authorities Election Act, being Chapter L-27.5 of the Revised Statutes of Alberta, 1995, as amended, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

1. That on Nomination Day, being September 18, 1995, the Returning Officer shall receive nominations at the Administration Office between the hours of 8:30 a.m. and 12:00 noon.

Read a first time this 14<sup>th</sup> day of June, A.D., 1995.

Read a second time this 28<sup>th</sup> day of June, A.D., 1995.

Read a third time and finally passed this 28<sup>th</sup> day of June, A.D., 1995.

K. A. Mulligan  
REEVE

C. Gordon  
MUNICIPAL MANAGER



**BYLAW NO. 98-256**  
**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  
receiving nomination papers at the Grande Cache Sub-office  
under the Local Authorities Election Act, Chapter L-27.5,  
Statutes of Alberta 1997 as amended.**

**WHEREAS** Sections 5 of the Local Authorities Election Act states that permission from the relevant minister is required to override the dates prescribed; and

**WHEREAS** Section 28 requires nomination papers to be received at a local jurisdiction office; and

**WHEREAS** the Council for the Municipal District of Greenview No. 16 desires to receive nominations at our Grande Cache Sub-office; and

**WHEREAS**, under the authority of Ministerial Order No. L:435/98, authorization to allow the receipt of nomination papers at the Grande Cache Sub-office has been authorized;

**THEREFORE** the Council for the Municipal District of Greenview No. 16, duly assembled, hereby enacts that nomination papers may be received at the Grande Cache Sub-office.

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

Read a first time this 26<sup>th</sup> day of August, 1998.

Read a second time this 2<sup>nd</sup> day of August, 1998.

Read a third time and finally passed this 26<sup>th</sup> day of August, 1998.

K.A. Mulligan  
REEVE

Cordon Frank  
MUNICIPAL MANAGER

BY-LAW NO. 148

BEING A BY-LAW OF THE NEW TOWN OF GRANDE CACHE  
TO PROVIDE THAT IT IS UNNECESSARY TO COMPLETE  
A LIST OF ELECTORS.

WHEREAS, the Board of Administrators for the New Town  
of Grande Cache deems it expedient not to prepare a voters' list.

AND WHEREAS, the Board of Administrators for the New  
Town of Grande Cache duly assembled and under the authority vested in it  
does hereby enact:

THAT the New Town of Grande Cache does not prepare a  
voters' list, Section 39.1, Chapter 245 R.S.A. Municipal Elections Act.

READ a first time this *27<sup>th</sup>* day of *Aug*, 1974.

READ a second time this *27<sup>th</sup>* day of *Aug*, 1974.

READ a third time and finally passed with unanimous  
consent this *27<sup>th</sup>* day of *Aug*, 1974.

*W.D. Gillis*  
\_\_\_\_\_  
CHAIRMAN

*Kedon*  
\_\_\_\_\_  
SECRETARY-TREASURER



# REQUEST FOR DECISION

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**SUBJECT:** Bylaw 20-861 Greenview Regional Multiplex Advisory Board  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 9, 2020 CAO: DT MANAGER:  
**DEPARTMENT:** COMMUNITY SERVICES GM: DM PRESENTER: DM  
**STRATEGIC PLAN:** Quality of Life

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**RELEVANT LEGISLATION:**

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

**Council Bylaw/Policy** (cite) – N/A

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**RECOMMENDED ACTION:**

**MOTION: That Council give third reading to Bylaw 20-861 “Greenview Regional Multiplex Advisory Board”.**

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**BACKGROUND/PROPOSAL:**

Greenview desires to establish a Greenview Regional Multiplex Advisory Board by means of a Bylaw. The Advisory Board will act in an advisory capacity on all matters pertaining to the operations, maintenance and functions associated with the Greenview Regional Multiplex.

The Bylaw includes the purpose, membership, structure, responsibilities and reporting for the Advisory Board. These topics were included in the Greenview Regional Multiplex Advisory Board Terms of Reference which was reviewed at the October 13, 2020 Council Meeting. The content in the proposed Bylaw includes the revisions as adopted within the Greenview Regional Multiplex Advisory Board Terms of Reference at the aforementioned meeting.

Council has given first and second readings to the Bylaw at the October 26<sup>th</sup> Regular Council Meeting.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended actions is that the enacted bylaw will provide the Greenview Regional Multiplex Advisory Board with the authority to act in an advisory capacity on all matters pertaining to the operations, maintenance and functions associated with the Greenview Regional Multiplex.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not give third reading to Bylaw 20-861, however, the content of the bylaw was adopted in the form of “Terms of Reference” for the Greenview Regional Multiplex Advisory Board and a bylaw is required to provide the board with authority to act in an advisory capacity.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will proceed with the proposed Bylaw 20-861 for the Greenview Regional Multiplex Advisory Board in accordance with Council’s decision.

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**ATTACHMENT(S):**

- Bylaw 20-861 Greenview Regional Multiplex Advisory Board



## BYLAW NO. 20-861 of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the establishment of the Greenview Regional Multiplex Advisory Board.**

**Whereas**, pursuant to the Municipal Government of Alberta, R.S.A. 2000, Chapter M-26, a Council may pass bylaws for the establishment and function of Council Committees and other bodies; and

**Whereas**, the Council of the Municipal District of Greenview No. 16 considers it desirable to establish a Greenview Regional Multiplex Advisory Board;

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

### 1. Title

1.1 This Bylaw may be cited as the “Greenview Regional Multiplex Advisory Board Establishment Bylaw”.

### 2. Definitions

2.1 **Greenview** means the Municipal District of Greenview No. 16.

### 3. Purpose

3.1 The Greenview Regional Multiplex Advisory Board will act in an advisory capacity on all matters pertaining to the operations, maintenance and functions associated with the Greenview Regional Multiplex.

### 4. Membership

4.1 The Greenview Regional Multiplex Advisory Board shall consist of seven (7) voting members:

- A. Two (2) elected officials from Greenview Council.
- B. Five (5) members-at-large appointed by Greenview. Applications will be accepted from residents in Greenview and the incorporated Town of Valleyview.
- C. Non-voting members may include the Greenview Chief Administrative Officer or their appointed designate from Greenview as well as the appointed Greenview Regional Multiplex Facility Manager.

### 5. Structure

5.1 The chairman and vice chairman of the Greenview Regional Multiplex Advisory Board shall be selected at the annual organization board meeting.

5.2 The quorum of the Greenview Regional Multiplex Advisory Board shall consist of four (4) members with a minimum of one (1) elected official.

5.3 Voting members shall be appointed at Greenview’s organizational meeting.

5.4 Greenview Regional Multiplex Advisory Board Meetings shall be held at the call of the board chairman.

**6. Responsibilities**

6.1 The Greenview Regional Multiplex Advisory Board shall recommend to Greenview Council an annual capital and operational budget.

6.2 The Greenview Regional Multiplex Advisory Board shall establish and review any policies regarding the operations, maintenance and functionality of the Greenview Regional Multiplex, in accordance with the philosophies established by Greenview Council.

6.3 The Greenview Regional Multiplex Advisory Board shall not be involved in the day to day operations of the Facility and shall not be responsible for delivery of project or programs related to the Facility.

**7. Reporting**

7.1 Minutes of the Greenview Regional Multiplex Advisory Board meetings shall be recorded and submitted to Greenview in a timely manner.

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

Read a first time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2020.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, A.D., 2020.

Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_, A.D., 2020.

\_\_\_\_\_  
REEVE

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



# REQUEST FOR DECISION

---

**SUBJECT:** Bylaw 20-864 Borrowing Bylaw 2021  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 9, 2020 CAO: DT MANAGER:  
**DEPARTMENT:** CORPORATE SERVICES GM: AN PRESENTER: AN/DL  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Section 251 and 256.

**Council Bylaw/Policy** (cite) –N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council give first reading to Bylaw 20-864 “Borrowing 2021”.**

**MOTION: That Council give second reading to Bylaw 20-864 “Borrowing 2021”.**

---

**BACKGROUND/PROPOSAL:**

Administration is requesting approval from Council for a borrowing through ATB for the 2021 financial year. The bylaw gives permission to Administration to borrow up to FIVE MILLION DOLLARS(\$5,000,000.00). ATB requires this bylaw be reviewed and approved annually.

The 5,000,000.00 encompasses the following:

- Revolving Line of Credit Limit \$4,481,760
- Letter of Credit Limit \$18,240
- Business MasterCard Limit \$500,000

As this borrowing is for less than a 3 year term, there is no requirement for it to be advertised. The format of this bylaw is a bit unusual in order to comply with the requirements of the ATB.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that Greenview will have a continuing line of credit and MasterCard expenditures may continue uninterrupted.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may choose not to proceed with a borrowing bylaw, but that will interrupt the organization's ability to use corporate MasterCard and Greenview will not have access to a line of credit for 2021.

---

**FINANCIAL IMPLICATION:**

Greenview is required to abide by the terms and conditions of the Bylaw.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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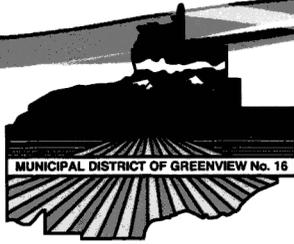
**FOLLOW UP ACTIONS:**

Administration will bring the bylaw back to Council for third reading.

---

**ATTACHMENT(S):**

- Bylaw 20-864
- Bylaw 19-833



**BYLAW NO. 19-833**  
**of the Municipal District of Greenview No. 16**

---

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta,**

**Whereas**, the Council of the Municipal District of Greenview No. 16 (hereinafter called the "Corporation") in the Province of Alberta considers it necessary to borrow certain sums of money for the purpose of current expenditures of the Corporation for its financial year commencing January 2020.

**Therefore**, pursuant to the provision of the Municipal Government Act, it is hereby enacted by the Council of the Corporation as a Bylaw that:

1. The Corporation borrow from Alberta Treasury Branches (hereinafter called "ATB") up to the principal sum of FIVE MILLION DOLLARS (\$5,000,000.00), repayable upon demand at a rate of interest per annum not to exceed the Prime Lending Rate from time to time established by ATB, and such interest will be calculated daily and due and payable monthly on the last day of each every month.
2. The Chief Elected Official and the Chief Administrative Officer are authorized for and on behalf of the Corporation:
  - a. to apply to ATB for the aforementioned loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
  - b. as security for any money borrowed from ATB
    - i. to execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. to give or furnish ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. to execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.
3. The source or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are taxes, reserves, grants, etc.
4. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.

5. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in paragraph 2 hereof and delivered to ATB will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.

6. Bylaw No. 19-807 is hereby repealed.

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

Read a first time this 25<sup>th</sup> day of November, A.D., 2019.

Read a second time this 25<sup>th</sup> day of November, A.D., 2019.

Read a third time and passed this 9<sup>th</sup> day of December, A.D., 2019.

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER



## BYLAW NO. 20-864 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 specified in Section 251 of the Municipal Government Act for borrowing funds for the financial year commencing January 2021.**

**Whereas**, the Council of the Municipal District of Greenview No. 16 (herein after referred to as the Corporation) in the province of Alberta considers it necessary to borrow certain sums of money for the purpose of financing current expenditures of the Corporation for its financial year commencing January 2021; and

**Whereas**, Section 251 of the Municipal Government Act, R.S.A. 2000, Chapter M-26, allows a municipality to make a borrowing if the borrowing is authorized by a borrowing bylaw.

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

1. The Corporation is hereby authorized to borrow from ATB Financial (hereinafter referred to as "ATB") up to the principal sum of FIVE MILLION DOLLARS (\$5,000,000.00), repayable upon demand at a rate of interest per annum from time to time established by ATB, not to exceed 10%, and such interest will be calculated daily and due and payable monthly on the last day of each every month.
2. The borrowing is a line of credit repayable on demand and the Corporation is required to pay accrued interest monthly.
3. The Chief Elected Official and the Chief Administrative Officer are authorized for, and on behalf of, the Corporation:
  - a. To apply to ATB for the aforesaid loan to the Corporation and to arrange with ATB the amount, terms and conditions of the loan and security or securities to be given to the ATB;
  - b. As security for any money borrowed from ATB
    - i. To execute promissory notes and other negotiable instruments or evidences of debt for such loans and renewals of all such promissory notes and other negotiable instruments or evidences of debts;
    - ii. To give or furnish to ATB all such securities and promises as ATB may require to secure repayment of such loans and interest thereon; and
    - iii. To execute all security agreements, hypothecations, debentures, charges, pledges, conveyances, assignments and transfers to and in favour of ATB of all or any property, real or personal, moveable or immovable, now or hereafter owned by the Corporation, or in which the Corporation may have any interest, and any other documents or contracts necessary to give or to furnish ATB the security or securities required by it.

4. The or sources of money to be used to repay the principal and interest owing under the borrowing from ATB are:
  - a. Taxes
  - b. Reserves
  - c. Grants
5. The amount to be borrowed and the term of the loan will not exceed any restrictions set forth in the Municipal Government Act.
6. In the event that the Municipal Government Act permits extension of the term of the loan and in the event the Council of the Corporation decides to extend the loan and ATB is prepared to extend the loan, any renewal or extension, bill, debenture, promissory note, or other obligation executed by the officers designated in Section 3 hereof and delivered to ATB, will be valid and conclusive proof as against the Corporation of the decision of the Council to extend the loan in accordance with the terms of such renewal or extension, bill, debenture, promissory note, or other obligation, and ATB will not be bound to inquire into the authority of such officers to execute and deliver any such renewal, extension document or security.
7. Bylaw 19-833 "Borrowing 2020" is hereby repealed effective December 31, 2020.
8. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2020.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2020.

Read a third time and passed this \_\_\_\_ day of \_\_\_\_\_, 2020.

---

REEVE

---

CHIEF ADMINISTRATIVE OFFICER

**Certificate**

WE HEREBY CERTIFY that the foregoing Bylaw was duly passed by the Council of the Corporation therein mentioned at a duly and regularly constituted meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 2020 at which quorum was present, as entered in the minutes of the said Council, and that the Bylaw has come into force and is still in full force and effect.

This Municipal Borrowing Bylaw, inclusive of its Certificate: (a) may be executed electronically; and (b) may be delivered by email, facsimile or other functionally-equivalent means.

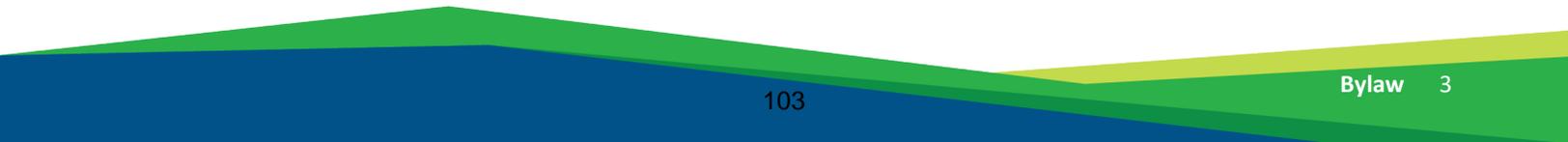
WITNESS our hands and the seal of the Corporation this \_\_\_\_ day of \_\_\_\_\_, 2020.

\_\_\_\_\_  
Chief Elected Official

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Chief Administrative Officer

\_\_\_\_\_  
Signature





# REQUEST FOR DECISION

---

SUBJECT:	<b>Partial Road Allowance Closure Request – South of SE-09-72-01-W6 (Northland)</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	November 9, 2020	CAO: DT	MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	GM:	PRESENTER:
STRATEGIC PLAN:	Infrastructure		

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act Section 22(1): ‘No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.’

**Municipal Government Act:** N/A

**Council Bylaw/Policy –** N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council approve the sale and consolidation of approximately 1.250 hectare ± within Road Plan 0421800 lying south of SE-09-72-01-W6 as shown on Schedule ‘A’ hereto, to Northland Logistics Corp, for a total price of \$6,800.00 plus GST, plus all associated survey and transfer costs, subject to Ministerial approval and third reading of Bylaw 20-852.

**MOTION:** That Council approve the purchase from Northland Logistics Corp. of approximately 0.16-hectare ± for a One (\$1.00) Dollar plus all associated survey and transfer costs for right-of-way to construct an industrial cul-de-sac at the southeast boundary of Lot 5, Block 1 Plan 082 2151 as shown on Schedule ‘B’ hereto, and approve construction of the cul-de-sac by Greenview, with the cost to be shared equally with Northland Logistics Corp., subject to Ministerial approval and third reading of Bylaw 20-852.

---

## BACKGROUND/PROPOSAL:

Greenview received a road closure request from Northland Logistics Corp. (Northland) on February 28, 2020, to close the portion of Road Plan 0421800 located south and adjacent to the Northland lot on SE-09-72-01-W6, as shown on Schedule ‘A’ hereto . The area originally consisted of 1.110 hectare, and was subsequently increased to 1.250 hectare ± (3.09 acres) as a result of Greenview’s requirement that a turnaround be provided adjacent to the south east boundary of Lot 5 Block 1 Plan 082 2151 (Lot 5). The area being closed would subsequently be consolidated with Northland’s existing title (Certificate of Title 122067628 cont. 13.27 acres).

The value of the 1.250 hectare to be purchased by Northland was calculated by Accurate Assessment at \$6,800.00, and an Offer to Sell would be prepared for signature by Northland, the agreement also requiring reimbursement to Greenview of the survey and transfer costs.

As closing the road allowance would eliminate the existing turnaround on SE-09-72-01-W6, construction of a cul-de-sac to meet Greenview's Municipal Servicing Standards would require an approximate 28.0-metre by 58.0-metre area, being 0.16-hectare ± (0.40 acres), from Lot 5 owned by Northland. A high-level estimate of the cost for engineering, materials and construction of the cul-de-sac was determined to be \$50,000.00, which cost Darel Klassen asked to share equally with Greenview.

An Offer to Purchase the 0.16-hectare for One (\$1.00) Dollar would be prepared for signature by Northland, the agreement also requiring reimbursement to Greenview of the survey and transfer costs and payment of one-half the actual cost for Greenview to construct the cul-de-sac.

Administration feels that the closure does not cause undue hardship for the road network in this location, subject to construction of an industrial cul-de-sac at the southeast boundary of Lot 5. Administration is recommending that Council sell 1.250-hectare to Northland for the sum of \$6,800.00, purchase 0.16-hectare from Northland (Lot 5) for One (\$1.00) Dollar, plus all survey and transfer costs, and equally share with Northland the cost to build an industrial cul-de-sac set as out on Schedule 'B' hereto.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the first recommended motion is that the unusable portion of the road plan would be consolidated with the existing title.
2. The benefit of Council accepting the second recommended motion is that a road plan and industrial standard turnaround will be installed and located at the end of the service road upon closure of the road in accordance with Schedule 'A'.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. Closing the portion of Road Plan 0421800 herein would prevent future extension of the service road.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the option to sell the 1.250-hectare of the land to Northland at an amount calculated in accordance with Greenview's Schedule of Fee's Bylaw (Phase 1, DeBolt Area), although this is not recommended as the \$6,800.00 is consistent with the land value calculation method provided by Accurate for the (4) recently approved road closure sales.

**Alternative #2:** Council has the option to purchase 0.16-hectare from Northland for \$5,300.00, being the cost if calculated in accordance with Greenview's Schedule of Fees (Phase 2, DeBolt Area).

**Alternative #3:** Council has the option to require Northland Logistics Corp to engineer and build the cul-de-sac at no costs to Greenview, although this is not recommended as currently a legal turn-around does not exist and is being provided by Northland, partially on their property and partially utilizing the service road.

**FINANCIAL IMPLICATION:**

**Direct Costs:**

Greenview would incur \$25,000.00 ±, being one-half of the estimated cost to construct the cul-de-sac.

Road Closure: Greenview would receive reimbursement of costs associated with the survey and transfer of the 1.250-hectare portion of service road being closed, plus \$6,800.00 for sale of the lands.

Cul-de-sac: Greenview would receive reimbursement from Northland of survey and transfer costs associated with the 0.14-hectare for the cul-de-sac, as well as one-half of the total cost to build the cul-de-sac.

**Ongoing / Future Costs:**

Nil

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

**FOLLOW UP ACTIONS:**

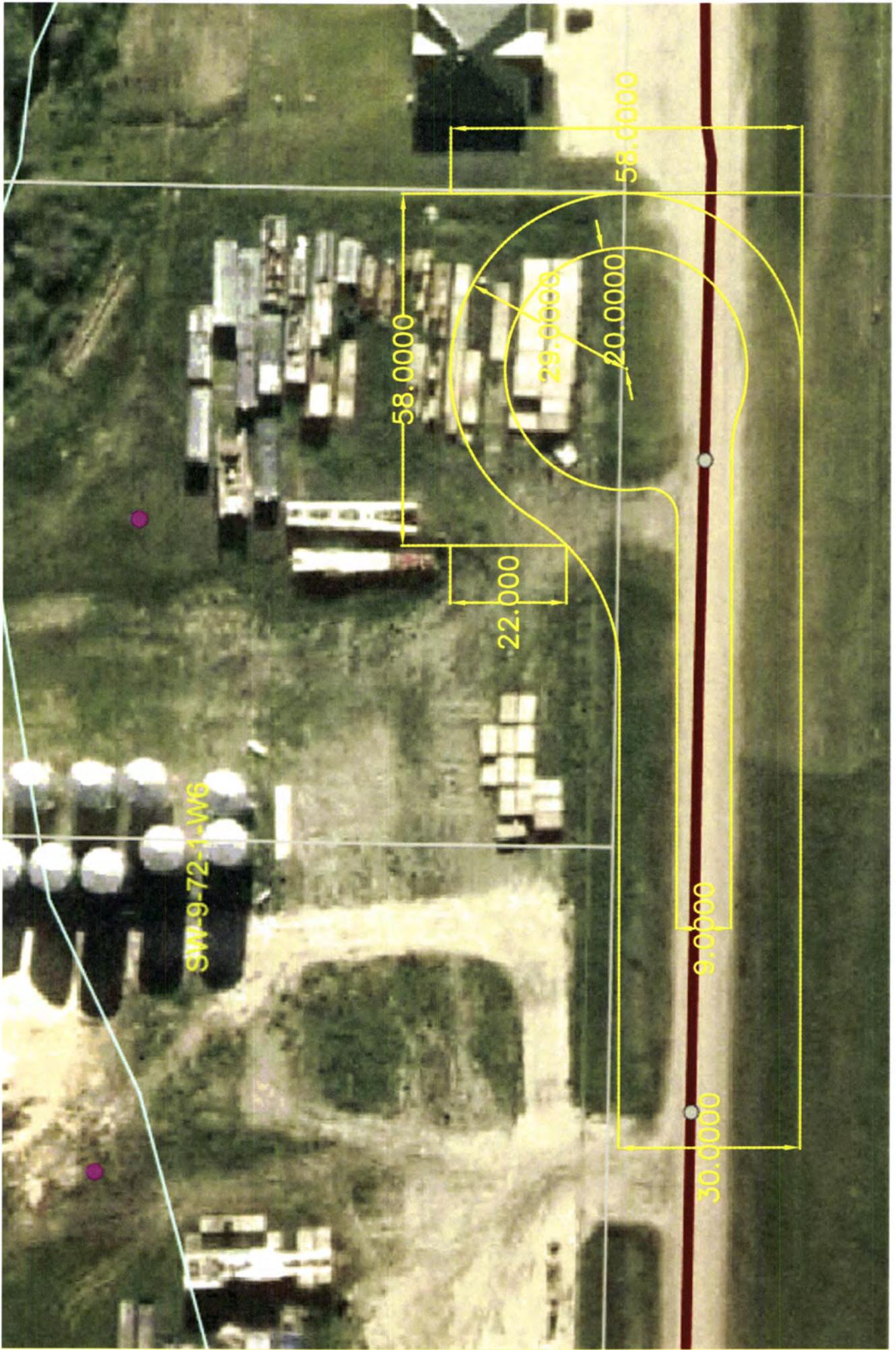
First reading would be given and a public hearing scheduled in accordance with legislation to close a portion of the service road. Following the proposed closure package would be forwarded to Alberta Transportation for consideration, prior to returning the bylaw to Council for second and third reading if approved by Alberta Transportation.

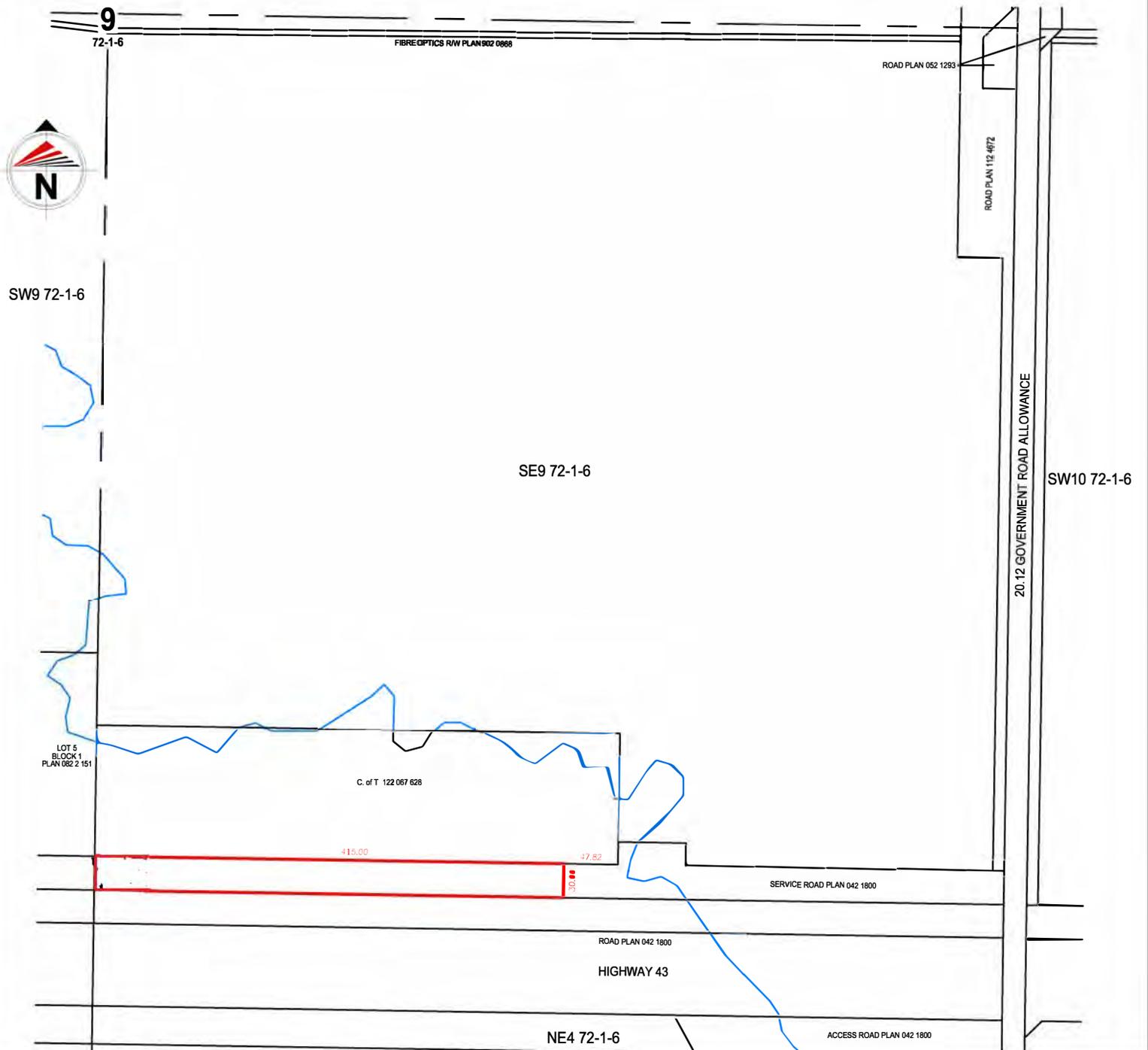
An Offer to Purchase and/or Sell the lands would be entered into with Northland addressing the land sale and purchase costs, and reimbursement of survey, transfer and one-half of the cost to build the cul-de-sac.

---

**ATTACHMENT(S):**

- Schedule 'A' – Tentative Plan of proposed Road Closure
- Schedule 'B' – Plan of proposed Cul-de-Sac.





**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

**SCHEDULE 'A'**

SHOWING PROPOSED CLOSURE OF  
PART OF ROAD PLAN 142 1800  
ALL WITHIN THE  
S.E. 1/4 SEC. 9, TWP. 72, RGE. 1, W.6M.

LAND DEALT WITH BY THIS  
PLAN IS SHOWN OUTLINED THUS: ———  
AND CONTAINS: 1.250 HECTARES ( 3.09 ACRES)

SCALE: 1:5000



# REQUEST FOR DECISION

---

**SUBJECT:** Sale of Partial Road Allowance – West of NW-9-69-21-W5  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 9, 2020 CAO: DT MANAGER: SAR  
**DEPARTMENT:** PLANNING & DEVELOPMENT GM: RA PRESENTER: PL  
**STRATEGIC PLAN:** Development

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – Municipal Government Act Section 22(1): ‘No road in a municipality that is subject to the direction, control and management of the municipality may be closed except by bylaw.’

Municipal Government Act Section 188: ‘The previous readings of a proposed bylaw are rescinded if the proposed bylaw (a) does not receive third reading within 2 years after first reading, or...’

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve the sale and consolidation of 1.05 hectare ± within Road Plan 2761 PX lying west of NW-9-69-21-W5 as shown on Schedule ‘A’ hereto, to Arne Sigfred Johnson and Merle Alice Johnson, for a total price of \$2,520.00 plus GST, plus all associated survey and transfer costs, subject to Ministerial approval and third reading of Bylaw 20-848.**

---

**BACKGROUND/PROPOSAL:**

On June 22, 2020, Council passed Motion: 20.06.351. to defer motion 20.06.350., Partial Road Allowance Closure Request, until after third reading of Bylaw 20-848.

Greenview received a road closure request from Arne and Merle Johnson on February 20, 2020, to close a portion of Road Plan 2761 PX as shown on the attached survey plan labeled Schedule ‘A’, being an area consisting of 1.05 hectares ± (2.59 acres). The area would subsequently be consolidated with the existing title to their agricultural quarter NW-9-69-21-W5 (Certificate of Title 112 369 890+5, cont. 62.67 hectares). The fair market value of the 1.05 hectares ± was calculated by Accurate Assessment at \$2,520.00 and an Offer to Sell would be prepared for signature by Arne and Merle Johnson, the agreement also requiring reimbursement to Greenview of the survey and transfer costs.

In accordance with legislation notification of the proposed road closure was circulated to internal and external referral agencies and no negative concerns or comments were received. Administration feels that the closure does not, or will not in the future, cause undue hardship for the road network in this location with access available to the quarter from Range Road 214. Administration is recommending that Council sell the land to Arne and Merle Johnson as set out above.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that the portion of the road allowance would be consolidated with the title immediately to the east and generate revenue for Greenview.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the option to deny the sale of the land for the price above.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:**

All costs associated with the survey and transfer will be reimbursed by the landowners.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will notify the applicants of Council's decision.

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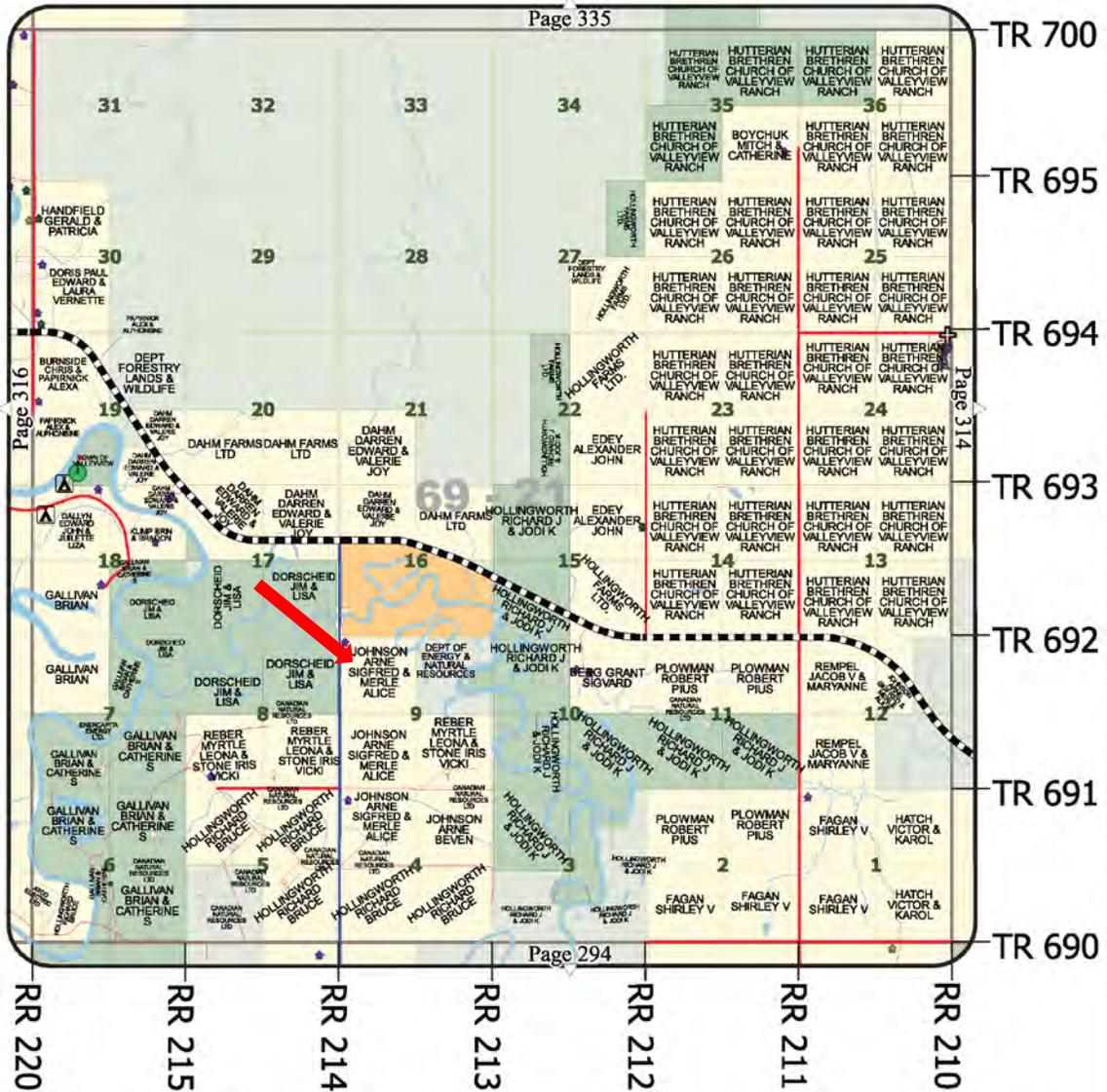
**ATTACHMENT(S):**

- Schedule 'A' - Tentative Plan
- Map Overview
- Signed Bylaw 20-848 with letter from Alberta Transportation



# M.D. of Greenview No.16

Township 69, Range 21



Map printed: 2019-11-29

M.D. of Greenview No. 16 makes no representation or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and M.D. of Greenview No. 16 shall have no liability to such persons for any loss or damage whatsoever. This document shall not be copied or distributed to any person without the express written consent of M.D. of Greenview No. 16.

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Compiled from the Rural Cadastral Digital Base September 15, 2019, 1:20,000 Digital Base, Land Ownership compiled from municipal tax data, September 15, 2019 Building/Site/Feature Information compiled from municipal assessment data, December 2018.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS

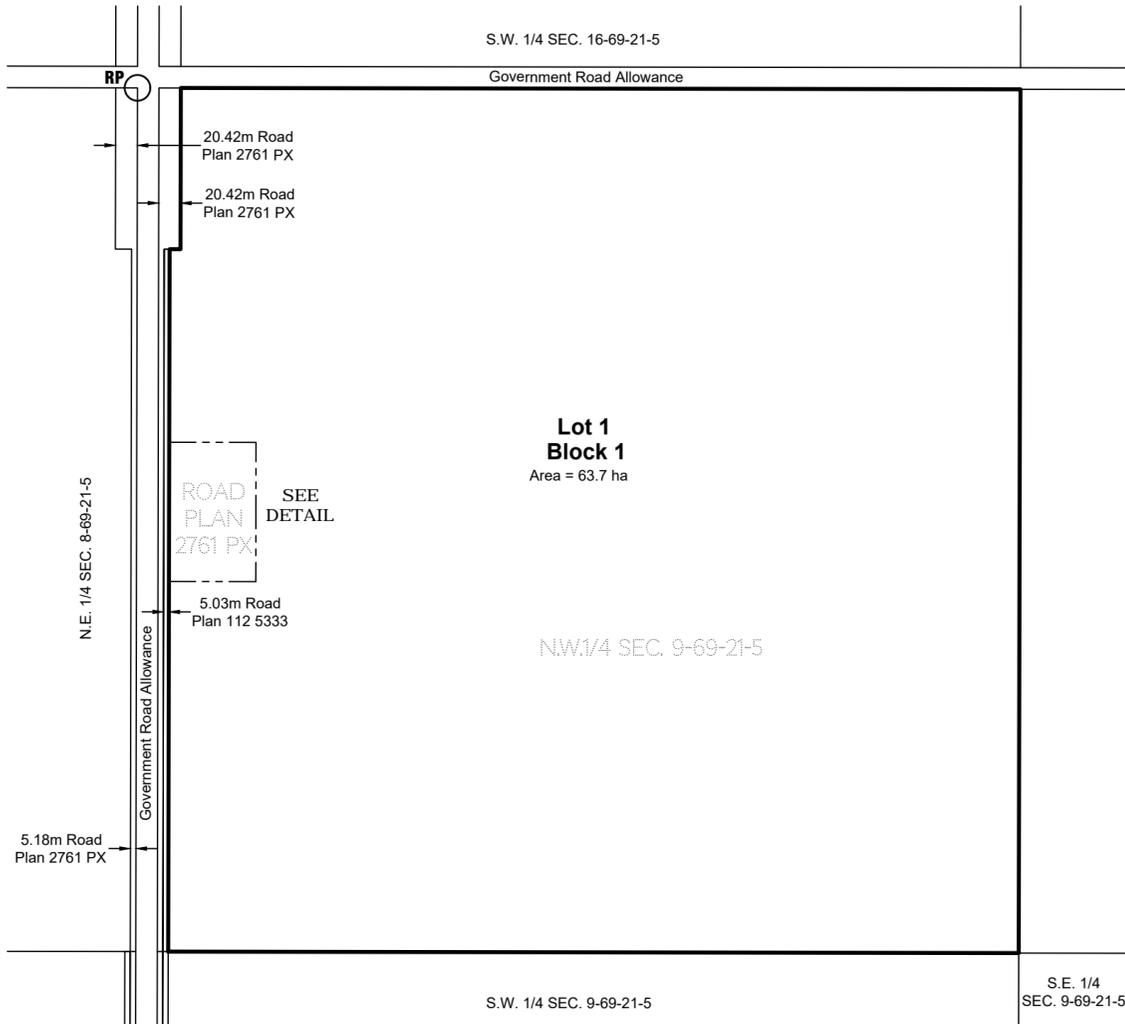
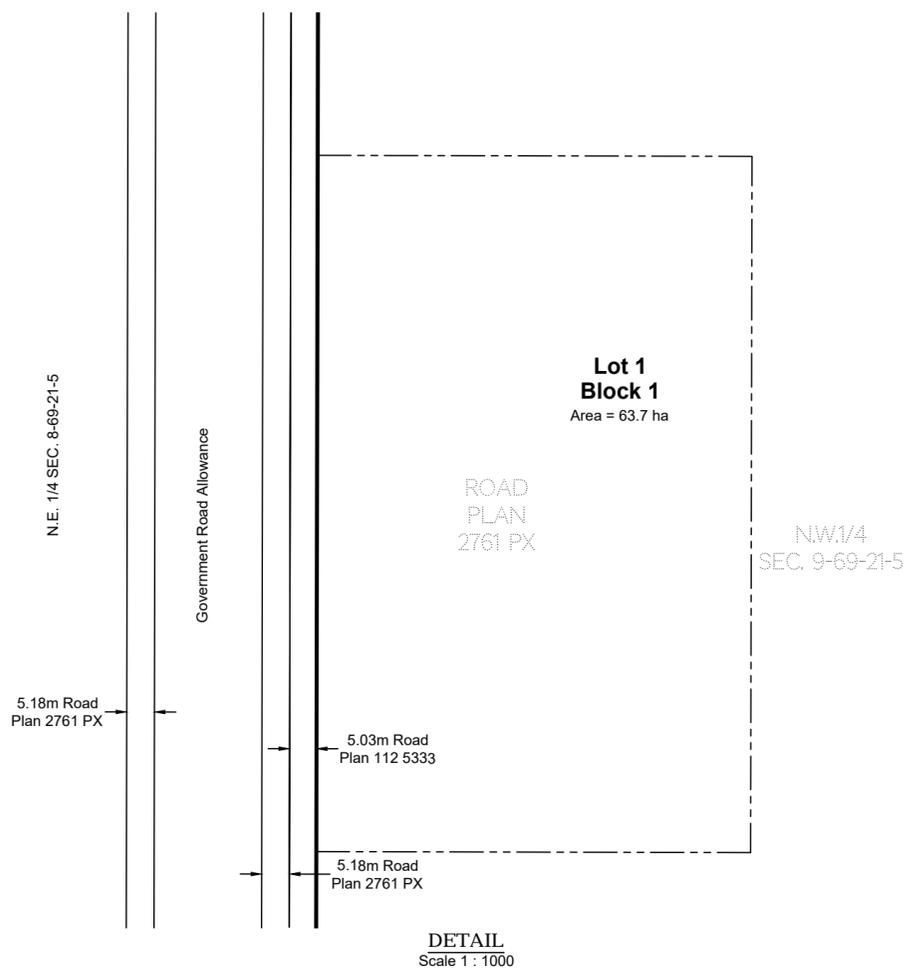


TABLE OF AREAS	
LOT 1, BLOCK 1	
From N.W. 1/4 Sec. 9-69-21-5	= 62.67 ha
Closed portion of Road Plan 2761 PX	= 1.05 ha
<b>Total</b>	<b>= 63.7 ha</b>



**DETAIL**  
Scale 1 : 1000

PLAN No.  
ENTERED AND REGISTERED  
ON \_\_\_\_\_  
INSTRUMENT No. \_\_\_\_\_  
A.D. REGISTRAR  
LAND TITLES OFFICE

## DESCRIPTIVE PLAN

SHOWING CONSOLIDATION

of

**CLOSED PORTION OF ROAD PLAN 2761 PX**

and the remainder of

**N.W. 1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**

all within

**N.W. 1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**

**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

ALBERTA  
2019

SCALE = 1:5000  
0 100 200

### LEGEND:

Geo-Reference Point shown thus: 

Parallel lines are indicated thus: 

Right angles are indicated thus: 

Area to be registered by this plan bounded thus and contains 63.7 hectares. 

