



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

October 13, 2020

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES	3.1 Regular Council Meeting minutes held September 28, 2020.	3
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING		
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 20-856 Request to close Undeveloped Road Allowance	11
		6.2 Bylaw 20-858 Fire Services	20
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	<ul style="list-style-type: none"> • Ward 1 • Ward 2 • Ward 4 • Ward 6 • Ward 7 • Ward 9 	
#11	ADJOURNMENT	

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Monday September 28, 2020

#1
CALL TO ORDER

Reeve Dale Smith called the meeting to order at 9:10 a.m.

Present

Ward 5	Reeve Dale Smith
Ward 9	Deputy Reeve Tyler Olsen
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 8	Councillor Bill Smith
Ward 9	Councillor Duane Didow

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: 20.09.451. Moved by: COUNCILLOR SHAWN ACTON
That Council adopt the September 28, 2020 Regular Council Meeting
Agenda as amended;

- Addition Agenda Item 9.3 Disclosure Harmful to Business Interests of a Third Party (FOIPP; Section 16)
- Addition Agenda Item 7.7 Sunset house Flood Control Project Rehabilitation

CARRIED

#3
MINUTES

MOTION: 20.09.452. Moved by: COUNCILLOR TOM BURTON
That Council adopt the minutes of the Regular Council Meeting held on
Monday September 14, 2020 as amended

- Add Interim General Manager, Community Services Dennis Mueller

CARRIED

**#3.1
BUSINESS ARISING
FROM THE MINUTES**

3.1 BUSINESS ARISING FROM MINUTES

**#4
PUBLIC HEARING**

4.0 PUBLIC HEARING

**#5
DELEGATIONS**

5.0 DELEGATIONS

There are no Delegation presenting.

**#6
BYLAWS**

6.0 BYLAWS

**6.1 BYLAW 19-828 RE-DESIGNATE FROM AGRICULTURE ONE DISTRICT
TO COUNTRY RESIDENTIAL ONE DISTRICT**

**BYLAW 19-828
FIRST READING**

MOTION: 20.09.453. Moved by: COUNCILLOR ROXIE RUTT
That Council give First Reading to Bylaw No. 19-828, to re-designate a
4.27-hectare ± area from Agricultural One (A-1) District to Country
Residential One (CR-1) District within SE-6-70-6-W6.

CARRIED

**BYLAW 19-828
PUBLIC HEARING**

MOTION: 20.09.454. Moved by: COUNCILLOR TOM BURTON
That Council schedule a Public Hearing for Bylaw No. 19-828, to be held
on November 23 , 2020, at 9:15 a.m. for the re-designation of a 4.27-
hectare ± area from Agricultural One (A-1) District to Country Residential
One (CR-1) District within SE-6-70-6-W6.

CARRIED

**6.2 BYLAW 19-829 RE-DESIGNATE FROM COUNTRY RESIDENTIAL ONE
DISTRICT AND AGRICULTURAL ONE DISTRICT TO AGRICULTURE TWO
DISTRICT**

**BYLAW 19-829
FIRST READING**

MOTION: 20.09.455. Moved by: DEPUTY REEVE TYLER OLSEN
That Council give First Reading to Bylaw No. 19-829, to re-designate a
31.44-hectare ± area consisting of a 3.01-hectare ± area within Plan
0722233, Block 1, Lot 1 from Country Residential One (CR-1) District, and
a 28.43-hectare ± area within SE-6-70-6-W6 from Agricultural One (A-1)
District, to Agricultural Two (A-2) District.

CARRIED

**BYLAW 19-829
PUBLIC HEARING**

MOTION: 20.09.456. Moved by: COUNCILLOR ROXIE RUTT
That Council schedule a Public Hearing for Bylaw No. 19-829, to be held on November 23, 2020, at 9:15 a.m. to re-designate a 31.44-hectare ± area consisting of a 3.01-hectare ± area within Plan 0722233, Block 1, Lot 1 from Country Residential One (CR-1) District, and a 28.43-hectare ± area within SE-6-70-6-W6 from Agricultural One (A-1) District, to Agricultural Two (A-2) District.

CARRIED

**#7
BUSINESS**

7.0 BUSINESS

7.1 2020 AGGREGATE SUPPLY RFQ

**2020 AGGREGATE
SUPPLY RFQ –
RIDGEVALLEY/CROOKED
CREEK
GLACIER ROCK
RESOURCES INC.**

MOTION: 20.09.457. Moved by: COUNCILLOR DALE GERVAIS
That Council approve the purchase 40,000t of 4:40 gravel for the Ridgevalley / Crooked Creek area from Glacier Rock Resources Inc. in the amount of \$560,000.00 according to the terms of the 2020 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.

CARRIED

**2020 AGGREGATE
SUPPLY RFQ – NEW FISH
CREEK
GLACIER ROCK
RESOURCES INC.**

MOTION: 20.09.458. Moved by: COUNCILLOR ROXIE RUTT
That Council approve the purchase 30,000t of 4:40 gravel for the New Fish Creek area from Glacier Rock Resources Inc. in the amount of \$420,000.00 according to the terms of the 2020 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.

CARRIED

**2020 AGGREGATE
SUPPLY RFQ – SUNSET
HOUSE/SWEATHOUSE
GLACIER ROCK
RESOURCES INC.**

MOTION: 20.09.459. Moved by: COUNCILLOR SHAWN ACTON
That Council approve the purchase 30,000t of 4:40 gravel for the Sunset House / Sweathouse area from Glacier Rock Resources Inc. in the amount of \$420,000.00 according to the terms of the 2020 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.

CARRIED

**2020 AGGREGATE
SUPPLY RFQ – DEBOLT /
PUSKWASKAU
PERRON VENTURES LTD.**

MOTION: 20.09.460. Moved by: COUNCILLOR TOM BURTON
That Council approve the purchase 30,000t of 4:40 gravel for the DeBolt / Puskwaskau area from Perron Ventures Ltd. in the amount of \$442,500.00 according to the terms of the 2020 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.

CARRIED

7.2 SURPLUS EQUIPMENT

SURPLUS EQUIPMENT

MOTION: 20.09.461. Moved by: COUNCILLOR DUANE DIDOW
That Council approve the disbursement of surplus equipment for upcoming Ritchie Brothers auctions in Grande Prairie, Alberta and on GOV Deals Online Auctioning platform as amended;

- Remove the FRP Water Tanks from the list

CARRIED

Reeve Dale Smith recessed the meeting at 10:07 a.m.
Reeve Dale Smith reconvened the meeting at 10:16 a.m.

7.3 ALTAGAS FRANCHISE FEE- GRANDE CACHE

ALTAGAS FRANCHISE FEE – GRANDE CACHE

MOTION: 20.09.462. Moved by: DEPUTY REEVE TYLER OLSEN
That the franchise fee for the AltaGas Gas Distribution Agreement change to 0%.

CARRIED

7.4 ATCO FRANCHISE FEE- GRANDE CACHE

ATCO FRANCHISE FEE – GRANDE CACHE

MOTION: 20.09.463. Moved by: COUNCILLOR DUANE DIDOW
That the franchise fee for the ATCO Electric Distribution Agreement change to 0%.

CARRIED

7.5 POLICY 1500 FINANCIAL REPORTING

POLICY 1500

MOTION: 20.09.464. Moved by: COUNCILLOR ROXIE RUTT
That Council approve Policy 1500 “Financial Reporting” as amended.

CARRIED

7.6 2021 MUNICIPAL INTERN APPLICATION

MUNICIPAL INTERN APPLICATION TO MUNICIPAL AFFAIRS

MOTION: 20.09.465. Moved by: COUNCILLOR DUANE DIDOW
That Council direct Administration to submit an application for a Administrative Municipal Intern under the 2021 Municipal Internship Program offered through Municipal Affairs.

CARRIED

MUNICIPAL INTERN

MOTION: 20.09.466. Moved by: COUNCILLOR SHAWN ACTON
That Council approve \$20,000.00 to cover additional expenses for the intern, with funds to be accounted for in the 2021 Budget.

CARRIED

7.7 SUNSET HOUSE FLOOD CONTROL PROJECT REHABILITATION

SUNSET HOUSE FLOOD CONTROL PROJECT REHABILITATION

MOTION: 20.09.467. Moved by: COUNCILLOR BILL SMITH
That Council award the Sunset House Flood Control Project Rehabilitation to Green Acre Ventures Ltd. in the amount of \$499,320.00 with funds coming from the 2020 Capital Budget.

CARRIED

#8 NOTICE OF MOTION

8.0 NOTICE OF MOTION

There were no Notice of Motion requested.

#9 CLOSED SESSION

9.0 CLOSED SESSION

CLOSED SESSION

MOTION: 20.09.468. Moved by: DEPUTY REEVE TYLER OLSEN
That the meeting go to Closed Session, at 11:36 a.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 INFORMATION HARMFUL TO ECONOMIC AND OTHER INTERESTS OF A PUBLIC BODY

(FOIPP; Section 25)

9.2 INFORMATION HARMFUL TO PERSONAL PRIVACY

(FOIPP; Section 17)

OPEN SESSION

MOTION: 20.09.469. Moved by: COUNCILLOR SHAWN ACTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 12:10 p.m.

CARRIED

#10 MEMBER REPORTS & EXPENSE CLAIMS

11.0 MEMBERS BUSINESS

WARD 1

COUNCILLOR WINSTON DELORME was unavailable to give an update on his activities.

September 14, 2020 Regular Council Meeting
September 21, 2020 Committee of the Whole
Greenview Road Tour – Grande Cache

Municipal Planning Commission Meeting
Sturgeon Lake Area Structure Plan Open House
Joint Council Valleyview IDP Review
Evergreen Foundation Meeting

WARD 2

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

September 14, 2020 Regular Council Meeting
AB #1 Meeting (Electronic Meeting)
September 21, 2020 Committee of the Whole
Greenview Road Tour – Grande Cache
Greenview Road Tour – DeBolt/Ridgevalley
AB #1 Meeting (Electronic)
Greenview Regional Multiplex Board Meeting

WARD 3

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

September 14, 2020 Regular Council Meeting
Municipal Planning Commission Meeting
Joint Council Valleyview IDP Review
September 21, 2020 Committee of the Whole Meeting
Greenview Road Tour – Grande Cache
Greenview Regional Multiplex Board Meeting

WARD 4

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

September 14, 2020 Regular Council Meeting
Municipal Planning Commission Meeting
September 21, 2020 Committee of the Whole
Greenview Road Tour – DeBolt/Ridgevalley
Valleyview Library Board Meeting
South Peace Regional Archives Meeting
Joint Council Valleyview IDP Review

WARD 5

REEVE DALE SMITH submitted his update to Council on his recent activities, which include;

September 14, 2020 Regular Council Meeting
Municipal Planning Commission Meeting
Heart River Housing Meeting
September 21, 2020 Committee of the Whole Meeting
Greenview Road Tour - Grande Cache
Greenview Road Tour – DeBolt/Ridgevalley

WARD 6

COUNCILLOR TOM BURTON submitted his update to Council on his recent activities, which include;
September 14, 2020 Regular Council Meeting
Municipal Planning Commission Meeting
Policy Review Committee Meeting
Joint Council Valleyview IDP Review
MD of Greenview Library Board Meeting
Minister Allard Discussion
Minister Toews Outdoor Town Hall
East Smoky Recreation Board Meeting
Greenview Road Tour – DeBolt/Ridgevalley
Ridgevalley Graduation Ceremony

WARD 7

COUNCILLOR ROXIE RUTT submitted her update to Council on her recent activities, which include;
September 14, 2020 Regular Council Meeting
Municipal Planning Commission Meeting
Policy Review Committee Meeting
Valleyview IDP
SLASP Open House
FCSS Meeting
P.A.C.E. Board of Directors Meeting
September 21, 2020 Committee of the Whole Meeting
Greenview Road Tour – Grande Cache
Greenview Road Tour – DeBolt/Ridgevalley
Grande Spirit Foundation Meeting
Ridgevalley Graduation Ceremony

WARD 8

COUNCILLOR BILL SMITH submitted his update to Council on his recent activities, which include;
September 14, 2020 Regular Council Meeting
Joint Council Valleyview IDP Review
September 21, 2020 Committee of the Whole Meeting
Greenview Road Tour – Grande Cache

Ward 9

COUNCILLOR DUANE DIDOW submitted his update to Council on his recent activities, which include;
September 14, 2020 Regular Council Meeting
Municipal Planning Commission Meeting
Policy Review Committee Meeting
Joint Council Valleyview IDP Review
Sturgeon Lake Area Structure Plan Open House
FCSS Meeting

Community Futures West Yellowhead Investment Review Committee Meeting
Open House Minister Toews
September 21, 2020 Committee of the Whole Meeting
Greenview Road Tour – Grande Cache
Greenview Road Tour - DeBolt

Ward 9

COUNCILLOR TYLER OLSEN submitted his update to Council on his recent activities, which include;
September 14, 2020 Regular Council Meeting
Municipal Planning Commission Meeting
Joint Council Valleyview IDP Review
Sturgeon Lake Area Structure Plan Open House
The River of Death and Discovery Dinosaur Museum Society
Community Futures West Yellowhead Meeting
September 21, 2020 Committee of the Whole Meeting
Greenview Road Tour – Grande Cache
Comedy Night Nitehawk

MEMBERS BUSINESS

MOTION: 20.09.470. Moved by: COUNCILLOR BILL SMITH
That Council accept the Members Business Reports as presented.
CARRIED

**#11
ADJOURNMENT**

12.0 ADJOURNMENT

MOTION: 20.09.471. Moved by: COUNCILLOR WINSTON DELORME
That Council adjourn this Regular Council Meeting at 12:25 p.m.
CARRIED

CHIEF ADMINISTRATIVE OFFICER

REEVE



REQUEST FOR DECISION

SUBJECT: **Bylaw 20-856 – Request to close Undeveloped Road Allowance lying between NW-19-72-20-5 and NE-24-72-21-5**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 13, 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 first reading to Bylaw 20-856 to close 1.618 hectares ± of the undeveloped road allowance lying between NW-19-72-20-W5 and NE-24-72-21-W5 as shown on Schedule ‘A’ hereto.

MOTION: That Council schedule a Public Hearing on December 14, 2020 for Bylaw No. 20-856 to close 1.618 hectares ± of the undeveloped road allowance lying between NW-19-72-20-W5 and NE-24-72-21-W5 as shown on Schedule ‘A’ hereto.

BACKGROUND/PROPOSAL:

Greenview received a road closure request from John Pozniak on June 22, 2020, to close 1.618 hectares (4.0 acres) ± of the undeveloped road allowance lying between NW-19-72-20-W5 and NE-24-72-21-W5 as shown on Schedule ‘A’ hereto. The area would be consolidated with the existing title to NE-24-72-21-W5 and a subsequent subdivision application is anticipated to consolidate all lands west of the Old High Prairie Road into one title.

The fair market value of the 1.618 hectares ± was calculated by Accurate Assessment at \$2,929.58 and an Offer to Sell would be prepared for signature by John Pozniak, 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 Township Road 724. Administration is recommending that Council sell

the land to John Pozniak as set out above, give First Reading to Bylaw No. 20-856 and establish a public hearing date of December 14, to allow the public to comment in accordance with legislative requirements.

BENEFITS OF THE RECOMMENDED ACTION:

1. The public hearing would be advertised once Council gives approval to recommendation.

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 first reading until after the public hearing has been held.

FINANCIAL IMPLICATION:

Direct Costs:

Greenview would be responsible for the cost to advertise the public hearing, and 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:

Required circulation providing notification of the public hearing would be sent in accordance with legislation. Following the public hearing the proposed closure package would be forwarded to Alberta Transportation for consideration, prior to returning to Council for second and third reading if their approval was granted.

ATTACHMENT(S):

- Schedule 'A' - Tentative Plan
- Schedule 'B' – Tentative Plan re Consolidation
- Map Overview
- Bylaw 20-856

SE25 72-21-5

SW30 72-20-5

20.12 GOVERNMENT ROAD ALLOWANCE

20.12 GOVERNMENT ROAD ALLOWANCE



NE24 72-21-5

NW19 72-20-5

NW19 72-20-5

SE24 72-21-5

SW19 72-20-5

20.12 GOVERNMENT ROAD ALLOWANCE

ROAD PLAN TOTAL

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

SCHEDULE 'A'

SHOWING PROPOSED ROAD CLOSURE OF
GOVERNMENT ROAD ALLOWANCE

BETWEEN N.W. 1/4 SEC. 19, TWP. 72, RGE. 20, W.5M. &
N.E. 1/4 SEC. 24, TWP. 72, RGE. 21, W.5M.

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: ———
AND CONTAINS: 1.618 HECTARES (4.00 ACRES)

SCALE: 1:5000



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

SCHEDULE 'A'

SHOWING PROPOSED ROAD CLOSURE OF
GOVERNMENT ROAD ALLOWANCE
BETWEEN N.W. 1/4 SEC. 19, TWP. 72, RGE. 20, W.5M. &
N.E. 1/4 SEC. 24, TWP. 72, RGE. 21, W.5M.

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: ———
AND CONTAINS: 1.618 HECTARES (4.00 ACRES)

SCALE: 1:5000

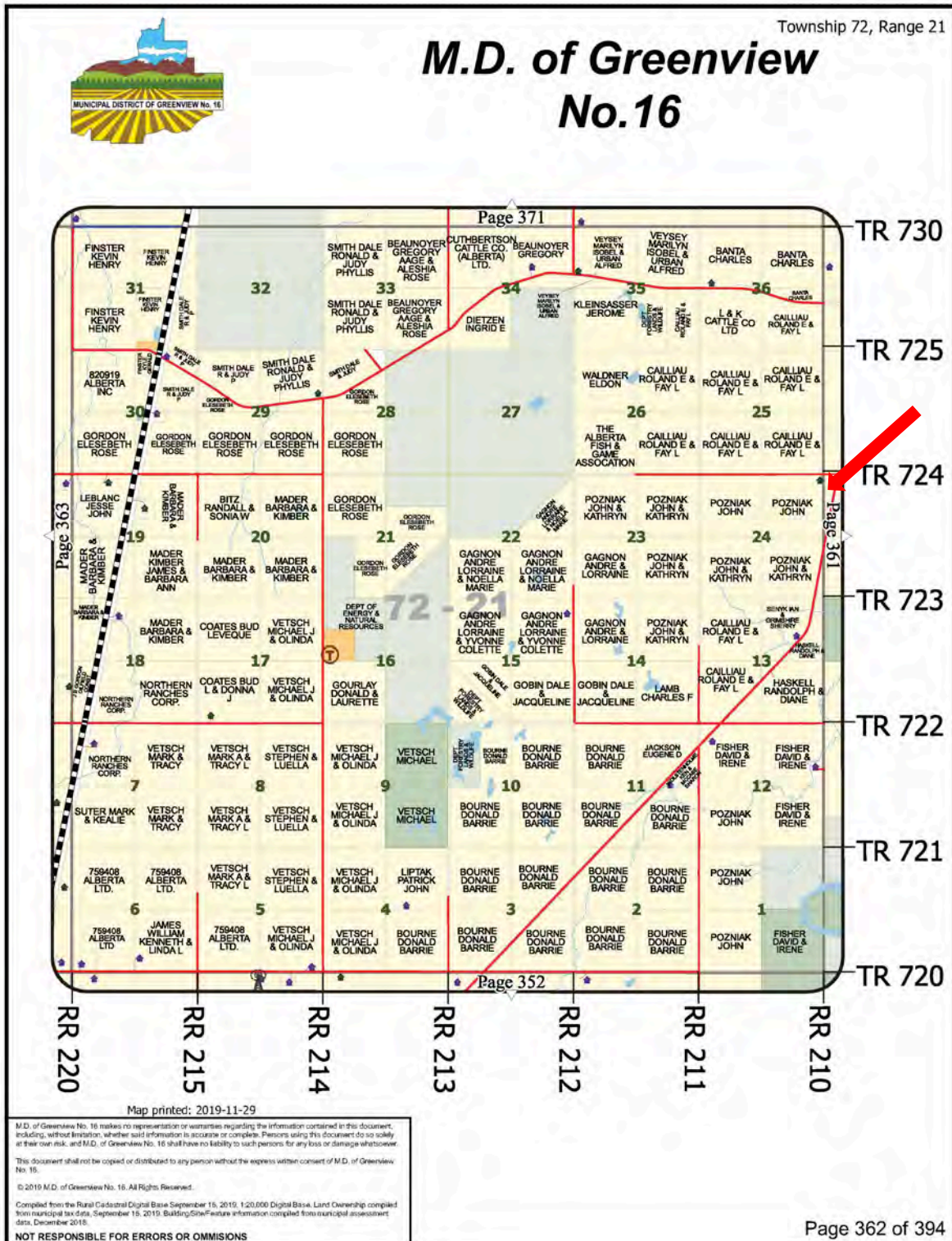
OWNER LOCATION MAP

FILE NO. R20-002

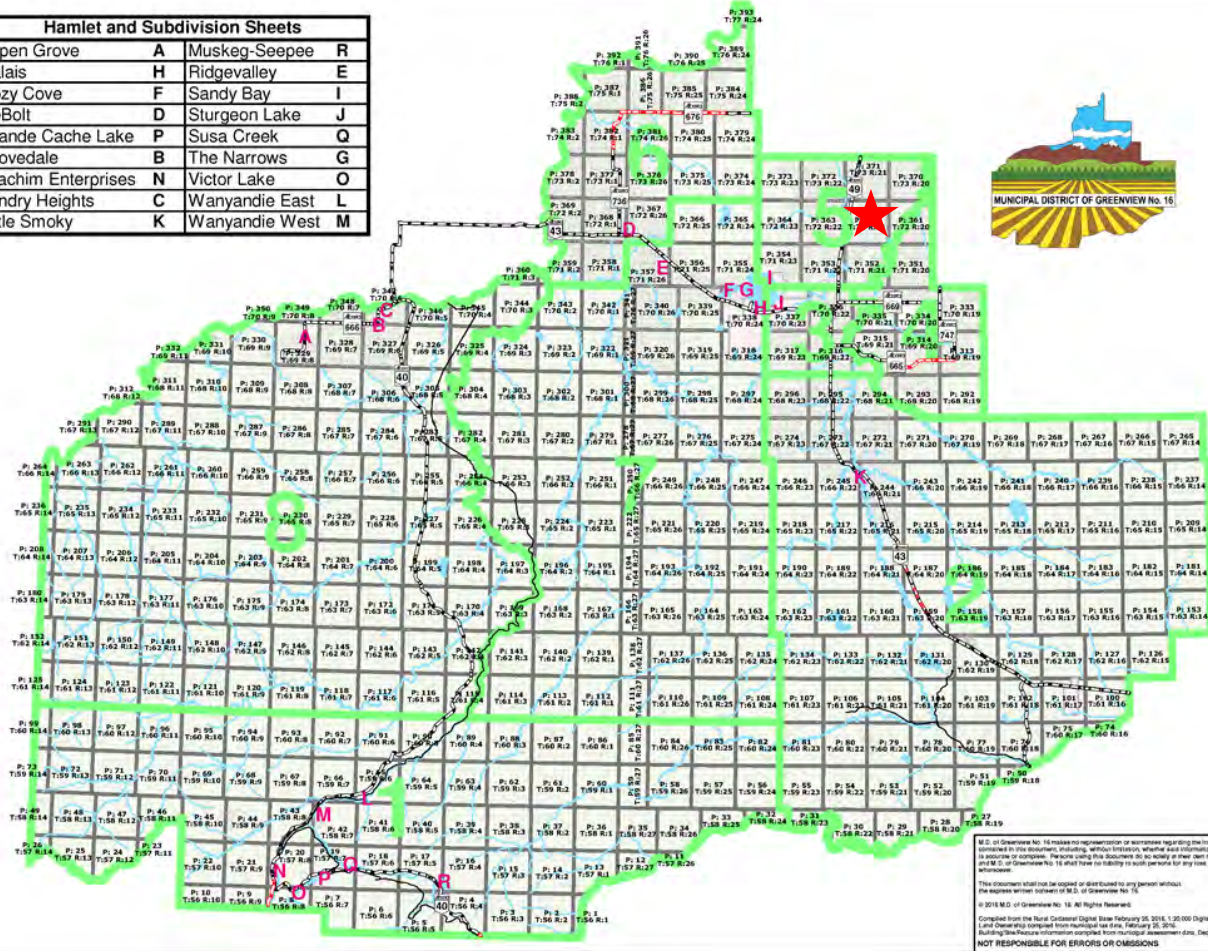
APPLICANT: POZNIAK JOHN

LEGAL LOCATION: NE-24-72-21-W5

LANDOWNER: SAME



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
Landry Heights	C	Wanyandie East L
Little Smoky	K	Wanyandie West M



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Compiled from the Rural Cadastre Digital Base February 25, 2015, 1:25,000 Digital Base. Land Parcel data compiled from municipal tax base, February 25, 2015.

Building Footprint information compiled from municipal assessment data, December 31, 2015.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



BYLAW No. 20-856

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:

MERIDIAN 5 RANGE 20 TOWNSHIP 72

ALL THAT PORTION OF THE ORIGINAL GOVERNMENT ROAD ALLOWANCE

LYING WITHIN LOT 1 BLOCK 1 PLAN 202_____

EXCEPTING THEREOUT ALL MINES AND MINERALS

CONTAINING 1.618 HECTARES MORE OR LESS

EXCEPTING OUT 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 ____ day of October, 2020.

REEVE

CHIEF ADMINISTRATIVE OFFICER

APPROVED this _____ day of _____, 20__.

MINISTER OF TRANSPORTATION

Received second reading this _____ day of _____, 20__.

Received third reading and passed this _____ day of _____, 20__.

REEVE

CHIEF ADMINISTRATIVE OFFICER

SE25 72-21-5

SW30 72-20-5

20.12 GOVERNMENT ROAD ALLOWANCE

20.12 GOVERNMENT ROAD ALLOWANCE



NE24 72-21-5

NW19 72-20-5

NW19 72-20-5

SE24 72-21-5

SW19 72-20-5

20.12 GOVERNMENT ROAD ALLOWANCE

ROAD PLAN 10701

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

SCHEDULE 'A'

SHOWING PROPOSED ROAD CLOSURE OF
GOVERNMENT ROAD ALLOWANCE

BETWEEN N.W. 1/4 SEC. 19, TWP. 72, RGE. 20, W.5M. &
N.E. 1/4 SEC. 24, TWP. 72, RGE. 21, W.5M.

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: —
AND CONTAINS: 1.618 HECTARES (4.00 ACRES)

SCALE: 1:5000



REQUEST FOR DECISION

SUBJECT: **Bylaw 20-858 Fire Services**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: October 13, 2020
DEPARTMENT: PROTECTIVE SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

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

Council Bylaw/Policy (cite) – Grande Cache Bylaw 699 and M.D. of Greenview Bylaw 07-517.

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 20-858 “Fire Services”.

BACKGROUND/PROPOSAL:

Greenview currently operates under Bylaw 07-517. Greenview with the addition of Grande Cache has undergone significant changes in the Fire Services model. Greenview has moved away from the separate fire departments model to a regional fire services model to allow for greater efficiencies and more effective deployment of resources.

This fire services bylaw provides for the establishment, organization, and regulation of this fire-rescue services within the M.D. of Greenview #16 as per the Municipal Government Act, Part 2, Section 7. This Bylaw will replace current Grande Cache Bylaw 699 and Greenview Bylaw 07-517.

Administration is requesting Council direction on whether fire permits should be included in this bylaw as an additional level of service under Fire and Rescue Services.

BENEFITS OF THE RECOMMENDED ACTION:

The Fire-Rescue Services Bylaw:

- 1 Is an enabling piece of legislation that gives Council the authority to create a fire-rescue services and gives the authority for the fire-rescue services to function under.
- 2 Establishes and provides direction in the operation a fire service, authorizes the prevention and control of fires, and authorizes the recovery of related fees, expenses, and charges.
- 3 Ensures that an acceptable level of life safety for all ratepayers and visitors, protection by aligning Council expectations, fire-rescue activities, and defined an acceptable organizational level of risk.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended Motion

ALTERNATIVES CONSIDERED:

Council has the alternative to include fire permits as an additional level of service for Fire and Rescue Services.

FINANCIAL IMPLICATION:

There are no anticipated 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 update the bylaw register and the public on the changes.

ATTACHMENT(S):

- Bylaw 20-858
- Bylaw 699
- Bylaw 07-517



BYLAW NO. 20-858 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview #16 (Greenview), in the Province of Alberta, to establish and operate a Fire-Rescue Services, authorize the prevention and control of fires, and authorize the recovery of related fees, expenses, and charges.

Whereas, the *Municipal Government Act*, R.S.A 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for municipal purposes respecting the following matters:

- A) The safety, health and welfare of people, and the protection of people and property;
- B) Services provided by or on behalf of the municipality; and
- C) The enforcement of bylaws;

Whereas, the *Municipal Government Act* further provides that a municipality may impose a system of licences, permits or approvals and may collect, pursuant to a bylaw, costs and expenses incurred by the municipality for extinguishing fires;

Whereas, the *Forest and Prairie Protection Act*, R.S.A 2000, Chapter F-19 provides that a council of a municipal district is responsible for fighting and controlling all fires within the boundaries of the municipal district, other than areas contained in a forest protection area;

Whereas, Council wishes to establish a fire-rescue service within Greenview and provide for the efficient operation of such a service; and

Whereas, Council wishes to provide for the prevention, regulation and control of the lighting of fires within Greenview;

Therefore, the Council of the M.D of Greenview No. 16, duly assembled, enacts as follows:

1. Title and Interpretation

- 1.1 This Bylaw may be cited as the “Fire Services” Bylaw.
- 1.2 In the event that any provision of this bylaw is inconsistent with any provincial or federal legislation, the provincial or federal legislation shall prevail.

2. Definitions

- 2.1 **ACAO** means the Assistant Chief Administrative Officer of the M.D. of Greenview No. 16.
- 2.2 **CAO** means the Chief Administrative Officer of the Municipal District of Greenview No. 16.
- 2.3 **Council** means the Council for the M.D. of Greenview No. 16, duly elected.
- 2.4 **Dangerous Goods** means any product , substance, or organism specified in the regulations, or included by its nature, in any of the classes listed in the regulations under the *Dangerous Goods Transportation and Handling Act*, R.S.A 2000, Chapter D-4.

- 2.5 **Emergency Incident** means a fire or medical situation where a fire or explosion is imminent, or any other situation presenting a danger or possible danger to life, property, or the environment, and to which the Fire-Rescue Services has responded.
- 2.6 **Enforcement Officer** means a Community Enforcement Officer appointed by the Solicitor General of Alberta in accordance with the *Peace Officers Act*, R.S.A. 2006, Chapter P-3.5, and includes a member of the RCMP.
- 2.7 **Equipment** means any tools, devices, materials, or supplies used by or for the Fire-Rescue Services to respond to an emergency incident.
- 2.8 **False Alarm** means any notification, by whatever means received, to the Fire-Rescue Services respecting the existence of a condition, circumstance, fire or other event containing an imminent, serious danger to persons or property, wherein such condition, circumstances, fire or other event does not exist.
- 2.9 **Fire Ban** means an order issued by the Minister responsible for the *Forest and Prairie Protection Act*, or an order issued pursuant to this bylaw, for the purposes of cancelling all fire permits, prohibiting the lighting of, and requiring the extinguishment of all fires within Greenview.
- 2.10 **Fire Permit** means a permit issued for all fires in the Forest Protection Area.
- 2.11 **Fire-Rescue Services** means the department as established by Council and organized by Greenview consisting of, all person appointed or recruited to the various positions within the Fire-Rescue Services, including all members.
- 2.12 **Fire-Rescue Services Property** means all real and personal property owned or controlled by Greenview and designated for use by the Fire-Rescue Services, including, but not limited to apparatus, equipment and fire stations.
- 2.13 **Fire Hazard** means combustible and flammable material that, through its nature, location, condition, arrangement, or any combination of these factors, may be ignited, and if ignited, could create a burning hazard.
- 2.14 **Fire Protection** means any and all of the services enumerated in this bylaw and includes any other service delivered by Fire-Rescue Services that is authorized by Council.
- 2.15 **Fire Protection Charges** means all costs incurred by or for the Fire-Rescue Services in providing fire protection both within and outside Greenview's boundaries.
- 2.16 **Greenview** means the Municipal District of Greenview No. 16.
- 2.17 **Member** means any person who is duly appointed as a member of the Fire-Rescue Services and includes the Regional Fire Chief.
- 2.18 **Member in Charge** means the Regional Fire Chief, or in the absence of the Regional Fire Chief, the highest-ranking member who first arrives at the scene of an emergency incident.

- 2.19 **Owner** means the person or persons listed on title as the registered owner of property at the Land Titles Office.
- 2.20 **Person** means any individual, firm, partnership, association, or corporation.
- 2.21 **Recreational Fires** means fire confined within a non-combustible structure or container, that is lit for the purpose of cooking, obtaining warmth, or viewing pleasure and is fueled solely by dry wood, charcoal, natural gas, or propane.
- 2.22 **SOG** means Standard Operating Guidelines.
- 2.23 **Violation Ticket** means a violation ticket issued for an offence committed against any of the provisions of this bylaw under Part 2 of the *Provincial Offences Procedures Act*, R.S.A 2000, Chapter P-34.

3. Establishment and Purpose of Fire-Rescue Services

3.1 Greenview's Fire-Rescue Services is hereby established for the purpose of:

- A) Preventing and extinguishing structural and wildland fires;
- B) Preserving life, property, and the environment, and protecting persons and property from injury or destruction by fire;
- C) Emergency medical co-response;
- D) Providing rescue services, these may include specialized and technical rescue (water rescue, rope rescue) dependant on the availability of the necessary equipment and certified personnel;
- E) Mitigating, combating, and controlling emergency incidents;
- F) Purchasing and operating Apparatus and Equipment for extinguishing fires, rescue, preserving life, property, and the environment;
- G) Preventing prairie or running fires and enforcing the provisions of the *Forest Prairie and Protection Act*;
- H) Fulfilling the requirements of any mutual aid, memorandum of agreement, contract with other municipalities and agencies;
- I) Leading and directing emergency management (Regional Fire Chief is DEM)
- J) Providing public education and information regarding fire and life safety;
- K) Education, training or other member development;
- L) Enforcing this Bylaw and any other applicable bylaws and policies of Greenview and any applicable enactments;
- M) Mitigating emergency incidents involving Dangerous Goods (DG), more complex and technical DG incidents may require assistance from partnered fire services with technical hazardous materials personnel; and
- N) Otherwise providing emergency services as required.

In accordance with Greenview Fire-Rescue Services Level of Service, policies, and Standard Operating Guidelines (SOGs) established by Greenview from time to time and all applicable legislation and regulation.

4. Authority and Responsibility of the Fire Chief

4.1 The Regional Fire Chief shall be responsible for leading and maintaining the overall delivery of emergency services and fire protection by Greenview Fire-Rescue Services, subject to:

- A) This bylaw;

- B) Greenview Fire-Rescue Services – Level of Service
- C) Greenview Fire-Rescue Services – SOGs.
- D) All applicable Greenview policies;
- E) The direction of the CAO and ACAO; and
- F) Any agreements and contracts Greenview has with other municipalities or other entities, however constituted, that provide emergency services and fire protection in Greenview.

4.2 The Regional Fire Chief may prescribe rules, regulations and policies for the ongoing organization, administration, and day to day operation of Fire-Rescue Services, including:

- A) Use, care, maintenance, and protection of Fire-Rescue Services property;
- B) The appointment, recruitment, conduct, discipline, duties, training, and responsibilities of all Members; and
- C) The efficient operation of Fire-Rescue Services; and may perform such other functions and have other powers and responsibilities that the CAO and ACAO may prescribe.

4.3 The Regional Fire Chief may, subject to ratification by Council, negotiate and enter into agreements with the Province of Alberta, other municipalities, hamlets, or other entities, however constituted, for the purchase, joint use, control and management of Fire-Rescue Services Property, and for the purpose of providing emergency services and Fire Protection within or outside of Greenview.

4.4 The Regional Fire Chief is authorized to delegate, and to authorize further delegations of any powers, duties and functions delegated to the Regional Deputy Fire Chief(s) by Council under this Bylaw.

5. Authority and Responsibility of Members

5.1 Members are responsible to the Regional Fire Chief in the performance of their duties and responsibilities pursuant to this Bylaw and applicable policies of Greenview.

6. Authority and Responsibility of Member in Charge

6.1 The Member in Charge at an emergency incident shall have control, direction and management of all apparatus, equipment and manpower assigned to that emergency incident and shall continue to act as the Member in Charge until relieved by another Member authorized to do so.

6.2 The Member in Charge shall take action as deemed necessary for preserving life and property and protecting persons and property from injury or destruction by fire or other emergency and is authorized to:

- A) Enter, pass through or over buildings, structures, or property whether adjacent or in proximity to an emergency incident and to cause Members or Apparatus to enter or pass through or over the building, structure, or property without permission;
- B) Establish boundaries or limits and keep persons from entering the area within the prescribed boundaries or limits unless authorized to enter by the Member in Charge;
- C) Request Enforcement Officers to enforce restrictions on persons entering within the boundaries or limits outlined in Section 12(b);
- D) Cause a building, structure, or thing to be pulled down, demolished or otherwise removed;
- E) Secure Greenview manpower and equipment that is considered necessary to deal with an Emergency Incident;
- F) Secure and/or commandeer privately owned equipment that is considered necessary to deal with an Emergency Incident and authorize payment for use of the equipment;

- G) Require any adult person who is not a Member, to assist in:
 - i. Extinguishing a fire or preventing the spread thereof;
 - ii. Removing furniture, goods and merchandise from any building or structure on fire or in danger thereof and in guarding and securing same; and
 - iii. Demolishing a building or structure at or near the fire or other emergency incident.

7. Fire Bans

7.1 The Regional Fire Chief may from time to time, prohibit all fires within Greenview or a portion of Greenview when the Regional Fire Chief determines that the prevailing environmental conditions may give rise to an increased risk of fire or increased risk of a fire running out of control.

7.2 A Fire Ban imposed pursuant to sub-section 7.7.1 of the Bylaw shall remain in force until either the date provided in the notice of the Fire Ban or until such time the Regional Fire Chief provides notice to the public that the Fire Ban is no longer in effect.

7.3 Notice of a Fire Ban shall be provided to the public. Notice may be in the form of signage, through a public service message on the local radio stations, or by any means, that the Regional Fire Chief determines is appropriate for the purpose of informing the public of the Fire Ban.

7.4 When a Fire Ban is in place, no person shall:

- A) Ignite a fire, and every person shall immediately extinguish any fire lit once the person knows or ought reasonably to know of the Fire Ban; or
- B) Sell, purchase, possess, handle, discharge, fire or set off Fireworks within Greenview.

8. Fire and Dangerous Goods Emergency Incident Reporting Requirements

8.1 The Owner or authorized agent of any property damaged by fire must immediately report the particulars of the fire to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

8.2 The Owner or authorized agent of any property containing Dangerous Goods that sustains an accidental or unplanned release of the Dangerous Goods must immediately report the particulars of the release to Greenview Fire-Rescue Services in the manner and form prescribed by and to the satisfaction of the Regional Fire Chief.

9. Fire Protection Charges

9.1 When Greenview Fire-Rescue Services has extinguished a fire within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may after consultation with the ACAO and CAO, charge any costs (see Schedule 'A') incurred by Greenview Fire-Rescue Services in taking such action to

- A) the person or persons causing or contributing to the fire; or
- B) the Owner or occupant of the parcel of land;

and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.

9.2 When Greenview Fire-Rescue Services has responded to a highway/roadway involving fire, vehicle entrapment or a Dangerous Goods incident within or outside Greenview for the purpose of preserving life, property, and the environment from injury or destruction, the Regional Fire Chief may charge any costs (see Schedule 'A') incurred by Greenview Fire-Rescue Services in taking such action to

- A) the person or persons causing or contributing to the incident; or
- B) the Owner or occupant of any vehicle, goods, or equipment;

and all persons charged are jointly and severally liable for payment of the Fire Protection Charges to Greenview.

9.3 Fire Protection Charges shall be paid within thirty (30) days of receipt. Collection of unpaid Fire Protection Charges may be undertaken by civil action in a court of competent jurisdiction, and any civil action does not invalidate any lien which Greenview is entitled to on the parcel of land in respect of which the indebtedness is incurred.

9.4 Without limiting sub-section 9.1, the Owner of a parcel of land within Greenview is liable for Fire Protection Charges incurred in relation to Greenview Fire-Rescue Services extinguishing fires on that parcel and Greenview may add to the tax roll of the parcel of land all unpaid Fire Protection Charges. This will form a special lien against the parcel of land in favour of Greenview from the date the amount is added to the tax roll.

9.5 Notwithstanding the provisions of sub-sections 9.1, 9.2, and 9.3, Greenview may elect to recover Fire Protection Charges from person(s) responsible for those charges pursuant to the Forest and Prairie Protection Act.

- A) Inspection and Enforcement
- B) Offences
- C) Violation Tickets
- D) Voluntary Payment
- E) Severability

10. Inspection and Enforcement

10.1 Where a parcel of land does not comply with this Bylaw or a person contravenes this Bylaw, Greenview may pursue its enforcement alternatives in accordance with this Bylaw, any enactment or any common law right, including issuing an order to remedy contraventions or dangers, remedying contraventions or dangers by Greenview, adding amounts to tax rolls and pursuing injunctions pursuant to the *Municipal Government Act*.

11. Offences

11.1 No person shall:

- A) Contravene any provision of this Bylaw;
- B) Damage or destroy Fire-Rescue Services Property;
- C) Falsely represent himself as a Member;
- D) Obstruct or otherwise interfere with access by the Fire-Rescue Services or Fire-Rescue Services Property to:
 - i. The scene of an Emergency Incident;
 - ii. A fire hydrant, cistern or other body of water designated for firefighting purposes; or
 - iii. To connections to fire mains, standpipes, or sprinkler systems.

- E) Cross any boundaries or limits established by the Fire-Rescue Services in accordance with this Bylaw, without the express authorization of the Member in Charge;
- F) Cause or permit a Burning Hazard or fire hazard to exist on a parcel of land;
- G) Deposit, discard or abandon any burning matter or substance so as to create a Burning Hazard;
- H) Light a fire or cause a fire to be lit during a Fire Ban;
- I) Light a fire on any land not his own without the written consent of the Owner of the land;
- J) Permit a fire lit by that person to pass from his own land to the land of another person;
- K) Light a fire without first taking sufficient precautions to ensure that the fire can be kept under control at all times;
- L) Conduct any activity that might reasonably be expected to cause a fire unless that person exercises reasonable care to prevent a fire from occurring;
- M) Conduct any activity that involves the use of a fire, where smoke produced by the fire may impede the visibility of vehicular and pedestrian traffic on any road or highway;
- N) Light a fire on lands owned the Forest Protection Area without a provincial Fire Permit between March 1 and October 31.
- O) Impede, obstruct, or otherwise hinder a Member of Fire-Rescue Services or Enforcement Officer in carrying out their duties under this Bylaw or related legislation; or
- P) Impede, obstruct, or otherwise hinder access to property or Equipment required for use by a member of Fire-Rescue Services or Enforcement Officer in carrying out their duties under this Bylaw or related legislation.

12. Offence Committed

- 12.1 A person who contravenes or fails to comply with any provision of this Bylaw is guilty of an offence and is liable to a fine in an amount not less than \$250.00 and not more than \$2,500. No person found guilty of an offence under this Bylaw is liable to imprisonment.

13. Violation Tickets

- 13.1 An Enforcement Officer is authorized and empowered to immediately issue a violation ticket pursuant to the Provincial Offences Procedure Act to any person that the Enforcement Officer has reasonable grounds to believe has contravened any provision of this Bylaw.
- 13.2 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
- i. Specify the fine amount established by this Bylaw for the offence; or
 - ii. Require a person to appear in court without the alternative of making a voluntary payment.

