



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

March 9, 2021

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES		
	3.1 Regular Council Meeting minutes held		4
	3.2 Business Arising from the Minutes		
#4	PUBLIC HEARING		
#5	DELEGATION	11:00 a.m.	
	5.1 Metrix Group		12
#6	BYLAWS		
#7	BUSINESS		
	7.1 Policy 1035 Advertising		14
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7.16 Light Duty Tender	180
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7.18 Greenview Cost of Water Overview	265
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7.24 BF747 Letter to Alberta Transportation	308
7.25 Library Review	310
7.26 Manager's Reports	321

#8 NOTICE OF MOTION

#9 CLOSED SESSION

9.1 Disclosure Harmful to Business Interests of a Third Party
(FOIP, Section 16)

9.2 Disclosure Harmful to Intergovernmental Relations
(FOIP, Section 21)

#10	MEMBERS	Ward 1	343
	REPORTS/EXPENSE	Ward 4	
	CLAIMS	Ward 6	
		Ward 7	
		Ward 8	
		Ward 9	
#11	ADJOURNMENT		

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, February 23, 2021

**#1
CALL TO ORDER**

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

Present

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

ATTENDING

Chief Administrative Officer	Denise Thompson
Deputy Chief Administrative Officer	Stacey Wabick
Director Infrastructure & Planning	Roger Autio
Interim Director, Community Services	Dennis Mueller
Marketing & Communication Manager	Stacey Sevilla (virtual)
Recording Secretary	Wendy Holscher

ABSENT

Chief Financial Officer	Aleks Nelson
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**#2
AGENDA**

MOTION: 21.02.061 Moved by: COUNCILLOR TYLER OLSEN
That Council adopt the February 23, 2021 Regular Council Meeting Agenda as presented.

CARRIED

**#3
MINUTES**

MOTION: 21.02.062 Moved by: COUNCILLOR DUANE DIDOW
That Council adopt the minutes of the Regular Council Meeting held on Tuesday, February 9 meeting, as presented.

CARRIED

**#3.1
BUSINESS ARISING
FROM THE MINUTES**

3.1 BUSINESS ARISING FROM MINUTES

- Council Compensation review is going ahead. Motion to rescind was defeated.

**#4
PUBLIC HEARING**

4.0 PUBLIC HEARING

**#5
DELEGATIONS**

5.0 DELEGATIONS

**#6
BYLAWS**

6.0 BYLAWS

BYLAW 20-865

6.1 BYLAW 20-865 STURGEON LAKE AREA STRUCTURE PLAN

MOTION: 21.02.063 Moved by: COUNCILLOR SHAWN ACTON
That Council rescind Motion 20.12.625 "MOTION: 20.12.625. That Council schedule a Public Hearing to Bylaw 20-865 to receive public input into the Sturgeon Lake Area Structure Plan to be scheduled on February 9, 2021 in the Council Chambers at 9:15 a.m."

CARRIED

REVISED BYLAW 21-867

6.2 BYLAW 21-867 GREENVIEW INDUSTRIAL GATEWAY

MOTION: 21.02.064 Moved by: COUNCILLOR DALE GERVAIS
That Council give Third reading to Revised Bylaw No. 21-867, to adopt the revised Greenview Industrial Gateway (GIG) Area Structure Plan.

CARRIED

**#7
NEW BUSINESS**

7.0 NEW BUSINESS

**POLICY 4013
ROAD INSPECTION AND
MAINTENANCE**

7.1 POLICY 4013 ROAD INSPECTION & MAINTENANCE

MOTION: 21.02.065 Moved by: COUNCILLOR ROXIE CHAPMAN
That Council approve Policy 4013 "Road Inspections and Maintenance" as presented.

CARRIED

**POLICY 4024
MISC. ROAD REQUESTS**

7.2 POLICY 4024 MISCELLANEOUS ROAD REQUESTS

MOTION: 21.02.066 Moved by: COUNCILLOR TYLER OLSEN
That Council approve Policy 4024 "Miscellaneous Road Requests" as presented.

CARRIED

POLICY OP 13

MOTION: 21.02.067 Moved by: COUNCILLOR DALE GERVAIS
That Council repeal Policy OP 13 "Miscellaneous Road Requests".

CARRIED

**POLICY 4025
DUST CONTROL**

7.3 POLICY 4025 DUST CONTROL

MOTION: 21.02.068 Moved by: COUNCILLOR TOM BURTON
That Council approve Policy 4025 "Dust Control" as presented.

CARRIED

POLICY OP 05

MOTION: 21.02.069 Moved by: COUNCILLOR WINSTON DELORME
That Council repeal Policy OP 05 "Dust Control".

CARRIED

**POLICY 4026
FENCING AND
BORROWING PIT**

7.4 POLICY 4026 FENCING AND BORROWING PIT

MOTION: 21.02.070 Moved by: COUNCILLOR WINSTON DELORME
That Council approve Policy 4026 "Fencing and Borrow Pit" as presented.
CARRIED

POLICY EES 08

MOTION: 21.02.071 Moved by: COUNCILLOR DUANE DIDOW
That Council repeal Policy EES 08 "Fencing and Borrow Pit".
CARRIED

**RESCIND 18.12.719
COUNCIL EVALUATION**

7.5 RESCIND COUNCIL EVALUATION

MOTION: 21.02.072 Moved by: COUNCILLOR SHAWN ACTON
That Council rescind Motion: 18.12.719. Moved by: REEVE DALE GERVAIS
That Council as a whole engage a third party to conduct the annual Council
Self-Appraisal to occur in early 2019.
CARRIED

**ALBERTA PARKS LEASES
SHEEP CREEK**

7.6 ALBERTA PARKS LEASES

MOTION: 21.02.073 Moved by: COUNCILLOR WINSTON DELORME
That Council authorize Administration to enter into a lease agreement with
Alberta Parks for the Sheep Creek Provincial Recreation Area
(NW – 32 – 58 – 7 – W6M).
CARRIED

**SMOKY RIVER SOUTH
PROVINCIAL REC. AREA**

MOTION: 21.02.074 Moved by: COUNCILLOR TYLER OLSEN
That Council authorize Administration to enter into a lease agreement with
Alberta Parks for the Smoky River South Provincial Recreation Area
(N 1/2 – 32 – 56 – 8 – W6M, S 1/2 – 5 – 57 – 8 – W6M).
CARRIED

**GRANDE CACHE
RECREATION
PARTNERSHIP
AGREEMENT**

7.7 GRANDE CACHE RECREATION PARTNERSHIP AGREEMENT

MOTION: 21.02.075 Moved by: COUNCILLOR DUANE DIDOW
That Council authorize Administration to enter into an agreement with the
Province of Alberta to receive grant funding in the amount of \$300,000.00,
to be allocated for the improvement of recreational trails in the Grande
Cache area.
CARRIED

Reeve Dale Smith recessed the meeting at 10:04 a.m.
Reeve Dale Smith reconvened the meeting at 10:12 a.m.