Distances are in meters & decimals thereof.

No field inspection was carried out and boundaries have not been established on the ground.

Bearings are grid and are referred to Central Meridian 117° West, UTM projection, NAD 83 (Original) datum and are derived from ATS V4.1.

Combined Scale factor used = 0.999501

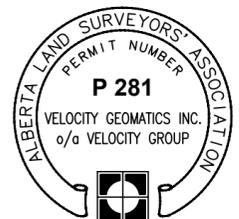
Geo-Reference point: } 6091101.10 N.  
UTM NAD83 (Original) } 490148.53 E.  
derived from ATS v4.1

### ABBREVIATIONS:

ALS	Alberta Land Surveyor
ATS	Alberta Township System
E.	East
ha	Hectares
m	Meters
M.	Mound or Meridian
N.	North
NAD	North American Datum
Rge.	Range
RP	Geo-Reference Point
S.	South
Sec.	Section
Twp.	Township
UTM	Universal Transverse Mercator
W.	West

**SURVEYOR :**  
**A.W. Shadid, A.L.S.**

**DATE OF SIGNING:**  
September 17th, 2019



**OWNERS :**  
**ARNE SIGRED JOHNSON**  
**MERLE ALICE JOHNSON**

Initials: KO - WS

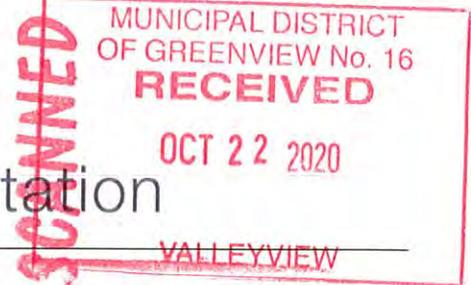
Plan Date:  
September 17, 2019

Grande Prairie  
Peace River  
Beaumont  
**VELOCITY**  
GROUP  
Surveying & Engineering

Unit 104 - 11302 98th Avenue  
Grande Prairie, AB  
T8V 8H4  
Ph.: 587-259-8888

CAD File: 190318\_DE

Office File: 190318



TECHNICAL STANDARDS BRANCH  
2<sup>ND</sup> FLOOR, TWIN ATRIA BUILDING  
4999-98 AVENUE  
EDMONTON, ALBERTA, CANADA  
T6B 2X3

TELEPHONE NO: 780-638-3505  
Toll Free Connection Dial 310-0000

October 19, 2020

MD of Greenview  
Box 1079  
Valleyview, AB T0H 3N0

Attention: Sally Rosson

**RE: ROAD CLOSURE – BYLAW 20-848**

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on October 19, 2020.

Following the second and third readings by your council, the bylaw may be registered at Land Titles. Please notify me of the second and third readings and when the documents closing the road are registered at Land Titles.

Yours truly,

Grace Saina  
Road Closure Coordinator

cc: Philip Alcock  
Development and Planning Technologist  
Grande Prairie, Alberta

Enclosures



# BYLAW NO. 20-848

## 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 closing to public travel, and creating title to a portion(s) of a public roadway in accordance with Section 22 of the *Municipal Government Act*, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.**

**WHEREAS** the lands hereafter described are no longer required for public travel; and

**WHEREAS** application has been made to Council to have the roadway closed; and

**WHEREAS** the Council of the Municipal District of Greenview No. 16 deems it expedient to provide a bylaw for the purpose of closing to public travel certain roads, or portions thereof, situated in the said municipality, and therefore disposing of same; and

**WHEREAS**, notice of the intention of Council to pass a bylaw has been given in accordance with Section 606 of the *Municipal Government Act*; and

**WHEREAS**, Council was not petitioned for an opportunity to be heard by any person claiming to be prejudicially affected by the bylaw.

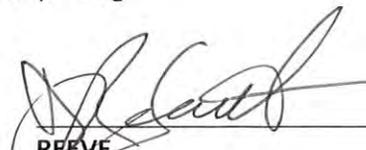
**NOW THEREFORE BE IT RESOLVED** that the Council of the Municipal District of Greenview No. 16 in the Province of Alberta, duly assembled, does hereby close to public travel for the purpose of creating title to the following described original government road allowance, subject to rights of access granted by other legislation:

**PLAN 2761PX  
ALL THAT PORTION OF ROAD LYING WITHIN PLAN 192 \_\_\_\_\_  
CONTAINING 1.05 HA (2.60 ACRES) MORE OR LESS  
EXCEPTING THEREOUT ALL MINES AND MINERALS**

all as shown on Schedule "A" of this bylaw.

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

Received first reading this 22 day of June, 2020.

  
\_\_\_\_\_  
REEVE

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

APPROVED this 19<sup>th</sup> day of October, 2020.

D. Williamson  
MINISTER OF TRANSPORTATION

Received second reading this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Received third reading and passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

[Signature]  
REEVE

[Signature]  
CHIEF ADMINISTRATIVE OFFICER

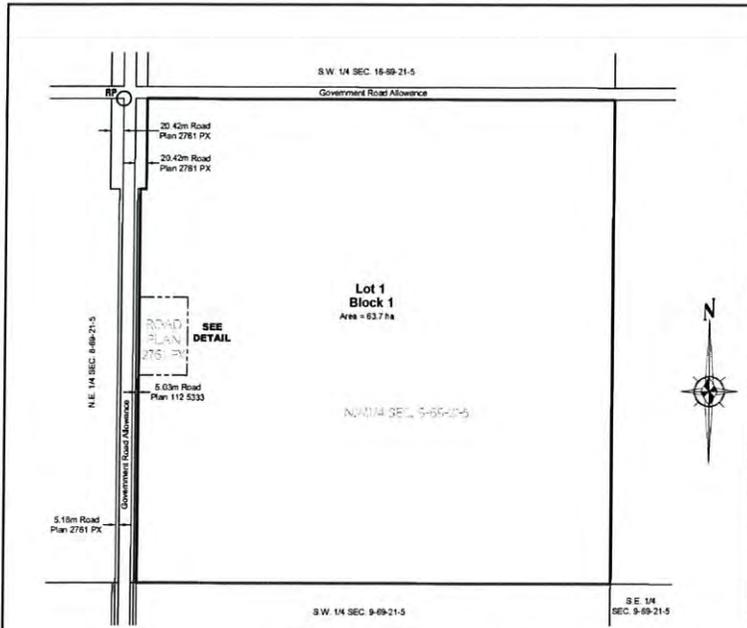
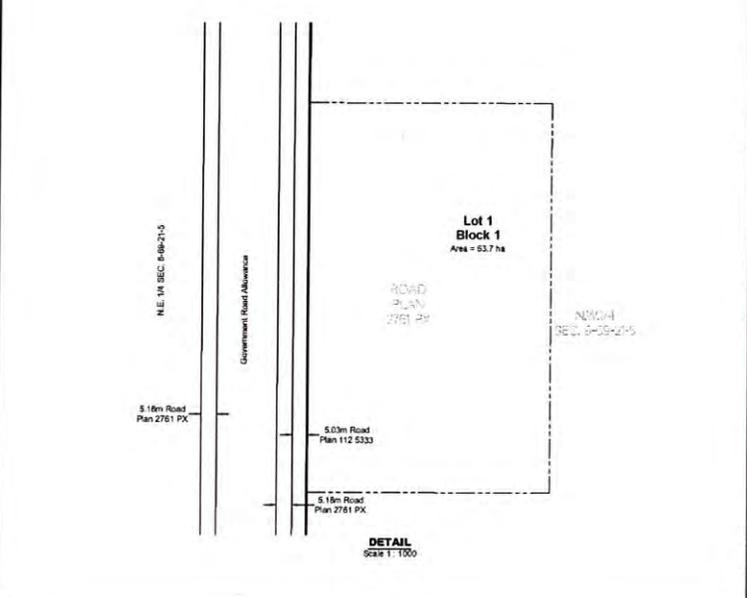


TABLE OF AREAS	
LOT 1, BLOCK 1	
From N.W. 1/4 Sec. 9-69-21-5	= 62.67 ha
Closed portion of Road Plan 2761 PX	= 1.05 ha
<b>Total</b>	<b>= 63.7 ha</b>



PLAN No.  
 ENTERED AND REGISTERED  
 ON \_\_\_\_\_  
 INSTRUMENT No. \_\_\_\_\_  
 \_\_\_\_\_  
 A.D. REGISTRAR  
 LAND TITLES OFFICE

**DESCRIPTIVE PLAN**  
 SHOWING CONSOLIDATION  
 of  
**CLOSED PORTION OF ROAD PLAN 2761 PX**  
 and the remainder of  
**N.W.1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**  
 all within  
**N.W.1/4 SEC. 9 TWP. 69 RGE. 21 W.5M.**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
 ALBERTA  
 2019  
 SCALE = 1:5000  
 0 50 100

**LEGEND:**

Geo-Reference Point shown thus:

Parallel lines are indicated thus:

Right angles are indicated thus:

Area to be registered by this plan bounded thus and contains 63.7 hectares.

Distances are in meters & decimals thereof.

No field inspection was carried out and boundaries have not been established on the ground.

Bearings are grid and are referred to Central Meridian 117° West, UTM projection, NAD 83 (Original) datum and are derived from ATS V4.1.

Combined Scale factor used = 0.9999501

Geo-Reference point: 6091101.10 N.  
 UTM NAD83 (Original) 490148.53 E  
 derived from ATS v4.1

**ABBREVIATIONS:**

ALS	Alberta Land Surveyor
ATS	Alberta Township System
E	East
ha	Hectares
m	Meters
M	Mound or Meridian
N	North
NAD	North American Datum
Rge	Range
RP	Geo-Reference Point
S	South
Sec	Section
Twp	Township
UTM	Universal Transverse Mercator
W	West

**SURVEYOR :**  
**A.W. Shadid, A.L.S.**

**DATE OF SIGNING:**  
 September 17th, 2019



**OWNERS :**  
**ARNE SIGRED JOHNSON**  
**MERLE ALICE JOHNSON**

Initials: KO - WS	Grande Prairie Peace River Stewart	<b>VELOCITY GROUP</b> Surveying & Engineering	Unit 104 - 11303 58th Avenue Grande Prairie, AB T8V 0K4 Ph: 987-259-8888	CAD File: 190318_DE
Plan Date: September 17, 2019				Office File: 190318



# REQUEST FOR DECISION

---

**SUBJECT:** Communication Tower Site Lease Request in Hamlet of Grande Cache  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 9, 2020 CAO: DT MANAGER: SAR  
**DEPARTMENT:** PLANNING & DEVELOPMENT GM: RA PRESENTER: PL  
**STRATEGIC PLAN:** Development

---

**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – N/A**

---

**RECOMMENDED ACTION:**

**MOTION: That Council authorize Administration to enter into a Lease Agreement with TELUS for the installation of a communication structure in the Hamlet of Grande Cache.**

---

**BACKGROUND/PROPOSAL:**

Greenview has received a request to locate a TELUS communication structure in the Hamlet of Grande Cache Urban Reserve One (UR-1) district. The objective is to provide better cellular service to the hamlet's residents. As this requested site is currently municipal land, TELUS is looking to enter into a long-term lease, preceded by an option period to assess the suitability of the site. TELUS is proposing an 18.5-meter monopole type tower on a 10 by 10-meter leased site and access roadway. The exact location will be confirmed once survey work is complete. The proposal will require a development permit application, at which time the full details of the communication structure will be submitted.

Administration recommends that Greenview enters into a Lease Agreement with TELUS for future monopole tower structure in the Hamlet of Grande Cache that would improve cellular communications for the citizens of Grande Cache.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action would be improved cellular service in the Hamlet of Grande Cache.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the option to deny the request to lease the land to TELUS.

---

FINANCIAL IMPLICATION:

**Direct Costs:** There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will notify the applicants of Council's decision.

---

ATTACHMENT(S):

- Aerial View of Proposed Site and Structure Type



Examples of Monopole Structure





# REQUEST FOR DECISION

---

**SUBJECT:** Sale of Tax Forfeiture Property

**SUBMISSION TO:** REGULAR COUNCIL MEETING

**MEETING DATE:** November 10, 2020

**DEPARTMENT:** FINANCE

**STRATEGIC PLAN:** Choose an item.

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO:** DT

**GM:** AN

**MANAGER:** EK

**PRESENTER:** MJ

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act, Section 425 Right to dispose of parcel.

**Council Bylaw/Policy** (cite) – AD 27

---

## RECOMMENDED ACTION:

**MOTION:** That Council direct Administration to sell one Tax Forfeiture property at fair market value by listing the property for \$7,500. with a realtor in Grande Cache. This lot is identified as Plan 0728033 Block 12, Tax Roll 26163012.

---

## BACKGROUND/PROPOSAL:

This tax recovery property is an underground parking stall in Grande Cache and was transferred into Greenview's name as per Section 424 of the MGA on November 28, 2019 and as per Policy AD 27 this property can be sold by Greenview after November 28, 2020. The property must be sold for a price that is as reasonably close to "Fair Market Value" as possible. As per the recommendation from Greenview's Assessor fair market value would be \$7,500. Presently Greenview is pay monthly condo fees on this parking stall in the amount of \$40.56 a month.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motions is once the property is sold the land will once again generate Tax Revenue.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to not accept the recommend motion but Administration does not recommend this as the property will remain exempt from taxation.

**Alternative #2:** Council has the alternative to direct Administration to try and rent out the parking stall.

---

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

**Direct Costs:**

**Ongoing / Future Costs:**

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will have the property listed with a local Real Estate Agent.

---

**ATTACHMENT(S):**

- Assessment Summary for the property
- Aerial Photo
- MGA 424
- MGA 425
- MGA 428
- MGA 429
- AD 27

<p><b>Roll:</b> 26163012  <b>Legal:</b> 0728033 12 SE-32-56-8-6  <b>Address:</b> 160 Moberly Road                  15 Units</p> <p>Land Area: 0 Sq. Feet                  Subdivision: Eagle Rock Condominiums                  Zoning: DC-R(VI) DC Res VI</p> <p>Actual Use: Improved Residential / Residential Condominium / Parking Stall</p>	
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------

Direct Sales Valuation

Project	Type	Area	Year Built	Asmt Code	Value
Cdm: 0728033	Parking Unit (Basement)	206.7 Sq Feet	2007	90 100%	8,000

Assessment Totals

Tax Status	Code	Description	Assessment
E	90	Town Owned Impr	8,000
<b>Grand Totals For 2019</b>			<b>8,000</b>



Legend	
	Parks
	Indian Reserves
	Grazing Leases
	Roads
	Hydro Features
	MD Boundary
	Railway
	Section Grid
	Section Label
	Cadastre
	Industrial Accounts
	Crown/Leased Land
	Map Points
	Rural Addresses



Scale 1: 1,298

10 yd

10 m

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**Transfer of parcel to municipality**

**424(1)** The municipality at whose request a tax recovery notification was endorsed on the certificate of title for a parcel of land may become the owner of the parcel after the public auction, if the parcel is not sold at the public auction.

(2) If the municipality wishes to become the owner of the parcel of land, it must request the Registrar to cancel the existing certificate of title for the parcel of land and issue a certificate of title in the name of the municipality.

(3) A municipality that becomes the owner of a parcel of land pursuant to subsection (1) acquires the land free of all encumbrances, except

- (a) encumbrances arising from claims of the Crown in right of Canada,
- (b) irrigation or drainage debentures,
- (c) registered easements and instruments registered pursuant to section 69 of the *Land Titles Act*,
- (d) right of entry orders as defined in the *Surface Rights Act* registered under the *Land Titles Act*,
- (e) a notice of lien filed pursuant to section 38 of the *Rural Utilities Act*,
- (f) a notice of lien filed pursuant to section 20 of the *Rural Electrification Loan Act*, and
- (g) liens registered pursuant to section 21 of the *Rural Electrification Long-term Financing Act*.

(4) A certificate of title issued to the municipality under this section must be marked “Tax Forfeiture” by the Registrar.

1994 cM-26.1 s424;1995 c24 s64;1996 c30 s36;1998 c24 s38;  
1999 c11 s23

**Right to dispose of parcel**

**425(1)** A municipality that becomes the owner of a parcel of land pursuant to section 424 may dispose of the parcel

- (a) by selling it at a price that is as close as reasonably possible to the market value of the parcel, or
- (b) by depositing in the account referred to in section 427(1)(a) an amount of money equal to the price at which the

municipality would be willing to sell the parcel under clause (a).

(2) The municipality may grant a lease, licence or permit in respect of the parcel.

(3) Repealed 1995 c24 s65.

(4) If a parcel of land is disposed of under subsection (1), the municipality must request the Registrar to delete the words “Tax Forfeiture” from the certificate of title issued in the name of the municipality for the parcel.

1994 cM-26.1 s425;1995 c24 s65

#### **Minister’s authority to transfer parcel**

**425.1(1)** The Minister may administer, transfer to another Minister, transfer to the municipality in which the land is situated or, subject to section 425, dispose of any parcel of land acquired by the Minister under this Part or a predecessor of this Part.

(2) The Minister may cancel the tax arrears on any land referred to in subsection (1) and require the Registrar to remove the tax recovery notification caveat respecting those tax arrears.

1995 c24 s66

#### **Revival of title on payment of arrears**

**426(1)** If the tax arrears in respect of a parcel of land are paid after the municipality becomes the owner of the parcel under section 424 but before the municipality disposes of the parcel under section 425(1), the municipality must notify the Registrar.

(2) The Registrar must cancel the certificate of title issued under section 424(2) and revive the certificate of title that was cancelled under section 424(2).

(3) A certificate of title revived by the Registrar is subject

- (a) to the same notifications, charges and encumbrances to which it would have been subject if it had not been cancelled under section 424(2), and
- (b) to any estate, interest or encumbrance created while the parcel was registered in the name of the municipality.

1994 cM-26.1 s426;1996 c30 s37

#### **Separate account for sale proceeds**

**427(1)** The money paid for a parcel of land at a public auction or pursuant to section 425

**Distribution of surplus sale proceeds**

**428(1)** A person may apply to the Court of Queen's Bench for an order declaring that the person is entitled to a part of the money in the account referred to in section 427(1).

**(2)** An application under this section must be made within 10 years after

- (a) the date of the public auction, if the parcel was sold at a public auction, or
- (b) the date of a sale under section 425, if the parcel was sold at a sale under that section.

**(3)** The Court must decide if notice must be given to any person other than the applicant and in that event the hearing must be adjourned to allow notice to be given.

**(4)** In making an order, the Court must have regard to the priorities in which sale proceeds are distributed in a foreclosure action.

RSA 2000 cM-26 s428;2009 c53 s119

**Payment of undistributed money to municipality**

**428.1** If no application is made under section 428 within the 10-year period referred to in section 428(2), the municipality may, for any purpose, use the money deposited in accordance with section 427 that remains undistributed.

1995 c24 s68

**Transfer to municipality after 15 years**

**428.2(1)** Despite anything in this Division, where a parcel of land has been offered for sale but not sold at a public auction and the certificate of title for the parcel has been marked "Tax Forfeiture" by the Registrar, the municipality may request the Registrar to cancel the existing certificate of title for the parcel of land and issue a certificate of title in the name of the municipality on the expiry of 15 years following the date of the public auction.

**(1.1)** This section does not apply to land respecting which the Minister responsible for the *Unclaimed Personal Property and Vested Property Act* has notified the municipality that the land has vested in the Crown.

**(2)** On the issuance of a certificate of title in the name of the municipality, all responsibilities of the municipality under this Division to the previous owner of the parcel of land cease.

**(3)** Where a certificate of title is issued to a municipality under subsection (1) and there are remedial costs owing in respect of the

parcel of land, the municipality must reimburse the Crown in right of Alberta the lesser of

- (a) the fair market value of the parcel of land, and
- (b) the amount of the remedial costs.

**(4)** A municipality that becomes the owner of a parcel of land pursuant to subsection (1) acquires the land free of all encumbrances, except

- (a) encumbrances arising from claims of the Crown in right of Canada,
- (b) irrigation or drainage debentures,
- (c) registered easements and instruments registered pursuant to section 69 of the *Land Titles Act*,
- (d) right of entry orders as defined in the *Surface Rights Act* registered under the *Land Titles Act*,
- (e) a notice of lien filed pursuant to section 38 of the *Rural Utilities Act*,
- (f) a notice of lien filed pursuant to section 20 of the *Rural Electrification Loan Act*, and
- (g) liens registered pursuant to section 21 of the *Rural Electrification Long-term Financing Act*.

RSA 2000 cM-26 s428.2;2007 cU-1.5 s73;2019 c20 s23

#### **Prohibited bidding and buying**

**429(1)** When a municipality holds a public auction or another sale under section 425, the auctioneer, the councillors, the chief administrative officer and the designated officers and employees of the municipality must not bid for or buy, or act as an agent in buying, any parcel of land offered for sale, unless subsection (2) applies.

**(2)** A municipality may direct a designated officer or employee of the municipality to bid for or buy a parcel of land that the municipality wishes to become the owner of.

1994 cM-26.1 s429

#### **Right to place tax arrears on new parcels of land**

**429.1** When there are tax arrears in respect of a parcel of land that is to be subdivided, the municipality may distribute the tax arrears and any taxes that may be imposed in respect of the parcel



**M. D. OF GREENVIEW NO. 16**  
**POLICY & PROCEDURES MANUAL**

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 27**

<b>POLICY TITLE: TAX RECOVERY</b>	<b>Page 1 of 2</b>
<b>Date Adopted by Council / Motion Number:</b>	<b>11.10.561</b>

**PURPOSE:**

To establish guidelines on how tax forfeited lands will be sold or made available for taxation again.

**POLICY:**

The M.D. has established a method in which Council can introduce tax forfeited land to the marketplace.

1. No parcel will be removed from the Tax Sale List unless all taxes, penalties and costs incurred by the M.D. in the Tax Recovery Process are paid prior to the sale.
2. In accordance with the provisions of the Municipal Government Act, Chapter M-26.1, the M.D. may become the owner of any land that is offered, but not sold, at the Tax Recovery Sale.
3. If the M.D. exercises its option to become the owner of the land, the M.D. will not sell the property until one year after the date of the Tax Recovery Auction unless the prospective buyer meets the reserve bid price set at the original sale.
4. If, in the opinion of Council, the sale of tax forfeited land will cause hardship to an existing occupant, the Council may lease all or a portion of the parcel to the occupant so long as the revenue generated exceeds what would be generated by taxation, so as to make partial payment on arrears.
5. The amount of lease fees will be set by Council, and the occupant is not permitted to assign or sub-let his/her interest in the parcel.
6. Council will adopt a reserve price for all lands which are to be offered for sale at the Tax Recovery Auction. This reserve price will be advertised in a local newspaper. The reserve bid adopted by Council for the Tax Recovery Auction will also apply to properties unsold at the Tax Recovery Auction, whether they are to be sold by private sale or by public tender.
7. Council will determine the method in which the reserve price, letter of opinion, or opinion of value will be set and whether it is to be performed by an appraiser, realtor, or assessor.

**POLICY TITLE: TAX RECOVERY**

**Page 2 of 2**

**Date Adopted by Council / Motion Number:**

**11.10.561**

- 8. In the event a parcel is sold and there remains excess revenue after taxes, an administration charge will be applied. The administration charge will include, but is not limited to, the following:
  - a) Costs of advertising, both in the local papers and the Alberta Gazette;
  - b) Costs to prepare a reserve bid;
  - c) Costs paid to the Registrar of Land Titles for tax arrears notifications and preparation of a Tax Arrears List; and
  - d) An administration fee of 5% of the amount paid for the parcel.

9. In all respects, Council will conduct Tax Recovery Auctions in accordance with Division 8, Recovery of Taxes Related to Land, of the Municipal Government Act, Chapter M-26.1.

10. Tax Recovery property sold will adhere to the following terms:

Public Auction:

- For agricultural land - 10% down at public auction; balance at finalization.
- For subdivided lots - 10% down at public auction; balance at finalization.

Public Tenders: - 10% of bid to accompany tender.

The MD will consider time sale not to exceed one year at 8% interest on outstanding balance with 12% charged on arrears.

Direct Sales: - 10% of bid to accompany tender.

The MD will consider time sale not to exceed one year at 8% interest on outstanding balance with 12% charged on arrears.

LAND TITLE FEES: The M.D. will collect Land Title Office fees over and above the purchase price from purchasers at final payment, at a rate charged for Land Title fees, plus one dollar (\$1) for each \$1,000 market value or portion thereof.

11. If a Tax Recovery property remains unsold after one year from the Tax Recover sale, Council may allow for further appraisals or offers to be considered in accordance with the M.G.A.

\_\_\_\_\_  
(Original signed copy on file)  
REEVE

\_\_\_\_\_  
C.A.O.



# REQUEST FOR DECISION

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**SUBJECT:** Request for Property Tax Exemption  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** November 10, 2020  
**DEPARTMENT:** FINANCE  
**STRATEGIC PLAN:** Choose an item.

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:** DT  
**GM:** AN

**MANAGER:** EK  
**PRESENTER:** MJ

---

**RELEVANT LEGISLATION:**

**Provincial (cite)** – In accordance with the Municipal Government Act Section 362 and the Community Organization Property Tax Exemption Regulation Section 15

**Council Bylaw/Policy (cite)** – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve the application for Property Tax Exemption for the 2020 taxation year for Tax Roll 1038000 and 1074000**

---

**BACKGROUND/PROPOSAL:**

As per the Community Organization Property Tax Exemption Regulation section 15 a non-profit organization that holds property on which any of the following facilities are operated may apply to the Municipality within whose area the property is located for an exemption from taxation:

- (a) The resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used;

A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) The non-profit organization makes an application for an exemption to the Municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
  - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption
- (b) The facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) The funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees

---

**BENEFITS OF THE RECOMMENDED ACTION:**

- 1. The benefit of Council accepting the recommended motion is the organization will be able to continue to provide their services to the community without the added costs of property taxes.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is lost tax revenue.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to deny the request for property tax exemption.

---

FINANCIAL IMPLICATION:

Approximately \$4,904.19 in property taxes

**Direct Costs:**

**Ongoing / Future Costs:**

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will notify the Assessor of the continued exempt status

---

ATTACHMENT(S):

- MGA 362
- Community Organization Property Tax Exemption Regulation Section 15
- Application for Property Tax Exemption & Financial Statements

(5) An agreement under this section with an operator who is subject to regulation by the Alberta Utilities Commission is of no effect unless it is approved by the Alberta Utilities Commission.

RSA 2000 cM-26 s360; 2007 cA-37.2 s82(17)

#### **Exemptions based on use of property**

**361** The following are exempt from taxation under this Division:

- (a) repealed 1996 c30 s27;
- (b) residences and farm buildings to the extent prescribed in the regulations;
- (c) environmental reserves, conservation reserves, municipal reserves, school reserves, municipal and school reserves and other undeveloped property reserved for public utilities.

RSA 2000 cM-26 s361; 2017 c13 s1(34)

#### **Exemptions for Government, churches and other bodies**

**362(1)** The following are exempt from taxation under this Division:

- (a) any interest held by the Crown in right of Alberta or Canada in property other than property that is held by a Provincial corporation as defined in the *Financial Administration Act*;
- (b) property held by a municipality, except the following:
  - (i) property from which the municipality earns revenue and which is not operated as a public benefit;
  - (ii) property that is operated as a public benefit but that has annual revenue that exceeds the annual operating costs;
  - (iii) an electric power system;
  - (iv) a telecommunications system;
  - (v) a natural gas or propane system located in a hamlet, village, summer village, town or city or in a school division that is authorized under the *Education Act* to impose taxes and has a population in excess of 500 people;
- (c) property, other than a student dormitory, used in connection with school purposes and held by
  - (i) the board of trustees of a school division,

- (i.1) the Francophone regional authority of a Francophone education region established under the *Education Act*,
  - (i.2) the operator of a charter school established under the *Education Act*, or
  - (ii) the person responsible for the operation of a private school registered under the *Education Act*;
- (d) property, other than a student dormitory, used in connection with educational purposes and held by any of the following:
- (i) the board of governors of a university, polytechnic institution or comprehensive community college under the *Post-secondary Learning Act*;
  - (ii) the governing body of an educational institution affiliated with a university under the *Post-secondary Learning Act*;
  - (iii) a students association or graduate students association of a university under the *Post-secondary Learning Act*;
  - (iv) a students association of a polytechnic institution or comprehensive community college under the *Post-secondary Learning Act*;
  - (v) the board of governors of the Banff Centre under the *Post-secondary Learning Act*;
- (e) property, other than a student dormitory, used in connection with hospital purposes and held by a hospital board that receives financial assistance from the Crown;
- (f) property held by a regional services commission;
- (g) repealed by RSA 2000;
- (g.1) property used in connection with health region purposes and held by a health region under the *Regional Health Authorities Act* that receives financial assistance from the Crown under any Act;
- (h) property used in connection with nursing home purposes and held by a nursing home administered under the *Nursing Homes Act*;
- (i) repealed 1998 c24 s29;

- (j) property used in connection with library purposes and held by a library board established under the *Libraries Act*;
- (k) property held by a religious body and used chiefly for divine service, public worship or religious education and any parcel of land that is held by the religious body and used only as a parking area in connection with those purposes;
- (l) property consisting of any of the following:
  - (i) a parcel of land, to a maximum of 10 hectares, that is used as a cemetery as defined in the *Cemeteries Act*;
  - (ii) any additional land that has been conveyed by the owner of the cemetery to individuals to be used as burial sites;
  - (iii) any improvement on land described in subclause (i) or (ii) that is used for burial purposes;
- (m) property held by
  - (i) a foundation constituted under the *Senior Citizens Housing Act*, RSA 1980 cS-13, before July 1, 1994, or
  - (ii) a management body established under the *Alberta Housing Act*,  
  
and used to provide senior citizens with lodge accommodation as defined in the *Alberta Housing Act*;
- (n) property that is
  - (i) owned by a municipality and held by a non-profit organization in an official capacity on behalf of the municipality,
  - (ii) held by a non-profit organization and used solely for community games, sports, athletics or recreation for the benefit of the general public,
  - (iii) used for a charitable or benevolent purpose that is for the benefit of the general public, and owned by
    - (A) the Crown in right of Alberta or Canada, a municipality or any other body that is exempt from taxation under this Division and held by a non-profit organization, or
    - (B) by a non-profit organization,

- (iv) held by a non-profit organization and used to provide senior citizens with lodge accommodation as defined in the *Alberta Housing Act*, or
- (v) held by and used in connection with a society as defined in the *Agricultural Societies Act* or with a community association as defined in the regulations,

and that meets the qualifications and conditions in the regulations and any other property that is described and that meets the qualifications and conditions in the regulations;

- (o) property
  - (i) owned by a municipality and used solely for the operation of an airport by the municipality, or
  - (ii) held under a lease, licence or permit from a municipality and used solely for the operation of an airport by the lessee, licensee or permittee;
- (p) a municipal seed cleaning plant constructed under an agreement authorized by section 7 of the *Agricultural Service Board Act*, to the extent of 2/3 of the assessment prepared under Part 9 for the plant, but not including the land attributable to the plant.

**(2)** Except for properties described in subsection (1)(n)(i), (ii) or (iv), a council may by bylaw make any property that is exempt from taxation under subsection (1)(n) subject to taxation under this Division to any extent the council considers appropriate.

**(3)** A council proposing to pass a bylaw under subsection (2) must notify, in writing, any person or group that will be affected of the proposed bylaw.

**(4)** A bylaw under subsection (2) has no effect until one year after it is passed.

RSA 2000 cM-26 s362;2003 cP-19.5 s142;2012 cE-0.3 s279;  
2017 c13 s1(35);2018 c19 s71

### **Electric energy generation systems exemptions**

**362.1** Despite sections 359.1(4) and 359.2(4), the Minister may by order exempt, in respect of a taxation year, to any extent the Minister considers appropriate, one or more electric power systems used or intended for use in the generation or gathering of electricity from taxation for the purpose of raising the revenue needed to pay the requisitions referred to in section 326(1)(a)(ii) and (iii).

2017 c13 s1(36)

- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

**(3)** For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

#### **Day cares, museums and other facilities**

**15** A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
- (e) a facility used by a linguistic organization if
  - (i) the use of the property by the general public is actively encouraged, and
  - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
  - (i) the use of the property by the general public is actively encouraged, and
  - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
  - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
  - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

#### Conditions for exemption

**16(1)** A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
  - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
  - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and

# Application for Property Tax Exemption Non Profit Organization

Application deadline September 30<sup>th</sup> of  
the year preceding the taxation year

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION <i>(Required by November 30<sup>th</sup> of the year preceding the taxation year)</i>		
Name of property owner Willmore Wilderness Preservation & Historical Foundation	Telephone Number (Bus) 780-827-2696	Telephone Number (Res)
Address of property owner 4600 Pine Plaza Grande Cache, Alberta	Postal Code T0E 0Y0	Fax Number
Address of property for which exemption is requested 10012-97 Street, Grande Cache Plan 5117RS, Block 32, Lot 13		
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) <input type="checkbox"/> No	Date organization took occupancy (mm / dd / yyyy)

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility Willmore Wilderness Preservation & Historical Foundation	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization Alberta Societies Act	Registration Number 5010217213	
Organization's objectives/purposes		
<ol style="list-style-type: none"> <li>1. Preserve the history of the area</li> <li>2. Focus on advancement of education in the park</li> <li>3. Restore historical Pack trails and sites</li> <li>4. Enhance the use of Willmore Wilderness Park for Albertans and visitors alike</li> <li>5.</li> </ol>		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
e) Are the organization's services similar to any other organization and/or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to \_\_\_\_\_ (Municipality Contact Information)

**PART 3 – RETAIL COMMERCIAL OR LICENSED AREA**

Does the organization have a retail commercial area at this location?  Yes  No

If yes, do you operate this area?  Yes  No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? <input type="checkbox"/> Yes If yes, enclose copy <input checked="" type="checkbox"/> No	Class	Area (Sq.Ft)
---------------------------------------------------------------------------------------------------------------------------------------------------------------	-------	--------------

**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

- Storage
- Workshop
- Training Facility
- Office for infrastructure improvement for ID #25

What times are they accessible to the general public? 9-5 Monday -Friday	What are the membership requirements including fees? single memberships are \$25, family \$35 and 5-year \$100
Describe the purpose for which the facility is used. Training facility, storage of trail equipment and assets, workshop area, office	Describe the typical beneficiary and where they reside. Residents of Alberta and the MD of Greenview

Are there any restrictions in place preventing anyone from using the facility?  Yes  No  
If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members?  General Public  Members

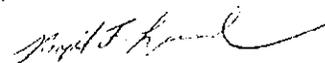
**PART 5 – CONTACT INFORMATION**

Contact Name Heather Devoue	Position with Organization Financial Manager	Telephone Number (Bus) 780-827-2696	Telephone Number (Res)
Mailing Address for non profit organization Box 93, Grande Cache, Alberta		Postal Code T0E 0Y0	Fax Number
President of Organization Bazil Leonard	Telephone Number (Bus) 780-827-6404	Telephone Number (Res)	Fax Number
Treasurer of Organization Arthur Veitch	Telephone Number (Bus) 780-827-2696	Telephone Number (Res)	Fax Number

**PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

- Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- Copies of:
  - The organizations most current financial statements,
  - Certificate of Title (if applicable),
  - The current lease agreement with the property owner (if applicable),
  - A plan showing the area leased.
- If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- Any available brochures, newsletters or other pertinent information relative to the organization.
- Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Bazil Leonard	September 25, 2020	President	
Name (Please Print)	Date	Position	Signature

# Application for Property Tax Exemption Non Profit Organization

Application deadline September 30<sup>th</sup> of  
the year preceding the taxation year

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

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Address of property for which exemption is requested 4600 Pine Plaza Grande Cache, Alberta		
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization?	<input type="checkbox"/> Yes If yes, provide expiry date _____ <input type="checkbox"/> No	Date organization took occupancy (mm / dd / yyyy)

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility Willmore Wilderness Preservation & Historical Foundation	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization Alberta Societies Act	Registration Number 5010217213	
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a) Are the resources of this organization devoted to the above objectives/purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to \_\_\_\_\_

(Municipality Contact Information)



WILLMORE WILDERNESS PRESERVATION AND HISTORICAL FOUNDATION  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED DECEMBER 31, 2019



WILLMORE WILDERNESS PRESERVATION AND HISTORICAL FOUNDATION  
BALANCE SHEET  
AS AT DECEMBER 31, 2019

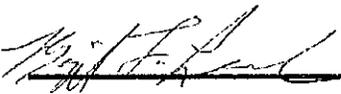
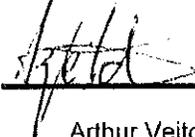
	2019	2018
	\$	\$
<b>ASSETS</b>		
Current		
Cash	0.00	19,285.31
Accounts Receivable	58,964.15	14,521.90
Security Deposits	200.00	200.00
	<u>59,164.15</u>	<u>34,007.21</u>
Capital Assets		
Building - 4600 Pine Plaza	287,000.00	287,000.00
Building - 10014-97 St.	175,000.00	0.00
Equipment	15,175.20	15,175.20
Office Equipment	6,062.85	6,062.85
Camera, Video & Film Equipment	70,553.86	66,605.20
Computer	84,010.97	73,741.55
Furniture & Fixtures	18,933.71	18,933.71
	<u>656,736.59</u>	<u>467,248.51</u>
Less: Accumulated Amortization	145,011.88	133,081.50
	<u>511,724.71</u>	<u>334,167.01</u>
	<u>570,888.86</u>	<u>368,174.22</u>
<b>LIABILITIES &amp; EQUITY</b>		
Current Liabilities		
Bank Overdraft	8,093.42	0.00
Line of Credit	45,372.30	0.00
Accounts Payable	41,932.71	54,368.94
	<u>95,398.43</u>	<u>54,368.94</u>
Long Term Liabilities		
Community Futures Loan	143,181.82	0.00
Equity		
Retained Earnings	332,308.61	313,805.28
	<u>570,888.86</u>	<u>368,174.22</u>

WILLMORE WILDERNESS PRESERVATION AND HISTORICAL FOUNDATION  
STATEMENT OF EARNINGS  
FOR THE YEAR ENDED DECEMBER 31, 2019

	2019	2018
	\$	\$
<b>REVENUE</b>		
General Sales	0.00	390.00
Grants	188,723.95	384,122.93
Memberships	915.00	790.00
Book Sales	4,661.00	3,202.00
DVD Sales	363.51	693.50
Donations	4,071.00	4,151.00
Contracts	304,020.00	75,581.00
Rental	0.00	2,250.00
Gain (Loss) on disposal of Assets	-275.90	-738.29
Interest	12.83	18.44
	<u>502,491.39</u>	<u>470,460.58</u>
<b>OPERATING EXPENSES</b>		
Accounting & Legal	3,119.52	500.00
Advertising & Promotion	12,306.67	19,990.61
Donations	0.00	7,189.86
Amortization	13,134.16	13,470.62
Bank/Credit Card Charges & Fees	1,058.29	2,878.12
Loan Interest	5,531.11	0.00
Insurance	3,043.90	2,330.73
License, Fees & Permits	3,060.95	1,796.27
Trail Clearing Supplies & Expense	22,939.67	40,000.78
Conventions, Banquets & Meetings	3,654.34	6,015.23
Training & Clinics	12,281.84	5,023.35
Office	23,696.39	19,211.59
Utilities	7,743.24	5,173.55
Property Taxes	1,064.12	0.00
Book & Film Production Costs	36,417.29	39,714.36
Telephone & Fax	2,808.48	4,644.11
Maintenance & Repairs	19,794.03	6,081.72
Travel	8,343.06	9,882.16
Wages & Benefits	191,772.05	150,667.20
Contract Services	112,218.95	95,270.64
	<u>483,988.06</u>	<u>429,840.90</u>
<b>EARNINGS (LOSS) FROM OPERATIONS</b>	<u>18,503.33</u>	<u>40,619.68</u>

Prepared June 6, 2020  
Y L Services  
Yvonne Lambert

Financial statements reviewed & approved by:

Title	<u>President</u>	Title	<u>Secretary / Treasurer</u>
Signature		Signature	
	Bazil Leonard		Arthur Veitch



# REQUEST FOR DECISION

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**SUBJECT:** Request for Property Tax Exemption  
**SUBMISSION TO:** REGULAR COUNCIL MEETING  
**MEETING DATE:** November 10, 2020  
**DEPARTMENT:** FINANCE  
**STRATEGIC PLAN:** Choose an item.

**REVIEWED AND APPROVED FOR SUBMISSION**  
**CAO:** DT  
**GM:** AN  
**MANAGER:** EK  
**PRESENTER:** MJ

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**RELEVANT LEGISLATION:**

**Provincial (cite)** – In accordance with the Municipal Government Act Section 362 and the Community Organization Property Tax Exemption Regulation Section 15

**Council Bylaw/Policy (cite)** – N/A

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**RECOMMENDED ACTION:**

**MOTION: That Council approve the application for Property Tax Exemption for the 2020 taxation year for Tax Roll 823000**

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**BACKGROUND/PROPOSAL:**

As per the Community Organization Property Tax Exemption Regulation section 15 a non-profit organization that holds property on which any of the following facilities are operated may apply to the Municipality within whose area the property is located for an exemption from taxation:

- (a) A program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);

A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) The non-profit organization makes an application for an exemption to the Municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
  - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption
- (b) The facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) The funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is the organization will be able to continue to provide their services to the community without the added costs of property taxes.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is lost tax revenue.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to deny the request for property tax exemption.

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FINANCIAL IMPLICATION:

Approximately \$1,400.00 in property taxes

**Direct Costs:**

**Ongoing / Future Costs:**

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will notify the Assessor of their continued exempt status.

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ATTACHMENT(S):

- MGA Section 362
- Community Organization Property Tax Exemption Regulation 281/1998 Part 3 Section 15
- Application for Property Tax Exemption
- Financial Statements

(5) An agreement under this section with an operator who is subject to regulation by the Alberta Utilities Commission is of no effect unless it is approved by the Alberta Utilities Commission.