14. Voluntary Payment

- 14.1 A person who commits an offence may:
- i. If the Violation Ticket is issued in respect of the offence; and
 - ii. If the Violation Ticket specifies the fine amount established by this Bylaw for the offence;

make a voluntary payment by submitting to a Clerk of the Provincial Court, on or before the initial appearance date indicated on the Violation Ticket, the specified penalty set out on the Violation Ticket.

15. Severability and Effect

- 15.1 In the event that any provision of this bylaw is found to be invalid by a court of competent jurisdiction, that provision shall be severed and the remainder of the bylaw shall remain valid and enforceable.

15.2 Bylaw 07-517 “Fire Protection” and Grande Cache Bylaw 699 “Fire/Rescue Department” and all amendments thereto are hereby repealed.

16. 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

**Fire Protection Charges
(if deemed necessary)**

1. Response to Fire Incidents

- | | |
|----------------------------------|------------------|
| a. Within the M.D. of Greenview | \$600.00/hr/unit |
| b. Outside the M.D. of Greenview | \$600.00/hr/unit |

2. Response to Motor Vehicle Collision (MVC), Rescue and Dangerous Goods Incidents:

- | | |
|----------------------------------|--------------------------------|
| a. Within the M.D. of Greenview | \$600.00/hr/unit |
| b. Outside the M.D. of Greenview | \$600.00/hr/unit |
| c. Provincial Highways | As per AB Transportation rates |

NOTE: Administrative costs and the cost for replacement of equipment and/or materials used, lost, or damaged as a result of the response are charged in addition to the above.

BYLAW NUMBER 07-517
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 providing
FIRE PROTECTION SERVICES
within the Municipal District of Greenview**

WHEREAS the *Municipal Government Act*, R.S.A. 2000 c M-26 and amendments thereto, provides that a Council of a municipality may pass a by-law for the safety, health and welfare of people and property and the prevention and extinguishing of fires; and

WHEREAS the *Forest and Prairie Protection Act*, R.S.A. 2000 c F-19 and amendments thereto, provides certain additional powers and authority to the municipality to enforce provisions of the *Forest and Prairie Protection Act* within the boundaries of the municipality;

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

SECTION 1 - NAME OF BYLAW

1.1 This Bylaw may be cited and referred to as the “Fire Protection Bylaw”.

SECTION 2 - DEFINITIONS

2.1 In this bylaw:

- a) **“APPARATUS”** means any vehicle provided with machinery, devices, equipment, or materials for firefighting as well as vehicles used to transport firefighters or supplies;
- b) **“APPROVED”** means approved by the Municipal District of Greenview No. 16;
- c) **“CONSUMABLES”** means any articles that are intended to be used up, including, but not limited to, fire fighting foam and breathing air;
- d) **“COUNCIL”** means the Council of the Municipal District of Greenview No. 16;
- e) **“DANGEROUS GOODS”** means any product, substance or organism specified in the regulations or included by its nature in any of the classes listed in the regulations under the *Dangerous Goods Transportation and Handling Act*, R.S.A. 2000 c D-4, as amended;
- f) **“EQUIPMENT”** means any tools, contrivances, devices or materials used by the Fire Department(s) to combat an incident or other emergency;
- g) **“FALSE ALARM”** means any fire alarm that is set out needlessly, through willful human or mechanical error, and to which Fire Services responds;
- h) **“FIRE CHIEF”** is the person appointed by the Municipal district to perform the duties and responsibilities of a fire chief;

- i) **“FIRE GUARDIAN”** means the Reeve, Chief Administrative Officer, each member of the Council, and each Fire Guardian appointed by Council prior to April 1st of each year, or such other person as Council shall appoint to perform such functions as are set forth in the Bylaw, which are consistent with the *Forest and Prairie Protection Act*;
- j) **“FIRE PERMIT”** shall mean a Fire Permit issued pursuant to this Bylaw;
- k) **“FIRE PROTECTION”** means all aspects of fire safety including, but not limited to, fire prevention, fire fighting or suppression, pre-fire planning, fire investigation, public education and information, training, or other staff development and advising;
- l) **“FIRE SERVICES”** means fire Services as established and organized for the Municipal District pursuant to the provisions of this Bylaw consisting of, *inter alia*, all persons appointed or recruited to the various positions described herein, all equipment, apparatus, materials and supplies used in the operation, maintenance and administration of Fire Services, including fire stations;
- m) **“HIGHWAY”** means as defined in the *Highway Traffic Act*, R.S.A. 2000 c H-8;
- n) **“INCIDENT”** means a fire, a situation where a fire or explosion is imminent or in process, or any other situation where there is a danger or a possible danger to life or property, and to which Fire Services has responded;
- o) **“INCINERATOR FIRE”** means a fire that is confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen having a mesh size not larger than 13 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash;
- p) **“MEMBER”** means a fire fighter of another municipality in which the Municipal District of Greenview No. 16 has an agreement for fire fighting services; a firefighter of a municipality while acting in a Mutual Aid Fire Agreement; or any person duly appointed a member of Fire Services who receives remuneration for his or her services (at a rate of pay established by Council), or who gratuitously performs his or her functions under this bylaw, including a part-time member, a fire protection officer, the Protective Services Coordinator, a constable, the Fire Chief, or a firefighter of the Municipal District of Greenview No. 16.
- q) **“OPEN FIRE”** shall mean any fire which is not an Incinerator Fire, Pit Fire, Public Park Site Fire and Smudge Fire, and which, without limiting the generality of the foregoing, shall include grass fires, forest and brush fires, running fires, structure fires, building fires, wood scrap fires, ground thawing fires and chattel fires;
- r) **“PIT FIRE”** means a fire which is totally confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen having a mesh size no larger than 13 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash, and which fire is set for the purpose of cooking or obtaining warmth, and such fire may only be fuelled with dry wood, charcoal, coal, natural gas or propane;
- s) **“PREMISES”** shall mean structure or building;
- t) **“PROTECTIVE SERVICES OFFICER”** means a person who is employed by the Municipal District of Greenview No. 16 and is duly appointed to perform the duties and responsibilities of the Protective Services Officer. Without restricting the generality of the foregoing, the Protective Services Officer will be responsible for the provision of Fire Services within the Municipal District of Greenview No. 16;

- u) **“PUBLIC PARK SITE FIRE”** means a fire on land owned or leased by the Municipal District of Greenview No. 16 or its agents or subcontractors for recreational purposes and is confined to a non-combustible container supplied by the Municipal District as approved by the Protective Services Officer or Fire Chief, or a portable appliance which is set for the purpose of cooking food, obtaining warmth or viewing for pleasure. Such fire may only be fuelled with dry wood, charcoal, coal, natural gas or propane;
- v) **“RUNNING FIRE”** means a fire burning without being under the proper or any control of any person;
- w) **“SMUDGE FIRE”** means a fire confined within a non-combustible structure or container that is set on land for the purpose of protecting livestock from insects or for protecting garden plants from frost;
- x) **“VEHICLE”** means a device in, upon, or by, which a person or thing may be transported or drawn upon a highway.
- y) **“VIOLATION TAG”** means a tag or similar document issued by the Municipal District of Greenview No. 16 pursuant to the *Municipal Government Act*.
- z) **“VIOLATION TICKET”** means a ticket issued pursuant to Part II of the *Provincial Offences Procedure Act*, R.S.A. 2000 c P-34, as amended, and regulations thereunder.

SECTION 3 - GEOGRAPHICAL APPLICATION OF BYLAW

This Bylaw applies within the geographical boundaries of the Municipal District of Greenview No. 16 to such extent as a Bylaw respecting fires may be passed in accordance with Section 75 of the *Municipal Government Act*, or its successor. For greater certainty, but not so as to restrict the generality of the foregoing, this Bylaw applies to any part of a Hamlet within a forest protection area in the Municipal District of Greenview No. 16 and all non Forest Protection areas within the Municipal District of Greenview No. 16.

SECTION 4 - FIRE SERVICES

4.1 The Council does hereby establish Fire Services for the purpose of:

- a) preventing and extinguishing fires;
- b) investigating the cause of fires;
- c) preserving life and property and protecting persons and property from injury or destruction by fire;
- d) preventing prairie or Running Fires and enforcing the provisions of the *Forest and Prairie Protection Act*;
- e) preventing, combating and controlling Incidents;
- f) carrying out prevention patrols;
- g) entering into agreements with other municipalities or persons for the joint use, control and management of fire extinguishing apparatus and equipment;
- h) purchasing and operating apparatus and equipment for extinguishing fires or preserving life and property.

4.2 Fire Services is hereby authorized to control and mitigate Incidents involving Dangerous Goods to the level of their training and equipment available.

SECTION 5 - PROTECTIVE SERVICES OFFICER

- 5.1 The Protective Services Officer shall be appointed by Council upon the recommendation of the Chief Administrative Officer.
- 5.2 The Protective Services Officer shall be responsible to the Council through the Chief Administrative Officer.

- 5.3 The Protective Services Officer has complete responsibility and authority over Fire Services, subject to the direction of Council, and shall, upon approval of Council, prescribe rules, regulations and policies for the ongoing organization and administration of Fire Services, including but not limited to:
- a) the use, care and protection of Fire Services property;
 - b) the appointment, recruitment, conduct, discipline, duties and responsibilities of the Members;
 - c) the efficient operation of Fire Services.
- 5.4 Regulations, rules or policies made pursuant to Section 5.3 of this Bylaw, shall not be inconsistent with the legislation and regulations of the Province of Alberta.
- 5.5 The Protective Services Officer shall:
- a) upon approval of the Council, through the approved budget, be authorized to purchase or otherwise acquire Equipment, Apparatus, materials or supplies required for the operation, maintenance and administration of Fire Services to be used in connection therewith;
 - b) keep or cause to be kept, in proper form, records of all business transactions of Fire Services, including the purchase or acquisition of Equipment, Apparatus, materials or supplies and records of fires attended, actions taken in extinguishing fires, inspections carried out and actions taken on account of inspections and any other records incidental to the operation of Fire Services;
 - c) upon approval of the Council, negotiate on behalf of the Council with the Provincial Government of Alberta, other municipalities, and persons for the purpose of establishing mutual aid agreements and fire control agreements with recommendations and concerns regarding the establishing or renewing of any mutual aid agreement or fire control agreement or amendments thereto;
 - d) perform such functions and have such powers and responsibilities as Council may from time to time prescribe.

SECTION 6 - FIRE CHIEF

- 6.1 The Fire Chief shall report to the Protective Services Officer.
- 6.2 The Fire Chief, or any other Member in charge at a fire, is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things.
- 6.3 The Fire Chief, or any other Member in charge at an Incident, is empowered to cause Fire Services to enter on any land or Premises, including adjacent land or Premises, to combat, control or deal with the Incident in whatever manner he deems necessary.
- 6.4 The Fire Chief or any member shall be given access at reasonable hours to both public and private places for the purpose of inspecting the Premises to ascertain whether the same constitutes, or is likely to constitute, a fire hazard.
- 6.5 The Fire Chief or any other Member in charge at an Incident shall have the authority and power to:
- a) require any able-bodied adult person, who is not exempt by the regulations of the *Forest and Prairie Protection Act*, to assist in extinguishing fires and to assist in the prevention or spread thereof, and to assist in the protection of people or property;
 - b) commander and authorize payment for the possession or use of any Equipment for the purpose of fighting a fire;

- c) enter a closed area under the *Forest and Prairie Protection Act* without a permit or written permission of a forest officer, subject only to the regulations of the *Forest and Prairie Protection Act*;
- d) upon approval of Council, issue a Fire Permit in respect of any land within the Municipal District of Greenview No. 16 to which this Bylaw applies;
- e) upon approval of Council, issue a Fire Permit unconditionally or impose conditions upon the applicant which the Fire Chief, in his discretion, considers appropriate;
- f) suspend or cancel, at any time, a Fire Permit;
- g) without warrant enter on any land and Premises, except a private dwelling house, for the purpose of discharging his duties under this Bylaw or the *Forest and Prairie Protection Act*;
- h) without a warrant enter any private dwelling house or other structure which is on fire and proceed to extinguish the fire or to prevent the spread thereof;
- i) direct the operations of extinguishing or controlling the fire or the operations to preserve life and property;
- j) prevent interference with the efforts of persons engaged in the extinguishing of fires or preventing the spread thereof by regulating the conduct of the public at or in the vicinity of any fire or incident.

SECTION 7 - FIRE GUARDIANS

- 7.1 Fire Guardians may be appointed by Council annually upon the recommendation of the Fire Chief.

SECTION 8 - POWERS OF FIRE GUARDIANS

- 8.1 Each Fire Guardian which may be appointed shall have the authority and power to:
- a) enter a closed area under the *Forest and Prairie Protection Act* without a permit or written permission of a forest officer, subject only to the regulations of the *Forest and Prairie Protection Act*;
 - b) upon approval of Council, issue a Fire Permit in respect of any land within the Municipal District of Greenview No. 16, not otherwise under the control of the Alberta Forest Service with respect to Fire Permits;
 - c) upon approval of Council, issue a Fire Permit unconditionally or impose conditions upon the applicant which the Fire Guardian, in his discretion, considers appropriate;
 - d) suspend or cancel, at any time, a Fire Permit to which he has issued or to which he is directed to do so by the Fire Chief.

SECTION 9 - CONTROL OF FIRE HAZARDS

- 9.1 If the Municipal District of Greenview No. 16 finds, within its Municipal boundaries, on privately owned land or occupied public land conditions that in its opinion constitute a fire hazard, it may order the owner or the person in control of the land on which the fire hazard exists to reduce or remove the hazard within a fixed time and in a manner prescribed by the Municipal District of Greenview No. 16;

- 9.2 When the Municipal District of Greenview No. 16 finds that the order it made pursuant to Section 9.1 has not been carried out the Municipal District of Greenview No. 16 may enter on the land with any Equipment and any person it considers necessary and may perform the work required to eliminate or reduce the fire hazard;
- 9.3 The owner or the person in control of the land on which work was performed pursuant to Section 9.2 shall on demand reimburse the Municipal District of Greenview No. 16 for the cost of the work performed, and in default of payment the Municipal District may place a lien for the amount against the land and improvements on it, and such amounts shall be a debt owing to the Municipal District of Greenview No. 16 which may be charged against the Tax Roll for the land;
- 9.4 For the purpose of fire control the Fire Chief may:
- a) suspend or cancel within any part or all of the municipality to which this Bylaw applies, all Fire Permits; or
 - b) prohibit the lighting of or require the extinguishing of a fire set other than under the authority of a Fire Permit.
- 9.5 In any area affected by an order made pursuant to Section 9.4, the notice shall be immediately published for at least 2 weeks and announced at least daily during the period of the ban.
- 9.6 In any area affected by an order made pursuant to Section 9.4, every person shall immediately proceed to extinguish every open outdoor fire lit by him or under his authority and every fire located on land occupied or owned by him.
- 9.7 In Hamlets affected by an Order made pursuant to Section 9.4, incineration fire shall not be allowed within residential property.

SECTION 10 - REQUIREMENT TO REPORT

- 10.1 The owner or occupant of any property damaged by fire, or their authorized agent, shall immediately report to Fire Services all particulars of the fires that are required by the Fire Chief;
- 10.2 The owner or occupant of any property containing a Dangerous Good(s) product which sustains an accidental or unplanned release of the Dangerous Good(s) product, or their authorized agent, shall immediately report to Fire Services particulars of the release which are satisfactory to the Fire Chief.

SECTION 11 - FIRE PERMIT

- 11.1 No person shall ignite, cause, fuel, supervise or maintain an Open Fire within those areas of the Municipal District of Greenview No. 16 to which this Bylaw applies except when he is the holder of a subsisting Fire Permit issued pursuant to this Bylaw, unless:
- a) the fire is a Smudge Fire confined within a non-combustible structure or a container that is set on land for the purpose of protecting livestock from insects or for protecting garden plans from frost; or
 - b) the fire has been set by Fire Services for the purpose of training; or
 - c) the fire is a Public Park Site Fire; or
 - d) the fire is for personal warmth or the cooking of food.
 - e) the fire is in an incinerator and the materials are burnable as permitted by the Environmental Protection Enhancement Act.

- 11.2 No person shall permit an Open Fire upon land owned or occupied by him or which is under his control within those areas of the Municipal District of Greenview No. 16 to which this Bylaw applies except when he is the holder of a subsisting Fire Permit issued pursuant to this Bylaw unless:
- a) the fire is a Smudge Fire confined within a non-combustible structure or a container that is set on land for the purpose of protecting livestock from insects or for protecting garden plans from frost; or
 - b) the fire has been set by Fire Services for the purpose of training; or
 - c) the fire is a Public Park Site Fire; or
 - d) the fire is for personal warmth or the cooking of food.
 - e) the fire is in an incinerator and the materials are burnable as permitted by the Environmental Protection Enhancement Act.
- 11.3 Upon receipt of proper information from an applicant the Fire Chief / Fire Guardian may:
- a) refuse to grant a Fire Permit; or
 - b) upon the approval of Council:
 - i) grant a Fire Permit without terms and conditions;
 - ii) grant a Fire Permit upon such terms and conditions as Fire Services deems appropriate.
- 11.4 A Fire Permit shall not be transferrable;
- 11.5 Fire Permits issued pursuant to this Bylaw are valid for such period of time as shall be determined and set by the Fire Guardian and the Fire Permit shall have endorsed therein the period of time for which the said Permit is valid, not exceeding ten days;
- 11.6 The Fire Chief or a Fire Guardian may extend the period of time that a Fire Permit is valid, provided the Fire Permit has not expired and the application is by the original permittee;
- 11.7 The Fire Chief may, in his sole and absolute discretion, terminate and suspend or cancel a Fire permit;
- 11.8 A Fire Guardian may, at any time, in his sole and absolute discretion, terminate and suspend or cancel a Fire Permit which he has issued or to which he is directed to do so by the Fire Chief;
- 11.9 Each Fire Permit shall contain the following information:
- a) the name, address and telephone number of the applicant;
 - b) the reason a Fire Permit is required;
 - c) the legal description of the land on which the applicant proposes to set a fire;
 - d) location of fire upon the land as described in Section 11.9(c);
 - e) the type and description of material which the applicant proposes to burn;
 - f) the period of time for which the Fire Permit is valid;
 - g) the precautions, if any, that will be taken by the applicant to ensure that the proposed fire remains under his control;

- h) the signature of the applicant; and
- i) the signature of the Fire Guardian issuing the Fire Permit.

SECTION 12 - COSTS OF SERVICES

- 12.1 Costs may be incurred by the Municipal District of Greenview No. 16 for extinguishing fires or providing fire services within the Municipal District of Greenview No. 16 including costs of apparatus, equipment and consumables. Council may charge all costs incurred by the Municipal District of Greenview No. 16 for the purposes of extinguishing fires or providing fire services to the person who caused the fire, the owner of the land on which the fire occurred, the occupier of the land on which the fire occurred, or the owner of a Vehicle in which a fire occurred;
- 12.2 Such costs may be placed on the accounts receivable ledger of the Municipal District of Greenview No. 16 in which case such costs will be subject to Bylaw 94-122 (or its successor) in respect to interest rates;
- 12.3 In the event that such costs, with any interest charges which may have accrued, remain unpaid for three months after the time that they have been placed on the accounts receivable ledger of the Municipal District of Greenview No. 16, the costs shall be charged against the land of the person or persons to whom the costs have been charged as taxes due and owing. The Chief Administrative Officer or his designate is also authorized to take any proceedings under the *Municipal Government Act* or otherwise, as he may deem appropriate.
- 12.4 Any person who has been charged with costs pursuant to this section may appeal to Council to rescind their decision. Written notice of any such appeal must be provided to the Municipal District of Greenview No. 16 within 30 days of the person, or their agent, being advised that such costs have been placed on the accounts receivable ledger of the Municipal District of Greenview No. 16, in which case Council will hear the appeal within 30 days of the notice being provided.
- 12.5 In the event that a written notice of appeal is not received by the Municipal District of Greenview No. 16 within the 30-day period referred to herein, no further right of appeal shall exist.

SECTION 13 - EQUIPMENT AND EQUIPMENT CHARGES

- 13.1 No part of the fire Apparatus or Equipment shall be used beyond the geographic limits of the Municipal District of Greenview No. 16 without express approval, in the form of a written contract or agreement, providing for the supply of firefighting services outside of the boundaries of the Municipal District of Greenview No. 16;
- 13.2 The Municipal District of Greenview No. 16 may, and is hereby authorized to, charge for Apparatus, Equipment and Consumables used for Fire Services rendered at such rates as are established by the Alberta Road Builders and Heavy Construction Association Equipment Rental Rates Guide, as amended from time to time, or in the absence of such rates, at rates which may be set by Council from time to time;
- 13.3 All Consumables will be charged on a cost recovery basis only.

SECTION 14 - OFFENCES

- 14.1 No person shall ignite, cause, fuel, supervise, maintain or permit an Open Fire, within those parts of the Municipal District of Greenview No. 16 to which this Bylaw applies, without a valid Fire Permit as required by this Bylaw, or contrary to conditions applicable to a Fire Permit, unless:

- a) the fire is a Smudge Fire confined within a non-combustible structure or a container that is set on land for the purpose of protecting livestock from insects or for protecting garden plants from frost;
 - b) the fire has been set by the Fire Services for the purpose of training;
 - c) the fire is a Public Park Site fire; or
 - d) the fire has otherwise been authorized by Fire Services or a Fire Guardian;
- 14.2 The owner or occupier of the land or the person having control of the land upon which a fire occurs contrary to Section 14.1, shall:
- a) extinguish the fire immediately; or
 - b) where he is unable to extinguish the fire immediately, report the fire to Fire Services.
- 14.3 No person shall, either directly or indirectly, personally or through an agent, servant or employee kindle a fire and let it become a Running Fire on any land not his own property, or allow a Running Fire to pass from his own property to the property of another;
- 14.4 No person shall:
- a) light, ignite, cause, maintain or supervise an Open Fire, Pit Fire or Smudge Fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times;
 - b) light, ignite, cause, maintain or supervise an Open Fire, Pit Fire or Smudge Fire when the weather conditions are conducive to creating a Running Fire;
 - c) place a Pit Fire less than 3.0 metres from any structure including but not limited to a fence, deck, garage, shed or house;
 - d) burn in a Pit Fire garbage, painted wood, treated construction materials and items made of or containing rubber, plastic, tar or any materials deemed appropriate for disposal by means other than burning for the purpose of cooking or obtaining warmth;
 - e) fail to take adequate steps to control a fire for the purpose of preventing it from becoming a Running Fire or from spreading onto land other than his own;
 - f) deposit, discard or leave any burning matter of substance where it might ignite other material and cause a fire;
 - g) conduct any activity that involves the use of fire that could be expected to cause a fire, unless he exercised sufficient care to prevent another fire from occurring;
 - h) provide false, incomplete or misleading information to the Municipal District of Greenview No. 16 or to Fire Services on or with respect to the Fire Permit application on any investigation as to the cause or origin of a fire;
 - i) interfere with the efforts or persons authorized in this bylaw to extinguish fires or preserve life or property;
 - j) interfere with the operation of any Fire Services Equipment or Apparatus required to extinguish fires or preserve life or property;
 - k) damage or destroy Fire Services property;

- l) falsely represent himself as a Fire Services Member or wear or display any Fire Services badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
- 14.5 No person shall use a fire to burn
- a) manure;
 - b) livestock or other animal carcasses except as required under the *Animal Diseases Control Act*;
 - c) material that will result in the production of dense black smoke including insulation from electrical wiring or equipment, asphalt roofing materials, hydrocarbons, plastics, household plastics, rubber materials or creosote wood, except for bona-fide oilfield flaring facilities;
 - d) herbicides, pesticides or any other toxic material or substance;
- 14.6 No person shall use a fire without obtaining a valid Fire Permit, prior to using a fire, as required;
- 14.7 Any person who contravenes the provisions of section 14 or any other provisions of this Bylaw, is guilty of an offence pursuant to this Bylaw and is subject to the penalties set out in this Bylaw;
- 14.8 Nothing in this Bylaw shall be deemed to authorize any fire, burning or other act which is in contravention of the *Environmental Protection and Enhancement Act*, R.S.A. 2000 c. E-12, as well as the *Alberta Safety Codes Act*, R.S.A. 2000 c. S-1, and the *Forest and Prairie Protection Act* and amendments thereto, or any regulation made thereunder, and in the event of any conflict between the provisions of this Bylaw and the said Act(s) or Regulation(s), the provisions of the said Act(s) or Regulation(s) shall govern.

SECTION 15 - VIOLATION TAG AND PENALTIES

- 15.1 A municipal constable is hereby authorized and empowered to issue a Violation Tag to any person whom the municipal constable has reasonable and probable grounds to believe has contravened any provision of this Bylaw. A Violation Tag may be issued to such person:
- a) either personally; or
 - b) by mailing a copy to such person at his last known post office address;
- 15.2 The Violation Tag shall be in a form approved by the Municipal District of Greenview No. 16 and shall state:
- a) the name of the person;
 - b) the offence;
 - c) the appropriate penalty for the offence as specified in this Bylaw;
 - d) that the penalty shall be paid within thirty (30) days of the issuance of the Violation Tag;
 - e) any other information as may be required by the Municipal District of Greenview No. 16;
- 15.3 Any person who contravenes or fails to comply with this Bylaw, any Permit, any condition on a Permit, or with any Order or request directed to him pursuant to this Bylaw, is guilty of an offence and liable, upon the issuance of a Violation Tag, to pay:

- a) a fine of \$300.00 for a first offence;
 - b) a fine of \$500.00 for a second offence within any one year period;
 - c) a fine of \$1,000.00 for a third, or subsequent, offence within any one year period;
- 15.4 Where a contravention of this Bylaw is of a continuing nature, further Violation Tags may be issued by the municipal constable provided that no more than one Violation tag shall be issued for each day that the contravention continues;
- 15.5 Where a Violation Tag is issued pursuant to this Bylaw, the person to whom the Violation tag is issued may, in lieu of being prosecuted for the offence, pay to the Municipal District of Greenview No. 16 the penalty specified on the Violation Tag;
- 15.6 Nothing in this Bylaw shall prevent a municipal constable from immediately issuing a Violation Ticket for mandatory Court appearance of any person who contravenes any provision of this Bylaw.

SECTION 16 - VIOLATION TICKET AND PENALTIES

- 16.1 A municipal constable is hereby authorized and empowered to issue a Violation Ticket in respect to any contravention or failure to comply with any Permit or condition of a Permit, pursuant to the *Provincial Offences Procedure Act*, R.S.A. 2000, c. P-34, as amended;
- 16.2 If the penalty specified on a Violation Tag is not paid within the prescribed time period, a municipal constable is hereby authorized and empowered to issue a Violation Ticket pursuant to the *Provincial Offences Procedure Act*;
- 16.3 Any person who contravenes or fails to comply with this Bylaw, any Permit, any condition on a Permit, or with any Order or request directed to him pursuant to this Bylaw, is guilty of an offence and liable, upon the issuance of a Violation Ticket, to pay a fine of not less than \$300.00 and not more than \$10,000.00.

SECTION 17 - SEVERABILITY

- 17.1 Should any section or part of this Bylaw be found to have been improperly enacted, for any reason, then such section or part shall be regarded as being severable from the rest of the Bylaw and the Bylaw remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this Bylaw.

That Bylaw 01-353 is hereby repealed.

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

READ a first time this _____ day of _____, 2007.

READ a second time this _____ day of _____, 2007.

READ a third time and finally passed this _____ day of _____, 2007.

REEVE

MUNICIPAL MANAGER

**THE TOWN OF GRANDE CACHE
BY-LAW NO. 699**

**BEING A BY-LAW OF THE TOWN OF GRANDE CACHE, IN THE PROVINCE OF ALBERTA,
TO PROVIDE FOR THE ESTABLISHMENT AND OPERATION OF THE GRANDE CACHE
FIRE/RESCUE DEPARTMENT**

WHEREAS the Alberta Municipal Government Act , RSA 2000, being Chapter M-26-1, as amended, provides that Council of a municipality may pass by-laws for municipal purposes respecting the safety, health and welfare of people and the protection of people and property and;

WHEREAS the Town of Grande Cache has entered into agreements for services for other municipalities and;

WHEREAS the Council for the Town of Grande Cache wishes to establish a fire/rescue department and provide for the operation of the fire service and;

NOW THEREFORE, the Council for the Town of Grande Cache in the Province of Alberta, duly assembled, hereby enacts as follows:

SECTION 1 - NAME

- 1.1 This by-law may be referred to as "The Grande Cache Fire/Rescue Department By-Law".

SECTION 2 - DEFINITIONS

2.1 In this by-law:

- a) **CHIEF ADMINISTRATIVE OFFICER** shall mean the Chief Administrative Officer for the Town of Grande Cache pursuant to the Alberta Municipal Government Act, RSA 2000, Chapter M-26-1;
- b) **COUNCIL** shall mean the Council of the Town of Grande Cache;
- c) **TOWN** shall mean the Town of Grande Cache;
- d) **DANGEROUS GOODS** means any material or substance that may constitute an immediate or long term adverse effect to life, health, property or the environment when burned, spilled, leaked or otherwise released from its normal use, handling, storage or transportation environment and includes those products, substances and organisms covered by the Transportation of Dangerous Goods regulations;
- e) **DEPARTMENT** shall mean the Grande Cache Fire/Rescue Department;
- f) **EMERGENCY UNIT** shall mean any vehicle operated for emergency purposes by the Grande Cache Fire/Rescue Department whether on land, water or by air;
- g) **EQUIPMENT** shall mean any tools, contrivances, devices or materials used by the Department to combat an incident or other emergency;
- h) **FIRE CHIEF** means the Public Safety Officer hired by Council as head of the Department;
- i) **FIRE PROTECTION** shall mean all aspects of fire safety, including but not limited to, fire prevention, firefighting or suppression, pre-fire planning, fire inspection, public education and information, training or other staff development and advising;
- j) **INCIDENT** shall mean a fire or situation where an explosion is imminent, or any other situation where there is a danger or a possible danger to health, life or property or both, and to which the Department has responded;

- k) **INCIDENT COMMANDER** shall mean that member of the Grande Cache Fire/Rescue Department responsible for the Department resources and actions at an Incident;
- l) **MEMBER** shall mean any person that is a duly appointed member of the fire department or those persons conscripted to assist by the Incident Commander at an emergency;
- m) **STRUCTURE FIRE** shall mean a fire confined to and within any building, structure, machine or vehicle which will, or is likely to cause the destruction of or damage to such building, structure, machine or vehicle;
- n) **PROHIBITED DEBRIS** shall mean:
 - i. All animal or vegetable matter, including materials resulting from the handling, preparation, cooking, consumption and storage of food;
 - ii. Broken dishes, tins, glass, rags, cast-off clothing, waste paper, cardboard, sawdust, food containers, plastic, grass cuttings, shrubbery and tree pruning waste, weeds, garden waste, manure, tree stumps, roots, turf, earth, furniture, major household appliances, discarded auto parts or such waste matter as may accumulate as a result of building construction, renovation, repair, or demolition, including "treated wood";
 - iii. Any waste referred to in the Environmental Protection Act.

SECTION 3 - THE DEPARTMENT

- 3.1 The Council of the Town of Grande Cache in the Province of Alberta does hereby authorize the establishment of the Grande Cache Fire/Rescue Department.
- 3.2 The Grande Cache Fire/Rescue Department shall consist of a Fire Chief, Deputy Fire Chiefs, Officers, Members, buildings, emergency units and equipment as is deemed necessary by Council to safeguard the safety, health and welfare of people and to protect people and property.
- 3.3 The Fire Chief shall be hired by Council.
- 3.4 Deputy Fire Chiefs, Officers and members shall be appointed by the Fire Chief.
- 3.5 No emergency unit shall be used beyond the limits of the Town without the permission of the Fire Chief except where duly approved agreements are in effect.
- 3.6 The Fire Chief may, upon the approval of Council, purchase or otherwise acquire equipment, emergency units, material and supplies necessary for the operation, maintenance and administration of the Grande Cache Fire/Rescue Department.
- 3.7 The Public Safety Officer, subject to municipal policy, has complete and full authority over the Grande Cache Fire/Rescue Department, its organization, administration and management.
- 3.8 The Fire Chief has complete responsibility and authority over the department, subject to the direction and control of the Council, and in particular he may be required to carry out all fire protection activities and such other activities as Council directs, including but not limited to:
 - Structural Firefighting
 - Wildland Firefighting
 - Pre-fire Planning
 - First Response Dangerous Goods
 - Rescue, Vehicle Extrication
 - Fire Inspections
 - Fire Investigations
 - Fire Prevention and Education
 - Preventing, combating and controlling incidents
- 3.9 The Fire Chief, subject to the ratification by Council, may establish rules, regulations, standard operating guidelines, policies and committees necessary for the proper organization and administration of the Fire/Rescue Department.

SECTION 4 - FIRE CHIEF

- 4.1 The Fire Chief or Incident Commander is empowered to cause a building, structure or thing to be pulled down, demolished or otherwise removed if he deems it necessary to prevent the spread of fire to other buildings, structures or things.
- 4.2 The Fire Chief or Incident Commander is empowered to cause the Department to enter on any land or premises, including adjacent land or premises, to combat, control or deal with an Incident in whatever manner he deems necessary.
- 4.3 The Fire Chief or Incident Commander may at his discretion establish boundaries or limits and keep persons from entering the area within the prescribed boundary or limits unless authorized to enter by him.
- 4.4 No person shall enter the boundaries or limits of an area prescribed in accordance with section 4.3 unless he has been authorized to enter by the Fire Chief or Incident Commander.
- 4.5 The Fire Chief or Incident Commander is empowered to commandeer privately-owned equipment which he considers necessary to deal with an incident.
- 4.6 The Fire Chief or Incident Commander may compel adults for the time being in the municipality to assist in the mitigation of any incident in a capacity approved by the Fire Chief.

SECTION 5 – FIRE PERMITS

- 5.1 No person shall ignite, fuel, supervise, maintain or permit an open fire or incinerator fire within the municipal boundaries of the Town of Grande Cache without a valid Fire Permit, unless;
 - a) The fire is totally confined within a non-combustible structure or container that has the draft and smoke vents thereof covered with a heavy gauge metal screen, having a mesh size no larger than 13 millimeters and which is ventilated in such a manner as to preclude the escape of combustible materials including ash, and such fire may only be fueled with seasoned wood, charcoal, coal, natural gas or propane;
 - b) The fire has been set by the Fire/Rescue Department for the purpose of training its members.
- 5.2 No person shall be allowed to transfer a Fire Permit.
- 5.3 Fire Permits issued pursuant to this by-law are valid for such period of time as shall be determined and set by the Fire Chief or designate, and the Fire Permit shall have endorsed therein the period of time for which said Permit is valid.
- 5.4 The Fire Chief or designate may extend the period of time that a Fire Permit is valid, provided the Fire Permit has not expired.
- 5.5 The Fire Chief or designate may, in his sole and absolute discretion, terminate a Fire Permit and suspend or cancel a Fire Permit at any time.
- 5.6 Each application for a Fire Permit must contain the following information:
 - a) the name and address of the applicant;
 - b) the legal description of the land on which the applicant proposes to set a fire;
 - c) the type and description of material which the applicant proposes to burn;
 - d) the period of time for which the Fire Permit is valid;
 - e) the precautions, if any, that will be taken by the applicant to ensure that the proposed fire remain under the applicants control;
 - f) the signature of the applicant;
 - g) the signature of the Fire Chief or designate issuing the Fire Permit

- 5.7 Costs shall be recovered by the Town of Grande Cache if the Grande Cache Fire/Rescue Department has to respond to extinguish a fire, notwithstanding if a permit has been issued or not.
- 5.8 Fireworks:
- a) the firing and setting off of fireworks, both low level and "family" fireworks, shall be prohibited within the corporate limits of the Town of Grande Cache;
 - b) Special event fireworks permits may be applied for, and approval may be given by the Fire Chief or his designate.

AMENDED ~ s. 5.8, 5.9
Bylaw No. 767
Date 2014/02/12

SECTION 6 - OPEN AIR FIRES

- 6.1 No person shall permit an open air fire or any other fire upon land owned, occupied or under his or her control within the Town, unless a permit has been obtained, the provisions outlined on the permit are complied with, and burnable debris is burned.
- 6.2 Fire pits, outdoor fireplaces and stationary barbeques that burn combustible materials require a Fire Pit Permit and shall meet the following requirements:
- a) a minimum of 3.00 meters (10 feet) clearance shall be maintained from buildings, property lines and combustible materials, or as approved by the authority having jurisdiction;
 - b) the installation shall have a surface or cooking top not exceeding 3800 square centimeters (634 square inches), enclosed sides not exceeding 46 cms (18 inches) above ground level, and shall be constructed of bricks, concrete blocks, heavy gauge metal or other suitable non-combustible components, as approved by the authority having jurisdiction.
 - c) recreational burning or the cooking of food in acceptable fire pits or fireplaces is permitted, provided:
 - i. only clean fuel is used such as natural gas, dry wood or charcoal in amounts which will be contained within the fire pit or fireplace below the mesh screen
 - ii. the fire pit or fireplace is not used to burn prohibited debris;
- 6.3 Notwithstanding Section 6.1, a permit shall not be required under this by-law to conduct:
- a) the cooking of food using a portable barbecuing appliance;
 - b) a means, acceptable to the Fire Chief or designate, of controlling or extinguishing the fire is available on the property and within reasonable distance from where the fire occurs; and
 - c) a responsible adult is present on the property when the fire is burning;
 - d) burning in fireplaces in or attached to dwellings as provided by legislation;
 - e) burning in Town owned campgrounds and parks where fireplaces, stoves and fire pits are provided or approved by the Town
 - f) burning in an incinerator for which a permit to construct and license to operate has been issued pursuant to the applicable legislation; or
 - g) burning by the Fire/Rescue Department for the purpose of training its members.

SECTION 7 - RECOVERY OF FIREFIGHTING COSTS

- 7.1 Where the Department has taken any action whatsoever for the purpose of extinguishing a fire or responding to a fire call or incident in the Town, or for the purpose of preserving life or property from injury or destruction by fire or other incident on land within the Town, including any action taken by the Department on a false alarm, the Chief Administrative Officer may in respect of any costs and expenses incurred by the Department in taking such action, if the Chief Administrative Officer is of the opinion that grounds for doing so exist, charge any costs and expenses so incurred to the owner or occupant of the land in respect of which the action was taken.
- 7.2 The costs and fees to be charged by the Department for services rendered pursuant to this by-law shall be determined by Council, by resolution, from time to time.

AMENDED ~ s. 7.2
Bylaw No. 824
Date 2017/03/22

- 7.3 The Grande Cache Fire/Rescue Department may charge fees on a cost recovery basis for any service provided by the Department. Fees in excess of cost recovery rates or for emergency services must be approved by Council.
- 7.4 In the event that the owner or occupant of any land within the Town shall feel aggrieved by any action taken by the Chief Administrative Officer pursuant to Section 7.1, such owner or occupant shall have a period of thirty (30) days from the date of mailing or notice of the action taken by Chief Administrative Officer, to appeal to Council the action taken by the Chief Administrative Officer, and the decision of Council on any such appeal shall be final and binding upon the owner or occupant of the land and shall not be subject to any further appeal.
- 7.5 In respect of land within the Town, in the event that the amount levied by the Chief Administrative Officer shall not be paid within sixty (60) days after the mailing of a notice by the Chief Administrative Officer pursuant to Section 7.1, or in the event of an appeal, within sixty (60) days of the date of mailing of the decision of Council on the appeal, the amount levied and unpaid shall be charged against the land upon which the action was taken as taxes due and owing in respect of that land pursuant to the Alberta Municipal Government Act, section 553(1)(g).
- 7.6 The costs and fees to be charged by the Grande Cache Fire/Rescue Department for services rendered pursuant to this by-law shall be set out in Schedule "A" attached to and forming part of this by-law.

SECTION 8 - OFFENSES

- 8.1 No person shall enter the boundaries or limits of an area prescribed in accordance with Section 4.3 unless he has been authorized to enter by the Fire Chief or Incident Commander.
- 8.2 No person shall, either directly or indirectly, personally or through an agent, servant or employee, kindle a fire and let it become a running fire on any land not his own property, or allow a running fire to pass from his own property to the property of another.
- 8.3 No person shall light an outdoor fire, a structure fire or an incinerator fire without first taking sufficient precaution to ensure that the fire can be kept under control at all times.
- 8.4 No person shall conduct any activity that involves the use of fire that might reasonably be expected to cause a fire, unless he exercises reasonable care to prevent the fire from occurring.
- 8.5 No person shall:
- a) interfere with the efforts of persons authorized in this by-law to extinguish fires or preserve life or property;
 - b) interfere with the operation of the Department's equipment or apparatus required to extinguish fires or preserve life or property;
 - c) damage or destroy the Department's property;
 - d) falsely represent himself as a Member or wear or display any emergency services badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.;
 - e) obstruct or otherwise interfere with access roads or streets or other approaches to any fire alarm, fire hydrant, cistern or body of water designated for firefighting purposes, or any connections provided to a fire main, pipe, standpipe, sprinkler system, cistern or other body of water designated for firefighting purposes.
- 8.6 a) The Owner or his authorized agent of any property containing a dangerous good(s) product which sustains an accidental or unplanned release of the dangerous good(s) product shall immediately report to the Fire Chief or designate the particulars of the release which are satisfactory to the Fire Chief or designate.

- b) The Owner or his authorized agent of any property damaged by fire shall immediately report to the Fire Chief or designate the particulars of the fire which are satisfactory to the Fire Chief or designate.

SECTION 9 - PENALTIES

- 9.1 Every person who violates any of the provisions of this by-law, or who suffers or permits any act or thing to be done in contravention or in violation of any of the provisions of this by-law, or who neglects to do or refrains from doing anything required to be done by any of the provisions of this by-law, or who does any act or thing or omits any act or thing thus violating any of the provisions of this by-law, and upon a summary conviction is liable to a fine of not less than \$1,000.00 and not more than \$2,500.00.

SECTION 10 – SUITS

- 10.1 The Public Safety Officer or a member of the Fire/Rescue Department charged with the enforcement of this by-law or delivery of services pursuant to this by-law, acting in good faith and without malice for the municipality in the discharge of his duties, shall not hereby render himself liable personally and he is hereby relieved from all personal liability or any damage that may accrue to persons or property as a result of any act required or by reason of any act or omission in the discharge of his duties.
- 10.2 Any suit brought against the Fire Chief or a member of the Fire/Rescue Department because of an act or omission performed by him in the enforcement of this by-law or delivery of services pursuant to this by-law, shall be defended by the Town of Grande Cache until final determination of the proceedings.

SECTION 11 - SEVERABILITY

- 11.1 Should any section or part of this by-law be found to have been improperly enacted, for any reason, then such section or part shall be regarded as severable from the rest of this by-law and this by-law remaining after such severance shall be effective and enforceable as if the section found to be improperly enacted had not been enacted as part of this by-law.


SECTION 12 - REPEAL, EFFECT AND TRANSITIONAL

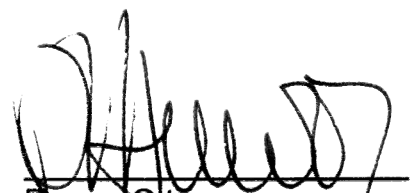
- 12.1 This by-law rescinds By-Law Nos. 495, 535 and 569, and all amendments thereto, and shall take force and have effect upon the final reading thereof.

Read a first time this tenth day of February, 2010 A.D.

Read a second time this tenth day of February, 2010 A.D.

Read a third and final time this tenth day of February, 2010 A.D.


Louise Krewusik
Mayor


Darren Ottaway
Chief Administrative Officer

SCHEDULE "A" FEES AND CHARGES

1. Response to Fire Calls
 - (a) within Town of Grande Cache \$600.00/hour/unit
 - (b) within MD of Greenview Costs as per Agreement
 - (c) Mutual Aid and other jurisdictions \$600.00/hour/unit
2. Response to Motor Vehicle Accidents, Rescue, And Dangerous Goods Incidents:
 - (a) within Town of Grande Cache \$400.00/hour/unit
 - (b) within MD of Greenview \$400.00/hour/unit
 - (c) on primary and secondary Provincial Government Highways \$400.00/hour/unit
3. False Alarms:
 - (a) 1 unit responding 1st incident – Warning
2nd incident - \$150.00/Call
 - (b) General Alarm 1st incident - Warning
2nd incident - \$250.00/Call
4. Requested Fire Inspections and Occupant Loads \$40.00/hour
 - (a) Petroleum Tank Installation/Removal \$40.00/hour
5. Permits:
 - (a) Fireworks Permit \$25.00
 - (b) Burning Permit \$25.00/location
 - (c) Fire Pit Permit \$10.00/location
6. Fire Investigations \$125.00/hour

NOTE: Administrative costs and the cost for replacement of equipment and/or materials used, lost or damaged as a result of the response are charged in addition to the above.