**GRANDE PRAIRIE
REGIONAL REC.
COMMITTEE**

7.8 GRANDE PRAIRIE REGIONAL RECREATION COMMITTEE

MOTION: 21.02.076 Moved by: COUNCILLOR TOM BURTON
That Council take no action on the request to provide an expression of
interest to the Grande Prairie Regional Recreation Committee regarding

the willingness to endorse the concept of a high-performance sports centre and associated financial contribution agreement for capital and operating expenses in the Grande Prairie Region.

CARRIED

**TEEN CHALLENGE
SNOW RUSH EVENT**

7.9 TEEN CHALLENGE SNOW RUSH EVENT SPONSORSHIP

MOTION: 21.02.077 Moved by: COUNCILLOR SHAWN ACTON

That Council provide a sponsorship in the amount of \$750.00 to the 2021 Teen Challenge Snow Rush Event, with funds to come from the Community Services Miscellaneous Grant Budget.

CARRIED

ART GALLERY

7.10 ART GALLERY OF GRANDE PRAIRIE – ACCESS TO ART COLLECTION

MOTION: 21.02.078 Moved by: COUNCILLOR DUANE DIDOW

That Council direct Administration to select the art piece to be on loan temporarily to Greenview from the Art Gallery of Grande Prairie and determine a public location to display the selected art piece.

CARRIED

**COVID
COMMEMORATIVE ART**

MOTION: 21.02.079 Moved by: COUNCILLOR DALE GERVAIS

That Council direct Administration to select the COVID commemorative art piece gifted from the Art Gallery of Grande Prairie and arrange the presentation to Council.

CARRIED

**EOI EQUIPMENT
CRITERIA**

7.11 EOI EQUIPMENT CRITERIA

MOTION: 21.02.080 Moved by: COUNCILLOR ROXIE CHAPMAN

That Council accept the discussion on the Expression of Interest (EOI) Equipment Criteria, for information, as presented.

CARRIED

MOTION: 21.02.081 Moved by: COUNCILLOR DALE GERVAIS

That Council direct Administration to develop a stand-alone policy to deal with perceived conflict of interest.

Favour: Councillor Didow, Reeve Dale Smith, Councillor Chapman, Deputy Reeve Bill Smith, Councillor Urness, Councillor Gervais.

Opposed: Councillor Delorme, Councillor Acton, Councillor Burton, Councillor Olsen

CARRIED

**GRANDE CACHE CAPPED
WELLS**

7.12 GRANDE CACHE CAPPED WELLS UPDATE

MOTION: 21.02.082 Moved by: COUNCILLOR WINSTON DELORME
That Council accept the Co-ops' and Enterprise's Capped Well update for
information, as presented.

CARRIED

RR 260 AWARD

7.13 RANGE ROAD 260 AWARD

MOTION: 21.02.083 Moved by: COUNCILLOR ROXIE CHAPMAN
That Council award the Construction Project on Range Road 260 to Wild
West Dirtworks Ltd. for \$1,091,418.20, with funds to come from the 2021
Roads Capital Budget.

CARRIED

2020 AUDIT PLAN

7.14 2020 AUDIT PLAN COUNCIL RESPONSE

MOTION: 21.02.084 Moved by: REEVE DALE SMITH
That Council set a meeting with the auditors during the March 9, 2021
Regular Council Meeting.

CARRIED

**#8
NOTICE OF MOTION**

8.0 NOTICE OF MOTION

Councillor Delorme put forth a Notice of Motion for Administration to
bring back information on replacing the well at Muskeg Seepee Co-op (Se
11-057-05 W6M Camp Water Supply Well).

Councillor Delorme put forth a Notice of Motion for Administration to
bring back a preliminary report outlining costs for a potable water point to
serve the residents in Nose Creek.

Councillor Delorme put forth a Notice of Motion for Administration to
bring forward an RFD to conduct a feasibility study to provide rural water
services to the Co-ops and Enterprises.

Councillor Acton put forth a Notice of Motion for Administration to write a
letter to Alberta Transportation on the bridge file of 747 Crossing of
Sweathouse Creek with concerns brought forward about the load
restrictions.

Councillor Burton put forth a Notice of Motion that Council direct
Administration for an Audit or Review RFD for the MD of Greenview
Library Board.

**#9
CLOSED SESSION**

9.0 CLOSED SESSION

**#10
MEMBER REPORTS &
EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

WARD 1

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

- Municipal Planning Commission
- Policy Review Committee
- February 16, Committee of the Whole
- Growing the North Virtual Conference (Feb 16-18)
- Alberta Seniors Communities & Housing Association South Region and Central Region
- February 23, Regular Council Meeting

WARD 2

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

- Municipal Planning Commission
- February 16, Committee of the Whole
- RMA District 4 Meeting

WARD 3

COUNCILLOR LES URNESS submitted his update to Council on his recent activities, which include;

- Municipal Planning Commission
- February 16, Committee of the Whole
- RMA District 4 Meeting

WARD 4

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

- February 09, 2021 Regular Council Meeting
- Municipal Planning Commission
- RMA District 4 Meeting
- Growing the North Virtual Conference (Feb 16-18)
- February 16, 2021 Committee of the Whole
- Fox Creek Library Board Meeting

WARD 5

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

- February 16, 2021 Committee of the Whole
- Heart River Housing Meeting
- Growing the North Virtual Conference (Feb 16-18)
- Discussion on Natural Gas

WARD 6

COUNCILLOR TOM BURTON submitted his update to Council on his recent activities, which include;

- Municipal Planning Commission
- Policy Review Committee
- Discussion on Natural Gas
- RMA Norther District 4 Meeting
- MD of Greenview Library Board Meeting
- East Smoky Recreation Board Meeting
- February 16, 2021 Committee of the Whole
- Growing the North Virtual Conference (Feb 16-18)

WARD 7

COUNCILLOR ROXIE CHAPMAN submitted her update to Council on her recent activities, which include;

- February 9, 2021 Regular Council Meeting
- Grande Prairie Public Library Board Meeting
- Growing the North Virtual Conference (Feb 16-18)
- FCSS Meeting
- Grande Spirit Foundation Meeting
- Peace Region Economic Development Alliance
- Crooked Creek Recreation Club Meeting

WARD 8

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

- Municipal Planning Commission
- RMA District 4 Meeting
- February 16, Committee of the Whole
- Growing the North Virtual Conference (Feb 16-18)
- Discussion on Natural Gas