RSA 2000 cM-26 s360; 2007 cA-37.2 s82(17)

#### **Exemptions based on use of property**

**361** The following are exempt from taxation under this Division:

- (a) repealed 1996 c30 s27;
- (b) residences and farm buildings to the extent prescribed in the regulations;
- (c) environmental reserves, conservation reserves, municipal reserves, school reserves, municipal and school reserves and other undeveloped property reserved for public utilities.

RSA 2000 cM-26 s361; 2017 c13 s1(34)

#### **Exemptions for Government, churches and other bodies**

**362(1)** The following are exempt from taxation under this Division:

- (a) any interest held by the Crown in right of Alberta or Canada in property other than property that is held by a Provincial corporation as defined in the *Financial Administration Act*;
- (b) property held by a municipality, except the following:
  - (i) property from which the municipality earns revenue and which is not operated as a public benefit;
  - (ii) property that is operated as a public benefit but that has annual revenue that exceeds the annual operating costs;
  - (iii) an electric power system;
  - (iv) a telecommunications system;
  - (v) a natural gas or propane system located in a hamlet, village, summer village, town or city or in a school division that is authorized under the *Education Act* to impose taxes and has a population in excess of 500 people;
- (c) property, other than a student dormitory, used in connection with school purposes and held by
  - (i) the board of trustees of a school division,

- (i.1) the Francophone regional authority of a Francophone education region established under the *Education Act*,
- (i.2) the operator of a charter school established under the *Education Act*, or
- (ii) the person responsible for the operation of a private school registered under the *Education Act*;
- (d) property, other than a student dormitory, used in connection with educational purposes and held by any of the following:
  - (i) the board of governors of a university, polytechnic institution or comprehensive community college under the *Post-secondary Learning Act*;
  - (ii) the governing body of an educational institution affiliated with a university under the *Post-secondary Learning Act*;
  - (iii) a students association or graduate students association of a university under the *Post-secondary Learning Act*;
  - (iv) a students association of a polytechnic institution or comprehensive community college under the *Post-secondary Learning Act*;
  - (v) the board of governors of the Banff Centre under the *Post-secondary Learning Act*;
- (e) property, other than a student dormitory, used in connection with hospital purposes and held by a hospital board that receives financial assistance from the Crown;
- (f) property held by a regional services commission;
- (g) repealed by RSA 2000;
- (g.1) property used in connection with health region purposes and held by a health region under the *Regional Health Authorities Act* that receives financial assistance from the Crown under any Act;
- (h) property used in connection with nursing home purposes and held by a nursing home administered under the *Nursing Homes Act*;
- (i) repealed 1998 c24 s29;

- (j) property used in connection with library purposes and held by a library board established under the *Libraries Act*;
- (k) property held by a religious body and used chiefly for divine service, public worship or religious education and any parcel of land that is held by the religious body and used only as a parking area in connection with those purposes;
- (l) property consisting of any of the following:
  - (i) a parcel of land, to a maximum of 10 hectares, that is used as a cemetery as defined in the *Cemeteries Act*;
  - (ii) any additional land that has been conveyed by the owner of the cemetery to individuals to be used as burial sites;
  - (iii) any improvement on land described in subclause (i) or (ii) that is used for burial purposes;
- (m) property held by
  - (i) a foundation constituted under the *Senior Citizens Housing Act*, RSA 1980 cS-13, before July 1, 1994, or
  - (ii) a management body established under the *Alberta Housing Act*,  
  
and used to provide senior citizens with lodge accommodation as defined in the *Alberta Housing Act*;
- (n) property that is
  - (i) owned by a municipality and held by a non-profit organization in an official capacity on behalf of the municipality,
  - (ii) held by a non-profit organization and used solely for community games, sports, athletics or recreation for the benefit of the general public,
  - (iii) used for a charitable or benevolent purpose that is for the benefit of the general public, and owned by
    - (A) the Crown in right of Alberta or Canada, a municipality or any other body that is exempt from taxation under this Division and held by a non-profit organization, or
    - (B) by a non-profit organization,

- (iv) held by a non-profit organization and used to provide senior citizens with lodge accommodation as defined in the *Alberta Housing Act*, or
- (v) held by and used in connection with a society as defined in the *Agricultural Societies Act* or with a community association as defined in the regulations,

and that meets the qualifications and conditions in the regulations and any other property that is described and that meets the qualifications and conditions in the regulations;

- (o) property
  - (i) owned by a municipality and used solely for the operation of an airport by the municipality, or
  - (ii) held under a lease, licence or permit from a municipality and used solely for the operation of an airport by the lessee, licensee or permittee;
- (p) a municipal seed cleaning plant constructed under an agreement authorized by section 7 of the *Agricultural Service Board Act*, to the extent of 2/3 of the assessment prepared under Part 9 for the plant, but not including the land attributable to the plant.

(2) Except for properties described in subsection (1)(n)(i), (ii) or (iv), a council may by bylaw make any property that is exempt from taxation under subsection (1)(n) subject to taxation under this Division to any extent the council considers appropriate.

(3) A council proposing to pass a bylaw under subsection (2) must notify, in writing, any person or group that will be affected of the proposed bylaw.

(4) A bylaw under subsection (2) has no effect until one year after it is passed.

RSA 2000 cM-26 s362;2003 cP-19.5 s142;2012 cE-0.3 s279;  
2017 c13 s1(35);2018 c19 s71

### Electric energy generation systems exemptions

**362.1** Despite sections 359.1(4) and 359.2(4), the Minister may by order exempt, in respect of a taxation year, to any extent the Minister considers appropriate, one or more electric power systems used or intended for use in the generation or gathering of electricity from taxation for the purpose of raising the revenue needed to pay the requisitions referred to in section 326(1)(a)(ii) and (iii).

2017 c13 s1(36)

- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

**(3)** For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

#### **Day cares, museums and other facilities**

**15** A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
- (e) a facility used by a linguistic organization if
  - (i) the use of the property by the general public is actively encouraged, and
  - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
  - (i) the use of the property by the general public is actively encouraged, and
  - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
  - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
  - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

#### Conditions for exemption

**16(1)** A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
  - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
  - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and

- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

**(3)** For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

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- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and

# Application for Property Tax Exemption Care and Supervision of Children

Application deadline November 30<sup>th</sup> of the year preceding the taxation year

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

**PART 1 – PROPERTY INFORMATION (Required no later than February 15<sup>th</sup> of the taxation year)**

Name of property owner <i>Grande Cache Child Care Society</i>		Telephone Number (Bus) <i>780-827-5100</i>	Telephone Number (Res) <i>780-827-8273</i>
Address of property owner <i>10502 106 Street</i>		Postal Code <i>T0E-0Y0</i>	Fax Number <i>N/A</i>
Address of property for which exemption is requested <i>10502 106 Street</i>			
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:			
Is there an agreement in place that confirms the portion of the property held by the organization?		Date organization took occupancy (mm / dd / yyyy)	
<input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy)		<i>05 / 22 / 2014</i>	
<input checked="" type="checkbox"/> No			

**PART 2 – ORGANIZATION INFORMATION**

Name of organization operating the facility used for care and supervision of children <i>Grande Cache Child Care Society</i>		Telephone Number (Bus) <i>780-827-5100</i>	Fax Number <i>N/A</i>
Act under which organization is registered as a non-profit organization <i>Societies Act</i>		Registration Number <i>50335798</i>	

Organization's objectives/purposes

- 1. To provide affordable child care to all families in a safe + nurturing environment.*
- 2. To encourage children to develop to their full abilities in our learn through play Program.*
- 3. To meet the individual child's development needs in the social, physical, intellectual, creative and emotional areas.*
- 4. To be involved in services for parents/children who need extra support.*
- 5. To promote workshops that will increase the communities awareness of quality child care and parenting skills.*

a) Are the resources of this organization devoted to the above objectives/purposes?  Yes  No If No, attach explanation

b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?  Yes If Yes, attach explanation  No

c) Does your organization expect to move from this property during the following year(s)?  Yes If Yes, attach explanation  No

d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?  Yes If Yes, attach explanation  No

e) Are the organization's services similar to any other organization and /or business?  Yes If Yes, attach a sheet providing the organization/business name(s)  No

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions

(Municipality Contact Information)

**PART 3 – RETAIL COMMERCIAL OR LICENSED AREA**

Does the organization have a retail commercial area at this location?  Yes  No

If yes, do you operate this area?  Yes  No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license?  Yes If yes, enclose copy  No Class  Area (Sq.Ft)

**PART 4 – PROPERTY USE INFORMATION specific to a facility for the care/supervision of children**

Is the organization licensed under the Daycare Regulation by the Province?  Yes If yes, enclose copy  No

How many children are you licensed for? 30

How many full time children are supervised? Many

What type of facility do you operate?

- Daycare  
 Nursery School  
 Drop-In Center

Are there any restrictions in place preventing anyone from using the facility?  Yes  No  
 If there are restrictions, explain

6 fulltime 6 part time dropoffs

**PART 5 – CONTACT INFORMATION**

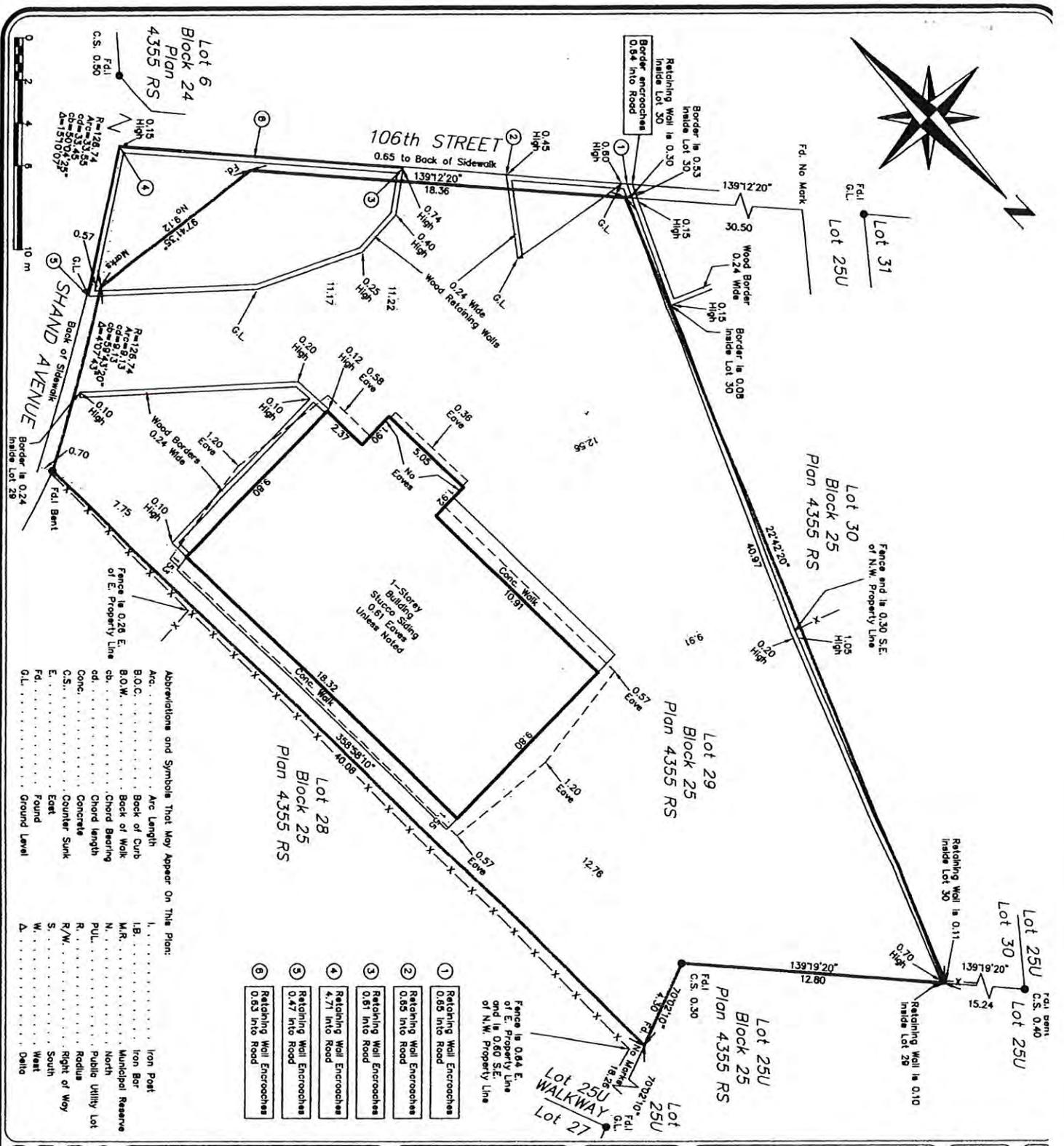
Contact Name <u>Jayne Pollock</u>	Position with Organization <u>Program Supervisor</u>	Telephone Number (Bus) <u>780-827-5100</u>	Telephone Number (Res) <u>780-827-4932</u>
Mailing Address for non profit organization <u>Box 1540 Grande Cache, AB</u>	Postal Code <u>T6E-0Y0</u>	Fax Number	
President of Organization <u>Susan Moreton</u>	Telephone Number (Bus) <u>780-827-2420</u>	Telephone Number (Res) <u>780-827-2420</u>	Fax Number
Treasurer of Organization <u>Amanda MacDugall</u>	Telephone Number (Bus) <u>780-827-5251</u>	Telephone Number (Res) <u>780-827-5251</u>	Fax Number

**PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments**

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
  - The organizations most current financial statements,
  - Certificate of Title (if applicable),
  - The current lease agreement with the property owner (if applicable),
  - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Jayne Pollock      Sept 29, 2020      Program Supervisor      Jayne Pollock  
 Name (Please Print)      Date      Position      Signature



Abbreviations and Symbols That May Appear On This Plan:

Arc	Arc Length	1.	Iron Post
B.O.C.	Back of Curb	1.B.	Iron Bolt
B.O.W.	Back of Walk	M.R.	Municipal Reserve
cb.	Chord Bearing	N.	North
cd.	Chord Length	P.U.L.	Public Utility Lot
Conc.	Concrete	R.	Radius
C.S.	Counter Sunk	R/W.	Right of Way
E.	East	S.	South
Fd.	Found	W.	West
G.L.	Ground Level	Δ	Delta

- ① Retaining Wall Encroaches 0.65 into Road
- ② Retaining Wall Encroaches 0.85 into Road
- ③ Retaining Wall Encroaches 0.47 into Road
- ④ Retaining Wall Encroaches 0.81 into Road
- ⑤ Retaining Wall Encroaches 0.53 into Road

**CLIENT: PROFESSIONAL REALTY GROUP**

**DATE OF SURVEY: MARCH 25, 2013**

**SCALE = 1 : 200**

**DRAWN BY: EDSR(PG)**

**CHECKED BY: BG**

**Job # : 6739.13**

DATED AT HINTON, ALBERTA  
MARCH 28, 2013

BENJAMIN R. GIESBRECHT, A.L.S., C.I.S.

THIS DOCUMENT IS NOT VALID UNLESS IT BEARS AN ORIGINAL S/G

**CERTIFICATION:**

I HEREBY CERTIFY THAT THIS REPORT AND RELATED SI MY PERSONAL SUPERVISION AND IN ACCORDANCE WITH MANUAL OF STANDARD PRACTICE AND SUPPLEMENTS TH STANDARDS AND AS OF THE DATE OF THIS REPORT 1. THE PLAN ILLUSTRATES THE BOUNDARIES OF THE PLOT PART 0, SECTION 8.5 OF THE ALBERTA LAND SURVEY PRACTICE; AND REGISTERED EASEMENTS AND RIGHTS- TO THE PROPERTY; AND REGISTERED EASEMENTS AND RIGHTS- 2. THE PERMANENT IMPROVEMENTS ARE ENTIRELY WITHIN SHOWN OTHERWISE;

3. NO VISIBLE ENCROACHMENTS EXIST ON THE PROPERTY ADJOINING PROPERTY UNLESS SHOWN OTHERWISE;

4. NO VISIBLE ENCROACHMENTS EXIST ON REGISTERED E AFFECTING THE EXTENT OF PROPERTY UNLESS SHOWN OTHERWISE;

THIS REPORT AND ATTACHED PLAN HAVE BEEN PREPARED BY OWNER, SUBSEQUENT OWNERS AND ANY OF THEIR A/E/I TRANSACTIONS. COPYING IS PERMITTED ONLY FOR APPLICABLE, REGISTERED EASEMENTS, UTILITY RIGHTS-O AFFECTING THE EXTENT OF THE PROPERTY HAVE BEEN PROPERTY CORNER MARKERS HAVE NOT BEEN PLACED THIS REPORT SHOULD NOT BE USED TO ESTABLISH BO DUE TO THE RISK OF MISINTERPRETATION OR MEASURE BE THE USER. THE INFORMATION SHOWN ON THIS RE REPORT REFLECTS ONLY THE RESULTS OF THIS REPORT AS REAL PROPERTY REPORT UPDATED FOR FUTURE REFERENCE.

**TITLE INFORMATION:**

TITLE NUMBER: 102 427 833

PROPERTY IS SUBJECT TO :

SEARCH#

**ALBERTA Land Surveyor's**

**LEGAL DESCRIPTION:**

LOT : 29

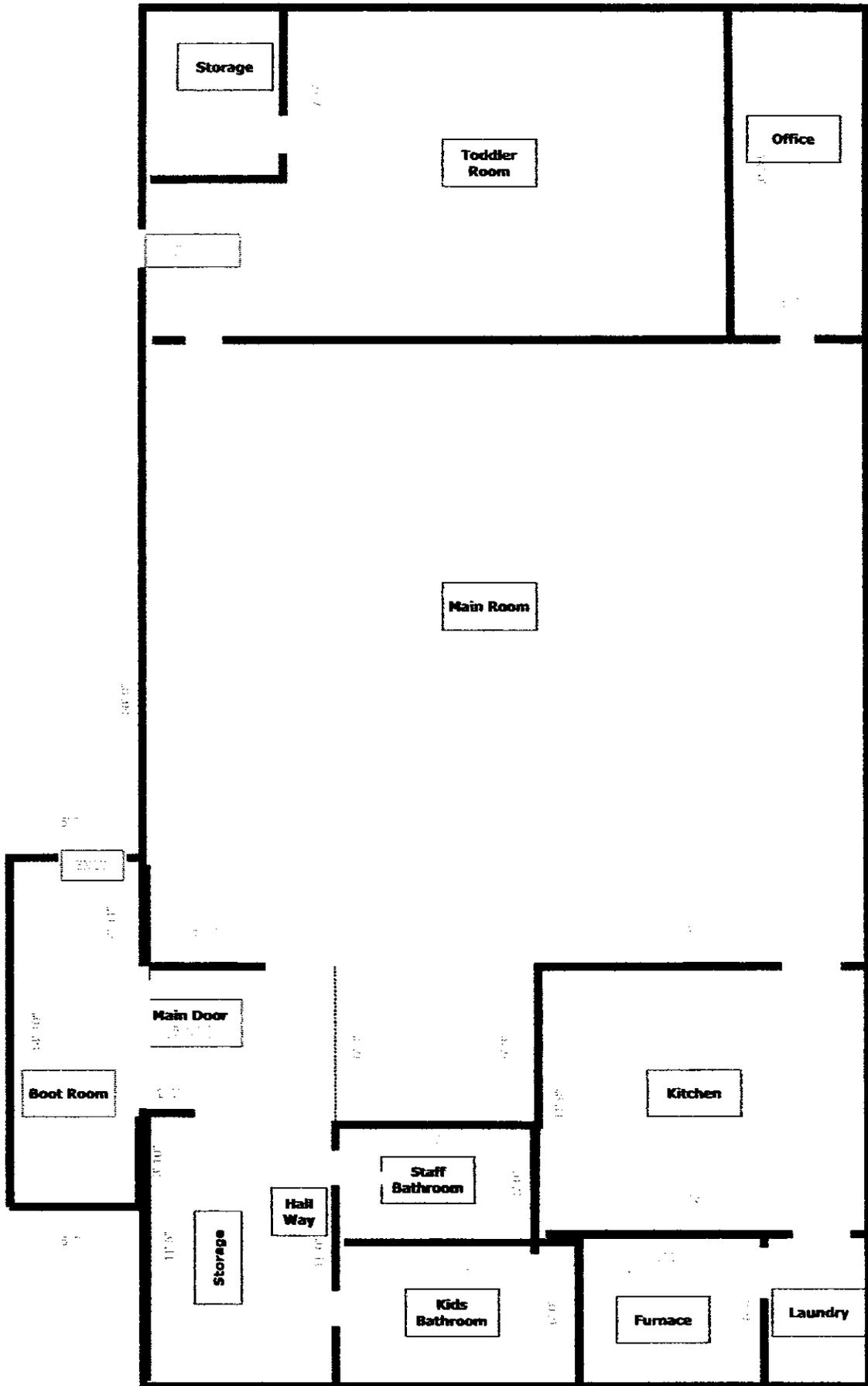
BLOCK : 25

PLAN : 4356 RS

CIVIC ADDRESS: MUNICIPALITY: T0

**NOTES:**

- PROPERTY BOUNDARY SHOWN THUS
- STATUTORY IRON POSTS FOUND SHOWN THUS
- STATUTORY IRON BARS FOUND SHOWN THUS
- POWER POLES ARE SHOWN THUS
- POWER POLE ANCHORS ARE SHOWN THUS
- DISTANCES ARE SHOWN IN METRES AND DECIMALS
- BUILDING LOCATION DIMENSIONS ARE FROM THE PRK WALLS AT THE TIME OF SURVEY UNLESS SHOWN I BUILDING OUTLINE SHOWN THUS
- EASEMENTS ARE DIMENSIONED TO THE LINE OF THE FASK AND ARE SHOWN THUS
- FENCES ARE SHOWN THUS
- FENCES ARE WITHIN 0.20 M OF THE PROPERTY LINE - BEARINGS ARE NAD83 STM GRID BEARINGS DERIVED (GNSS) OBSERVATIONS AND REFERRED TO CENTR



**Grande Cache Child Care Society Financial Statement**  
**June 1<sup>st</sup>, 2019 May-31<sup>st</sup>, 2020**

**Receipts/ Revenue**

Day Care Parent Fees	79,850.50
Day Care Subsidy Fees	17,401.00
Bank Interest	4.28
Wage Replacement	36,051.84

**Total Income** **133,307.62**

**Disbursements**

Salaries(Gross)	104,945.18
Rec. General	8,533.66
Utilities & Phone	7,174.85
Bank Charges	19.60
Office Supplies	688.80
Cleaning Supplies	562.48
Groceries	89.91
Insurance	2,637.88
WCB Employer Cost	672.85
G.S.T Paid	285.02
Maintenance	31.96
Transferred to fundraising	1,000.00
Staff Training	964.25
Reverse Deposit	2,615.00
Refund Parent Fees	3,812.25
<b><u>Total disbursements</u></b>	<b><u>134,033.69</u></b>

**Balance as of May 31,2020** **\$10,930.61**

**Fundraising** **\$ 920.99**

**Casino** **\$28,525.21**

**Total** **\$40,376.81**

No. 50335798

# CERTIFICATE Of INCORPORATION

I HEREBY CERTIFY THAT

- GRANDE CACHE CHILD CARE SOCIETY -

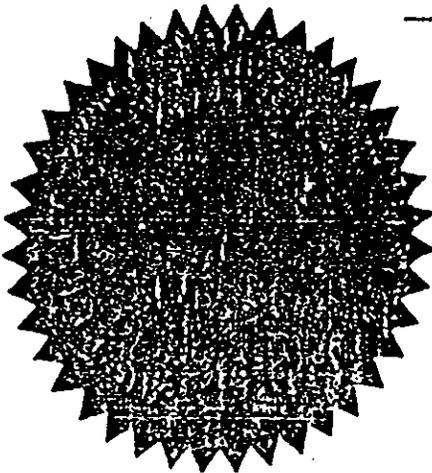
IS THIS DAY INCORPORATED UNDER THE SOCIETIES ACT OF THE PROVINCE OF ALBERTA

GIVEN UNDER HIS HAND AND SEAL OF OFFICE AT EDMONTON, ALBERTA,

THIS tenth DAY OF September A.D. 19 85.

*Carrie Waldhellig*

Office of The Registrar of Corporations



## Alberta

CONSUMER AND  
CORPORATE AFFAIRS

# ANNUAL RETURNS FOR SOCIETY AND NON-PROFIT COMPANY - Proof of Filing

GRANDE CACHE CHILD CARE SOCIETY  
BOX 1540  
GRANDE CACHE, ALBERTA  
T0E 0Y0

**Service Request Number:** 32407775  
**Corporate Access Number:** 503357980  
**Legal Entity Name:** GRANDE CACHE CHILD CARE SOCIETY  
**Legal Entity Type:** Alberta Society  
**Legal Entity Status:** Active  
**Registration Date:** 1985/09/10

**This confirms the Annual Return for 2019 has been filed as of 2019/09/16.**

## Officer / Director / Branch

**Status:** Active  
**Relationship to Legal Entity:** Secretary - Treasurer  
**Individual / Legal Entity Type:** Individual  
**Appointment Date:** 2011/09/28  
**Last Name / Legal Entity Name:** MACDOUGALL  
**First Name:** AMANDA  
**Street / Box Number:** BOX 1993  
**City:** GRANDE CACHE  
**Province:** ALBERTA  
**Postal Code:** T0E 0Y0

**Status:** Active  
**Relationship to Legal Entity:** Chair  
**Individual / Legal Entity Type:** Individual  
**Appointment Date:** 2014/09/30  
**Last Name / Legal Entity Name:** MORETON  
**First Name:** SUSAN

**Street / Box Number:** BOX 927  
**City:** GRANDE CACHE  
**Province:** ALBERTA  
**Postal Code:** T0E 0Y0  
**Status:** Active  
**Relationship to Legal Entity:** Vice Chair  
**Individual / Legal Entity Type:** Individual  
**Appointment Date:** 2017/09/30  
**Last Name / Legal Entity Name:** PALAMING  
**First Name:** CHERRYSA  
**Street / Box Number:** BOX 2262  
**City:** GRANDE CACHE  
**Province:** ALBERTA  
**Postal Code:** T0E 0Y0

**Attachment**

Attachment Type	Microfilm Bar Code	Date Recorded
Audited Financial Statement	10000707134512817	2019/09/16
Annual Return Form	10000907134512816	2019/09/16

**REGISTERED ADDRESS**

**Street:** BASEMENT YOUTH CLUB-SHAND AVE.  
**City:** GRANDE CACHE  
**Province:** ALBERTA  
**Postal Code:** T0E 0Y0

**ADDRESS FOR SERVICE BY MAIL**

**Post Office Box:** BOX 1540  
**City:** GRANDE CACHE  
**Province:** ALBERTA  
**Postal Code:** T0E 0Y0  
**Email Address:** JAYNE.DAYCARE@OUTLOOK.COM

**Registration Authorized By:** JAYNE POLLOCK  
 AGENT OF NON-PROFIT ENTITY

The Registrar of Corporations certifies that the information contained in this proof of filing is an accurate reproduction of the data contained in the specified service request in the official public records of Corporate Registry.



CERTIFIED COPY OF  
Certificate of Title

LINC  
0017 884 776

SHORT LEGAL  
4355RS;25;29

TITLE NUMBER: 142 166 802  
TRANSFER OF LAND  
DATE: 03/06/2014

**AT THE TIME OF THIS CERTIFICATION**

GRANDE CACHE CHILD CARE SOCIETY.  
OF BOX 1540  
GRANDE CACHE  
ALBERTA T0E 0Y0

IS THE OWNER OF AN ESTATE IN FEE SIMPLE  
OF AND IN

PLAN 4355RS  
BLOCK 25  
LOT 29  
EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-  
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

**ENCUMBRANCES, LIENS & INTERESTS**

<b>REGISTRATION NUMBER</b>	<b>DATE (D/M/Y)</b>	<b>PARTICULARS</b>
--------------------------------	---------------------	--------------------

NO REGISTRATIONS

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE  
REPRESENTED HEREIN THIS 03 DAY OF JUNE ,2014

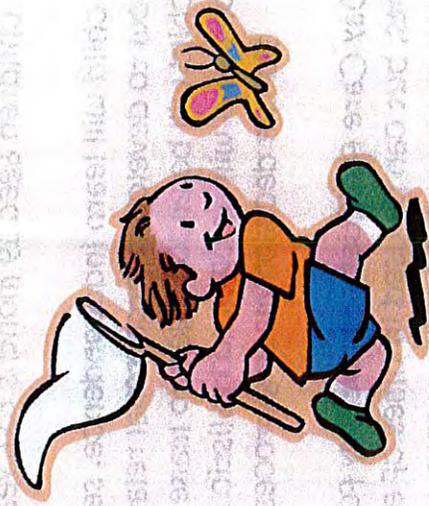


**\*SUPPLEMENTARY INFORMATION\***

VALUE: \$141,000  
CONSIDERATION: \$141,000  
MUNICIPALITY: TOWN OF GRANDE CACHE  
REFERENCE NUMBER:  
132 109 004  
ATS REFERENCE:  
6;8;56,57  
TOTAL INSTRUMENTS: 000

# Grande Cache

## Child Care Society



### Mission Statement

The Grande Cache Child Care Society is a Non-profit organization, which provides Affordable Day Care to all family's In A safe and nurturing environment.

Children are encouraged to Develop to their full abilities in our Program, by Early Childhood educators.

# Grande Cache

## Child Care Society

Accredited Nov. 2008

10502 106 Street

Box 1540

Grande Cache, AB

ToE 0Y0

Phone: 780-827-5100

Hours of operation Monday-Friday 7:30m-5:15pm

## Day Care Centre Information

Our qualified staff have Early Learning and Childcare Diplomas or certificates and offer a variety of planned activities and centres for children aged 19 months to 6 years.

Your child will learn independence, self worth, and how to develop interpersonal relationships. Your child will be encouraged to make their own decisions, and will be offered realistic choices to aid the decision making process.

The Day Care facilities are not only for working parents, but can be used in times of emergency or as a support system for parents needing a break, or for the family who has only one child to promote social and emotional growth through interaction with other children.

## Quality Programs for Quality Child Care

- Learning through play programs
- Inclusive Child Care Program for children who need extra help

- Kindergarten readiness Program
- Summer fun play program
- Provides full or part-time care, drop off is available on a day to day basis.
- Subsidy is available for Low Income families

## General Information

The Grande Cache Child Care Society is a non-profit organization headed by a Volunteer Board of Directors who provide direction in the administration of the Society's programs. The Board also provides leadership in planning and carrying out fundraising activities to raise funds for toys and equipment for the day care.

Play is the best way for young children to learn concepts, skills and tasks needed to set a solid foundation for later school and life success.

Our early childhood programs focus on developing the whole child: socially, emotionally, physically, intellectually, and creatively. Many common play activities meet these goals.



# REQUEST FOR DECISION

---

SUBJECT: **Appointment of Returning Officer 2021 General Election**  
SUBMISSION TO: REGULAR COUNCIL MEETING                      REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: November 9, 2020                              CAO: DT                                              MANAGER:  
DEPARTMENT: CAO SERVICES                                      GM:                                                      PRESENTER: DL  
STRATEGIC PLAN: Level of Service

---

RELEVANT LEGISLATION:

**Provincial** (cite) – *Local Authorities Election Act*, R.S.A 2000, Chapter L-21, Section 13.

**Council Bylaw/Policy** (cite) – Elections Bylaw 17-776 (soon to be amended)

---

RECOMMENDED ACTION:

**MOTION: That Council appoint Danielle Leurebourg as Returning Officer for the 2021 General Election.**

**MOTION: That Council Appoint Carolyn Ferraby as Substitute Returning Officer for the 2021 General Election.**

---

BACKGROUND/PROPOSAL:

The Government of Alberta made a number of changes to the Local Authorities Election Act in 2019 and 2020 in the lead up to the 2021 General Election. One of these changes was to require Council to appoint a Returning Officer (RO) and a Substitute Returning Officer (SRO) by resolution prior to June 30<sup>th</sup> of an election year.

The appointment of a SRO ensures that if the RO is unable to conduct the duties of the RO through illness, absence, or other incapacity, the SRO may conduct all the duties and powers of the RO for the purpose of conducting an election.

Appointing these officers now allows the RO to begin conducting the duties of RO immediately in preparation for the nomination period beginning January 1, 2021.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The Returning Officer may begin conducting their duties in preparation for the nomination period beginning January 1, 2021.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative not to appoint the RO and SRO at this time, however this is not recommended as the nomination period is fast approaching and the RO will be required to perform duties associated with accepting nominations or delegating those functions to other individuals. In the event an RO is not appointed, the duties and functions of the RO automatically fall to the CAO.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

---

**ATTACHMENT(S):**

- NONE



# REQUEST FOR DECISION

---

SUBJECT: **2020 Christmas Party**

SUBMISSION TO: REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: November 9, 2020      CAO: DT      MANAGER:

DEPARTMENT: CAO SERVICES      GM:      PRESENTER:

STRATEGIC PLAN: Quality of Life

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council approve the closure of all Greenview offices and facilities on Monday December 7, 2020 from 2:00 p.m. to 4:30 pm for staff Christmas Parties.**

---

BACKGROUND/PROPOSAL:

Due to COVID-19 Greenview Staff is unable to come together for all staff Christmas Party. Administration is requesting an office closure to allow for individual office buildings to celebrate Christmas.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. Several small get togethers can be attended in cohorts, respecting the need to minimize the number of attendees for social gatherings.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. Staff will not be able to socialize as an entire organization.
2. This breaks with traditions of how Greenview Staff & Council have celebrated during the holiday season.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may choose to not approval any office/facility closures and forfeit any celebrations due to the COVID-19 Pandemic.

---

FINANCIAL IMPLICATION:

The costs will be much less this year given that an evening celebration is not possible, potluck luncheons will not be held, and the kids Christmas Parties are not going to be held.

---

STAFFING IMPLICATION:

None



# REQUEST FOR DECISION

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**SUBJECT:** 2021 Christmas Statutory Holidays and Office Closure  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 9, 2020      CAO: DT      MANAGER:  
**DEPARTMENT:** CAO SERVICES      GM:      PRESENTER:  
**STRATEGIC PLAN:** Choose an item.

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – *Greenview Staff Agreement*

---

**RECOMMENDED ACTION:**

**MOTION: That Council choose Option A or Option B regarding the Christmas holidays 2021.**

---

**BACKGROUND/PROPOSAL:**

In 2021 Christmas Day falls on Saturday which means that Greenview staff will have Friday December 24, 2021 or December 27, 2021 off in lieu of Christmas Day. Council has already approved December 28, 2021 as an in-lieu day for December 26, 2021, with all Greenview offices being closed.

Based on the current staff agreement, “Floating Holiday to be taken in conjunction with Christmas” (exact day to be determined yearly by Greenview) Administration is seeking Council’s approval to choose December 29, 2021 as the 2021 floater.

Due to January 1, 2022 being a Saturday, staff is entitled to a statutory holiday on either Friday December 31, 2021 or Monday January 3, 2022.

Based on historical information, Greenview residents had minimal administrative service requirements during the Christmas week. As such, Administration is requesting that Council consider closing all Greenview offices on December 30, 2021 should Council choose option A.

**OPTION A: MOTION:** That Council approve Monday December 27, 2021 as the 2021 statutory holiday in-lieu of December 25, 2021 with all Greenview offices being closed.

**MOTION:** That Council approve December 29, 2021 as the 2021 Staff Christmas Floater Holiday with all Greenview offices being closed.

**MOTION:** That Council approve December 31, 2021 as the 2021 statutory holiday in-lieu of January 1, 2022 with all Greenview offices being closed.

**MOTION:** That Council approve closing all Greenview Offices to the public on December 30, 2021.

**OPTION B: MOTION:** That Council approve Friday December 24<sup>th</sup>, 2021 as the 2021 statutory holiday in lieu of December 25, 2021 with all Greenview offices being closed.

**MOTION:** That Council approve December 27, 2021 as the 2021 Staff Christmas Floater Holiday with all Greenview offices being closed.

**MOTION:** That Council approve December 31, 2021 as the 2021 statutory holiday in lieu of January 1, 2022 with all Greenview offices being closed.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefits of Council approving the above motions is that staff would receive an extended break.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to choose Option A or Option B or to suggest alternate dates.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will advertise Council's decision.

---

ATTACHMENT(S):

- 2021 December Calendar

# 2021 DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OPTION "A"

# 2021 DECEMBER

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OPTION "B"



# REQUEST FOR DECISION

---

SUBJECT: **FCSS Board Appointment**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: November 9, 2020  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Choose an item.

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

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – *Joint Family and Community Support Services Agreement*

---

RECOMMENDED ACTION:

**MOTION: That Council accept the FCSS Board resignation from Eva King.**

**MOTION: That Council appoint one Member at Large to the FCSS Board.**

---

BACKGROUND/PROPOSAL:

At the 2020 Organizational Meeting Council made the motion;

MOTION: 20.10.526. Moved by: COUNCILLOR SHAWN ACTON

That Council appoint Roxanne Perron, Tammy Day and Eva King as Members at Large to the Green View Family & Community Services Board.

CARRIED

In the FCSS Agreement with the Town of Valleyview it states in Section 2.3 *No person who is an employee of the Town or the MD shall be appointed to the Board.*

Eva King has resigned (please see attached) from her appointment as she is a Greenview Employee.

Trina Parker-Carroll and Donna Duda have submitted their applications.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the first recommended action is that Council will be in line with the FCSS Agreement.
  2. The benefit of Council accepting the second motion is that the FCSS Board will be full.
- 

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

N/A

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will contact the applicants.

---

ATTACHMENT(S):

- Resignations
- Application

**From:** [Eva King](#)  
**To:** [Lianne Kruger](#)  
**Cc:** [George Ferraby](#)  
**Subject:** Resignation  
**Date:** November 3, 2020 11:30:20 AM

---

Good afternoon,

Please accept this notice as my resignation from the FCSS & Community Board.

I hereby resign from the FCSS Board due to personal reasons.

Thank you,  
Eva King

Sent from my iPhone

Eva King  
Bylaw Officer  
Municipal District of Greenview No.16 | 4803 56th Avenue Valleyview, Alberta T0H 3N0  
Direct: 1-780-524-7343<tel:1-780-524-7343> | Fax: <tel:> | Toll Free: 888-524-7601<tel:888-%20524-7601> |  
24/7 Dispatch: 866-524-7608<tel:866-524-7608>  
mdgreenview.ab.ca <<http://www.mdgreenview.ab.ca/>> & GrandeCache.ca | Follow us on Twitter  
<<http://www.GrandeCache.ca/>> @mdofgreenview<<https://twitter.com/mdofgreenview>>

[[http://mdgreenview.ab.ca/wp-content/themes/greenview-main/img/logo\\_md\\_greenview\\_web.png](http://mdgreenview.ab.ca/wp-content/themes/greenview-main/img/logo_md_greenview_web.png)]

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Thank you.



# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Green View Family Community Support Services.

Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

Green View FCSS - Oct 2020

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

GreenView FCSS - 2019-2020.

## Personal Resume

Name: Katrina (Trina) Parker-Carroll.

Home/Mailing Address: Box 300

City: Valley view, AB      Postal Code: T0H 3N0

Phone (home): (780) 524-2801      Phone (work): (780) 524-6500

Email: trinaparkercarroll@gmail.com.

Qualifications: I was the manager for GreenView FCSS.

from 2000 - 2008, worked in the field of preventative social services + interention for over 15 years.

Please Print

Experience: Numerous years of experience, in the field of  
preventative social services, know the mandate  
and contracts Greenview FCSS has. I have knowledge  
of the history of Greenview FCSS

Volunteer Activities you have been involved with: \_\_\_\_\_  
Volunteer for my sons hockey team's school  
council.

How do you feel you could contribute to your chosen Board or Committee?

Knowledge, passionate about services for our  
community. Accountability is very important  
to me. Providing input on community needs.

K. Powell

NOV 21 2020

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 - 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.



MD OF GREENVIEW

MUNICIPAL DISTRICT  
OF GREENVIEW NO. 16  
RECEIVED

NOV 03 2020

VALLEYVIEW

# APPLICATION

Appointment to a Municipal  
Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

FCSS

Are you a resident of Greenview?

Yes

No

Are you currently serving on a Municipal Board or Committee?

Yes

No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

Yes

No

What Municipal Board or Committee have you served on and what year did you last serve?

## Personal Resume

Name: Donna Duda

Home/Mailing Address: P.O. Box 1946

City: Valleyview, AB.

Postal Code: T0H 3N0

Phone (home): 780 524 5455

Phone (work): 780 524 9361

Email: donna.duda@email.com

Qualifications: Currently trustee for Holy Family School Board and have been on other boards in the past.



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

**Experience:** Trustee on Holy Family School Board  
Committee member on ASBA and Teacher  
Advisory Committee.

**Volunteer Activities you have been involved with:** Valleyview Minor  
Baseball, Sunset House Parent Assoc.

**How do you feel you could contribute to your chosen Board or Committee?**

I am very interested in FCSS. I work  
with AHS with seniors.

Donna Duda

<sup>error</sup>  
Nov 3/20

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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# REQUEST FOR DECISION

---

**SUBJECT:** Subdivision and Development Appeal Board (SDAB)  
**SUBMISSION TO:** ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 9, 2020 CAO: DT MANAGER:  
**DEPARTMENT:** CAO SERVICES GM: PRESENTER:  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council appoint Donna Duda to the Subdivision & Development Appeal Board.**

---

**BACKGROUND/PROPOSAL:**

The SDAB was established by the Municipal Government Act and consists of five members at large. The SDAB hears appeals lodged against all development permits and those subdivisions that are defined within the Act. The SDAB meets on an as-needed basis, approximately six times per year, but this can vary. Members of the SDAB cannot be members of the Municipal Planning Commission.

Applicant has submitted an application form (please see attached).

---

**FINANCIAL IMPLICATION:**

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

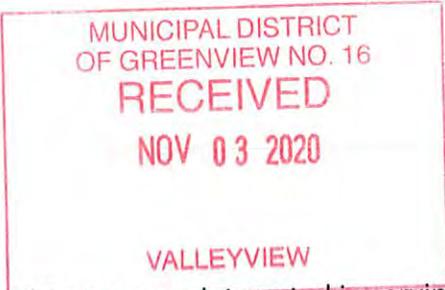
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**ATTACHMENT(S):**

- Application



MD OF GREENVIEW



# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Appeals Board  
If applicable courses can be done on line rather than going to Edmonton.  
Are you a resident of Greenview?

Yes       No

Are you currently serving on a Municipal Board or Committee?

Yes       No

Which Board or Committee are you serving on and when does your term expire?