AMENDED ~ s. 2, 4
Bylaw No. 824
Date 2017/03/22



REQUEST FOR DECISION

SUBJECT: **Bylaw 20-860 Valleyview Intermunicipal Development Plan to give First Reading**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 13, 2020 CAO: DT MANAGER: SAR
DEPARTMENT: PLANNING & DEVELOPMENT GM: RA PRESENTER: SAR
STRATEGIC PLAN: Development

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

Council Bylaw/Policy (cite) – Valleyview Intermunicipal Development Plan Bylaw No. 09-587

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw 20-860 being the replacement document for the Valleyview Intermunicipal Development Plan.

MOTION: That Council schedule a Joint Public Hearing to Bylaw 20-860 to receive public input into the Valleyview Intermunicipal Development Plan to be scheduled on November 16, 2010 at the Valleyview Memorial Hall at 7:00 pm.

BACKGROUND/PROPOSAL:

In accordance with the provisions of the Municipal Government Act (MGA) the criteria necessary to create a plan between two or more councils is addressed in Section 631(8) states:

“An intermunicipal development plan

(a) Must address

- (i) The future land use within the area,*
- (ii) The manner of and the proposals for future development in the area,*
- (iii) The provision of transportation systems for the area, either generally or specifically,*
- (iv) The co-ordination of intermunicipal programs relating to the physically, social, and economic, development of the area,*
- (v) Environmental matters within the area, either generally or specifically, and*
- (vi) Any other matter related to the physical, social, or economic development of the area that that councils consider necessary,*

And

(b) Must include

- (i) A procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*
- (ii) A procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) Provisions relating to the administration of the plan.”*

Section 631(10) requires: *“In creating an intermunicipal development plan, municipalities must negotiate in good faith.”*

On June 14, 2018, the review of the Intermunicipal Development Plan (IDP) process commenced with the initial kick-off meeting to discuss the contact requirements. Baseline research analysis took place creating a growth report which became part of the Plan. Establishment of a citizen panel group was selected from both municipalities, who meet on four separate occasions to provide input into the Plan.

Reviews took place with joint council sessions to outline the overall goals set out in the draft plan that includes the following:

1. Provide a consistent approach to intermunicipal discussion;
2. Meet the requirements of the MGA to include a process for resolving or attempting to resolve intermunicipal conflict and to provide a structure within which communication can occur between each municipality;
3. Create a planning framework that is responsive to potential changes to the realignment of the highway;
4. Create a range and diversity of housing choice that utilize existing and cost-effective municipal infrastructure;
5. Encourage and enable continued development of the agricultural sector without adversely impacting the residents;
6. Maintain and expand the economic opportunities;
7. Preserve and enhance an integrated system of open greenspace and provide a variety of natural amenities which improve quality of life through opportunities; and
8. Coordination of municipal infrastructure planning rights-of-way acquisition in the IDP boundary.

Most recently, the changes to the draft plan include: Section (s.) 2.7.1.1 recommendation to develop an impact assessment to determine the impact of the proposed highway realignment if municipalities are unsuccessful in engaging Alberta Transportation. The municipalities may jointly develop an economic impact assessment.

The municipalities may jointly engage Alberta Transportation to refine the conceptual highway realignment to mitigate its impact on the local economy. s. 2.7.2.3 directs the municipalities to jointly engage Alberta Transportation to develop a Corridor Master Plan to improve existing access and connectivity to increase safety along the corridor. This Master Plan may build off the Valleyview Access Management Study (2010). The Corridor Master Plan shall include two phases that reflect a transition of development patterns around the existing and potential highway realignment. Both municipalities shall jointly engage Alberta Transportation to determine the timeline for developing the conceptual highway alignment, to address relocation of the southern exchange location and to address the transition of commercial and industrial development on the relocation of the highway.

Attached is the proposed draft plan for Council to consider giving Bylaw 20-860 first reading, conduct an open house scheduled on October 29, 2020 from 5:00 pm to 7:00 pm at the Valleyview Memorial Hall for public input and to schedule a joint public hearing on November 16, 2020 at the Memorial Hall at 7:00 pm as part of the overall planning review process.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to continue to work collaboratively with the neighbouring municipality and to will allow the Intermunicipal Development plan to be updated to meet current legislative requirements.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: There are no alternatives to the proposed draft Bylaw.

FINANCIAL IMPLICATION:

Costs are included in the budget for the creation of the Intermunicipal Development Plan.

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:

Once Council decides, then staff will schedule of the Open House and Public Hearing to continue the process.

ATTACHMENT(S):

- Bylaw 20-680
- Schedule "A" Valleyview Intermunicipal Development Plan



INTERMUNICIPAL DEVELOPMENT PLAN (IDP) TOWN OF VALLEYVIEW & M.D. OF GREENVIEW No. 16



DRAFT

V3 COMPANIES

Visio, Vertere, Virtute

The Vision to Transform with Excellence



Date Submitted: April 30th, 2020

A low-angle photograph looking up at several tall, slender trees. The trees have light-colored bark and are covered in dense, bright yellow autumn leaves. The sky is a clear, pale blue. The perspective makes the trees appear to converge towards the top of the frame.

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section 1

Introduction

Section 1 Introduction

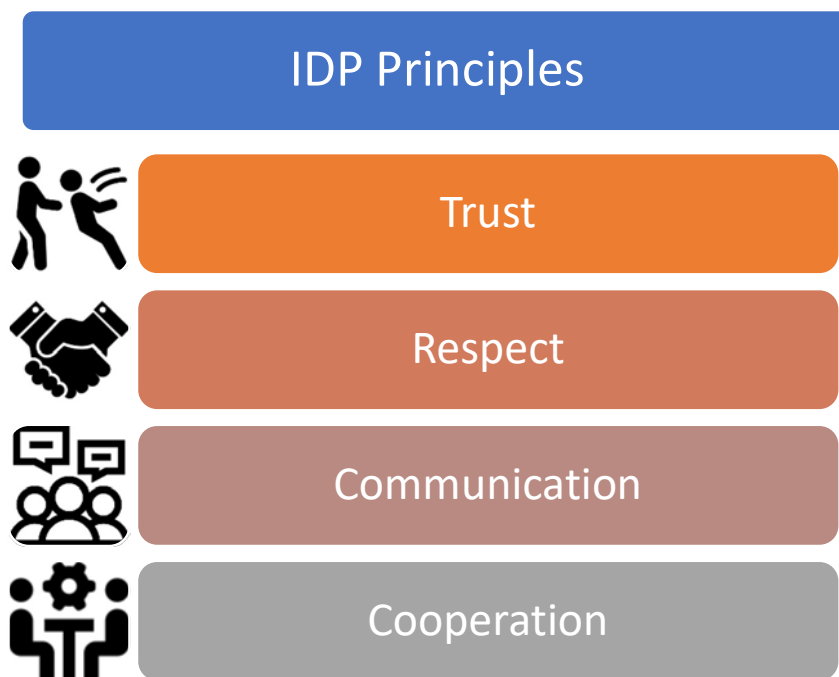
1.1 TITLE

The title of this Bylaw shall be the Town of Valleyview & M.D. of Greenview No. 16 Intermunicipal Development Plan (IDP).

1.2 PURPOSE

The purpose of this Intermunicipal Development Plan (IDP) is to update the existing IDP to allow the Town of Valleyview and M.D. of Greenview No. 16 (hereinafter referred to as the Town and M.D.) to establish a renewed collaborative framework that guides future planning and development, manages growth, facilitates environmental initiatives, and supports collaboration around *municipal infrastructure* and vital community services.

A comprehensive IDP built on a solid partnership of trust and respect can strengthen the local economy and continue to support the region's vibrancy through collaborative governance. The IDP will provide a long-term mutually supported framework for future development in the area.



1.3 CONTEXT

The Town and M.D. are located in the Southeast Peace Region in the Province of Alberta (Figure 1). The two municipalities are inextricably connected, the M.D. surrounds the Town, creating an environment in which collaboration on growth and development is necessary. The Town is located at the intersection of two significant transportation networks (Highway 43 and 49), and acts as a service centre for the M.D., while the M.D. provides the resource base for the Town.

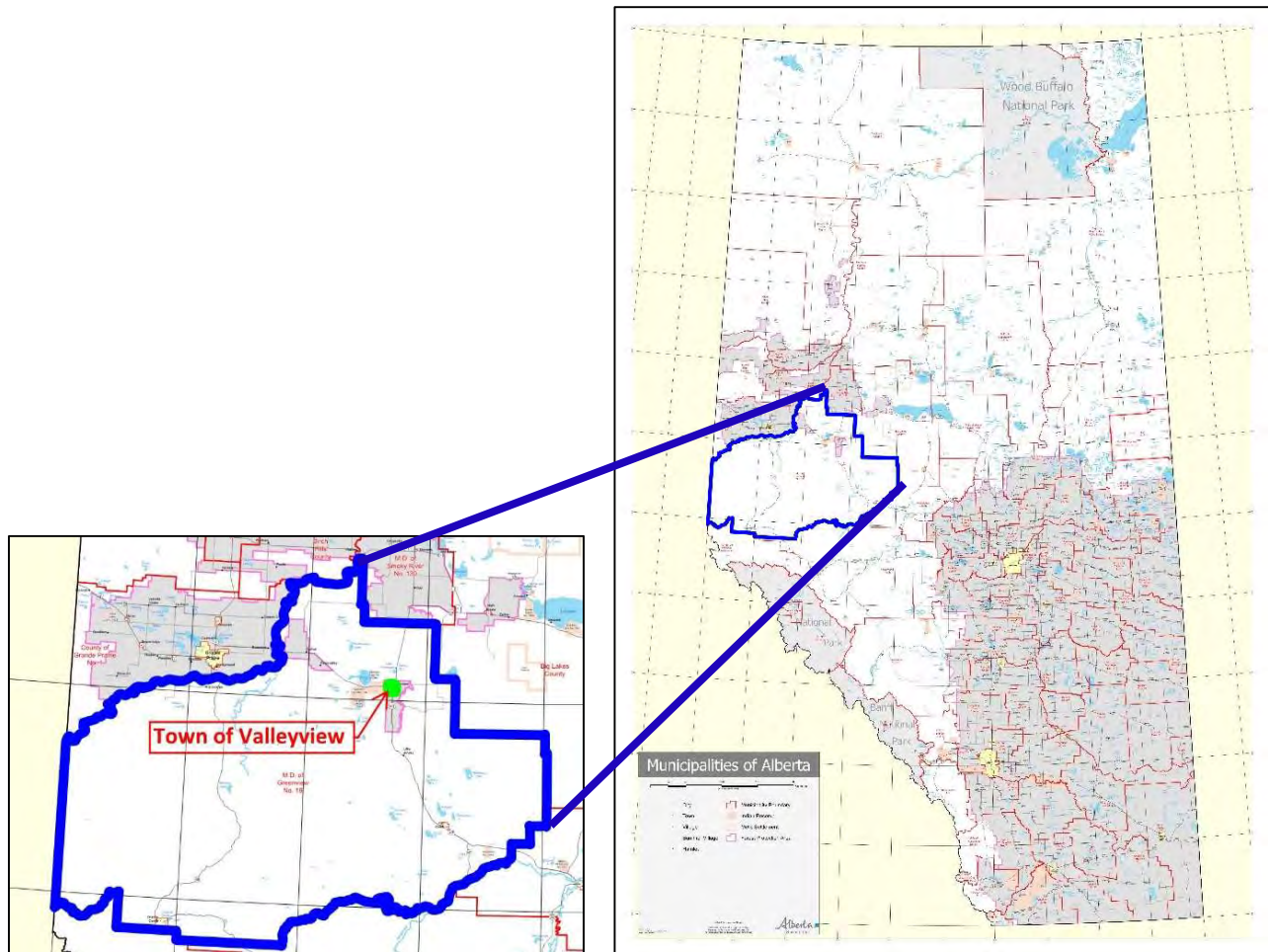


Figure 1: Location Map (Adapted from the Government of AB Municipalities of Alberta Map 2017)

A baseline assessment was carried out during the initial phase of updating the IDP to provide a clear picture of each *municipality* by documenting population and employment statistics and trends. Information regarding the natural environment, transportation, and servicing were mapped, and are included in the baseline assessment. This information was used to forecast population and employment growth to 2027. These forecasts are the foundation on which land demand and policy directions are determined. The baseline assessment and growth forecasts are located in Appendix A and B respectively. The following summary of each *municipality* has been prepared to provide context on the Town and M.D.



The Town has a population of 1,863, and has experienced an average annual growth rate of approximately 1.1% between 2011 and 2017. With a land area of 932 hectares, the Town's major industries are comprised of retail trade, mining, quarrying, and oil and gas extraction, accommodation and food services, and health care and social assistance (Statistics Canada).



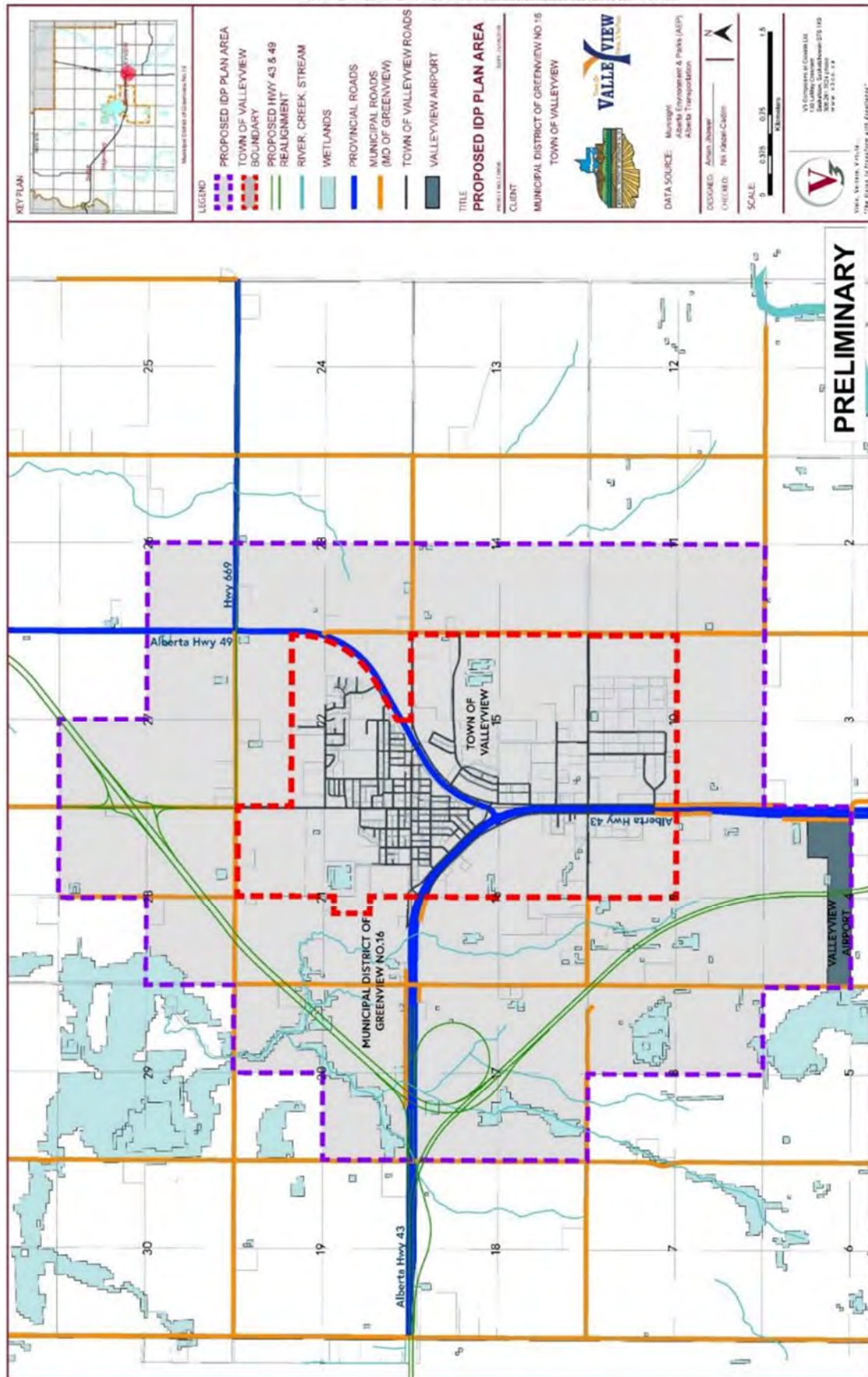
The M.D. has a population of 9,615 and has experienced an average annual growth rate of approximately 1.0% between 2011 and 2017. With a land area of 3,298,424 hectares, the M.D.'s major industries include agriculture, forestry, fishing and hunting, construction, mining, quarrying and oil and gas extraction, and retail trade. (Statistics Canada).

1.4 IDP PLAN BOUNDARY

The IDP Plan Area surrounds, and includes, the Town (Figure 2). The IDP area has been developed using the following reasoning:

1. The growth forecast (Appendix B) has indicated a potential growth of around 2.0% in population and jobs by 2027. Based on land absorption for development and recognizing the size of a rural *lot*, the *plan* area has been extended between one- and three-quarter sections out from the Town to provide the land capacity that will accommodate long-term growth.
2. The proposed realignment of Highway 43 needs to be included within the IDP area, as the realignment will result in growth and development following this transportation corridor.
3. The Valleyview airport lands are included because it is considered a regional asset that benefits both municipalities and will be impacted in the long term by the realignment of Highway 43.

Figure 2: IDP Plan Area



1.5 LEGISLATIVE REQUIREMENTS

This IDP has been prepared under the legislative authority prescribed in Section 631 of the Municipal Government Act (MGA). The MGA states that:

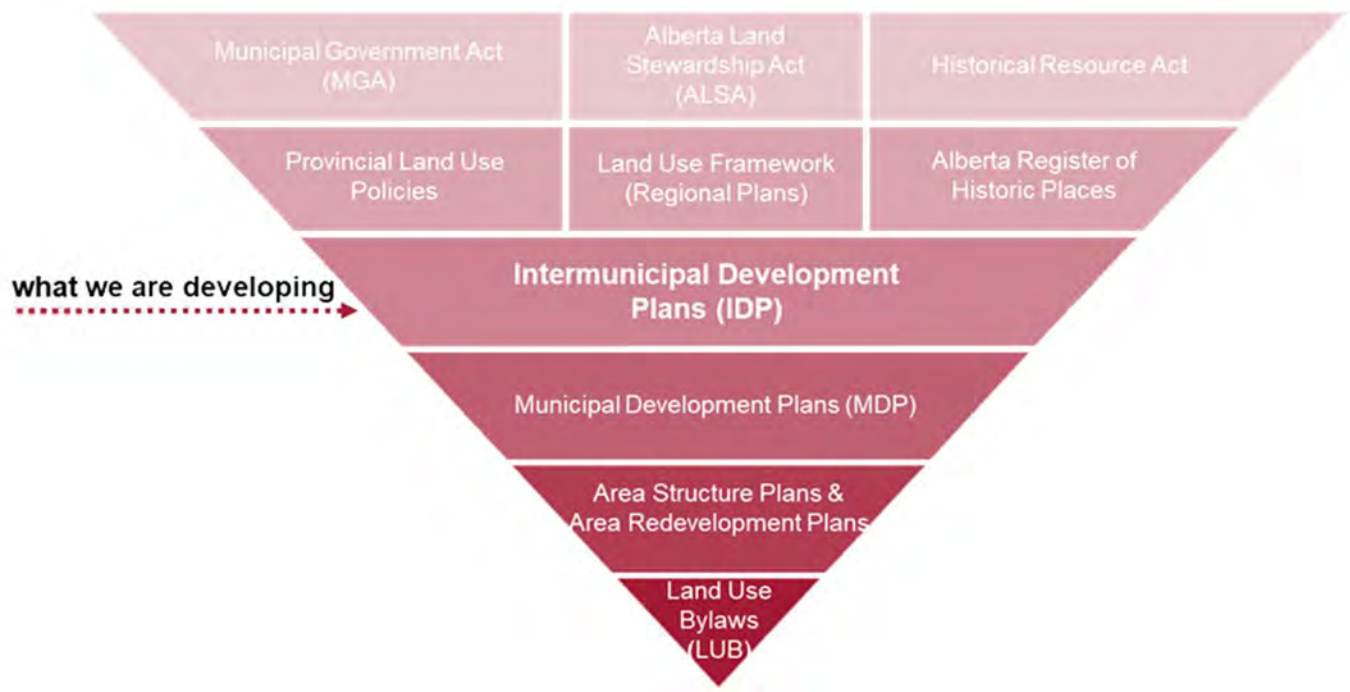
“Two or more councils of municipalities that have common boundaries that are not members of a growth region as defined in section 708.01 must, by each passing a bylaw in accordance with this Part or in accordance with sections 12 and 692, adopt an intermunicipal development plan to include those areas of land lying within the boundaries of the municipalities as they consider necessary”.

Section 631(2) of the MGA states that an IDP:

- a) must address
 - i) the future land use within the area,
 - ii) the manner of and the proposals for future development in the area,
 - iii) the provision of transportation systems for the area, either generally or specifically,
 - iv) the co-ordination of intermunicipal programs relating to the physical, social and economic development of the area,
 - v) environmental matters within the area, either generally or specifically,
 - vi) any other matter related to the physical, social or economic development of the area that the councils consider necessary, and
- b) must include
 - i) a procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the *plan*,
 - ii) a procedure to be used, by one or more municipalities, to amend or repeal the *plan*, and
 - iii) provisions relating to the administration of the *plan*.

The MGA identifies the hierarchy and relationship of *statutory plans*, so that each plan will be consistent with the plans above it (Figure 3) and, in the event of an inconsistency, which provisions in what plan will prevail. Both the Town and M.D. have adopted MDP's to guide future growth and development within their respective municipalities. Once this IDP has been adopted, the Town and M.D. will need to review their existing MDP's to determine if they are consistent with the newly adopted IDP. The IDP can only be repealed if it is being replaced by a new IDP or the Minister of Municipal Affairs has granted an exemption in accordance with the MGA.

Figure 3: Hierarchy of Plans



IDP Goals, Objectives & Policies

Section 2 IDP Goals, Objectives & Policies

2.1 INTERPRETATION OF THE *PLAN*

The structure of the IDP is such that each section follows a topic, and each topic has aspirational goals and desired objectives and policy directions to achieve the objectives and ultimately the stated goal. This structure works best when the document is interpreted in a holistic manner where each of the policies are viewed in the context of one another rather than separately. Generally, the objectives, and ultimately the goals, of the IDP are more likely to be achieved by addressing the complete set of policy directions.

While the policies contained within this document relate to the defined IDP boundary *they do not preclude* the municipalities from expanding the applicable policies beyond the boundary or collaborating with other municipalities based on the mutual agreement of the two municipalities of this IDP.

This IDP contains the operative words '*shall*', '*should*', and '*may*'. The interpretation of these words are outlined below:

Shall – indicates that actions are mandatory.

Should – indicates direction to strive to achieve the outlined action but is not mandatory.

May – is discretionary, meaning the policy in question can be enforced if the *municipalities* choose to do so. This is typically dependent on context and individual circumstances.

Note: Where words are *italicized* the document provides a definition in Section 3.0.

2.2 OVERALL GOALS OF THE IDP

The overall goals of the Town / M.D. Intermunicipal Development Plan are to:

Goals	
1.	Provide a consistent approach to intermunicipal discussion.
2.	Enhance each <i>municipality's</i> means of being informed and provide input on planning and development matters within the IDP area.
3.	Meet the requirements of the MGA to include a process for resolving or attempting to resolve intermunicipal conflict and to provide a structure within which communication can occur between each <i>municipality</i> .
4.	Create a process that allows for timely resolution of differences of opinion between <i>municipalities</i> in a respectful manner.
5.	Create a planning framework that is responsive to economic growth, while capitalizing on key <i>municipal infrastructure</i> changes.
6.	Building resilience to sustain existing commercial and industrial development while enabling growth of new commercial and industrial development.
7.	Create a range and diversity of housing choices that utilize existing and cost-effective <i>municipal infrastructure</i> .
8.	Encourage and enable continued development of the agriculture sector without adversely impacting the residents in the Town and M.D.
9.	Maintain and expand the economic opportunities within the Town and M.D.
10.	Preserve and enhance an integrated system of open greenspace and provide a variety of natural amenities which improve quality of life though opportunities for passive and active recreation in addition to creating and supporting indoor recreation activities.
11.	Protect the Town and M.D. from damages resulting from flooding and runoff between the municipalities.
12.	Develop a safe and efficient transportation network that is consistent in its condition and design standards, in order to help both <i>municipalities</i> achieve greater efficiencies and provide better services to their residents and businesses.
13.	Coordination of <i>municipal infrastructure</i> planning rights-of-way acquisition in the IDP boundary.
14.	Promote efficient and coordinated intermunicipal community and emergency services.

2.3 INTERMUNICIPAL COOPERATION

In order to provide a consistent approach for intermunicipal discussion between administrations, Joint Council meetings shall be utilized to oversee the implementation of the IDP and serve as a forum to address any intermunicipal issues that may arise. These Joint Council meetings shall also serve as a mechanism to allow formal communication between municipalities where the Councils will be responsible for facilitating ongoing communication and sharing of information with respect to administering the IDP. This Joint Council meeting will also be utilized as part of the Intermunicipal Collaboration Framework (ICF) process.

Goal:

Provide a consistent approach to intermunicipal discussion.

Objective:

- A. To establish a process to consistently monitor the IDP, and act as a forum for discussion on intermunicipal issues.

Policy:

- 2.3.1.** Councils **shall** meet jointly at least once yearly and when one Council requests a joint meeting as necessary (e.g. to resolve an issue or dispute with regard to the IDP). Items that **should** be covered at these meetings include the status of the IDP and whether any amendments to the IDP are necessary.
- 2.3.2.** Joint Council meetings **should** be held at a time that aligns with the annual municipal budget cycle process.
- 2.3.3.** The municipalities **may** create a Joint Council Committee (JCC) to implement the policies of the IDP. To create the Joint Council Committee, the municipalities **shall** follow the following steps in accordance with the MGA:
- i. The individual Council's must pass their own JCC bylaw pursuant to Section 145 and 146 of the MGA to establish the Council Committee, set out functions and procedures, and address the composition of the committee.
 - ii. The individual JCC bylaw may also define the explicit delegation of the Council Authority, as provided for in Section 203 of the MGA.
 - iii. The municipalities shall work together to create the bylaw to ensure that they function the same.
 - iv. The JCC bylaw does not have the power to adopt bylaws, this must be done during regular Council sessions.
- 2.3.4.** Members of Council attending Joint Council meetings for the purpose of the IDP **shall** be responsible for the following provisions unless a Joint MPC is created.

- i.** Making recommendations on intermunicipal issues to the respective municipal Councils.
- ii.** Monitoring the progress of the IDP, including but not limited to reviews of all MDP and LUB amendments, and subdivision, and certain development permits (Discretionary, Variances) within the IDP area.
- iii.** Reviewing proposed amendments to the IDP and providing recommendations to each respective Council.

2.4 CIRCULATION & REFERRAL PROCESS

The purpose of this section of the *Plan* is to establish a clear and consistent referral process whereby each *municipality* is able to provide comments on proposed changes to statutory and non-statutory plans as well as proposed subdivisions and certain development applications within the IDP area.

The Town and M.D. recognize the importance of cooperation with one another in the spirit of gaining mutual benefit and avoiding incompatible forms of development within their municipal boundaries. Communication between the two municipalities is the most effective means of avoiding or minimizing intermunicipal conflict. For this reason, this IDP focuses on a commitment to have effective communication by establishing a process for circulation and referral of planning applications, policy, and other information essential to effectively administering the IDP.

Goal:

Enhance each *municipality's* means of being informed and provide input on planning and development matters within the IDP area.

Objective:

- A. To provide a clear process for circulation and referral of planning applications that pertain to the IDP area.

Policy:

- 2.4.1.** Within the IDP area, the two municipalities ***shall*** refer the following to the Chief Administrative Officer (CAO) or their designate, of the respective *municipality*:
- i. *Municipal Development Plans, Area Structure Plans, Area Redevelopment Plans, and any amendments thereto.*
 - ii. *Outline Plans and Conceptual Schemes.*
 - iii. *Land Use Bylaw amendments including redistricting / rezoning.*
 - iv. Development Permit applications for:
 - a. Discretionary uses as per the Town and M.D.'s respective *Land Use Bylaws*.
 - b. Variances for commercial or industrial development as per the Town and M.D.'s respective *Land Use Bylaws*.
 - c. Direct Control Districts as per the Town and M.D.'s respective *Land Use Bylaws*.
 - v. Applications for subdivision creating more than five vacant (5) *lots*.

vi. Applications for the disposition of environmental, conservation, municipal and/or school reserves, environmental easements, public utility *lots* and/or road allowances.

2.4.2. The receiving municipal authority ***shall*** acknowledge receiving an application via email within two (2) *working days* of receipt.

2.4.3. Each *municipality* ***shall*** have ten (10) *working days* from receipt of a referral to review and comment on referrals made pursuant to Policy 2.4.1.(iv), and thirty (30) *working days* from receipt of referral for all other referrals pursuant to Policy 2.4.1. Upon mutual agreement an extension ***may*** be granted, however if no response is received within one (1) *working day* after it is due, it will be assumed that there are no objections or comments.

2.4.4. The administrations of both municipalities ***shall*** decide which department is to be responsible for responding to intermunicipal referrals.

2.5 PLAN ADMINISTRATION, APPEAL & AMENDMENT

To keep the IDP a relevant, meaningful, and living document, it is prudent to review the objectives, policies, and future land use plans to ensure that they are reflective of the current context. As the IDP is intended to be a long-range planning document, it will require regular monitoring and review in order to remain current and accurately reflect changing growth trends in the region. This requires the establishment of a clear process that allows member municipalities to amend the IDP when it is mutually beneficial to do so.

Goal:

Meet the requirements of the MGA to include a process for resolving or attempting to resolve intermunicipal conflict and to provide a structure within which communication can occur between each *municipality*.

Objective:

- A. To support the IDP to remain current and adaptive to changing circumstances in the region including the election of new Councillors.

Policy:

- 2.5.1. A general review of the IDP **should** be completed with Council within one (1) year following a general municipal election to confirm the objectives and policies are still relevant. This review **should** occur simultaneously with the review of the Intermunicipal Collaboration Framework. Throughout the life of this document, amendments to policy **may** be made where agreed to by both Councils.
- 2.5.2. Notwithstanding Policy 2.5.1., if no review is carried out within nine (9) years of adoption of the IDP a full review of the IDP **shall** be completed in the tenth (10) year from the date of adoption.
- 2.5.3. Amendments to the IDP **shall** be subject to agreement by both municipalities and must be adopted by both Councils in accordance with the procedures established in the MGA.
- 2.5.4. An IDP **shall** only be repealed if it is being replaced by a new IDP or the Minister of Municipal Affairs has granted an exemption in accordance with the MGA.

2.6 INTERMUNICIPAL DISPUTE RESOLUTION

The Municipal Government Act requires municipalities to have their IDP include a procedure to resolve or attempt to resolve any conflict between the municipalities that have adopted an IDP. The intent of the dispute resolution process is to facilitate mediation and a resolution at the municipal level before an appeal is to be launched to the Municipal Government Board (MGB). This process is based on the assumption that each *municipality* will have differences of opinion and a resolution mechanism may be necessary. It is important that throughout the various processes of dispute resolution, all parties engaged to resolve disputes are mindful of and respectful of the rights of the private interests involved.

Goal:

Create a process that allows for the resolution of differences between municipalities in a respectful manner.

Objective:

- A. To adopt a dispute resolution process to address disagreements fairly, effectively, and in a timely manner, and is respectful of each other's interests and concerns, and avoids potential costly litigation or arbitration.

Policy:

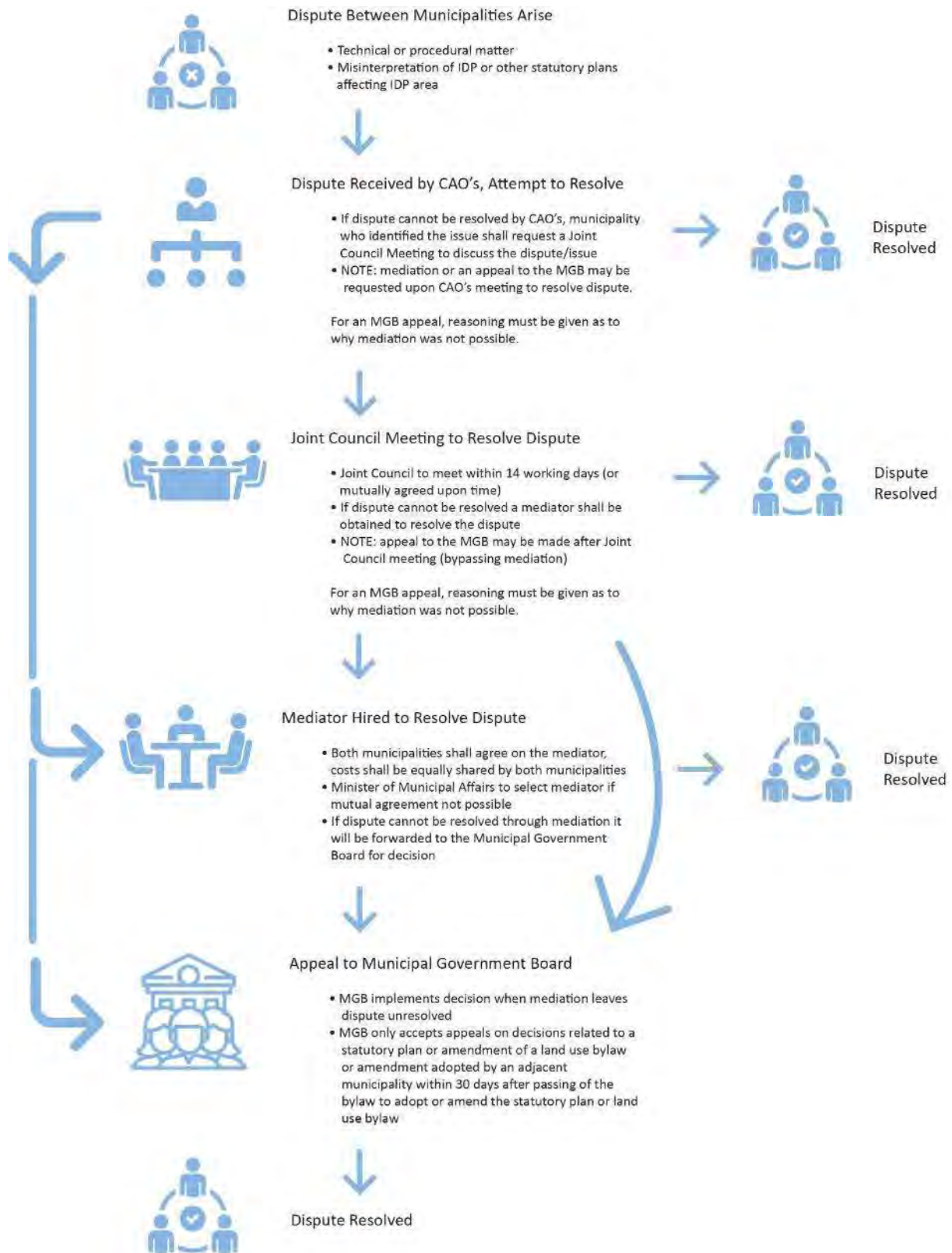
2.6.1. In the case of a dispute, the following process **shall** be followed:

- i. At any time during the dispute resolution process, either *municipality* **shall** be able to initiate a formal mediation process through a third-party to attempt to resolve the issue/dispute. Such costs **shall** be equally shared by both Municipalities.
- ii. When a potential intermunicipal dispute arises regarding a technical or procedural matter, including a clerical error or any misinterpretation of this IDP or any other plans affecting lands in the IDP area, it **shall** be directed to the Chief Administrative Officer (CAO) of each *municipality*.
- iii. If an issue relating to the IDP area or plans affecting lands in the IDP area cannot be resolved by the respective CAO's, the *municipality* who identified the issue **shall** request that a Joint Council meeting be scheduled to discuss the dispute/issue. At such time, within 14 *working days* of the Joint Council meeting being requested (or a time mutually agreed upon), the Councils **shall** meet and review the issue and attempt to resolve it through consensus.
- iv. If an issue cannot be resolved by a joint meeting of the Councils, a mediator **shall** be obtained to resolve the dispute.

2.6.2. Should mediation be necessary, both municipalities **shall** agree upon the mediator, or if they cannot agree, the Minister of Municipal Affairs **shall** choose the mediator. The cost of the mediator **shall** be shared equally between the parties.

2.6.3. If a dispute arises involving the adoption of, or amendment to, a *statutory plan*, the *municipality* initiating the dispute **may** file appeal to the MGB in accordance with S.690 of the MGA, in order to preserve the statutory right to file an appeal and avoid missing the timeframe which an appeal is allowed. However, the dispute resolution process contained within this IDP **shall** still be followed. An appeal to the MGB **may** be withdrawn if a solution is reached following the dispute resolution process outlined in Section 2.6.1 of this document.

Figure 4: Dispute Resolution Process



2.7 LAND USE & GROWTH

Alberta Transportation has proposed a highway realignment to bypass the Town to the west. The intent of the realignment is to enable the efficient movement of goods and services across the province and beyond. However, this is not without consequence; many of Alberta's small urban communities are built along existing highway transportation corridors, with a significant amount of municipal and private monies invested to leverage the passing-by of vehicles to support their communities and businesses. Revenue generated from services provided alongside highway transportation fiscally supports small communities that generally rely on this income. Historically, economic analysis on the impact of the realignment and how to mitigate this impact is not considered when the Province develop these projects, with the level of community engagement often minimal or non-existent.

The Town of Valleyview and the M.D. of Greenview have already experienced the effects of highway realignment; the Town itself was built around the original intersection of Highway 43 and Highway 49, with commercial and retail strategically lining the intersection to attract business from regional commuters. When the highway was realigned to by-pass the Town, businesses relocated to continue to draw revenue from commuters. As a result, the existing development alongside the old highway corridor experienced a decline in investment, as it was no longer experiencing the same number of consumers. The fear is that a similar situation may occur as a result of the proposed highway realignment – out of necessity, businesses will need to be relocated and municipal services may need to be expanded to try to maintain the revenue generated.

The proposed highway realignment leaves the Town and M.D. at a unique crossroads.

2.7.1 FUTURE GROWTH POLICIES

Growth within the IDP area has been fairly stagnant, with the Town and M.D. experiencing an average annual growth rate since 2011 of 1.1% and 1.0% respectively. Population growth has been forecasted for the Town and M.D to 2027. With an average annual growth rate of 1.9% forecasted, the municipalities are projected to attract 890 (Town) and 668 (M.D.) new residents. The detailed forecasts can be found in Appendix B.

Goal A:

Create a planning framework that is responsive to economic growth, while capitalizing on key *municipal infrastructure* changes.

Objective:

- A. To jointly engage Alberta Transportation to refine the conceptual plans of the proposed highway realignment, while working to improve the existing alignment in the interim.

Policy:

- 2.7.1.1.** Both municipalities **shall** jointly encourage Alberta Transportation to develop an economic impact assessment to determine the impact of the proposed highway realignment. If the municipalities are unsuccessful in engaging Alberta Transportation, the municipalities **may** jointly develop an economic impact assessment.
- 2.7.1.2.** Pending the outcome of Policy 2.7.1.1., the municipalities **should** jointly engage Alberta Transportation to refine the proposed-conceptual highway alignment to mitigate its impact on the local economy.
- 2.7.1.3.** The municipalities **should** jointly engage Alberta Transportation to develop a Corridor Master Plan, to improve existing access, connectivity and aesthetics to increase the safety along the corridor and to make the area more attractive to consumers and future businesses. This Corridor Master Plan may build off the Highway 43 & 49, Valleyview Access Management Study (2010).

Objective:

- B. To plan for the eventual transition of the highway commercial and industrial lands in response to the future realignment of Highways 43 and 49 over the next 50 years.

Policy:

- 2.7.1.4.** Both municipalities **shall** jointly engage Alberta Transportation to determine the timeline for developing the highway by-pass.
- 2.7.1.5.** Both municipalities **may** jointly engage Alberta Transportation (AT) for the relocation of the southern interchange.

2.7.1.6. Both municipalities **should** develop a joint *Area Structure Plan* to address the transition of commercial and industrial development based on the relocation of the highway in policy 2.7.1.2.

Objective:

C. To allocate future lands for residential development that meets the needs of the community.

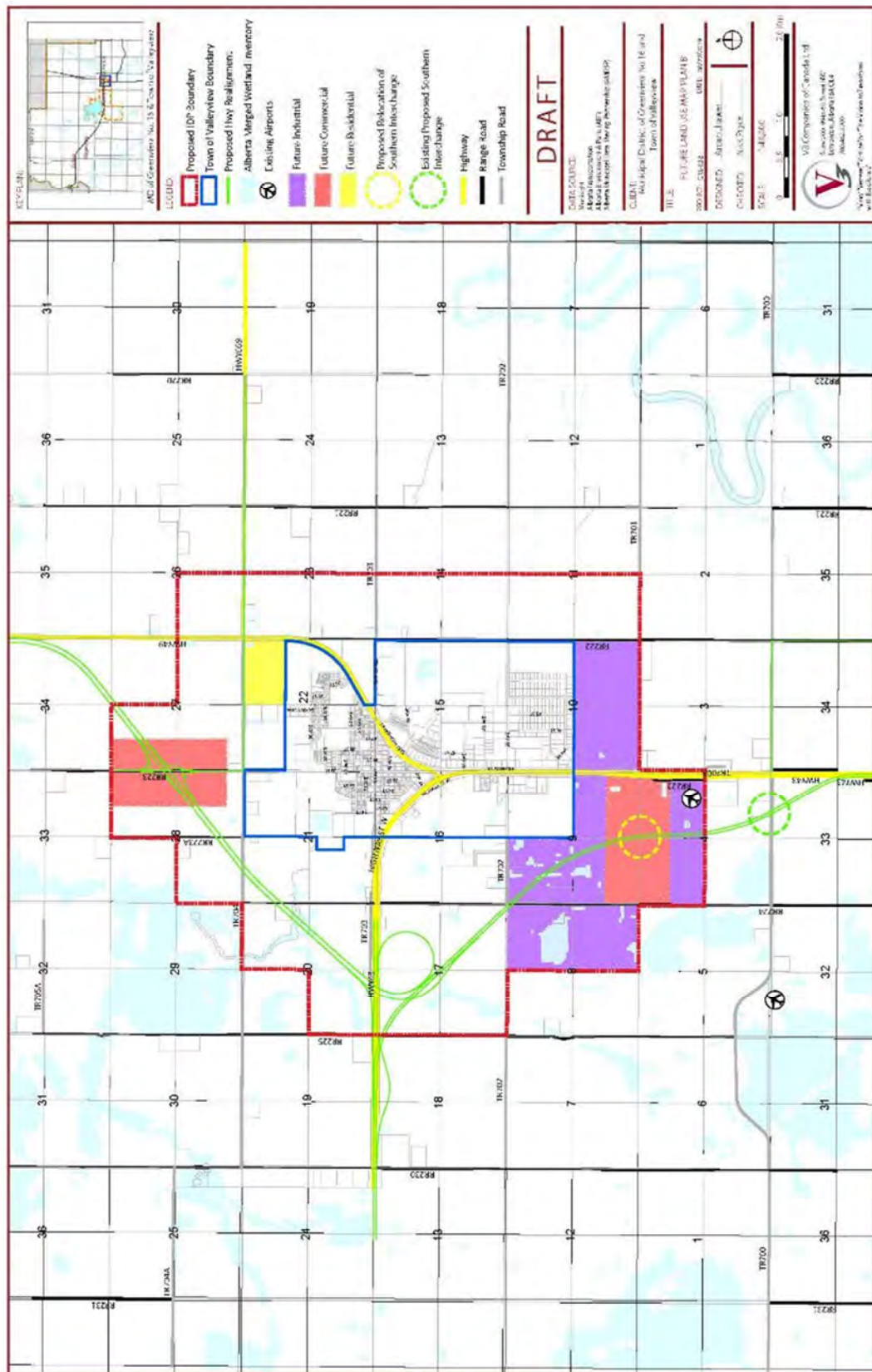
Policy:

2.7.1.7. Residential growth **should** be directed towards the North and North-East in accordance with Figure 5.

2.7.1.8. Both municipalities **shall** work together to determine a path forward and timeline for when the annexation of land, located in NE-22-70-22-W5 (Figure 5) is appropriate. The Joint Council **shall** establish mutually agreed criteria on the process and timing for potential annexation of lands for residential development as indicated in Policy 2.7.1.5.