WARD 9

COUNCILLOR DUANE DIDOW submitted his update to Council on his recent activities, which include;

- FCSSAA Meeting
- FCSSAA – Policy Committee Meeting
- February 9, 2021 Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- RMA District 4 Meeting
- Growing the North Virtual Conference (Feb 16-17)
- FCSS Board Meeting
- Community Futures West Yellowhead Board Meeting

WARD 9

COUNCILLOR TYLER OLSEN submitted his update to Council on his recent activities, which include;

- Municipal Planning Commission
- Policy Review Committee
- RMA District 4 Meeting
- Grande Prairie Regional Tourism – Closed Session
- MD of Greenview Library Board
- February 16, Committee off the Whole
- Growing the North Virtual Conference (Feb 16-18)
- Community Futures West Yellowhead
- The River of Death and Discovery Dinosaur Museum Society

MEMBERS BUSINESS

MOTION: 21.02.085 Moved by: COUNCILLOR TOM BURTON
That Council accept the Members Business Reports as presented.

CARRIED

**#11
ADJOURNMENT**

11.0 ADJOURNMENT

MOTION: 21.02.086 Moved by: COUNCILLOR WINSTON DELORME
That Council adjourn this Regular Council Meeting at 12:07 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT: **METRIX GROUP LLP DELEGATION**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 9, 2021
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM: AN
LEG:
MANAGER:
PRESENTER: AN

RELEVANT LEGISLATION:

Provincial - **None**

Council Bylaw/Policy - **None**

RECOMMENDED ACTION:

MOTION: Council accept the information from Metrix Group LLP as presented.

BACKGROUND/PROPOSAL:

At the February 23, 2021 Regular Council Meeting Council Motion 21.02.084 by Reeve Dale Smith that Council set a meeting with the auditors during the March 9, 2021 Regular Council Meeting.

Metrix Group LLP, auditors for the Municipal District of Greenview, have an appointment for the March 9, 2021 Regular Council Meeting.

BENEFITS OF THE RECOMMENDED ACTION:

Council will be acting on Motion 21.02.084 from the February 23, 2021 Regular Council Meeting.

DISADVANTAGES OF THE RECOMMENDED ACTION:

None

ALTERNATIVES CONSIDERED:

None

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

None



REQUEST FOR DECISION

SUBJECT: **Policy 1035 Advertising**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 9, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1035 “Advertising” as presented.

BACKGROUND/PROPOSAL:

Greenview Administration regularly receives requests from non-profit and private entities to advertise their businesses and events on our website and social media accounts. This policy is designed to set parameters around what Greenview will advertise on its website and other pages. Greenview will advertise its own business and will consider advertising for non-profit groups subject to the criteria identified in the policy. Greenview will not advertise for private entities and for-profit groups. Policy 7000 “municipally owned digital signs” addresses similar issues, but only regarding signs. This advertising policy will be the overarching policy governing what Greenview advertises on all platforms.

PRC recommended administration account for for-profit sponsorships that occur in certain circumstances at Greenview facilities such as paid advertising or sponsorship of Council events, arena or baseball park sponsorships. Administration clarified wording throughout as to what assets the policy applies and that for profit sponsorships were exempt for multiplex, arena and ball diamond advertising. The PRC also recommended that Provision 2.3 be reworked to allow posting of signage for third party-hosted events.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an overarching policy governing advertising on all platforms.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

Alternative #2: Council may request policy 7000 and 1035 be amalgamated, but since they address slightly different things are not contradictory, administration did not see it as necessary.

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 update the policy register.

ATTACHMENT(S):

- Policy 1035

Title: Advertising

Policy No: 1035

Effective Date:

Motion Number:

Supersedes Policy No: NONE

Review Date:



Purpose: The purpose of this policy is to ensure that all third-party advertising on **Greenview property, facilities, and media** is consistent with Greenview's corporate values, image, and strategic goals.

Generally, Greenview will not advertise for for-profit organizations except through sponsorship at recreation facilities and events.

Greenview shall meet specific criteria, as outlined in this policy, without unreasonable interference with rights under the Canadian Charter of Rights and Freedoms.

1. DEFINITIONS

- 1.1. **Advertising** means any paid or in-kind communications that are utilized to influence, educate or inform the public. This includes all forms of advertising and sponsorship.
- 1.2. **CAO** means the Chief Administrative Officer of the M.D. of Greenview.
- 1.3. **Community** means the residents, landowners, business owners, organizations and agencies that make up Greenview.
- 1.4. **Employee** means those people employed full-time, part-time, casually. Seasonally, on contract, as a volunteer, or elected or appointed.
- 1.5. **For-Profit** means an organizations that provide products or services for profit; established, maintained, or conducted for the purpose of making a profit.
- 1.6. **Greenview** means the Municipal District of Greenview No. 16.
- 1.7. **Greenview Assets** means **Greenview website, social media, mobile app, and electronic sign boards.**
- 1.8. **Greenview Media** means any outlet used by Greenview to carry and deliver advertisements, and includes but is not limited to, direct mail; print (e.g. newspaper, brochure, flyer, magazine); digital media (e.g. web, e-mail, social media, mobile media); television; radio; billboard or message board.

- 1.9. **Greenview Program** means any activity which is operated by Greenview and includes any Greenview events and scheduled activities for the public and communities.
- 1.10. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members or officers, but goes back into the organization to further its aims and projects.

2. POLICY STATEMENT

- 2.1. Greenview supports the placement of advertisements on Greenview assets and Greenview media to assist in the provision of programs and services.
- 2.2. Third party advertising requests by registered non-profit groups on Greenview assets, in Greenview media, on Greenview property or facilities, will be considered in accordance with the criteria outlined in section 4.2 of this policy.
- 2.3. Third party advertising requests by for-profit groups or organizations on Greenview assets or in Greenview media shall not be considered, except in the following circumstance. **Third-party advertising requests from for-profit organizations as a result of a sponsorship or paid advertising of a Greenview event, or the hosting of an event in a recreation facility, including advertising in arenas or ball diamonds, will be considered in accordance with the criteria outlined in section 4.2.**
- 2.4. All advertising shall be consistent with Greenview's vision, mission and values and will not compromise or contradict any laws of Canada or Alberta, by-laws or policies of Greenview, or reflect negatively on Greenview's public image.
- 2.5. All advertising agreements shall be established in a manner that ensures access and fairness, and results in the optimal balance of benefits to Greenview and its communities.

3. SCOPE

- 3.1. This policy only applies to advertising from external advertisers:
 - on Greenview **owned facilities**;
 - **on Greenview owned assets**;
 - at Greenview programs; and
 - in Greenview media.