\_\_\_\_\_  
\_\_\_\_\_

Have you served on a Municipal Board or Committee in the past?

Yes       No

What Municipal Board or Committee have you served on and what year did you last serve?

\_\_\_\_\_  
\_\_\_\_\_

## Personal Resume

Name: Donna Duda

Home/Mailing Address: P.O. Box 1946

City: Valleyview, Alberta      Postal Code: T0H 3N0

Phone (home): 780 524 5455      Phone (work): 780 524 9361

Email: donna.duda@email.com

Qualifications: Currently trustee for Holy Family School Board, ASBA committee member as well as Teacher Advisory Board.



MD OF GREENVIEW

# APPLICATION

Appointment to a Municipal Board/Committee

**Please Print**

Experience: Trustee for School Board, ASBA,  
Teacher Advisory Board.

Volunteer Activities you have been involved with: Valleyview Minor  
Baseball, Executive for Grad's, Sunset House  
Parent Assoc.

How do you feel you could contribute to your chosen Board or Committee?

I am a team player and am very interested  
in contributing to my community

Donna Duda

Nov 3/20

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview  
4806 – 36<sup>th</sup> Avenue  
PO Box 1079  
Valleyview, AB T0H 3N0  
Email: [Lianne.Kruger@mdgreenview.ab.ca](mailto:Lianne.Kruger@mdgreenview.ab.ca)

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# REQUEST FOR DECISION

---

**SUBJECT:** Grande Spirit Foundation's Harvest Dine & Dance- Sponsorship Request  
**SUBMISSION TO:** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 9, 2020 CAO: DT MANAGER: KK  
**DEPARTMENT:** ECONOMIC DEVELOPMENT GM: DM PRESENTER: LL  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial (cite) –N/A**

**Council Bylaw/Policy (cite) –N/A**

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve sponsorship in the amount of \$550.00 to the Grande Spirit Foundation Harvest Dine & Dance Virtual Non-Event on November 14, 2020, with funds to come from the Community Service Miscellaneous Grant.**

---

**BACKGROUND/PROPOSAL:**

The Harvest Dine and Dance is an annual fundraiser hosted by the Friends of the Grande Spirit Foundation. The fundraiser this year is a Harvest Dine & Dance Virtual Non-Event due to the Covid-19 Pandemic and is scheduled for November 14, 2020.

This year the seniors are feeling particularly isolated due to the Covid-19 Pandemic with 100% of the funds raised through this event contributed directly to enhancing the quality of life for seniors in isolation. The Friends of the Foundation have funded special individual meals for seniors and provided cupcakes to each resident to celebrate Grande Spirit Foundation's 60<sup>th</sup> Anniversary this year.

Tickets will be sold to those who wish to attend the event virtually via Facebook. There will be door prizes as well as an online silent auction with monetary sponsorships being accepted in lieu of a corporate table sponsorship.

Greenview has provided the Grande Spirit Foundation with \$550.00 towards corporate table sponsorship in 2016, 2017 and 2019.

The Community Service Miscellaneous Grant Budget has a balance of \$555,449.18 as of November 8, 2020.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting senior living within our surrounding communities.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to alter the recommended sponsorship amount or to take no action to the recommended motion.

---

FINANCIAL IMPLICATION:

**Direct Costs: \$550.00**

**Ongoing / Future Costs: N/A**

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will advise the Grande Spirit Foundation of Council's decision.

---

ATTACHMENT(S):

- Grande Spirit Foundation Letter
- Harvest Dine and Dance Virtual Non-Event Poster



# Grande Spirit Foundation

*"Providing Affordable Housing to Seniors and Families"*

---

RECEIVED Oct 16/20

October 16, 2020

We invite you to participate in our annual fundraiser. This year, the Friends of the Grande Spirit Foundation will be hosting a virtual Harvest Dine & Dance NON-EVENT.

**What is a Non-Event?** Tickets will be sold for \$50 each. Tickets will give you entry into our Facebook Event page on November 14<sup>th</sup> and each ticket will be entered in to win door prizes. Our top three door prizes are: Ring, Gift Card Wallet, and a Booze Cooler. All draws will be done live on Facebook on the date of the non-event. We will also be holding an online silent auction that will run from November 9 to 14.

As many are aware, the COVID-19 pandemic has left our seniors feeling isolated. 100% of the funds raised through this event will go directly to enhancing the quality of life for seniors in isolation. During the pandemic, the Friends of the Foundation have been able to fund special individual meals for seniors in independent apartments who were not able to go out and enjoy these holidays with their family. They also provided cupcakes to each resident to celebrate Grande Spirit Foundation's 60<sup>th</sup> Anniversary this year.

Since 2003, Friends has raised and donated over \$500,000 to senior lodges and apartments. This funding has gone toward big and small projects, such as resident workshops for hobbies, exercise equipment, indoor activities and gardening for health and vitality, outdoor furnishings for relaxing visits and a new bus for safe and pleasant trips.

## How can you help?

1. Please mark your calendar now and plan to attend the virtual fundraiser on November 14<sup>th</sup>. Purchase a ticket and bid on silent auction items from the comfort of your home! In lieu of a corporate table purchase, please consider a cash contribution.
2. Please consider contributing an item to the silent auction. All donations are greatly appreciated. Your donation can be a gift certificate to your business, merchandise or services.

We will gladly pick up your donation, or it can be mailed or dropped off to the address listed below. Please fill out the attached Donation Form and return it to [sbrothers@grandespirit.org](mailto:sbrothers@grandespirit.org) or you can drop it off with your donation. We must receive all donations by Friday, October 30<sup>th</sup>.

We very much appreciate any support that your organization can provide. If you have any questions or would like to purchase tickets, please contact myself at the email above or 780-532-2905 ext 155 or Wendy at 780-978-3310 or [wdoucet@hotmail.ca](mailto:wdoucet@hotmail.ca).

On behalf of the Friends of the Foundation,

Samantha Brothers

---

9505 - 102 Avenue, Grande Prairie, Alberta T8V 7G9  
Telephone: (780) 532-2905 Fax: (780) 539-3155



# Grande Spirit Foundation

*"Providing Affordable Housing to Seniors and Families"*

---

## Silent Auction Donation Form

**Donor Representatives Name:** \_\_\_\_\_

**Donor Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Description of item or service being donated:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approximate Retail Value:** \_\_\_\_\_

*Thank you for your support!*

*Please return this form by October 30<sup>th</sup>.*

# FRIENDS OF THE GRANDE SPIRIT FOUNDATION

Our mission is to purchase items that improve the quality of life and to help make our seniors feel more at home.

# HARVEST DINE & DANCE VIRTUAL NON-EVENT

SATURDAY, NOVEMBER 14, 2020

\$50 PER TICKET

Each ticket gives you an entry into multiple door prizes including a ring, gift card wallet & a booze cooler!

ONLINE SILENT AUCTION

Bidding will be open from November 9 - 14. Please visit [www.elevateauctions.com/friendsofthegrandespiritfoundation](http://www.elevateauctions.com/friendsofthegrandespiritfoundation) to view auction items and place your bids!

To purchase tickets or make a donation contact:  
Wendy at 780-978-3310 / [wdoucet@hotmail.ca](mailto:wdoucet@hotmail.ca)  
Samantha at 780-532-2905 ext 155 /  
[sbrothers@grandespirit.org](mailto:sbrothers@grandespirit.org)



# REQUEST FOR DECISION

---

**SUBJECT:** Grande Cache Community Events Foundation Sponsorship  
**SUBMISSION TO:** REGULAR COUNCIL MEETING      REVIEWED AND APPROVED FOR SUBMISSION  
**MEETING DATE:** November 9, 2020      CAO: DT      MANAGER: KK  
**DEPARTMENT:** ECONOMIC DEVELOPMENT      GM: DM      PRESENTER: LL  
**STRATEGIC PLAN:** Level of Service

---

**RELEVANT LEGISLATION:**

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –N/A

---

**RECOMMENDED ACTION:**

**MOTION:** That Council approve sponsorship in the amount of \$3000.00 to the Grande Cache Community Events Foundation for an outdoor large-scale holiday event in partnership with the Grande Cache Tourism & Interpretive Centre, December 11 to January 2021, with funds to come from Community Service Miscellaneous Grant.

---

**BACKGROUND/PROPOSAL:**

A new non-profit organization is being established in Grande Cache, made up of a board of community members looking to organize large scale events in Grande Cache. The non-profit registration status is pending due to delays from Covid-19. The organization anticipates the registration status will be received sometime in 2021.

The Grande Cache Community Events Foundation is looking to create an outdoor Christmas experience in the Bird’s Eye Park beside the Grande Cache Tourism & Interpretive Centre. This event will coincide with the programming at the Grande Cache Tourism & Interpretive Centre.

The Grande Cache Tourism & Interpretive Centre is providing 2020 Christmas programming at the Tourism & Interpretive Centre on a smaller scale than anticipated due to Covid 19. The event will include two separate areas that will work together to create a large cohesive experience.

There will be a Christmas Craft Market set up on the second floor (mezzanine and meeting room) to provide local artisans a place to display and sell their creations. The upstairs art studio will host a craft that will change each day that the event runs. The downstairs theatre room will offer prepackaged Christmas goodie bags for people to take home and enjoy.

In 2017-2018 there was a similar event in Grande Cache called the “Christmas Land Event” that saw over 1100 community members participate. This event was organized by 3 individuals in the community and a \$2000.00

This event will not only bring the community together but also provide students an opportunity to volunteer with their peers while learning the fundamentals of creating a large community event. It is anticipated that this will become an annual event in collaboration with the Tourism & Interpretive Centre.

Donations have been requested from Canadian Fiber Optics (financial request), Home Hardware (request for lumber & decorations), Dunkley Lumber (lumber request). Board members will also contribute to funding the event. Recognition will be provided to sponsors via social media, and a banner displayed at the event. Sponsors will have the opportunity to send a representative to speak at the event on opening night.

Administration will request the non-profit registration number be provided to Greenview once approved.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting an annual community event in Grande Cache welcome to all Greenview residents and anyone traveling through Grande Cache.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to request the grant funds be returned to Greenview or to take no action to the recommended motion.

---

**FINANCIAL IMPLICATION:**

**Direct Costs: \$3,000.00**

**Ongoing / Future Costs: N/A**

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will advise the Grande Cache Community Events Foundation of Council's decision.

---

**ATTACHMENT(S):**

- Grande Cache Community Events Foundation Sponsorship Request



Received Oct.20/20

## MUNICIPAL DISTRICT OF GREENVIEW No. 16

### Greenview Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 60 days prior to the planned event.

Organization or Person Requesting Funds: \_\_\_\_\_

Date of Application: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: (h) \_\_\_\_\_ (c) \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Funding Request Total: \_\_\_\_\_

Type of sponsorship requested (check all that apply):

- Event
- Table
- Conference
- Gifts-in-kind (e.g. silent auction items)

Briefly describe your organization (non-profit, for profit):

Please indicate the intended purpose for the funds.

What are the direct goals/objectives of the project/event?

Where and when is the project/event taking place?

How many people will benefit from the planned project/event?

Please describe how the project/event will benefit the community and/or the residents of Greenview.

Please specify the amount of funding requested/anticipated from other organizations or government sources.

Please provide any additional information that will assist to support a funding decision.

Please provide the planned sponsorship/donation recognition methods for the acquired funds.

Has Greenview provided a donation or sponsorship contribution within the last 2 years, and if so, how was Greenview's contribution recognized?

You may attach a separate document if additional space is required.

Greenview will provide banners for events, please contact the Community Service Coordinator at 780.524.7647 or email: [greenviewgivesback@mdgreenview.ab.ca](mailto:greenviewgivesback@mdgreenview.ab.ca)

Policy 8004 – Greenview Sponsorships and Donations



# REQUEST FOR DECISION

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**SUBJECT: Grande Prairie Youth Emergency Shelter – Capital Request**  
**SUBMISSION TO: REGULAR COUNCIL MEETING**                      **REVIEWED AND APPROVED FOR SUBMISSION**  
**MEETING DATE: October 26, 2020**                              **CAO: DT**                                      **MANAGER:**  
**DEPARTMENT: COMMUNITY SERVICES**                      **GM: DM**                                      **PRESENTER: DM**  
**STRATEGIC PLAN: Quality of Life**

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**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

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

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**RECOMMENDED ACTION:**

**MOTION: That Council authorize Administration to enter into an agreement with the Grande Prairie Youth Emergency Shelter in the amount of \$500,000.00 for the construction of a new youth emergency shelter in Grande Prairie, Alberta, with funds to come from the 2021 Community Service Budget.**

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**BACKGROUND/PROPOSAL:**

The Grande Prairie Youth Emergency Shelter submitted a capital grant application in October 2019 for the construction of a Youth Emergency Shelter. In addition, an operating grant application was submitted for the Sunrise House Shelter program. An operating grant in the amount of \$20,000.00 was approved as requested, however, the \$500,000.00 capital grant request was not fulfilled.

The Grande Prairie Youth Shelter Society made a presentation to Council at the February 18, 2020 Committee of the Whole Meeting to provide additional information about the project. Committee of the Whole accepted the presentation from the Youth Shelter Society for information, as presented.

To-date the organization has 2.8 million-dollars confirmed for the 5.2-million-dollar project, with the City of Grande Prairie committing \$500,000.00 and the County of Grande Prairie committing to \$200,000.00.

Administration is recommending that if Council approves the \$500,000.00 funding commitment that it be subject to the organization’s confirmation that the project has sufficient funds to complete the proposed project.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that Greenview will be providing assistance to an organization that is providing a valuable service to the community.
- 

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage to the recommended motion is that Greenview will be providing a large sum of funds to an individual organization thus may be getting further requests of this nature.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to alter or deny the funding request.

---

**FINANCIAL IMPLICATION:**

**Direct Costs: \$500,000.00**

**Ongoing / Future Costs:**

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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**PROMISE TO THE PUBLIC**

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---

**FOLLOW UP ACTIONS:**

Administration will respond to the organization's funding request in accordance with Council's decision.

---

**ATTACHMENT(S):**

- Funding Request Letter - October 29, 2020
- Sunrise House Business Plan

Municipal District of Greenview

Grant Application Checklist

- |                                                                                      |     |
|--------------------------------------------------------------------------------------|-----|
| 1. Have all final reports from previous grant applications been filled?              | Yes |
| 2. Has the application been fully completed and signed?                              | Yes |
| 3. Have you attached an overall budget for your organization for the next year?      | Yes |
| 4. Have you attached a detailed budget for the grant application?                    | Yes |
| 5. Have you attached your approved financial statements for the last year available? | Yes |
| 6. Have you attached other supporting documentation if applicable?                   | Yes |
| a. Executive Summary                                                                 |     |
| b. Financial Statement – 2019 Audit                                                  |     |
| c. Project Budget – Sodo Engineering                                                 |     |
| d. Letter from John Neudorf – cash donation                                          |     |
| e. Letter from Peter Teichroeb – land donation                                       |     |
| 7. Is everything you provided clearly written and easy to understand?                | Yes |

## GRANT APPLICATION

### Organization Information:

Name of Organization: Grande Prairie Youth Emergency Shelter

Address of Organization: Box 21099, Grande Prairie AB T8V 6W7

Contact Name & Phone Number: Tanya Wald, 780-539-3287

Position of Contact Person: Executive Director

### Purpose of the Organization:

Through the operation of Sunrise House, GPYESS provides emergency and transitional shelter to youth ages 12-17 who are currently experiencing or are at risk of being homeless. Sunrise House has been in operation since 2003 and is the only youth emergency shelter in NW Alberta and therefore serve youth from across our region. We believe all youth have the right to access safety, resources and supports that empower them move forward positively in their lives.

What act are you registered under? Alberta Societies Act

Registration No.: 5010593563

### Grant Information:

Total Amount Requested      \$500,000 – Capital

Proposed Project: Through this project, the Grande Prairie Youth Emergency Shelter aims to construct a new facility. A new facility will accommodate the growing volume, capacity, programming, prevention and intervention needs of the organization and its clients. Increased square footage ensures privacy when needed and would also allow partners, stakeholder and other service providers to offer regular services and programming to shelter clients as well as other youth not currently residing in the facility. The new facility will provide a safe, home like environment that will add to the already strong reputation and brand Sunrise House has in the community, within the service provider network and in the youth and family population.

**Additional Information:**

Have you previously applied for grant from the M. D. of Greenview?

Yes X No \_\_\_\_\_

List the last two grants your organization has received from the M.D. of Greenview

1. Amount \$20,000 Year: 2018

Purpose: \_\_\_\_\_

2. Amount \$ \_\_\_\_\_ Year \_\_\_\_\_

Purpose: \_\_\_\_\_

Have you provided the M.D. of Greenview with a final completion report for grant funds received?

Yes X No \_\_\_\_\_

If no, why has the report not been filed?

\_\_\_\_\_  
\_\_\_\_\_

Have you applied for grant funds from sources **other** than the M.D. of Greenview?

Yes X No \_\_\_\_\_

Have you received grant funds from sources **other** than the M.D. of Greenview?

If yes; who, purpose and amount?

We have secured a \$1,000,000 private donation as well as land donation valued at \$500,000

Have you performed any **other** fund raising projects? If yes; what and how much was raised?

Big Hearts for Big Kids: \$415,000 – funds from this event will support both operational and programming needs as well as towards our Capital Project.

\$1,000,000 secured as well as land

Pending requests include The Community Facility Enhancement Program, the City of Grande Prairie, and the County of Grande Prairie.

By signing this application, I/we concur with the following statements:

- The organization applying for the grants is registered with Corporate Registries or under the Societies Act;
- The grant application is complete and includes all supporting documentation, including most recent financial statement (based on legislative requirements of our organization), balance sheet, current bank balances and current year detailed operating budget or completed Form "A".
- The grant shall be used for only those purposes for which the application was made;
- If the original grant application or purposes for which the grant requested have been varied by the M.D. of Greenview Council, the grant will be used for those varied purposes only;
- The organization will provide a written report to the M.D. of Greenview within 90 days of completion of the grant expenditure providing details of expenses, success of project and significance to the ratepayers of the municipality; failure to provide such a report will result in no further grant funding being considered until the final report is filed and grant expenditure verified;
- The organization agrees to submit to an evaluation of the project related to the grant, and;
- The organization will return any unused portion of the grant funds to the Municipal District of Greenview #16 or to request approval from the Municipality to use the funds for an optional project.

**Applicant Information:**

Name: Tanya Wald

Signature: 

Address: Box 21099 Grande Prairie AB T8V 6W7

Telephone Number: 780-539-3287

## **Form B: Application for Capital**

### **Purpose for Grant (please provide full description and detailed project budget)**

The Current Situation: The current facility is a converted duplex that is approximately 30 years old and is now at absolute capacity with no room for program growth. It has five bedrooms (2 girls rooms with a total of 5 beds, and 2 boys bedrooms with a total of 6 beds), Sunrise House also have one room with one bed located in the basement should Sunrise House have a client who is sick or for other reasons is unsafe to share a room. The facility includes one intake office, one common space (kitchen, dining, & living room), five staff offices (Executive Director, Program Manager, Family Support Worker, & Youth Navigator), laundry room, and three storage areas. The facility has a very “home like” feel to it and has served Sunrise House well for many years. However, with the needs of the youth becoming more complex along with the population growth, the ability to meet the needs of all youth is becoming more challenging.

One of the greatest challenges is safety & security of both the staff and the clients including:

- Single door entrance with no ability to assess or communicate with a youth accessing the shelter without giving them access to the building
- Intake office is not soundproof and minimally secured causing a potential breach of confidentiality and risk to staff should a client becoming threatening
- No ability to separate clients or limit engagement – this becomes an issue when Sunrise House have a combination of youth who are engaging in high risk behaviors (addiction, sexual exploitation, etc.) with a youth who is in due to family breakdown and not currently engaging in high risk behaviors.
- No gender-neutral bedrooms which can create risk for the transgender or non-binary clients.

Additional challenges include:

- Building is not wheelchair accessible
- Lack of quiet space for clients who may be experiencing a great deal of crisis or anxiety – the only option currently for a youth to be alone is to go to their bedroom which is likely shared with another client.
- Lack of separate space for programming, to do homework or have one on one planning with a support worker
- Lack of meeting space for external workers – Children’s Services, RCMP, Alberta Health Services, and other youth serving agencies – it is important to have space for them to meet with clients as Sunrise House to hold case conferences.

The Opportunity: A New Facility

As the current facility is at capacity with no room for growth or land space for renovation, the goal is to build a new shelter to better serve the growing needs of the youth. A new facility would include:

- Double door entrance to ensure security of staff and clients
- 10 bedrooms with two beds and 2 bedrooms with one bed (the single bedrooms could be utilized by either male, female, or transgender without segregating them to a separate floor) and 2 barrier free bedrooms and adjacent barrier free washrooms

- Two intake offices that are secure and soundproof to be utilized for both intake as Sunrise House as individual meetings with clients
- Open floor common space that includes kitchen, dining, and living room
- One programming room that could also be utilized as meeting space
- One quiet / multisensory room
- One cultural / prayer room
- Seven staff offices - include space for community agency use (eg: RCMP, Child Services, Alberta Health Services)
- Additional laundry & storage areas
- Wheelchair Accessible
- 10 bachelor apartments (2 barrier free) to be used for supportive housing for youth

We expect the new facility to support approximately 300 individuals/families per year.

Currently the program works with an average of 130 youth per year in shelter as well as an average of 30 families per year. With the additional space we will be increasing program capacity and services and expect our numbers to double.

#### Current Partnerships

Sodo Engineering is providing project estimates and architectural drawings

John Neudorf (owner of NTL Pipelines) has confirmed a contribution of \$1,000,000 as well has indicated his intent to assist in connecting to the following business: Horizon North (donation or cost reduction of structural building materials) & Knelson Sand & Gravel (donation or cost reduction of cement).

NTL Pipelines has also indicated they will provide equipment to assist in groundwork.

Land donated by a private businessman - Peter Teichroeb, who has also indicated he will be available for support throughout the project.

Detailed Budgets and donations attached.

Estimated Project Completion: April 2021



October 15, 2019

Municipal District of Greenview  
Community Services  
PO Box 1079  
Valleyview, AB T0H 3N0

**Re: A New Home for Sunrise House, 2020 Capital Request – Executive Summary**

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Through the operation of Sunrise House, The Grande Prairie Youth Emergency Shelter Society provides temporary and transitional shelter to youth ages 12-17 with additional housing supports to youth up to the age of 24. We are requesting the support of the Municipal District of Greenview as we move forward on the expansion of programs and services by way of new facility construction.

Sunrise House has been in operation since 2003 and continues to be the only youth emergency shelter in Northwestern Alberta and therefore serves youth from across our region and have had youth access us from as far away as the Northwest Territories. On any given night we can operate at 100% and often are at capacity of either boys or girls beds and have found ourselves having to turn youth away due to being at capacity.

The shelter program sees a highly diverse group of clients from youth who are having difficulty communicating at home to youth who have complex needs like mental health disorders, FASD, or addictions. It is critical that the program can adapt to meet the varying needs of all of our clients so we can ensure there are no barriers to their access. Our relationships with community partners becomes a key aspect of our adaptability as we often require the support of outside agencies to ensure the youth have access to proper long term supports.

Our high risk youth hold the most concern for us when looking at child maltreatment as we know they are one wrong conversation away from finding themselves in harmful situations – gang involvement, criminal activity, sexual exploitation, etc. Youth Support Workers safety plan on an ongoing basis with high risk youth to best ensure they are keeping themselves safe and that someone (often the shelter staff) knows where they are or who they are with. We also work closely with the RCMP and have a liaison officer who will also come into the shelter and meet with youth as a way to build relationships should they ever find themselves needing help.

Box 21099, 9309-109 Avenue, Grande Prairie, AB T8V 6W7  
780-539-3287

[www.gpyess.ca](http://www.gpyess.ca) / [info@gpyess.ca](mailto:info@gpyess.ca)

Since opening our doors we can proudly report:

- We have served over 5,000 youth
- We are an accredited facility under the Canadian Accreditation Council
- We are focused on prevention and creating more resilient youth
- We work from a strengths based model
- We believe working with the family as a whole is key to ending youth homelessness
- We believe that ending youth homelessness will have an immediate impact on the numbers of chronic adult homeless

Our current facility is a converted duplex that is approximately 30 years old and is now at absolute capacity with no room for program growth. It has four bedrooms (2 girls rooms with a total of 5 beds, and 2 boys bedrooms with a total of 6 beds), we also have one room with one bed located in the basement should we have a client who is sick or for other reasons is unsafe to share a room. The facility includes one intake office, one common space (kitchen, dining, & living room), four staff offices (Executive Director, Program Manager, Family Support Worker, & Youth Navigator), laundry room, and three storage areas. Our facility has a very “home like” feel to it and has served us well for many years however with the needs of our youth becoming more complex along with our population growth, our ability to meet the needs of all youth is becoming more challenging.

One of our greatest challenges in our current facility is safety & security of both our staff and our clients including:

- Single door entrance with no ability to assess or communicate with a youth accessing the shelter without giving them access to the building
- Intake office is not sound proof and minimally secured causing a potential breach of confidentiality and risk to staff should a client becoming threatening
- No ability to separate clients or limit engagement – this becomes an issue when we have a combination of youth who are engaging in high risk behaviors (addiction, sexual exploitation, etc.) with a youth who is in due to family breakdown and not currently engaging in high risk behaviors.
- No gender neutral bedrooms which can create risk for our transgender or non-binary clients.

Additional challenges include:

- Building is not wheelchair accessible
- Lack of quiet space for clients who may be experiencing a great deal of crisis or anxiety – the only option currently for a youth to be alone is to go to their bedroom which is likely shared with another client.
- Lack of separate space for programming, to do homework or have one on one planning with a support worker
- Lack of meeting space for external workers – Children’s Services, RCMP, Alberta Health Services, and other youth serving agencies – it is important to have space for them to meet with clients as well to hold case conferences.

As our current facility is at capacity with no room for growth or land space for renovation, our goal is to build a new shelter to better serve the growing needs of our youth. A new facility would include:

- Double door entrance to ensure security of staff and clients
- Ten bedrooms with two beds and 4 bedrooms with one bed (the single bed rooms could be utilized by either male, female, or transgender without segregating them to a separate floor). Two of the single bedrooms will also be barrier free.
- Two intake offices that are secure and sound proof to be utilized for both intake as well as individual meetings with clients
- Open floor common space that includes kitchen, dining, and living room
- One programming room that could also be utilized as meeting space
- One quiet / multisensory room
- One cultural / prayer room
- Seven staff offices
- Additional laundry & storage areas
- Wheelchair Accessible
- Ten bachelor apartments (2 barrier free) to be used for supportive housing for youth.

#### Model of Support

Youth Support workers work within a task centered model from a strengths based perspective. This allows workers and a client to celebrate every success which we believe increases a client's own feeling of value and willingness to make changes in their life. Strategies are individualized as much as possible for each client with initial focus on relationship and trust building between the client and the shelter staff. Research is encouraged with all staff to ensure strategies taken match with the most recent information and understanding of child and brain development. The Family Support & Reintegration program is rooted in a strength based perspective as well utilizing Triple P Parenting, Trauma Theory, and Developmental Theory.

Our model development has been based on various programs that have the most evidence linked to their programs (e.g. Woods Homes, Boys & Girls Club of Calgary, youth homelessness research conducted by Dr. Stephen Gaetz). Currently we are utilizing the report "Reimagining our Response to Youth Homelessness" released by Dr. Stephen Gaetz. This report outlines the three primary responses to youth homelessness: prevention, emergency response, and rapid transitions out of homelessness through the provision of appropriate accommodations and support.

#### Alignment with Alberta's Plan to Prevent & End Youth Homelessness

*Overarching goals of the youth plan: (1) Prevent youth from becoming homeless through family supports and education and (2) Rapid rehousing of homeless youth through family reunification or supportive living by utilizing a client-centered approach.*

- GPYESS provides family support & reunification with a designated support worker for parents and families of youth who have accessed the shelter or where there is breakdown happening in the family creating risk for youth homelessness. The Family Support & Reintegration worker (FSW) provides de-escalation and stabilization to families that are in a state of crisis

and/or presenting high risk behaviors. The worker will establish and maintain a respectful, collaborative working relationship with families; providing assessment, information, modeling and teaching skills which support effective parenting and healthy family functioning. These skills include, but are not limited to, parent effectiveness, communication, boundaries, behavior management, discipline, child development, relationship building and effective problem solving relating to goals.

- The FSW will provide services in crisis situations and address serious safety concerns of high risk clientele. This clientele will be provided greater hours, higher intensity and shorter time periods allowing for these safety concerns to be addressed in a timely manner. Once key results have been accomplished the FSW will shift the focus of involvement from intervention to maintenance. This is ensured through assessment and collaboration with the service team which consists of the FSW, primary caregivers/clients and the Youth Support Worker.
- For clients unable to return home, GPYESS works closely with Child Services and RCMP should the home be unsafe to return to. For youth seeking independent living, GPYESS provides a Youth Navigator to support youth in gaining skills for independence and create successful housing options.

#### Preventing Child Services Involvement

By giving immediate access to a safe place and by supporting families in negotiating changes in their home we can support a successful return home without CS intervention for many of the youth we are working with. In the event of disclosures of violence or neglect, we will initially involve CS to complete an assessment of the home. Should this assessment not lead to the opening of a file with CS, we will then immediately begin working with the youth and the family on a plan to return home. The Family Support Program is a critical step to this being successful. The Family Support program also accepts referrals from CS should a family connect with them for family support purposes.

#### Business Case

We are currently finalizing a business case for our new facility. The development of this case included stakeholder engagement with both funders and community. This document will be available following its final review by the Board of Director on October 21, 2019. At this time we will provide a copy to you.

Thank you for your time reviewing our application and look forward to further discussing our application and facility plans.

Sincerely,

Tanya Wald, MSW RSW  
Executive Director

**Grande Prairie Youth Emergency Shelter Society**  
**Financial Statements**  
*March 31, 2019*

## **Management's Responsibility**

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To the Members of Grande Prairie Youth Emergency Shelter Society:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian accounting standards for not-for-profit organizations and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of Directors who are neither management nor employees of the Organization. The Board is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board fulfills these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board is also responsible for recommending the appointment of the Organization's external auditors.

MNP LLP is appointed by the members to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Board and management to discuss their audit findings.

September 9, 2019



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Executive Director

# Independent Auditors' Report

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To the Board of Grande Prairie Youth Emergency Shelter Society:

## Qualified Opinion

We have audited the accompanying financial statements of Grande Prairie Youth Emergency Shelter Society, which comprise the statement of financial position as at March 31, 2019, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly, in all material respects, the financial position of Grande Prairie Youth Emergency Shelter Society as at March 31, 2019 and the results of its operations, changes in net assets and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

## Basis for Qualified Opinion

As with many non-profit organizations, the Organization derives revenue from donations and fundraising events, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our audit of this revenue was limited to the amounts recorded in the records of the Organization and we are not able to determine whether any adjustments might be necessary to this revenue, excess of revenue over expenses, current assets and net assets.

## Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

## Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Grande Prairie, Alberta

September 9, 2019

*MNP LLP*

Chartered Professional Accountants

**Grande Prairie Youth Emergency Shelter Society**  
**Statement of Financial Position**

*As at March 31, 2019*

	<u>2019</u>	<u>2018</u>
<b>Assets</b>		
<b>Current</b>		
Cash (Note 3)	553,320	615,768
Accounts receivable	21,780	22,567
Prepaid expenses	3,337	3,337
	578,437	641,672
<b>Capital assets (Note 4)</b>	114,971	120,375
<b>Investments (Note 5)</b>	352,171	350,000
	1,045,579	1,112,047
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals (Note 6)	61,015	45,701
Deferred revenue (Note 8)	118,728	99,086
	179,743	144,787
<b>Deferred contributions related to capital assets (Note 8)</b>	2,287	2,859
	182,030	147,646
<b>Contingencies (Note 9)</b>		
<b>Net Assets</b>		
Invested in capital assets	112,684	117,516
Unrestricted net assets	338,514	784,534
Internally restricted capital reserve (Note 10)	62,351	62,351
Internally restricted operating reserve (Note 11)	350,000	
	863,549	964,401
	1,045,579	1,112,047

Approved on behalf of the Board

*Allison Jimoff*  
 Treasurer

*The accompanying notes are an integral part of these financial statements.*

# Grande Prairie Youth Emergency Shelter Society

## Statement of Operations

For the year ended March 31, 2019

	2019	2018
<b>Revenue</b>		
Children's Services	169,639	165,336
Family and Community Support Services	150,000	150,000
Donations	85,361	122,737
Grant revenue	80,958	42,840
Outreach and Support Services Initiative	77,503	83,350
Fundraising	52,847	499,133
Interest income	1,841	352
	<b>618,149</b>	<b>1,063,748</b>
<b>Expenses</b>		
Advertising	3,240	9,939
Amortization	6,531	6,959
Bank charges and interest	1,294	4,822
Contracted services	6,933	6,415
Goods and Services Tax	1,609	1,597
Fundraising	3,887	64,225
Insurance	8,500	9,488
Membership fees	11,198	932
Office supplies and expenses	15,782	15,142
Professional development	11,735	8,657
Professional fees	9,500	9,000
Salaries and benefits	600,250	570,066
Supplies	16,617	18,618
Telephone	6,893	6,242
Travel	7,748	4,904
Utilities	7,968	7,064
	<b>719,685</b>	<b>744,070</b>
<b>Excess (deficiency) of revenue over expenses before other item</b>	<b>(101,536)</b>	<b>319,678</b>
<b>Other item</b>		
Gain on disposal of investment	684	-
<b>Excess (deficiency) of revenue over expenses</b>	<b>(100,852)</b>	<b>319,678</b>

The accompanying notes are an integral part of these financial statements

## Grande Prairie Youth Emergency Shelter Society Statement of Changes in Net Assets

*For the year ended March 31, 2019*

	<i>Invested in capital assets</i>	<i>Unrestricted net assets</i>	<i>Internally restricted capital reserve</i>	<i>Internally restricted operating reserve</i>	<b>2019</b>	<i>2018</i>
<b>Net assets beginning of year</b>	<b>117,516</b>	<b>784,534</b>	<b>62,351</b>	-	<b>964,401</b>	648,884
<b>Excess (deficiency) of revenue over expenses</b>	-	<b>(100,852)</b>	-	-	<b>(100,852)</b>	319,678
	<b>117,516</b>	<b>683,682</b>	<b>62,351</b>	-	<b>863,549</b>	968,562
<b>Amortization of capital assets</b>	<b>(6,531)</b>	<b>6,531</b>	-	-	-	-
<b>Asset additions</b>	<b>1,127</b>	<b>(1,127)</b>	-	-	-	-
<b>Restricted contributions recognized in the current year</b>	<b>572</b>	<b>(572)</b>	-	-	-	-
<b>Prior year surplus repaid</b>	-	-	-	-	-	(4,161)
<b>Transfer to operating reserve (Note 11)</b>	-	<b>(350,000)</b>	-	<b>350,000</b>	-	-
<b>Net assets, end of year</b>	<b>112,684</b>	<b>338,514</b>	<b>62,351</b>	<b>350,000</b>	<b>863,549</b>	964,401

*The accompanying notes are an integral part of these financial statements*

# Grande Prairie Youth Emergency Shelter Society

## Statement of Cash Flows

For the year ended March 31, 2019

	2019	2018
<b>Cash provided by (used for) the following activities</b>		
<b>Operating</b>		
Excess (deficiency) of revenue over expenses	(100,852)	319,678
Amortization	6,531	6,959
Gain on disposal of investment	(684)	-
Prior year surplus repaid	-	(4,162)
	(95,005)	322,475
Changes in working capital accounts		
Accounts receivable	790	(21,762)
Accounts payable and accruals	15,313	(1,284)
Deferred revenue	19,070	42,075
	(59,832)	341,504
<b>Investing</b>		
Purchase of capital assets	(1,127)	-
Purchase of investments	(177,171)	(350,000)
Proceeds on disposal of investments	175,682	-
	(2,616)	(350,000)
<b>Decrease in cash resources</b>	<b>(62,448)</b>	<b>(8,496)</b>
<b>Cash resources, beginning of year</b>	<b>615,768</b>	<b>624,264</b>
<b>Cash resources, end of year</b>	<b>553,320</b>	<b>615,768</b>

The accompanying notes are an integral part of these financial statements

# Grande Prairie Youth Emergency Shelter Society

## Notes to the Financial Statements

For the year ended March 31, 2019

### 1. Incorporation and nature of the organization

Grande Prairie Youth Emergency Shelter Society (the "Organization") was incorporated under the Societies Act of Alberta as a not-for-profit organization and is a registered charity under the Income Tax Act. In order to maintain its status as a registered charity under the Act, the Organization must meet certain requirements within the Act. In the opinion of management, these requirements have been met. The Organization was established to provide temporary emergency shelter to youth who have become or are at risk of becoming homeless.

### 2. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations set out in Part III of the CPA Canada Handbook - Accounting, as issued by the Accounting Standards Board in Canada which are part of Canadian generally accepted accounting principles, and include the following significant accounting policies:

#### **Cash and cash equivalents**

Cash and cash equivalents include balances with banks and short-term investments with maturities of three months or with a cashable feature. Cash subject to restrictions that prevent its use for current purposes is included in restricted cash.

#### **Capital assets**

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the methods and rates intended to amortize the cost of assets over their estimated useful lives.

	<b>Method</b>	<b>Rate</b>
Buildings	declining balance	4 %
Equipment	declining balance	20 %
Furniture and fixtures	declining balance	20 %
Leasehold improvements	straight-line	20 %

#### **Deferred contributions related to capital assets**

Deferred contributions related to capital assets represent the unamortized portion of contributed capital assets and restricted contributions that were used to purchase the Organization's capital assets. Recognition of these amounts as revenue is deferred to periods when the related capital assets are amortized.

#### **Invested in capital assets**

Invested in capital assets represents the equity the Organization has invested in capital assets. The balance is determined as the cost of capital assets, less accumulated amortization and less any related debt or deferred capital contributions.

#### **Long-lived assets**

Long-lived assets consist of capital assets. Long-lived assets held for use are measured and amortized as described in the applicable accounting policies.

The Organization performs impairment testing on long-lived assets held for use whenever events or changes in circumstances indicates that the carrying value of an assets, or group of assets, may not be recoverable. Impairment losses are recognized when undiscounted future cash flows from its use and disposal are less than the asset's carrying amount. Impairment is measured as the amount by which the asset's carrying value exceeds its fair value.

#### **Investments**

Interest bearing investments are recorded at amortized cost and have been classified as long-term assets in concurrence with the nature of the investments.

# Grande Prairie Youth Emergency Shelter Society

## Notes to the Financial Statements

For the year ended March 31, 2019

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### 2. Significant accounting policies (Continued from previous page)

#### **Revenue recognition**

The Organization follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Contribution of capital assets are reported as deferred contributions and amortized over the same period as the related asset. All other contributions are reported in revenue in the current year.

#### **Contributed materials and services**

Contributions of materials and services are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials and services are within in the normal course of the Organization's operations and would otherwise have been purchased.

#### **Measurement uncertainty (use of estimates)**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Accounts receivable are stated after evaluation of as to the collectability and an appropriate allowance for doubtful accounts is provided where necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenue and expenses in the periods in which they become known.

#### **Financial instruments**

The Organization recognizes its financial instruments when the Organization becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value, including financial assets and liabilities originated and issued in a related party transaction with management. Financial assets and liabilities originated and issued in all other related party transactions are initially measured at their carrying or exchange amount in accordance with Section 3840 *Related Party Transactions*.

At initial recognition, the Organization may irrevocably elect to subsequently measure any financial instrument at fair value. The Organization has not made such an election during the year.

The Organization subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those designated in a qualifying hedging relationship or that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost less impairment. With the exception of financial liabilities indexed to a measure of the Organization's performance or value of its equity and those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in the excess of revenue over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.

# Grande Prairie Youth Emergency Shelter Society

## Notes to the Financial Statements

*For the year ended March 31, 2019*

### 2.. Significant accounting policies *(Continued from previous page)*

#### **Financial asset impairment**

The Organization assesses impairment of all of its financial assets measured at cost or amortized cost. The Organization groups assets for impairment testing when available information is not sufficient to permit identification of each individually impaired financial asset in the group; there are numerous assets affected by the same factors; no asset is individually significant. Management considers whether the issuer is having significant financial difficulty; whether there has been a breach in contract, such as a default or delinquency in interest or principal payments in determining whether objective evidence of impairment exists. When there is an indication of impairment, the Organization determines whether it has resulted in a significant adverse change in the expected timing or amount of future cash flows during the year. If so, the Organization reduces the carrying amount of any impaired financial assets to the highest of: the present value of cash flows expected to be generated by holding the assets; the amount that could be realized by selling the assets; and the amount expected to be realized by exercising any rights to collateral held against those assets. Any impairment, which is not considered temporary, is included in current year excess of revenue over expenses.

The Organization reverses impairment losses on financial assets when there is a decrease in impairment and the decrease can be objectively related to an event occurring after the impairment loss was recognized. The amount of the reversal is recognized in the excess of revenue over expenses in the year the reversal occurs.

### 3. Restricted cash

Included in cash is \$181,079 (2018 - \$161,437) that has been restricted for specific use. Restricted cash consists of internally restricted capital reserve and deferred revenue amounts.

	<b>2019</b>	<b>2018</b>
<b>Restricted cash</b>		
Deferred revenue	118,728	99,086
Internally restricted capital reserve	62,351	62,351
<b>Total</b>	<b>181,079</b>	<b>161,437</b>

### 4. Capital assets

	<b>Cost</b>	<b>Accumulated amortization</b>	<b>2019 Net book value</b>	<b>2018 Net book value</b>
Buildings	160,418	53,767	106,651	111,095
Equipment	20,814	16,150	4,664	4,710
Furniture and fixtures	17,861	14,205	3,656	4,570
Leasehold improvements	103,573	103,573	-	-
	<b>302,666</b>	<b>187,695</b>	<b>114,971</b>	<b>120,375</b>

### 5. Investments

Investments consist of fixed income interest bearing investments bearing interest of 1.26% - 2.87% (2018 - 1.26% - 2.15%), maturing April 2019 - October 2020. These investments are being held long-term to be used in the case of lost or inadequate funding.

# Grande Prairie Youth Emergency Shelter Society

## Notes to the Financial Statements

*For the year ended March 31, 2019*

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### **6. Accounts payable and accruals**

Included in accounts payable and accruals is \$17,377 (2018 - \$16,156) owing in payroll source deductions to the Canada Revenue Agency.