2.7.1.9. The Town **should** maintain a minimum of a twenty (20) year land supply and growth forecast for its own long-range planning needs, and share this information with the M.D.

Figure 5: Future Land Use Map



2.7.2 COMMERCIAL & INDUSTRIAL POLICIES

Commercial and industrial development provides a higher per capita portion of a community's tax revenue than other uses (e.g. residential). Commercial and industrial uses are also responsible for providing many jobs and has a significant impact on the livability of a community. Thus, it is important to successfully plan for a vibrant and robust commercial and industrial sector.

Goal:

Building resilience to sustain existing commercial and industrial development while enabling the growth of new commercial and industrial development.

Objective:

- A. To monitor market demand and engage with local businesses to identify opportunities for new commercial and industrial businesses.

Policy:

- 2.7.2.1. Joint Council **should** receive annual reports from their administrations on regional market demand, prospective new opportunities, and current market conditions related to vacancy rates, availability of shovel ready land development, and employment statistics.
- 2.7.2.2. Administrations from both municipalities **may** conduct a workshop with area businesses to conduct a strength, weakness, opportunities and threats (SWOT) analysis and develop an economic development strategy to identify opportunities where both municipalities **may** focus their efforts.

Objective:

- B. To enhance the visual appearance of commercial buildings and public spaces that create a welcoming appearance to the Town and M.D.

Policy:

- 2.7.2.3. Both Councils **should** evaluate their respective *Land Use Bylaw* provisions relating to commercial development to identify cost-effective solutions to enhance the visual appearance and landscaping along key commercial corridors.

2.7.2.4. Both Councils ***should*** establish new complementary roadway standards related to core corridors to enhance the visual appearance through landscaping, way finding, and other streetscaping tools.

2.7.2.5. Both Councils ***should*** jointly work with Alberta Transportation in identifying changes to enhance accessibility, aesthetics, and safety along the highway corridors.

2.7.3 RESIDENTIAL POLICIES

The viability of a community is heavily reliant on the provision of adequate housing, and it is important to prevent the provision of housing from displacing other important community contributors such as agricultural operations. Thus, it is important to properly plan and provide for the housing needs of current and future generations of residents.

Goal:

Create a range and diversity of housing choices that utilize existing and cost-effective *municipal infrastructure*.

Objective:

A. To utilize existing serviced and already districted lands for residential development.

Policy:

2.7.3.1. Both Councils ***should*** direct new residential development towards utilizing existing serviced and already districted lands.

Objective:

B. To ensure a range and diversity of supply of housing to meet the demand of residents in the Town.

Policy:

2.7.3.2. The Town ***may*** share with the M.D. on a yearly basis information regarding: residential vacancy rates, land supply by housing type, rental prices, rental/ownership distribution, the amount of shovel ready and undeveloped residential land, housing construction starts, the amount of seniors housing vacancy and unmet need.

Objective:

C. To evaluate the fiscal impacts for servicing future neighbourhoods to the Town.

Policy:

2.7.3.3. Prior to developing any new *greenfield* lands, the Town **may** carry out a fiscal impact assessment and long-term municipal services impacts of future development based on different housing typologies and land use scenarios to understand the financial burden on both municipalities.

Objective:

D. To manage the development of manufactured home parks within the Plan Boundary.

Policy:

2.7.3.4. Manufactured home parks within the Plan Boundary **shall** be directed to locate in an area agreeable to both municipalities.

2.7.3.5. The existing mobile home park located on the SW 21-70-22-W5 west of the Town **shall** not be permitted to expand the current number of trailers or expand their existing boundaries.

2.7.4 RURAL & AGRICULTURE POLICIES

Agriculture is an intrinsic component with the Town and the M.D. As one of the largest economic driver industries, it is important to place a high value on the lifestyle and livelihood of agricultural operations in the region.

Goal:

Encourage and enable continued development of the agriculture sector without adversely impacting the residents in the Town and M.D.

Objective:

A. To restrict confined feeding operations and intensive livestock operations within the IDP area.

Policy:

- 2.7.4.1.** The IDP *shall* prohibit the development of confined feeding operations (CFO) and intensive livestock operations (ILO) within the IDP Plan boundary.

Objective:

- B.** To maintain agricultural designated land and uses within the IDP area.

Policy:

- 2.7.4.2.** The Town and the M.D. *should* avoid development that results in the fragmentation of productive agricultural lands where possible.

Objective:

- C.** To mitigate the negative impacts of invasive species and harmful chemical use.

Policy:

- 2.7.4.3.** Both municipalities *should* develop complementary bylaws to manage and control invasive species in each community.
- 2.7.4.4.** The Town and the M.D. *should* manage the use and spread of harmful chemicals from spreading through residential and commercial areas within the IDP boundary.

2.8 ECONOMIC DEVELOPMENT

The Town and M.D. recognize the importance of economic development, namely its role in providing employment opportunities, a variety of services, economic diversity and tax revenues. Lands within the IDP are attractive to business as they encompass a major highway intersection (Highway 43 and 49), an airport that has the potential to serve the region by air. A coordinated economic development strategy is needed to provide confidence to potential businesses seeking to locate in the area. In order to effectively promote the area as a stable and attractive place to do business, and to effectively lobby provincial and federal government, intermunicipal cooperation is needed where resources can be combined and each *municipality* has the opportunity to share in the costs and benefits of economic development.

Goal:

Maintain and expand the economic opportunities within the Town and M.D.

Objective:

A. To jointly work on creating a framework that promotes and enables economic growth.

Policy:

- 2.8.1.** Both municipalities ***should*** work together to establish a joint economic development entity and unified strategy that promotes the Town and M.D. as one region. This entity ***may*** be established by working with existing stakeholder groups such as the Valleyview Chamber of Commerce and/or Agricultural Society.
- 2.8.2.** The economic development strategy identified in Policy 2.8.1 ***may*** engage existing local businesses to conduct a SWOT analysis and prepare an economic development strategy to identify opportunities to focus community resources, and develop marketing and promotional material.

Objective:

- B.** To collaborate together in encouraging the expansion of existing businesses and attraction of new business opportunities.

Policy:

- 2.8.3.** Both municipalities *may* encourage and support the Valleyview Chamber of Commerce and other economic agencies (e.g. Valleyview Agricultural Society) to explore the potential for creating a local business incubator or enterprise centre to support start-up businesses and that fosters innovation in existing businesses.
- 2.8.4.** Both municipalities *should* jointly explore opportunities to support and develop secondary products arising from the agricultural resource sector.

2.9 NATURAL ENVIRONMENT

2.9.1 PARK, OPEN SPACE, RECREATION & ENVIRONMENTAL POLICIES

Parks, open spaces, and recreation opportunities are vital to the wellbeing of any community, and provide incentive for persons outside of the region to visit.

Goal:

Preserve and enhance an integrated system of open greenspace and provide a variety of natural amenities which improve quality of life through opportunities for passive and active recreation in addition to creating and supporting indoor recreation activities.

Objective:

- A. To efficiently maintain parks and open spaces.

Policy:

- 2.9.1.1. A Master Recreation Plan **should** be jointly developed to manage recreational activities, programming of existing facilities, and identifying linkages between uses and facilities within the IDP area.

Objective:

- B. To work collaboratively to identify appropriate lands for future parks/open spaces and seek to provide active transportation connections to and between each.

Policy:

- 2.9.1.2. The Town and M.D. **should** collaborate on the identification of lands within the IDP area that are appropriate for future parks/open spaces that could be interconnected.
- 2.9.1.3. *Riparian margins* and *wetland areas* **should** be protected from all uses with the exception of trail development. These *environmentally significant areas* **should** be jointly explored for the creation of an active trail network to integrate with existing trails within the Town.

Objective:

- C.** To protect *environmentally significant areas* from inappropriate development.

Policy:

- 2.9.1.4.** *Environmentally significant areas* **shall** be identified within municipal documents such as *Area Structure Plans, Outline Plans, and the Land Use Bylaw*.
- 2.9.1.5.** Both municipalities **shall** recognize the importance of protecting *environmentally significant areas* such as *riparian* and *wetland* areas. Both municipalities will work together when reviewing proposal containing these elements within the IDP area and seek to preserve them in their natural state.
- 2.9.1.6.** The planting of *riparian margins* **may** be encouraged to further develop the open space and natural environment network within the IDP area.
- 2.9.1.7.** Both municipalities **should** share information on the environment with one another, including but not limited to: water testing information, geotechnical reports, contaminated sites, and abandoned well sites.

2.9.2 STORM WATER MANAGEMENT POLICIES

Managing storm water has been identified as an important component in planning for the future in the IDP area. Reducing runoff and runoff pollution between the Town and M.D. can assist in protecting *municipal infrastructure*, housing and businesses from flooding.

Goal:

Protect the Town and M.D. from damages resulting from flooding and runoff between the municipalities.

Objective:

- A.** To mitigate the impact of storm water runoff between the Town and the M.D.

Policy:

- 2.9.2.1.** The *municipalities* **should** jointly develop a Storm Water Management Plan in accordance with Alberta Environment and Parks requirements, to assist in protecting *municipal infrastructure*, housing and businesses from flooding, and to manage storm water runoff between the Town and M.D.

2.10 INFRASTRUCTURE & SERVICES

2.10.1 TRANSPORTATION POLICIES

The IDP area contains several key components of the provincial, regional, and local transportation systems for each *municipality*. The system contains a hierarchy of roads, two provincial highways, and an airport within the IDP area. When transportation networks cross municipal boundaries, communication, coordination and long-range planning are essential to support efficiency and functionality of the system and maximize its benefit to the community.

Goal:

Develop a safe and efficient transportation network that is consistent in its condition and design standards, in order to help both *municipalities* achieve greater efficiencies and provide better services to their residents and businesses.

Objective:

- A. To establish and maintain roadway standards that promote the safe and efficient movement of people and goods within and between the Town and M.D., and surrounding region.

Policy:

- 2.10.1.1.** Both municipalities ***should*** jointly review their municipal transportation network plans, roadway engineering standards and maintenance programs, particularly as they affect the IDP area so that transportation connections and maintenance programs are compatible across municipal boundaries.
- 2.10.1.2.** Both municipalities ***may*** jointly review their engineering roadway design standards and maintenance programs to identify potential operational efficiencies and budget savings.
- 2.10.1.3.** Where a roadway that directly connects between both municipalities is planned for capital construction or rehabilitation upgrades within the IDP area, the *municipality* undertaking the work ***should*** advise the other *municipality* in order to potentially coordinate projects, and increase efficiencies and reduce disruption to the residents and businesses.

Objective:

- B.** To work with Alberta Transportation to identify potential improvements to the existing municipal roadway network within the IDP area.

Policy:

- 2.10.1.4.** The municipalities **should** jointly engage Alberta Transportation in the future planning and maintenance of major roadways and Provincial highways in the IDP area for the purposes of coordination and cost-sharing of maintenance related to the whole roadway network.
- 2.10.1.5.** The municipalities **should** jointly engage Alberta Transportation for the purpose of actively planning for and implementing an interim access management plan to improve the safety and aesthetic enhancement of Highways 43 and 49 through the IDP area.
- 2.10.1.6.** The Town and M.D. **should** jointly engage Alberta Transportation for the purpose of actively participating in the future design and construction of the bypass for Highways 43 and 49 in order to allow for accessibility to adjoining lands and connection into the Town.

Objective:

- C.** To assess the current viability and future role of the Valleyview Airport.

Policy:

- 2.10.1.7.** The Town **should** gather airport flight statistics, such as number of trips and types of use (i.e. commercial, recreation/personal aviation, shipping/receiving goods), and prepare a business case that evaluates the current operational and capital needs, and the future business potential and viability of the airport facility.
- 2.10.1.8.** Both municipalities **shall** evaluate the Valleyview Airport business case on the viability of retaining the transportation service, based on the outcome of Policy 2.10.1.6.
- 2.10.1.9.** Based on the business case evaluation, both municipalities **should** determine the future of the airport that takes into account Alberta Transportation's bypass right-of-way plans.

2.10.2 UTILITIES & SERVICING POLICIES

Coordinating *municipal infrastructure* network expansion and aligning servicing standards are effective methods to meet demand for existing and future residents and businesses, and to provide consistent service delivery to people within the IDP area.

Goal:

Coordination of *municipal infrastructure* planning and rights-of-way acquisition in the IDP boundary.

Objective:

- A. To explore and coordinate areas of common interest in the planning of both utility and servicing *municipal infrastructure* between the Town and M.D. in the IDP area.

Policy:

- 2.10.2.1.** Both municipalities ***should*** jointly identify and explore opportunities to collaborate in the planning of both utility and servicing *municipal infrastructure* as a means to achieving increased coordination, utilization and efficiency of such services as water, wastewater, sanitary, and shallow and overhead *utilities*.
- 2.10.2.2.** Both municipalities ***should*** explore and collaborate to create common servicing standards throughout the IDP area.
- 2.10.2.3.** Both municipalities ***should*** jointly examine the business case, and implement where feasible, the use and production of alternative energies from solar, wind, and geothermal sources.
- 2.10.2.4.** Both municipalities ***may*** encourage and promote to the public alternative energy use through a variety of means including public education sessions and marketing materials, rebate and incentive programs, demonstration projects, and creating municipal policies and bylaws to support initiatives and reduce barriers.

Objective:

- B.** To review the existing utility and servicing *municipal infrastructure* capacity and determine the *municipal infrastructure* needs for both communities in order to accommodate future growth.

Policy:

- 2.10.2.5.** Both municipalities ***should*** jointly prepare master servicing plans to determine existing capacities, existing *municipal infrastructure* lifecycle and replacement needs, and future *municipal infrastructure* needs to accommodate growth within the IDP boundary.

Objective:

- C.** Prepare both municipalities to capitalize on future technologies and telecommunication systems.

Policy:

- 2.10.2.6.** Both municipalities ***should*** explore opportunities to partner with telecommunication and fibre optic companies to improve existing and plan for future improvements for community connectivity.
- 2.10.2.7.** Both the Town and M.D. ***should*** explore opportunities to partner with telecommunication and fibre optic companies in developing social and economic enterprises, programs and services in the communities.

2.10.3. PROGRAMS & SERVICES POLICIES

The provision of needed and desired services is vital to retain and attract residents.

Goal:

Promote efficient and coordinated intermunicipal community and emergency services.

Objective:

- A.** To coordinate, where mutually agreed, the intermunicipal planning and provision of community services including but not limited to recreation services, family and community support programs, cemeteries, recycling centres, library services, and emergency services.

Policy:

- 2.10.3.1.** The Town and M.D. ***should*** coordinate emergency services throughout the IDP area to increase the efficiency, effectiveness, and potentially increase service levels, while reducing the cost of these services.

- 2.10.3.2.** The Town and M.D. **may** explore opportunities to collaborate and share professional resources in the areas of engineering, planning, information technology, and accounting.
- 2.10.3.3.** The Town and M.D. **should** explore opportunities to coordinate and share resources for bylaw enforcement services, snow clearing and maintenance (eg. equipment maintenance), and weed management.
- 2.10.3.4.** The Town and M.D. **may** jointly explore opportunities to engage with area school districts to provide integrated services, programs, and facilities to the communities. The municipalities **may** explore opportunities to include the school districts within agreements established through the ICF process.
- 2.10.3.5.** The Town and the M.D. **should** jointly explore opportunities related to new capital projects (eg. libraries, recreation facilities, senior facilities, etc.) with area school districts to identify ways to integrate mutually beneficial services into a building complex or on lands associated with other public structures.
- 2.10.3.6.** The Town and M.D., through the ICF process **shall** establish agreements for the provision of any joint services, contracted services and mutually coordinated services, that include but are not limited to: libraries; parks and road maintenance; weed management; and recreation facilities, new community facilities and any other services identified in Section 2.10.4.

section 3

Definitions

Section 3 Definitions

Area Redevelopment Plan – means a plan adopted by a Council, in accordance with the requirements of Section 634 & 635 of the MGA, for the purpose of providing a framework for subsequent subdivision and development of an area of land in a *municipality*.

Area Structure Plan – means a plan adopted by a Council, in accordance with the requirements of Section 633 of the MGA, for the purpose of providing a framework for subsequent subdivision and development of an area of land in a *municipality*.

Conceptual Scheme – see “Outline Plan”.

Environmentally Significant Areas (ESA) – means areas containing rare or unique characteristics, or areas that include elements that may require special management consideration due to their conservation needs. ESAs are more generally defined as areas that are important to the long-term maintenance of biological diversity, physical landscape features and/or other natural processes, both locally and within a larger spatial context.

Greenfield – Undeveloped land, typically on the fringe of urban municipalities, used for agricultural purposes or left in its natural state and is being considered for urban development.

Land Use Bylaw – the bylaw that divides a *municipality* into land use districts and establishes procedures for processing and deciding on development application. It contains rules that affect how each parcel of land in a *municipality* may be used and developed.

Lot – means ‘lot’ as defined under Part 17 of the *Municipal Government Act*.

Municipal Development Plan - means a plan adopted by a Council, in accordance with the requirements of Section 632 of the MGA.

Municipal Infrastructure – means infrastructure owned or operated by a *municipality* that provides service to the *municipality’s* ratepayers. Examples include municipal sanitary systems, municipal water systems, municipal storm systems, municipal road systems.

Municipality – refers to one of either the Town of Valleyview or the M.D. of Greenview No. 16.

Outline Plan – means a non-statutory land use plan adopted by resolution of Council that provides a detailed land use, transportation and servicing concept for the future subdivision and development of land within the area encompassed by the plan boundaries.

Plan – refers to the Town of Valleyview / M.D. of Greenview No. 16 Intermunicipal Development Plan.

Riparian Margins – means an area of land characterized by vegetation growing on or near the banks of a stream or other watercourse that is dependent on water from the stream or other watercourse and where sufficient soil moisture supports growth of moisture-loving vegetation.

Statutory Plan – means a Joint Plan, an Intermunicipal Development Plan, *Municipal Development Plan*, or *Area Structure Plan* prepared and adopted in accordance with the MGA.

Utilities – refer to natural gas, sanitary, storm and water services, telephone/cable/internet and electricity.

Wetlands – means an area of land that shows a presence of shallow water or flooded soils (or saturated) for part of the growing season, has organisms adapted to this wet environment, and has soil indicators of this flooding, such as hydric soils.

Working Days – means Monday to Friday, excluding general holidays as outlined in the government of Alberta’s employment standards.

*All other words or expressions shall have the meanings respectively assigned to them in the MGA, the Subdivision and Development Regulation, and the Alberta Land Use Framework.

Appendix A – Baseline Report

Appendix B – Growth Forecast





BYLAW NO. 20-860 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for adopting Bylaw 20-860, being the Valleyview Intermunicipal Development Plan

Whereas, Council wishes to repeal Bylaw No. 09-587, “Valleyview Intermunicipal Development Plan”, as amended and wishes to adopt a new intermunicipal development plan pursuant to Section 692 of the Municipal Government Act.

Therefore, the Council of the Municipal of Greenview No. 16, duly assembled, hereby enacts the following:

1. That Bylaw 20-860 is to be cited as the “Valleyview Intermunicipal Development Plan”.
2. That the Valleyview Intermunicipal Development Plan, attached hereto as Schedule A, is hereby adopted.
3. That Bylaw No. 09-587 is hereby repealed.
4. This Bylaw shall come into force and effect upon the date of the final passage thereof.

Read a first time this 13 day of October, 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:	Sale of Undeveloped Road Allowance between NW-19-72-20-5 and NE-24-72-21-5		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 13, 2020	CAO: DT	MANAGER: SAR
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: RA	PRESENTER: LD
STRATEGIC PLAN:	Development		

RELEVANT LEGISLATION:

Provincial – *Municipal Government Act*, s. 22 “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 1.618 hectare \pm of the undeveloped road allowance lying between NW-19-72-20-W5 and NE-24-72-21-W5 as shown on Schedule ‘A’ hereto, to John Pozniak, for a total price of \$2,929.58 plus GST, plus all associated survey and transfer costs, subject to Ministerial approval and third reading of Bylaw 20-856.

BACKGROUND/PROPOSAL:

Greenview received a road closure request from John Pozniak on June 22, 2020, to close 1.618 hectares (4.0 acres) \pm of the undeveloped road allowance lying between NW-19-72-20-W5 and NE-24-72-21-W5 as shown on Schedule ‘A’ hereto. The area would be consolidated with the existing title to NE-24-72-21-W5 and a subsequent subdivision application is anticipated to consolidate all lands lying west of the Old High Prairie Road into one title.

The fair market value of the 1.618 hectare \pm area was calculated by Accurate Assessment at \$2,929.58 and an Offer to Sell would be prepared for signature by Pozniak, 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 in the future, cause undue hardship for the road network in this location with access available to the quarter from Township Road 724. Administration is recommending that Council sell the land to Pozniak as set out above.

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

The process to close the undeveloped road allowance would prevent future development of the service road.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to deny the sale of the land for the price of \$2,929.58.

FINANCIAL IMPLICATION:

Direct Costs: Greenview would be responsible for the cost to advertise the public hearing. Costs associated with the survey and transfer will be reimbursed 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

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. The proposed closure package would be forwarded to Alberta Transportation for consideration, prior to returning to Council for second and third reading if the closure is acceptable to them.

ATTACHMENT(S):

- Schedule 'A' – Tentative Plan, Tentative Plan with Aerial
- Map overview

SE25 72-21-5

SW30 72-20-5

20.12 GOVERNMENT ROAD ALLOWANCE

20.12 GOVERNMENT ROAD ALLOWANCE



NE24 72-21-5

NW19 72-20-5

NW19 72-20-5

SE24 72-21-5

SW19 72-20-5

20.12 GOVERNMENT ROAD ALLOWANCE

ROAD PLAN (REQ)

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

SCHEDULE 'A'

SHOWING PROPOSED ROAD CLOSURE OF
GOVERNMENT ROAD ALLOWANCE
BETWEEN N.W. 1/4 SEC. 19, TWP. 72, RGE. 20, W.5M. &
N.E. 1/4 SEC. 24, TWP. 72, RGE. 21, W.5M.

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: ———
AND CONTAINS: 1.618 HECTARES (4.00 ACRES)

SCALE: 1:5000



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

SCHEDULE 'A'

SHOWING PROPOSED ROAD CLOSURE OF
GOVERNMENT ROAD ALLOWANCE
BETWEEN N.W. 1/4 SEC. 19, TWP. 72, RGE. 20, W.5M. &
N.E. 1/4 SEC. 24, TWP. 72, RGE. 21, W.5M.

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: —
AND CONTAINS: 1.618 HECTARES (4.00 ACRES)

SCALE: 1:5000

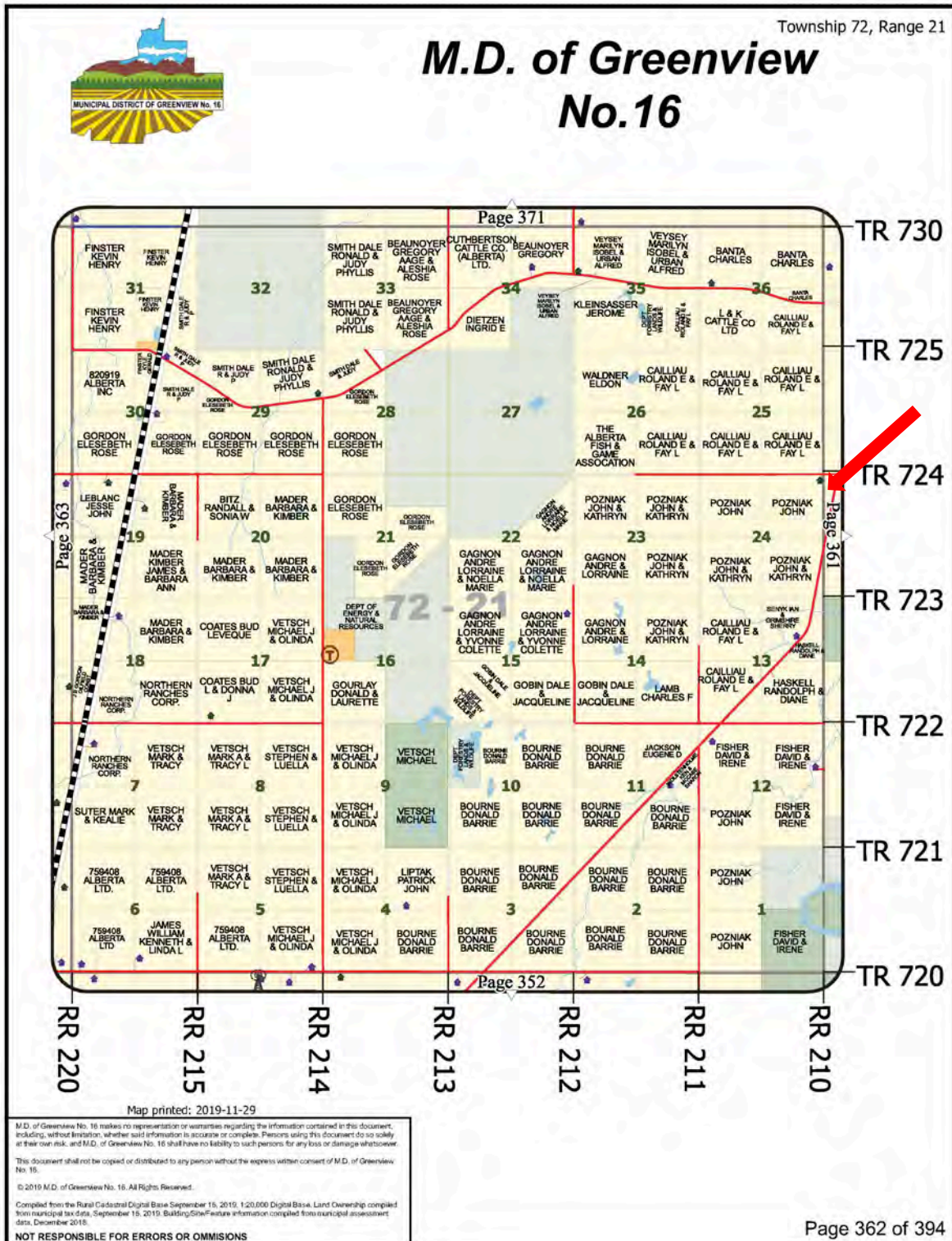
OWNER LOCATION MAP

FILE NO. R20-002

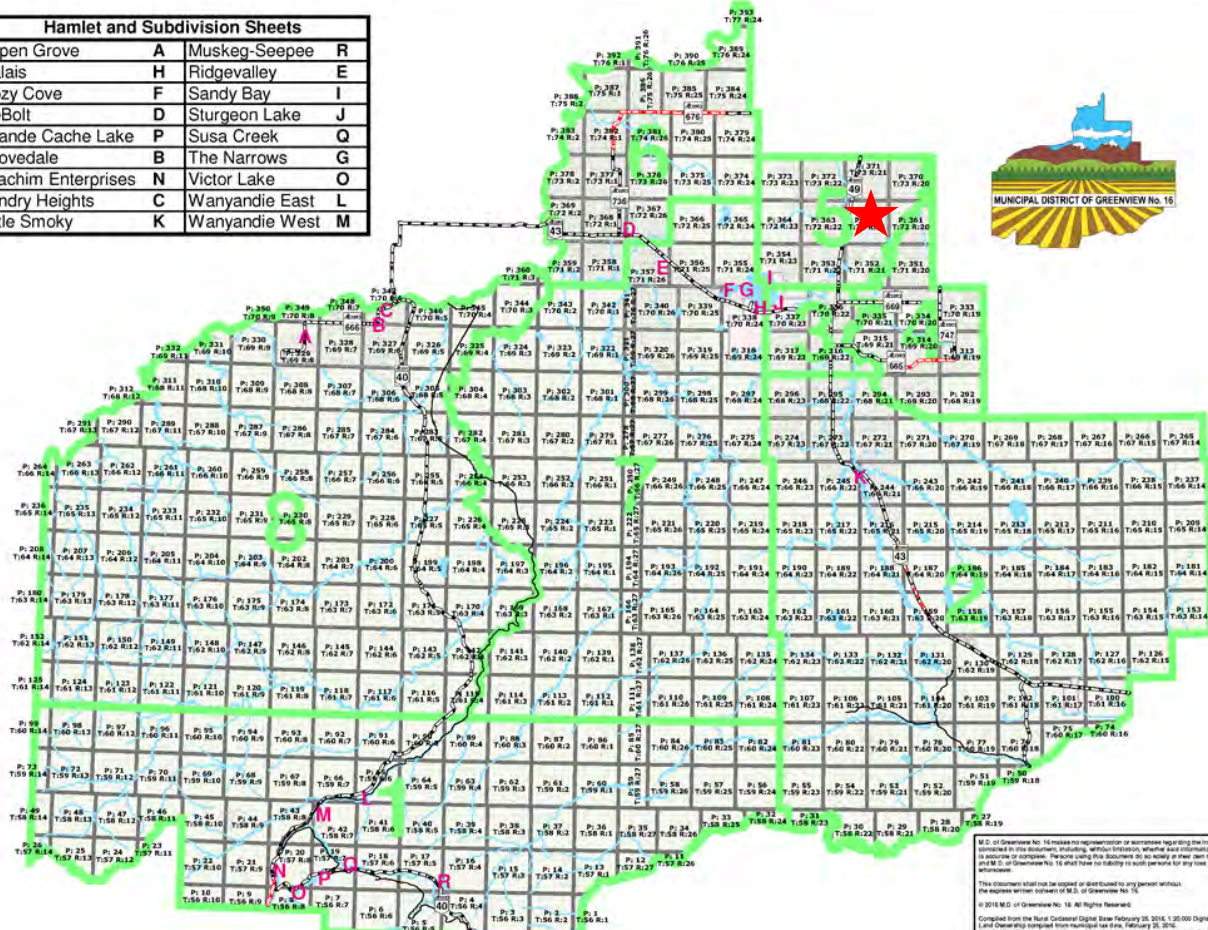
APPLICANT: POZNIAK JOHN

LEGAL LOCATION: NE-24-72-21-W5

LANDOWNER: SAME



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
Landry Heights	C	Wanyandie East L
Little Smoky	K	Wanyandie West M



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Compiled from the Rural Cadastre Digital Base February 25, 2015, 1:25,000 Digital Base. Land Parcel data compiled from municipal tax rolls, February 25, 2015.

Building Footprint information compiled from municipal assessment data, December 31, 2015.

NOT RESPONSIBLE FOR ERRORS OR OMISSIONS



REQUEST FOR DECISION

SUBJECT: **Grande Cache Above Ground Fiber Optics Pole Network Project**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 13, 2020 CAO: DT MANAGER: KK
DEPARTMENT: ECONOMIC DEVELOPMENT GM: DM PRESENTER: KK
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve the Canadian Fiber Optics project within Grande Cache, subject to a favorable response from the public engagement process with the residents of the hamlet.

MOTION: That Council direct Administration to host a public engagement process with the residents of Grande Cache regarding the Canadian Fiber Optics project.

BACKGROUND/PROPOSAL:

Council received a presentation from Canadian Fiber Optics (CFO) at the September 2020 Committee of the Whole meeting. At that time, CFO indicated they had been working with Greenview Administration to determine if an above ground network of composite poles could be installed within Grande Cache to facilitate the installation of the fibre optic network above ground this autumn (2020). Due to the nature of the land the hamlet resides on, trenching and installing the fibre optic lines would be daunting and would also result in major delays in providing service to the hamlet. Additionally, interference with the current and planned infrastructure upgrades for the hamlet could result. CFO has completed their own independent public engagement of residents and has verbally advised they have strong support for the proposal.

Council may want to consider holding Greenview's own public engagement process with the ratepayers of Grande Cache, allowing for Greenview to receive feedback from the residents on the proposed fiber optic service including the above ground network of poles within the community.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be giving the residents of Grande Cache an opportunity to review and respond to the Canadian Fiber Optics network project.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the proposed motion is that the Canadian Fiber Optics network project may be delayed for the proposed construction this autumn.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the motion, foregoing the public engagement process and giving the Canadian Fiber Optics network the approval to proceed with the project.

FINANCIAL IMPLICATION:

Direct Costs: \$500.00 - open house costs

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

Staff will be required to arrange and facilitate a public engagement process.

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 proceed with the public engagement process subject to Greenview Council's ratification of the proposed motions.

ATTACHMENT(S):

- Canadian Fiber Optics Project – PowerPoint

MD of Greenview No. 16

Fiber Optics Internet Connectivity
Strategy Overview Presentation



Strategy Scope

“The scope of this project will include the development of a study to identify options and outline a multi-year development strategy for the provision of a high-speed internet network to service the majority of Greenview ratepayers.

The final report will identify options with approximate costs associated with the installation of the recommended infrastructure and services to the hamlets of Greenview; while also including the development of high-speed options for rural / farm areas.”

Observations & Findings

- The Canadian Radio-television and Telecommunications Commission's (CRTC) has defined the universal service objective for fixed internet access to be at least 50 megabits per second (Mbps) download and 10 Mbps upload with an option of unlimited data.
- The majority of Hamlets and communities in Greenview do not have access to services that meet the CRTC universal service objective.
- Local governments – county, municipality and municipal districts – have concluded that the incumbents are not going to invest in fiber in their regional and rural communities to the scope or in the timeframe that these communities need to survive and thrive.

What is missing...

Precision Farming/Agritech



Rural Crime Prevention/Public Safety

- Property crime rates are 42% higher in rural areas versus urban areas.
- Security systems and HD Cameras require lots of bandwidth to be effective.
- Access to 911 is not universal in the MD of Greenview.

Aging in Place

- Medication management
- Video Chat
- Blood pressure/Blood sugar management
- Home Entertainment (Netflix, Spotify)
- Smart Home/Smart Speaker (Google Home, Amazon Alexa)
- Home Security

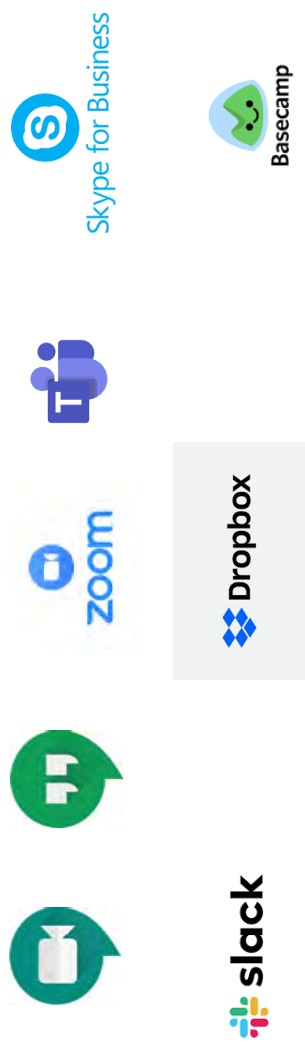


What is missing...Covid-19 Update

Telehealth



Distance Learning/Work From Home



Access to video-based health, school and work from home apps for non-essential workers in offices and all K-12 and college/university students is critical during the pandemic.

What is coming...

- **Smart Communities**
- **5G**
- **Autonomous Vehicles**

Fiber infrastructure is a requirement for 5G to be deployed anywhere. 5G is the basis that all of these “future” technologies is going to be built around.

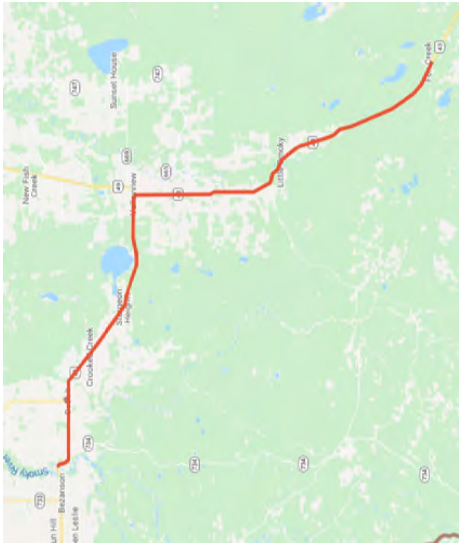
Having community owned fiber infrastructure that is commercially available to carriers ensures that Greenview will get 5G before rural communities that don't have fiber.



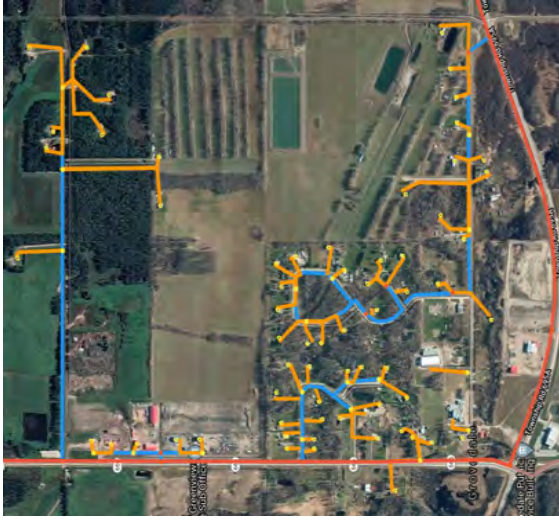
Recommendation

- We recommend the MD of Greenview facilitate the creation of fiber optic internet connectivity infrastructure in the municipal district to ensure the continued growth and prosperity of the MD, its residents and businesses.
- It will take \$14 - \$15 million to solve the connectivity infrastructure issue in Greenview
- Half the necessary capital can be obtained from a combination of provincial and federal grants and private sector investment.
- Half would have to be invested by Greenview over 2-3 years.
- It is very likely that the provincial and federal governments will create new stimulus and broadband infrastructure grant programs as a result of the current COVID-19 crisis.
- The MD of Greenview should work to create “shovel-ready” projects to take advantage of these programs.

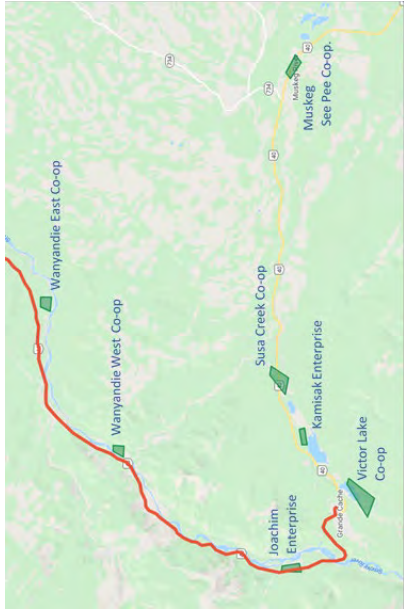
Proposed Infrastructure



Fiber Backhaul in the MD



Fiber-to-the-Premise in Hamlets



Next Generation Wholesale Wireless
where fiber is not feasible

Three-Layer Broadband Business Model

Retail Service Providers

Attract new or leverage existing Service Providers to operate on the fiber infrastructure

Active Network

Single Wholesale ISP Operator – creates economies of scale and diversity

Dark Fiber Network

Dark Fiber Construction and operations/support

Thank You!!





REQUEST FOR DECISION

SUBJECT: **Grande Prairie Rural Crime Watch Association Reallocation of Funds**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 13, 2020 CAO: DT MANAGER: KK
DEPARTMENT: ECONOMIC DEVELOPMENT GM: 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 the reallocation of the \$2,500.00 2020 grant funds awarded to the Grande Prairie Rural Crime Watch Association.

BACKGROUND/PROPOSAL:

Greenview Council approved an operational grant to the Grande Prairie Rural Crime Watch Association in January 2020 for \$2,500.00 to be used towards a Crimewatch Symposium which would provide an opportunity for members to learn how to be more effective in assisting law enforcement in the fight against crime in rural communities. Due to the Covid 19 Pandemic this symposium did not take place.

The Grande Prairie Rural Crime Watch Association is requesting reallocating the 2020 operational grant funding received from Greenview to the following 3 projects:

1. An event banner encompassing the Association name, crime watch logo, mission statement, website address, and a list of major sponsors including the Municipal District of Greenview No. 16.
2. A display at the Northern Spirit Light Show to increase crime watch awareness.
3. Revitalization of the Association website to make it more user friendly and to add additional information regarding crime prevention and crime trends in the area.

Any remaining funds would be used towards general operating expenses.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting initiatives that bring awareness to the rural communities in the Region.
-

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: N/A

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 Prairie Rural Crime Watch Association of Council's decision.

ATTACHMENT(S):

- Grande Prairie Rural Crime Watch Association Reallocation Letter
- 2020 Operating Grant Correspondence
- 2020 Grant Application

To: Municipal District of Greenview No. 16

From: Grande Prairie District Rural Crime Watch Association

Re: 2020 Operating Grant

Date: September 28, 2020

RECEIVED SEPT 29/20
SCANNED LL

We, again, would like to thank you for approving the application for an operating grant of \$2,500.00 for our organization, the Grande Prairie District Rural Crime Watch Association.

Our original thought was to dedicate these funds to hosting a mini workshop for the communities our Association encompasses. Our plan was that the workshop would include speakers, a small trade show featuring crime prevention products and a beef on a bun supper where members could mingle with other members to discuss what they had learned. We felt that community crime watch members would greatly benefit from learning what steps to take to help lessen crime in their communities, how to work with law enforcement so their services are used more effectively and provide an opportunity to see what crime prevention products are available. Unfortunately, Covid 19 made it impossible to host this type of event this year. We are hoping that this event will be able to take place next year.

Therefore, a change of plans was necessary. At our September 23, 2020 board meeting, it was determined that the grant monies would be used for the following:

- A pop up banner which will be used at events that our Association is involved with. The banner will include our Association name, crime watch logo, mission statement, website address, and a list of major sponsors including the Municipal District of Greenview No. 16
- A display at the Northern Spirit Light Show taking place at Evergreen Park from November 14 – December 31. Attendance at this event has become a tradition for many residents in the Peace Country. By participating in the

Light Show, we feel that crime watch would receive a great deal of exposure making people more aware of crime watch, creating a greater interest in what crime watch is all about and hopefully, resulting in an increase in our membership numbers.

-A revitalization of our Association website. Our aim is to make the website more user friendly, more appealing and containing more information regarding crime prevention, crime trends in our area and general information that would be a benefit to crime watch members. Hopefully, if rural residents are all working together with the same vision, the ultimate aim of lessening crime in the rural areas will be achieved.

-If any grant money remains upon completion of the above 3 projects, it will be used for our general operating expenses such as phone costs, meeting room rental and so on.

Your financial support is making these projects possible. We have wanted to raise our profile in the rural communities for many years but, were held back by a lack of funds.

We are very appreciative of the operating grant. It will give us greater exposure and accessibility by members and the general rural public.

We hope that we will be considered for an operating grant for 2021.

Please do not hesitate to contact us for any further information.