4. APPLICATION

- 4.1. The placement of any advertising on Greenview property, Greenview facilities, at Greenview programs, and/or in Greenview media does not represent or imply any partnership with Greenview; or Greenview's endorsement of any product, service, person(s), company, organization, beliefs, views, or any contents contained in the advertisement; and does not constitute information or communication by or on behalf of Greenview.
- 4.2. Advertising on Greenview property, facilities, assets and media must meet all of the

following criteria, including criteria 1 and 2 from the Canadian Code of Advertising Standards deemed appropriate by the Supreme Court of Canada:

- A. The advertising does not demean, denigrate or disparage any identifiable person, group of persons, firm, organization, industrial or commercial activity, profession, product or service or attempt to bring it or them into public contempt or ridicule;
- B. The advertising does not undermine human dignity; or display obvious indifference to, or encourage, gratuitously and without merit, conduct or attitudes that offend the standards of public decency prevailing among a significant segment of the population;
- C. The advertising adheres to the Canadian Code of Advertising Standards;
- D. The advertising is not in conflict with any applicable laws, Greenview bylaws or policies;
- E. The advertising does not breach or conflict with any existing Greenview advertising agreements and/or contracts;
- F. There are no adverse effects on public safety;
- G. The advertising does not incite violence and hatred;
- H. The advertising does not present demeaning or derogatory portrayals of individuals or groups;
- I. Alcohol, tobacco and cannabis advertising will not be permitted at events geared to children or youth;
- J. The proposed location of the advertising may have an impact when determining whether or not the criteria have been met.

4.3 In order for Greenview to ensure that all advertising complies with this policy, requests for placement of non-English language advertising must be accompanied by a certified English translation of the ad content.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council must approve any advertising agreements that grant naming rights to a Greenview property or facility.
- 5.2. To approve and periodically review the Advertising Policy.

6. ADMINISTRATION RESPONSIBILITIES

- 6.1. Administer, review, and recommend revisions to the Advertising Policy guidelines.
- 6.2. Has authority to enter into agreements with non-profit and for-profit organizations for the purposes of third-party advertising on Greenview property, at Greenview programs, and in Greenview media.
- 6.3. Communications:
 - A. The decision as to where advertising will be permitted (i.e. on which Greenview property or facility, at which Greenview programs and in which Greenview media) is the responsibility of the Communications department.
 - B. Communications is also responsible for administering such requests or offers of advertising in accordance with this policy.

- C. Advertising agreements, which must be in a form satisfactory to the CAO, are managed by the Communications department.



REQUEST FOR DECISION

SUBJECT:	Policy 1500 Financial Reporting		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM:	PRESENTER: DL
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

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

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1500 “Financial Reporting” as presented.

BACKGROUND/PROPOSAL:

At the January Committee of the Whole, it was discussed that Council review the Financial Reporting Policy to capture a fourth quarter report to be presented at the January Committee of the Whole.

The report for the quarter ending in December was added to all relevant areas of the policy.

Policy Review Committee recommended the following change:

- Add a provision, December quarter end reports will be preliminary as year end reports will not be complete.
-

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will receive a fourth quarter report in January instead of March.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

The disadvantage to the motion is there will be more than one version of December financial information presented as public information. This could create confusion by readers of both financial reports.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommended changes.

Alternative #2: Council may decide to revert back to the way the policy was originally without the December Quarterly report captured due to its incompleteness.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

Staff will prepare an additional quarterly report.

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 policy register

ATTACHMENT(S):

- Current Policy 1500
- Revised Policy 1500

Title: Financial Reporting

Policy No: 1500

Effective Date: September 28, 2020

Motion Number: 20.09.464

Supersedes Policy No: NONE

Review Date: September 28, 2023



Purpose: This policy outlines financial reporting requirements for Greenview. Administration will provide Council with quarterly financial reports in order to promote stewardship of Greenview resources, to support decision-making, and to provide transparent communication to the public.

1. DEFINITIONS

- 1.1. **Act** means the Municipal Government Act Revised Statutes of Alberta 2000 Chapter M-26 and any amendments.
- 1.2. **Capital Budget** means the approved budget for the current year covering purchases of tangible capital assets.
- 1.3. **Council** means the Reeve and Councillors of the Municipal District of Greenview No. 16 duly elected pursuant to the provisions of the Local Authorities Election Act, R.S.A 2000, Chapter L-21, and who are eligible to hold office under the terms of the Municipal Government Act, R.S.A 2000, Chapter M-26.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Operating Budget** means the approved budget for the current year covering annual operating expenditures such as wages, supplies, equipment, etc.
- 1.6. **Restricted Surplus** means amounts Council has designated towards a specific purpose.
- 1.7. **Restricted Surplus Report** means a report on restricted surplus balances and will include balance forwards from prior years, estimated reductions and estimated increases in the current year.
- 1.8. **Variance Report** means a report showing the budgeted amounts, actual amounts and the difference between the two reported as both dollar and percentage variances.

2. POLICY STATEMENT

- 2.1 Council must be made aware of certain aspects of the financial operations of Greenview as often as Council directs in accordance with the Act.

- 2.2 Council should be made aware of other aspects respecting the financial position of Greenview on a regular basis.

3. PROCEDURE

- 3.1. Variance reports on the Operating Budget shall be provided to Council at the Committee of the Whole meeting following the calendar quarters ending March, June, September, and **December** and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.
- 3.2. Variance reports on the Capital Budget shall be provided to Council at the Committee of the Whole meeting following the calendar quarters ending March, June, September, and **December** and will report on year to date information for those period end dates. Financial information provided will be on a summarized basis by department.
- 3.3. A Restricted Surplus report shall be provided to Council at the Committee of the Whole meeting following the calendar quarters ending March, June, September, and **December** and will report on year to date information on those periods.
- 3.4. **December quarter-end reports will be preliminary as year end reports will not be complete.**
- 3.5. Audited Financial Statements for the year will be presented by the Auditor to Council following the completion of the annual audit, normally in April of the year following the year for which the audit has been prepared.

4. COUNCIL RESPONSIBILITIES

- 4.1 Council will review the reports as presented to ensure a general familiarity with the financial information provided.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1 Administration shall prepare the reports and respond to any questions on the information contained in the reports.



REQUEST FOR DECISION

SUBJECT: Corporate Health and Safety Policy

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 9, 2021

DEPARTMENT: HUMAN RESOURCES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

MANAGER: LM

GM:

PRESENTER: MM

LEG: DL

RELEVANT LEGISLATION:

Provincial (cite) – *See Occupational Health and Safety Act Part 5 Program and Practices*, which states that the employer must have a Health and Safety Policy that states the policy for the protection and maintenance of the health and safety of workers at the work site

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 3015 “Corporate Health and Safety” as presented.