### **7. Credit arrangements**

At March 31, 2019, the Organization had a line of credit totaling \$50,000 (2018 - \$50,000), bearing interest at 5.95% per annum (2018 - 5.45% per annum), none of which was drawn.

# Grande Prairie Youth Emergency Shelter Society

## Notes to the Financial Statements

*For the year ended March 31, 2019*

### 8. Deferred revenue

Deferred revenue consists of unspent contributions externally restricted for delivery of youth service programs and timing of funding. Recognition of these amounts as revenue is deferred to periods when the specified expenditures are made.

Changes in the deferred revenue balance are as follows:

	2019	2018
<b>County of Grande Prairie Funding - Family and Community Support Services</b>		
Balance, beginning of year	15,000	15,000
Add: Amount received during the year	20,000	20,000
Less: Amount recognized as revenue during the year	(20,000)	(20,000)
Balance, end of year	15,000	15,000
<b>Municipal District of Greenview Funding</b>		
Balance, beginning of year	15,000	20,000
Less: Amount recognized as revenue during the year	(15,000)	(5,000)
Balance, end of year	-	15,000
<b>City of Grande Prairie Funding - Family and Community Support Services</b>		
Balance, beginning of year	-	32,500
Add: Amount received during the year	212,500	97,500
Less: Amount recognized as revenue during the year	(130,000)	(130,000)
Balance, end of year	82,500	-
<b>A Way Home Funding</b>		
Balance, beginning of year	60,290	-
Add: Amount received during the year	17,400	87,000
Less: Amount recognized as revenue during the year	(65,258)	(26,710)
Balance, end of year	12,432	60,290
<b>Children's Services Funding</b>		
Balance, beginning of year	8,796	8,796
<b>Children's Services Capital Funding</b>		
Balance, beginning of year	2,859	3,574
Less: Amount recognized as revenue during the year	(572)	(715)
Balance, end of year	2,287	2,859
<b>Outreach and Support Services Initiative</b>		
Add: Amount received during the year	85,000	85,000
Less: Amount recognized as revenue during the year	(77,503)	(83,351)
Less: Surplus repayment required included in accounts payable and accruals	(7,497)	(1,649)
Balance, end of year	-	-
Balance, end of year	121,015	101,945

# Grande Prairie Youth Emergency Shelter Society

## Notes to the Financial Statements

For the year ended March 31, 2019

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### 9. Contingencies

The Organization receives funding from various government departments. Requirements specify that amounts not expended in the specified time period may be required to be repaid to the government. The amount that may have to be repaid is unknown at the date the financial statements are issued. No provision has been made for possible repayment. Should repayment be required the amount would be recorded as a reduction of unrestricted net assets.

### 10. Internally restricted Capital Reserve

The Organization has internally restricted an amount, \$62,351 (2018 - \$62,351) for capital purchases. All amounts included or transferred in must be approved by the Board of Directors and will be maintained until necessary.

### 11. Internally restricted Operating Reserve

The Organization has internally restricted an amount, \$350,000 (2018 - \$nil) for operating purposes. All amounts included or transferred in must be approved by the Board of Directors and will be maintained until necessary.

### 12. Economic dependence

The Organization's primary source of revenue is grants. The grant funding can be cancelled if the Organization does not observe certain established guidelines. The Organization's ability to continue viable operations is dependent upon maintaining compliance with the criteria within the provincial government guidelines. As at the date of these financial statements the Organization believes that it is in compliance with the guidelines.

### 13. Financial instruments

The Organization, as part of its operations, carries a number of financial instruments. It is management's opinion that the Organization is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

#### ***Credit concentration***

As at March 31, 2019, two contributors (2018 - one) accounted for 100% (2018 - 100%) of the accounts receivable. The Organization believes that there is no unusual exposure associated with the collection of these receivables. The Organization performs regular credit assessments of its contributors and provides allowances for potentially uncollectible accounts receivable.

### 14. Comparative figures

Certain comparative figures have been reclassified to conform with current year presentation.



August 28, 2019

Sunrise House  
9309 109 Ave  
Box 21099  
Grande Prairie, AB  
T8V6W7

Good Day,

My wife Jodie and myself are pleased to provide a \$500,000 donation cheque for your valuable local community charity work. These funds are to be used to assist with the construction of a new facility.

Please ensure the charitable donation receipt is in the name of John Neudorf. Any public acknowledgements for this donation can be made to John and Jodie Neudorf and NTL Pipelines Inc.

We look forward to attending your event in September to raise additional funds for your cause.

Yours Truly,

John Neudorf

A handwritten signature in blue ink, appearing to read "John Neudorf", is written over the typed name.

# Kensington

Grande Prairie Youth Emergency Shelter – Sunrise House

Kensington Communities

11850 84<sup>th</sup> Ave

Grande Prairie, AB

Dear Sunrise House,

It is a pleasure to send this letter, expressing my intent to donate a parcel of land to you for the purposes of building a new youth Shelter in Grande Prairie. It is my understanding that the youth Shelter will commence building in the 2020 calendar year.

The location of the land to be donated is:

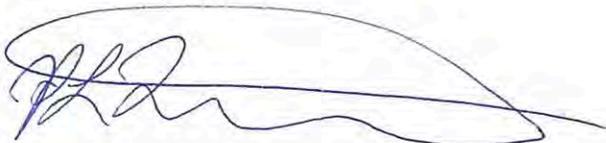
1 acre of the commercial area to be determined upon subdivision

Within S ½ Sec 21 TWP71 R66 6W6

Valued at \$500,000

I look forward to the development of the Sunrise House and am eager to see the growth this new build will allow.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Peter Teichroeb', with a long horizontal flourish extending to the right.

Peter Teichroeb



## Sunrise House

### Summary of Costs

\$502,000	Land
\$484,173	Dev. / Soft Costs
\$3,122,503	Hard Costs
\$300,000	FFE
<b>\$4,408,676</b>	<b>Total</b>

### General Project Information

Land Area	43,559	s.f.
Building Area	6,417	s.f.
Number of Suites	24	units
Site Coverage	14.73%	
Leasable Space	6,641	s.f.
Common Area	8,320	s.f.
Tenant Br/Ba Area	2,880	s.f.
Total Building s.f.	17,841	s.f.
Development Period	18	months

### Anticipated Project Costs

	Notes	Quantity	Units	Cost/s.f.	Total
<b>Land Costs</b>					
Testing					\$0
Land		43,559	s.f.	\$11.48	\$500,000
Legal Fees (Conveyancing)					\$2,000
<b>TOTAL ANTICIPATED LAND COSTS</b>					<b>\$502,000</b>

<b>Design and Start Up Costs</b>					
Geotechnical Report					\$15,000
Environmental Report					\$0
Architecture			3.00%		\$97,138
Interior Design			1.50%		\$48,569
Structural Engineering			2.00%		\$64,759
Mechanical Engineering			1.50%		\$48,569
Electrical Engineering			1.50%		\$48,569
Civil Engineering			0.75%		\$24,285
Landscape Architecture			0.75%		\$24,285
Kitchen Consultant			0.00%		\$0
Survey					\$6,000
Legal Fees (Agreements)					\$20,000
<b>TOTAL ANTICIPATED START UP COSTS</b>					<b>\$397,173</b>

	Notes	Quantity	Units	Cost/s.f.	Total
<b>Development, Construction and Soft Costs</b>					
Appraisal(s)					\$0
Legal (During Const)					\$5,000
Off Site Costs					\$20,000
Property Taxes		1.5	12000		\$18,000
Insurance					\$15,000
Development Permit					\$4,000
Building Permit				\$7/1000	\$22,666
Project Management / Dev. Overhead		\$3,237,940	0.00%		\$0
Interim Financing Fees	18 months	\$3,237,940	0.00%		\$0
Bank Fees					\$5,000
Accounting					\$10,000
Other Operating Costs During Const.		2	\$5,000.00		\$10,000
Contingency			5.00%		\$161,897
<b>Subtotal</b>					<b>\$271,563</b>
Basement Development		6,417	s.f.	\$50.00	\$320,850
Main Floor		6,417	s.f.	\$215.00	\$1,379,655
Second Floor		5,007	s.f.	\$205.00	\$1,026,435
Fixtures, Furniture & Equipment					\$300,000
Gas Service Charge					\$12,000
Power Service Charge					\$75,000
Water Service Charge					\$114,000
Telus Service Charge					\$10,000
<b>Subtotal</b>					<b>\$3,237,940</b>
<b>TOTAL ANTICIPATED BUILDING COSTS</b>					<b>\$3,509,503</b>

		Quantity	Units	Cost/s.f.	Total
<b>TOTAL ANTICIPATED COST</b>					
	Land, Soft and Hard Costs	17,841	s.f.	\$247.11	<b>\$4,408,676</b>

Sodo EFG Architecture Inc. cannot and does not make any express or implied warranty or represent that bids or negotiated prices will not vary from the Project Budget proposed, established or approved by the owner, if any, or from any Estimate of Construction Cost or other cost estimate or evaluation prepared by Sodo.

10/21/2019

## Thinking Outside the Walls:

*“A Business Case for A New Home for  
Sunrise House”*



Author: Holly Sorgen, EmPower Up!

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## EXECUTIVE SUMMARY

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*RF is a 15 year old female who was brought to the shelter after she ran away from home after getting into a fight with her parents. RCMP picked RF up along the highway walking and brought her to the shelter. RF had been previous brought into shelter last year by the PACT (police and crisis team), but mom was unwilling to let her stay in shelter. RF did an intake at Children's Services as she disclosed some emotional abuse happening in the home. Mom has not returned calls to shelter staff so far to discuss the plan going forward and what needs to be worked on for RF to return home. Staff are waiting for direction from Children's Services to see what their suggestions are for RF and family. RF has been working on life skills and self-esteem since arriving in the shelter.*

The story above is typical of the type of client services the Grande Prairie Youth Emergency Shelter Society (GPYESS) o/a Sunrise house provides to the community. Sunrise House provides temporary emergency or transition shelter to youth ages 12-17 who are currently experiencing or are at risk for becoming homeless. Sunrise House has been in operation since 2003 and continues to be the only youth emergency shelter in Northern Alberta and therefore serve youth from across the region and have had youth access us from as far away as the Northwest Territories. On any given night Sunrise House can operate at 100% and often is at capacity with either boys or girls' beds. While Sunrise House has not yet had to turn away youth, the impending increase of the youth population in the next three to five years will quickly impact this statistic. With the lack of resources, and complex needs of living in Northern Alberta, Sunrise House is spread thin attempting to fill gaps to best serve youth.



Despite the organization's size and mandate as a shelter, Sunrise House has youth coming in with extreme addictions, high street involvement, and who have been or are high risk for sexual exploitation. Sunrise House staff also serve youth who are having parent – teen conflict, have parents who are suffering with mental illness and/or addiction, and youth who self-mutilate, are at risk for suicide, and LGBTQ youth. As Sunrise House is the only emergency services available for youth, Sunrise House maintains strong relationships with youth who are currently street involved and it is critical to their safety that Sunrise House be available at any given time to bring them into shelter and provide them with resources. Turning away a youth in need should never be an option.

According to the 2016 Study "Without a Home: The National Youth Homelessness Survey," "Young people who are homeless (age 13-24) make up approximately 20% of the homeless population in Canada." (p.4) The numbers continue to escalate in all parts of Canada and the needs of the clients grow as evidenced above. The current location of the Grande Prairie Youth Emergency Shelter – hereinafter referred to as Sunrise House, has been in commission since 2003, operating from a refurbished upper and lower duplex that was combined to accommodate emergency shelter space, administration, common area and programming. The space is no longer ideal as client needs collide with administration needs and programming is happening in the common area.

A new facility will accommodate the growing volume, capacity, programming, prevention and intervention needs of the organization and its clients. Increased square footage ensures privacy when needed and would also allow partners, stakeholder and other service providers to offer regular services and programming to shelter clients as well as other youth not currently residing in the facility. A new facility that provides a safe, home like environment would add to the already strong reputation and brand Sunrise House has in the community, within the service provider network and in the youth and family population.

This proposal is three-fold. It will act as the business case document for the launch of a new capital campaign and the build of a new facility. It will create the foundation for a strong branding and awareness campaign centred around telling the Sunrise House story via its current clients, past clients, partners and financial stakeholders. Finally, it will create the framework for the development a vibrant and sustainable operational model with specific and measurable outcomes.

## MISSION, VISION, GUIDING PRINCIPLES

---

**Mission:** To provide safe, temporary emergency shelter and programs for distressed youth ages 12-17.

**Vision:** That all youth have awareness and access to safety, resources, and supports that empower them to move forward positively in their lives.

### Guiding Principles:

- To provide emergency and/or, when appropriate, transitional shelter for homeless youth (*Prevention & Awareness*)
- To connect homeless youth with the necessary programs and services that will support a successful return to their home or to finding safe, suitable living accommodation (*Early Intervention*)
- To connect homeless youth to programs and services that will strengthen coping skills making them more resistant to crisis (*Early Intervention & Client Centered Supports*)
- To support youth and their families to develop more constructive and positive relationships through referral to mediation and other community services (*Client Centered Supports*)
- To collaborate with community agencies and associations and actively participate in community efforts to improve the condition of families and youth (*Stakeholder Engagement*)



## ORGANIZATIONAL HISTORY

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The concept of a Youth Emergency Shelter for the Grande Prairie region dates back to the late 1990s and early 2000s. At the time, local service providers were finding that youth homelessness was a growing issue. At the time, there was support from Municipal, Provincial and Federal government departments that were working with youth in a variety of capacities. Out of that a committee was struck to look into

the potential and viability of the area's first emergency shelter of youth. In doing the work, it became apparent that youth homelessness was more than "couch surfing" or angry kids leaving home.

Although this was the case in some instances, it was more the norm that many homeless youth were coming from homes that were not stable and it was necessary to house them in order to deal with all of the other "symptoms" of that homelessness. The Youth Emergency Shelter Society, was created in 2002, and the significant work of preparing a business plan and funding proposals began in earnest. A successful application was made to the federal government to purchase a duplex located in the Northeast part of



the City of Grande Prairie and to renovate the facility so that it was all one unit. Several other stakeholders came to the table to support the project including the City of Grande Prairie, the province, and a multitude of services groups, churches and other organizations contributed time, money and resources to the opening of Sunrise House in 2003.

A lot has changed in Sunrise House's 16-year existence. The clients, client needs, partnerships and staff have changed somewhat since opening. Perhaps the most drastic change being in the demographic that is served, and the plethora of issues youth are dealing with including adolescent drug addiction, opioid use and other significant traumas the staff deal with daily. The programming that is delivered in the facility has also increased, sometimes to fill needs like cooking classes in the house and other times to evolve quickly to fill gaps in services that were once addressed by other organizations, like resume and job search assistance.

What has not changed is the facility from which these services are offered. The building relatively unchanged from the date it opened. Staff levels have increased, partners who provide services on site have increased, the demand to segregate specific clients from others for periods of time has increased and the space has remained at status quo.

The organization, as many on profit organizations, has experience the ebb and flow of sustainable funding and was closed for a short period of time. During that time a vibrant board of directors took on the task of creating a strong sustainable organization and they have been incredibly successful. The organization now enjoys the enviable position of having a bit of cash in the bank for a potential expansion. Local country music phenome, Tenille Townes, a huge advocate and supporter of Sunrise House, hosts an annual event, Big Hearts for Big Kids, in Grande Prairie that raises critical funds for shelter operations and partners and stakeholders at all levels have nothing but praise for the little organization that does...

## GOVERNANCE

Sunrise House is governed by a Board of Directors of 11, representing the local community and made up of entrepreneurs, service providers and members of the public who are passionate about youth issues in Grande Prairie. In a recent Strategic Planning Exercise, the Board completed a comprehensive SWOT Analysis of the organization.

### Strengths

- Big Hearts for Big Kids
- Staff
- Financial Position
- Longevity & Flexibility of Leadership Team
- Kids feel safe in the program
- Community Support
- Awareness (community)
- Experienced/Diverse Board of Directors
- Relationships with local government & agencies



### Weaknesses

- Awareness (youth)
- Core funding
- Marketing on costs of operations
- Security / Safety
- Age & structure of the building
- Marketing/Fundraising (dedicated staff with sole focus)
- No local treatment centers

### Opportunities

- Youth awareness campaigns
- Lobbying
- Awareness of core funding
- Financial streams
- Fundraising/donations

### Threats

- Rise of staff training costs (employee knowledge base)
- Loss of qualified staff
- Loss of major fundraisers
- Security / Safety
- Staff Retention / Burn out

## STAFFING & SERVICE PROVISION

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### Current Staffing

Sunrise House operations are conducted by 12 staff members. Tanya Wald is Executive Director and her right hand, Charity Neilson, provides a lot of the day to day operations management. Additionally, staff include a Youth Navigator that works with 15-24 years olds with unstable housing to help “navigate” programs and services, a Family Support Worker that works with youth and families with the goals of reunification, and 8 Youth Support Workers who work days and evenings to provide frontline support to youth residing in the house.

### Model of Support

GPYESS provides family support & reunification with a designated support worker for parents and families of youth who have accessed the shelter or where there is breakdown happening in the family creating risk for youth homelessness. The Family Support & Reintegration worker (FSW) provides de-escalation and stabilization to families that are in a state of crisis and/or presenting high risk behaviors. The worker will establish and maintain a respectful, collaborative working relationship with families; providing assessment, information, modeling and teaching skills which support effective parenting and healthy family functioning. These skills include, but are not limited to, parent effectiveness, communication,

boundaries, behavior management, discipline, child development, relationship building and effective problem solving relating to goals.

The FSW will provide services in crisis situations and address serious safety concerns of high-risk clientele. This clientele will be provided greater help, higher intensity and shorter time periods allowing for these safety concerns to be addressed in a timely manner. Once key results have been accomplished the FSW will shift the focus of involvement from intervention to maintenance. This is ensured through assessment and collaboration with the service team which consists of the FSW, primary caregivers/clients and the Youth Support Worker.

For clients unable to return home, GPYESS works closely with Child Services and RCMP should the home be unsafe to return to. For youth seeking independent living, GPYESS provides a Youth Navigator to support youth in gaining skills for independence and create successful housing options.



Youth Support workers work within a task centered model from a strengths-based perspective. This allows workers and a client to celebrate every success which Sunrise House believe increases a client's own feeling of value and willingness to make changes in their life. Strategies are individualized as much as possible for each client with initial focus on relationship and trust building between the client and the shelter staff. Research is encouraged with all staff to ensure strategies taken match with the most recent information and understanding of child and brain development. The Family Support & Reintegration program is rooted in a strength-based perspective as Sunrise House utilizing Triple P Parenting, Trauma Theory, and Developmental Theory.

The model development has been based on various programs that have the most evidence linked to their programs (e.g. Woods Homes, Boys & Girls Club of Calgary, youth homelessness research conducted by Dr. Stephen Gaetz). Currently Sunrise House is utilizing the report "Reimagining the Response to Youth Homelessness" released by Dr. Stephen Gaetz. This report outlines the three primary responses to youth homelessness: prevention, emergency response, and rapid transitions out of homelessness through the provision of appropriate accommodations and support.

*See Appendix A: The First 48*

## GOALS & OBJECTIVES

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- Create a business case for the future growth of Sunrise House
- Prepare the Sunrise House Story for fund development and awareness purposes
- Initiate and culturing new and existing partnerships

## DEMONSTRATED NEED

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### The Current Situation

The current facility is a converted duplex that is approximately 30 years old and is now at absolute capacity with no room for program growth. It has five bedrooms (2 girls rooms with a total of 5 beds, and 2 boys bedrooms with a total of 6 beds), Sunrise House also have one room with one bed located in the

basement should Sunrise House have a client who is sick or for other reasons is unsafe to share a room. The facility includes one intake office, one common space (kitchen, dining, & living room), five staff offices (Executive Director, Program Manager, Family Support Worker, & Youth Navigator), laundry room, and three storage areas. The facility has a very “home like” feel to it and has served Sunrise House well for many years. However, with the needs of the youth becoming more complex along with the population growth, the ability to meet the needs of all youth is becoming more challenging.

One of the greatest challenges is safety & security of both the staff and the clients including:

- Single door entrance with no ability to assess or communicate with a youth accessing the shelter without giving them access to the building
- Intake office is not soundproof and minimally secured causing a potential breach of confidentiality and risk to staff should a client becoming threatening
- No ability to separate clients or limit engagement – this becomes an issue when Sunrise House have a combination of youth who are engaging in high risk behaviors (addiction, sexual exploitation, etc.) with a youth who is in due to family breakdown and not currently engaging in high risk behaviors.
- No gender-neutral bedrooms which can create risk for the transgender or non-binary clients.

Additional challenges include:

- Building is not wheelchair accessible
- Lack of quiet space for clients who may be experiencing a great deal of crisis or anxiety – the only option currently for a youth to be alone is to go to their bedroom which is likely shared with another client.
- Lack of separate space for programming, to do homework or have one on one planning with a support worker
- Lack of meeting space for external workers – Children’s Services, RCMP, Alberta Health Services, and other youth serving agencies – it is important to have space for them to meet with clients as Sunrise House to hold case conferences.

### The Opportunity: A New Facility

As the current facility is at capacity with no room for growth or land space for renovation, the goal is to build a new shelter to better serve the growing needs of the youth. A new facility would include:

- Double door entrance to ensure security of staff and clients
- Ten bedrooms with two beds and 4 bedrooms with one bed (the single bedrooms could be utilized by either male, female, or transgender without segregating them to a separate floor & 2 bedrooms will be barrier free)
- Two intake offices that are secure and soundproof to be utilized for both intake as Sunrise House as individual meetings with clients
- Open floor common space that includes kitchen, dining, and living room
- One programming room that could also be utilized as meeting space
- One quiet / multisensory room
- Prayer / Spiritual Room



- Eight staff offices
- Additional laundry & storage areas
- Wheelchair Accessible
- Ten bachelor apartments to be utilized for transitional and supported housing for youth

### Community & Stakeholder Consultation:

The first Community Consultation was hosted on Friday, June 21, 2019. Representative from local municipalities, service providers and provincial government attended along with the Sunrise House Board Chair and Executive Director. Sunrise House Community Consultation. The Agenda was simple and included discussion of 4 key questions:

1. What are the **Key Accomplishments** Sunrise House has achieved that you are proud of or feel are most important to the development of the organization? What **Value** do you see Sunrise House provides to the community?
2. From your point of view, what are your **Key Concerns** for Sunrise House? What **Gaps** do you see that impact Sunrise House and its clients?
3. From your perspective, what **Opportunities** should Sunrise House be pursuing? What **Trends** do you see that are and will impact Sunrise House and its clients?
4. What do you feel should be **Key Priorities** for Sunrise House over the next 3 years?
  - a. **Infrastructure**
  - b. **Services**
  - c. **Programming**
5. What are the most logical **Next Steps** to making these priorities reality?



There was a strong municipal presence with the Reeve of the County of Grande Prairie and Mayor of the City of Grande Prairie as well as 3 City Councillors in attendance. Mountain Plains, a strong partner and referral partner, as well as Alberta Health Services and Children’s Services representatives were also that the table.

In addition to the large group consultation, several other stakeholders were consulted via telephone and in person meetings. These stakeholders include David French, a well respected voice on Youth Homelessness in Canada and past Partner, Funder and Policy expert with extensive experience working with Sunrise House, Amy Vokey a Counseling Supervisor working in Youth Addictions with Alberta Health Services, Christie Spronk a Clinical Supervisory with the Alberta Health Services Youth Day Program, with Community Policing - RCMP, and Katherine Schmidt with the City of Grande Prairie Community Social Development.

Overall, the tone was extremely supportive of what Sunrise House has accomplished over the past 16 years of its existence. Sunrise House has become, for all intents and purposes, an essential service to the

region. Its responsiveness to the needs of their clients (youth and families) and willingness to think creatively to maximize resources, leverage others and to work with partners and stakeholders has made Sunrise House the Hub of services for vulnerable youth.

Given the ever-demanding needs of their client group and the increasing squeeze on community resources, Sunrise House has led the way in identifying and mobilizing innovative ways of addressing client needs, while maintain and safe, secure home for the region’s vulnerable. Stakeholders and service providers are equally impressed with the depth and breadth of the services Sunrise House offers, functioning not only as an emergency housing facility but as a full spectrum service provider, providing acute trauma care, referrals to more intensive assistance, familial re-unification, helping clients with navigating the many programs and departments they need to connect with and just being a sage, non judgemental place for them to be.

In every case, both the group and individually, stakeholders referenced the fact that Sunrise House still operates from the same location with the same infrastructure and layout as they had on day one of operations. Service Providers who conduct intake sessions on site stated concern with safety given the remote location of the offices; board were concerned about the fact that staff meetings are conducted in the same area as the youth common area, administration is housed downstairs so not always aware of happenings I the house and the safety of all clients can be impacted by the fact that the living spaces and bedrooms can not be divided specific to the needs of the client, ie. violence, depression, substance issues, etc.

When asked the question, “What would happen if Sunrise House no longer existed?” it was met with silence and then answers were similar in theme. “Youth would be lost” was most common, followed by “I would not have anywhere to refer my clients and the rest of the system would be stressed.” It can be easily concluded that Sunrise House is, as stated early, an Essential Service, and is used as such by law enforcement, Children’s Services, other youth serving agencies, Alberta Health Services and so on.



Municipal supporters at the consultation table also brought up the need for Sunrise House to tell its story differently – to truly show the multi-faceted nature of the facility and the programs and services housed there. Although they are huge proponents for the facility already, Elected Officials felt that a message campaign would really help them to be better advocates for Sunrise House to other levels of government.

## Lived Experience Roundtable & Client Perspective

Current and past clients of Sunrise House will be invited to attend a roundtable discussion of their experience accessing Sunrise House and their vision of how Sunrise House can better serve the youth population to ensure the greatest impact.

### Past Client Stories – a Path Forward

#### **Remembering Our Why:**

As mentioned earlier, Tenille Townes, an upcoming Country Music artist, chose Sunrise House as her “Charity of Choice” ten years ago when the organization was at risk of closure. At the first event, \$30,000 was raised. Although the organization closed for a time to reorganize, it reopened with more stability and the event, Big Hearts for Big Kids, continued to raise the profile of Youth Homelessness in the region. In September 2019,



Tenille, received for Canadian Country Music Awards and performed her song, “Somebody’s Daughter”, profiling several past Sunrise House clients as part of her performance.

When past clients were asked to participate in the video for the CCMA’s, Sunrise House staff were once again reminded of their “why.”

Cindy stayed in the shelter 7 years ago and here is what she wrote about her stay and where she is now:

*“I left home at the young age of 16. I no longer felt safe in my own home and all my options ran out. I tried to be an adult so I finished my first semester of grade 12 by myself while working the same job I had had for a year. Come second semester, my friend, who provided me a home was moving to Edmonton. No longer did I have a safe place to call home. I dropped out of school, lost my job due to no shows in an effort to find a place to stay and struggled to find new work. I felt utterly lost. I was 17 when I heard about Sunrise House and that same day I went to see if they could help me out. Tanya and her team were supportive and provided me with a safe place to grow. I started working, was well fed and gained the emotional support I needed. I stayed there in March of 2012 and by June I had been in contact with my biological Father who I hadn’t seen or spoken to in 10 years. When he heard about my situation, him and his wife immediately bought a plane ticket for me to fly to Ontario to finish school, meet my brother and be part of a family again. I remember how we all cried happy tears when we got the news. Since then, I graduated high school with honours, went to college, travelled the world and started to grow my own business. Sunrise House helps so many young people just like me, find their way again. I couldn’t thank them enough!”*

## Current Clients – A Snapshot

In addition, the following “Client Snapshots” explain best client needs when utilizing Sunrise House services and the extent to which staff are required to draw on various skills sets, community supports and services.

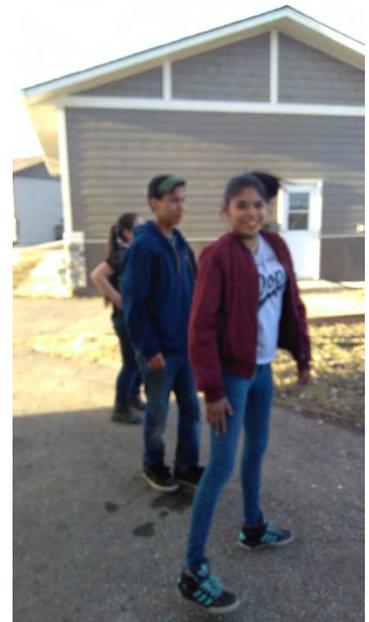
*“TH is a 16 year old male who was brought to the shelter by the RCMP after a physical altercation with his guardian. TH had done an intake in the past but only stayed at the shelter for a few days before going to live with extended family in another community which broke down quickly. TH requested to do an intake with Children’s Services as he does not wish to return to live with his guardian. TH has been a concern for staff as he tells very elaborate stories and staff are unsure what is true and what is false. TH has a history of violence and aggression. An intake was completed with Children’s Services, but following a meeting with between TH’s guardian, intake worker and Program Manager it was decided that because TH has a willing and able guardian to take care of him, that Children’s Services will not be supporting him. TH at this time is still refusing to return home and has a strict plan in place that he must look for employment and obtain independent living if he chooses to not return to his home. TH has handed numerous resumes while at Sunrise and has done a few interviews, but has yet to secure employment. Staff have attempted to work with TH on his job skills and interviewing etiquette but he has been unreceptive to taking staff advice.”*

*“RD is a 17 year old male who was brought to the shelter by his step father as he was having a difficult time following the rules. RD presents very well, but staff were informed that he is quite low functioning and will need lots of direction. RD handed out numerous resumes while in shelter and was hoping to obtain employment. RD made friends with other clients which quickly developed its own concerns for staff as RD was quite vulnerable and easily manipulated by peers. RD was spoken to about working on goals while in shelter and not worrying about making friends. RD decided to discharge and return home after realizing the shelter was not the right place for him. RD has agreed to follow the rules at home and stay connected with the shelter to work with the FSW.”*

*“FV is an 18-year-old past client. FV has accessed the shelter for the past few years. FV has limited relationship with family and natural supports. FV recently turned 18 and is no longer able to stay at the shelter. FV has grown close to Sunrise House and relied on the shelter for stability. FV is supported financially through Children’s Services and was currently housed in an apartment. FV still accesses the shelter for emotional support and to get donations. FV was recently evicted from his apartment, but it still residing there for the next 2 weeks. Staff will continue to advocate for and work with FV to ensure he is having his needs met.”*

*“MS is an 18-year old past client, who stops by on a weekly basis. MS is employed full time and lives independently. MS does not have a lot of other support systems in place, so still relies on Sunrise staff for emotional support and wellbeing.”*

*“JL is a 16 year old male who was brought in by RCMP due to assaulting mom’s boyfriend. JL has accessed shelter in the past due to domestic violence in the home between mom and boyfriend. JL acknowledged his involvement however was trying to protect mom during altercation. JL is currently on a no contact and cannot return home. JL’s mom does not want support from the Family Support Worker. Sunrise staff are advocating for supports through Children’s Services.”*



*“SH arrived by Children’s Service after threats of physical harm from her father. SH went against her parents’ wishes and dyed her hair, this prompted her father to hold her down and shave her head. SH’s father continued to threaten to cause her physical harm including throwing acid in her face so she would have to be completely covered for the rest of her life. In fear for her own safety she reached out to Children’s Services. When she arrived in shelter - staff, Children’s Services, RCMP, All Peace Protection as well as the youth’s employer and school developed a safety plan to keep her and other youth in the shelter safe. SH’s family continues to contact her to tell her she is making a mistake and disappointing her family. In shelter SH is starting to feel safe, continues to build relationship with staff and work on life skills.”*

## Staff Roundtable

At a Staff Meeting held on July 3, 2019, the true “heros” of Sunrise House became evident. Every stakeholder and partner interviewed raved about the Leadership and staff that work at Sunrise House. By all accounts, long term Executive Director, Tanya Wald, has built an organization that is seen as having integrity, consistency and the ability to think outside the box in all of the right ways. The organization’s reputation in the community, within the service provider realm and the general public, is top notch.



This is evidenced by the strong referrals they received, the trust parents put in the staff to work with them and their children to help reunite them and the youth who trust the staff when they may not trust anyone else. Although the strategic planning part of the meeting did not start until a few hours into the staff meeting, the absolute passion with which the staff approach their jobs and their clients is inspiring. There is a common desire within the tight knit staff to work with clients, in whatever circumstance and they want to Help them.

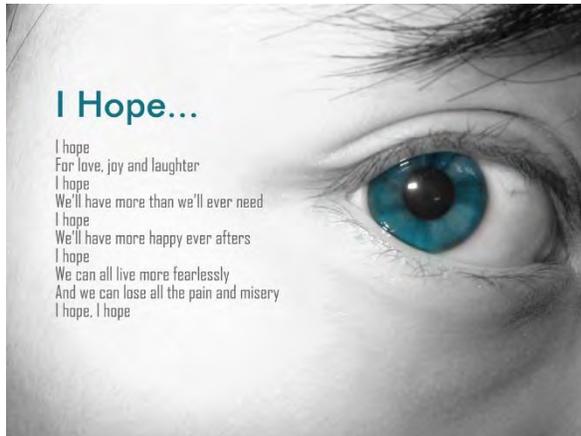
Of utmost importance for the staff is to ensure that Sunrise House remains the Safe Space that it is. The staff endeavours to create trust relationships with their clients and their parents or guardians when necessary in order to ensure they can access the full spectrum of services available to them. The staff is particularly challenged by the age range they now provide services to – from 11 year olds to 24 year olds and everyone in between. The changing nature of the needs this wide range of the clients is also a huge challenge to an organization and staff that is challenged by cramped space, limited financial resources and increasing demand for assistance. The staff and the leadership team have been incredibly innovative in the way they leverage opportunity and how they work together to serve their clients.

In addition to providing a safe space for their young clientele, the space itself provides many safety issues for staff and service providers. The changing nature of client needs can mean that there are additional concerns related to one on one interaction with clients and their interaction with other residents and staff. The offices are currently cramped and located in the basement, making it a potential safety problem every time a staff member or service provider is providing supports in such close and secluded space.

The physical space is also not conducive to serving clients or employing staff with physical or mobility issues. There are no ramps for access to the building and the doorways are not accessible to wheelchairs or other mobility supports; and the main floor and lower floors are also very difficult to access for those with physical challenges to climbing stairs.

## The Statistics: Local & Micro Indicators

The shelter program sees a highly diverse group of clients from youth who are having difficulty communicating at home to youth who have complex needs like mental health disorders, FASD, or addictions. It is critical that the program can adapt to meet the varying needs of all the clients so Sunrise House can ensure there are no barriers to their access. The relationships with community partners become a key aspect of the adaptability as Sunrise House often require the support of outside agencies to ensure the youth have access to proper long term supports.



The high-risk youth hold the most concern for us when looking at child maltreatment as Sunrise House know they are one wrong conversation away from finding themselves in harmful situations – gang involvement, criminal activity, sexual exploitation, etc. Youth Support Workers safety plan on an ongoing basis with high risk youth to best ensure they are keeping themselves safe and that someone (often the shelter staff) knows where they are or who they are with. Sunrise House also work closely with the RCMP and have a liaison officer who will also come into the

shelter and meet with youth as a way to build relationships should they ever find themselves needing help.

Since opening the doors Sunrise House can proudly report it:

- has served over 4,000 youth
- is an accredited facility under the Canadian Accreditation Council
- is focused on prevention and creating more resilient youth
- works from a strengths based model
- believes working with the family as a whole is key to ending youth homelessness
- believes that ending youth homelessness will have an immediate impact on the numbers of chronic adult homeless

### *Preventing Child Services Involvement*

By giving immediate access to a safe place and by supporting families in negotiating changes in their home Sunrise House can support a successful return home without CS intervention for many of the youth Sunrise House are working with. In the event of disclosures of violence or neglect, Sunrise House will initially involve CS to complete an assessment of the home. Should this assessment not lead to the opening of a file with CS, Sunrise House will then immediately begin working with the youth and the family on a plan to return home. The Family Support Program is a critical step to this being successful. The Family Support program also accepts referrals from CS should a family connect with them for family support purposes.

### *Child & Youth Population & its Future Impact on Sunrise House*

As mentioned earlier, currently Sunrise House have not faced the issue of turning away youth requiring shelter support however Sunrise House anticipates this to become an issue in the very near future based both on current population trends and Children's Services statistics. The ability to move forward on a capital project is vital to the continued success.

- Age 0-14 = 21.2% of the population = 11,665 individuals between 0 & 14 (2011 Census)
- Approximately 8,200 are ages 0 – 10

- County of Grande Prairie: 4,300 ages 0 – 10
- MD Greenview: 1,100 ages 0 – 10
- By the end of the 3<sup>rd</sup> Quarter 2016-17, Child Intervention Statistics in Alberta show a 17% increase in family enhancement interventions and a 3% increase in child protection interventions

In 201-19, 168 Sunrise House youth were apprehended under the Protection of Sexually Exploited Children’s Act in Alberta. This is down from 183 in 2017-2018, a 9% decrease year over year. These are positive numbers the numbers in 2015-16 was 160 so things appear to be stabilizing.

## Macro Indicators:

### **Federal**

The 2016 Study “Without a Home – The National Youth Homeless Survey” indicates that young people who are homeless (ages 13-24) make up approximately 20% of the homeless population in Canada (Gaetz et al, 2014) In keeping with this, over the course of a year, there are more than 35,000 to 40,000 young people who experience homeless and on any given nigh between 6,000 – 7,000.” These are alarming statistics and speak to the issue. Youth Homelessness is not decreasing; it is increasing, and the needs of those youth are as well. The Study advocates strongly for the development of a prevention focused approach, one that Sunrise House subscribes wholeheartedly to as the same study indicates that in Canada, 40.1% of homeless youth were younger than 16 when they first experienced homelessness. So clearly the earlier staff can intervene and support a youth experiencing unstable housing or homelessness, the early they can put the steps in place to combat chronic future homelessness and the related issues that comes with that lifestyle.

Most recently, further homelessness data was released on August 15, 2019. Between March 1 and April 30, 2018, 61 communities participated in **Everyone Counts**, the second nationally coordinated Point-in-Time (PiT) count of homelessness in Canadian Communities. 19,536 people across 61 communities were surveyed experiencing homelessness in unsheltered locations, shelters, transitional housing, staying with others, hotels or motels, health or corrections systems, and in unknown locations. Dependent children and unaccompanied youth each comprised 13% of those identified, totalling 26% of the homeless population surveyed. When asked when the first experienced homelessness, approximately 30% of responses were as a child or teen (under 18). A further 20% were youth. Again, statistics show that youth who experience homeless early and do not receive the supports needed to achieve stable housing and other life needs, are likely to become Adult homeless. This underlines the true essential nature of facilities like Sunrise House.



### **Provincial**

In 2015, the Alberta Government rolled out their comprehensive Youth Homelessness document entitled, “Supporting Healthy and Successful Transitions To Adulthood: A Plan To Prevent And Reduce Youth Homelessness.” The document and the plan have been acknowledged federally as being one of the most comprehensive and detailed in the county. In 2015, the point in time counts indicated that more than 65,000 youth were experiencing homelessness in Alberta. Since then, point in time counts in major centres have shown an increase in this reporting demographic so it is safe to assume this number has increased in the past 4 years. Alberta’s solution, in 2015, indicated a shift to more of a collective impact

model and away from focus solely on provision of emergency services. The strategies capitalize on 3 components: prevention/emergency services/housing and supports – but shifts the emphasis to prevention and housing.

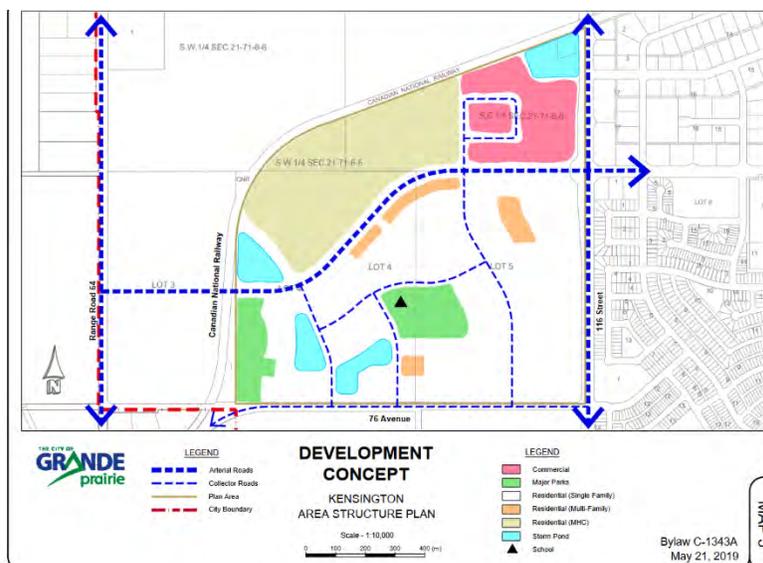
### Local

Since its inception, Sunrise House has subscribed to the need for preventative activities to be layered with emergency housing. This is evidenced by the many layers of support provided via the Shelter, making the actual bed night one of value with the ultimate goal of preventing future homelessness.

On April 11, 2018, the City of Grande Prairie conducted its sixth bi-annual Point in Time Count of homelessness (Count), taking a snapshot of the city’s current homeless population. On this day, 228 people were found to be experiencing homelessness, the highest count to date. Of the 228, 22% or 50, were dependents and independent youth age 13-24. 56% of respondents also indicated that they first experienced homelessness as a youth. Identifying as LCBTQ also was shown to increase the probability of homelessness.

## THE CAPITAL PROJECT

It was recently announced that two local entrepreneurs and community supporters would be supporting the Sunrise House Capital Project. A local developer, Peter Teichrob, has agreed to provide 1.1 acres of land in the new Kensington area of the City for the new build to be initiated by May 2020 while local Entrepreneur John Neudorf has committed \$1Million toward the build project with the intent of matching municipal, provincial and federal funds. These funds and Gift in Kind, combined with the sale of the current building, make up almost half of the anticipated \$3.5 Million price tag of the new facility.



The donated land is located in the Southwest part of the City of Grande Prairie and is part of a brand-new residential development that includes multi family dwellings, single family dwellings and small commercial and retail development. The new area is already in close proximity to other retail, commercial and industrial hubs and is part of the City’s growth.

The location will be close to transit services, retail and other supports that client will need to access throughout their time working with Sunrise House staff. In an effort to reduce potential stigma attached to the building, the curb appeal will be very home like and will host a plethora of services and programming so any young person entering the doors may be an emergency shelter but may also be access other services.