Sincerely,

Ed Pierce
President, Grande Prairie District Rural Crime Watch Association
pierceed51@gmail.com, email
780-814-0041, phone



MUNICIPAL DISTRICT OF GREENVIEW No. 16

January 20, 2020

Grande Prairie District Rural Crimewatch Association
Box 1162
Grande Prairie, AB T8V 4B6

RE: 2020 Grant Application

We are pleased to advise that Greenview has approved an operating grant in the amount of \$2,500.00 to the Grande Prairie Rural Crimewatch Association for the 2020 calendar year.

All grant recipients must provide proof of the financial activity and a written report on the activity to Greenview by October 15th, 2020, as absence of such a report may result in your organization being ineligible for future Greenview grant funding.

In recognition of the donation provided by Greenview, we will require official recognition by your organization. Contact Greenview's Community Services Coordinator, Lissa Dunn, to coordinate your organization's recognition of Greenview's grant contribution. Mrs. Dunn may be reached at 780-524-7612 or lissa.dunn@mdgreenview.ab.ca. Please contact our Community Services Department at least two months prior to your event or planned installation of signage to allow sufficient time for developing advertising concepts, design and approval of your grant recognition project.

The form of recognition will depend on the donation amount provided by Greenview and the specifics of each facility or event. Forms of recognition may include but are not limited to: signage, rink boards, plaques, advertising in event promotional materials such as posters and programs, on air radio mentions or ads, and website or video advertising. We may also arrange a cheque presentation photo with Council and your representatives from your organization. All use of the M.D. of Greenview logo requires authorization by our Communications Officer. A copy of the advertising or image of the signage should also be provided to the Communications Officer for our records.

Greenview remains very supportive of your organization's initiatives and anticipate your commitment to the specified obligations. Should you have any questions or concerns, please contact Lissa Dunn, Community Services Coordinator at 780.524.7612 or lissa.dunn@mdgreenview.ab.ca who will be pleased to assist you.

Sincerely,

Kevin Keller
Manager, Economic Development

KK/II

cc: FOIP/Records Management
Accounts Payable
Communications Manager



Municipal District of Greenview #16
 Box 1079 Valleyview, AB T0H 3N0
 Phone: (780) 524-7600 Fax: (780) 524-4307

GRANT APPLICATION

Organization Information:

Name of Organization: Grande Prairie District Rural Crimewatch Association
 Address of Organization: Box 1162, Grande Prairie, Alberta T8V 4B6
 Contact Name and Phone Number: Sharon Kimble 780-532-6686, ph 780-518-6924, cel
 Position of Contact Person: Grant & Sponsorship Coordinator/Director

Purpose of organization:

The Grande Prairie District Crime Watch Association is proactive in rural crime prevention through meetings, information sessions & dissemination and a fan out phone system. Members are encouraged to be an extra set of "eyes and ears" for law enforcement, reporting suspicious activities with the aim to deter criminal activity.

What act are you registered under? Registered Society Registration No. 501757863

Grant Information:

Total Amount Requested	<u>\$2,500.00</u>	
	<u>Operating</u>	<u>Capital</u>

Proposed Project: The Grande Prairie District Crime Watch Association has been awarded the Alberta Prov. CrimeWatch Symposium on Feb. 21 & 22, 2020 being held in Grande Prairie at the Pomeroy Inn/Conference Center. This symposium will provide an opportunity for members to learn how to be more effective in assisting law enforcement in the fight against ever increasing crime in the rural communities. It will give members an opportunity to get together to share ideas, discuss needs & solutions, accumulate information and listen to quality speakers. We are 17/61 rural crime watch associations & plan on hosting 100-150 Crime Watch members & showcase the Peace Country.

Operating costs are the costs of day-to-day operations.

Capital costs are costs more than \$2,500, which is not consumed in one year and/or those costs, which add value to property owned and operated by the organization.

FORM A must be filled out with all grant applications. Fill out FORM B for any capital requests.



Municipal District of Greenview #16
 Box 1079 Valleyview, AB T0H 3N0
 Phone: (780) 524-7600 Fax: (780) 524-4307

Additional Information:

Have you previously applied for grant from the M. D. of Greenview?

Yes ☐ No ☒

List the last two grants your organization has received from the M.D. of Greenview

1. Amount \$ _____ Year _____

Purpose: _____

2. Amount \$ _____ Year _____

Purpose: _____

Have you provided the M.D. of Greenview with a final completion report for grant funds received?

Yes ☐ 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 ☒ No ☐

Have you received grant funds from sources **other** than the M.D. of Greenview?

If yes; who, purpose and amount?

A grant application has been sent to the County of Grande Prairie No. 1 to assist our organization in the hosting of the Symposium in the amount of \$2500.

Have you performed any **other** fund raising projects? If yes; what and how much was raised?

This is the first time in many years that the Grande Prairie District Crime Watch Assoc. has hosted this event. We are seeking financial assistance from businesses as well as organizations. To date, we have received \$4,000 in donations.



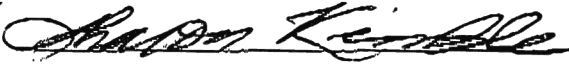
Municipal District of Greenview #16
Box 1079 Valleyview, AB T0H 3N0
Phone: (780) 524-7600 Fax: (780) 524-4307

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:

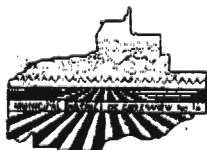
Name: Sharon Kimble on behalf of the Grande Prairie District Crimewatch

Signature: 

Address: Box 1162, Grande Prairie, AB Y8V 4B6

Telephone Number: 780-532-6686 (phone), 780-518-6924 (cell)

Date: September 30, 2019



Municipal District of Greenview #16
 Box 1079 Valleyview, AB T0H 3N0
 Phone: (780) 524-7600 Fax: (780) 524-4307

APPLICATION FOR GRANT FORM A - OPERATING

REVENUE	Event Funding	Previous Year Actual 20	Current Year Estimates 20	Next Year Proposal 2020
1.	Fees est. 125 reg @100			12,500
2.	Memberships			
3.	Other income (please list)			
4.	Grants (please list)			
5.	Donations (please list) already received			4,000
6.	Interest Earned			
7.	Miscellaneous Income			
	TOTAL REVENUE (add up items 1-7)			\$16,500
EXPENSES				
8.	Honourariums/Wages/Benefits	for speakers:	directors are	3,000
9.	Travel Expenses		all volunteers	
10.	Professional Development			
11.	Conferences presentation needs & Meals on Saturday, Feb 22			12,403
12.	Cleaning & Maintenance			
13.	Licensing Fees			
14.	Office Supplies			750
15.	Utilities (phone, power, etc.)			
16.	Rent			
17.	Bank/Accounting Charges			
18.	Advertising Swag Bags			2,000
19.	Miscellaneous			1,000
	Meet/Greet Friday, Feb. 21			1,500
20.	Capital Purchases (please list)			
	Entertainment			5,000
	TOTAL EXPENSES (add up lines 8-20)			25,653
	NET BALANCE			-\$12,153
	(subtract Total Expenses from Total Revenue)			

Cash on Hand \$ _____
 Current Account Balance \$ 4,000 _____
 Savings Account Balance \$ _____
 Accounts Receivable \$ _____
 Inventory to Dec 31, 20 _____ \$ _____
 Buildings \$ _____
 Furniture/Fixtures \$ _____
 Land \$ _____
 Equipment \$ _____

Operating Loans \$ _____
 Other Loans \$ _____
 Accounts Payable \$ _____

*Please submit your organization's most recent financial statement (based on your organizations legislated requirements) with the grant application.

Alberta Provincial Symposium 2020 Treasurer Report

Date: September 14, 2019
Month: September Meeting
Submitted by: Terry Vavrek, Treasurer

Balance Forward: \$2500.00

INCOME

Donation
(Greater Lakeland Crimewatch) \$1000.00

Sponsorship
Reimbursement for hotel deposit \$ 500.00
(Provincial Crime Watch)

Total Revenue \$4000.00

EXPENSES

None \$0

Total Expenses \$0

BANK BALANCE \$4000.00

For your information, the symposium is being held on February 21 & 22, 2020

Agenda:

Friday, Feb 21, 2020

7:00 pm - 8:30 pm Registration/Meet & Greet

8:30 pm - 10:00 pm Seminar

Saturday, Feb. 22, 2020

8:30 am - 12:00 pm AGM

12:00 pm - 1:00 pm Lunch

1:00 pm - 1:30 pm Dignitaries

1:30 pm - 2:45 pm Crown Prosecutor

3:00 pm - 4:15 pm RCMP Presentation

4:15 pm - 5:00 pm Fish & Wildlife/Local Grande Prairie RCMP

6:00 pm - 7:30 pm Dinner

7:30 pm - 10:00 pm Motivational Speaker - Tom Watson

*If you have any questions,
pls. contact me.*

Thank you.

Sharon Kimble



REQUEST FOR DECISION

SUBJECT: **Alberta Junior High School Rodeo D3 Sponsorship Request**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 13, 2020 CAO: DT MANAGER: KK
DEPARTMENT: ECONOMIC DEVELOPMENT GM: DM PRESENTER: LL
STRATEGIC PLAN: Quality of Life

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Single Event Sponsorship in the amount of \$500.00 to the Alberta Junior High School Rodeo District, with funds to come from Community Services Miscellaneous Grant.

BACKGROUND/PROPOSAL:

The Alberta Junior High School Rodeo (AJHSRA) is made up of three districts with Rodeos that are held in Northern Alberta which includes a vast area that stretches from Barrhead to Hinton and north to High Level.

The AJHSRA facilitates family bonding and emphasizes the importance of education and schoolwork. Each student must present a satisfactory report card including attendance in school prior to competing at all rodeos. In addition, the youth must present a letter from their principal confirming they are a student in good standing.

The AJHSRA members are extending Greenview with an invitation to sponsor and present one of the awards at the Season Leader Awards for District #3.

Greenview has previously sponsored the Alberta Junior High School Rodeo Association District 3 Rodeo in the amount of \$500.00 for the Single Event Sponsorship.

The Community Service Miscellaneous Grant Fund has a balance of \$427,800.82 as of October 12, 2020.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting the Alberta Junior High School Rodeo Association in recognizing season leaders.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to provide an alternate sponsorship amount or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$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 Alberta Junior High School Rodeo Association of Council's decision.

ATTACHMENT(S):

- AJHSRA Sponsorship Request Form



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: Alberta High School Rodeo District 3

Date of Application: Sept 24/20 Date of Event: 2020/2021

Contact Name: Tanya Leslie Phone: (h) 780 897-9207 (c) _____

Email Address: tanner1273@yahoo.ca

Mailing Address: Box 15 Elmhurst, AB T6H 1J0

Funding Request Total: Sponsorship towards year end awards

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):

AJHSRA facilitates family bonding, HSR emphasis on education and school work. Each student must present a satisfactory report card. HSR teaches value of hard work, responsibility of their animals and respect for their fellow competitors.

Please indicate the intended purpose for the funds.

Year end District awards

What are the direct goals/objectives of the project/event?

teaching value of hard work, respect fellow competitors,
responsibility of animals

Where and when is the project/event taking place?

We are District 3 Alberta.. North.

How many people will benefit from the planned project/event?

Our Junior Division has approx 30 members

Please describe how the project/event will benefit the community and/or the residents of Greenview.

Awarding members for their hardwork and success

Please specify the amount of funding requested/anticipated from other organizations or government sources.

We are hoping to raise \$4000- \$5000 total for awards

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.

face book acknowledgement, announce every Rodeo

Has Greenview provided a donation or sponsorship contribution within the last 2 years, and if so, how was Greenview's contribution recognized?

\$500. announced at awards, Facebook, announced at rodeos

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

Policy 8004 – Greenview Sponsorships and Donations

JUNIOR RODEO District 3

ADVERTISING / SPONSORSHIP OPPORTUNITY for Kids in your Community

The Alberta Junior High School Rodeo is made up of 3 districts and our District 3 rodeos are held here in Northern Alberta which is a vast area that stretches from Barrhead to Hinton and up North further to High Level. Our members would like to offer you an opportunity to participate in the upcoming years Season Leader Awards for District #3. Single Event Sponsorship is \$500.00. Also available is All Around Cowboy & Cowgirl as well as Rookie Cowboy & Cowgirl, these are a \$250.00 sponsorship opportunity each. But as we offer you these great opportunities, we would appreciate any contribution amount for our young athletes.

For your sponsorship, you will receive;

- Advertising at all District #3 Rodeos which are held in. We conduct 10 rodeos in our season; 5 rodeos in the fall and 5 rodeos in the spring.
- Sponsorship Flag or Banner (supplied by sponsor) which will be flown or displayed at all District #3 rodeos.
- We would like you to attend (if possible) to our year end Awards night to present the awards you have donated where we can get pictures with the winners that we can supply you as a thank-you.

For new potential sponsors that are not familiar with Alberta Junior High School Rodeo, this is what its all about.

AJHSRA facilitates family bonding, and in Junior High School Rodeo there is emphasis on education and school work. Each student must present a satisfactory report card including attendance in school before competing at ALL rodeos. The kids must also present a letter from their principal confirming they are a student in good standing.

The Western Heritage teaches children the values of hard work, responsibility for their animals, and respect for their fellow competitors.

Your sponsorship is Greatly Appreciated.

Thank you for taking the time to review, and if you have any further questions or would like to contribute, please contact anyone of us, we can arrange money pick up send mailing information.

Tanya Leslie @ (780) 897-9207, tanner1273@yahoo.ca

Please make cheque out to: D3 Junior High School Rodeo



REQUEST FOR DECISION

SUBJECT: **Resident request for a second water service to Plan 0123804, Lot 4B in Grovedale**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 13, 2020 CAO: DT MANAGER: GC
DEPARTMENT: ENVIRONMENTAL SERVICES GM: RA PRESENTER: GC
STRATEGIC PLAN: Infrastructure

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council take no action on the request for an alternate water service location to the residence on Plan 0123804, Lot 4B in Grovedale.

BACKGROUND/PROPOSAL:

The owner of Plan 0123804, Lot 4B in the Hamlet of Grovedale, located at the east end of Township Road 700, is requesting a second (or alternate) location for a water service to the property.

The lot had recently been serviced with a potable water connection on the south of the property, along Township Road 700, as part of the Grovedale water/sewer project. The resident had agreed to the alignment of the proposed service connection prior to installation of the services. The subsequent request did not include a change to sewer alignment as the property is connected to the existing low-pressure sewer main north of the property.

Upon completion of service installation, the owner requested to have his property serviced from the east of the property along Range Road 63. It was the owner's opinion that a service line installation to the Landry Heights transmission line (Range Road 63) would be simpler and less costly than connecting to the Grovedale watermain (Township Road 700). As there are currently services provided to the property under Grovedale contract #3, any additional services would be the responsibility of the developer/owner as this was not included in the contract. Mainline holds Grovedale contract #3 for water/sewer project connections and installations have been completed.

Thompson Infrastructure holds Grovedale contract #4 for the transmission line to Landry Heights, which is substantially complete and deficiencies are being corrected.

The Landry Heights transmission line will be operating at high pressure in the future should the community grow considerably. Further service connections on this transmission line would create higher than normal pressure, which could result in issues for the property owner, such as the requirement of a PRV valve to

reduce pressure. Designated space has been included in the new Grovedale water treatment plant construction plan to accommodate future Landry Height pumps if either of the two hamlets can no longer be serviced by one system.

The waterline along Township Road 700 has been constructed to accommodate the potable water services for Grovedale residents. The waterline along Range Road 63 is intended to provide service beyond the hamlet of Grovedale to Landry Heights.

The attached map shows both the existing and preferred service locations of the water service connection.

Due to these combined circumstances, Administration recommends Council receive this for information and that no action be taken.

BENEFITS OF THE RECOMMENDED ACTION

1. The benefit of taking no action will be that the two hamlets will continue to be serviced separately for proper water usage reconciliation to be carried out efficiently.
2. Another benefit in taking no action is that the possibility of significant pressure issue in the future for this property will be minimized.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to receiving this for information.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to allow the second service; however, Administration does not recommend this action because it will breach our proposed bylaws. This will increase the investment on Greenview's part if Council's desire is to pay for the additional installation.

Alternative #2: Council has the alternative to move to reimburse the lot owner for costs that are in excess of the preferred shorter water line alignment. Administration does not recommend this as it would set a precedent for Greenview's responsibility to installation costs on private property when service lines are in excess of certain distances.

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:

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:

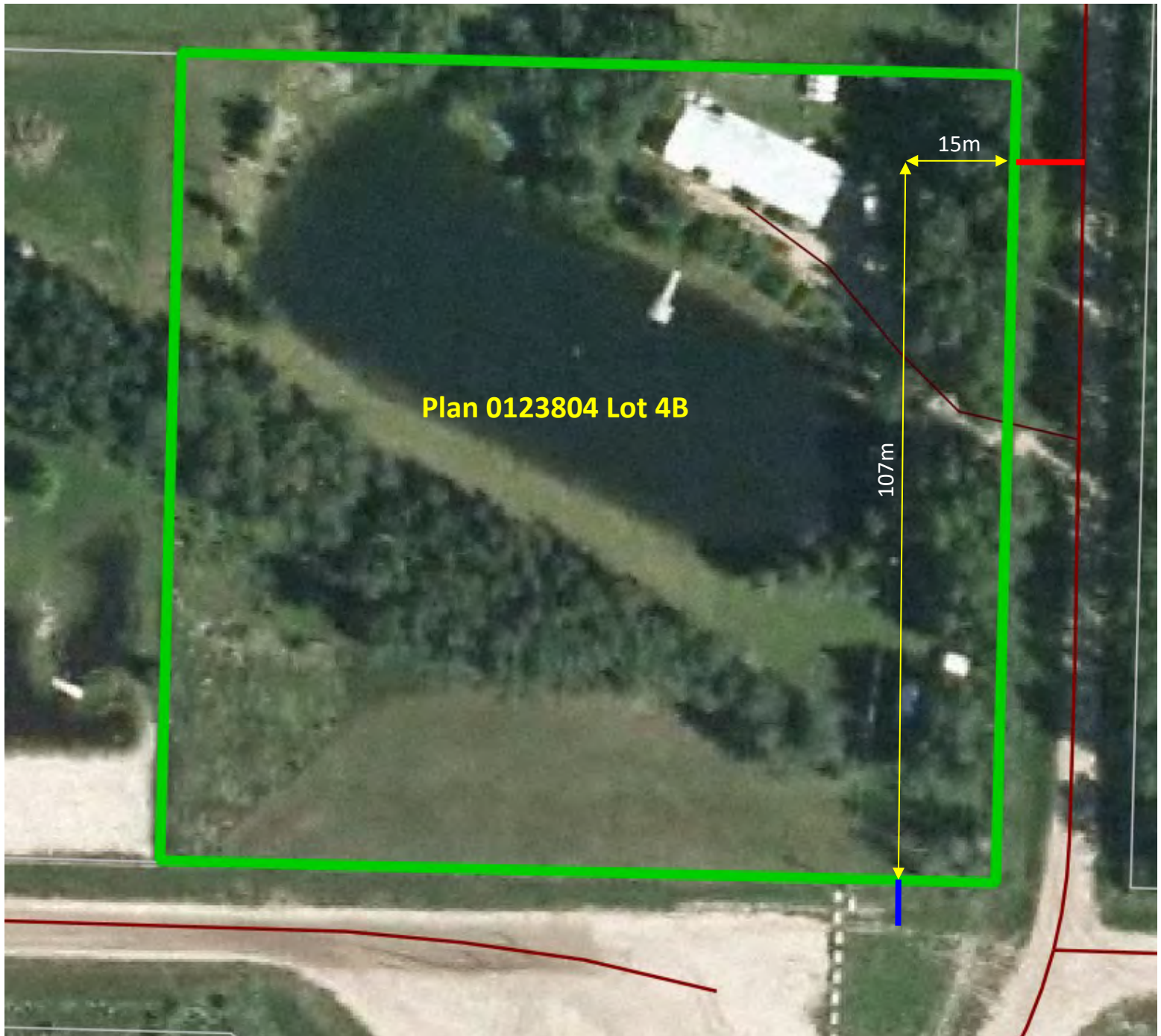
Once Council receives for information, Administration will contact the landowner to inform them of the results

ATTACHMENT(S):

- Map indicating the existing and requested service points



MUNICIPAL DISTRICT OF GREENVIEW No. 16



Recently Installed Connection ———
Approximately 107m from South property line

Residents Requested Service ———
Approximately 15m from East propeerty line



REQUEST FOR DECISION

SUBJECT: **Safety Codes Accreditation – Fire Discipline**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 14, 2020 CAO: DT MANAGER: WB
DEPARTMENT: PROTECTIVE SERVICES GM: PRESENTER: WB
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – *Alberta Safety Codes Act, Revised Statutes of Alberta 2000, Chapter S-1, current as of July 23, 2020. See attached copy.*

RECOMMENDED ACTION:

MOTION: That Council direct Administration to become accredited under the Alberta Safety Codes Act – Fire Discipline.

BACKGROUND/PROPOSAL:

The MD of Greenview is not an accredited Safety Codes Act agency so is unable to enforce the Alberta Safety Codes Act in the fire discipline nor in any other discipline. The service is currently provided by the provincial Office of the Fire Marshal and although this does meet the intent of the Act a call must be made each time and a provincial Safety Codes Officer sent to complete a fire inspection or investigation. This does not allow for fire prevention programming, education, timely enforcement, and can potentially adversely affect a fire investigation given the time lag.

Greenview Fire-Rescue Services Regional Fire Chief (RFC) and two of the three Regional Deputy Fire Chiefs (RDFC) are certified Fire-Safety Codes Officers and could begin immediately to administer the fire code. The other RDFC is currently taking Safety Codes courses and will be able to undertake the duties once certified. I recommend that the MD of Greenview become accredited in the Safety Codes Act – Fire Discipline to provide our ratepayers with access to an increased level of fire and life safety services.

BENEFITS OF THE RECOMMENDED ACTION:

- Increased level of fire and life safety for ratepayers, business owners and visitors.
 - Timely delivery of fire code related services.
 - Increase in outreach fire and life safety programming and education.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to have things remain status quo and continue with this service being delivered by the provincial Office of the Fire Marshal

FINANCIAL IMPLICATION:

There are no perceived financial implications.

STAFFING IMPLICATION:

Greenview Fire-Rescue Services Regional Fire Chief and two of the three Regional Deputy Fire Chiefs are certified Fire-Safety Codes Officers and could begin immediately to enforce the code.

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:

- Submit the application to Safety Codes Council
- Submit (DRAFT) Quality Management Plan to Safety Codes Council

ATTACHMENT(S):

- Alberta Safety Codes Act
- Greenview DRAFT Quality Management Plan (QMP)

Municipal District of Greenview #16

Quality Management Plan

DRAFT

QMP Version: June 2020 v1.4

Municipal District of Greenview #16

Quality Management Plan

This Quality Management Plan has been accepted
by the Administrator of Accreditation.

Peter Thomas
Administrator of Accreditation

Date



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Schedule A - Scope and Administration

1.0 Scope of Accreditation

The ***Municipal District of Greenview #16***, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Fire

- ☐ All parts of the:
 - National Fire Code – 2019 Alberta Edition; and
 - Fire Investigation (cause and circumstance).
- Or**
- ☒ All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- ☐ Fire Prevention Programs (optional).
- ☐ Public education.

2.0 Quality Management Plan Administration

Municipal District of Greenview #16

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively and administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the

Council on matters that relate to the administration of the QMP and the monitoring and oversight of its accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be

reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

The Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- new home warranty verification as applicable;
- licensed residential builder verification as applicable;
- plans review reports;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- variances including application and supporting documentation;
- orders;
- Permit Services Reports (PSRs);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

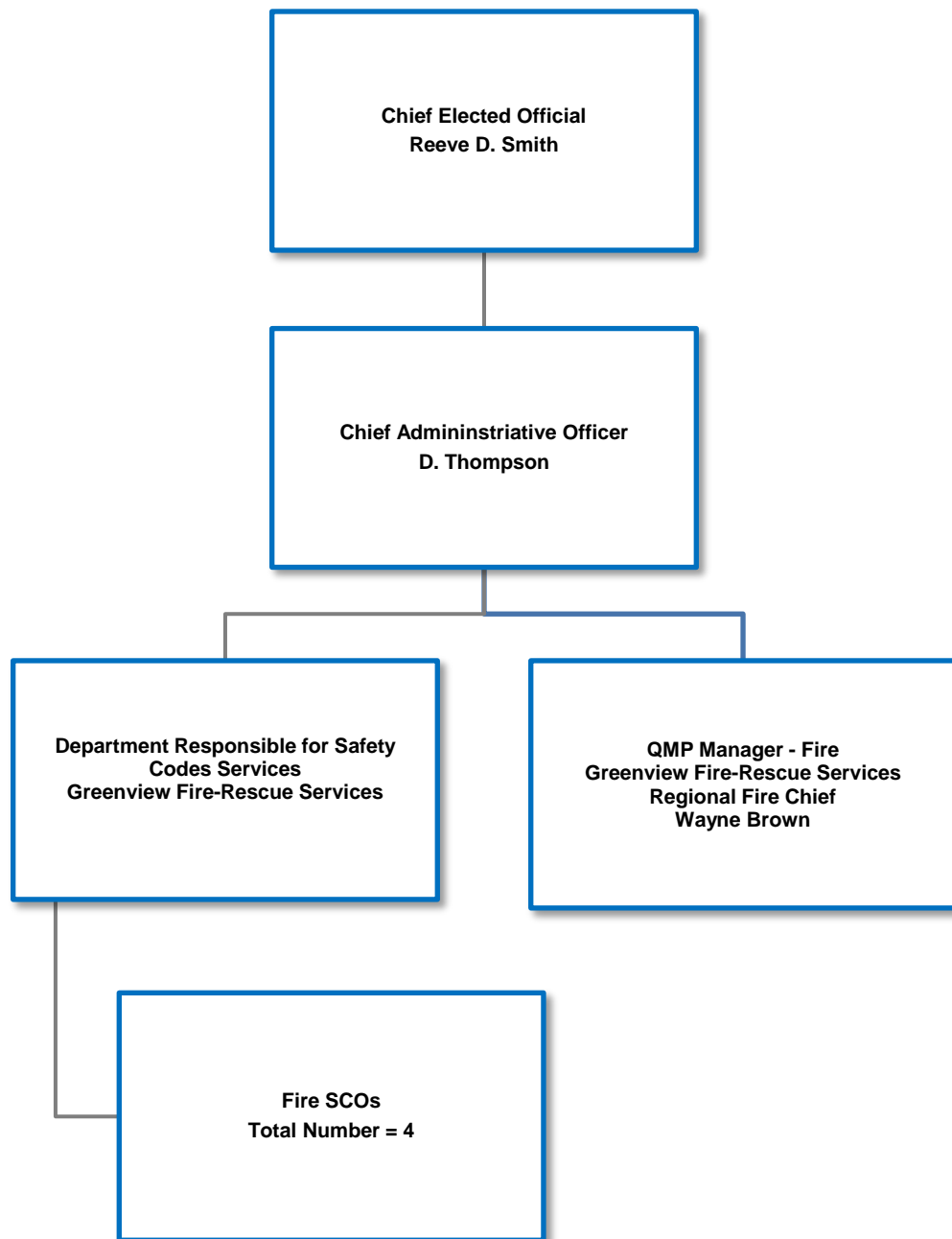
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



The above organizational structure, including the use and reporting relationship of accredited agencies, only applies with respect to the administration of this QMP

2.13 Municipal Agreement – New Accreditation

In accordance with Municipal Council Resolution #_____ of the ***Municipal District of Greenview #16*** hereby provides agreement and signature to this QMP.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

Signature – Chief Administrative Officer

Denise Thompson

Name

Date

Denise.thompson@mdgreenview.ab.ca

Email Address

Phone Number

Signature Chief Elected Official

Dale Smith

Name

Date

2.14 QMP Manager Information

QMP Manager Name

4806 – 36 Avenue
Valleyview AB T0H 3N0

Mailing Address

Title

Phone Number

Email Address

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage tank systems for flammable liquids and combustible liquids installation, alteration, or removal; and

- storage, purchase, or discharge of fireworks.
- compliance inspections of work and occupancy:
 - construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings;
 - follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
- Verification of Compliance;
- collection and remittance of Council levies;
- issuance of Permit Services Reports;
- investigations; and
- maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with

have failed.

- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 30 days after issuance.
- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regards to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, and SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and

- the Municipality, if issued by their contracted accredited agency.

Registration of the variance with the Council requires only a copy of the approved variance. Submission of background and support documentation is not required.

A copy of the variance will be placed on the permit file.

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and
 - documentation required to verify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.2 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the

undertaking;

- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.7.3 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;
 - the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.4 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not effect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.5 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and

- maintain the permit file according to its records management system.

3.7.6 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.7 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.8 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e. written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.6 Fire

4.6.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

4.6.2 Fire Inspections

The Municipality must choose from the following methods of assessment when determining the inspection frequency for the Fire Discipline.

- Method 1 identifies an inspection frequency schedule that is determined on extensive risk assessments of the buildings and occupancy classifications.
- Method 2 is an inspection frequency level without the consideration of associated risk.

Delete the Method not chosen. Delete this text box when submitting the draft QMP.

Method 2 –

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> ○ one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. ○ one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> ○ Once per event
Pick one of the five inspection frequency options in relation to the use and occupancy classifications in the <i>National Building Code – 2019 Alberta Edition</i>. Delete this row when submitting the draft QMP.		
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> ○ On request or complaint
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> ○ On request or complaint

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group A, Division 3 Assembly	○ On request or complaint
	Group A, Division 4 Assembly	○ On request or complaint
	Group B, Division 1 Care or Detention	○ On request or complaint
	Group B, Division 2 Care or Detention	○ On request or complaint
	Group C Residential – 1 to 5 family	○ On request or complaint
	Group C Residential – 5 to 12 family	○ On request or complaint
	Group C Residential – 12 to 25 family	○ On request or complaint
	Group C Residential – 25 and more family	○ On request or complaint
	Group D	○ On request or complaint
	Group E	○ On request or complaint

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group F, Division 1	○ On request or complaint
	Group F, Division 2	○ On request or complaint
	Group F, Division 3	○ On request or complaint

***Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.6.3 Inspection Frequency Definitions:

- 1. On request or complaint** - the process as defined by municipal operational policy.
- 2. Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 3. Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 4. Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
- 5. Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

4.6.4 Hot Works

(Optional – at the discretion of the municipality)

Hot works will be addressed through the issuance of a hot works permit by the Municipality, or in the Construction Fire Safety Plan. Hot works information will include the location, type of work to be undertaken, mitigation to risk that will be undertaken, and any other information the SCO may require.

4.6.5 Construction Fire Safety Plans (including demolition)

An accepted Fire Safety Plan will be in place for each permitted construction or demolition undertaking.

The Municipality will review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan will include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.6.6 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;

- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

4.6.7 Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to. public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- minority-focused programs;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Firesetter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.



Province of Alberta

SAFETY CODES ACT

Revised Statutes of Alberta 2000
Chapter S-1

Current as of July 23, 2020

Office Consolidation

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*The year of first publication of the legal materials is to be completed.

Note

All persons making use of this consolidation are reminded that it has no legislative sanction, that amendments have been embodied for convenience of reference only. The official Statutes and Regulations should be consulted for all purposes of interpreting and applying the law.

Amendments Not in Force

This consolidation incorporates only those amendments in force on the consolidation date shown on the cover. It does not include the following amendments:

2015 c10 s19 amends s38, s25 amends s51.

Regulations

The following is a list of the regulations made under the *Safety Codes Act* that are filed as Alberta Regulations under the Regulations Act

	Alta. Reg.	<i>Amendments</i>
Safety Codes Act		
Administrative Items	16/2004	49/2006, 35/2007, 68/2008, 52/2011, 170/2012, 53/2016
Administrative Penalties	207/2017	
Alberta Safety Codes Authority Order	29/2016	56/2020
Amusement Rides Standards	223/2001	32/2005, 283/2006, 180/2012, 206/2016, 200/2019

Building Code	31/2015	20/2019
Certification and Permit	295/2009	39/2012, 193/2014, 229/2018
Electrical Code	209/2006	14/2008, 178/2009, 176/2013, 126/2015, 186/2018
Elevating Devices Codes.....	192/2015	
Elevating Devices, Passenger Ropeways and Amusement Rides Permit	28/2012	170/2012, 39/2015, 16/2017
Exemption	351/2003	1/2008, 209/2010, 22/2012, 159/2013, 156/2015, 217/2016, 29/2019
Fire Code.....	32/2015	21/2019
Gas Code.....	111/2010	227/2012, 193/2015
Motor Vehicle Gas Conversion.....	210/2001	221/2004, 177/2006, 179/2015
Passenger Ropeways and Passenger Conveyors Standards.....	190/2008	227/2012, 78/2017
Permit.....	204/2007	266/2009, 295/2009, 223/2010, 40/2012, 212/2013, 17/2015, 31/2015, 194/2015, 99/2016, 207/2016, 207/2017, 208/2017, 22/2019
Plumbing Code.....	119/2007	154/2012, 227/2012, 208/2016, 23/2019
Power Engineers	85/2003	270/2004, 24/2013, 218/2013, 45/2014, 84/2014, 20/2018
Pressure Equipment Exemption Order	56/2006	158/2014, 262/2018, 206/2019
Pressure Equipment Safety.....	49/2006	150/2008, 238/2009, 138/2011, 227/2012, 218/2013, 85/2014, 158/2014, 195/2015
Pressure Welders.....	169/2002	97/2009, 71/2010, 103/2014, 35/2020
Private Sewage Disposal Systems.....	229/97	119/99, 354/2003, 8/2007, 264/2009, 170/2012, 227/2012, 196/2015

SAFETY CODES ACT

Chapter S-1

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HER MAJESTY, by and with the advice and consent of the
Legislative Assembly of Alberta, enacts as follows:

Interpretation

1(1) In this Act,

- (a) “accredited agency” means a person designated as an accredited agency under this Act;
- (b) “accredited corporation” means a corporation designated as an accredited corporation under this Act;
- (c) “accredited municipality” means a municipality that is designated as an accredited municipality under this Act;
- (d) “accredited regional services commission” means a regional services commission established under the *Municipal Government Act* that is designated as an accredited regional services commission under this Act;
- (d.1) “administrative penalty” means an administrative penalty referred to in section 57.1;
- (e) “Administrator” means an Administrator appointed under this Act;
- (e.1) “Authority” means the Alberta Safety Codes Authority established under section 30.1;
- (f) “building” includes a structure and any part of a building or structure, but does not include any thing excluded by the regulations from the definition of building;
- (g) “construction” includes alteration, installation, repair, relocation, demolition and removal;
- (h) “contractor” means a person or organization that does or undertakes to do, either for the person’s or organization’s own use or benefit or for that of another, whether or not for the purposes of gain, any process or activity to which this Act applies;

- (i) “Council” means the Safety Codes Council established under this Act;
- (j) “design” includes plans, diagrams, drawings and specifications depicting the arrangement and operation of any thing, process or activity to which this Act applies;
- (k) “electrical system” means an assembly or any part of an assembly of electrical equipment or components used or intended to be used for the generation, transmission, distribution, control or utilization of electric energy, but does not include any thing excluded by the regulations from the definition of electrical system;
- (l) “elevating device” means a passenger elevator, freight elevator, dumbwaiter, emergency elevator, escalator, inclined passenger lift, manlift, passenger ropeway, material lift, moving walk, personnel hoist, lift for persons with disabilities, or amusement ride, as defined in the regulations, or anything designated by the regulations as an elevating device;
- (m) “evaluation” includes load, destructive and non-destructive tests;
- (n) “fire protection” includes fire detection, prevention and suppression;
- (o) “gas” means any gas or compressed gas or any mixture or dilution of gases and includes any combustible or flammable fluid, but does not include any gas, mixture or dilution of gases or combustible or flammable fluid excluded by the regulations from the definition of gas;
- (p) “gas system” means any equipment or installation used or intended to be used in or in conjunction with the processing, transmission, storage, distribution, supply or use of gas, but does not include any thing excluded by the regulations from the definition of gas system;
- (q) “information system” means an information system maintained under section 58;
- (r) “local authority” means
 - (i) a council of a city, town, village, summer village or municipal district,
 - (ii) for the purposes of this Act, a settlement council of a Metis settlement,

- (iii) a board of administrators of a new town,
- (iv) the Minister responsible for the *Municipal Government Act*, in the case of an improvement district, or
- (v) the Minister responsible for the *Special Areas Act*, in the case of a special area;
- (s) “Metis patented land” means patented land as defined in the *Metis Settlements Act*;
- (t) “Minister” means the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for this Act;
- (u) “municipality” includes, for the purposes of this Act, a Metis settlement;
- (v) “owner” includes a lessee, a person in charge, a person who has care and control and a person who holds out that the person has the powers and authority of ownership or who for the time being exercises the powers and authority of ownership;
- (w) “person” includes a partnership and a band as defined in the *Indian Act* (Canada);
- (x) “plumbing system” means the whole or any part of a drainage system, a venting system or a water system, but does not include any thing excluded by the regulations from the definition of plumbing system;
- (y) “pressure equipment” means a boiler, a fired-heater pressure coil, a thermal liquid heating system and other equipment designed to contain expansible fluid under pressure, including, but not limited to, pressure vessels, pressure piping systems and fittings, as defined in the regulations;
- (z) “private sewage disposal system” means the whole or any part of a system for the management, treatment and disposal of sewage on the site where the sewage is generated, but does not include anything excluded by the regulations;
- (aa) “quality management system” means all the documented, planned and systematic actions needed to ensure that this Act is complied with;
- (bb) “safety codes officer” means an individual designated as a safety codes officer under section 31;

- (cc) repealed 2015 c10 s2;
 - (cc.1) “sub-council” means a sub-council of the Council established under section 16.1(3);
 - (cc.2) “tele-warrant” means a tele-warrant issued under section 48.1;
 - (dd) “variance” means a variance issued under this Act;
 - (ee) “vendor” includes a lessor.
- (2) In this Act, a reference to “this Act” includes the regulations and bylaws made under this Act and any code, standards or body of rules declared to be in force pursuant to this Act.
- (3) This Act is to be interpreted in a manner consistent with the principles of barrier-free design and access to allow persons with physical and sensory disabilities to more easily and safely access and use buildings, facilities and services to which this Act applies.

RSA 2000 cS-1 s1;2015 c10 s2

Application of Act

2(1) This Act applies to fire protection, barrier-free design and the design, manufacture, construction, installation, use, operation, occupancy and maintenance of

- (a) buildings,
- (b) electrical systems,
- (c) elevating devices,
- (d) gas systems,
- (e) plumbing systems,
- (f) pressure equipment, and
- (g) private sewage disposal systems.

(2) The Minister may, by order, exempt any person or municipality or any thing, process or activity from any or all provisions of this Act and attach terms and conditions to the exemption.

(3) An exemption order made under subsection (2) may be made to apply generally or specifically and to all or a particular area of Alberta.

(4) The *Regulations Act* applies to an exemption order made under subsection (2).

RSA 2000 cS-1 s2;2004 c19 s2;2015 c10 s3

Validation of orders

2.1(1) The following orders are, as of the date they came into force, validated and declared for all purposes to have been validly made under section 2:

- (a) Ministerial Order No. P:002/04, an exemption regarding the GP3 Generation Facility;
- (b) Ministerial Order No. P:007/10, an exemption regarding the application of sentence 9.10.15.3(1) of Division B of the Alberta Building Code 2006.

(2) Everything done under or pursuant to the orders referred to in subsection (1) is validated and declared for all purposes to have been validly done.

2015 c10 s4

Suspension or modification of Act or regulations

2.2(1) On the making of

- (a) an order under section 52.1(1) or 52.2(1) of the *Public Health Act*, or
- (b) an order under section 18(1) or 21(1) of the *Emergency Management Act*,

and for up to 60 days following the lapsing of that order, the Minister may, by order, modify or suspend any or all provisions of this Act in relation to any thing, process or activity and may attach terms and conditions to the modification or suspension.

(2) An order of the Minister under subsection (1) may be made retroactive to a date not earlier than the date on which the order referred to in subsection (1)(a) or (b) was made.

(3) An order of the Minister under subsection (1) may be made to apply generally or specifically and to all or a particular area of Alberta.

(4) An order of the Minister under subsection (1) lapses 60 days after the order referred to in subsection (1)(a) or (b) lapses, unless

- (a) the order of the Minister provides that the order of the Minister lapses on an earlier date, or

(b) the Minister terminates the order of the Minister on an earlier date.

(5) The Minister shall publish and make available an order of the Minister under subsection (1) in the manner the Minister considers appropriate.

(6) The *Regulations Act* does not apply to an order of the Minister under subsection (1).

2020 c13 s13

Crown bound

3 The Crown is bound by this Act.

1991 cS-0.5 s3

Part 1

Responsibilities

Government

4(1) The Minister shall, in accordance with this Act, co-ordinate and encourage the safe management and control of any thing, process or activity to which this Act applies.

(2) The Minister shall, in accordance with this Act, co-ordinate and encourage the principles of barrier-free design and access for any thing, process or activity to which this Act applies.

RSA 2000 cS-1 s4;2004 c19 s3

Owners, care and control

5 The owner of any thing, process or activity to which this Act applies shall ensure that it meets the requirements of this Act, that the thing is maintained as required by the regulations and that when the process or activity is undertaken it is done in a safe manner.

1991 cS-0.5 s5

Design duties

6 A person who creates, alters, has care and control of or owns a design or offers a design for use by others shall ensure that the design complies with this Act and that it is submitted for review or registered if required by this Act, and if the design is deregistered, the person shall provide notice of its deregistration in accordance with the regulations.

1991 cS-0.5 s6

Manufacturers' duties

7 A person who manufactures any thing or undertakes a process or activity to which this Act applies shall ensure that the thing, the process or the activity complies with this Act.

1991 cS-0.5 s7

Contractors' duties

8 A contractor who undertakes construction, operation or maintenance of or builds or installs any thing to which this Act applies shall ensure that this Act is complied with.

1991 cS-0.5 s8

Vendors' duties

9(1) A person who is a vendor in the ordinary course of business, other than as an employee or an agent, shall not advertise, display or offer for sale, for lease or for other disposal, or sell, lease or otherwise dispose of, any thing to which this Act applies unless that thing complies with this Act.

(2) A person who sells, leases or otherwise disposes of a thing referred to in subsection (1) shall provide any warnings or instructions required by this Act.

(3) No person shall advertise, display or offer for sale, for lease or for other disposal, or sell, lease or otherwise dispose of, any thing that is prohibited from being sold by the regulations.

1991 cS-0.5 s9

Use of variances

10(1) An owner, vendor, contractor, manufacturer or designer of a thing, or a person who authorizes, undertakes or supervises any process or activity, to which a variance applies shall ensure that the terms and conditions of the variance are complied with.

(2) Compliance with a variance is deemed to be compliance with this Act.

1991 cS-0.5 s10

Professional services

11 A person permitted to affix stamps or seals pursuant to the *Architects Act* or the *Engineering and Geoscience Professions Act* shall ensure that any professional service the person renders to which this Act applies, including the affixing of stamps and seals, complies with this Act.

RSA 2000 cS-1 s11;2011 c3 s33

Liability exemption

12(1) No action lies against the Crown, the Council, members of the Council, employees or officers of the Council, safety codes officers, accredited municipalities or their employees or officers, accredited regional services commissions or their employees or officers, accredited agencies or their employees or officers or Administrators for anything done or not done by any of them in good faith while exercising their powers and performing their duties under this Act.

(2) The Crown, the Council, an accredited municipality, an accredited regional services commission and an accredited agency acting in good faith under this Act are not liable for any damage caused by a decision related to the system of inspections, examinations, evaluations and investigations, including but not limited to a decision relating to their frequency and the manner in which they are carried out.

(3) The Crown, the Council, an accredited municipality and an accredited regional services commission that engage the services of an accredited agency are not liable for any negligence or nuisance of the accredited agency that causes an injury, loss or damage to any person or property.

(4) Subject to this section, nothing done pursuant to this Act affects the liability of any person for injury, loss or damage caused by any thing, process or activity to which this Act applies.