BACKGROUND/PROPOSAL:

This policy to abide by Occupational Health and Safety Act Part 5 that the employer must have a Health and Safety Policy that states the policy for the protection and maintenance of the health and safety of workers at the work site. To ensure that everyone is aware of Greenview’s commitment to the Health and Safety of all workers and their Safety Program.

Unlike the administrative policies, administration recommend that this policy be approved by Council as it applies broadly to the organization as a whole. There is minimal liability for Council in approving this policy.

The 2020 audit recommended the following changes:

- a. That provision 2.5 be added.
- b. The policy was also updated to the current format.

Administration is also recommending that this policy be assigned a number in the Protective Services listing.

Policy Review Committee recommended the following changes:

- All individuals have a responsibility to ensure physical, psychological, and social well-being at Greenview worksites.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated Corporate Health and Safety Policy which applies broadly to the organization and is compliant with OH&S legislation and regulation.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommended changes.

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 update the policy register.

ATTACHMENT(S):

- Policy 5005 Corporate Health and Safety
- Policy 3015 Corporate Health and Safety.

Title: Corporate Health and Safety Policy

Policy No: 3015

Effective Date: January 13, 2020

MOTION: 20.01.28

Supersedes: 3000

Review Date: January 13, 2023



Purpose: The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

POLICY

1. Greenview is committed to the protection of the Health and Safety of each worker. Greenview is committed to promoting a safe and healthy workplace for all employees, contractors, citizens and visitors. Council and Management support the implementation of a Health and Safety Program, which:
 - 1.1 Ensures procedures and practices for safe work performance.
 - 1.2 Provides protective equipment as required.
 - 1.3 Is committed to providing training to all workers in safety and health practices
 - 1.4 Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.
2. In pursuit of Greenviews commitment, Greenview will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and health work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in accidents, personal injury/illness and property damage.
3. Greenview is committed to working closely and proactively with Greenviews Occupational Health and Safety Committee with an aim to prevent injuries and accidents within Greenviews facilities and on our worksites. Greenview recognize that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management will help to control the potential for accidents. Safety is the direct responsibility of all CAO, General Managers, Managers, Supervisors, workers, and contractors.
4. Recognizing that Greenview is engaged in providing public services there is an obligation to provide those services in an efficient, effective and safe manner. All management activities will comply with Greenviews safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

Purpose of the Health and Safety Program:

5. Greenviews Health and Safety Manual is based on the fundamental concept that through knowledge, cooperation and adherence to provincial legislation and accident prevention measures, a healthy and safe work environment can be achieved.

CAO Signature

Date

Title: Corporate Health and Safety Policy

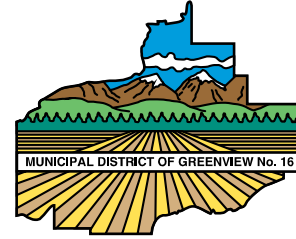
Policy No: 3015

Effective Date:

Motion Number:

Supersedes Policy No: 5005

Review Date:



Purpose: The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

1. DEFINITIONS

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

2. POLICY

- 2.1. Greenview is committed to the protection of the Health and Safety of each worker. Greenview is committed to promoting a safe and healthy workplace for all workers, contractors, citizens and visitors. Council and Management support the implementation of a Health and Safety Program, which:
 - A) Ensures procedures and practices for safe work performance.
 - B) Provides protective equipment as required.
 - C) Is committed to providing training to all workers in safety and health practices
 - D) Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.
- 2.2. In pursuit of Greenview's commitment, Greenview will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and health work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in accidents, personal injury/illness and property damage.
- 2.3. Greenview is committed to working closely and proactively with Greenview's Occupational Health and Safety Committee with an aim to prevent injuries and accidents within Greenview's facilities and on our worksites. Greenview recognize that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management will help to control the potential for accidents. Safety is the direct responsibility of the CAO, Directors, Managers, Supervisors, workers, and contractors.
- 2.4. Recognizing that Greenview is engaged in providing public services there is an obligation to provide those services in an efficient, effective and safe manner. All management activities will comply with Greenview's safety requirements as they relate to planning, operation and

maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

- 2.5. All worksite parties have a responsibility to ensure their physical, psychological and social well-being at Greenview.

3. PURPOSE OF THE HEALTH AND SAFETY PROGRAM

- 3.1. Greenview's Health and Safety Manual is based on the fundamental concept that through knowledge, cooperation and adherence to provincial legislation and accident prevention measures, a healthy and safe work environment can be achieved.

UNAPPROVED



REQUEST FOR DECISION

SUBJECT:	Policy 3021 Fire Rescue Services Apparatus Replacement		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER:
DEPARTMENT:	PROTECTIVE SERVICES	GM:	PRESENTER: WB
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –Policy 4006 Equipment Replacement

RECOMMENDED ACTION:

MOTION: That Council approve Policy 3021 “Fire-Rescue Services Apparatus Replacement”.

BACKGROUND/PROPOSAL:

When PRC and Council was reviewing Policy 4006 “Vehicle and Equipment Replacement”, they recommended a second policy be drafted to deal specifically with Fire-Rescue services apparatus. The policy was drafted to utilize the NFPA guidelines for apparatus maintenance and replacement. The NFPA guidelines will help guide the replacement schedule for vehicles. The policy does not include a specific table with apparatus and the years/mileage for replacement, but rather includes the NFPA matrix which will be applied to the fire apparatus. The Useable life of fire apparatus is dependent on a number of factors as outlined in the conditions matrix. These factors make it difficult to assign a strict age/mileage replacement guideline that is used in Policy 4006. The replacement schedule for fire apparatus, is therefore based on evaluating the piece of equipment against the conditions in the matrix to determine when the apparatus needs to be replaced.

The NFPA guidelines help manage larger apparatus and does not address smaller equipment. PRC recommended a section be added for smaller equipment. This is broken into two sections, one following NFPA guidelines for fire-rescue specific equipment, the other outlines the replacement of small/medium equipment in line with Policy 4006.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will utilize the NFPA recommendations to guide the replacement of large fire-rescue apparatus.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council can make additional recommendations.

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 bring the policy to Council for approval.

ATTACHMENT(S):

- Policy 3021

Title: Greenview Fire-Rescue Services Equipment Replacement

Policy No: 3021

Effective Date:

Motion Number:

Supersedes Policy No:

Review Date:



Purpose: The purpose of this policy is to establish a scheduled apparatus replacement plan, which improves the process of apparatus replacement and allows for planning of funding sources. The goal of this plan is to ensure that heavy fire apparatus are replaced when necessary to maintain a safe, reliable, and innovative fleet and do so in a cost-efficient manner. And this policy ensures Greenview is compliant with NFPA guidelines, OH&S guidelines, Alberta Transport Legislation, and Greenview policies.