## Multi Use Facility

Sunrise House has secured the services of sodo efg architecture to create Renderings of the potential build project. Past and current experience as well as input from staff, Board, past and present clients and partners who provide services on site provided perspective to the drawings. It was important that the facility be multi-purpose and use space efficiently and logically. Ideally, it is hoped that the facility will be three floors, a basement floor, a ground floor and a second floor.

Administration and Programming would operate from the Basement Floor; while space for Emergency Shelter services and the provision of other services provided by partners such as Alberta Health Services, Mental Health, Health Professionals, etc. would be provided via the Ground Floor with Transitional Housing and Rental accommodations will be housed on the top floor.



## Services

A variety of services and supports provided in the current facility will continue in the new facility with much more room to accommodate the specific needs related to private client intake, client services, onsite services provided by Alberta Health Services (assessments, referrals), Health Practitioners, Mental Health services, etc. Programming and Educational sessions will be accommodated in space that is not part of the larger communal area. These include:

- Emergency Shelter

- Client Supports
- On site Services – i.e.. Mental Health Practitioner, Health Care Professionals, Counseling, Education, etc

This service delivery is also part of the new Integrated Youth Hub being developed with stakeholders in the community, along with a Mobile Youth Hub intended to bring services out into the community.

### Staffing Model

The current staffing model does not normally have two staff working on each shift. The staffing model vision for the new facility is to provide two staff on at any time with enhanced security and safety for the staff and clients attending programming and accessing housing there. At this time many staff perform a variety of roles as necessary. The new staff model proposes more distinct and defined roles for staff with the opportunity to redefine positions while addresses gaps in skills and services. The new model will create Shift Supervisor/Leader roles which will lend to a smooth and productive work flow.

### Partnerships

Sunrise House engages the services of many organizations and partners with many others in providing services to clients. Organizations include:

- Alberta Children’s Services
- Alberta Health Services
- Mental Health
- Schools/Outreach Schools

A larger, enhanced workspace will be conducive to inviting service providers on site more often and will allow them designated space to meet with clients, conduct assessments, have confidential and safe client interactions.

### Programming

The current facility and staff are multi-faceted and have taken on Ad Hoc roles surrounding things like Career and Employment assistance, Life skills development, Cooking classes and even providing Employment training like First Aid. The existing space is not the ideal space for workshops, classes and the like and it usually means staff and clients are working in and around one another at all times. Larger, more planned space will allow existing programming to be delivered in a more comprehensive and planned way and additional programming can become reality with the provision of designated space. Additionally, Sunrise House leadership looks to create a Mentorship Program intended to link clients with the Business Community in an effort to match clients with community leaders who foster hope, growth and aspirations for the youth they connect with.

## AWARENESS CAMPAIGN – EDUCATING AND DISPELLING THE MYTHS

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The GPYESS location will provide easier access to programs, services, emergency shelter and transitional rental apartments, and will limit issues with NIMBY as it is one of the first developments announced in the area. As the current facility is in a residential area, Sunrise House has requested support statements from the property owners surrounding us that could be shared with potential new neighbours.

A messaging campaign will be developed to backstop the campaign. AS per recommendations from the Stakeholder consultation, the messaging campaign will:

- ensure everyone can tell the story that speaks to them
- be audience specific (link to potential donor needs),

- and measure “success”

Tactics include:

- Identifying what Sunrise House is “selling” and creating tangible tools or resources that:
  - Create impact: “I stay because...” -create impact
  - Open the door to staff, board, partners,
  - Provide the “speaking notes” to advocates and supporters to spread the word
  - Utilize clients, past clients, parents, professionals etc.
  - Meet the intended audience at their level

The current Sunrise House website will include a link to details and progress of the capital project. It will also include information about current and new programming and an ongoing invitation to the community for engagement with us with questions, concerns, or how they can be more involved. Sunrise House will also utilize social media and public media partners to share information as the project progresses.

## PROJECT TIMELINE

Activity	Sep-19	Sept-19 to Apr20	May-20	Jun-20	Jul-20 to May 2021	Jun-21	Jul-21
Launch Business Case							
Capital Campaign							
Negotiate & Acquire Desired Land							
Detailed Engineering							
Regulatory/Permitting Complete							
Tendering							
Construction							
Finishing & Furnishings							
Opening							

## FUNDRAISING PLANS

The most critical components of the activities and timelines will be implementation of a comprehensive Capital Building and Operational Fundraising Plan. Purchase of the land and construction of the new facility is estimated at \$4.5 Million. This is a huge undertaking and several potential funders have been identified for further conversation and several have requested submission of a full business plan before formal talks can begin. The business plan will form the basis for all financial requests, with information easily used for completing applications, creating presentations and speaking notes for Shelter representatives.

The Grande Prairie Youth Emergency Shelter Society thanks all their financial supporters from the past 16 years, including assistance with the initial capital project and ongoing operations. Supporters of Sunrise House include:

- Federal Government
- Provincial Government
- Municipal Government

A comprehensive Fund Development Strategy will incorporate all levels of government and a variety of other avenues, such as Service, Organizations, Associations and Fundraising Activities. A sub-committee of the GPYESS Board of Directors shall be struck and will involve Board Members and community

members who possess fundraising acumen, entrepreneurial skills and a strong network. It is anticipated that this Sub-Committee will also seek out funds to contract the services of a Fund Development/Public Relations Manager who will work with the Sub-Committee and Sunrise House Staff to create and implement the strategy.

The Fund Development Strategy will include building relationships and, subsequently, funding agreements or arrangements with:

#### Potential Federal Government Funding Sources

- Capital Project – Canada & Mortgage Housing Corporation (CMHA) - SEED Fund
  - The New Construction Stream provides interest-free loans and/or non-repayable contributions to help with costs related to pre-development activities. This can include business plans, preliminary designs, development permits and more.
    - As a Community Housing Provider, the GPYESS is eligible to apply and the project falls into the “Shelters, Transitional Housing and Supportive Housing” project type, is primarily residential in its nature, as a minimum of 5 affordable units/beds and is considered Affordable by the Municipality
- Programming/Operations

#### Potential Provincial Government Funding sources

- Capital Project:
  - Affordable Housing Grants
- Programming/Operations:
  - Alberta Health Services: for the development of an on-site health services
  - Homeless Supports
  - Alberta Human Services: for the development and support of ongoing programming and training opportunities for clients

#### Potential Municipal Government Funding Sources

- Capital Project:
  - City of Grande Prairie
  - County of Grande Prairie No. 1
  - M.D. of Greenview No. 16
    - Cash Support
    - Gift in Kind:
      - tax deferral
      - development permitting
      - groundskeeper and maintenance
      - bussing
- Programming/Operations:
  - City of Grande Prairie

#### Associations/Organizations/Service Clubs to Approach for Support

- Capital Project:
  - Rotary Clubs of Grande Prairie
  - Grande Spirit Foundation
- Programming/Operations:
  - Service Clubs (Rotary, Kinsmen, Lions, Elks)
    - Partners with existing fundraisers
    - Service Clubs
  - Lotteries & AGLC – ongoing raffles, etc.
  - Faith Community

### Private Sector

- The private sector has been incredibly supportive of Sunrise House and continues to be interested in the ongoing development of the new facility. It will be important to approach private sector partners, especially those that set Youth as a priority in their philanthropic strategies. Already two private sector partners have come to the table with significant contributions to the project - \$1Million cash and donated land for the build.

Examples of existing and potential Private Sector support include working with The Home Depot Canada Foundation is committed to supporting initiatives that help put an end to youth homelessness in Canada. The Orange Door Project is The Home Depot Canada Foundation’s response to one of the most urgent social issues facing Canadians today – youth homelessness. This initiative comes out of the five-year, \$20-million pledge to support long-term solutions that will help to put an end to youth homelessness in Canada. Sunrise House has been a partner of choice for the local Home Depot for 8 years.

It is important to also consider and offer the opportunity for the Private Sector to support the project in other targeted ways such as:

- Room Sponsorships or Adopt a Room– where businesses sponsor the room to outfit, decorate and make it ready for Sunrise House clients to use
- Community Foundations – The local Community Foundation is also a valuable resources in that it allows for application to several private funds, such as the Susan & David Ainsworth fund
- Gift in Kind donations such as building materials, equipment use and operation, free services, waiving of fees, etc.

### Fundraising Activities

- Capital Project and Programming/Operations
  - Events
    - Odyssey Sunrise Golf Tournament
  - Shows
  - Concerts
    - Big Hearts for Big Kids Event



## FINANCIAL PLAN

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### Viability

The GPYESS has confirmed funding in the form of donated land valued at \$500,000 and cash donations of \$1,000,000. They have been encouraged to apply for the CMHS Seed Funding as the project fits the criteria very well and is likely eligible for a larger sum of non-repayable dollars.

Both the City of Grande Prairie and the County of Grande Prairie have indicated their support for the project. Sunrise House have been invited to present the vision and needs to the respective councils. Sunrise House will also be looking to the MD Greenview and other regional municipalities whose youth access services for capital and ongoing operational support and have heard informal expressions of interest from several. The organization is known in the community due to the impact of the services and has discussed approaching potential corporate stakeholders who have expressed interest in providing a

level of operational support once a new building and location is acquired. Naming opportunities for private businesses is something Sunrise House would also like to explore.

### **Risk Management**

As mentioned, Sunrise House is the only youth shelter in Northern Alberta and as such the reach is very far. The community has looked to the organization since its inception to lead the way and outside of developing new programs (such as group homes or transitional housing programs) that can be developed off the site, the only contingency plan is to have the clients access services developed for adults. This comes with some obvious challenges and safety concerns and Sunrise House will therefore be doing everything in its power to move the plan for expansion and change forward as soon as possible.

# Project Budget



## Sunrise House

### General Project Information

Summary of Costs	
\$502,000	Land
\$484,173	Dev. / Soft Costs
\$3,122,503	Hard Costs
\$300,000	FFF
<b>\$4,408,676</b>	<b>Total</b>

Land Area	43,559	s.f.
Building Area	6,417	s.f.
Number of Suites	24	units
Site Coverage	14.73%	
Leasable Space	6,641	s.f.
Common Area	8,320	s.f.
Tenant Break Area	2,880	s.f.
Total Building s.f.	17,841	s.f.
Development Period	18	months

Anticipated Project Costs	Notes	Quantity	Units	Cost/s.f.	Total
<b>Land Costs</b>					
Testing					\$0
Land		43,559	s.f.	\$11.48	\$500,000
Legal Fees (Conveyancing)					\$2,000
<b>TOTAL ANTICIPATED LAND COSTS</b>					<b>\$502,000</b>

<b>Design and Start Up Costs</b>					
Geotechnical Report					\$15,000
Environmental Report					\$0
Architecture			3.00%		\$97,138
Interior Design			1.50%		\$48,569
Structural Engineering			2.00%		\$64,759
Mechanical Engineering			1.50%		\$48,569
Electrical Engineering			1.50%		\$48,569
Civil Engineering			0.75%		\$24,285
Landscape Architecture			0.75%		\$24,285
Kitchen Consultant			0.00%		\$0
Survey					\$6,000
Legal Fees (Agreements)					\$20,000
<b>TOTAL ANTICIPATED START UP COSTS</b>					<b>\$397,173</b>

<b>Development, Construction and Soft Costs</b>					
Appraisal(s)					\$0
Legal (During Const)					\$5,000
Off Site Costs					\$20,000
Property Taxes		1.5	12000		\$18,000
Insurance					\$15,000
Development Permit					\$4,000
Building Permit				\$7/1000	\$22,666
Project Management / Dev. Overhead		\$3,237,940	0.00%		\$0
Interim Financing Fees	18 months	\$3,237,940	0.00%		\$0
Bank Fees					\$5,000
Accounting					\$10,000
Other Operating Costs During Const.		2	\$5,000.00		\$10,000
Contingency			5.00%		\$161,897
<b>Subtotal</b>					<b>\$271,563</b>
Basement Development		6,417	s.f.	\$50.00	\$320,850
Main Floor		6,417	s.f.	\$215.00	\$1,379,655
Second Floor		5,007	s.f.	\$205.00	\$1,026,435
Fixtures, Furniture & Equipment					\$300,000
Gas Service Charge					\$12,000
Power Service Charge					\$75,000
Water Service Charge					\$114,000
Telus Service Charge					\$10,000
<b>Subtotal</b>					<b>\$3,237,940</b>
<b>TOTAL ANTICIPATED BUILDING COSTS</b>					<b>\$3,509,503</b>

<b>TOTAL ANTICIPATED COST</b>		Quantity	Units	Cost/s.f.	Total
	Land, Soft and Hard Costs	17,841	s.f.	\$247.11	<b>\$4,408,676</b>

Sodo EFG Architecture Inc. cannot and does not make any express or implied warranty or represent that bids or negotiated prices will not vary from the Project Budget proposed, established or approved by the owner, if any, or from any Estimate of Construction Cost or other cost estimate or evaluation prepared by Sodo.

## Capital Plan

<b>SOURCES OF CAPITAL FUNDING</b>	
Land Acquisition –1.1 Acres – GIK – CONFIRMED	\$500,000
Sale of existing building	\$300,000
Private Donation - CONFIRMED	\$1,000,000
Alberta Government Department/Agency – AGLC CFEP Large Scale	\$600,000
Municipal Government Department/Agency X 3 plus GIK	\$1,500,000
Private Donations/Sponsorships – Anticipated	\$508,676
<b>Total Capital Funding:</b>	<b>\$4,408,676</b>

## Operational Budget Projections

BUDGETED REVENUE		YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5
INCOME	CFS	\$169,067.00	\$169,067.00	\$169,067.00	\$169,067.00	\$169,067.00
	City of Grande Prairie	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00	\$110,000.00
	City of Grande Prairie FCSS	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
	City of Grande Prairie (Navigator)	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00	\$85,000.00
	County FCSS	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
	MD Greeview	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00
	Federal & Provincial Grants	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
	Corporate Grants	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00	\$75,000.00
	Foundation Grants	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00	\$50,000.00
	Fundraising & Donations	\$281,765.00	\$313,173.00	\$345,681.00	\$379,327.00	\$414,148.00
	Residential Revenue (less 5% vacancy,	\$81,000.00	\$81,000.00	\$81,000.00	\$81,000.00	\$81,000.00
	Office/Contract lease income	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00	\$30,000.00
<b>Subtotal</b>	<b>\$1,041,832.00</b>	<b>\$1,073,240.00</b>	<b>\$1,105,748.00</b>	<b>\$1,139,394.00</b>	<b>\$1,174,215.00</b>	
Expenses						
Shelter Program	Salaries & Benefits (24hr staff)	\$ 610,000	\$ 631,350	\$ 653,447	\$ 676,318	\$ 699,989
	Office Supplies	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500	\$ 4,500
	Professional Development & Related	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000
	Telecommunications / Internet	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700	\$ 4,700
	Advertising / Promotion / Website	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000
	Food Costs	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
	Programming Supplies	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
	Client Transportation	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
	Housing & Client Supplies	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Clinical Consultation	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000
	<b>Subtotal</b>	<b>660,700.0</b>	<b>682,050.0</b>	<b>704,147.0</b>	<b>727,018.0</b>	<b>750,689.0</b>
Family Support & Reunification	Salary & Benefits	\$ 65,000	\$ 67,275	\$ 69,630	\$ 72,067	\$ 74,589
	Professional Development & Travel	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700	\$ 2,700
	Administration & Evaluation	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500	\$ 6,500
	Program Supplies	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850
	Advertising & Promotion	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500
	<b>Subtotal</b>	<b>75,550.0</b>	<b>77,825.0</b>	<b>80,180.0</b>	<b>82,617.0</b>	<b>85,139.0</b>
Youth Navigator	Salary & Benefits	62,380	64,563	66,823	69,162	71,582
	Travel for client purposes	1,800	1,800	1,800	1,800	1,800
	Professional Development	2,000	2,000	2,000	2,000	2,000
	Program cell phone	1,860	1,860	1,860	1,860	1,860
	Computer & Accessories	500	500	500	500	500
	Program Supplies	1,500	1,500	1,500	1,500	1,500
	Client Supports	5,042	5,042	5,042	5,042	5,042
	<b>Subtotal</b>	<b>75,082.0</b>	<b>77,265.0</b>	<b>79,525.0</b>	<b>81,864.0</b>	<b>84,284.0</b>
Administration & Facility	Executive Director	\$ 85,000	\$ 87,975	\$ 91,054	\$ 94,241	\$ 97,539
	Program Manager	\$ 75,000	\$ 77,625	\$ 80,342	\$ 83,154	\$ 86,064
	Travel	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
	Mobility	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200
	Board Development & Meeting Exper	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
	Bookeeping & Accounting	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	Liability Insurance	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500	\$ 8,500
	Facility Maintenance & Repair	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Utilities	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	Security	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Membership Fees	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
	Staff / Volunteer Appreciation	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
	<b>Subtotal</b>	<b>230,500.0</b>	<b>236,100.0</b>	<b>241,896.0</b>	<b>247,895.0</b>	<b>254,103.0</b>
<b>Total Income</b>	<b>\$1,041,832.00</b>	<b>\$1,073,240.00</b>	<b>\$1,105,748.00</b>	<b>\$1,139,394.00</b>	<b>\$1,174,215.00</b>	
<b>Total Expenses</b>	<b>\$ 1,041,832.00</b>	<b>\$ 1,073,240.00</b>	<b>\$ 1,105,748.00</b>	<b>\$ 1,139,394.00</b>	<b>\$ 1,174,215.00</b>	
<b>Transfer to Capital Reserve</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Income Less Expense</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	

## SOURCES

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Stephen Gaetz, Bill O’Grady, Sean Kidd & Kaitlin Schwan. (2016). **Without a Home: The National Youth Homelessness Survey**. Toronto: Canadian Observatory on Homelessness Press.

City of Grande Prairie. **2015 Homeless Youth Needs Assessment**. (October 2015)

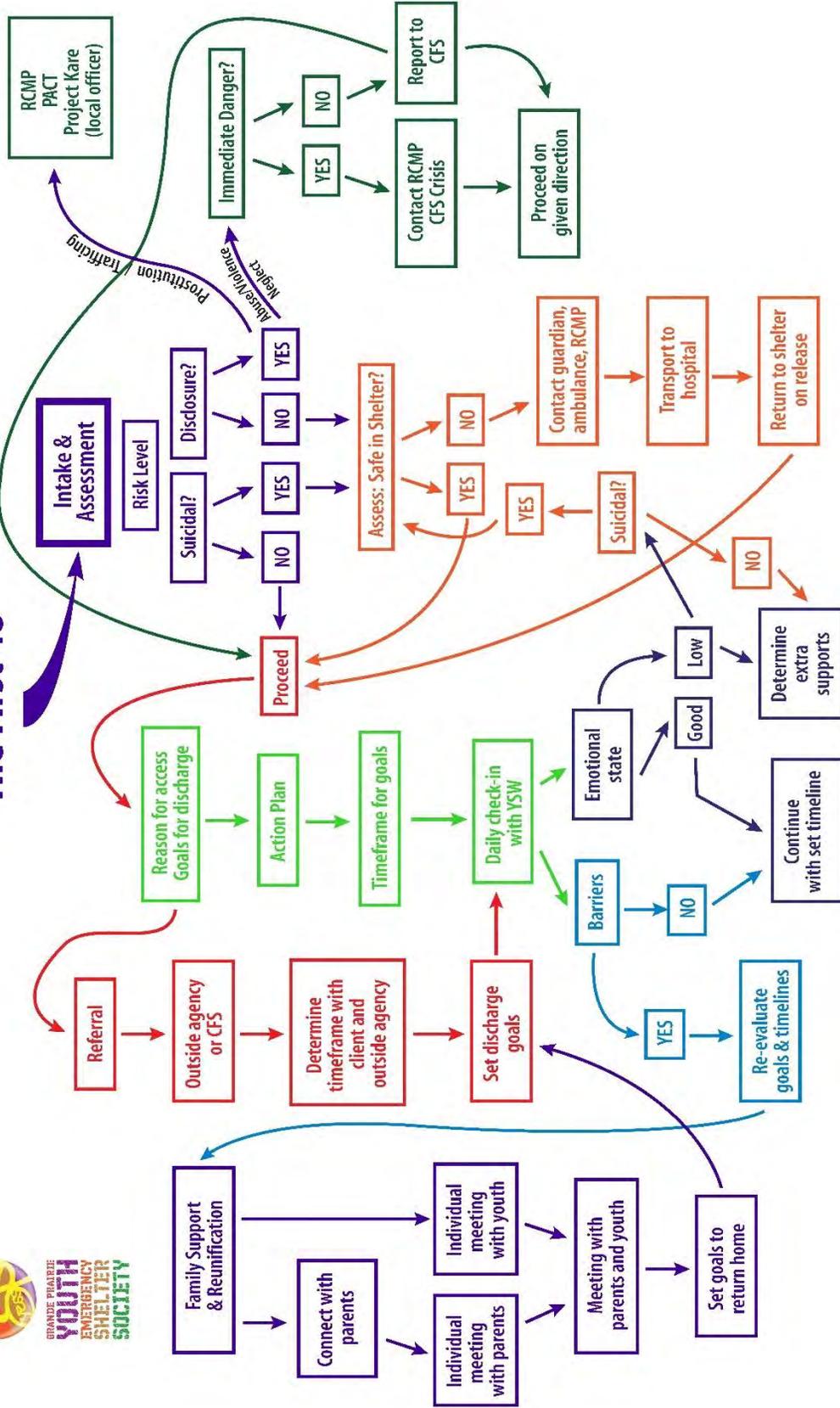
City of Grande Prairie, **Kensington Area Structure Plan** (May 21, 2019). City Clerk, Planning and Development, Bylaw Number C-1343.

# APPENDICES

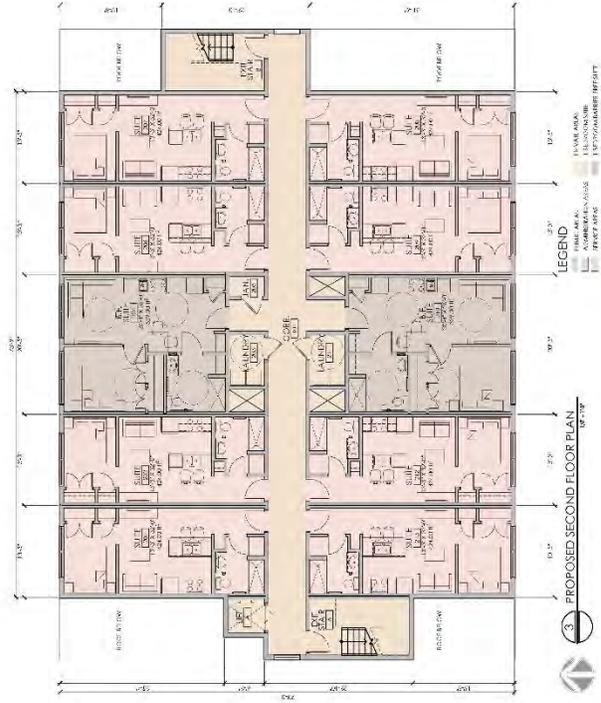
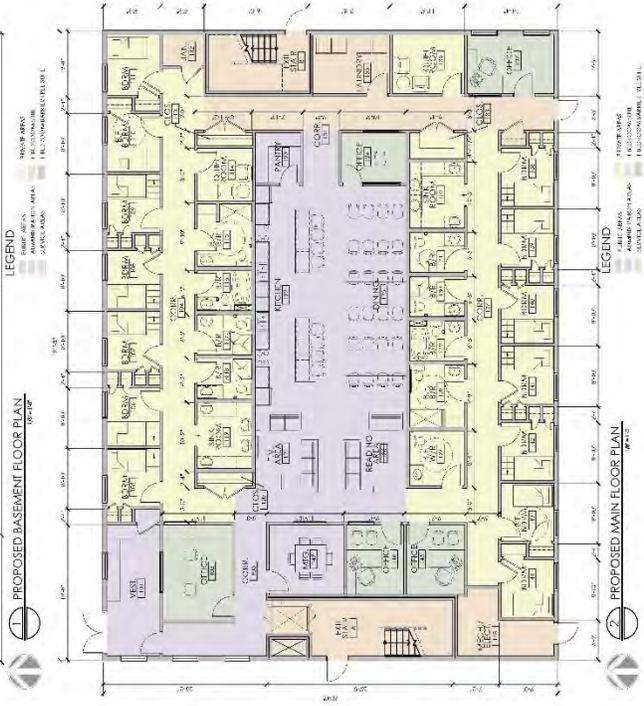
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# The First 48



# Appendix B: sodo efg architecture Conceptual Drawings



PROJECT: NEW YOUTH EXPERIENCE RESIDENCE  
 OWNER: YOUTH LAB  
 ARCHITECT: SODO EFG ARCHITECTURE INC.  
 1000 WEST 10TH AVENUE, SUITE 100  
 DENVER, CO 80202

A101

## Appendix C: Raw Data – Community Consultation

Friday, June 21, 2019

214 Place – Administration Boardroom

Goals for Session included:

- Process-input into steps
- Growth
- Contribute
- Advocate
- Identify needs
- Collaboration
- Support
- Plans for future
- Identify needs
- Global vision
- Partnerships
- Bridge gap-bring info together
- Joint initiatives
- Create vision
- How to help
- See future direction
- Recognize next stage
- Sunrise House positioned for future

The Key Accomplishments for Sunrise House since inception include:

- Advocacy
- Being a voice for youth
- Many
- Family support worker-supports provided
- Partnering with other agencies
- Connecting to full spectrum services
- Host cooking class in sunrise house
- Share calendars
- Respectful environment
- Sunrise Houser the stigma, normalize the experience
- Focused mandate
- Maintaining boundaries-using ability to say “no”
- Shift of clientele away from children services clients- keep the firm mandate
- How sunrise house interacts with municipalities – last 8 years-clarify
- Organizational and operational confidence of the community
- Overcoming the past
- Resilience
- Worked through challenges to be better as a result
- Stability of the organization
- Strong leadership and governance
- People assume sunrise house is positioned for growth
- Have created muni-ambassadors
- Responsiveness to needs of community- not stuck- flexible to new needs, anticipate needs
- Clear & concise
- Staff leadership – sets stable foundation
- Draw people to the cause I.e. Big hearts, munis, rotary/service clubs
- Fundraising activities
- Increase corporate support contributing to the cause
- Leveraging connections
- Dialogue federally- understand sources of funding- share best practices- G.P. as a model
- Levels of funding
- House youth- the sheer number of bed nights
- Youth see it as safe, homelike, trust sunrise house is their people
- Innovative way of accommodating community youth- always find a way
- Statistics- volume-balancing need to work together to accommodate – a full circle plan, find options, connect to

services/service providers/other resources

- What is full? For conversation-the metric- i.e. 85%
- Paint the bigger picture

Key Concerns for the Organization were identified as:

- Facility is old-physical infrastructure
- Not large enough to accommodate more numbers, clients need
- General public may not know the “depth” of what sunrise house does- programming
- Lack of awareness
- Concern i.e. Changing need: i.e. Change in client issues, needs etc.- how do Sunrise House continue to keep people safe
- Safety: physical layout impairs safety
- Succession planning- board, staff
- Potential for “revolving door” if parents aren’t getting support
- Location- does it still make sense?
- Current organization- program demands
- Diversity of the cases

Opportunities/Needs for Sunrise House:

- Education, awareness, the reach geographically, breadth re. depth of services
- Message regarding succession plans/activities
- Family support- statistics regarding recidivism
- Awareness regarding process for youth- day in the life, individual needs
- Continued linkages of youth to other supports
- Tell the story...
- Dispel myths- show the diverse backgrounds
- Managing messaging
- Diversify support in larger geographic area
- Mobile services outside G.P.
- Statistical comparison between shelters

- Renos
- Accreditation for raising the bar for standards- raise the bar
- Integration into the neighborhood

- How to educate the public
- What if Sunrise House lose major revenue generator? i.e. government, fundraising activities
- Growth and what it could mean- what changes
- Hiring trained, qualified staff in order to grow the number and breadth of clients
- Heightened potential for concern/negativity of community/parents
- Serve huge geographic region – north to HL, NWT, east to HP
- Ongoing education of regional players
- Ability to maintain personal connection in larger facility
- Maintain community integration but still be recognizable
- Larger facility – escalation- meeting needs

- Connecting and partnering
- Expansion of infrastructure/facility- build with scaling in mind, space for specific client needs, create environment
- Increase programming – diverse, targeted programs
- Maintain homey culture
- Space for drop in services
- Making location more accessible and visible
- Reduce youth trepidation
- The nature of the build – look, feel
- Research other designated spaces – RMH, Compassion house >best practices
- Building Sunrise House integrated- looks like home
- Reinforce focus on prevention

- Answer the question- so what? What if it wasn't here: what would the reality be? What will happen if this doesn't happen?
- The risks: increase assaults crime, homelessness, sunrise house positioned as risk mitigation
- Preventative nature of sunrise house
- The risk- the connection to adult homelessness
- Show the layers- show the connections
- Paint the risk picture- if sunrise house didn't exist...
- Capital campaign- storytelling/anecdotal
- Messaging campaign to backstop ^, ensure everyone can tell the story, a

story that speaks to them- audience specific (link to potential donor needs), what is success? This is how Sunrise House define "success" from perspective

- What is Sunrise House selling?
- "I stay because..." -create impact
- Open the door to staff, board, partners,
- The "speaking notes"
- Utilize clients, past clients, parents, professionals etc.
- Meet at their level
- Sunrise House made a plan 9 years ago- fiscal responsibility

## Appendix D: Raw Data – Staff Roundtable

Summary July 3, 2019

### Accomplishments

- Safe Space
- Common misconceptions about what Sunrise House do
- Solid organization- their haven
- Smoother transition between services for youth
- Learning and connecting
- No judgement, can be themselves
- Impact on past clients, so strong
- Client success stories
- Client tell us what Sunrise House has done for them
- They trust us- enough to come back and touch base
- Visit and hangout
- Pride and passion of the staff
- Leadership
- Safe zone here
- Parents are grateful- contribute back after their children are here, how it helped them
- People are quick to dispel myths- correct posts and misconception
- Respect
- Up to 24 yrs. old now
- Clients help to create awareness
- Trust
- Clients are ambassadors
- So different than rotary house
- Will try to create programming specific to clients- plan on the fly
- Word of mouth is strong
- Creative/innovative
- Encouraging environment
- Sunrise house is prevention – strong tentacles  
-youth are protected here.
- If it didn't exist: Deaths, vulnerability, trafficking, risks, drug use, domestic abuse, runaways
- Community is asking for an option
- Youth action committee
- See a lot of 12- and 13-year old's
- Growth (grew a whole bigger team)- family support worker -program manager – youth navigator
- Program allows for personal employee growth -professional growth
- Supportive environment
- Peer mentorship among staff
- Staff training available - accreditation
- Walk the talk- supportive... nearly as supportive of each other as the clients
- Open door policy
- Established norm
- Flexibility and adaptability
- Resilient organization
- Bounce back from challenges
- Culture of support
- Youth have a stigma
- Trauma informed staff
- Try to educate of realities- not just a shelter
- The programming
  - Staff driven
  - 1x/Sunrise House, other agencies
  - Gardening, paint, sex ed, games night, cooking classes, recreation
- It would be a tragedy
- Promotes empathy – promote and advocate for youth
- Collaborate extensively
- Business organizations chose us as their organization to support
- Receive donations/charitable
- Home Depot- orange door, each store chooses agency- 8/9 yrs. fun partnership
- Awards- Passionate heart award
- Community people contribute

### Concerns/Challenges

- Advertising/Marketing- Ltd Resources
- So many people who don't know
- Crisis, harm reduction, addiction, Mental Health
- No resources for parents- reactive not proactive, no LT assistance
- Kids without parental supports take so long to be helped, months to see mental health, like of child psych
- Other agencies don't look through trauma lenses, they are step by step before dealing with issues
- Lack of collaborative services available
- Staff needed to be everything to all people – how to do this
- Advocacy is major
- Must be “voluntary” – need parental agreement
- Limited housing to youth- landlords don't wish to lease to youth, competition with agencies not willing to rent to high risk youth
- Policy- what parents can and cannot do resulting in younger clients
- Children's services policy creates more control for youth
- PCHAD- Youth
- People don't care as much as Sunrise House do
- Compassion fatigue- top down system- bureaucracy
- Lack core funding
- Space obstacle- no where to go with conflict, barriers, obstacles etc. no mtg space sensory room, quiet room

### Opportunities

- Billboard- For education and awareness -by on track: messaging  
Focus on prevention/impact
- Need more space to do more programming
- Designated recreation space
- New space/bigger space – allow for designated space
- Services/supports on same floor
- Secured entry
- Barrier free/accessible
- Prevention/early prevention -this is a huge part of what Sunrise House do and stop/slow cycle
- Sunrise House are an essential service
- The donut- roles and responsibilities
- Operational: 8-hthe shifts: 3-8-hthe shifts/day- service provision
- 2 people per shift for all shifts- even with 12 hr shifts
- Balance client needs/case files
- Digital files-streamline
- Workers are able to do things with clients- active
- Staffing budget is largest of all – staffing model
- Volunteers- coordination FT to manage them and coordinate
- 18-24 yr. old's – huge gap in services - apartments available-services
- More than one facility  
-a unit that houses transitional clients out of treatment, detox, jail/prison
- Programming and education for parents- space to see
- Onsite counsellor, therapist, addictions counsellor- 24hr on-call
- On site education/accessible
- Youth after school
- Division- not huge segregation
- Ideally separate facilities for multi level transition, zero barrier to multi barrier
- Kids can stay longer, intentionally to get stable (6 to 9 months?)
- Not a licensed facility so will not be CFS ground
- Children's services: system not set up for teenagers  
2030: system is repaired and functionally
- Youth hub hangout
- Mentorship- adults/older peers

- Increase foster parents
- Partners/collaborations:
  - john Howard, mountain plains, rotary house, RCMP, pregnant teen, north reach, children’s services, housing first, probation.
  - More: schools be part of solution, educate teachers, earlier the better, start at age 9

Education in schools open communication, dispel conversations different perspective/myths  
 Ab health services- more clinical nurse on site

- Programming: Early intervention to create prevention
- Enhanced social media presence

Priorities

- Core funding: Core basic operations funded not Sunrise House are an essential service
- Introduce concept – official launch event a big later so
- Be more competitive as an employer – sufficient remunerate, retention

- Advocacy- municipal, the community (Sunrise House must have)
- Consistent messaging “the speaking notes”
- City transit – transportation issues



# REQUEST FOR DECISION

---

**SUBJECT: Museum for the Pioneers of the Grovedale Society Grant Request**  
**SUBMISSION TO: REGULAR COUNCIL MEETING**                      **REVIEWED AND APPROVED FOR SUBMISSION**  
**MEETING DATE: November 9, 2020**                      **CAO: DT**                      **MANAGER: KK**  
**DEPARTMENT: ECONOMIC DEVELOPMENT**                      **GM: DM**                      **PRESENTER: LL**  
**STRATEGIC PLAN: Level of Service**

---

**RELEVANT LEGISLATION:**

**Provincial (cite) –N/A**

**Council Bylaw/Policy (cite) –N/A**

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve a capital grant in the amount of \$7500.00 to the Museum for the Pioneers of the Grovedale Society for the purchase and installation of security roll shutters for all windows, with funds to come from Community Service Miscellaneous Grant.**

---

**BACKGROUND/PROPOSAL:**

The Museum for the Pioneers of the Grovedale Society submitted a capital grant application requesting funds to supply and install security roll shutters for all windows at the Grovedale Museum. Administration has expedited this grant application to Council because of the related safety issues, otherwise it would have been brought to Committee of the Whole for discussion in late 2020 and to Council for decision in early 2021.

The Grovedale museum provides a community space for local history and artifacts to be displayed for the community and guests. Without proper security it is feared that further break ins could cause additional damages and could include damages to the artifacts and displays.

Unfortunately, the museum has been broken into 3 times this summer with the RCMP following up on the incidents. The target for the break in is the post office as it is in the same building as the museum. Damage has been done to locks, interior doors, security system and windows. The cost to repair the damages was more than \$4200.00. Due to the repair costs, this has left the museum with no contingency cash going into the winter season. Typically, the museum hosts a music festival in the spring that generates income, however due to the current pandemic the festival was cancelled.

The Society investigated putting claims through insurance, but because it was more than one incident, they would have had to pay a deductible of \$2000.00 for each claim and their insurance rates would have increased.

The Society has contacted Canada Post for financial assistance with updating building security, however because Canada Post does not own the building, they will not help. The Society has planned an online auction in November in hopes to defray some costs.

The current security system has been upgraded at a cost of \$50/month and the Society is awaiting quotes for purchasing cameras and additional lighting. Quotes for securing windows range from \$7,523.00 to \$11,953.00 (see attached).

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Greenview will assist in providing a safe building, protecting historical information & artifacts, for a community within Greenview.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to alter the amount of grant funds or to take no action to the recommended motion.

---

**FINANCIAL IMPLICATION:**

**Direct Costs: \$7,500.00**

**Ongoing / Future Costs: N/A**

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will advise the Museum for the Pioneers of the Grovedale Society of Council's decision.

---

ATTACHMENT(S):

- Museum for the Pioneers of the Grovedale Society Grant Application
- Correspondence
- Window Covering Quotes
- Financial Statement

# Grant Applications

Row 4

<b>Name of Organization</b>	Museum for the Pioneers of the Grovedale Society
<b>Address of Organization</b>	Box 2 Grovedale AB ToH 1X0
<b>Form Date Field</b>	10
<b>Contact Name</b>	Fred McAusland
<b>Phone Number</b>	780-814-4626
<b>Purpose of Organization</b>	Display artifacts of the Grovedale area.
<b>Position of Contact Person</b>	President
<b>What act are you registered under?</b>	Society Act
<b>Registration No.</b>	
<b>Grant Type</b>	Capital Grant
<b>Total Amount Requested</b>	7500.00
<b>Proposed Project</b>	Supply and install security roll shutters to all windows.
<b>Have you previously applied for a grant from the M</b>	
<b>Previous Grant App from MD</b>	No
<b>Final Completion Report Provided to MD</b>	
<b>Grant funds applied for</b>	Yes

**from other sources?**

**Grant Funds Received from other sources?** No

**Have you performed any other fundraising projects?** Yes

**Agreement**

**Grant Purpose**

**Year Grant Received**

**Amount of Grant**

**List the donee, purpose and amount** In 2019, \$5000.00 from Grovedale Rec Board and in 2018 \$4,912.00 for an outdoor skating rink from the Grovedale Rec Board.

**What type of fundraising & how much did you raise?** Book sale, raised \$350.00  
Value Village collection, raised \$400.00  
Will be doing an online auction in November 2020.

**Signature** Ellen McAusland

**Date** 10/14/20

**Financial Statement**

Council:

We are requesting emergency funding to purchase outdoor security shutters for the museum in Grovedale this fall. Our building has been broken into 3 times this summer. The target is the Post Office. The thieves accessed the building via south facing windows. They caused additional damage to locks, interior doors, security system and window. Costs of these items is in excess of \$4200 and this figure does not include installation of the new window. All these costs have left us with no contingency cash going into the winter months. As we were not able to host our annual music fest this spring we were not able to generate income.

We approached Canada Post for assistance however as they do not own the building they will provide no assistance.

We could have applied for some insurance but as it was 2 separate incidents we would have had to pay \$2000 in deductible for each claim and our rates would increase in the future.

We have already upgraded our security system at a cost of \$50/month and want to purchase cameras and additional lighting (Still waiting on quotes for these items)

We are planning an online auction in November defray some costs and have put out a request for donations.

We have looked at other options to secure our windows and this seems to be the best solution. We obtained quotes from 4 separate companies ranging from \$7523 to \$11,953. (attached to application)

As we know the post office is the target we are worried that the next break in could cause damage to our displays. The post office is an integral and important asset to our community and we do not want to lose it.



Ellen McAusland  
Director

From: **Clint Webb** clint-webb@hotmail.com  
Subject: Roll Shutters for Museum  
Date: October 10, 2020 at 4:28 PM  
To: elientre@telus.net  
Cc: **Clint Webb** clintw@mid-westglass.com, **Brian Wiebe** brianw@mid-westglass.com

Good day, the following are prices for a couple options.

Most secure option:

9 Roll shutters with internal electric motors. Comes with 2 remotes for operation. Installed. ( with you hav power at windows)Supply and installed

\$16054.50 plus Gst

Next option with manual shutters keyed on exterior.

Supply and installed

\$10,560.00 plus Gst.

As discussed if you want to have some of each let me know and I'll get you a price.

Thanks for letting me bid on this project!

Mid-West Glass

Clint Webb

C:780-512-3974

Sent from my iPhone

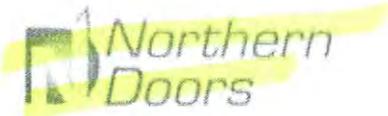
From: **Blair Keller - Northern Doors** commercial@northerndoorsgp.com  
 Subject: Sales Quote 7393 from Northern Doors (Western) Ltd.  
 Date: October 7, 2020 at 4:54 PM  
 To: ellenfre@telus.net

Please see attached quotation.

If you have any questions or concerns, please contact our office.

Thank you and have a great day!