RSA 2000 cS-1 s12;2015 c10 s5

Part 2

Administration

Overall administration

13(1) The Minister administers this Act but an accredited municipality, an accredited regional services commission, an accredited corporation and the Authority shall provide for the administration of this Act in accordance with

- (a) the order that designated the accredited municipality, accredited regional services commission or accredited corporation, or
- (b) the order referred to in section 18(d.1) authorizing the establishment of the Authority.

(2) The Minister or the Council may, in accordance with the regulations, establish and operate safety information and education programs or services related to any thing, process or activity to which this Act applies.

RSA 2000 cS-1 s13;2015 c10 s6

Administrator

Administrator appointed

14(1) The Minister may appoint persons as Administrators and prescribe their powers and duties and may make an order fixing or governing the terms and conditions of service, including remuneration and expenses, applicable to an Administrator if the person is not an employee as defined in the *Public Service Act*.

- (2) The Minister may direct, in writing,
- (a) that an Administrator report to the Council with respect to exercising the powers and performing the duties of an Administrator, and
 - (b) that the Council direct the Administrator in exercising the powers and performing the duties of an Administrator.
- 1991 cS-0.5 s14

Deemed an officer

15 An Administrator may, in accordance with the appointment under section 14, exercise any or all of the powers and perform any or all of the duties of a safety codes officer.

1991 cS-0.5 s15

Safety Codes Council**Council**

16(1) There is hereby established a corporation to be known as the “Safety Codes Council”.

(2) On the coming into force of this subsection, a person who, immediately before the coming into force of this subsection, held an appointment as a member of the Council continues as a member of the Council until the term of office stated in the member’s appointment expires or the appointment is terminated, revoked or rescinded.

(3) Subject to subsection (2), the Council consists of the persons appointed to the Council by the Minister and the persons appointed to the Council by the Board of Directors in accordance with this section.

(4) The persons appointed to the Council by the Board of Directors must include persons who are experts in fire protection, buildings, barrier-free building design, electrical systems, elevating devices, gas systems, plumbing systems, private sewage disposal systems or pressure equipment.

(5) The Board of Directors shall ensure that representatives of municipalities, business, labour and persons with disabilities are appointed to the Council from among the persons described in subsection (4).

(6) An Administrator is not eligible to be appointed to the Council.

(7) A person appointed under subsection (3)

- (a) holds office for a term not exceeding 3 years, as set out in the appointment, and
- (b) continues to hold office after the expiry of the term of office until the person is reappointed or a successor is appointed.

(8) If a member of the Council resigns or the appointment terminates, that person may, in relation to an appeal in which the person participated as a member of the Council, perform and complete the duties or responsibilities and continue to exercise the powers that the person would have had if the person had not ceased to be a member of the Council, until the appeal is completed.

(9) Subject to subsection (7)(b) and (11), a member of the Council may not hold office for a period exceeding 9 consecutive years.

(10) Breaks in service of less than 2 years shall be disregarded in determining the number of consecutive years for the purposes of subsection (9).

(11) The Minister may make an order providing that subsection (9) does not apply in respect of a specified appointment to the Council if in the opinion of the Minister that order is necessary to ensure the effective operation of the Council.

RSA 2000 cS-1 s16;2004 c19 s4;2015 c10 s7

Board of Directors and sub-councils

16.1(1) On the coming into force of this section,

- (a) the Co-ordinating Committee of the Safety Codes Council as it existed immediately before the coming into force of this section is continued as the Board of Directors;
- (b) a person who, immediately before the coming into force of this section, held an appointment as a member of the Co-ordinating Committee of the Safety Codes Council continues as a member of the Board of Directors until the term of office stated in the member's appointment expires or the appointment is terminated, revoked or rescinded;
- (c) a person who, immediately before the coming into force of this section, held the designation as the Chair of the Council continues as the chair of the Board of Directors until the term of office stated in the designation expires or the designation is terminated, revoked or rescinded;
- (d) a person who, immediately before the coming into force of this section, held a designation as an alternate to chair the Council continues as vice-chair of the Board of Directors

until the term of office stated in the designation expires or the designation is terminated, revoked or rescinded.

(2) Subject to subsection (1), the Board of Directors shall consist of

- (a) a chair appointed by the Minister as a member of the Council and as the chair of the Board of Directors,
- (b) one or more members of the Council appointed by the Board of Directors as a vice-chair of the Board of Directors, and
- (c) the members of the Council appointed by the Board of Directors as directors.

(3) The Board of Directors may establish sub-councils of the Council, including, without limitation, sub-councils relating to any thing, process or activity to which this Act applies.

(4) A sub-council shall consist of

- (a) the members of the Council appointed by the Board of Directors as members of the sub-council, and
- (b) a member of the public appointed by the Minister as a member of the Council and as the public member of the sub-council.

2015 c10 s8

Expenses

17 The Council may pay members of the Council travelling and living expenses while away from their ordinary places of residence in the course of their duties as members of the Council at the rates provided for in the regulations under the *Public Service Act*.

1991 cS-0.5 s17; 1993 c7 s4

Duties and powers

18 The Council

- (a) shall perform its duties and responsibilities under this Act,
- (b) shall hear appeals under Part 5,
- (c) shall, on the request of the Minister, provide information about any matter related to this Act,
- (d) shall carry out any activities that the Minister directs,

- (d.1) shall, on the order of the Minister, establish the Authority referred to in section 30.1,
- (e) may promote uniformity of safety standards for any thing, process or activity to which this Act applies,
- (e.1) may promote the principles of barrier-free design and access for any thing, process or activity to which this Act applies,
- (f) may provide a liaison between the Minister and any person or organization interested in safety or barrier-free design and access matters governed by this Act,
- (g) may review and formulate classifications of certificates of competency and qualifications required of a person to hold a certificate of competency,
- (h) may, with the consent of the Minister, review and formulate codes and standards for accreditation, safety standards and barrier-free design and access for any thing, process or activity to which this Act applies and promulgate those codes and standards, and
- (i) may
 - (i) provide advice and recommendations to the Minister about safety information, barrier-free design and access information, education programs and services, accreditation and other information and services related to this Act, and
 - (ii) with the consent of the Minister, publish or provide to the public the information and services referred to in subclause (i).

RSA 2000 cS-1 s18;2004 c19 s5;2015 c10 s9

Bylaws**19** The Council may make bylaws

- (a) respecting the Board of Directors, sub-councils and committees of the Council and the delegation of any power or duty conferred or imposed on it, except the power to make bylaws, to the Board of Directors, a sub-council or committee of the Council or a member of the Council;
- (b) respecting the Authority and the exercise of its powers and performance of its duties under this Act;

- (c) governing the calling of its meetings and the meetings of the Board of Directors, sub-councils and committees of the Council, and regulating the conduct of those meetings;
- (d) governing the practice and procedure applicable to appeals before it;
- (e) governing the business, property, operation and affairs of the Council.

RSA 2000 cS-1 s19; 2015 c10 s10

Staff

20(1) The Council may enter into agreements to engage the services of persons it considers necessary and may prescribe their duties and conditions of employment and pay their salary, remuneration and expenses.

(2) The Council may enter into agreements to engage the services of agents, advisors or persons providing special, technical or professional services of a kind required by the Council in connection with its business and affairs and may pay their remuneration, fees and expenses.

1991 cS-0.5 s20

Money

21(1) The Council, in connection with the powers conferred and duties imposed on it under this Act, may acquire real property, construct buildings or improvements or hold or dispose of real property.

(2) The Council, in connection with the powers conferred and duties imposed on it under this Act, may acquire, hold and dispose of personal property.

(3) Any money that is derived from donations that is not immediately required for the operation of the Council may, subject to the regulations, be invested only in accordance with the *Trustee Act*.

(3.1) Subsection (3) is subject to any trust or condition that applies to the donation.

(4) The Council may spend money only for purposes related to the powers conferred and duties imposed on it under this Act.

(5) Notwithstanding the *Financial Administration Act*, any money received by the Council belongs to the Council.

RSA 2000 cS-1 s21; 2001 c28 s19; 2006 c9 s17

Fees

22 The Council may establish and charge fees

- (a) for anything issued or for any material, information, education program or service the Council provides,
- (b) with respect to the conduct of appeals, and
- (c) for any research that is carried out that relates to any thing, process or activity to which this Act applies.

1993 c7 s6

Levies

23(1) The Council may, with the approval of the Minister, for the purpose of enabling the Council to carry out activities and services it is directed or authorized to carry out under this Act, collect money by the levy of assessments on persons who apply for, or hold, certificates or permits or who apply to register, or register, designs.

(2) The Council may require an accredited municipality, accredited regional services commission, accredited corporation, accredited agency or other organization that issues certificates or permits or registers designs to collect the money referred to in subsection (1) and to remit it to the Council.

1994 c44 s2;1999 c26 s23

Levies

24(1) An accredited agency may, with the approval of the Minister, for the purpose of enabling the accredited agency to carry out activities and services it is directed or authorized to carry out under this Act, collect money by the levy of assessments on persons who apply for, or hold, certificates or permits or who apply to register, or register, designs.

(2) An accredited agency may, with the approval of the Minister, require an accredited municipality, accredited regional services commission, accredited corporation, accredited agency or other organization that issues certificates or permits or registers designs, to collect the money referred to in subsection (1), and the accredited municipality, accredited regional services commission, accredited corporation, accredited agency or other organization shall collect the money and remit it as directed by the accredited agency.

1994 c44 s2;1999 c26 s23

Reports

25(1) The Council shall, after the end of each fiscal year, prepare and submit to the Minister an annual report consisting of a general summary of its activities in that year and a financial report.

(2) The Council may, at any time, report to the Minister on any matter related to this Act.

(3) The Minister shall lay a copy of the report described in subsection (1) before the Legislative Assembly if it is then sitting, and if it is not then sitting, within 15 days after the commencement of the next sitting.

1991 cS-0.5 s22

Accreditation**Accredited municipalities**

26(1) On the application of a local authority, the Minister may, by order,

- (a) designate a municipality as an accredited municipality authorized to administer all or part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of the municipality, or
- (b) designate 2 or more municipalities as accredited municipalities authorized to administer in common all or part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of those municipalities.

(2) The Minister may include terms and conditions in an order under this section.

(3) If the Minister, on reasonable and probable grounds, is of the opinion that an accredited municipality does not comply with the requirements of this Act or the terms and conditions of its designation, or that any thing, process or activity to be administered by the accredited municipality may constitute a serious danger to persons or property, the Minister may

- (a) request the local authority to take the action necessary to correct the situation;
- (b) direct a safety codes officer appointed under section 33(1) to undertake the administration of this Act in that accredited municipality and to charge fees, in the amount provided for by the regulations,

- (i) to the accredited municipality for any permit issued by the safety codes officer and for any material or service that is provided by the safety codes officer,
 - (ii) to the owner of a premises or place for any material or services provided by the safety codes officer, and
 - (iii) to the recipient of any permit issued by the safety codes officer;
- (c) by order, cancel or suspend the municipality's designation as an accredited municipality.
- (4) An order under this section shall be published in The Alberta Gazette.
- (5) The Minister may delegate any or all of the Minister's powers under this section to the Council, and if the Council refuses to designate a municipality as an accredited municipality or cancels or suspends the designation of an accredited municipality, the municipality may appeal the refusal, cancellation or suspension to the Minister.

1991 cS-0.5 s23

Accredited regional services commission

- 27(1)** On the application of a regional services commission established under the *Municipal Government Act*, the Minister may, by order, designate a regional services commission as an accredited regional services commission authorized to administer all or part of this Act with respect to any or all things, processes or activities to which this Act applies within the boundaries of its members.
- (2) The Minister may include terms and conditions in an order under this section.
- (3) If the Minister, on reasonable and probable grounds, is of the opinion that an accredited regional services commission does not comply with the requirements of this Act or with the terms and conditions of its designation, or that any thing, process or activity to be administered by the accredited regional services commission may constitute a serious danger to persons or property, the Minister may
- (a) request the board of directors of the accredited regional services commission to take the action necessary to correct the situation;

- (b) direct a safety codes officer appointed under section 33(1) to undertake the administration of this Act on behalf of that accredited regional services commission and to charge fees, in the amount provided for by the regulations,
 - (i) to the accredited regional services commission for any permit issued by the safety codes officer and for any material or service that is provided by the safety codes officer,
 - (ii) to the owner of a premises or place for any material or services provided by the safety codes officer, and
 - (iii) to the recipient of any permit issued by the safety codes officer;
 - (c) by order, cancel or suspend the regional services commission's designation as an accredited regional services commission.
- (4) An order under this section must be published in The Alberta Gazette.
- (5) The Minister may delegate any or all of the Minister's powers under this section to the Council, and if the Council refuses to designate a regional services commission as an accredited regional services commission or cancels or suspends the designation of an accredited regional services commission, the regional services commission may appeal the refusal, cancellation or suspension to the Minister.

1999 c26 s23

Accredited corporations

- 28(1)** On the application of a corporation an Administrator may, by order, designate it as an accredited corporation authorized to administer all or part of this Act with respect to any or all things, processes or activities to which this Act applies that are owned by or are under the care and control of the corporation.
- (2) If an Administrator refuses to designate a corporation as an accredited corporation, the Administrator shall serve written notice of the refusal on the corporation.
- (3) An Administrator may include terms and conditions and specify locations and facilities in an order under this section.
- (4) If an Administrator, on reasonable and probable grounds, is of the opinion that an accredited corporation does not comply with the requirements of this Act or with the terms and conditions of its

designation, the Administrator may, by order, suspend or cancel the designation as an accredited corporation and shall serve the corporation with a written notice of the suspension or cancellation.

(5) A corporation may appeal to the Council in accordance with the Council's bylaws

- (a) a refusal of designation as an accredited corporation, and
- (b) a suspension or cancellation of a designation as an accredited corporation.

(6) An order under this section shall be published in The Alberta Gazette.

1991 cS-0.5 s24

Accreditation overlap

29(1) If an accredited municipality, an accredited regional services commission and an accredited corporation are authorized to administer the same part of this Act with respect to the same thing, process or activity at the same location, the Minister may direct whether the accredited municipality, the accredited regional services commission or the accredited corporation may administer this Act with respect to that thing, process or activity.

(2) If the Minister considers it expedient and in the public interest, the Minister may delegate the Minister's powers under this section to another individual.

(3) The Municipal Government Board established under section 486(1) of the *Municipal Government Act* shall, at the request of the Minister, provide recommendations regarding a question or matter relating to an accreditation overlap referred to in subsection (1).

RSA 2000 cS-1 s29; 2015 c10 s11

Accredited agencies

30(1) On the application of a person, an Administrator may, by order, designate the person as an accredited agency authorized to provide services pursuant to all or part of this Act with respect to any or all things, processes or activities to which this Act applies.

(2) If an Administrator refuses to designate a person as an accredited agency, the Administrator shall serve the person with a written notice of the refusal.

(3) An Administrator may include terms and conditions in an order under this section.

(4) An accredited agency may enter into an agreement with the Minister, the Council, an accredited municipality, an accredited

corporation or another person approved by the Minister to provide services under this Act that the agency is authorized to provide.

(5) If an Administrator, on reasonable and probable grounds, is of the opinion that an accredited agency does not comply with the requirements of this or any other Act or with the terms and conditions of its designation, the Administrator may, by order, suspend or cancel the designation as an accredited agency and shall serve the agency with a written notice of the suspension or cancellation.

(6) A person may appeal to the Council in accordance with the Council's bylaws

- (a) a refusal of designation as an accredited agency, and
- (b) a suspension or cancellation of a designation as an accredited agency.

(7) An order under this section shall be published in The Alberta Gazette.

RSA 2000 cS-1 s30;2015 c10 s12

Alberta Safety Codes Authority

Establishment and powers of Authority

30.1(1) On the order of the Minister, the Council shall establish a division of the Council to be known as the "Alberta Safety Codes Authority" to oversee the provision of services pursuant to all or part of this Act identified by the order in areas to be administered by the Crown.

(2) The membership, powers and duties of the Authority shall be established in accordance with the order referred to in subsection (1).

(3) The Authority may enter into contracts on behalf of the Council that the Authority considers appropriate for the exercise of its powers and performance of its duties under this Act.

(4) The Authority may appear as an applicant or respondent in legal proceedings concerning the services that it provides or oversees pursuant to this section.

(5) The *Regulations Act* applies to an order made under this section.

2015 c10 s13

Safety Codes Officers

Designation

31(1) On receipt of an application, an Administrator may

- (a) designate a person who holds an appropriate certificate of competency and meets the requirements of the regulations as a safety codes officer with respect to all or part of this Act, and
- (b) designate the powers that a safety codes officer referred to in section 33(2) to (6) may exercise.

(2) If an Administrator refuses to designate a person as a safety codes officer, the Administrator shall serve the person with a written notice of the refusal.

(3) If an Administrator, on reasonable and probable grounds, is of the opinion that a safety codes officer contravenes this Act or the terms of the person's designation as a safety codes officer, the Administrator may suspend or cancel the designation and shall serve the safety codes officer with a written notice of the suspension or cancellation.

(4) A safety codes officer may appeal to the Council a refusal of designation and a suspension or cancellation of a designation as a safety codes officer in accordance with the Council's bylaws.

RSA 2000 cS-1 s31;2015 c10 s14

Officer's powers and duties

32 A safety codes officer designated in accordance with section 31(1)(a) may exercise the powers and perform the duties of a safety codes officer only in accordance with

- (a) a designation of powers under section 31(1)(b) and the safety codes officer's terms of employment, or
- (b) an appointment referred to in section 33(1) and the safety codes officer's terms of employment.

RSA 2000 cS-1 s32;2015 c10 s15

Employment

33(1) The Minister may, in accordance with the *Public Service Act*, appoint safety codes officers for the administration of all or part of this Act anywhere in Alberta and shall prescribe the powers and duties of the safety codes officers.

(2) A local authority shall provide for safety codes officers for the purpose of administering all or part of this Act that an accredited municipality is authorized to administer.

(3) An accredited regional services commission shall provide for safety codes officers for the purpose of administering all or part of this Act that it is authorized to administer.

(4) An accredited corporation shall provide for safety codes officers for the purpose of administering all or part of this Act that it is authorized to administer.

(5) An accredited agency shall provide for safety codes officers for the purpose of providing services under this Act that it is authorized to provide.

(6) The Authority shall provide for safety codes officers for the purpose of providing services under this Act that it provides or oversees pursuant to section 30.1.

RSA 2000 cS-1 s33;2015 c10 s16

Inspections

34(1) For the purpose of ensuring that this Act and any thing issued under this Act are complied with, a safety codes officer may, without a warrant, at any reasonable time, enter any premises or place, except a private dwelling place that is in use as a dwelling, in which the officer has reason to believe there is something to which this Act applies and may, using reasonable care, carry out an inspection, review designs and examine and evaluate quality management systems and manufacturing and construction processes.

(2) For the purpose of ensuring that this Act and any thing issued under this Act are complied with, a safety codes officer may, at any reasonable time and on reasonable notice, enter a private dwelling place that is in use as a dwelling in which the officer has reason to believe there is something to which this Act applies and, using reasonable care, may carry out an inspection and review designs

(a) with the consent of the owner or occupant, or

(b) with a warrant from a justice.

(3) On entering a premises or place, a safety codes officer shall, on request, produce identification in accordance with the regulations and provide advice on the powers to carry out inspections, review designs and examine and evaluate quality management systems and manufacturing and construction processes.

(4) In carrying out an inspection, review, examination or evaluation under this Act, a safety codes officer may

- (a) be accompanied by a police officer, a peace officer or any other person or with any thing that the safety codes officer considers appropriate,
 - (b) inspect, review, examine and evaluate any thing, process or activity to which this Act applies and photograph or otherwise record any thing, process or activity that the safety codes officer considers would be of assistance,
 - (c) require any person on the premises or at the place to be interviewed and to make full disclosure either orally or in writing about any matter concerning any thing, process or activity to which this Act applies,
 - (d) if necessary for safety reasons and on providing notice when practical, temporarily close or disconnect, or require temporary closure or disconnection of, any thing, process or activity to which this Act applies for the purpose of making the inspection, review, examination or evaluation, and
 - (e) review, perform or require to be performed any tests and evaluations the safety codes officer considers necessary on any thing, process or activity to which this Act applies and remove any thing, if necessary, for the purpose of having tests or evaluations performed.
- (5) The owner or occupier of premises or a place or thing shall ensure, during an inspection, review, examination or evaluation, that
- (a) on the request of a safety codes officer, there is a person in attendance who is capable of taking all the necessary precautions and providing reasonable assistance to ensure the safety of the safety codes officer, and
 - (b) any necessary safety equipment, including but not limited to that requested by a safety codes officer, is immediately available for the officer's use.
- (6) A safety codes officer who has reviewed, detained or removed any thing shall, on completion of the inspection, review, examination or evaluation, return the thing to the person entitled to it unless it is impossible, unsafe or impractical to return that thing.
- (7) On completion of an inspection, review, examination or evaluation, the safety codes officer may provide, to the owner, occupier, vendor, contractor, manufacturer or designer, advice or a report on the thing, process or activity that was inspected, reviewed, examined or evaluated.

(8) Notwithstanding subsection (6), a safety codes officer may,

- (a) on obtaining a warrant, or
- (b) without a warrant if the safety codes officer believes on reasonable and probable grounds that it is not practical to obtain a warrant because the necessary delay may result in the loss of evidence,

detain or remove for the purposes of evidence any thing that the officer discovers during an inspection, review, examination or evaluation that the officer believes on reasonable and probable grounds may provide evidence of the commission of an offence under this Act.

RSA 2000 cS-1 s34;2015 c10 s17

Production of documents

35(1) For the purpose of ensuring that this Act and any thing issued under this Act are complied with, a safety codes officer may demand the production, within a reasonable time, of any record or document pertaining in any manner to compliance with this Act and may on giving a receipt for it remove it for not more than 48 hours for the purpose of making copies of it.

(2) If a person on whom a demand is made under subsection (1) refuses or fails to comply, the safety codes officer may apply to a judge of the Court of Queen's Bench and the judge may make any order that the judge considers necessary to enforce compliance with subsection (1).

(3) A copy of the application and a copy of each affidavit in support shall be served not less than 3 days before the day named in the application for the hearing.

RSA 2000 cS-1 s35;2009 c53 s167

Incriminating disclosures

36 A person who makes a disclosure under section 34(4)(c) has the right not to have any incriminating disclosure so given used to incriminate the person in a prosecution under this Act except in a prosecution under section 67(2).

1991 cS-0.5 s32

Officer hindered

37(1) If a person refuses to allow a safety codes officer to exercise that officer's powers under this Act or interferes or attempts to interfere with a safety codes officer in the exercise of that officer's powers under this Act, an Administrator, an accredited municipality, an accredited regional services commission, the

Authority or the Council may apply to the Court of Queen's Bench for an order

- (a) restraining that person from preventing or in any manner interfering with a safety codes officer in the exercise of that officer's powers under this Act, and
- (b) for the purposes of providing protection, authorizing a police officer to accompany the safety codes officer on an inspection, review, examination or evaluation under this Act.

(2) A copy of the application and a copy of each affidavit in support shall be served not less than 3 days before the day named in the application for the hearing.

RSA 2000 cS-1 s37;2009 c53 s167;2015 c10 s18

Part 3

Standards

Variances

38(1) An Administrator or a safety codes officer may issue a written variance with respect to any thing, process or activity to which this Act applies if the Administrator or officer is of the opinion that the variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by this Act.

(2) An Administrator or a safety codes officer may include terms and conditions in the variance.

(3) A safety codes officer on issuing a variance shall notify an Administrator.

(4) The *Regulations Act* does not apply to variances issued under this section.

1991 cS-0.5 s34

Quality management system

39(1) An owner, occupier, vendor, contractor, manufacturer or designer of a thing, or a person who authorizes, undertakes or supervises a process or activity, to which this Act applies may be required by a written order of an Administrator or by this Act to have and maintain a quality management system that meets the requirements of the regulations.

(2) No person shall make a change to a quality management system without first notifying an Administrator of the change if it is a type of change of which an Administrator requires notification.

(3) A person who has or maintains a quality management system shall, on the request of an Administrator or a safety codes officer, make available a copy of a written description of the quality management system and submit reports respecting the quality management system.

1991 cS-0.5 s35

Design registration

40(1) An Administrator or safety codes officer may register the design of any thing, process or activity that is required by this Act to be registered if the submitted design meets the requirements of this Act.

(2) If this Act requires that the design of any thing, process or activity be registered, no person shall construct or manufacture the thing or undertake or operate the process or activity unless the design is registered.

(3) If an application to have a design registered is refused

- (a) by an Administrator, the Administrator shall serve the applicant with a written notice of the refusal, or
- (b) by a safety codes officer, the safety codes officer shall serve the applicant with a written notice of the refusal.

(4) If an Administrator is of the opinion that a registered design does not meet the requirements of this Act or is unsafe, the Administrator may deregister the design and shall as soon as practicable notify the person who submitted the design for registration.

(5) If a person's application to have a design registered is refused or if a person's registered design is deregistered, the person may appeal the refusal or deregistration to the Council in accordance with the Council's bylaws.

RSA 2000 cS-1 s40;2014 c18 s3

Certificate required

41(1) No person shall, without a certificate of competency, control or operate any thing to which this Act applies or supervise, operate or undertake any process or activity to which this Act applies if this Act requires that the person hold a certificate of competency to do so.

(2) No person shall employ or authorize a person who does not hold a certificate of competency to control or operate any thing or to supervise, operate or undertake a process or activity if this Act

requires that an employed or authorized person hold a certificate of competency.

1991 cS-0.5 s37

Certificate issues

42(1) On receipt of an application, an Administrator may issue a certificate of competency to a person who complies with the requirements of this Act.

(2) A certificate of competency is valid for the length of time specified in it unless it is cancelled or suspended earlier.

(3) An Administrator may suspend or cancel a certificate of competency if the Administrator, on reasonable and probable grounds, is of the opinion that

- (a) the person no longer complies with the requirements of this Act for a certificate of competency, or
- (b) the person does not comply with this Act when acting pursuant to the certificate of competency.

(4) The Administrator shall serve written notice of a refusal to issue a certificate of competency or of the suspension or cancellation of a certificate of competency on the applicant for or the holder of the certificate of competency.

(5) A person who is refused a certificate of competency or whose certificate of competency is suspended or cancelled may appeal the refusal, suspension or cancellation to the Council in accordance with the Council's bylaws.

1991 cS-0.5 s38

Permits required

43(1) If this Act requires a person to have a permit to sell, construct, control or operate any thing or supervise, operate or undertake any process or activity, no person shall do so unless the person has the appropriate permit.

(2) If any thing to which this Act applies is approved by the regulations for a certain use or purpose, no person shall use that thing for any other use or purpose unless a safety codes officer issues a permit for that other use or purpose or it is an innocuous use or purpose.

(3) If the regulations require that any thing be approved before it is installed or operated, no person shall install or operate that thing unless a safety codes officer issues a permit for it.

(4) A permit under this Act does not authorize a person to do any thing, implement any process or engage in any activity that does not comply with any other enactment.

1991 cS-0.5 s39

Permit issues

44(1) On receipt of an application, a safety codes officer or other person designated by an Administrator may issue a permit to a person who complies with the requirements of this Act or issue a permit with respect to a thing, process or activity if it complies with the requirements of this Act.

(2) A safety codes officer or other person designated by an Administrator may include terms and conditions in a permit.

(3) If a safety codes officer or other person designated by an Administrator refuses to issue a permit, the safety codes officer or other person designated by an Administrator shall serve the applicant with a written notice of the refusal.

(4) A person who acts pursuant to a permit shall do so in accordance with this Act and shall comply with this Act and any terms or conditions contained in the permit.

(5) A person who is refused a permit may appeal the refusal to the Council in accordance with the Council's bylaws.

1991 cS-0.5 s40;1994 c23 s42

Stamps, seals

45(1) If the regulations require the design of any thing, process or activity to which this Act applies to be submitted for review or to be registered and

- (a) to have a stamp or seal affixed to it and to be signed pursuant to the *Architects Act*, or
- (b) to have a seal affixed to it and to be signed pursuant to the *Engineering and Geoscience Professions Act*,

no permit may be issued with respect to the design unless the design is submitted for review or registered and is signed, stamped and sealed in accordance with the regulations.

(2) Despite subsection (1), a permit may be issued on or before April 1, 2016 with respect to a design submitted on or before April 1, 2016 that does not bear the signatures referred to in subsection (1).

RSA 2000 cS-1 s45;2011 c3 s33;2015 c10 s20

Permit suspended, etc.

46(1) A safety codes officer may suspend or cancel a permit if the safety codes officer, on reasonable and probable grounds, is of the opinion that the permit holder does not comply with this Act when acting pursuant to the permit or that the thing, process or activity does not comply with this Act.

(2) The safety codes officer shall serve written notice of the suspension or cancellation on the permit holder and shall also notify an Administrator.

(3) A person whose permit is suspended or cancelled may appeal the suspension or cancellation to the Council in accordance with the Council's bylaws.

1991 cS-0.5 s42

Part 4 Unusual Situations

Emergency

47(1) If a safety codes officer is, on reasonable and probable grounds, of the opinion that there is an imminent serious danger to persons or property because of any thing, process or activity to which this Act applies or because of a fire hazard or risk of an explosion, the officer may take any action that the officer considers necessary to remove or reduce the danger.

(2) An action taken under subsection (1) may include ordering the evacuation of persons from the affected premises and disconnecting or requiring the disconnection of an electrical, gas, sewage or plumbing system.

(3) A safety codes officer may request the assistance of a police officer, a peace officer or any other person as the safety codes officer considers appropriate when taking an action under subsection (1).

(4) If an action is taken under subsection (1) in respect of land that is not Metis patented land, the local authority may place an amount equal to the expense incurred in carrying out the action on the tax roll as an additional tax against the land concerned, and that amount

- (a) forms a lien on the land in favour of the local authority,
- (b) is, for all purposes, deemed to be a tax imposed and assessed on the land and in arrears under the *Municipal Government Act* from the date the amount was placed on the tax roll, and

- (c) the *Municipal Government Act* applies for the purposes of the enforcement, collection and recovery of that amount.

(5) If an action is taken under subsection (1) by a safety codes officer appointed under section 33(1) or (6), or in respect of a subject-matter that is not under the administration of an accredited municipality or an accredited regional services commission, an amount equal to the expense incurred in carrying out the investigation is a debt due to the Crown jointly and severally by the owners of the land concerned, but those persons may only include

- (a) the owners of the land concerned as registered under the *Land Titles Act*, or
- (b) in the case of Metis patented land, the persons registered in the Metis Settlements Land Registry as owners of the Metis title, provisional Metis title or an allotment in the land.

(6) Nothing in this section precludes the owners of the land concerned from seeking indemnity from a third party for the removal or reduction of a danger or any expense incurred in carrying out an investigation.

RSA 2000 cS-1 s47;2015 c10 s21

Investigation

48(1) A safety codes officer may investigate an unsafe condition, accident or fire to determine its cause and circumstances and make recommendations related to safety.

(2) For the purposes of investigating an unsafe condition, accident or fire, a safety codes officer may whenever necessary

- (a) exercise any of the powers of a safety codes officer under sections 34, 35 and 48.1, and
- (b) for 48 hours or any extended period of time authorized by a justice, close all or part of the affected premises and prohibit any person from entering or remaining on the closed premises except a police officer or a person who enters to prevent injury or death or to preserve property if, in the opinion of the safety codes officer, there are dangerous or emergency circumstances and the action is necessary for safety reasons or to preserve evidence.

(3) A safety codes officer shall, as soon as possible after the completion of the investigation, return to the person entitled to it any thing removed during the investigation unless it is impossible, unsafe or impractical to return that thing.

- (4) A safety codes officer who conducts an investigation shall provide a report to an Administrator.

RSA 2000 cS-1 s48;2015 c10 s22

Tele-warrants

48.1(1) In carrying out an investigation under section 48, if

- (a) a safety codes officer has reasonable grounds to believe that there is in a place anything that will afford evidence as to the investigation,
- (b) a person refuses to allow a safety codes officer to exercise that officer's powers under this Act or interferes or attempts to interfere with a safety codes officer in the exercise of that officer's powers under this Act, and
- (c) it would be impracticable to appear personally before a justice to make an application for a search warrant,

the safety codes officer may submit an information on oath to a justice by telephone or other means of telecommunication.

(2) An information submitted by telephone or other means of telecommunication must be recorded verbatim by the justice, who must, as soon as practicable, cause to be filed with the clerk of The Provincial Court of Alberta nearest to the area in which the tele-warrant is intended for execution, the record or a transcription of the record certified by the justice as to time, date and contents.

(3) For the purposes of subsection (2), an oath may be administered by telephone or other means of telecommunication.

(4) An information on oath submitted by telephone or other means of telecommunication must include

- (a) a statement of the circumstances that make it impracticable for the safety codes officer to appear personally before a justice,
- (b) a statement of the place to be searched and the things alleged to be liable to seizure in respect of the investigation,
- (c) a statement of the safety codes officer's grounds for believing that things liable to seizure in respect of the investigation will be found in the place to be searched, and
- (d) a statement as to any prior application under this section or any other warrant or order issued or applied for in respect of the same matter of which the safety codes officer has knowledge.

(5) A justice who is satisfied that an information on oath submitted by telephone or other means of telecommunication

- (a) is in respect of an investigation under this Act and conforms to the requirements of subsection (4),
- (b) discloses reasonable grounds for dispensing with an information presented personally and in writing, and
- (c) discloses reasonable grounds for the issuance of a search warrant in respect of the investigation,

may issue a tele-warrant to a safety codes officer and may require that the tele-warrant be executed within any time period that the justice may order.

(6) A tele-warrant issued under this section may confer the same authority as may be conferred by a warrant issued by a justice before whom the safety codes officer appears personally.

(7) If a justice issues a tele-warrant under subsection (5),

- (a) the justice must complete and sign the tele-warrant in the form prescribed in the regulations, noting on its face the date, time and place of issuance,
- (b) the safety codes officer, on the direction of the justice, must complete, in duplicate, a facsimile of the tele-warrant in the form prescribed in the regulations, noting on its face the name of the issuing justice and the date, time and place of issuance, and
- (c) the justice must, as soon as practicable after the tele-warrant has been issued, cause the tele-warrant to be filed with the clerk of The Provincial Court of Alberta nearest to the area in which the tele-warrant is intended for execution.

(8) A safety codes officer who executes a tele-warrant issued under subsection (5) must, before entering the place to be investigated, or as soon as is practicable afterwards, give a facsimile of the tele-warrant to any person present and ostensibly in control of the place.

(9) A safety codes officer who, in any unoccupied place, executes a tele-warrant issued under subsection (5) must, on entering the place or as soon as is practicable afterwards, cause a facsimile of the tele-warrant to be suitably affixed in a prominent location within the place.

(10) A safety codes officer to whom a tele-warrant is issued under subsection (5) must file a written report with the clerk of The Provincial Court of Alberta nearest to the area in which the tele-warrant was executed as soon as is practicable but not more than 7 days after the tele-warrant was executed, which report must include

- (a) a statement of the time and date the tele-warrant was executed, or if the tele-warrant was not executed, a statement of the reasons why it was not executed,
- (b) a statement of the things, if any, that were seized pursuant to the tele-warrant and the location where they are being held, and
- (c) a statement of the information, data, records, reports, documents and things, if any, that were seized in addition to the things mentioned in the tele-warrant and the location where they are being held, together with a statement of the safety codes officer's grounds for believing that those additional things provide evidence relevant to the unsafe condition, accident or fire under investigation.

(11) The clerk of The Provincial Court of Alberta with whom a written report is filed pursuant to subsection (10) must, as soon as is practicable, cause the report, together with the information on oath and a copy of the tele-warrant to which it pertains, to be brought before a justice to be dealt with in respect of anything that was seized and is referred to in the report, in the same manner as if the things were seized pursuant to a search warrant issued by a justice on an information presented personally by a safety codes officer.

(12) In any proceeding in which it is material for a court to be satisfied that a search or seizure was authorized by a tele-warrant issued under subsection (5), the absence of a copy of the information on oath, transcribed and certified by the justice as to the time, date and contents, or a copy of the tele-warrant, signed by the justice and carrying on its face a notation of the time, date and place of issuance, is, in the absence of evidence to the contrary, proof that the search or seizure was not authorized by a tele-warrant issued under subsection (5).

2015 c10 s23

Part 5

Orders, Appeals

Order

49(1) A safety codes officer may issue an order if the safety codes officer believes, on reasonable and probable grounds, that

- (a) this Act is contravened, or
- (b) the design, construction, manufacture, operation, maintenance, use or relocation of a thing or the condition of a thing, process or activity to which this Act applies is such that there is danger of serious injury or damage to a person or property.

(2) An order may be issued to a person who provides services that are the subject-matter of the order or to the owner, occupier, vendor, contractor, manufacturer or designer of the thing or to the person who authorizes, undertakes or supervises the process or activity that is the subject-matter of the order, or may be issued to any 2 or more of them.

(3) An order

- (a) shall set out what a person is required to do or to stop doing in respect of the thing, process or activity and a reasonable time within which it must be done or stopped;
- (b) may direct a method of work, construction, manufacturing, operation, maintenance, use or relocation that must be followed;
- (c) may direct that the use of the thing, process or activity be stopped in whole or in part in accordance with the order;
- (d) may direct that a design be altered;
- (e) may direct that an altered design be submitted to an Administrator for review or for registration;
- (f) may direct compliance with this Act, a permit, a certificate or a variance;
- (g) shall meet the requirements of the regulations on format and contents.

(4) On issuing an order, the safety codes officer shall serve a copy on the person to whom it is issued in accordance with the

regulations and send a copy of it to an Administrator in a form and within the time satisfactory to the Administrator.

(5) A person who is served with an order under subsection (4) may, within 14 days after being served, submit a written request to the Administrator for a review of the order.

(6) If an Administrator receives a request, in accordance with subsection (5), from a person on whom an order is served and if the Administrator considers that the order

- (a) is improper, impractical or unreasonable,
- (b) contains incorrect references or typographical errors, or
- (c) does not correct or satisfy concerns about safety,

the Administrator may, by order, revoke or vary the original order within 21 days from when the original order was served.

(7) If an Administrator issues an order under subsection (6), the Administrator shall serve it, in accordance with the regulations, on all the persons on whom the original order was served and on the safety codes officer who issued the original order.

1991 cS-0.5 s45;1999 c26 s23

Appeal of orders

50(1) A person to whom an order is issued may, if the person objects to the contents of the order, appeal the order to the Council in accordance with the Council's bylaws within 35 days after the date the order was served on the person.

(2) The Council, on receipt of a notice of appeal in the form approved by the Council, shall

- (a) send a copy of the notice of appeal to
 - (i) the relevant Administrator,
 - (ii) the safety codes officer who issued the order being appealed, and
 - (iii) an accredited municipality, accredited regional services commission or the Authority, as the case may be, if the subject-matter of the order is administered by the accredited municipality, accredited regional services commission or the Authority,

and

- (b) notify the persons listed in clause (a) and the appellant of the time and place of the appeal.

(3) An appeal may proceed under this section regardless of whether a request was made in accordance with section 49(5).

RSA 2000 cS-1 s50;AR 49/2002 s8;
2002 c30 s28;2015 c10 s24

Appeal of refusals, suspensions, cancellations

51(1) The Council, on receipt of a notice of appeal with respect to

- (a) a refusal to designate a corporation as an accredited corporation or a person as an accredited agency,
- (b) a refusal to register a design or a deregistration of a design, or
- (c) a suspension or cancellation of a designation of accreditation, a certificate of competency or a permit,

shall send a copy of the notice of appeal to the relevant Administrator and the safety codes officer, if any, who issued the suspension or cancellation, and notify them and the appellant of the time and place of the appeal.

(2) In order for an appeal to proceed, the Council must receive a notice of appeal within 30 days after the date the corporation or person was served with the written notice of the refusal to designate, refusal to register, deregistration, suspension or cancellation.

1991 cS-0.5 s47

Council considers appeal

52(1) When the Council is considering an appeal,

- (a) it may, at the direction of the chair of the Board of Directors or in accordance with the Council's bylaws, sit in one or more divisions, and the divisions may sit simultaneously or at different times;
- (b) 3 members constitute a quorum of a division of the Council;
- (c) an order of a division is an order of the Council and binds all members of the Council;
- (d) evidence may be given before the Council in any manner the Council considers appropriate and the Council is not bound by the rules of law respecting evidence applicable to judicial proceedings.

(2) The Council may by order

- (a) confirm, revoke or vary an order, suspension or cancellation appealed to it and as a term of its order may issue a written variance with respect to any thing, process or activity related to the subject-matter of the order if in its opinion the variance provides approximately equivalent or greater safety performance with respect to persons and property as that provided for by this Act,
- (b) confirm a refusal or direct that a designation, certificate or permit be issued and direct the inclusion of terms and conditions in the designation, certificate or permit,
- (b.1) confirm the refusal by a safety codes officer to issue a written variance or revoke the refusal by a safety codes officer to issue a written variance and issue a written variance on the terms and conditions that the Council considers appropriate, or
- (c) confirm a deregistration of a design, confirm a refusal to register a design or direct that a design be submitted for review or be registered and that changes be made to the design before it is submitted for review or is registered.

(3) The Council may include terms and conditions in a variance and shall, on issuing a variance, notify an Administrator.

(4) The *Regulations Act* does not apply to a variance issued under this section.

(5) The Council shall serve a copy of its order on the appellant and the Administrator and on the accredited municipality, the accredited regional services commission, the Authority and the safety codes officer if they were sent a copy of the notice of appeal.

RSA 2000 cS-1 s52;2015 c10 s26

Appeal to Court

53(1) An appeal lies from an order of the Council to the Court of Queen's Bench only on a question of law or jurisdiction.

(2) An appeal under this section may be commenced within 30 days after receipt of service of the Council's decision

- (a) by filing an application with the clerk of the Court, and
- (b) by serving a copy of the application
 - (i) on the Council and on the respondent, if the appellant is the person to whom the order under appeal is directed, or

- (ii) on the Council and on the person to whom the order under appeal is directed, if the appellant is an Administrator, an accredited municipality, an accredited regional services commission or the Authority.

(3) The Court may, on application either before or after the time referred to in subsection (2), extend that time if it considers it appropriate to do so.

(4) The Court may, in respect of an appeal under subsection (2),

- (a) determine the issues to be resolved on the appeal, and
- (b) limit the evidence to be submitted by the Council to a copy of the Council's decision certified by the person who was the chair when the appeal was heard and those materials necessary for the disposition of those issues.

(5) On hearing the appeal, the Court may confirm, revoke or vary the order of the Council.

RSA 2000 cS-1 s53;2009 c53 s167;2015 c10 s27

Stay pending appeal

54(1) An appeal taken under section 50 or 51 does not operate as a stay of the order, suspension or cancellation appealed from unless a person who may chair the Council, on receipt of a written application, so directs.

(2) An appeal taken under section 53 does not operate as a stay of the order of the Council unless a judge of the Court of Queen's Bench so directs.

(3) A stay directed under this section may include terms and conditions and shall be in writing.

1991 cS-0.5 s50

Enforcement of order

55(1) An Administrator or a safety codes officer appointed under section 33(1) or referred to in section 33(2) or (3), together with a police officer, a peace officer or any other person as the safety codes officer considers appropriate, may enter, at any reasonable time, any premises or place for the purpose of carrying out an order unless the owner refuses to allow or interferes with the entry or the carrying out of an order

- (a) if a person to whom the order is issued under section 49, 52 or 53 with respect to any thing, process or activity under the administration of an accredited municipality or accredited regional services commission does not commence an appeal of the order within the time set out for the commencement

of the appeal and the order is not carried out within the time set out in the order, and

- (b) if the owner of the land concerned as registered under the *Land Titles Act* or, in the case of Metis patented land, the settlement member registered in the Metis Settlements Land Registry as owner of the Metis title, provisional Metis title or an allotment in the land has been given written notice of the intention of the accredited municipality, the accredited regional services commission or the Authority to carry out the order.