1. DEFINITIONS

- 1.1 Class A Pumper** means an apparatus meeting that criterion for a pumper truck that can be used to fight fires in structures or other types of fires requiring larger volumes of water.
- 1.2 Commercial Chassis** means a chassis constructed for several different uses. i.e. Freightliner Etc.
- 1.3 Custom Chassis** means a chassis constructed by a specialty manufacturer for the sole purpose of use in the Fire Service. i.e. Spartan, Pierce, Rosenbauer, E-One etc.
- 1.4 FAMA** means Fire Apparatus Manufacturer's Association.
- 1.5 Fire Apparatus** means vehicles of varying types and sizes that fulfil different roles or functions during fire and rescue operations.
- 1.6 FUS** means Fire Underwriters Survey; Administered by SCM Risk Management Services. Provides information on Fire Departments in Canada to the Insurance Industry, to help set ratepayer insurance rates. They develop recommended Standards for Municipalities and Industry to follow.
- 1.7 GPM** means the amount of water flow volume capability of a particular pump installed on an apparatus.
- 1.8 Greenview** means the Municipal District of Greenview No. 16.
- 1.9 Life Cycle** means the useful life of an apparatus based on the average years, engine hours, and mileage before the repair and maintenance to operate the equipment becomes cost prohibitive.

- 1.10 Light/Medium Duty** means vehicles with a gross vehicle weight of less than 8,500 lbs, including SUV's, minivans, ½ ton trucks.
- 1.11 Tender** means an apparatus that supplies water to other trucks or drop tanks during fire operations. If provided with a pump, this type of truck usually does not have high volume pumps.
- 1.12 Tender/Pumper** means an apparatus that supplies water to other trucks or drop tanks during fire operations. However, the pumps are usually large enough that the truck could be used to fight fires just as you would be able to with a Class A Pumper. These trucks could have access issues due to the weight of the truck where a Class A Pumper would work better. It is recommended this type of truck be purchased versus just a standard Tender due to its versatility and ability to support other pumpers with water supply.
- 1.13 Wet Rescue Class A Pumper** means a specially designed fire apparatus that is used for multi-operations including fire suppression, vehicle extrications and other light rescue operations. It reduces the need to have multiple trucks responding on certain calls reducing cost ultimately for a department.
- 1.14 Brush Truck** means a smaller fire vehicle that is used for woods and brush fires. They are much lighter than larger apparatus and can access areas much easier than larger apparatus. They carry smaller high pressure pumps and less water, but are a very effective tool, especially in this area due to the terrain encountered during fires.
- 1.15 Rescue** means different styles of trucks used in various rescue operations. These operations can include vehicle accident extrication, building collapse, confined space rescues and other specialized rescue operations.
- 1.16 Utility/Support Units** means different styles of trucks used in various ways to assist prior to, during, and after emergencies. They may carry equipment, supplies and personnel for emergency operations. They also are used to pull trailers and other devices.
- 1.17 Support Unit** means This term is used to describe various styles of vehicles used to provide support during an emergency. The vehicles can range from automobiles, trucks to tractors. Most of the uses for this plan are for providing transportation for personnel to emergencies, training and mutual aid.
- 1.18 NFPA** means The National Fire Protection Association (NFPA) is a non-profit organization that utilizes its membership to develop standards for fire and life safety. The document includes standards for the construction and safety features used on fire apparatus and other equipment used by the fire service. NFPA also covers thousands of other standards that relate to fire and life safety. These standards are generally the nationally accepted standards and processes and can be legally binding in certain situations.

- 1.19 NFPA 1901** means Standard for Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances.
- 1.20 NFPA 1911** means Standard for the Inspection, Maintenance, Testing, and Retirement of in-service Emergency Vehicles.
- 1.21 NFPA 1915** means Standard for Fire Apparatus Preventive Maintenance Program.
- 1.22 ISO** means the Insurance Service Office/Commercial Risk Services is an organization that generally rates communities on their ability to provide a level of fire protection. The rating for many residential properties can affect the amount of insurance paid by a home owner in a coverage area. For the purposes of this document, this process only considered that we maintain the current ISO ratings in each fire response area. However, older apparatus that fall within the replacement recommendation of NFPA may receive deficiency points for future ISO ratings if not replaced.

2. POLICY

- 2.1 To maximize fire fighter capabilities in using fire apparatus and to minimize the risk of injuries, it is important that fire apparatus be equipped with the latest safety features and operating capabilities. In the last 10 to 15 years, much progress has been made in upgrading functional capabilities and improving the safety features of fire apparatus.
- 2.2 It is a generally accepted fact that fire apparatus, like all types of mechanical devices, have a finite life. The length of that life depends on many factors, including vehicle mileage and engine hours, quality of the preventative maintenance program, quality of the driver training program, whether the fire apparatus was used within the design parameters, whether the apparatus was manufactured on a custom or commercial chassis, quality of workmanship by the original manufacturer, quality of the components used, and availability of replacement parts, to name a few. In the fire service, there are at times fire apparatus with 8 to 10 years of service that are simply worn out. There are also fire apparatus that were manufactured with quality components, that have had excellent maintenance, and that have responded to a minimum number of incidents that are still in serviceable condition after 20 years.
- 2.3 In accordance with NFPA 1915, the factors influencing apparatus replacement are:
 - A. Age;
 - B. Engine Hours;
 - C. Kilometres;
 - D. Downtime and maintenance and repair costs;
 - E. Life cycle and resale value; and
 - F. Whether the apparatus meets all present 1911 safety standards.
- 2.4 Regular replacement of fire apparatus helps maintain the health and safety of firefighters and the public, while ensuring the prudent use of ratepayer funding. Life cycles must be developed with the goal of minimizing overall fleet costs, maximizing vehicle availability, and providing firefighters with safe and reliable units to perform their job functions

3. METHOD

- 3.1 Greenview recognises the standards and guidelines set by the NFPA as the accepted standards as they relate to fire and life safety.
- 3.2 The preventative maintenance and equipment replacement of Greenview Fire Services apparatus are aligned with the following NFPA standards:
 - A. NFPA 1901: Standard for Firefighting Vehicles, Automotive Fire Apparatus, Wildland Fire Apparatus, and Automotive Ambulances;
 - B. NFPA 1911: Standard for the Inspection, maintenance, Testing, and Retirement of in-service Emergency Vehicles; and
 - C. NFPA 1915: Standard for Fire Apparatus Preventative Maintenance Program.
- 3.3 Apparatus replacement will also be evaluated on life cycles. Fleet unit life cycles are based on the best practice method recommended by industry standards. The overall goal is to replace vehicles at the lowest life cycle cost before the operating cost exceeds vehicle capital.
- 3.4 In circumstances where an apparatus becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.
- 3.5 Upon review, if a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance and repair record, that vehicle or piece of equipment may be considered for a life cycle extension.