Northern Doors Ltd  
 Phone: 780-831-1111



8702-111A Street  
 Grande Prairie, AB T8V 5L3  
 Tel: (780) 831-1111 Fax: (780) 831-1112  
 Fax: (780) 831-1112

Sold To:  
**Grovedale Museum**  
 Ellen McAusland  
 Grovedale, Alberta

Ship To:  
 ATT: Ellen McAusland

## QUOTE

Quote No.: 7393  
 Date: 10/07/20  
 Quoted By: Gorgichuk, Ken

Business No.: 840997985

Qty	Unit	Description	Price	Amount
1		We are pleased to provide you with the following price for Security Roll shutters to cover the windows at your building.		
		SUPPLY ONLY - FOB OUR SHOP		
		SECURITY ROLL SHUTTERS		
1		-33 1/2" w x 42" h		
2		-34 1/2" w x 61 1/2" h		
3		-45" w x 61 1/2" h ( one window could not be measured. This measurement has been given to us.)		
1		-45 1/2" w x 42" h		
2		-57 1/4" w x 61 1/2" h		
		-All Shutter Face of Wall Mount		
		-ALL Shutters Brown		
		-All Shutters Spring loaded and Manual Push up.		
		-All Shutters Anti-push up		
		-All Shutters have Cylinder Keyed alike Locks		
		-All Shutters have 3/8" Buildout to Clear window frame		
		-All Shutters have 1" Bottom L Sill to Lock to		
1		Quoted Price	8,510.00	8,510.00
		NOTE: ADD \$ 2,240.00 for Installation of all Shutters.		
		Subtotal:		8,510.00
		G - GST @5%		
		GST		425.50

This quotation is valid for 30 days

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

Page: 1

Total Amount	8,935.50
--------------	----------

\*\*We also sell, service & install Hollow Metal Man Doors, Pressed Steel Frames & Arch. Hardware\*\*



8702-111A Street  
 Grande Prairie, AB T8V 5L3  
 Tel: (780) 831-1111 Fax: (780) 831-1112  
 Fax: (780) 831-1112

# QUOTE

Quote No.: 7156  
 Date: 09/14/20  
 Quoted By: Gorgichuk, Ken

Sold To:  
**Grovedale Museum**  
 Ellen McAusland  
 Grovedale, Alberta

Ship To:  
 FOB Shop  
 ATT: Ellen McAusland

Business No.: 840997985

Qty	Unit	Description	Price	Amount
1		<p>SUPPLY ONLY</p> <p>We are pleased to provide a quotation for Manually Operated Security Rollshutters to cover the windows of your building, as requested. Delivery is approximately 3 weeks. An option for electrically operated shutters is also provided.</p> <p>SECURITY ROLL SHUTTERS            2 @ 48" x 56"            2 @ 25 1/2" x 56"            3 @ 36" x 56"            1 @ 36" x 36"            1 @ 24 1/2" x 36"</p> <p>-face of wall mount on wood            -available colours, white, anodized, beige, dark brown, or black            -manual crank and gear operation            -anti-pushup system</p>		
1		<p>Quoted Price</p> <p>NOTE: OPTIONAL FOR ELECTRIC OPERATION:            Although you will have additional costs for wiring, we strongly recommend this option. To upgrade to Electric Operation, please add \$968.00 to the above total.</p> <p>Subtotal:</p> <p>G - GST @5%            GST</p>	7,284.00	7,284.00
				7,284.00
				364.20

This quotation is valid for 30 days

Accepted By: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Total Amount</b>	<b>7,648.20</b>
---------------------	-----------------



Overhead Door Co. of Grande Prairie  
11511 – 95 Ave Grande Prairie, Alberta T8V 5P7  
Ph: (780) 532-9350 Fx: (780) 532-8150  
Website: [www.overheaddoorgp.com](http://www.overheaddoorgp.com)

Sept 14, 2020

Quote #1985

### **Grovedale Museum Society**

Box 63 Grovedale, AB T0H 1X0

Attention: Ellen Fre                      780 532-4136  
[ellenfre@telus.net](mailto:ellenfre@telus.net)

Re: Quote for security shutters

Our price to supply and install the below described Security shutters is **\$11,953.01** GST not included

- 2 – 48" x 56" Ultra-Lite Shutter c/w
  - Box FMR 45° 165 in black brown,
  - Curtain Ultra Protect 41 in black brown, Anti-Pushup (3-part)
  - Guide Rail HTF in black brown
  - Mounting Outside-Outside
  - Pre-Drilled for Moderate Application (~35cm)
  - End Slat Type: End slat 45 in black brown
  - Crank & Gear Assist-Operator left,
  - CMO/Crank Exit: back
  
- 2 – 25 1/2" x 56" Ultra-Lite Shutter c/w
  - Box FMR 45° 165 in black brown,
  - Curtain Ultra Protect 41 in black brown, Anti-Pushup (3-part)
  - Guide Rail HTF in black brown
  - Mounting Outside-Outside
  - Pre-Drilled for Moderate Application (~35cm)
  - End Slat Type: End slat 45 in black brown
  - Crank & Gear Assist-Operator left,
  - CMO/Crank Exit: back
  
- 3 – 36" x 56" Ultra-Lite Shutter c/w
  - Box FMR 45° 165 in black brown,
  - Curtain Ultra Protect 41 in black brown, Anti-Pushup (3-part)
  - Guide Rail HTF in black brown



**OVERHEAD**  
**— DOOR —**  
Entry Systems Specialists

Overhead Door Co. of Grande Prairie  
11511 – 95 Ave Grande Prairie, Alberta T8V 5P7  
Ph: (780) 532-9350 Fx: (780) 532-8150  
Website: [www.overheaddoorgp.com](http://www.overheaddoorgp.com)

Mounting Outside-Outside  
Pre-Drilled for Moderate Application (~35cm)  
End Slat Type: End slat 45 in black brown  
Crank & Gear Assist-Operator left,  
CMO/Crank Exit: back

1 – 36" x 36" Ultra-Lite Shutter c/w  
Box FMR 45° 165 in black brown,  
Curtain Ultra Protect 41 in black brown, Anti-Pushup (3-part)  
Guide Rail HTF in black brown  
Mounting Outside-Outside  
Pre-Drilled for Moderate Application (~35cm)  
End Slat Type: End slat 45 in black brown  
Crank & Gear Assist-Operator left,  
CMO/Crank Exit: back

1 – 24 1/2" x 36" Ultra-Lite Shutter c/w  
Box FMR 45° 165 in black brown,  
Curtain Ultra Protect 41 in black brown, Anti-Pushup (3-part)  
Guide Rail HTF in black brown  
Mounting Outside-Outside  
Pre-Drilled for Moderate Application (~35cm)  
End Slat Type: End slat 45 in black brown  
Crank & Gear Assist-Operator left,  
CMO/Crank Exit: back

- 1) Shutter were priced in dark brown or black, other options are available.
- 2) Shutters are operated by a thru the wall hand crank, (so they are opened and closed from the inside of the bulding
- 3) Price is based on the information provided, a job check could reveal some site conditions that may add extra cost.
- 4) GST Not Included

Richard Querin  
Commercial Manager

From: Service [service@odessadoors.com](mailto:service@odessadoors.com)  
Subject: RE: Quote Request  
Date: October 5, 2020 at 1:03 PM  
To: Ellen Mcausland [ellenfre@telus.net](mailto:ellenfre@telus.net)

Good afternoon Ellen,

Price for install is 2-4 hours per unit at 100\$ hourly. Any further questions feel free to respond to this email or call me at the office. Thanks!

$\$250 \times 9 = \$2250$

Thank you,

**From:** Ellen Mcausland <[ellenfre@telus.net](mailto:ellenfre@telus.net)>  
**Sent:** September-30-20 4:24 PM  
**To:** Service <[service@odessadoors.com](mailto:service@odessadoors.com)>  
**Subject:** Re: Quote Request

Could we get a price for installation. Thanks

On Sep 15, 2020, at 4:18 PM, Service <[service@odessadoors.com](mailto:service@odessadoors.com)> wrote:

You are very welcome, Enjoy the rest of your day!

**Chelsy Morin**  
**ODESSA DOORS LTD.**  
Phone: (780) 539 3677  
[www.odessadoors.com](http://www.odessadoors.com)  
#101 9602 115 st | Grande Prairie AB | T8V 5W2

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**From:** Ellen Mcausland <[ellenfre@telus.net](mailto:ellenfre@telus.net)>  
**Sent:** September-15-20 4:17 PM  
**To:** Service <[service@odessadoors.com](mailto:service@odessadoors.com)>  
**Subject:** Re: Quote Request

thanks so much for this. We will be having a meeting before the end of the month

and make some decisions.

On Sep 15, 2020, at 4:08 PM, Service <[service@odessadoors.com](mailto:service@odessadoors.com)> wrote:

Good Afternoon Ellen,

Please find the attached quote for your review. If you are unable to view the attachment or have any questions or would like to proceed, please contact me at the office. I have also attached some photos from our manufacturer of some installed exterior shutters.

Thank you for your business!

<image001.png>

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<salquote\_disc\_25024.pdf><residential soffit.JPG><residential patio door.JPG><store front cheers and beers.JPG><store front gibbons 2.JPG><store front split.JPG><store front spring and key 3.JPG>

From: Service [service@odessadoors.com](mailto:service@odessadoors.com)  
 Subject: Quote Request  
 Date: September 15, 2020 at 4:08 PM  
 To: Ellen Mcausland [ellenfca@telus.net](mailto:ellenfca@telus.net)  
 Co: Colby Dunham [colby@odessadoors.com](mailto:colby@odessadoors.com)

Good Afternoon Ellen,

Please find the attached quote for your review. If you are unable to view the attachment or have any questions or would like to proceed, please contact me at the office. I have also attached some photos from our manufacturer of some installed exterior shutters.

Thank you for your business!

Chelsy Morin

► Service



**ODESSA DOORS LTD.**

[service@odessadoors.com](mailto:service@odessadoors.com)  
 Odessa Doors Ltd. [www.odessadoors.com](http://www.odessadoors.com)  
 101-8602 115 Street Grande Prairie AB T6V 5W2  
 780-674-4626

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 \*Computer viruses can be transmitted via email. The recipient should check this email and any attachments for the presence of viruses. The organization accepts no liability for any damage caused by any virus transmitted by this email. Email transmission cannot be guaranteed to be secure or error-free, as information could be intercepted, corrupted, lost, destroyed, arrive late or incomplete, or contain viruses. The sender, therefore, does not accept liability for any errors or omissions in the contents of this message which arise as a result of email transmission.*



**Odessa Doors Ltd.**  
 101-8602 115 Street  
 Grande Prairie, Alberta T6V 5W2  
 Canada  
[colby@odessadoors.com](mailto:colby@odessadoors.com)  
[odessadoors.com](http://odessadoors.com)

**QUOTE**

Quote No: 25024  
 Date: 2020-09-02  
 Page: 1  
 Ship Date:

**Sold To:**

1 Time Customer

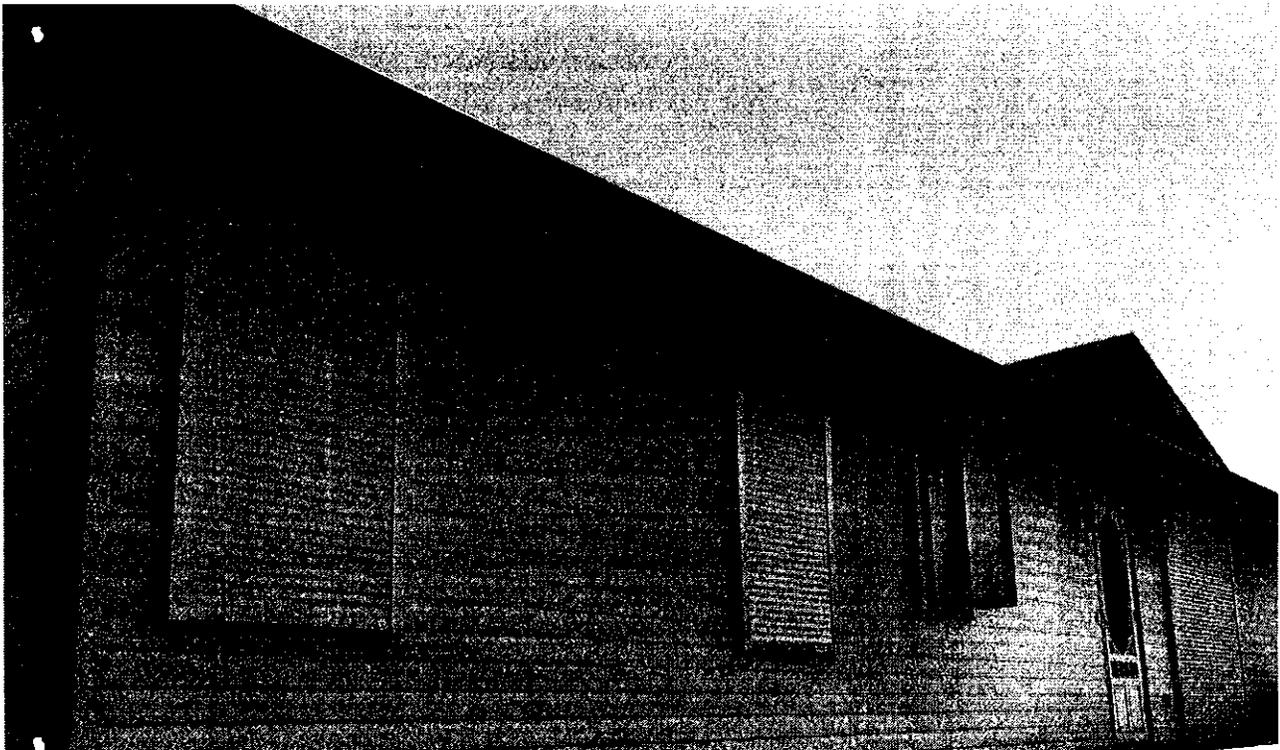
**Ship To:**

1 Time Customer  
 Job Name: Grovedale Museum/Post Office  
 Job Address: HWY 616 RR700 Grovedale  
 POB: Quote Request  
 Picked up by: Ellen.fca@telus.net  
 Phone#: 780-674-4626/780-532-4136

Business No.: 63974561RF0001

Item No.	Quantity	Unit	Description	Tax	Base Price	Disc %	Unit Price	Amount

		*Install Not Included - Subject to site measure						
Custom Division QR	2 Each	CD-042 48" x 56" Manual Roll Shutter	G	561.50	561.50	1,123.00		
Custom Division QR	2 Each	CD-042 25 1/2" x 56" Manual Roll Shutter	G	526.50	526.50	1,053.00		
Custom Division QR	3 Each	CD-042 36" x 56" Manual Roll Shutter	G	594.00	594.00	1,782.00		
Custom Division QR	1 Each	CD-042 36" x 36" Manual Roll Shutter	G	486.00	486.00	486.00		
Custom Division QR	1 Each	CD-042 24 1/2" x 36" Manual Roll Shutter	G	378.00	378.00	378.00		
Add \$403.20 per shutter for single switch per motor Add \$720.00 per shutter for remote controlled motors  *FOB Odessa. Install pricing will require photo's to give estimate*  *Supply as Per Quote Only. Any Changes or Alterations Cost Plus* *Subject to factory lead times* *No Returns on Custom order or painted products* *Quote Valid for 30 Days*								
Subtotal:							5,022.00	
G - GST 5% GST							251.10	
Shipped By								
Comments: NR opening NOT REFRATED 25% restocking fee maybe charged. NO returns on Fabricated Special orders						<b>Total Amount</b>	5,273.10	
Sold By: Mary Chey								



**MUSEUM FOR THE PIONEERS OF THE GROVEDALE AREA SOCIETY**

**Financial Statements**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

To the Members of the  
Museum of the Pioneers of the  
Grovedale Area Society

AUDIT STATEMENT

We have been appointed by the board of directors to audit the books for the Society for the fiscal year ending December 31, 2019. After examination of the books and records, we are reporting that the annexed financial statements present fairly the revenue, expenditures, and financial position of the Society for the period indicated.

Tom Bell

Ken Ryan

FEB 06 - 2020  
Date

FEB 06 - 2020  
Date

**MUSEUM FOR THE PIONEERS OF THE GROVEDALE AREA SOCIETY**

**Index to Financial Statements**

**Year Ended December 31, 2019**

*(Unaudited - See Notice To Reader)*

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	Page
NOTICE TO READER	1
FINANCIAL STATEMENTS	
Statement of Financial Position	2
Statement of Changes in Net Assets	3
Statement of Revenues and Expenditures	4
Notes to Financial Statements	5 - 6

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### NOTICE TO READER

---

On the basis of information provided by management, I have compiled the statement of financial position of Museum for the Pioneers of the Grovedale Area Society as at December 31, 2019 and the statements of changes in net assets and revenues and expenditures for the year then ended.

I have not performed an audit or a review engagement in respect of these financial statements and, accordingly, I express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Grande Prairie, Alberta  
February 4, 2020



C Powell Professional Corporation  
Chartered Professional Accountant

MUSEUM FOR THE PIONEERS OF THE GROVEDALE AREA SOCIETY

Statement of Financial Position

December 31, 2019

(Unaudited - See Notice To Reader)

	2019	2018
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 10,424	\$ 21,060
Accounts receivable	1,343	429
Prepaid expenses	1,256	1,097
	<u>13,023</u>	22,586
PROPERTY, PLANT AND EQUIPMENT (Note 3)	<u>335,685</u>	331,315
	<u>\$ 348,708</u>	<u>\$ 353,901</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 301	\$ 300
DEFERRED GRANTS	<u>155,699</u>	158,338
	<u>156,000</u>	158,638
NET ASSETS		
Non restricted	<u>192,708</u>	195,263
	<u>\$ 348,708</u>	<u>\$ 353,901</u>

ON BEHALF OF THE BOARD

Ken Rys Director  
Tom Ald. Director

See notes to financial statements

MUSEUM FOR THE PIONEERS OF THE GROVEDALE AREA SOCIETY

Statement of Changes in Net Assets

Year Ended December 31, 2019

(Unaudited - See Notice To Reader)

	2019	2018
NET ASSETS - BEGINNING OF YEAR	\$ 195,263	\$ 184,383
DEFICIENCY OF REVENUES OVER EXPENSES	(2,555)	10,880
NET ASSETS - END OF YEAR	\$ 192,708	\$ 195,263

See notes to financial statements

MUSEUM FOR THE PIONEERS OF THE GROVEDALE AREA SOCIETY

Statement of Revenues and Expenditures

Year Ended December 31, 2019

(Unaudited - See Notice To Reader)

	2019	2018
<b>REVENUES</b>		
Grants - MD of Greenview	\$ 16,500	\$ 15,000
Fund raising	6,429	6,575
Amortization of deferred grants	6,139	6,395
Donations	4,474	400
Interest	3	5
	<u>33,545</u>	<u>28,375</u>
<b>EXPENSES</b>		
Advertising and promotion	3,159	-
Amortization	1,546	1,272
Fund raising costs	5,237	4,610
Insurance	1,344	1,369
Interest and bank charges	-	1
Office	-	167
Repairs and maintenance	16,333	3,397
Utilities	8,481	6,679
	<u>36,100</u>	<u>17,495</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<u>\$ (2,555)</u>	<u>\$ 10,880</u>

See notes to financial statements

# MUSEUM FOR THE PIONEERS OF THE GROVEDALE AREA SOCIETY

## Notes to Financial Statements

Year Ended December 31, 2019

(Unaudited - See Notice To Reader)

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### 1. DESCRIPTION OF ORGANIZATION

Museum for the Pioneers of the Grovedale Area Society (the "society") is a not-for-profit organization.

The Society was incorporated under the Societies Act of Alberta August 5, 2008.

The Society's principal activity is the operation of a local museum in Grovedale Alberta.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Property, plant and equipment

Property, plant and equipment is stated at cost or deemed cost less accumulated amortization. Property, plant and equipment is amortized over its estimated useful life on a declining balance basis at the following rates and methods:

Buildings	4%	declining balance method
Equipment	20%	declining balance method

The society regularly reviews its property, plant and equipment to eliminate obsolete items.

Government grants related to the construction or purchase of property, plant and equipment are disclosed separately on the statement of financial position and are amortized using the same basis as the related property, plant and equipment.

Property, plant and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

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### 3. PROPERTY, PLANT AND EQUIPMENT

	Cost	Accumulated amortization	2019 Net book value	2018 Net book value
Land	\$ 113,432	\$ -	\$ 113,432	\$ 117,650
Buildings	270,605	50,697	219,908	210,734
Equipment	8,019	5,674	2,345	2,931
	<u>\$ 392,056</u>	<u>\$ 56,371</u>	<u>\$ 335,685</u>	<u>\$ 331,315</u>

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MUSEUM FOR THE PIONEERS OF THE GROVEDALE AREA SOCIETY

Notes to Financial Statements

Year Ended December 31, 2019

(Unaudited - See Notice To Reader)

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4. DEFERRED GRANTS

	<u>2019</u>	<u>2018</u>
Grants related to property, plant and equipment	\$ 228,984	\$ 228,984
Accumulated amortization	<u>(81,650)</u>	<u>(75,511)</u>
Subtotal	147,334	153,473
Rec grant for Rink	3,365	4,865
Rec grant for Festival	<u>5,000</u>	<u>-</u>
	<u>\$ 155,699</u>	<u>\$ 153,473</u>

Revenue derived from the government grants and other contracts for services is initially recorded as deferred revenue on the statement of financial position.

Grants received for the purchase of property, plant and equipment are included in revenue and expenditures on the same basis as the property, plant and equipment.

Amounts received towards a specific expenditure are included in income on the same basis as the related expenditure.

Amounts received for support over a period of time are included in revenue and expenditures over that period of time.

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5. INCOME TAXES

The society is a registered charity under the Income Tax Act of Canada. It does not pay taxes.

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## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** CAO Services

**Submitted by:** Denise Thompson, CAO, Stacey Wabick, Deputy CAO

**Date:** 11/9/2020

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### **Chief and Deputy Chief Administration Officer, Denise Thompson, Stacey Wabick**

October is often an extremely busy month for all Greenview departments and the office of the CAO spends much of its time providing support for the various decisions at hand. For outdoor work, this support is focused on getting projects wrapped up and sites and facilities ready for winter while the weather holds. Support for indoor work is centered on upcoming budget development, annual staff performance evaluations and work plan reviews for 2020 and upcoming 2021.

During October, CAO Thompson has continued to work on formalizing a number of ongoing tasks. One of those is developing the organizations strategic plan as per the guidance from Council. The first draft of this document is getting close to completion and will be important in providing continuity from the last plan as well as provide insight on how the organization intends to continue to move forward. One key component of moving forward is the successful completion of another ongoing task which is the recruitment of a Project Manager for the industrial development south of Grande Prairie. Kyle Reiling is the successful candidate that will take on this role and has spent much time with CAO Thompson getting up to speed on Greenview and the area at hand. Kyle has a wealth of experience in this type of domain and is a wonderful addition.

Another focus of CAO Services was the completion of the organizational review that began the month prior. The last review was completed in 2012 and the organization has changed substantially since that time. The review was completed by the Senior Leadership Team and only subtle changes were recommended. As a result, the focus organically became about how many key pieces Greenview already has in place administratively and what is the best way to support those pieces to ensure better staff retention, continuity and therefore productivity from within. As such, over the course of the month, CAO Thompson and Deputy CAO Wabick have placed much focus on how to achieve this. One of the tools identified to accomplish this is the evolution of the annual staff performance evaluation. In the coming weeks it will be retooled to provide a better focus on staff retention, continuity and productivity. An organizational interest and therefore investment in the corporate structure and its staff will ultimately result in better service for Greenview ratepayers.

Community engagement with the residents of the Narrows subdivision also occurred in October. The meetings went very well with good attendance from the residents, Greenview staff and Council. Administration will continue to collect

information from the survey that was supplied which will ultimately provide important insight on any future municipal plans within that community.

From gravel hauls, road construction and drainage projects, to developing mutual aid agreements, budgets, and operating existing facilities within the challenging environment of COVID-19, Greenview has had a busy and productive month and CAO Services looks forward to a just as busy November.

## **Manager Communications & Marketing, Stacey Sevilla**

### **General Communications**

The communications department continues to produce regular external communications for ratepayers, stakeholders and the general public. Throughout the month, digital communications efforts continue to be dominated by putting out timely and accurate information for ratepayers and stakeholders on the Greenview Recreation Facility hours of operations changes, road closures/updates, etc.

### **Projects completed or underway:**

- Narrows Residents Public Engagement sessions were held successfully at Sturgeon Heights Hall. Created Flyer style invites
- Greenview Annual Photo Contest 2020 submissions Professional printing to gallery style canvases have arrived, winners are being notified and it is hoped that some may be able to attend Council for prize presentations.
- Final stages of new Website development project in progress. Content for departments etc. amalgamated and updated from both the Grande Cache and Greenview websites. Final proofing and identified tweaks to content is being completed.
- Breast Cancer Awareness Month: social campaign scheduled and website post created.
- COVID-19 communications activity: notices, posters, signage etc. for open houses and contact tracing continues in administration buildings.
- SMB Apps Greenview Mobile App officially launched Sept 28, 2020. App download statistics will be provided in monthly reports going forward. Regular social and website advertising is ongoing.
- Regular review and proofing of Monthly Safety Bulletins and all documentation for Health and Safety (ongoing)
- HR Recruitment social advertising support
- Passport to the Parks Coil-bound booklet designed received for Outdoor Recreation. Planning underway for spring 2021 launch with advertising campaign support.
- Regular updates to Grovedale electronic sign and VV administration building screens
- Thanksgiving Long Weekend – Signage, website, and social posts created for office closures, and hours running for Rec Centres. Radio Ad PSA's booked in all Greenview market stations.

## **Digital presence statistics**

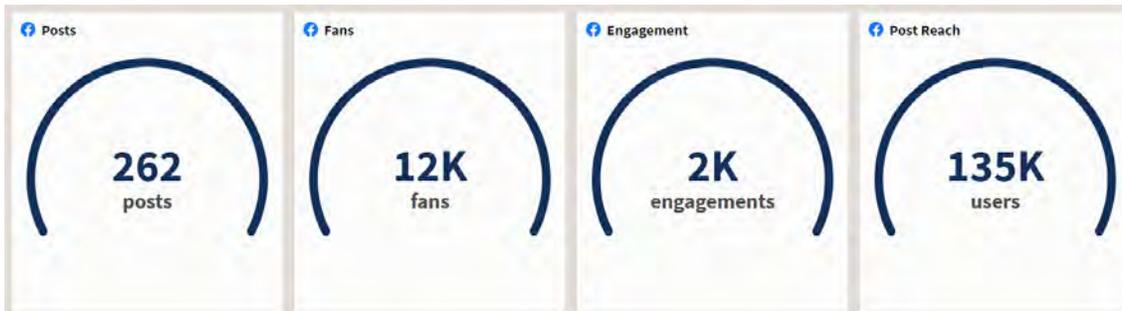
### **Website (October 1 – October 29)**

Greenview's website has seen 25,928 pageviews on the website from Oct. 1 to date. This is in keeping with the monthly average site traffic of approximately 21,000 pageviews. The Greenview website has gained 5,679 new website viewers. Website access from mobile devices has increased to approximately 71% of users. The Audio and Video Streaming page was accessed 299 times in the past month from outside of the organization.



Page ?	Pageviews ?	Unique Pageviews ?
	25.63% <span style="color: green;">▲</span> 299 vs 238	30.41% <span style="color: green;">▲</span> 223 vs 171
1. <a href="#">/reeve-council/public-meeting-video-audio-streaming/</a>		
Sep 30, 2020 - Oct 30, 2020	299 (100.00%)	223 (100.00%)
Oct 1, 2019 - Oct 31, 2019	238 (100.00%)	171 (100.00%)
<b>% Change</b>	<b>25.63%</b>	<b>30.41%</b>

### Facebook (October 1 – October 29)



Work continues to build our Twitter and Instagram presence. Twitter followers as of October 28, 2020 = 1,803 for an increase of 33. Instagram followers as of August 28, 2020 = 461 staying the same.

### Greenview APP (Oct. 1-Oct.28)

The Greenview mobile app has been live and available for iPhone and Android phone users for approximately one month now. The app is being downloaded 1-4 times per day on average.



**Regional Fire Chief, Wayne Brown**  
Administration

Fire - Safety Codes Accreditation application was approved by Council to move forward. The draft Quality Management Plan (QMP) will be re-submitted to AB Safety Codes Council for the second review.

Greenview and Grande Prairie Fire have been approved by the Alberta First Responders Radio Communication System (AFFRCS) board to continue to use their Legacy (existing) radio system in tandem with the AFFRCS system until a reliable alerting system can be found and installed. The next steps will be to determine if the contracted Fire Services (VVFD and FCFD) are interested in maintaining their legacy system.

### **Agreements/Bylaws/Polices**

Regional Deputy Fire Chief Lott has prepared and submitted a draft Fire Truck and Equipment Replacement Policy. It will be reviewed and submitted at the end of November.

A draft Mutual Aid Agreement between Agriculture and Forestry and Greenview was presented to Council. Based on Council feedback both parties will amend and add information as per Council recommendations.

The draft Fire-Rescue Bylaw was presented to Council for first reading. The first reading was approved. Council recommendations will be added prior to second reading.

A draft Mutual Aid Agreement has been prepared between GP County and Greenview. The document has been sent back to GP County for a final review. Once a final draft is complete it will be presented to Council for approval.

Discussions are currently being held between Greenview and Sturgeon Lake Cree Nation (SLCN) regarding a mutual aid agreement. SLCN fire apparatus, equipment, and training are being reviewed by RDFC Meek to ensure that the SLCN Fire Department has the basic training and equipment to enable them to fulfill their potential requirements in a mutual aid agreement. A meeting with Council was recommended to determine a strategy going forward.

The Valleyview and Greenview Fire Services contract is being reviewed to ensure that all contractual obligations are adhered to. A second meeting to discuss a VVFD draft 2021 budget is to be held October 28, 2020. The Fire Services Contract between Greenview and Fox Creek has expired as of July 1<sup>st</sup>, 2015. A meeting to discuss a FCFD draft 2021 budget is to be held October 30, 2020.

A draft Fire-Rescue Services – Level of Service Policy is currently being prepared by Administration. This Level of Service Policy will identify the services Greenview Fire-Rescue is authorized to provide. Additionally fire inspection and fire investigation activities will be required to be added due to the pending Fire Safety Codes accreditation.

### **Training**

Firefighter Thiessen and RDFC Meek will be attending the Emergency Livestock Rescue course in Rycroft, AB on the weekend of October 31.

An application has been submitted to the OFC for ten members at #33 for the 1021 Level 1 Standard for Fire Officer Professional Qualifications.

Regional Deputy Fire Chief Parsons is currently taking Safety Codes courses to allow him to operate as a Fire Safety Codes Officer out of #32 Fire Station. He will then be able to perform fire inspections and take measures to reduce danger to life and property, report fires and investigate the cause, origin, and circumstances of the fire (within his jurisdiction).

Grovedale recently completed a live training exercise with Canadian Military Search and Rescue (SAR) on October 27<sup>th</sup> that included taking part in a military Hercules aircraft deploying parachutists and equipment.

## **Elections**

Elections were held at DeBolt Fire Station. It was decided to sit vacant the positions of Station Fire Chief and Stations Deputy Fire Chief and have four Fire Captains and two Fire Lieutenants.

Long time serving DeBolt Station Fire Chief Tom Burton has stepped down as Fire Chief, he will continue to be an active member at #31 Station in an advisor and mentor capacity. We thank Tom for his dedication and commitment over the last 25 years to the department and most importantly to community of DeBolt and surrounding areas.

## **Fire Incident Data – Q1 – Q3**

Greenview Fire Rescue Services emergency responses (see TABLE 1.0) totalled 324. #31 – DeBolt is down from last year (96) as is #32 – Grovedale (160). #33 – Grande Cache is virtually the same. Fox Creek Fire Department attended 47 incidents of which 37 were highway response (cost recovery - AB Transportation) a percentage of 79%.

Valleyview Fire Department attended 100 incidents of which 55 were highway response (cost recovery - AB Transportation) a percentage of 55%.

Total calls in the MD of Greenview (see TABLE 1.0) by #31 - DB, #32 - GD, #33 - GC, FCFD, and VVFD equaled 402 emergency responses. Consistent with past years Medical Co-Response (MCRs) was 38%, Motor Vehicle Collisions (MVCs) at 15%, and fire responses (four categories) totalled 17.5%. Actual structure fires equaled 4.3%.

#33 – Grande Cache - October 25, 2020 attended a head on collision (SUV – pickup truck) on Highway 40. One severely injured and one fatality. Required assisting EMS with medical response and RCMP with investigation as well as extrication, and scene clean-up.

#32 – Grovedale - Between October 1<sup>st</sup> and October 28<sup>th</sup>. Nine calls, two MVCs, three fire responses, one swift water rescue, and three MCRs (one fatality).

#31 – DeBolt - October - 16 calls, one request from RCMP for assistance. two vehicle fires, combine and field fire (same call) one serious MVC requiring STARS for transport.

Table 1.0

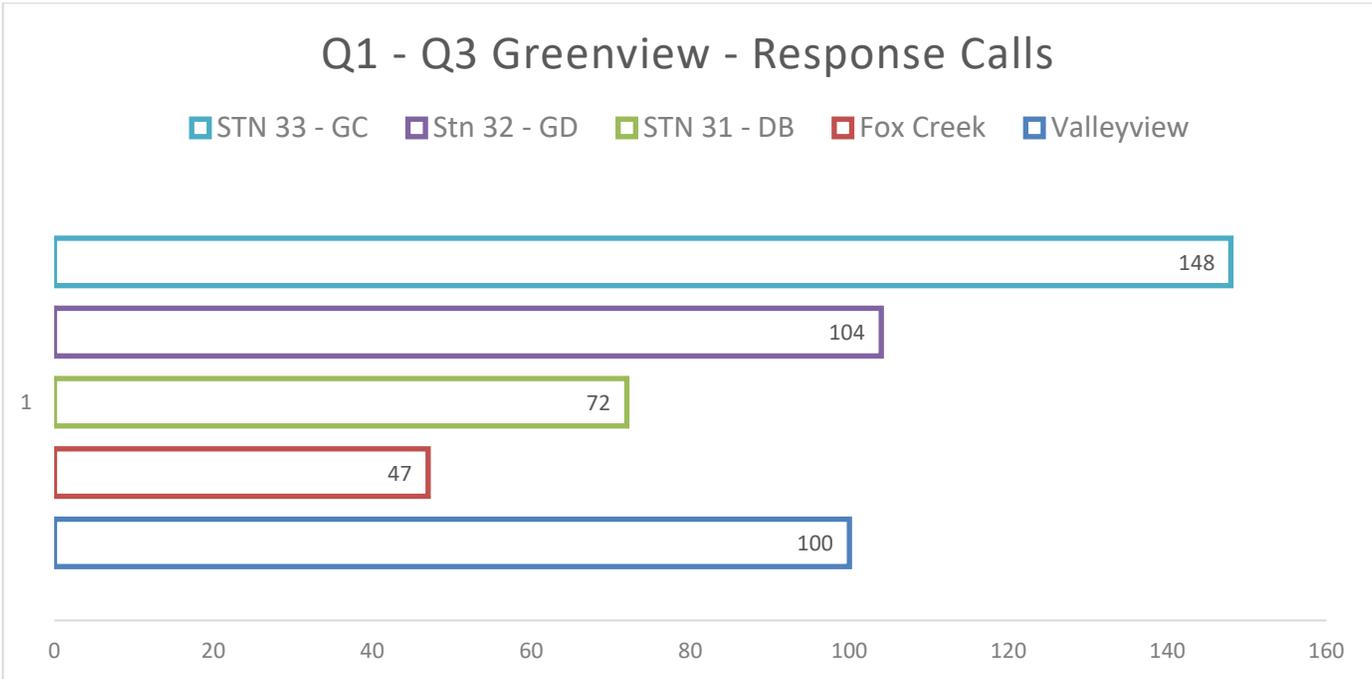
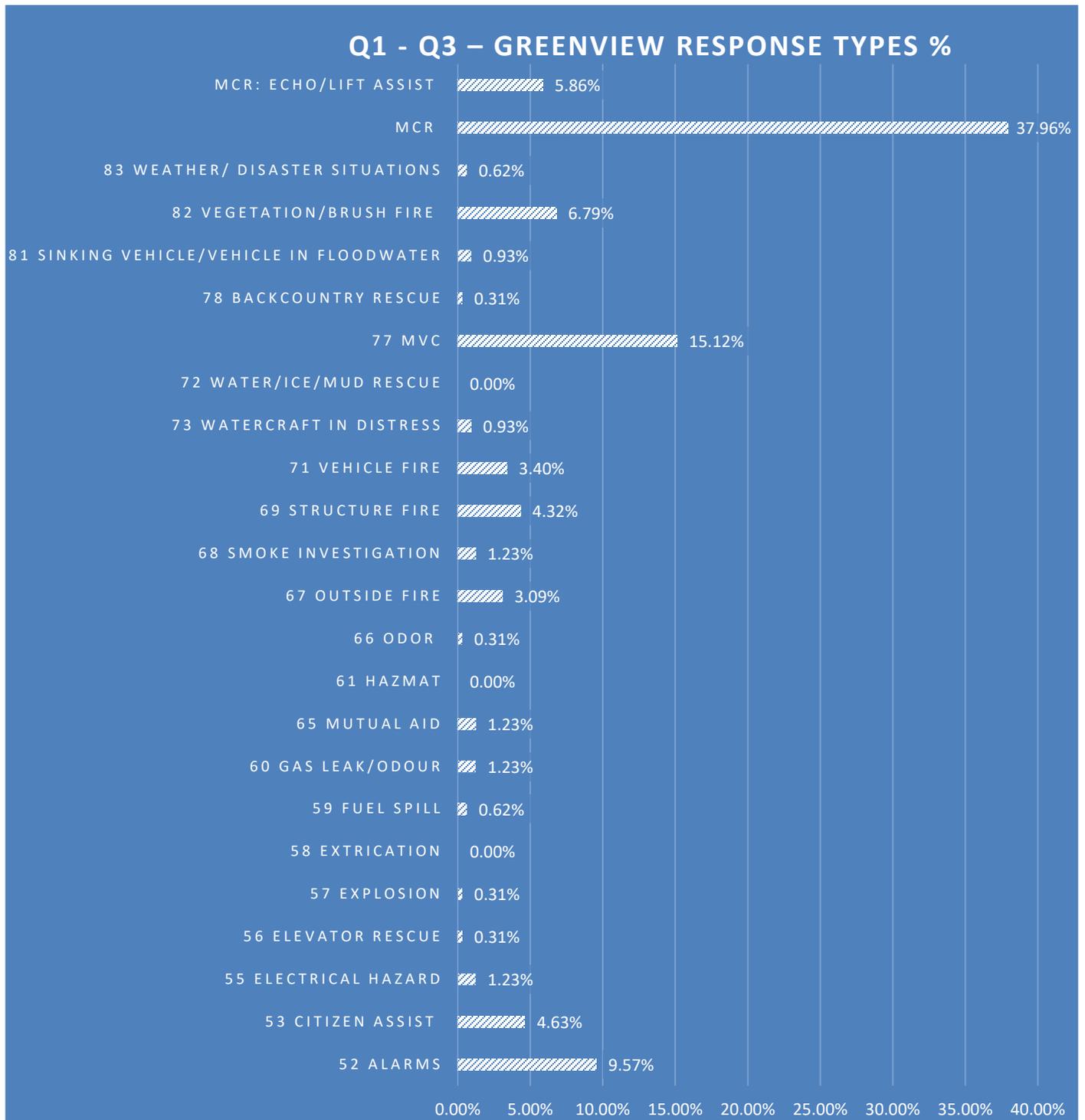


Table 1.1



## Sergeant, George Ferraby

### Administration

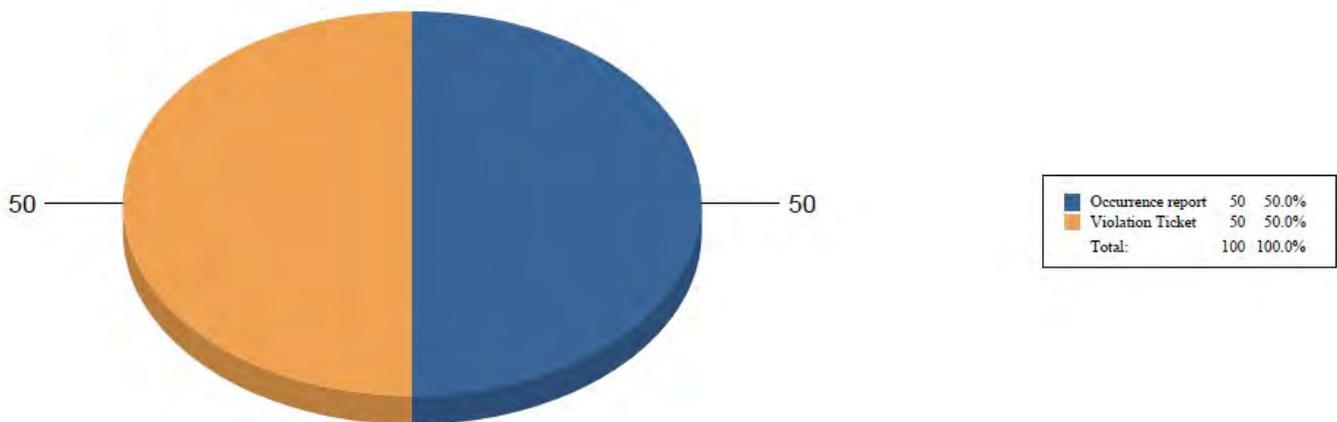
Landen Audet is now currently working in Grovedale assisting with any calls that originate in the area. Eva King completed her CPO Level 2 training and is currently working in the Valleyview area, assisting with calls that originate in that area. Landen and Eva are currently awaiting their Community Peace Officer appointments from the Solicitor General. They will begin enforcing fully once the appointments are received.

Enforcement Services fielded 50 calls for service during the month of October. Several enforcement patrols were conducted in the MD campgrounds monitoring the users and their actions.

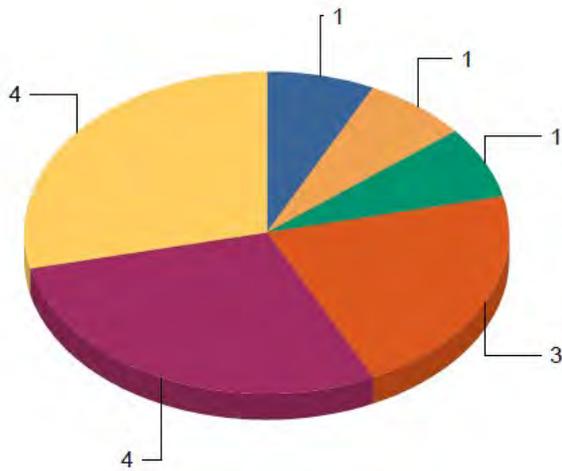
CPO Schultz and Sgt. Ferraby wrote a combined total of 53 Provincial Violation tickets for this time period throughout the MD. Sgt. Ferraby has been involved in procuring the newly legislated e-ticketing software that will be required as of fall of 2021. The CPO program is quickly evolving, and is expected to be given more authority, and more responsibility as the Province downloads more duties upon the CPO officers. Changes are forthcoming. Sgt. Ferraby is busy monitoring the coming changes.