(2) When an order is carried out under subsection (1) in respect of land that is not Metis patented land, the local authority may place the amount of the expenses incurred in carrying out the order on the tax roll as an additional tax against the land concerned, and that amount

- (a) forms a lien on the land in favour of the municipality, and
- (b) is, for all purposes, deemed to be taxes imposed and assessed on the land and in arrears under the *Municipal Government Act* from the date the amount was placed on the tax roll, and that Act applies to the enforcement, collection and recovery of the amount.

(3) When an order is carried out under subsection (1) in respect of Metis patented land, the settlement council may place the amount of the expenses incurred in carrying out the order on the tax roll as an additional tax against the land concerned, and that amount is, for all purposes, deemed to be taxes imposed and assessed on the land and in arrears under the *Metis Settlements Act* from the date the amount was placed on the tax roll, and that Act applies to the enforcement, collection and recovery of the amount.

(4) In addition to the power granted under subsection (3), when an order is carried out under subsection (1) in respect of Metis patented land, the settlement council may record a notification of the amount of the expenses incurred in carrying out the order in the Metis Settlements Land Registry against the Metis title, provisional Metis title or an allotment in the land, and

- (a) the expenses are a debt due to the Metis settlement by the settlement member who is registered as owner of the Metis title, provisional Metis title or allotment, and
- (b) no dealings in respect of the land by the settlement member may be recorded in the Registry without the consent of the

settlement council until the recording of the notification is cancelled.

(5) A Metis settlement may, in addition to the rights under this section, exercise any rights granted under a General Council Policy to collect the expenses incurred in carrying out an order under subsection (1) that are payable by a settlement member.

RSA 2000 cS-1 s55;2015 c10 s28

Enforcement of order

56(1) An Administrator or a safety codes officer appointed under section 33(1) or referred to in section 33(6) and designated by the Administrator, together with a police officer, a peace officer or any other person as the safety codes officer considers appropriate, may enter, at any reasonable time, any premises or place for the purpose of carrying out an order unless the owner refuses to allow or interferes with the entry or the carrying out of an order

- (a) if a person to whom an order is issued under section 49, 52 or 53 with respect to a subject-matter that is not under the administration of an accredited municipality or an accredited regional services commission does not commence an appeal of the order within the time set out for the commencement of the appeal and the order is not carried out within the time set out in the order, and
- (b) if the owner of the land concerned as registered under the *Land Titles Act* or, in the case of Metis patented land, the person registered in the Metis Settlements Land Registry as owner of the Metis title, provisional Metis title or an allotment in the land and the persons named by the Minister under subsection (2) have been given written notice of the intention to carry out the order.

(2) When an order is carried out under subsection (1), the amount of the expenses incurred in carrying out the order is a debt due to the Crown jointly and severally by the persons named by the Minister prior to the carrying out of the order, but those persons may only include

- (a) the owner of the land concerned as registered under the *Land Titles Act*,
- (b) in the case of Metis patented land, the person registered in the Metis Settlements Land Registry as owner of the Metis title, provisional Metis title or an allotment in the land, and
- (c) the persons to whom the order was issued.

(3) The Minister may delegate any or all of the Minister's powers under this section to the Council.

RSA 2000 cS-1 s56;2015 c10 s29

Order of the Court

57(1) If a person refuses to allow an Administrator or a safety codes officer or a person lawfully accompanying either of them to carry out an order under section 55 or 56 or interferes with or attempts to interfere with the carrying out of that order, the Administrator, the accredited municipality, the accredited regional services commission or the Authority, as the case may be, may, whether or not that person has been prosecuted under section 67(1) or 67(4)(c) or (d), make an application to the Court of Queen's Bench for an order

- (a) requiring that person to comply with the order issued under this Act, or
- (b) restraining that person from interfering in any manner with the carrying out of an order in accordance with section 55 or 56.

(2) A copy of the application and each affidavit in support shall be served not less than 3 days before the day named in the application for the hearing or within any shorter time that the Court may direct.

RSA 2000 cS-1 s57;2009 c53 s167;2015 c10 s30

Part 5.1 Administrative Penalties

Administrative penalties

57.1(1) An Administrator may impose an administrative penalty in accordance with this section and the regulations if the Administrator is of the opinion that a person has failed to comply with or contravened

- (a) section 5, 6, 7, 8, 9, 10(1), 11, 35, 39(2) or (3), 40, 41, 43, 44(4), 45(1), 59 or 67(1), (2) or (3),
- (b) an order made under this Act, or
- (c) a condition in a permit, certificate or variance issued under this Act.

(2) An administrative penalty may be

- (a) a single amount, or
- (b) an amount for each day or part of a day on which the contravention or failure to comply continues.

(3) The total amount of an administrative penalty must not exceed

- (a) in the case of a penalty referred to in subsection (2)(b), the maximum daily amount of \$10 000, and
- (b) the maximum cumulative amount of \$100 000.

(4) A notice of administrative penalty must be in writing and contain the following information:

- (a) the name of the person required to pay the administrative penalty;
- (b) the particulars of the contravention or failure to comply;
- (c) the amount of the administrative penalty and whether it is imposed as a single amount or as an amount applicable to each day that the contravention or failure to comply has continued or will continue;
- (d) the date on which the notice is issued;
- (e) the date by which the administrative penalty must be paid;
- (f) a statement that the person otherwise liable to pay the administrative penalty may, under section 57.3, appeal the imposition of or the amount of the administrative penalty, or both;
- (g) any other information required by the regulations.

(5) A notice of administrative penalty may be served within 3 years from the date on which the contravention or failure to comply is alleged to have occurred, but not afterward.

(6) A notice of administrative penalty must be served on the person alleged to have contravened or failed to comply.

(7) Except as otherwise provided in this Part, a person who has been served with a notice of administrative penalty shall pay the amount of the penalty on or before the date specified in the notice of administrative penalty, which must be at least 30 days after the day on which the notice of administrative penalty is served.

(8) A person who pays an administrative penalty in respect of a contravention or failure to comply shall not be charged with an offence under this Act in respect of the contravention or failure to comply described in the notice of administrative penalty.

2015 c10 s31;2020 c25 s16

Discretion to suspend, reduce or withdraw

57.2 After imposing an administrative penalty under section 57.1, if the person served with a notice of administrative penalty has not submitted a notice of appeal and the Administrator is of the opinion that the person is taking reasonable measures to remedy the contravention or failure to comply, the Administrator may, in writing, as the Administrator considers appropriate, and in accordance with the regulations,

- (a) suspend, reduce or withdraw the administrative penalty, and
- (b) impose terms and conditions concerning a suspension.

2015 c10 s31

Appeal of administrative penalty

57.3(1) A person served with a notice of administrative penalty may appeal the imposition of or the amount of the administrative penalty, or both, by submitting a notice of appeal of administrative penalty in accordance with the regulations to the appeal body established or designated by the regulations.

(2) Subject to the regulations, the appeal body referred to in subsection (1) may make rules governing its own procedure and business.

(3) The *Regulations Act* does not apply to rules made under subsection (2).

(4) The appeal referred to in subsection (1) shall be dealt with in accordance with the regulations and the rules made under subsection (2).

(5) Any subsequent actions before a court following a notice of administrative penalty shall be dealt with in accordance with the regulations.

2015 c10 s31

Enforcement of administrative penalty

57.4 Subject to the right to appeal, where a person fails to pay an administrative penalty in accordance with a notice of administrative penalty and any suspension or reduction of an administrative penalty referred to in section 57.2, the Administrator may file a copy of the notice of administrative penalty together with the written suspension or reduction of an administrative penalty, if any, with the clerk of the Court of Queen's Bench, and on being filed, they have the same force and effect and may be enforced as a judgment of the Court.

2015 c10 s31

Part 6 Information

Information systems

58 An Administrator or the Council may, in accordance with the regulations, maintain one or more information systems with respect to

- (a) the administration of and exercise of powers and performance of duties under this Act, and
- (b) any matter to which this Act applies.

RSA 2000 cS-1 s58;2015 c10 s32

Accident notification

59 If there is an unsafe condition, accident or fire that involves a thing, process or activity to which this Act applies, the owner or person designated in the regulations shall, if required by the regulations, forthwith report it to an Administrator, or to the accredited municipality, the accredited regional services commission or the Authority, as the case may be, if the thing, process or activity is under the administration of the accredited municipality, the accredited regional services commission or the Authority.

RSA 2000 cS-1 s59;2015 c10 s33

Information compilation

60 If any information is required to be prepared, submitted or retained under this Act, the regulations and the terms and conditions of a permit may state the qualifications required to be held by the person who prepares, submits or retains it and may provide for how the information is to be prepared, submitted and retained.

1991 cS-0.5 s56

Outstanding orders

61 If a person to whom an order is issued under this Act

- (a) does not commence an appeal of the order within the time set out in this Act for commencement of an appeal, and
- (b) does not carry out the order within the time set out in the order,

an Administrator may place an entry on the relevant information system that briefly indicates the subject-matter of the outstanding order, the name of the owner and the location of the thing, process or activity that is the subject-matter of the outstanding order.

RSA 2000 cS-1 s61;2015 c10 s34

Variance register

62 An Administrator may place an entry on the relevant information system that briefly indicates the subject-matter of a variance and the location of the thing, process or activity to which the variance applies.

RSA 2000 cS-1 s62;2015 c10 s35

Release of information

63(1) Any person employed or assisting in the administration of this Act shall preserve confidentiality with respect to personal information, as defined in the *Freedom of Information and Protection of Privacy Act*, that comes to the person's attention under this Act and shall not disclose or communicate that information except as follows:

- (a) an accredited municipality, an accredited regional services commission, an accredited agency and the Authority must, on request by a municipality, release information, including personal information, to the municipality with respect to the administration of this Act within the municipality;
- (b) a person may disclose personal information in accordance with the *Freedom of Information and Protection of Privacy Act*.

(2) An accredited municipality, an accredited regional services commission, an accredited corporation and an accredited agency must, on the request of the Council, release information to the Council with respect to any matter related to this Act.

(3) Subsection (2) does not authorize the release of personal information as defined in the *Freedom of Information and Protection of Privacy Act*.

(4) Subject to the regulations, a person may request a search of a relevant information system for variances, orders and records related to the issuance of variances and orders, and the search request may be granted in accordance with the regulations and the *Freedom of Information and Protection of Privacy Act*.

RSA 2000 cS-1 s63;2015 c10 s36

Part 7 General

Fees

64(1) The Government may charge fees, in accordance with an order of the Minister,

- (a) for anything issued or for any material, information, education program, publication or service provided by the Minister under this Act,
 - (b) for any research that is carried out by the Minister that relates to any thing, process or activity to which this Act applies, and
 - (c) for the filing of a notice of appeal of an administrative penalty referred to in section 57.3(1).
- (2) The Minister may make orders respecting the payment of fees to witnesses and interpreters and for reporting fires.

RSA 2000 cS-1 s64;2015 c10 s37

Service

64.1 If a document is required to be served on a person under this Act, the service must be effected in accordance with the regulations.

2015 c10 s38

Regulations

65(1) The Lieutenant Governor in Council may make regulations

- (a) governing fire protection and the safe design, manufacture, construction, sale, installation, use, operation, occupancy and maintenance of
 - (i) buildings,
 - (ii) electrical systems,
 - (iii) elevating devices,
 - (iv) fire protection systems and equipment,
 - (v) gas systems,
 - (vi) plumbing systems,
 - (vii) pressure equipment, and
 - (viii) private sewage disposal systems;
- (b) respecting the requirements for designs to be signed or have stamps or seals affixed by persons licensed or registered under the *Architects Act* or the *Engineering and Geoscience Professions Act* or any other enactment governing a profession or occupation;

- (c) respecting exclusions from the definitions of
 - (i) building,
 - (ii) electrical system,
 - (iii) gas,
 - (iv) gas system,
 - (v) plumbing system, and
 - (vi) private sewage disposal system,for the purposes of this Act;
- (d) respecting the designation of any thing as an elevating device;
- (e) defining for the purposes of this Act
 - (i) a passenger elevator, freight elevator, dumbwaiter, emergency elevator, escalator, inclined passenger lift, manlift, passenger ropeway, material lift, moving walk, personnel hoist, lift for persons with disabilities or amusement ride, and
 - (ii) boilers, pressure vessels, pressure piping systems and fittings, fired-heater pressure coils and thermal liquid heating systems;
- (e.1) governing barrier-free design and access;
- (e.2) defining for the purposes of this Act principles of barrier-free design and access;
- (f) governing the qualifications and the evaluation of the qualifications of safety codes officers and applicants for and holders of permits and certificates of competency;
- (g) designating things, processes or activities with respect to which a certificate of competency or permit is required and establishing the classifications of certificates of competency and permits;
- (h) governing the issuance, display, making available, suspension, renewal and cancellation of permits and certificates of competency;

- (i) governing the provision of identification of safety codes officers and the use of the identification;
- (i.1) respecting the investment of money for the purpose of section 21(3);
- (i.2) respecting the request of the Minister and recommendations regarding a question or matter relating to an accreditation overlap referred to in section 29(3);
- (i.3) respecting the administrative penalties referred to in section 57.1, including regulations
 - (i) respecting notices of administrative penalty, their form and contents;
 - (ii) respecting the amount of an administrative penalty;
 - (iii) respecting any other matter the Lieutenant Governor in Council considers necessary or advisable to carry out the intent and purpose of the system of administrative penalties;
- (i.4) respecting the suspension, reduction and withdrawal of administrative penalties under section 57.2;
- (i.5) respecting the form and contents of a notice of appeal of administrative penalty referred to in section 57.3(1);
- (i.6) designating a body as the appeal body for the hearing of appeals from notices of administrative penalty referred to in section 57.3(1) or respecting the establishment of an appeal body for the hearing of appeals from notices of administrative penalty referred to in section 57.3(1);
- (i.7) respecting the conduct of appeals before the appeal body referred to in section 57.3, including
 - (i) adjournments of matters before the appeal body;
 - (ii) the attendance of witnesses before the appeal body;
 - (iii) the applicability of the rules of evidence in judicial proceedings to hearings before the appeal body;
 - (iv) the receiving and recording of evidence;
 - (v) empowering the appeal body to proceed when a party to the appeal fails to appear at or attend a hearing;

- (vi) empowering the appeal body to require the production of any record, object or thing;
- (vii) the reconsideration of decisions made by the appeal body;
- (viii) costs;
- (i.8) respecting the subsequent actions before a court following a notice of administrative penalty referred to in section 57.3(5);
- (i.9) respecting the enforcement of administrative penalties under section 57.4;
- (j) respecting forms for the purposes of this Act;
- (k) governing the information systems referred to in section 58, including
 - (i) the information, including personal information, to be included in an information system,
 - (ii) the release of information, including personal information, from an information system under section 63, and
 - (iii) the portion of the information in an information system, including personal information, that may be made available to the public in response to a search request referred to in section 63(4);
- (k.1) governing
 - (i) the content of a municipal bylaw referred to in section 66(2)(b.1) respecting private sewage disposal systems, and
 - (ii) the manner in which a municipality may make a municipal bylaw referred to in section 66(2)(b.1) respecting private sewage disposal systems;
- (l) governing orders and the service of orders, notices and other documents;
- (m) governing the preparation, submission and retention of reports and information and the reporting of unsafe conditions, accidents and fires;
- (n) governing designs;

- (o) governing quality management systems;
 - (p) governing accredited municipalities, accredited regional services commissions, accredited corporations, accredited agencies and the Authority.
- (2)** The Lieutenant Governor in Council may, by regulation,
- (a) declare in force a code, standard or body of rules relating to the matters set out in subsection (1) and require compliance;
 - (b) amend or repeal a code, standard or body of rules declared in force before or after the coming into force of this subsection.
- (3)** A code, standard or body of rules may be declared in force under subsection (2)
- (a) in whole or in part and with variations or disclaimers, and
 - (b) as it read on a specified day or as amended or replaced from time to time.
- (4)** If a code, standard or body of rules is declared in force as amended or replaced from time to time, any amendments to the code, standard or body of rules or replacement of the code, standard or body of rules comes into force on the first day of the month following the expiry of 12 months after the date on which the amendment or replacement is published, unless the Minister publishes an order in Part I of The Alberta Gazette declaring
- (a) that the amendment or replacement will not be in force on the expiry of 12 months following the date on which the amendment was published, or
 - (b) that the coming into force of the amendment or replacement is to occur on an earlier or later date.
- (5)** Regulations under this section may apply generally or specifically and may provide for which provision of which regulation prevails in the case of a conflict between the regulations.
- (6)** Before making a regulation under this section, the Lieutenant Governor in Council shall ensure that the Council has the opportunity to review the proposed regulation for a period of 90 days prior to the regulation's being made unless the Council has waived or reduced that period.
- (7)** Before making a regulation referred to in subsection (2), the Lieutenant Governor in Council shall ensure that the code,

standard, body of rules, amendment or replacement is published, whether by the Council or another association or person, and available to the public.

(8) The Lieutenant Governor in Council may make regulations respecting

- (a) the determination of the date on which an amendment or replacement of a code, standard or body of rules was published;
- (b) the timely review, amendment, repeal and replacement of codes, standards and bodies of rules;
- (c) the timely commencement of codes, standards and bodies of rules, amendments, repeals and replacements.

RSA 2000 cS-1 s65;2001 c28 s19;2004 c19 s6;
2011 c3 s33;2015 c10 s39

Implementation amendments to regulations

65.01(1) The Lieutenant Governor in Council may, by regulation, amend other regulations made under this Act

- (a) for consistency with this Act as amended from time to time;
- (b) to declare more than one code, standard or body of rules in force as amended or replaced from time to time under section 65(3), (4) and (5).

(2) An amendment under subsection (1) may be made notwithstanding that the regulation being amended was made by a member of the Executive Council or some other person or body.

2015 c10 s40

65.1 Repealed 2019 c22 s12.

Bylaws

66(1) Except as provided in this section, a bylaw of a municipality that purports to regulate a matter that is regulated by this Act is inoperative.

(2) Notwithstanding subsection (1), a municipality may make bylaws

- (a) to carry out its powers and duties under the *Forest and Prairie Protection Act*;

- (b) respecting minimum maintenance standards for buildings and structures;
 - (b.1) in the manner and to the extent authorized by the regulations, respecting private sewage disposal systems;
 - (c) respecting unsightly or derelict buildings or structures.
- (3)** Notwithstanding subsection (1), an accredited municipality may make bylaws
- (a) respecting fees for anything issued or any material or service provided pursuant to this Act, and
 - (b) respecting the carrying out of its powers and duties as an accredited municipality.

RSA 2000 cS-1 s66;2015 c10 s41

Prohibitions

Offences

- 67(1)** A person who interferes with or in any manner hinders an Administrator or a safety codes officer in the exercise of the Administrator's or officer's powers and performance of the Administrator's or officer's duties under this Act is guilty of an offence.
- (2)** A person who knowingly makes a false or misleading statement under section 34(4)(c) either orally or in writing is guilty of an offence.
- (3)** A person who fails to prepare, submit or retain any information that the person is required by this Act to prepare, submit or retain is guilty of an offence.
- (4)** A person who
- (a) contravenes this Act,
 - (b) contravenes a condition in a permit, certificate or variance,
 - (c) contravenes an order, or
 - (d) fails to carry out any action required in an order to be taken within the time specified in it,
- is guilty of an offence.

(5) A person who is guilty of an offence under this Act is liable on conviction for each day or part of a day on which the offence occurs or continues.

RSA 2000 cS-1 s67;2015 c10 s42

Penalty

68(1) A person who is guilty of an offence is liable

- (a) for a first offence,
 - (i) to a fine of not more than \$100 000 and, in the case of a continuing offence, to a further fine of not more than \$1000 for each day during which the offence continues after the first day or part of a day, or
 - (ii) to imprisonment for a term not exceeding 6 months, or to both fines and imprisonment, and
- (b) for a 2nd or subsequent offence,
 - (i) to a fine of not more than \$500 000 and, in the case of a continuing offence, to a further fine of not more than \$2000 for each day or part of a day during which the offence continues after the first day, or
 - (ii) to imprisonment for a term not exceeding 12 months, or to both fines and imprisonment.

(2) If a person is guilty of an offence under this Act, the court may, in addition to any other penalty imposed or order made, order the person to comply with this Act or any order, permit, certificate or variance, or all or any one or more of them, as the case requires.

RSA 2000 cS-1 s68;2012 c7 s3

Prosecution time limit

68.1(1) A prosecution of an offence under this Act may not be commenced more than 3 years after the day on which evidence of the offence first came to the attention of a safety codes officer.

(2) This section applies only in respect of offences that are committed on or after the day on which this section comes into force.

2012 c7 s3

Proof by certificate

69 For the purpose of a prosecution for a contravention of any provision of this Act requiring a person to hold a certificate of competency, permit or variance, a certificate purporting to be

signed by an Administrator stating that a person was or was not on a named day the holder of a certificate of competency, permit or variance is proof, in the absence of evidence to the contrary, of the facts stated in it, without proof of the signature or official character of the person signing the certificate.

1991 cS-0.5 s65

Penalty proceeds

70 If a fine results from an offence under this Act with respect to a matter that an accredited municipality is authorized to administer, the fine may, on the application of the accredited municipality when the fine is assessed, accrue to the benefit of the municipality.

1991 cS-0.5 s66

Transitional Provisions**Permits, etc., continue**

71(1) On March 31, 1994, a permit, licence, certificate, approval, registration or order under the

- (a) *Fire Prevention Act*, SA 1982 cF-10.1, or
- (b) *Uniform Building Standards Act*, RSA 1980 cU-4,

continues as a permit, certificate, registration or order under this Act until it would have expired under the Act under which it was issued or it is suspended or cancelled.

(2) On October 1, 1994, a permit, licence, certificate, approval, registration or order under the

- (a) *Electrical Protection Act*, RSA 1980 cE-6,
- (b) *Elevator and Fixed Conveyances Act*, RSA 1980 cE-7,
- (c) *Gas Protection Act*, RSA 1980 cG-2,
- (d) *Plumbing and Drainage Act*, RSA 1980 cP-10, or
- (e) *Boilers and Pressure Vessels Act*, RSA 1980 cB-8,

continues as a permit, certificate, registration or order under this Act until it would have expired under the Act under which it was issued or it is suspended or cancelled.

(3) In accordance with section 36(1)(e) of the *Interpretation Act*, all or any part of a code, standard or body of rules and the revisions, variations and modifications to it that have been adopted or declared in force by a regulation under an Act referred to in

subsection (1) or (2) is deemed to be a regulation that has been made under this Act.

1991 cS-0.5 s67

Inspectors, local assistants

72(1) On March 31, 1994, a person who is appointed as an inspector under the

- (a) *Fire Prevention Act*, SA 1982 cF-10.1, or
- (b) *Uniform Building Standards Act*, RSA 1980 cU-4,

is deemed, in accordance with the regulations, to be appointed as a safety codes officer for the period of time set out in the regulations with the powers and duties of an inspector that the person had under the previous Act.

(2) On October 1, 1994, a person who is appointed as an inspector under the

- (a) *Electrical Protection Act*, RSA 1980 cE-6,
- (b) *Elevator and Fixed Conveyances Act*, RSA 1980 cE-7,
- (c) *Gas Protection Act*, RSA 1980 cG-2,
- (d) *Plumbing and Drainage Act*, RSA 1980 cP-10,
- (e) *Boilers and Pressure Vessels Act*, RSA 1980 cB-8, or
- (f) bylaws passed pursuant to section 159(i) of the *Municipal Government Act*, RSA 1980 cM-26,

is deemed, in accordance with the regulations, to be appointed as a safety codes officer for the period of time set out in the regulations with the powers and duties of an inspector that the person had under the previous Act.

(3) On March 31, 1994, a person who is designated or appointed as a local assistant under the *Fire Prevention Act*, SA 1982 cF-10.1, is deemed, in accordance with the regulations, to be designated or appointed as a safety codes officer under this Act for the period of time set out in the regulations with the powers and duties that the person had under the *Fire Prevention Act*.

1991 cS-0.5 s68; 1994 c44 s5

Municipal duties

73(1) A local authority, as defined in the *Uniform Building Standards Act*, RSA 1980 cU-4, that is authorized to enforce that Act is deemed to be an accredited municipality under this Act with

all the powers and duties it had under the *Uniform Building Standards Act*.

(2) On March 31, 1994, a municipality with any powers or duties under the *Fire Prevention Act*, SA 1982 cF-10.1, relating to matters regulated under this Act is deemed to be an accredited municipality with those powers and duties.


(3) On October 1, 1994, a municipality with any powers or duties under the

- (a) *Electrical Protection Act*, RSA 1980 cE-6,
- (b) *Elevator and Fixed Conveyances Act*, RSA 1980 cE-7,
- (c) *Gas Protection Act*, RSA 1980 cG-2,
- (d) *Plumbing and Drainage Act*, RSA 1980 cP-10,
- (e) *Boilers and Pressure Vessels Act*, RSA 1980 cB-8, or
- (f) bylaws passed pursuant to section 159(i) of the *Municipal Government Act*, RSA 1980 cM-26,

relating to matters related under this Act is deemed to be an accredited municipality with those powers and duties.

1991 cS-0.5 s69;1994 c23 s42;1994 c44 s6



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REQUEST FOR DECISION

SUBJECT: **Multiplex Terms of Reference**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: October 13, 2020
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the revised Greenview Regional Multiplex Advisory Board Terms of Reference for the Greenview Regional Multiplex located in Valleyview, Alberta.

BACKGROUND/PROPOSAL:

In January 2020 Greenview acquired sole ownership and operation of the Greenview Regional Multiplex. In reviewing the Greenview Regional Multiplex Board Terms of Reference, it was determined that due to the change of ownership, a revision to the number of board members may be considered for adoption by Greenview Council. Further proposed revisions to the Terms of Reference include the change for the Board to function as an advisory board to Greenview Council.

The revision will include consideration of the following composition to the Board members:

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

The proposed changes were reviewed by the Greenview Regional Multiplex Board on September 24, 2020. As a result of that meeting, the Board adopted the following motion:

That the Greenview Regional Multiplex Board accept the revised Greenview Regional Multiplex Board Terms of Reference for information, as presented.

Administration is recommending the revised Terms of Reference be adopted as presented as to align with other Greenview boards of a similar nature.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that the Terms of Reference will align with other Greenview boards of a similar nature.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended action.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to request Administration to make additional revisions to the Greenview Regional Multiplex Terms of Reference.

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 inform the Greenview Regional Multiplex (Advisory) Board of Council's decision with regard to the proposed changes to the Terms of Reference.

ATTACHMENT(S):

- Revised Greenview Regional Multiplex Advisory Board Terms of Reference
- Original Adopted Greenview Regional Multiplex Board Terms of Reference



Greenview Regional Multiplex **Advisory** Board Terms of Reference

Purpose

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

Membership

1. The Greenview Regional Multiplex **Advisory** Board shall consist of seven (7) voting members:
 - Two (2) elected officials from Greenview Council
 - Five (5) members—at-large appointed by Greenview. **Applications will be accepted from residents in Greenview and the incorporated Town of Valleyview, with priority selection preference being Greenview residents.**
 - 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.

Structure

1. The chairman and vice chairman of the Greenview Regional Multiplex **Advisory** Board shall be selected at the annual organization board meeting.
2. The quorum of the Greenview Regional Multiplex **Advisory** Board shall consist of four (4) members with a minimum of one (1) elected official.
3. Voting members shall be appointed at Greenview's organizational meeting.
4. Greenview Regional Multiplex **Advisory** Board Meetings shall be held at the call of the board chairman.

Responsibilities

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

Reporting

1. Minutes of the Greenview Regional Multiplex **Advisory** Board meetings shall be recorded and submitted to Greenview in a timely manner.
- ~~2. The Greenview Regional Multiplex Facility Board shall provide an annual facility activity report to Greenview.~~

Greenview Council may amend the Terms of Reference as required.



Greenview Regional Multiplex Board Terms of Reference

Purpose

The Greenview Regional Multiplex Board will act as the governing board on all matters pertaining to the operations, maintenance and functions associated with the Greenview Regional Multiplex.

Membership

1. The Greenview Regional Multiplex Board shall consist of seven (7) voting member:
 - Two (2) elected officials from Greenview Council
 - Two (2) elected officials from the Town of Valleyview Council.
 - Three (3) members—at-large with two (2) members appointed by Greenview and one (1) member appointed by the Town of Valleyview.
 - Non-voting members may consist of the Chief Administrative Officers or their appointed designates from the respective municipalities as well as the appointed Multiplex Facility Manager.

Structure

1. The chairman and vice chairman of the Greenview Regional Multiplex Board shall be selected at the annual organization board meeting.
2. The respective municipalities shall appoint an alternate elected official as a board member.
3. The quorum of the Greenview Regional Multiplex Board shall consist of four (4) members with a minimum of one (1) elected official from each municipality.
4. Voting members shall be appointed at the respective municipality's organizational meetings.
5. Greenview Regional Multiplex Board Meetings shall be held at the call of the board chairman.

Responsibilities

1. The Greenview Regional Multiplex Board shall recommend to Greenview and the Town of Valleyview Councils an annual capital and operational budget.
2. The Greenview Regional Multiplex 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 and the Town of Valleyview Councils.
3. The Greenview Regional Multiplex 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.

Reporting

1. Minutes of the Greenview Regional Multiplex Board meetings shall be recorded and submitted to the respective municipalities in a timely manner.
2. The Greenview Regional Multiplex Facility Board shall provide an annual facility activity report to the respective municipalities.

Greenview and the Town of Valleyview Councils may amend the Terms of Reference as required.



REQUEST FOR DECISION

SUBJECT: **Stollery Children's Hospital – Open Letter**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 13, 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 support the open letter put forward by the Stollery Children's Hospital regarding equity and fairness in children's health to positive long-term outcomes.

BACKGROUND/PROPOSAL:

Administration received a request for Greenview Council to discuss whether or not they are willing to sign the open letter put forward by the Stollery Children's Hospital. So far we have five municipalities that have voted and decided to sign the letter. It would be wonderful to have some more municipalities come through to show their support for children's health care; this will help more children get care in their local communities rather than travelling to Edmonton and will, over time, help the Government of Alberta bend the 'cost curve' on health care.

A few important points relating to the letter:

- The Stollery Children's Hospital Foundation wants the Government of Alberta to prioritize children's health – a commitment that could significantly improve the province's long-term financial situation.
- Putting more focus on children's health is preventative health care - could take care of a host of long-term, chronic physical and mental health problems, potentially saving billions down the road in adult health care costs.
- According to Statistics Canada, 25 per cent of Alberta's population is under the age of 18, and by 2041 the annual number of births in Alberta is expected to grow by 26.4 per cent, highlighting the need for long-term planning for children's health in this province.
- Only two of Alberta's 113 hospitals are dedicated to children's health. Many children and their families must travel great distances to Edmonton or Calgary for services that could be brought into local hospitals. These current travel requirements add costs to both the provincial government and Albertan families.

- The Stollery Children's Hospital Foundation is already working with a number of rural municipalities and health foundations to both improve health outcomes locally and to build up the capacity of local health foundations.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be showing their support for children's healthcare.

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 sign the open letter.

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):

- Drafted Letter

July xx, 2020

OPEN LETTER

Honourable Jason Kenney
Premier, President of Executive Council
307 Legislature Building
10800 - 97 Avenue
Edmonton, AB T5K 2B6

Dear Premier Kenney,

There can be no doubt that the economic fallout from the COVID-19 pandemic and collapse in oil prices is putting significant pressure on Alberta's health care budget. We understand and appreciate that you and your government are facing difficult decisions to keep Alberta financially sustainable. One cost-effective solution that might be overlooked, and worth considering, is the lasting economic benefits to investing in children's health. We believe that if Alberta's health care system prioritized children's health, that commitment could significantly improve the province's long-term financial situation.

The health of our province starts with the health of our children. By focusing on the beginning of life, rather than the end of life—as ours and most health systems do—we could take care of a host of long-term, chronic physical and mental health problems, potentially saving billions down the road in adult health care costs. The right policy emphasis and decisions today would revolutionize health care in a way that simultaneously lowers costs and paves the way for long and healthy lives.

We are writing to ask you to lead the way in providing true equity and fairness in children's health in our province to ensure long-term, positive outcomes for Alberta's next generation of adults.

According to Statistics Canada, 25 per cent of Alberta's population is under the age of 18, and by 2041 the annual number of births in Alberta is expected to grow by 26.4 per cent, highlighting the need for long-term planning for children's health in this province. Despite this, however, children are a neglected demographic in Alberta's health care plans.

Only two of Alberta's 113 hospitals are dedicated to children's health. Many children and their families must travel great distances to Edmonton or Calgary for services that could be brought into local hospitals. These current travel requirements add costs to both the provincial government and Albertan families.

Children's health care is different than that of adults: their bodies are smaller and they arrive in our health care system with family in tow, meaning that family supports are an essential component of children's health care. Furthermore, children are also particularly vulnerable to illnesses and infections, many of which bear lifelong ramifications if not properly treated. Treating children close to home also has proven health benefits and can help bend the cost-curve on the overall health expenditures for the Government of Alberta.

We are encouraged by the UCP Government's ongoing support for stable, sustainable health care funding in Alberta. We now ask that you invest in children's health through policy development that will place the physical and mental health of kids and youth at the forefront. It is the best way to ultimately lower the cost burden of our overall healthcare system and to ensure a healthy future for the next generation of Albertans.

Sincerely,

[Supporter's name, title & contact information]



REQUEST FOR DECISION

SUBJECT:	Good Neighbour Practice Request		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 13, 2020	CAO:	MANAGER:
DEPARTMENT:	CAO SERVICES	ACAO SW	PRESENTER: SW
STRATEGIC PLAN:	Level of Service		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council respectfully deny the good neighbour practice request from the Town of Valleyview for a no charge fee to Town of Valleyview ratepayers when accessing Greenview waste management facilities.

BACKGROUND/PROPOSAL:

On October 5, 2020 Administration received a letter from the Town of Valleyview for a “Good Neighbour Request” that would result in a no charge fee for residents of the Town who access Greenview waste management facilities.

Greenview owns and operates a total of 11 waste transfer stations throughout the municipality in addition to the Greenview Regional Landfill which is a separate entity and is managed by the Greenview Regional Waste Management Commission of which Greenview and the Town are members. Greenview does not charge for the use of transfer stations and generally speaking, only refuses service to those who have loads that are not appropriate for the facility. The Greenview Regional Landfill charges everyone who uses the facility regardless of residence within Greenview or the Town as per the guidelines set out by the management commission.

Given Greenview does not charge for use of transfer stations, Administration contacted the Town to clarify the request, at which time was informed that the request for a no charge fee was to also include the Greenview Regional Landfill.

Currently, when residents, employees or contractors acting on behalf of the Town or Greenview access the Greenview Regional Landfill they are asked to declare where they live or who they represent. They are then weighed upon entering and existing the facility. Based on this data, the Town or Greenview is then subsequently invoiced for this service. This is the case for all who use this facility regardless of their place of residence or employer.

Given Greenview does not have a fee for service for its transfer stations and is not the governing body of the Greenview Regional Landfill, Administration recommends that this request be denied and that the Town pursue any further requests of the Greenview Regional Landfill with the Waste Management Commission.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Greenview not exceed its authority as it relates to management decisions regarding the Greenview Regional Landfill.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: N/A

FINANCIAL IMPLICATION:

Direct Costs: N/A

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.

Using that framework outline the proposed level of public engagement associated with the recommended action.

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 inform the Town of Valleyview of Councils decision.

ATTACHMENT(S):

- Town of Valleyview/MD of Greenview – Good Neighbour Practice Request letter



Town of Valleyview
4909 – 50th Street
Valleyview, AB
T0H 3N0

October 05, 2020

Reeve Smith and Council
Municipal District of Greenview
4806 – 36 Avenue
PO Box 1079
Valleyview, AB
T0H 3N0

Regarding: Town of Valleyview / MD of Greenview – Good Neighbor Practice Request

Dear Reeve Smith and Council,

At the Town of Valleyview's Regular Council Meeting held on September 28, 2020, and per Resolution #20-14-194, Councillor Boman moved that Town Council send a letter to the Municipal District of Greenview Council requesting consideration of a "no charge fee" for Town Rate payers who utilize MD of Greenview dump facilities as a Good Neighbor Practice.

Both the Town of Valleyview (Town) and Municipal District (MD) of Greenview have dumps and or recycle facilities which are utilized by their rate payers at no fee. Additionally, a MD of Greenview rate payer may utilize a Town recycle or dump facility at no cost however, if a Town rate payer wanted to utilize a MD of Greenview dump facility, they are turned away.

Town of Valleyview Mayor and Council are requesting the MD of Greenview Reeve and Council to consider a Good Neighbor Practice for rate payer equality as it pertains to the usage of the Town of Valleyview and MD of Greenview's recycle and dump facilities. In addition, this Good Neighbor Practice will greatly reduce the waste and refuse that is discarded along back alleys and roads thus, beautifying rural and urban areas for all to enjoy.

We look forward to your response and further communications regarding the Town of Valleyview / MD of Greenview – Good Neighbor Practice request.

Sincerely,

Vern Lymburner, Mayor
Town of Valleyview



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Stacey Wabick, A CAO

Date: 10/13/2020

Chief and Assistant Chief Administration Officer, Denise Thompson, Stacey Wabick

September was a month of concentrating on day to day operational needs of the municipality ranging from responding and meeting with ratepayers, contractors and partners to beginning to lay the ground work on meaningful land drainage discussions, community engagement at the Narrows and the beginning of the 2021 budget preparations.

One specific objective for CAO Services over the last month was the recruitment of a Project Manager for the Tri-Municipal Industrial Park. CAO Thompson took the lead on this and together with Greenviews' Economic Development Manager a number of very good candidates were considered. This position will be formally established shortly, followed by a priority list of actions required to move this project forward at a quicker pace.

Another recent focal point has been the completion of a organizational review which has been on the radar of CAO Services for some time. Greenview has experienced many changes since its last review in 2012 and with the addition of Grande Cache it was crucial to allow an adjustment period before this was done. The timing was now right and overall the review was a positive experience that lead to meaningful debate among the Senoir Leadership Team and in the end confirmed that Greenview is positioned well to achieve the priorities of Council.

September was also a month of cursory reviews of a number of internal processes. How Greenview recruits and onboards employees, evaluates and encourages employee performance and growth, and communicates among each other, to rate payers and Council were all items that have been identified as requiring a further review. Ensuring these items are done correctly can greatly reduce dissemination of misinformation, and help the organization spend its time more productively.

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. The website renovation project is in the final stages of departmental content

population with updated and amalgamated information. Extensive changes to the organizational structure of the website have been made in an effort to ensure that important information and resources are more easily found by web users, as this was identified by numerous users through 2019. In addition, the Mobile application has been officially been launched to the Apple and Google app stores. A media release and digital advertising campaign is being deployed the week of Sept. 28 through Oct. 7. Social posting will continue through the month of October with periodic reminders on the website and social channels in the remaining months of 2020.

Communications continue to follow best practices for social media engagement, advertising design and website posting. Scheduling through social channels and website posting has continued at a slightly slower pace through September as seen in July and August, but we noted an average social post reach of 112,000 people. Please note that the slight increase in post reach statistics is due to two months of statistics. Positive effects are still being seen, and all audiences continue to benefit from receiving timely, regular, and accurate information from administration and Council. Regular posts are also in rotation to generate activity and visibility for various MD initiatives, including Agriculture Webinars, recreation announcements, upcoming Council meetings, cancellation announcements for events, and more.

The 2019 Greenview Annual Report has been printed and is currently available at all Public Service and Administration Buildings. The report is also available via the corporate website as a downloadable PDF.

Projects completed or underway:

- Greenview 2020 ClayShoot Stakeholder Event successfully held, media release and social media thank-you's have been posted and distributed. Thank you packages will be sent out to all participant organizations with jump drives containing photos.
- Greenview Annual Photo Contest 2020 submissions have concluded – Communications team voted on the 14 top photos. Retouching of photos is underway. Planning for professional printing to stretched canvas and scheduling award presentations with Council in October.
- Final stages of new Website development project in progress. Content for departments etc. amalgamated and updated from both the Grande Cache and Greenview websites. Updates and organizational improvements for functionality are being deployed.
- Fire Prevention Week: Radio Ad PSA's booked, social campaign scheduled and website post created.
- COVID-19 communications activity: notices, posters, signage etc. for open houses and contact tracing in administration buildings.
- SMB Apps Mobile App officially launches Sept 28, 2020 with press release and digital/social media campaign support.
- Regular review and proofing of Monthly Safety Bulletins and all documentation for Health and Safety (ongoing)
- 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
- September Long Weekend – Signage, website, and social posts created for office closures, and hours running for Rec Centres. Radio Ad PSA's booked in all market stations.

Digital presence statistics

Website (Aug. 29 – Sept. 25)

Greenview's website has seen 25,758 pageviews on the website from Aug. 29 to date. This is in keeping with the monthly average site traffic of approximately 21,000 pageviews. The Greenview website has gained 5,463 new website viewers. Website access from mobile devices remains at approximately 60% of users.



Facebook (Aug 1 – Sept 26) **Please note that the stats below reflect only the month of Sept, as opposed to July/Aug in previous.*



Work continues to build our Twitter and Instagram presence. Twitter followers as of August 28, 2020 = 1,770 staying the same. Instagram followers as of August 28, 2020 = 461 also staying the same.

Regional Fire Chief, Wayne Brown

Administration

An Alberta Safety Codes – Fire Discipline Quality Management Plan (QMP) has been prepared and vetted by the Safety Codes Council. This will be presented to Council as information to support a potential application for Safety Codes accreditation. Accredited municipalities become responsible for carrying out the powers and duties outlined within the Safety Codes Act.

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. Presently there is no alerting/paging system that is consistent enough to move away from the legacy system completely.

Regional Deputy Fire Chief (RDFC) Meek is working with Alberta Health Services to explore increasing the level of service of the Greenview Fire Rescue Services (GFRS) Medical First Responder (MFR) program to a Primary Care Paramedic (PCP) level. Exploring this option due to the duration of time that GFRS is on scene while waiting for EMS arrival particularly in the DeBolt area. At the PCP level more medications including pain medication will be available to be administered quickly on scene to stabilize the patient while waiting for EMS to arrive therefore reducing scene time and allowing the patient to receive higher medical treatment. EMS wait times are increasing daily especially in the rural areas throughout the province.

As part of outreach, RDFC Parsons attended the Grovedale Community Club monthly meeting on September 14th to introduce himself and his position with Greenview Fire-Rescue.

RDFC Parsons is working with Greenview IT to build a digital emergency scene report and post trip check sheet for all fire stations. This form will log call activity for apparatus, personnel, hours, and agencies attending as well as equipment checks, and document service and repairs needed.

On Saturday September 26th, #32 Station (7 firefighters and 4 GP County firefighters) attended at the Norbord plant for a pre-planning tour and training. It was very informative and good team building for all agencies involved.

RDFC Parsons attended an appointment for 3282 Mobile Incident Command (MIC) unit at Rocky Mountain Phoenix to get ideas and quotes to install a washroom facility and possibly a cascading system to fill breathing air bottles at emergency scenes. This unit is currently underutilized, with these modifications it could be used at any large emergency event in Greenview.

RDFC's Lott and Meek delivered Fox Creek's Greenview Fire Engine to Rocky Mountain Phoenix for extensive repairs. This is an Engine that was purchased for the Fox Creek response zone several years ago. The unit will be back in service within two weeks.

Agreements/Bylaws/Policies

The draft Fire-Rescue Bylaw has been prepared and will be presented at Council for first reading. This Fire Services Bylaw will replace both existing Greenview and Grande Cache Bylaws.

A draft Mutual Aid Agreement has been prepared between Agriculture and Forestry and Greenview. This agreement will be presented at an upcoming Council meeting.

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 at an upcoming Council meeting.

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.

The Valleyview and Greenview fire services contract is being reviewed to ensure that all contractual obligations are adhered to within the current contract. A meeting was held with between the Valleyview Fire Department and Greenview to begin discussions. The contract will expire Jan 1st, 2022.

The Fire Services Contract between Greenview and Fox Creek has expired July 1st, 2015. Protective Services Administration will be meeting with the Fox Creek CAO to begin discussions regarding this contract.