5. RECOMMENDATIONS FOR APPARATUS REPLACEMENT

NFPA 1915: Standard for Fire Apparatus Preventive Maintenance Program

Excellent Condition:

- Fewer than five years old.
- Fewer than 800 engine hours.
- Fewer than 25,000 kms if not used in stationary applications.
- No known mechanical defects.
- Very short downtime and very little operating expense.
- Excellent parts availability.
- Very good resale value.
- Meets all present NFPA 1911 safety standards.

Very Good Condition:

- More than five but fewer than 10 years old.
- More than 800 but fewer than 1,600 engine hours.
- More than 25,000 but fewer than 50,000 kms if not used in stationary applications.
- No known mechanical or suspension defects present.
- Short downtime and above average operating costs.
- Good parts availability.
- Good resale value.
- Meets NFPA 1911 safety standards.

Good Condition:

- More than 10 years but less than 15 years old.

- Some rust or damage to the body or cab.
- More than 1,600 but fewer than 2,400 engine hours.
- Some existing mechanical or suspension repairs necessary.
- Downtime and operational costs are beginning to increase but not terribly above the average.
- Parts are still available but getting difficult to find.
- Resale value decreasing.
- Meets all NFPA 1911 safety standards.

Fair Condition:

- More than 15 but fewer than 20 years old.
- Rust, corrosion, or body damage apparent on body or cab.
- More than 2,400 engine hours.
- More than 75,000 but fewer than 100,000 kms if not used in stationary applications.
- Existing mechanical or suspension repairs necessary.
- Downtime is increasing, and operational costs are above the historical average.
- Parts are becoming harder to find and/or obsolete.
- Very little resale value.
- Does not meet all NFPA 1911 safety standards.

Poor Condition:

- More than 20 years old.
- Rust, corrosion, or damage to the body of cab impacting apparatus use.
- More than 2,400 engine hours or 100,000 kms.
- Existing mechanical or suspension problems affecting the apparatus operation.
- Downtime is exceeding in-service availability.
- Operational costs are exceeding the resale value of the apparatus.
- Parts are obsolete.
- Does not meet all NFPA 1911 safety standards.

6. RECOMMENDATIONS FOR FIREFIGHTING EQUIPMENT REPLACEMENT

6.1 Self-Contained Breathing Apparatus (SCBA) will be replaced as per NFPA 1852 standard.

6.2 Firefighting bunker gear will be replaced as per NFPA 1851 standard.

6.3 All other firefighting equipment will be annually inspected and examined to ensure compliance with the manufacturer's standards. It will be replaced on an as needed basis.

7. LIGHT-MEDIUM DUTY VEHICLES

7.1 Light and medium duty vehicles will be evaluated for replacement in accordance with Policy 4006 Vehicle and Equipment Replacement.

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms)
Light/Medium Duty Vehicles	10 years/ 200,000 kms
Medium Duty Diesel Vehicles	10 years/ 300,000 kms
ATVs/UTVs	15 years



REQUEST FOR DECISION

SUBJECT:	Policy 5000 FCSS General Programming		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER: LH
DEPARTMENT:	FCSS	GM: DM	PRESENTER: LH
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 5000 “FCSS General Programming” as presented.

MOTION: That Council repeal Procedure 5000-01

BACKGROUND/PROPOSAL:

This policy was converted to the new policy format. The old procedure was combined into the policy so that all information can be found in one place.

The only wording change was to make the language of 2.2 more positive in nature.

The FCSS has approved and recommended the change to PRC and Council.

Policy 5000 will be replaced, and Procedure 5000-01 will be recommended for repeal.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated and current FCSS Programming policy.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommended changes.

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 update the policy register.

ATTACHMENT(S):

- Current Policy 5000
- Procedure 5000-01
- Revised Policy 5000.

Title: FCSS GENERAL PROGRAMMING

Policy No: 5000

Approval: Council

Effective Date: September 24, 2013

Supersedes Policy No: (FC 02)



Policy Statement: Green View Family and Community Support Services will provide programs that are preventative in nature, and will enhance the social well-being of individuals and families through awareness or intervention strategies provided in a timely manner.

Purpose: To provide guiding principles to the Green View FCSS Board in establishing programs.

Principles:

1. No program will be offered without prior Green View FCSS Board approval.
2. All programs must be consistent with the principles and intent of this policy.
3. The FCSS Manager is authorized to, and may at his or her discretion, utilize other agencies or individuals to facilitate programs.

Regulations:

1. NONE

Approved: 13.09.579



Procedure Title: FCSS GENERAL PROGRAMMING

Procedure No: 5000-01

Approval: CAO

Effective Date: September 24, 2014

Supersedes Procedure No: FC 02

1. Definitions

NONE

2. Responsibilities

2.1. FCSS Board:

- 2.1.1. Annually, the Board will establish a budget and programs in accordance with the FCSS Act and Regulations and community needs.
- 2.1.2. The Board may approve additional programming provided there is adequate funding in the current year's budget.

2.2. FCSS Staff:

- 2.2.1. The FCSS Manager and Program Coordinators will conduct a needs assessment periodically to determine FCSS program needs from schools, community groups, and other agencies.
- 2.2.2. Throughout the year, the FCSS Program Coordinators will deliver the various programs.
- 2.2.3. A program report is to be submitted to the Board by the Manager and Program Coordinators at each regular meeting which may include but is not limited to statistics, evaluations, costs, and recommendations.
- 2.2.4. The FCSS Manager will submit an annual report to the Board prior to submission of the budget to the funding bodies. The report will include the following

information:

- revenues;
- program evaluations;
- expenditures;
- recommendations;
- statistics.

3. End of Procedure

Approved: 13.09.580

Title: FCSS General Programming

Policy No: 5000

Effective Date:

Motion Number:

Supersedes Policy No: 5000-1

Review Date:



Purpose: To provide guiding principles to the Green View FCSS Board in establishing programs.

1. DEFINITIONS

- 1.1. **FCSS** means Family and Community Support Services.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.

2. POLICY

- 2.1. Green View FCSS will provide programs that are preventative in nature, and will enhance the social well-being of individuals and families through awareness or intervention strategies provided in a timely manner.
- 2.2. **New** No programs will be offered with Green View FCSS Board approval.
- 2.3. All programs will be consistent with the principles and intent of this policy.
- 2.4. The FCSS Manager is authorized to, and may at their discretion, utilize other agencies or individuals to facilitate programs.