### STATS

#### Count of Reports Completed

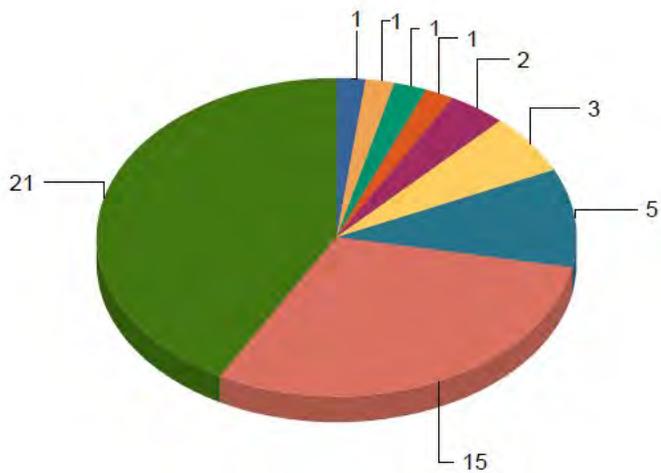


## Count of Incident Types



MUNICIPAL BYLAW : PARKS AND RECREATION PROTECTION BYLAW	1	7.1%
TRAFFIC : COMMERCIAL VEHICLE CHECKSTOP	1	7.1%
TRAFFIC : OTHER TRAFFIC	1	7.1%
TRAFFIC	3	21.4%
PROVINCIAL : TRAFFIC SAFETY ACT	4	28.6%
PROVINCIAL : TRAFFIC SAFETY ACT : ABANDONED VEHICLE	4	28.6%
<b>Total:</b>	<b>14</b>	<b>100.0%</b>

## Count of Incident Types



DRIVE UNINSURED MV ON HWY 54(1)(A)	1	2.0%
DRIVE/PARK MV/TRAILER W/ EXPIRED LIC PLATE 53(1)(C)	1	2.0%
FAILURE TO PROVIDE PO W/ OPERATORS LICENCE 167(1)(A)	1	2.0%
OPERATE MV WITHOUT HOLDING SUBSISTING OPERATORS LIC 51(A)	1	2.0%
71(1) DRIVE MV W/O LIC PLATE SECURELY ATTACHED/LEGIBLE/CLEARLY VISIBLE	2	4.0%
CARGO NOT SECURED AS PER NSC STD 17(3)	3	6.0%
SPEEDING CONSTRUCTION PERSONS PRESENT 115(2)(P.2)	5	10.0%
SPEEDING CONSTRUCTION 15(2)(P.1)	15	30.0%
SPEEDING 115(2)(P)	21	42.0%
<b>Total:</b>	<b>50</b>	<b>100.0%</b>



# Manager's Report

**Department: Infrastructure & Planning**

**Submitted by: Roger Autio, General Manager Infrastructure & Planning**

**Date: 10/28/2020**

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### **General Manager, Infrastructure & Planning, Roger Autio**

- Dealing with Alberta Environment and Parks on two different water issues --- Drainage.
- Dealing with concerns brought forward from rate payers.
- Supporting Environmental Services on issues in the Grovedale area.
- Providing background and support to help with insurance claims against Greenview.
- Preparing budget for 2021.

### **Assistant Manager, Construction & Engineering, Leah Thompson**

- Range Road 224 (Wirth farmland) is 85% complete. It will be closed during the winter and reopen with conditioning and gravel in the spring. The landowner has been notified and is fine with the plan.
- Range Road 230 is 100% complete.
- Bridge file was completed on Township Road 711; it began at 9:00 p.m. and crews went home with the road open at 5:30 a.m. They were back the following afternoon and on to clean up. We received calls from landowners stating how impressed they were with how well the crew did and with the communication they received from the foreman.
- Larry Gordey approaches are being completed; a concrete headwall is being installed at the residence to reduce the impact of the structure during heavy flows.
- Bridge located on Range Road 220 has been cleaned up and brush has been hauled to the Hunke pit for later burn. This bridge will require removal and replacement in the future.
- Culvert replacements and centre lines are in progress at Range Road 261 and Township Road 720.
- Victor Lake wetland project is completed in Grande Cache.
- Knelsen did a patch located on Range Road 251 until spring. This location was patched this year but failed due to the subgrade being lower than required. This was determined with geotechnical reporting. The entire asphalt surface and subgrade will be required with centre lines.
- Attended the Narrows engagement night at the Sturgeon Heights Hall on October 27, 2020.
- Ditch cleaning on Range Road 221 has been completed on the east side; we are waiting for Telus to move their lines before ditch cleaning on the west side.

- Bridge maintenance contract with Ardy's Rigging will be starting in the coming weeks. Contracts are signed and returned.
- Fenced the drainage improvement area on Range Road 702 to ensure safety. Signs will be installed to provide awareness of the improvements.
- The drainage entering the gates on the main road for Moody's access will be replaced within the next couple weeks. This area is a huge drainage point that currently has a 900 mm that does not hold up to the amount of water coming down the hill. Photos of the area have been taken for the improvement of the upper road and the drainage to ensure we are looking at all avenues when making a change.

## **Interim Manager, Environmental Services, Doug Brown**

### **Overall**

- Doug Brown has stepped into the position of Interim Manager of Environmental Services as of October 13, 2020.
- We are working to complete the interim operational and capitals budgets for 2021.
- Management attended the Narrows Community Information Session held October 27, 2020.

### **Wastewater**

- At the start-up meeting for the new Grande Cache wastewater treatment plant held in Grande Cache on September 30, two critical issues were identified. The issues included a torn liner and value chamber. Staff have been working with the contractor to remediate the trouble areas.

### **Water**

- A resident has signed up to connect to the existing south Valleyview rural waterline.
- Pipeline remediation work on Grovedale Contract 2 is underway. Pressure testing was completed on the 8" line from the wellsite and passed as of October 27.
- Associated Engineering is preparing a letter of Liquidated Damages for Clark Builders. This letter will identify the costs that have been incurred by all parties to date due to delay with Contract 2.
- Grovedale Contract 3, which encompasses the Hamlet of Grovedale water and wastewater, is still under the control of the contractor. The underground infrastructure is essentially complete except for flushing and disinfection; however, the disinfection scope is being affected by Contract 2 delays.
- As of October 8, 2020, all water mains within the Hamlet of Grovedale have passed pressure testing. We are nearing substantial completion. Once this is achieved, a connection notice will be sent to all Grovedale residents notifying them that Greenview is now allowing connections to be made to the services. Water will not be available to residents until the completion of Contract 2.
- Landry Heights Contract 4 disinfection scope has also been affected by Contract 2 delays; however, residents have been given the go ahead to complete their connections if all conditions have been met.

### **Solid waste**

- Continuing issues with theft and vandalism at the transfer stations after hours.
- The old landfill crawler sold by GRWMC has left the regional landfill. It is currently at On Track in Grande Prairie for the repair work prior to going to the Grande Cache landfill.

## **Manager, Facility Maintenance, Wayne Perry**

- Completed 85+ task list items.
- There are 49+ new task list items.

### **Valleyview**

- Completed the work in the new recreation building and helped turn it over to Recreation. This included full repaint, new floors, re-lamp to LED and repositioning all furniture.
- Completed 14 task list items at the new I&P building. These items were mostly related to new installations from the move into this building. The largest task was to install a fence across the back of the yard.
- Completed all cement work and hung new light poles in the Agricultural Services yard.
- Began the work to install eyewash stations in all janitor closets where EP50 is used. Did chemical analysis for a less harmful chemical but could not find something that was as effective as EP50.
- Repaired the function of the Snuff Mountain radio repeater and made it more difficult to disconnect the power or break into the tower.

### **Grovedale**

- Training Clancy Feller, Maintenance Technician in the Grovedale office. Spent five days of the month in Grovedale acclimatizing him to our operation and staff.
- Removed 12 safety items from the E-compliance task list.
- Designated parking space for fire fighters at the public service building.

### **Grande Cache**

- Continued planning for modifications to Facilities and Maintenance and Agricultural Services buildings (FM 20003). We now have quotes for the work to begin in early November.
- Continue planning for the generator change-outs at the recreation centre, Victor Lake and the sewage treatment plant.
- Completed the groundwork and electrical installation for the new gate activators at the water treatment plant and facility maintenance yard.
- Clean and organize the facility maintenance shop in preparation for renovations and COR audit scheduled in November.

### **MD-wide**

- Completed the heating system preventive maintenance work, which found a significant number of deficiencies with the system and corrected them prior to failure. The most serious find was a gas leak in the DeBolt water treatment plant. Additionally, six motors were found to be defective and several pressure and flow switches needed to be changed along with the routine repairs around belts and cleaning.
- A complete review of the building security system was completed in the month and we are working with Apex to determine a path forward to bring the systems to a cohesive response. The thought was to develop a three- to five-year plan to ensure our security system is effective at catching criminals and deterring theft.

## Manager, Operation, Josh Friesen

### Operations East

- Equipment prepared for winter season.
- Culvert projects completed:
  - Township Road 694 and Range Road 224 (Valleyview South)
  - Township Road 692 and Range Road 225 (Valleyview South)
  - Township Road 674 and Range Road 225 (Valleyview South)
  - Township Road 714 and 8 Mile Road (Sunset House)
- Ditching projects completed or ongoing:
  - Range Road 231 south of Township Road 700 (Valleyview South)
  - Range Road 222 south of Highway 665 (Valleyview South)
  - Township 714 west of Range Road 211 (Valleyview North)
  - Range Road 213 north of Highway 669 (east of Valleyview)
- Brushing continued clearing sight lines; responding to requests from school division.
- Road gravelling has been completed for Little Smoky, Valleyview South, Valleyview North, and Sunset House. New Fish Creek is ongoing as weather allows.
- Mowing program will conclude at month-end. Tractors have been rigged for winter season.
- “No Dumping” sign installed behind the community hall to discourage illegal dumping.
- Street signs have been received, preparation is completed and installation in Ridgevalley will take place soon.
- “School Bus Stop Ahead” signs were added where requested by the bus superintendent.
- “Please Keep Dogs on Leash” signs were added by the boat launch at residents’ requests.
- Made gravel pathway from Ridgevalley arena north exit to parking lot.

### Operations Central

- Equipment rigged for winter.
- Culvert projects completed:
  - Range Road 12 and Township Road 732 (two culverts upgraded)
  - Township Road 720 and Range Road 12 approach culvert upgraded
- Nine miscellaneous requests received: two culvert concerns, three ditching concerns, one drainage concern and three gravel concerns.
- Beaver issues at kilometre 15 on Forestry Trunk Road; accessibility issues at kilometre 23.
- Brushing right-of-way in progress on Forestry Trunk Road.
- Clay source secured at kilometre 66.5 and road use agreements acquired for access.

### Operations West

- Culvert projects completed:
  - Range Road 83 south of Highway 666
  - Range Road 74 south of Highway 666
  - Range Road 64A north of Highway 666 – two culverts installed and ditch cleaning underway
  - Landry Heights – four culverts replaced with ditch cleaning
  - Township Road 692 east of Range Road 64 – culvert replaced with ditch cleaning
- Ditching projects completed or ongoing:
  - Intersection of Township Road 692 and Range Road 64
  - Range Road 83 south of Highway 666

- Range Road 81 south of Township Road 694
- Township Road 701A – re-sloping and filling in ATV trail along pavement to prevent further crumbling of asphalt edge
- Township Road 701 east of Highway 666
- Plows, graders, sanders, etc., ready for winter season.
- Greenview crews out snowplowing for some early winter storms.
- Greenview crews and contractor crews cleaning up deadfall trees after strong winds in the area.
- Ledcor requested Highway 666 maintenance for three days.
- Road re-gravelling complete in Operations East area.
- Assisted building maintenance with snow clearing at the Grovedale public service building parking lot.

### Operations South

- Twenty-nine loads of dirt cover hauled to the landfill site.
- CVIP completed on Unit A246 (garbage truck).
- Repaired mud hole in alley behind Phase 6.
- Salt/sanding roads and snow removal after October snowstorm.
- Rigging equipment for winter operations.
- Moved large barricades for shutdown of municipal campground.
- Plowed/sanded kilometres 160-171 on Forestry Trunk Road.
- Cleaned guardrails at kilometre 127 on Forestry Trunk Road.
- Repaired soft spots in road between kilometres 86 and 147 of Forestry Trunk Road

Road Concerns Received – 27	Valleyview	Grovedale	DeBolt	Grande Cache
Brushing	2			
Culverts	2	1	2	
Ditching, drainage			5	
Gravel	4		4	
Safety Concerns	1 – tree on road			4 – icy roads
Signage	1			
Snowplowing	1			
<b>TOTAL</b>	<b>11</b>	<b>1</b>	<b>11</b>	<b>4</b>

Location	Fleet & Shop Workorder Requests for October
Grande Cache Shop	14
Grovedale Shop	16
Valleyview Shop	50
<b>TOTAL</b>	<b>80</b>

### Manager, Planning & Development, Sally Rosson

- Open House for Valleyview Intermunicipal Development Plan held on Thursday, October 29 from 5:00 p.m. to 7:00 p.m. at the Valleyview Memorial Hall.
- A portion of Dragos' security was released for their construction and improvements to Township Road 662. Greenview will retain a 15% holdback during the one-year warranty period to September 23, 2021. Dragos can request the Final Construction Certificate (FCC) ninety days in advance of the

end of the warranty period, at which time an FCC could be issued and the remaining security refunded.

- Obtained membership with Alberta Municipal Data Sharing Partnership (AMDSP) to distribute municipal data to emergency response agencies by providing our municipal addresses in a standardized format and work in conjunction with our asset management program. AMDSP reaches provincial and nationwide organizations including emergency services, navigational systems, utility service providers and provincial departments such as Elections Alberta. Collaboration is made available through open data sharing.
- Numerous upcoming public hearings:
  - Valleyview Intermunicipal Development Plan – joint public hearing with Town of Valleyview, Bylaw 20-860, scheduled for Monday, November 16 at 7:00 p.m. at the Valleyview Memorial Hall.
  - Land Use Amendment – Bylaws 19-828 and 19-829 / Hein / SE-06-70-06-W6, scheduled for Monday, November 23 at 9:15 a.m.
  - Road Closure – Bylaw 20-856 / Pozniak / NE-24-72-21-W5, to sell the undeveloped road allowance, scheduled for Monday, December 14 at 9:15 a.m.
- Seventeen rural addressing signs were installed by contractor within the October timeline. In the Grovedale area, there are some A & B signs that will be installed by planning staff in combination with site inspections.
- Interesting discussion with Alberta Transportation on directional signage (excessive size) specifications on Highway 40 for the Grande Cache Co-operatives/Enterprise. Agreed to the signage specifications along with the necessary roadside development approval.
- Finalizing engagement summary results from the open house for the draft Sturgeon Lake Area Structure Plan that was held on Tuesday, September 15 before posting on the Greenview website. Follow-up research is taking place from the discussion items.
- GIS staff continue to update the mapping and land use amendment layers. Staff met with Agricultural Services to discuss how to assist with the spraying data and brushing updates.
- GIS Staff have added the 2020 hamlet aerial imagery on Webmap (MuniSight) mapping program.

Following is the monthly planning & development summary of activity for October 2020 for the various development categories:

#### **Business Licenses: 2**

B20-410 / PLAN 2650RS BLOCK 30 LOT 5 / MOUNTAIN BULK FOOD & DELIVERY INC. / DIV 9  
B20-419 / PLAN 858TR BLOCK 9 LOT 13A / LABRYINTH CANNABIS CORP. / DIV 9

#### **Development Permits: 13**

D20-010 / SE-07-69-8-W6 / ADDITIONAL PUMP - \$350,465 / PEMBINA / WARD 8  
D20-406 / 02-11-64-04-W6 MLL140100 / WORK CAMP- \$300,000 / SEVEN GEN ENERGY / WARD 8  
D20-407 / 14-11-64-05-W6 DML180091 / WORK CAMP- \$400,000 / SEVEN GEN ENERGY / WARD 8  
D20-409 / PLAN 2650RS BLK 30 LT 5 / RET. STORE GEN - \$120,000 / MNTN BLK FOOD & DEL. INC. / DIV 9  
D20-411 / SW-14-62-27-W5 / STORAGE OUTDOOR- \$600,000 / NOVA GAS TRANSM. / WARD 7  
D20-412 / SE-05-69-08-W6 / DUGOUT- \$3,500 / BRETT IRVINE / WARD 8  
D20-413 / 07-19-65-04-W6 / BORROW PIT EXPANS. - \$50,000 / SEVEN GEN ENERGY / WARD 8  
D20-414 / NW-10-70-07-W6 / DUGOUT EXPANS. - \$1,000 / JACOB FRIESSEN / WARD 8

D20-415 / 16-17-58-26-W5 / WORK CAMP- \$0.00 / TOURMALINE OIL CORP. / WARD 1  
D20-416 / NW-27-63-02-W6 / WORK CAMP- \$300,000 / SEVEN GEN ENERGY / WARD 8  
D20-417 / SE-28-69-07-W6 / DWELL UNIT SNGL DET - \$594,000 / URBAN ESCAPES (2004) LTD. / WARD 8  
D20-418 / 04-31-64-06-W6 / PAD SITE & COMPR. STN. - \$1,624,000 / HARVEST OPS CORP. / WARD 8  
D20-420 / PLAN 9620057 LOT 1 / ACCESS. BLDG. GAZBO - \$25,000 / EDWARD CLOUGH / WARD 3

**Lease Referrals: 0**

We received no Lease Referrals to report.

**Land Use Amendments: Total 0**

**Subdivisions: Total 4**

S20-016 / NE-05-70-06-W6 / PHYSICAL SEVERANCE / SMITH / WARD 8  
S20-017 / NE-05-70-06-W6 / FIRST PARCEL OUT / SMITH / WARD 8  
S20-018 / NW-21-71-26-W5, P1221631, B1, L1 / BOUNDARY ADJ./ KLASSEN, KERN & AMBROS / WARD 7  
S20-019 / SE-13-70-20-W5 / FIRST PARCEL OUT / TARANORTH INC. / WARD 4

**Gravel Approaches: Total 0**

**Asphalt Approaches: Total 0**



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

**Department:** Corporate Services

**Submitted by:** Aleks Nelson, Chief Financial Officer

**Date:** 11/2/2020

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**Chief Financial Officer, Aleks Nelson**  
**Manager Finance & Administration, Ed Kaemingh**  
**Manager of Reporting, Deb Welsh**

We have entered busy season for the finance department and are working on the initial budget submissions presented by managers throughout the MD. Lots to look at and sift through. At the same time we have had bad news from the province, with:

- the elimination of the well drilling equipment tax (effective 2021) approx \$5,000,000 lost revenue
- further depreciation of certain assessment categories-approx \$1,000,000 lost revenue
- no ability to tax well and pipeline growth for a three year period (effective 2022)-loss unknown

At October 31, 2020, close to 98% of non-residential property taxes had been paid in full, which is great news.

The monthly Tax Installment Payment Plan (TIPPS) continues to roll along. Here are the statistics on payments processed since the program was introduced:

Month	# of Rolls	Amount
June 2020	178	\$201,206.99
July 2020	186	\$205,640.80
August 2020	191	\$1,103,890.85
September 2020	307	\$1,629,468.86
October 2020	301	\$1,627,950.58

Our electronic payments (EFT), for purchasing, continue to grow. This change has allowed us to pay our vendors in a more efficient manner and has been well received. Here are the statistics since the change was introduced:

<b>Month</b>	<b># of payments</b>	<b># of Invoices</b>	<b>\$ Value of payments</b>
June 2020	27	52	\$ 232,942.84
July 2020	268	843	\$ 4,991,357.77
August 2020	237	766	\$ 2,672,328.28
September 2020	282	782	\$ 4,923,206.63
October 2020	412	1337	\$ 10,332,248.14

I showed off some of the MD’s marvelous facilities to Ed in mid October, visiting Debolt, Grovedale and Grande Cache. We were lucky enough to arrive the day before a foot of snow hit the ground, so also got to spend an extra night in Grande Cache.

Respectfully submitted,

Aleks Nelson CPA, CGA



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Department:** Community Services

**Submitted by:** Dennis Mueller, General Manager

**Date:** 11/9/2020

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### **General Manager Community Services, Dennis Mueller**

#### **Administration**

Administration is currently working with the various Community Services Managers in developing departmental Strategic Business Plans. These administrative plans will be a valuable asset in providing accountability and direction in regard to the approved initiatives and programs within each department.

Administration has recently met with the Grovedale Seniors' representative and will be providing Council with an update as to the status of the group's initiatives.

Correspondence has been received from the Town of Valleyview regarding expenses associated with the Greenview Regional Multiplex. Administration will be reviewing these items in great detail and will be in contact with the Town regarding this matter.

Administration has received notice from a sponsor of the Greenview Regional Multiplex indicating that due to the current state of the economy they will be unable to fulfill their two signage sponsorship commitments. Administration will be in contact with the sponsor expressing a great appreciation for their previous financial contributions.

#### **Valleyview and District Medical Clinic**

The new dentist has been operating out of the Medical Clinic as of October 1<sup>st</sup>, Administration has been providing assistance in addressing transitional issues. Administration has developed a 2021 Budget which will be presented to the Medical Clinic Committee in the near future.

**Agricultural Services Manager, Quentin Bochar**

## **Administration**

Greenview has recently received the agreement for the 2020 – 2024 ASB grant program, the annual grant funding has been reduced from approximately \$168,000.00 to \$123,000.00. The Alberta Agricultural Department did state that there was a delay in forwarding the agreements, however payments will be made promptly upon receipt of the documents.

MD of Greenview Agriculture Department hosted the 2020 Peace Region Agriculture Service Board (ASB) Conference on October 22, 2020 at the DeBolt Community Center. This meeting was the first of its kind for the Ag. Department as it was both an in-place and virtual meeting. Aside from a couple of technical hiccups from Zoom the virtual provider, the meeting went very well. There were two resolutions that came out of the Peace Region and they will be forwarded on to The Provincial ASB committee.

## **Staff**

Most of the seasonal staff have already left for the year, we would like to thank the Vegetation Management Technicians, the Weed inspectors, and the Yardman that have already left for their dedicated service.

## **Rental Program**

The rental program volume has been fairly busy, as the fall season begins to transition to winter. Staff are working to keep the rental equipment clean, in good operable condition, and available for rental. To-date there have been 512 rental day equivalents.

## **Pest Control Program**

To-date, there have been a total of 82 wolves turned in for the 2020 Wolf Harvest Incentive program. There have been 84 beavers turned in for the 2020 Beaver Harvest Program. There will be an RFD coming forward for the November 9, 2020 Council Meeting to request additional funds to extend the program to the end of 2020.

## **Vegetation Management**

All spray equipment both in the Ag. Department fleet and the rental fleet have been winterized and put away. Now that the ground has frozen a bit there are some right of ways in the green zone that can be checked for the presence of invasive weeds.

## **Grande Cache Beautification**

The Beautification team has winterized and put away the mowing and spraying equipment. Brushing was completed along the Fireman's pit road and Grand Cache Landfill road which was required due to visibility issues. The hanging flower baskets have been removed from the light standards, cleaned and put away for the season.

## **Agricultural Service Board (ASB)**

The next ASB meeting is scheduled for November 9<sup>th</sup>, 2020 for the ASB to approve the draft 2021-2023 Operating budget and the 2021-2025 Capital Budget.

**Economic Development Manager, Kevin Keller**

Kyle Reiling will act as the Executive Director for Heavy Industry as Greenview continues to research and promote this opportunity to diversify its economic base.

#### **Community Services Coordinator:**

A number of grant applicants are scheduled to present to Committee of the Whole in November & December, to answer grant application questions posed by elected officials. This may delay the grants funding decision by a month but will give Committee members an opportunity to address concerns and questions directly to the applicants.

Advertised for Grovedale daycare facility submissions, deadline is November 4<sup>th</sup>

Continue to gather information for Council from communities regarding daycare needs in Greenview.

The October 8<sup>th</sup> Grant writing workshop was combined with the workshop scheduled for October 20<sup>th</sup>. Unfortunately, it was cancelled due to family emergency for the facilitator. There were 10 people registered, all have been contacted & informed that the grant writing workshop will be rescheduled when the facilitator returns and will be contacted when a new date has been chosen.

Toured some of the cemeteries in the coops & enterprises with Administration and Councillor Delorme.

Administration to meet with Professional Bull Riders (PBR) event planners regarding PBR Buckwild and the PBR Canadian finals, which have now been combined into a 3-day show with 4 TSN television shows resulting from it. Greenview is sponsoring this event to take place in Grande Prairie, November 2020.

#### **Economic Development Coordinator**

October 1 – Community Futures Grande Cache Business walk; Administration partnered with elected officials from the Grande Cache region & interacted with 15 Businesses within Grande Cache on the day. Much of the conversation involved Business licences, internet and getting a better understanding of some of the support that are “out there and planned” for local business. This was an excellent opportunity to introduce Administration directly to Grande Cache businesses while promoting the Grande Cache Business Support Network.

October 5 –Eventure Northwest AB (electric vehicle charging network) meeting. The committee was advised that one municipal participant had yet to request seed funding. The Advisory Committee decided to press forward with the initiative and dispatched letters to MLA’s and Provincial Ministers.

October 8 – Greenview, Community Futures and Alberta Labour (Grande Cache rep) meeting. Ministry of Labour has redefined its service areas. Grande Cache now represented from Hinton (Louise Gale). Coops and Enterprise tour – Councillor Delorme escorted administration thru the co-ops and enterprise communities.

October 15 – Conducted an Economic Development and Tourism SWOT analysis with Community Services General Manager.

October 21 – The EVenture Northwest Alberta Electric Vehicle Advisory Committee has requested support for the initiative with correspondence sent to Minister AEP, Minister Transportation, Minister of Energy, Minister of Indigenous Relations, Minister of Infrastructure, Minister of Jobs, Economy and Innovation, Minister of Municipal Affairs and Minister of Finance and MLA's.

October 22 – Attended and presented at the Small Business Week Celebration for the Grande Prairie Chamber of Commerce.

October 29 – Grande Cache Business Support Network meeting – Fiber Optics and what it can do for you in Grande Cache

### **Grande Cache Tourism & Interpretive Centre (TIC)**

#### **Facility/Maintenance**

The Centre parking lot was paved at the end of September, but the quality of work is questionable. I&P has been advised.

Awaiting completion of front entry for facility: trim work around the exterior doors, push bar and chip reader.

#### **Programs and Events/Meeting Room Bookings/Projects**

Center Supervisor is co-planning a Christmas Event with Jake O'Reilly. Brainstorming COVID-19 friendly activities to replace those that do not meet Covid19 guidelines (e.g. pictures with Santa).

For Halloween, the Centre will be handing out candy and having a raffle for a Halloween gift bag.

Now that we have snow, in the forecast, social media, posts regarding ski equipment rentals has been posted and two sets have been rented thus far.

Stephanie Haas is offering family photo sessions at the Tourism Centre in November (3 weekends). She is pre-booking appointment times so we can adhere to Covid19 protocol.

Margaret Abraham is setting up a pop-up shop in the Theatre Room next month. Planning and collaboration are underway.

Mike McCready of Lethbridge College has put together a video/trailer of the intro scene to the VR project to share with partners, council and other collaborators the progress of the project so far. We are currently working on the audio script and dinosaur prints/cliff details.

Compiling ways to work with the Philip J Currie Museum to enhance the overall dinosaur experience at the Tourism Interpretive Centre.

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

### **Administration**

Family and Community Support Services administration has been contacted by Northern Lakes College department of Social Work to place a second-year student in a practicum. This will be the 7<sup>th</sup> Social Work student we have accommodated in fulfilling practicum hours. The practicum will begin in February of 2021, and last for 3 months.

A Just in Case Workshop will be held at the DeBolt Centre on November 9<sup>th</sup>. This workshop will prepare residents with information on documentation required for families to deal with a sudden death or injury of a spouse or parent. These workshops are available at no cost and can be facilitated in any Greenview community upon request.

A FCSS Northwest Regional zoom meeting is scheduled for November 20<sup>th</sup>. The regional meeting includes both staff and Board representatives and is the meeting where the regional representative is elected. Councillor Didow is currently the Northwest elected representative and holds the Treasurer position on the Family and Community Support Services Board of Alberta (FCSSAA). The FCSSAA annual conference will be held virtually this year and is scheduled for November 27<sup>th</sup>.

The Housing and Service Needs Estimation Survey will be completed on November 9<sup>th</sup>. This survey was created by the Alberta Rural Development Network to help communities across the province gain a better understanding of the needs of our residents and the services required to improve and enhance community wellbeing.

There has been increased requests for mental health supports in Grande Cache. The provincial building has recently given permission to allow public entrance in the evening, and the counselling services contracted by Green View FCSS will resume mid-November.

### **Recreation Services Manager, Kevin Gramm**

Recreation Services has been busy preparing our Facilities for the upcoming winter months. This includes servicing all air handling units, boiler maintenance and preparing the properties for harsher climates. With the return of snow, our buildings see an increase in foot traffic, which in turn brings further debris into the facilities.

Administration has been working hard to create a warm and inviting atmosphere to both our major facilities in Grande Cache and at the Greenview Regional Multiplex. Our goal is to provide a professional, inviting and positive experience for all patrons that come through our doors.

Recreation Services has been preparing our 2021 budgets for submission to council over the last couple of weeks. Our goal is to reduce expenditures in the future and maintain the approved 2020 budget lines. There is only one year of history at the GRM thus considerable effort went into making a budget that best represented the Multiplex's expenses.

Recreation Services has been diligently working towards creating a Strategic Plan for the department to implement and follow over the next few years. Our strategic plan will address plans for Partnerships, Recreation Facilities, Recreation Maintenance and Outdoor Recreation strategies.

I recently attended a community meeting held for people of the Narrows. My role was to collect information regarding Recreational interests and provide feedback regarding future plans that may be created at the Narrows. Administration will be compiling information to best serve the Greenview members moving forward.

Our facilities will be adjusting their hours of operation commencing November 2<sup>nd</sup>, 2020. We will be increasing the opening and closing times of the GRM and GCRC to better service patrons and Greenview members who want to use the facilities. In addition to the changes in our hours, we will be removing the requirement to pre book your visit to the facilities for the Fitness Centres and Aquatics Facility. This will allow users to return to regular drop in opportunities. We will still have capacity numbers in place and will monitor to ensure we do not over commit based on our guidelines.

Vandalism is on the rise and we are actively working with enforcement services on gathering information in order to assist RCMP with their investigations. Recently an outhouse at Moody's had the toilet ripped out of the inside of the hut, the Grande Cache Lake sign was run over and most recently, a Griffith Trail sign was torn down which was no easy chore. We continue to work towards repairs and hopefully some future charges.

### **Grande Cache Recreation Services**

Our Arena in Grande Cache is busier with usage stemming from regularly scheduled Minor Hockey bookings. The Minor Hockey Association is working diligently with parents, children and Recreation Services to ensure minimal to no risk of users in the Facility. Direction of flow of patrons and assigned seating areas are part of the measures used to socially distance themselves. Our staff is working hard between floods to sanitise all locations that are used between the age groups in the Arena. Our portable backpack sprayers are great for the tasks that require speed and efficiency of service.

We are allowing private rentals of the ice surface now in the Arena. Working off a plan to allow socially distant and appropriate ice use, the guidelines have been set at a maximum 15-user capacity with a streamlined booking process. All of these bookings flow through one source to ensure compliancy and proper record keeping for AHS if required.

Recreation Services is working with all user groups to ensure a safe return to the facility for activities, including each specific group's return to play protocols, and their own internal association or club's directives. At this time, the Akasaka Figure Skating Club is setting up to return to the ice surface with club activities.

The Grande Cache Municipal Campground is now closed for the season. Water has been turned off, drained and isolated by Enviro Services and the system has been purged. Despite a lackluster COVID season, the campground has done well financially and looks to have exceed the expected revenue for 2020. Ag Services did a fantastic job maintaining the appearance of the Campground this year and we look forward to a productive 2021.

The Grande Cache Recreation Centre Fitness Centre has been a welcome addition to the community and has been receiving a steady increase of users over the last month. People feel safe and welcome when using the facility as we encourage the return of past users and promote new opportunities.

The Grande Cache Spray Park is closed for the season effective October and will receive appropriate shut down maintenance before reopening for operation in 2021.

Outdoor programming in Grande Cache continues to be a big hit with families and programming team has been aiming to fill up child and youth activity time slots. We are excited to see the return of more and more children to the centre and participate in outdoor activities with the team!

<b>Monthly Passes Jan 1<sup>st</sup>, 2020 – Sept 1<sup>st</sup> 2020</b>
Senior (60-69) - 4
Senior (70+) - 44
Adult - 60
Youth - 14
Family - 74
<b>10X Passes Jan 1<sup>st</sup>, 2020 – Sept 1<sup>st</sup> 2020</b>
Senior (60-69) - 32
Senior (70+) -
Adult - 321
Youth - 73
Family - 65
<b>Drop-Ins Jan 1<sup>st</sup>, 2020 – Sept 1<sup>st</sup> 2020</b>
Senior (60-69) - 22
Senior (70+) -
Adult - 559
Youth - 344
Family - 215

### Valleyview Recreation Services

#### Move into New Office Space

The outdoor recreation team has now moved into the old operations building. This move will improve efficiency as all staff, equipment, supplies, etc. are now based out of one location.

### Conclusion of Camping Season

Camping loops at Johnson Park, Moody’s Crossing and Swan Lake are now closed for the season. Usage of these sites has decreased naturally as the weather has shifted and an increase of unwanted behaviour by the public has been noted. Day-use areas remain open on all sites.

### Swan Lake Aeration

Alberta Conservation Association has installed the aerators at Swan Lake, and they are now operational. As such, the boat launch is now closed for the season.

## **Winnie Moore Park**

Disassembly/clean-up of Winnie Moore Park in DeBolt is well underway. All equipment and materials will be off site by early November leaving minor landscaping/seeding for spring completion.

## **Greenview Regional Multiplex (GRM)**

Gayla Arams has been in the seat now at the GRM as Facility Manager for one month. The primary focus was to learn the specifics of the Team she leads at the Multiplex, work with the Manager of Recreation Services on budget preparation and providing support and feedback to the various levels of staff in the Facility. Gayla continues to collaboratively work to achieve internal objectives as well as externally on Greenview initiatives and Community planning.

Greenview has completed the interview process for replacement of Full Time Customer Service Representatives. These rolls are integral to the successful positive experience patrons receive when entering and participating in activity within the GRM.

Recreation Services Administration has implemented a new work order procedure and equipment maintenance checklists to increase the efficiency of repair and maintenance as well as reduce the amount of time spent addressing concerns. We continue to work with the Safety Department to ensure eCompliance expectations are met and that all job specific certifications are met. Administration also continues to work with the HR Department in order to ensure all staff have signed job descriptions on file. Gayla has introduced a new employee recognition “Golden Plunger Award” & Employee of the Month program to commence effective November. Administration continues to work with Communications on Website planning and promotion.

We welcome Alanna Plug to position of full time Recreation Programmer. Alanna has worked at the Greenview Regional Multiplex for a couple of years now and delivers excellent programming opportunities for child and youth in the region. We will be seeking out candidates to backfill her part time position as Jr. Programmer.

October programs are full, and families are excited for the return of programming to the facility. Overall Recreation Services has been working towards successfully increasing what programs are being offered and increasing the usage of the GRM. Childmind continues to be a challenge with the requirements to sanitize the facility and features as well as to keep kids in separate cohorts. At this time, it still makes sense to only operate childmind as a specific program initiative. We will continue to evaluate criteria and modify the plans as the province makes changes to the guidelines. The bodyworks program continues to offer childmind on Tuesday and Thursdays as well as Tumble Time on Monday and Wednesdays. A new additional program is Sportsmania, which draws a large level of interest in the facility.

The GRM currently has 69 registered participants spread across various Fitness programming. Bodyworks, Body Blast, Spin Classes, Zumba and Strong Zumba and Bootcamp H2O.

## Membership Usage Summary Report

Memberships - All Memberships

Oct 1, 2020 - Oct 30, 2020						
					Save Report	Back
Membership Name	Membership Type	Category	Subcategory	Failed	Usage	
Corporate - Adult	Adult (18+)	Memberships	Corporate Memberships	0	377	
Corporate - Child (3-12)	Child (3-12 Years)	Memberships	Corporate Memberships	0	5	
Corporate - Family	Family	Memberships	Corporate Memberships	0	228	
Corporate - Youth (13-17)	Youth (13-17 Years)	Memberships	Corporate Memberships	0	17	
Corporate Family- Additional Child (3-12)	Child (3-12 Years)	Memberships	Corporate Memberships	0	7	
Corporate Family- Additional Youth (13-17)	Youth (13-17 Years)	Memberships	Corporate Memberships	0	2	
Corporate Senior (60-69)	Senior (60-69 Years)	Memberships	Corporate Memberships	0	26	
Adult	Adult (18+)	Memberships	Public Memberships	0	358	
Child (3-12 Years)	Child (3-12 Years)	Memberships	Public Memberships	0	16	
CHILD MIND punch pass	Family	Memberships	Public Memberships	0	7	
Family - Additional Child (3-12)	Child (3-12 Years)	Memberships	Public Memberships	0	1	
Family Pass	Family	Memberships	Public Memberships	0	58	
Senior Pass (60-69)	Senior (60-69 Years)	Memberships	Public Memberships	0	70	
Super Senior (70+)	Super Senior (70+)	Memberships	Public Memberships	0	57	
Youth (13-17 Years)	Youth (13-17 Years)	Memberships	Public Memberships	0	43	
<b>Grand Total</b>				<b>0</b>	<b>1272</b>	

The GRM maintenance team has completed the annual preventative maintenance list with contractor assistance and support. Some minor deficiencies have been identified and will be rectified in a timely fashion. The GRM will be installing a new Acid Feeding System for the Aquatics Facility, a sealed system that reduces risk to staff when adding chemicals. This will be installed on the 3<sup>rd</sup> week of November. As well, installation of a better heater in the Sprinkler Tree room will be completed this month. All roof top units are prepped for winter. Roof inspection has been completed by a third-party contractor sent by ARCA this was in response to a small leak found in the dance studio.



# Municipal District of Greenview No. 16

NAME: Winston Delorme Employee #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS			LODGING EXPENSES	PER DIEM	
						B	L	D			
Oct.5			M	Evergreen Foundation Meeting							
Oct. 8			M	ASCHA Fall North Region Meeting							
Oct. 8			M	Tour the Co-ops & Enterprises							
Oct. 12			M	Travel to Valleyview	350			1	30.00		
Oct. 13			M	Council Meeting / SLT Meeting/Travel to	350	1		1	50.00		
Oct. 19			M	COTW Grovedale (Virtual)							
Oct. 21			M	Evergreen Foundation Meeting							
Oct. 27			M	Travel to Valleyview	350			1	30.00		
Oct. 28			M	Council Meeting/ Travel to GC	350	1		1	50.00		
Oct. 28			M	Council Meeting (Virtual)							
Oct. 14			M	MPC (Virtual)							
NOTES:				KILOMETER CLAIM							
				RATE		TOTAL		TOTAL		TOTAL	
				\$0.59 per km		1400		826.00		160.00	
				\$0.15 per km		1400		210.00			
				SUBTOTAL		1036.00		TOTAL CLAIM		1196.00	
				LESS G.S.T.				LESS ADVANCES			
				TOTAL		1036		AMOUNT DUE (OWING)		\$1,196.00	

Meeting Code : M for Meetings  
 C for Conferences

\_\_\_\_\_  
 Claimant

\_\_\_\_\_  
 Approved

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 2 Councillor Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
10/26/2020	Regular Council Meeting	
10/29/2020	Valleyview IDP	
10/27/2020	Narrows Open House	
11/3-4/2020	RMA Fall Conference	Virtual



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
10/27/2020	Fox Creek Synergy Group	
10/27/2020	Other	Narrows Open House
11/03/2020	RMA	Virtual Conference





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 5 Reeve Dale Smith		
DATE	BOARD/COMMITTEE	RELEVENT INFORMATION
10/26/2020	Regular Council Meeting	
10/26/2020	Other	Greenview Industrial Gateway Information Session Excited to hear from the new manager Kyle Reiling
10/27/2020	Other	Narrows Information Open House Awesome to have a good turnout from the residents of the Narrows.
10/30/2020	Other	Virtual meeting with MLA Travis Toews
11/2/2020	RMA	Mayors and Reeves RMA Virtual Meeting Collection of unpaid nonresidential taxes
11/3/2020	RMA	Fall Conference Virtual
11/3/2020	Heart River Housing Foundation	Budget Meeting Virtual
11/5/2020	Smoky Applied Research & Demonstration Association (SARDA)	Board Meeting
11/6/2020	Little Smoky Ski Hill	





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 7 Councillor Roxie Rutt		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
10/26/2020	Regular Council Meeting	Organizational and Regular Council Meeting minutes are posted on the MD Website
10/26/2020	Other	Council met with administration to discuss items related to the industrial development south of Grande Prairie
10/26/2020	Crooked Creek Recreation Club	<ul style="list-style-type: none"> <li>Lights to be installed outside the side entrance/exit</li> <li>Covid distancing signs will be acquired and put up</li> <li>Thanks to Murray and Brad Chapman, Carter and Quaid Morrison, Jon and Emery VanHagga for their volunteer help getting the ice put in, the help was much appreciated.</li> <li>The upstairs furnace will receive a new motor and the Zamboni room heater was repaired</li> <li>The board decided to lock in the power rate for 5 years because it is lower than what we are now receiving</li> </ul>
10/27/2020	Other	Attended the Open House for the Narrows residents. It was very well attended in the two sessions and much useful information gathered from people speaking. Surveys were distributed to further reflect their wishes for development in the Narrows. A special thanks to Greenview management and staff who gave up their evening to assist with the event and answer questions.
10/28/2020	P.A.C.E. Board of Directors	<ul style="list-style-type: none"> <li>PACE applied for but did not qualify for Covid assistance dollars</li> <li>The High Level office is undergoing renovations and some equipment is being installed. Applications for funding are being completed</li> <li>Strategic Planning nearing completion</li> <li>Women's Group is still running and is well attended</li> </ul>

		<ul style="list-style-type: none"> <li>• Discussions held on 'sick days', isolation and working from home</li> <li>• Courses being offered on line, next ones up are 'Crisis Intervention' and ' Communications'.</li> </ul>
10/29/2020	Other	Attended the Valleyview IDP Open House







# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
10/26/2020	Organizational meeting	Highlights on website
10/26/2020	Regular Council Meeting	Highlights on website
10/26/2020	Other	TMIP Priorities introduced to Kyle Reiling
10/29/2020	Grande Cache Business Support Network meeting	Review of Fiber Optics plan for Grande Cache Q & A with Canadian Fiber Optics via Zoom
11/03/2020	RMA	Participated in RMA virtual conference
11/04/2020	RMA	Participated in RMA virtual conference