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 as well as the level or standard that each service (fire suppression, rescue, medical, hazardous materials response) will be preformed given the training and equipment available to our firefighters.

Training

National Fire Protection Association (NFPA) 1001 (basic firefighting) course is on schedule for all stations, RDFC Meek is in the process of co ordinating the training of the practical skills component. This training is designed to give members the skills and knowledge needed to become a certified firefighter and an integral part of the department. Skills such as fire suppression, vehicle extraction, environment and property protection, fire prevention and safety codes are learnt.

Firefighters Matrim Davis (#31 Station) Andrew Hucul, (#33 Station) and Chad Gardiner (#33 Station) will be attending will be attending the NFPA 1002 Pump Operator course in Hinton, Alberta on October 2nd,3rd,4th, and 9th,10th.

Firefighter Melanie Wessel (#31 Station) will be attending the final practical evaluation for the 1001 Professional Firefighter certification Oct 3rd.

Firefighter Liam Hatch (#31 Station) has received his NFPA 1001 Certificates from the Justice Institute of British Columbia (JIBC). Congratulations Firefighter Hatch.

RDFC 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 preform 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).

Sergeant, George Ferraby

Administration

Landen Audet and Eva King were hired on as Greenview's newest Community Peace Officers. Landen joins the team being fully trained and will be stationed in Grovedale. Eva will be provided training and is expected to complete training by spring of 2021. She will be stationed in Valleyview. Currently Eva is being trained by CPO Schultz and will work out of Grande Cache for the month of October 2020.

CPO Schultz and Sgt. Ferraby fielded 40 calls for service during the month of September. Several enforcement patrols were conducted within Greenview campgrounds, monitoring the users and their actions.

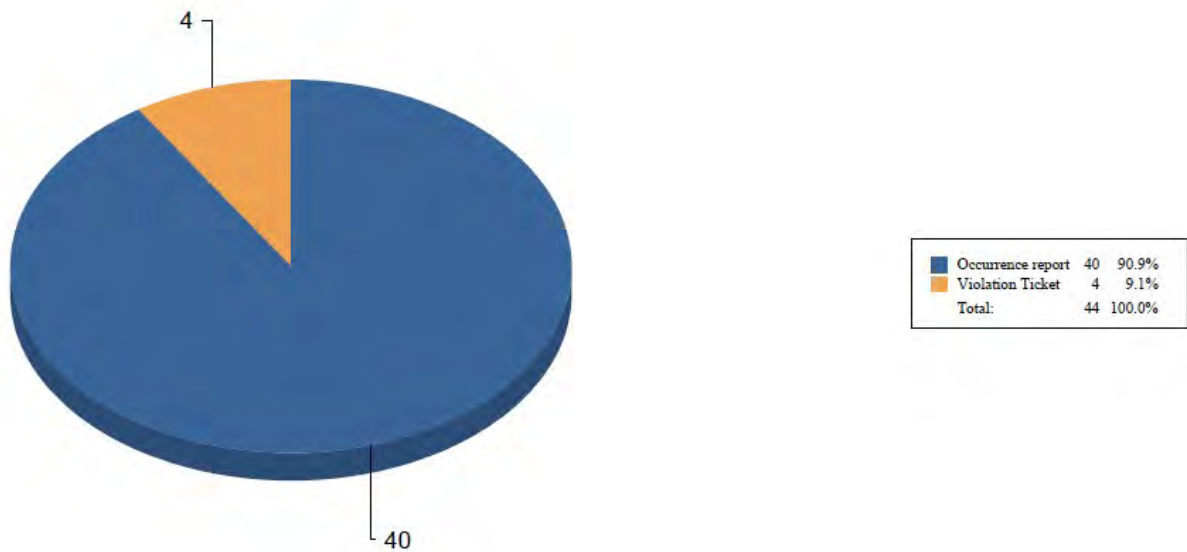
CPO Schultz and Sgt. Ferraby wrote a combined total of 21 Provincial Violation tickets for this time period throughout the MD.

School zone enforcement patrols were conducted in all the schools within the MD of Greenview starting September 1st, 2020. The patrols are ongoing.

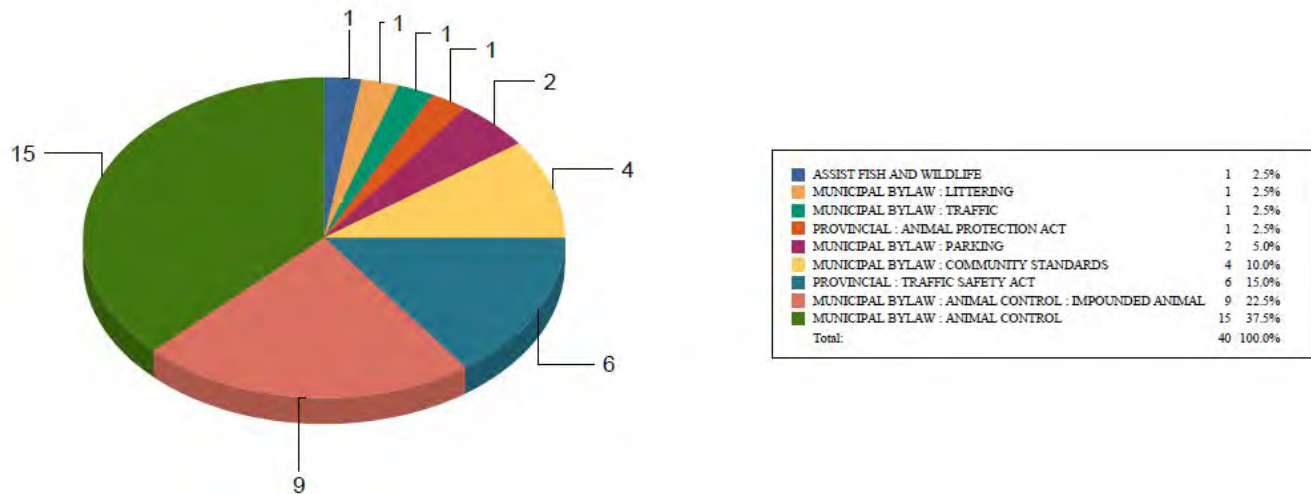
Sgt. Ferraby has been involved in procuring the newly legislated e-ticketing software that will be required as of fall of 2021. Currently there are 3 vendors bidding on winning the provincial contract for the hardware and software for the e-ticketing solution.

Stats

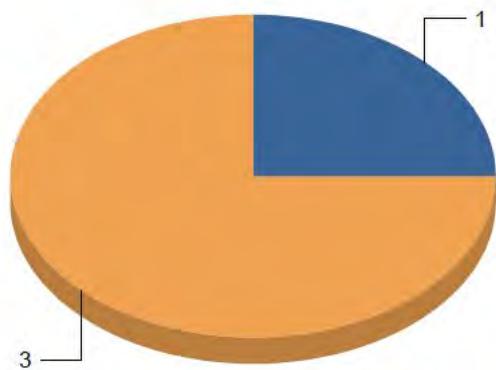
Count of Reports Completed



Count of Incident Types



Count of Incident Types



■ SPEEDING CONSTRUCTION PERSONS PRESENT 115(2)(P.2)	1	25.0%
■ SPEEDING 115(2)(P)	3	75.0%
Total:	4	100.0%



Manager's Report

Department: Infrastructure & Planning

Submitted by: Roger Autio, General Manager Infrastructure & Planning

Date: 10/2/2020

General Manager, Infrastructure & Planning, Roger Autio

- Helping team members on various 2020 projects.
- Meeting with various ratepayers over drainage concerns.

Assistant Manager, Construction & Engineering, Leah Thompson

- Administration had a construction completion inspection for Range Road 201; no deficiencies, just finishing touches to complete. Items such as picking the leftover roots, installing one sign. Full completion expected by October 2.
- Administration had a construction completion inspection for Victor Lake; finishing minimal touch ups, full completion expected by October 2.
- Forestry Trunk Road asphalt is in progress. Road grades and ditching is completed, asphalt to be completed.
- Water treatment plant parking area in Grande Cache was fenced and paved.
- Alberta Health Services in Grande Cache is paved.
- Tourism information centre in Grande Cache is paved.
- Construction completion inspection was scheduled for September 29 for Range Road 230.
- Nichols drainage in Little Smoky is completed and has been signed off by all landowners by release. Installation of pipes and drainage improved this area for drainage concerns that have been an issue for quite some time.
- Bridge file 79082 located on Township Road 711 is complete.
- Township Road 701, 702 and the drainage ditch are completed with erosion control.
- Drainage concern located at Township 720 and Range Road 261 is being addressed with surveyors. Day labour supervisor and administration have been in contact with all landowners within the area and met in person, on location, to determine their concerns. We have also included the local councillors of the area to be involved. The idea of the process is to have everyone on the same page and look at the big picture versus one location. Once we have a plan together, all landowners and the area councillors will be notified with the plan to move forward. Administration is aware that not everyone may be on the same page but will work together to have a successful final solution.

- Quotes for the concrete head wall has been signed and work is in progress at the driveway located on the Gordey Drainage ditch.
- Administration met with landowner that is concerned with the fencing that was completed last year on Goodwin Road.
- Administration investigated a farmland request located in New Fish Creek.

Manager, Environmental Services, Gary Couch

Utilities

- Cement work and asphalt are being completed at the Grande Cache water treatment plant. This will allow the water truck fill and septage receiving station to be completed and put in service.
- Grovedale and Landry Heights water systems are very close to completion. Grovedale distribution is 95% complete and Landry Heights has reached substantial completion. Landry Heights residents are beginning the connection process.
- Grovedale WTP is progressing on the raw water line daily and update will be provided soon

Wastewater

- New Grande Cache Wastewater treatment plant – start-up meeting was held in Grande Cache on September 30, 2020. Two critical issues to resolve were discovered at start-up meeting. The issues will be reported to Alberta Environment and Parks once confirmed.
- Grovedale lagoon – setting up power and pump system for de-watering below the storage cell liner.
- Assessing level of sludge in the Ridgevalley lagoon to forecast desludging program.
- Operational issues with the electric gates at the lagoon sites. We are working with Facilities & Maintenance to resolve this.
- Grande Cache sewage treatment plant – working on Manhole B to allow for simpler de-watering process. Also replacing the arm in the clarifier (requires complete shut down).
- DeBolt RV sani-station – Water and sewer finalized and was sent out for re-quotes for the construction. We are working with the AG Society as well as their arena contractor. Facilities & Maintenance is working on building specifications.

Water

- Little Smoky – operators repaired a leak between the water treatment plant and the underground storage reservoir that has been giving us all the problems. Operation is now back to normal.
- Sunset House – water supply well maintenance that was performed appears to have resolved the flow issue for now.
- Grande Cache – repaired another water service saddle that had rotted off the main line.
- Grande Cache – working with Corporate Services on reconciliation of water and sewer usage.
- Valleyview rural water line expansion has gone out for quotes and is ongoing with acquisition of easements and crossing agreements. A yard was developed by the Valleyview airport for storage of all water pipes and materials needed.
- Raw water line upgrade in Grande Cache is being redesigned, as it was in conflict with the road regrade.
- Water lines have been roughed into most of the Grovedale area municipal facilities by contractors.

Solid waste

- Grande Cache Landfill – ongoing cleanup and reorganization of the site.

- Continuing issue with intruders helping themselves to items and vandalizing property at the transfer stations after hours.
- Greenview continues to take in more Town of Valleyview solid waste and recycling than ever due to Valleyview's landfill being closed. Greenview will NOT turn residents away.
- Many commercial users are again attempting to use the residential transfer stations. This is not permitted use.
- GRWMC – meeting was held October 1, 2020, onsite.
- Grande Cache – beginning work on the old landfill crawler sold by GRWMC for use at the Grande Cache landfill as recently agreed upon by Council.

Manager, Facility Maintenance, Wayne Perry

Valleyview

- Old operations building – Major renovation of the building: repainted all walls, replaced all office flooring, re-lamp with LED, replaced damaged ceiling tiles. Worked with recreation to ensure offices are set up as they want.
- Agriculture building – Worked on task list items from the takeover of the building. Finished the installation of the Hotsy and hose reels, installed an eye wash station, installed window in the shop door and poured the cement for the yard lights
- All buildings – Completed the HVAC preventive maintenance inspections on all buildings in Valleyview. Corrected over 15 items that may have caused problems over winter months. Identified several capital opportunities and more major repairs to be done in early October
- Administration building – Complete review of the building automation system including changing the computer to one that can handle the software updates. We also converted the remaining outdated security modules to ensure all doors now function in the building.
- Event planning – Our team set up and dismantled most of the items for the clay shoot and safety training scheduled in the month
- From a staffing level perspective, are pleased to announce that Brian Patterson, a long-term MD employee, has accepted the Groundskeeper position. He has already made some positive changes to the team.

Grovedale

- Shop A – Addressed several items from the E-compliance list in the Grovedale shops including replacing the septic tank cover, installing signage and slip-tape on the stairways. We have also replaced the hot water tank due to a failure of the old one, and re-lamped the offices.
- Public service building – Continued to address items from the E-compliance list including increasing the lighting in the stairways, changing switches in the gym, ordering flammables cabinets and bolting closed the upper door on the fire tower. We also conducted a complete review of the building automation system.
- Facilities shop – Worked to address several items on the E-compliance list for the building including replacing bent grating in the shop, removing leaning items and hanging extinguishers and signs.
- All buildings – Completed the HVAC preventive maintenance inspections on all buildings in Grovedale. Corrected over 10 items that may have caused problems over winter months. Identified several capital opportunities and more major repairs that will be done in October.

- I am happy to announce that we have hired a Maintenance Technician for the Grovedale area. Clancy Feller will be starting with us on October 5.

Grande Cache

- Public service building – Met with RPC, Colliers and Field Livers to complete the final inspection of the internal portion of the building. Most of the external work is now also completed with only a railing and some landscape work left. We also did a complete review of the building automation system within the month.
- Water treatment plant – Built a protective cover for the gas meter. It is ready to be installed once the trench is filled for the new garbage truck building.
- Tourist Information Centre – Replaced the front doors on the building and priced out for the installation of swipe card access.
- Facility maintenance building – Built a fenced compound at the building for vehicles and equipment storage.
- Capital project FM200003 – Determined the scope of work required in all three buildings in the project and determined preliminary pricing. Began the work by replacing the roof on the agriculture building. Continue looking for better pricing.
- All buildings – Completed the HVAC preventive maintenance inspections on all buildings in Grande Cache. Corrected over eight items that may have caused problems over winter months. Identified several capital opportunities and more major repairs that will be done in October.

MD-wide

- Completed the review of the security systems we have deployed in Greenview and are waiting for the report to be compiled. Once we have the report, we will be able to develop a multi-year plan to improve the security system effectiveness.

Manager, Operation, Josh Friesen

Operations East

- Six culvert replacements on Township Road 710A between Highway 49 and Township Road 714. Old culverts were inspected and found to be on the verge of failing. Additional culvert installations on Range Road 232 south of Township Road 700 and 8 Mile Road.
- Brushing has begun in Sandy Bay as a beginning step to improving drainage in the area in response to residents' requests.
- Road re-gravelling program completed in Ridgevalley/Crooked Creek area and Sunset House/Sweathouse area. Gravelling is ongoing in the Little Smoky and Valleyview areas and will move north into the New Fish Creek area.
- Roadside ditch mowing program has moved to the Forestry Trunk Road.
- Brushing has been ongoing, addressing areas of deadfall after high winds and responding to requests from local school division for improved lines of sight.
- Winter sand/salt mixed and piled in salt shed.
- Ditch cleaning and drainage work ongoing on Township Road 705A east of Range Road 214, in the Hamlet of Ridgevalley, Range Road 222 south of Highway 665. Weather permitting, ditch cleaning will begin in areas on Township Road 683 west of Range Road 225, Range Road 231 south of Township Road 700, Township Road 714 west of Range Road 211.

- Operations East has moved into the new shop.

Operations Central

- Road re-gravelling completed in DeBolt/Puskwaskau areas, presently patching spots on Forestry Trunk Road.
- Working on securing clay source for road repairs at kilometre 81 of Forestry Trunk Road.
- Roadside brushing done in multiple areas.
- Develop laydown yard area by DeBolt lagoon.

Operations West

- Ditch cleaning and responding to miscellaneous work requests in Landry Heights with culvert repairs/installs to follow.
- Winter sand/salt mixing is complete.
- Line painting completed on new asphalt on Township Road 700 east of Highway 666.
- Asphalt patches ongoing for Township Road 700, Township Road 701A, Two Lakes Road.
- Gravel stockpiling from Rail Rock to kilometre 70 stockpile is complete.
- Road re-gravelling program has begun in Grovedale area.

Operations South

- Wanyandie East slide repair nearly complete. Seventeen thousand (17,000) tonnes of material removed from slide area and drainage improved.
- Winter sand hauled to Operations yard and mixed with salt for upcoming winter.
- Assisted Environmental Services with digs in the Hamlet of Grande Cache and hauling cover material to landfill.
- Line painting is ongoing while temperatures permit.

Fleet Coordinator

- Request for Decision for surplus assets brought to Council for decision.
- Received delivery of new light duty vehicles.
- Assisting with Worktech work order process and reviewing as possible inventory management system.
- Investigating more cost-effective procurement of heavy equipment tires.

Manager, Planning & Development, Sally Rosson

- Summary discussion results for the open house held on September 15 on the Draft Sturgeon Lake Area Structure (SLASP) Plan will be posted on Greenview's website after the deadline for response to the SLASP survey on September 30, 2020.
- Draft Valleyview Intermunicipal Development Plan joint Council meeting held on September 15. The draft plan information will be provided to the citizens' panel. Schedule dates for the Valleyview IDP are as follows:
 - 1st reading – Tue., Oct. 13, 2020, during Councils' regularly scheduled meeting
 - Open house – Thu., Oct. 29, 2020, from 5:00 p.m. to 7:00 p.m. at Memorial Hall (main hall)
 - Joint public hearing – Mon., Nov. 16, 2020, at 7:00 p.m. at Memorial Hall
 - 2nd & 3rd readings – Mon., Dec. 14, 2020, during Councils' regularly scheduled meeting

- The draft Road Allowance Policy has been prepared and is scheduled for review by the policy committee.
- On September 24, 2020, the development permit has been approved for the DeBolt Senior Housing plans for Grande Spirit Foundation to accommodate two duplexes on a lot adjacent to the hamlet.
- GIS staff are working on the following items:
 - Improving the quality of mapping including cleaning up and adding to the current data;
 - Updates will take place to the website mapping for the next couple months;
 - Preparing land use amendment map templates;
 - Updates to the municipal road layers and meeting with I&P operations staff to confirm the necessary changes; and
 - Preparing 2021 budget maps for I&P engineering staff.
- Reviewing the MuniSight contract prior to renewal.
- Planning staff have recommended changes to the draft Land Use Bylaw; comments have been provided to the contractor to review and provide a further draft as soon as possible.
- Development notices, decisions and advertising including public hearing notices will be placed on Greenview's website, now that Advertising Bylaw 20-855 is in place. Mailing of individual adjacent landowner notices for land use amendment public hearings will continue to take place.
- Working with MuniSight Support to ensure the app works for data collection from an iPhone.
- Updates to a few existing rural address signs to read correctly, as well as ensuring new rural address signs on our Fall 2020 list are accurately addressed to place our order. For the fall installation, there will be 17 addressing signs and 11 (A & B) secondary suite lot signs. Booking the contractor for installs as soon as the order has been placed. Hoping for mid-October for installation timeline.
- Received an approved roadside development permit application from Alberta Transportation for installing the directional signage at the seven co-ops/enterprises. Information has been submitted for quotation purposes to the Ledcor representative in the Grande Cache area, as per AB Transportation guidelines. Awaiting response from Ledcor.
- Spoke to RMRF as per Denise's request to have the lawyer draft a work procedure for issuing a temporary work agreement for Greenview. Temporary work agreement will be issued to SNC-Lavalin for work in the Hamlet of Grande Cache for proposed borehole and monitoring wells to be drilled and sampled to the remainder of the year.
- Influx of aerial mapping requests from residents. Requests have been mainly due to hunting season and farmers wanting maps to show hunters their property boundaries for permission. Completed 16 printed maps with numerous quarter sections on each map for a total of 37 quarter sections.
- Updated information on the website under our planning & development tab for rural addressing. Explained further the importance to residents to memorize their rural address for ease of reference in emergency situations, and how to access additional information on how rural addresses are assigned in Greenview with the provincial addressing system.
- Monthly update to online business directory.
- Finalized development agreement for LKS Construction for the Dairy Queen/Shell development permit in the Hamlet of Grande Cache.
- Working with NRCB Morinville office regarding adjacent landowners complaints received over concerns of spring runoff and handling of manure management on cow/calf operation expansion. The NRCB has an active file and will continue to monitor the site.
- The following information provides a summary of the new applications received in the various development categories:

Monthly Summary of Activity in September 2020	
Type of Planning & Development Activity	Number of Applications
BUSINESS LICENSES:	1
DEVELOPMENT PERMIT APPLICATIONS:	20
LEASE REFERRALS:	5
LAND USE AMENDMENTS (RE-DESIGNATION):	0
SUBDIVISION APPLICATIONS:	2
APPROACH APPLICATIONS:	2 Gravel/Asphalt
ROAD CLOSURE APPLICATIONS:	0

Breakdown of the applications are outlined as follows:

Business Licenses: 1

B20-405 / PLAN 9322776, BLOCK 41, LOT 53 / NAILS & LASHES BY JANINE / DIV 9

Development Permits: 20

D20-382 / SE-36-70-22-W5 / CABIN - \$50,000.00 / FINSTER, GERALD & ESTHER / WARD 3
D20-384 / NE-04-72-26-W5 / DWEL. MANUF. & ACC BLDG - \$160,000.00 / LOEWEN, JASPER / WARD 6
D20-385 / PLAN 0825607, BLOCK 34, LOT 17 / MANUF. HOME - \$5000.00 / HAWRYLUK, BRUCE / DIV 9
D20-386 / NE-16-63-02-W6 / BORROW PIT - \$250,000.00 / SEVEN GEN ENERGY / WARD 7
D20-387 / SE-14-69-08-W6 / ACC. BLDG. DETACH GARAGE - \$50,000.00 / EMSON SERVICES / WARD 8
D20-388 / NW-26-61-27-W5 / COMPRESSOR - \$1,585,200.00 / CEQUENCE ENERGY / WARD 7
D20-389 / PLAN 0320759, BLK 1, LOT 4 / POLE SHED - \$150,000.00 / VALLENTGOED, LEONARD / WARD 8
D20-390 / PLAN 1027108, BLOCK 4, LOT 24 / DWEL. SNGL DET. - \$400,000.00 / ISAAC, KEITH / WARD 7
D20-391 / 02-22-63-06-W6 / COMPRESSOR - \$800,000.00 / HUSKY ENERGY / WARD 8
D20-392 / 06-23-62-24-W5 / COMPRESSOR - \$52,218.50 / CHEVRON CANADA LTD. / WARD 2
D20-393 / PLAN 9722205, BLOCK 47, LOT 5 / MANUF. HOME - \$5,000.00 / NISCO, EDNALYN / DIV 9
D20-394 / PLAN 3524TR / DWEL. MANUF. - \$15,000.00 / DELORME, ROLAND / WARD 1
D20-395 / PLAN 7621723, BLOCK 30, LOT 31 / AUTO REPR SHOP - \$47,000.00 / GC AUTO. / WARD 1
D20-400 / PLAN 3482TR / DWEL. SNGL DETACHED - \$90,000.00 / MOBERLY, RUEBEN / WARD 1
D20-401 / PLAN 3978KS, BLOCK 1, LOT 10 / ACC. BLDG. - \$40,000.00 / VYSE, SCOTT / WARD 7
D20-402 / PLAN 2020228, BLOCK 2, LOT 9 / DWEL. ACC. - \$400,000.00 / LANGENECKER, EARL / WARD 7
D20-403 / NW-12-72-01-W6 / SUPP LIVING ACCOM - \$405,000.00 / GRANDE SPIRIT FDN. / WARD 6
D20-404 / PLAN 9322776, BLOCK 41, LOT 53 / HOME OCC MINOR - \$7000.00 / HUMBY, JANINE / DIV 9
D20-406 / 02-11-64-04-W6 / WORK CAMP 20 PRSN - \$300,000.00 / SEVEN GEN ENERGY / WARD 8
D20-407 / 14-11-64-05-W6 / WORK CAMP 70 PRSN - \$400,000.00 / SEVEN GEN ENERGY / WARD 8

Lease Referrals: 5

L20-383 / NE-30-67-04-W6 / EVOLVE SURFACE STRATEGIES / GEOTECH PROG / WARD 6
L20-396 / NE-35-69-04-W6 / CPP ENVIRONMENTAL CORP. / SME – AGGREGATE / WARD 8
L20-397 / SE-07-63-01-W6 / ATCO ELECTRIC LTD. / ELEC POWERLINE ABV GRND TRANSM. / WARD 7
L20-398 / NW-12-63-02-W6 / ATCO ELECTRIC LTD. / ELEC POWERLINE ABV GRND TRANSM. / WARD 7
L20-399 / NE-09-70-02-W6 / CPP ENVIRONMENTAL CORP. / ACCESS RD CLASS IV / WARD 7

Land Use Amendments: Total 0

Subdivisions: Total 2

S20-014 / NW-12-72-01-W6 / M.D. GREENVIEW / GRANDE SPIRIT / BOUNDARY ADJUSTMENT / WARD 6
S20-015 / SW-22-73-01-W6 / HILL / FIRST PARCEL OUT / WARD 6

Gravel Approaches: Total 2

20_032 G / NW-27-71-01-W6 / FIRST / RIEGER / WARD 5
20_033 G / SE-08-71-23-W5 / RESIDENTIAL UPGRADE / VYSE / WARD 5

Asphalt Approaches: Total 0

Road Closures: Total 0



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Dennis Mueller, Interim General Manager

Date: 10/13/2020

Interim General Manager Community Services, Dennis Mueller

W.D. Stevenson Demolition Clinic

Administration is working with the Town of Valleyview to assist with the pre-demolition preparations of the W.D. Stevenson Medical Clinic Facility. The Town of Valleyview will head the planning and will oversee the demolition process.

Dental Clinic

Dr. Anton Luu has provided notification of his vacancy of the dental clinic that will be effective October 1st, 2020. The final payments of the dental equipment lease have been made and a letter from Greenview has been submitted to Dr. Anton Luu stating that the title of the equipment is now transferred to his name.

Administration has secured a new dental lease space agreement with David Vuu to commence October 1st. There will not be a lapse in occupancy within the dental space for any period of time between lease holdings.

Grovedale Daycare

Administration met with the organization spearheading a daycare in Grovedale. The General Manager is recommending that a deadline be established for any group wishing to pursue a daycare within Grovedale to provide a proposal with a follow-up presentation to Greenview Council as to move the project forward.

Town of Fox Creek

Administration from Greenview initiated a meeting with the Town of Fox Creek Administration to discuss the Town's budget requirements for the operation of the Fox Creek Greenview Multiplex. A recommendation for a Multiplex operation agreement will be brought forth for Council's consideration.

Administration

The Interim General Manager is assisting the Community Service Managers with planning for budget deliberations.

Agricultural Services Manager, Quentin Bochar

Administration

The Agriculture Department Administration has been busy working on reports, policies, and projects to meet the goals and objectives of the Agricultural Service Board Strategic Business Plan and Council's Strategic Business Plan.

Staff

Some of the seasonal staff have already left for the season, we would like to thank the Vegetation Management Technicians and the Weed inspectors that have already left for their dedicated service.

Rental Program

The rental program volume has been fairly busy, as the fall season begins. Staff are working to keep the rental equipment clean, in good operable condition, and available for rental. To-date there have been 434 rental day equivalents.

Pest Control Program

To-date, there have been a total of 77 wolves turned in for the 2020 Wolf Harvest Incentive program. There have been 35 beavers turned in for the 2020 Beaver Harvest Program. Administration is currently waiting for pertinent wolf predation information from the Province, as well as information that will be utilized to complete the job description for the Problem Wildlife Officer, both reports will be presented to Council in October.

Vegetation Management

The Roadside Spray program has basically been completed. There are 2200 Km of roadside ditches to consider for spraying every year, of this, 1667 Kms was sprayed due to the presence of invasive species or sweet clover. No spray areas, yard sites, dugouts, waterbodies, etc. was some of the associated factors for the mileage variance. In addition, areas to be covered this year included Wards 1, 2, 6, and 7, as well as whatever was missed last year due to uncooperative weather.

Grande Cache Beautification

The Greenview Beautification team is currently working on completing the mowing program and spray program for control of vegetation in the Grande Cache hamlet. Staff are currently doing some brush and tree removal from parks and alleyways within the hamlet, most of this work is assigned based on requests received from residents. The staff are also working on getting the Christmas decorations cleaned up and ready for installation later this fall in the hamlet core area (downtown).

Agricultural Service Board (ASB)

The next ASB meeting is scheduled for October 28th, 2020

Economic Development Manager, Kevin Keller

Toured Greenview with Communications staff and met members of community groups which receive annual budgeted grants. The meetings were held to discuss Greenview sponsorship signage and to acquire photos for updating the Communications photo inventory. The following locations were visited: Grovedale Cemetery, New Fish Creek Association, Sturgeon Heights Hall & Cemetery, Little Smoky Hall, Little Smoky Cemetery, Sweathouse Hall, Sunset House Hall, Sunset House Cemetery, DeBolt & District Agricultural Society, DeBolt Museum, Goodwin Hall.

A new format for submitting grant applications is now live on Greenview's website. Implementation of this application is a pilot project to determine its potential for information gathering and reporting capabilities.

Revised sponsorship/donation, financial reporting and outcome reporting forms were installed on the Greenview website.

Scheduled virtual Grant Writing workshops, hosted by Greenview and facilitated by the Government of Alberta for the following dates and locations: October 8th (Public Service Building (PSB) Grande Cache) and October 20th (PSB DeBolt). Limited seating made available for those without zoom capabilities.

An auction item donation for the Nitehawk Comedy Night was provided sourced from the Greenview promotional supplies, the associated dollar value is \$425.00.

Arranged for the Greenview Recreation Manager to connect with the DeBolt Museum for the annual playground inspection.

Contacted the Grovedale Museum to provide assistance with a grant application for acquiring window security for the museum.

Work continues the Labour Market Needs Analysis to move the project closer to completion. The data will aid in determining some of the labour needs in the area. The project consultant is contacting regional business and the data collected will be utilized to prepare a Labour Market Study specific to each of the participating municipalities. Greenview's identified employers included: Foothills Forestry, CST Canada Coal, Grande Cache Institute, Jupiter Resources, Norbord, Seven Gens, CNRL, Klassen Brothers, Pembina, SemCAMS, Keyera, TC Energy, Ovintiv and MD of Greenview.

At the Grande Prairie Regional Innovation Network (GPRIN) Meeting three (3) projects were awarded funding to assist with their innovative service offerings.

Growing the North (GTN) Meeting planning sessions have begun and speakers for the 2021 event have been identified. Due to COVID 19 considerations, this year's event will be hosted virtually.

Received information from Woodland's Administration regarding the proposed Alberta to Alaska railway, with concept defining the benefit west central Alberta may capitalize on from this project. A project overview is being prepared for the Greenview Senior Leadership Team.

Administration attended an Alberta Women Entrepreneurs session to bring together our Grande Prairie partners to share respective strategies, create an awareness of initiatives/programs/resources/knowledge and build partnerships through collaborative efforts.

Attended the Fox Creek Business Support Network Meeting, whereby the guest speaker was Dr. Lynora Saxinger from the University of Alberta, she held a great conversation with the group answering questions about managing infectious diseases & COVID 19 in the workplace.

The Grande Cache Business Support Network has made its return. This collaboration between Greenview and Community Futures West Yellowhead is focused on providing businesses located in Grande Cache with a monthly learning and networking opportunity. The guest speaker was Dr. Evans from the University of Alberta, he facilitated a good conversation on managing infectious diseases & COVID 19 in the workplace.

Additionally, after the session a quick steering meeting was held, deciding that at October's meeting, Canada Fiber Optics will present, and November's meeting will include updates from the following industries: Foothills Forestry and CST Canada Coal Limited. Attendance option for the meetings will include in person or virtual (zoom or other methods).

Grande Cache Tourism & Interpretive Centre (TIC)

Paving of the Tourism Interpretive Centre parking lot was completed.

#ExploreNWAB campaign highlighted through the Travel Alberta and ZenSeekers included an excellent article on Greenview's Grande Cache region.

Meeting with community leads about hosting a 2020 Christmas event at the Bird's Eye Park.

A new Customer Service Representative has joined the Tourism Information Centre team. The facility has operated short-staffed most of the summer.

Total visitors for September was 1409.

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

Education and awareness about the diverse programs and services offered through Green View FCSS continues to be promoted. While the promotional campaign filters throughout the entire municipality, the department is focused on raising awareness in the hamlet of Grande Cache. Avenues of promotion in Grande



Cache include mail out of program guides, engaging residents in public spaces such as the mall and grocery stores, information seminars at interagency, and at site specific gathering centers including: the Big Horn Seniors Club, Whispering Pines Lodge and the Adult Learning Center. Efforts to increase awareness have already proven to be successful and can be seen not only in the growth of Home Support clients, but also the increased requests of community information sessions, namely the Just in Case File workshop. This workshop assists residents with knowledge regarding the types of information and documentation

necessary for family members to be prepared in times of emergency or sudden death.

Due to Covid-19, administration has made some adaptations in the design to recognize the Day of the Older Person. Instead of our Annual Older Adult Information Day we are hosting a drive through coffee and cookies in Grande Cache and the grab and go coffee and cookies in Valleyview, DeBolt and Grovedale. Any older adult (50+) who resides in Greenview will receive a package that includes information on pensions, benefits, advanced planning and tips on physical activity, along with some take home goodies. A questionnaire is included in the package, with the intent of gauging this age cohort's knowledge on the types of assistance provided by Green View Family and Community Support Services.

Administration is collaborating with the Alberta Rural Development Network (ARDN) to conduct a Housing and Service Needs Estimation Survey. The first estimation, completed in 2018, indicated that homelessness and those precariously housed is an identifiable concern for some within Greenview. This second survey will be conducted from October 5th-November 4th and will provide an opportunity to determine housing and service needs and compare it to the baseline data gathered previously. Conducting the first estimation was a key factor in the success of receiving grant funding for the 4.5-year Meadows to Mountains Homelessness Prevention Project we currently administer. Over 20 people have been assisted and secured their housing as a result of this project.

Administration has contacted the schools within Greenview to inquire if the Youth Coordinators are able to facilitate programs in classrooms. Due to the pandemic, FCSS programming within the schools is on hold and the Youth Coordinators are assisting in the recreation department.

Administration will participate in a (FCSSAA) Family and Community Support Services of Alberta provincial program engagement review. The purpose of the engagement is twofold: clarify and strengthen the strategic intent of the FCSS program and inform the development of policy options to enhance the current program. Engagement themes will focus on mandate, funding, enhanced collaboration and coordination, and accountability and oversight. The engagement will involve representatives from the Directors Network Committee and the FCSSAA Board members, who will have a teleconference meeting with Community and Social Services Minister Sawhney on September 29th.

Recreation Services Manager, Kevin Gramm

Travelling quite regularly back and forth between Valleyview and Grande Cache in order to provide support services to the Greenview Regional Multiplex (GRM) staff and operations. Since the departure of the previous Facility Manager at the Multiplex my knowledge of the Facility has been greatly expanded. This has allowed me to provide recommendations for operational streamlining, address outstanding concerns and work one on one with the staff by providing support and communication. Preparation of the proposed operational and capital budgets are underway in all three areas of Recreation Services.

Greenview residents have provided positive response to the re-opened recreation facilities that were permitted after the COVID mandated closures that were enforced by the Province.

Lastly, we continue to work with the Human Resources team to allow our Recreation Services to bring staffing levels back up to previous operational levels.

Grande Cache Recreation Services

Grande Cache Recreation Centre arena ice installation is complete. Over the course of a 2-week period, staff have professionally installed our NHL size 200' X 80' hockey arena ice. Recreation Services evaluated the feasibility of ice installation in August and after consultation with several user groups made the decision to have the arena ice surface ready and available for use as of October 5th, 2020. Administration has chosen to initiate the season with a cautious introduction to public access of the arena, commencing with Minor Hockey. Final details are being put together on proper access to the arena for private rentals. At this time, no drop in shinny and public skating will be offered until such time that Administration is comfortable that these activities can be safely provided. Consideration needs to be given regarding ice monitoring and access to the public space inclusive of proper cleaning protocols.

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, only one user group has confirmed return to use, it is the Grande Cache Minor Hockey Association. Other clubs: Grande Cache Caribou Hockey League and Akasaka Figure Skating Club have delayed returning to the ice until January 1st, 2021. In addition to the hockey arena reductions in use, the Grande Cache Curling Club has chosen to delay the club's return to activity until an undetermined date. This decision has prompted Administration to delay ice installation in the curling rink until such time as the club returns with a date and a plan.

As of this report completion date, Grande Cache Recreation Services had five team members off due to COVID testing. An important note regarding these tests and subsequent #811 directives is that until a negative test result is confirmed, or 10 days have elapsed, team members cannot return to regular duties within the workplace. This is an immediate loss that requires quick changes to staffing and shift schedules. At this time, the impact is only internal, however, the loss of numerous staff may have future scheduling impacts with the available offerings at the Recreation Centre. Staff have done an excellent job at supporting the loss of their teammates and providing services to keep the facility in full operation as scheduled.

On October 1st the Recreation Centre received a visit from the Regional Occupational Health and Safety Inspector (OH&S). This visit was to review COVID procedures and see the current operational systems in place to support directives from OH&S and AHS.

The Province announced the expansion of service permissions to include hot spots (hot tubs, steam rooms and saunas) with restricted occupancy defined for each space. The Grande Cache Recreation Centre has all three open and in use as of the date of announcement. This has provided an attendance increase to the aquatic's facility as users of the facility often visit the fitness centre and the hotspots in the same day.

Valleyview Recreation Services

Swan Lake

The fish cleaning station at Swan Lake has been replaced with a Molok style station (like those seen at Grande Cache Lake, Grovedale Fishpond and Moody's Crossing). This style of cleaning station drastically reduces the smell of contents from spreading and is more aesthetically pleasing. Regular use of the Molok effectively reduces the amount of domestic garbage placed in the portable bin stations allowing staff to focus more on the site and cleaning aspects.

The docks at Swan Lake are scheduled to be removed during the week of October 20th. A thorough assessment will then be completed on the docks to ensure that all required repairs are complete prior to reinstallation in the spring. The docks are extremely well used and have seen increased wear and tear necessitating the repairs to be completed.

Shuttler Flats PRA

Shuttler Flats PRA was utilized over the September long weekend by a private group and excellent feedback was provided on the cleanliness of the site. Administration has completed a thorough inspection on the site and has identified minor improvements to work towards over the coming season.

Optimizing Alberta Parks

Administration had a meeting with Alberta Parks regarding the "Optimizing Alberta Parks" document. The staff located out of the Grande Prairie office are still awaiting clear direction on what the deregulation of

Parks will look like. Therefore, Administration will stay in touch with Parks staff and update Council when more information is available in order to avoid pre-emptive planning. Initial assessment of the sites indicated that very minimal investment would be required in order to maintain sites. Alberta Parks has indicated that within a month or so they should be able to provide a clear understanding of the Minister's expectations and public announcements.

Greenview Regional Multiplex (GRM)

On September 28th Gayla Arams commenced employment as the Facility Manager of the Greenview Regional Multiplex. Gayla comes with a great background in aquatics facility operations and administration. Her experience working for the Town of High Prairie at their facility prior to her employment with Greenview will be a great asset to the Multiplex in Valleyview.

On September 24th the Greenview Regional Multiplex board met for the first time since the COVID19 closure in March 2020. The GRM Board was excited to return, and the meeting provided Administration with the opportunity to answer questions that the board had in regard to the facility. In addition, unfinished business from the last meeting in February was addressed. Moving forward, the board and administration will continue to meet at regular scheduled dates.

The Province announced the expansion of service permissions to include hot spots (hot tubs, steam rooms and saunas) with restricted occupancy defined in each space. The Greenview Regional Multiplex has both its hot tub and steam room (there is no sauna) open and in use as of the date of announcement. This has provided an attendance increase to the aquatic's facility as users of the facility often visit the fitness centre and the hotspots in the same day. The indoor track and field house continue to be utilized by patrons in accordance with all protocols as established.

The Greenview Regional Multiplex programming team has provided this information:

Surprise, indoor play spaces are opening October 6th they are not for public use at this time, only for booked-in time slots for patrons using the facility. Patrons will be able to use the childmind during the hours posted.

After school programs are running in partnership with FCSS, as we have the Youth Programmer from that department in attendance. These programs will be starting at the end of October, she will run Boys Council and Girls Circle, if enough registrations are received to run the program.

Administration will continue to monitor the directives from AHS and the Province to facilitate additional Childmind opportunities. We will focus future efforts on meeting the vision of Childmind and drop-in space. At this time, staffing shortages and increased responsibility limits staff's abilities to deliver the full services.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Corporate Services

Submitted by: Aleks Nelson, Chief Financial Officer

Date: 10/7/2020

Chief Financial Officer, Aleks Nelson

The highlight in our department for September (and early October) is the hiring of our new Manager of Finance and Administration, Ed Kaemingh and our Finance Coordinator, Shaun Dubitz. Ed, a CPA, comes to Greenview with a wealth of municipal financial experience, most recently working in Sturgeon County. Shaun is a former finance intern and has spent time working in Lac La Biche and Lamont Counties. Shaun will be working closely with Deb Welsh to hone our financial reporting capabilities and on the numerous special projects that keep popping up. We are so happy Ed and Shaun are joining us at what is normally the busiest 6 months of the year in the finance department.

The tax recovery sale was cancelled as taxpayers either paid arrears in full or reached a re-payment agreement with Greenview.

At September 30, 2020, close to 90% of non-residential property taxes had been paid in full.

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
Jun-20	178	\$201,206.99
Jul-20	186	\$205,640.80
Aug-20	191	\$1,103,890.85
Sept-20	307	\$1,629,468.86

Our electronic payments (EFT) for purchases is also moving along well. 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:

Month	# of payments	# OF INVOICES	\$ Value of payments
June	27	52	\$ 232,942.84
July	268	843	\$4,991,357.77
August	237	766	\$2,672,328.28
September	282	782	\$4,923,206.63

Respectfully submitted,

Aleks Nelson CPA, CGA



Employee # : _____
Department: Council

Claimant	_____
Date	_____
Approved	_____
Date	_____



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 2 Councillor Dale Gervais		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
9/28/2020	Regular Council Meeting	
9/30/2020	Strategic Planning Session	



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
09/28/2020	Regular Council Meeting	
09/30/2020	Strategic Planning Session	
10/01/2020	Greenview Regional Waste Management Commission	
10/07/2019	Golden Triangle Consortium	Zoom Meeting



Employee # : _____
Department: Council

			<div style="border-bottom: 1px solid black; padding-bottom: 5px;">Claimant</div>
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	Date	Approved	Date



Council

Claimant	_____
Date	_____
Approved	_____
Date	_____



Employee # : _____
Department: _____
Council _____

Claimant	Date	Approved	Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 7 Councillor Roxie Rutt		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
9/28/2020	Regular Council Meeting	Minutes posted on MD Website
9/30/2020	Other	Strategic Planning Day <ul style="list-style-type: none"> • Council and Senior Leadership looked at the strengths, weaknesses and threats to the MD from 2019 and 2020 and then set priorities to work on in 2021 and beyond. A very productive day. • Results will be published in the Strategic Plan
10/1/2020	Crooked Creek Recreation Club	<ul style="list-style-type: none"> • Contracts were signed for the Arena Caretaker, Janitorial and Concession • Operating Procedures during Covid-19 were finalized • Arena opening is planned for October 13



Employee # : _____
Department: Council

Claimant	_____
Date	_____
Approved	_____
Date	_____



Employee # : _____
Department: Council

Claimant	_____
Date	_____
Approved	_____
Date	_____



Council

Duane Didow
Claimant