3. PROCEDURE

- 3.1. Greenview Council
 - A) To review and approve the policies recommended by the FCSS Board.
- 3.2. FCSS Board
 - A) Annually, the Board will establish a budget and programs in accordance with the FCSS Act and Regulations, and community needs.
 - B) The Board may approve additional programming provided that there is adequate funding in the current year's budget.
- 3.3. FCSS Staff

- A) The FCSS Manager and Program Coordinators will conduct a needs assessment periodically to determine FCSS program needs from schools, community groups, and other agencies.
- B) Throughout the year, the FCSS Program Coordinators will deliver the various programs,
- C) A program report is to be submitted to the Board by the FCSS Manager and Program Coordinators at each regular Board Meeting, which may include, statistics, evaluations, costs, and recommendations.
- D) The FCSS Manager will submit an annual report to the Board prior to submission of the budget to the funding bodies. The report will include the following:
 - i. Revenues;
 - ii. Program evaluations;
 - iii. Expenditures;
 - iv. Recommendations; and
 - v. Statistics.

UNAPPROVED



REQUEST FOR DECISION

SUBJECT: **Administration Policies**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 9, 2021
DEPARTMENT: HUMAN RESOURCES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – See Occupational Health and Safety Act Part 5 Program and Practices.

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council direct the Chief Administrative Officer to approve the following safety policies as administrative policies.

- **Policy 3018 “Hazard Assessment”**
- **Policy 3020 “Incident Investigations”**
- **Policy 3011 “Inspections”**
- **Policy 3014 “Contractor Safety”**

MOTION: That Council repeal Policy 5008 “Hazard Assessment”.

MOTION: That Council repeal Policy 5010 “Incident Investigations”.

MOTION: That Council repeal Policy 5011 “Inspections”.

MOTION: That Council Repeal Policy 5014 “Contractor Safety”.

BACKGROUND/PROPOSAL:

Greenview recently underwent a safety audit in 2020. There were a number of recommendations from the auditors to amend some of the policies. These policies are approved administratively, but Administration wants Council to be aware of the policies and provide recommendations.

Additionally, Administration is recommending revising the Policy numbers to the 3000 Protective Services folders and is recommending the repeal of old policies under the 5000 designations.

- 1) Hazard Assessment Policy 3018, this policy outlines Greenviews commitment to ensure everyone is aware of any hazards and the methods used to control or eliminate any hazards identified. The following changes were recommended by the auditors:
 - a. The addition of 2.3 providing for the regular review of JHAs.
 - b. The addition of Toolbox talks and Pre-hazard assessments.
 - c. The policy was also converted to the new policy format.
- 2) Incident Investigation 3020, this policy is to ensure workers are aware of the incident reporting and investigation process and outlines that Greenview will ensure all measures will be taken to eliminate or mitigate all hazards that have contributing factors that could contribute to future incidents.
 - a. The addition of an incident Investigation kit for the Joint Work Site Health and Safety Committee to 3.5.
 - b. The addition of 4.9.C) to forward investigation reports to the safety advisor.
 - c. The addition of 4.10 incident documentation.
 - d. The policy was also formatted to current standards.
- 3) Inspections Policy 3011, this policy is to control the loss of human and material resources by identifying and correcting unsafe acts and conditions.
 - a. The addition of B) C) D) and E) to general requirements.
 - b. The policy was also formatted to current standards.
- 4) The Contractor Safety Policy 3014 outlines requirements for contractors that are contracted by Greenview.
 - a. This policy was formatted to current standards.

The reason administration is recommending these policies be approved as administrative policies, is because Health and Safety policies carry a certain liability for the individuals responsible for approving them. This is a liability that should not be borne by Council, but by the CAO as the head of administration. Policies that apply to the organization as a whole will be brought to Council for approval separately. The administrative ones are those that are required by law or regulation, but generally fall under procedures, which are the responsibility of the CAO.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have updated health and safety policies that meet the needs of employees and are compliant with OH&S legislation and regulations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommended changes.

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 update the policy register.

ATTACHMENT(S):

- Policy 5008 "Hazard Assessment"
- Policy 5010 "Incident Investigations"
- Policy 5011 "Inspections"
- Policy 5014 "Contractor Safety"
- Policy 3018 "Hazard Assessment"
- Policy 3020 "Incident Investigations"
- Policy 3011 "Inspections"
- Policy 3014 "Contractor Safety"

Title: Hazard Assessment Policy

Policy No: 3018

Effective Date: January 14, 2020

Motion Number: 20.01.25

Approved by: CAO

Review Date: January 14, 2023



Purpose: The purpose of this policy is to outline the procedure of Greenview regarding hazards in the workplace and methods used to control or eliminate any hazards identified.

DEFINITIONS

FLRA means Field Level Risk Assessment.

JHA means a Job Hazard Assessment.

SDS means Safety Data Sheets.

PPE means Personal Protective Equipment.

OH&S means Occupational Health and Safety.

POLICY

1. **Policy Statement:**

- 1.1 Maintenance tasks present varying degrees of hazards to people and equipment. At Greenview, hazards are managed at multiple levels by working collectively, hazards can be minimized and work carried out incident free.

All routine work that is carried out must have Hazard Assessment completed through the use of a Field Level Risk Assessment card and a Job Hazard Assessment.

Tasks that by their nature expose workers to an abnormally high degree of personal risk are subject to special planning. This planning will be done by the Safety Committee, Supervisor, as they deem necessary. The Safety Committee will issue procedures to cover hazardous work and these procedures will be appended to the Safety Manual as they are issued.

- 1.2 THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS SHOULD BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

2. General Requirements:

- 2.1 Hazards must be identified and procedures developed to minimize risk associated with performing dangerous work. The following list includes hazardous work that has been identified as major risks of death, serious injury, or industrial disease in the construction industry.
- a) Workers working in a confined space.
 - b) Working on equipment that is not locked-out when required.
 - c) Working in an excavation greater than 4 feet deep without adequately supporting or sloping the sides of the excavation.
 - d) Working at heights where no fall protection system is in place.
 - e) Working within the specified minimum distances from unguarded overhead energized high voltage electrical conductors.
 - f) Workers that are exposed to respiratory/environmental hazards which are immediately dangerous to life or health.
 - g) Workers working excessively long hours or shifts without appropriate breaks being taken.
 - h) Not providing adequate protection to workers who are exposed to dangers, which can cause chronic health effects.

3. Hazard Controls:

- 3.1 Hazard Controls reduce risk to the lowest and most reasonable level possible. There are 3 main types of Hazard Controls to consider:

- a) Engineering.
- b) Administrative.
- c) Personal Protective Equipment.

- 3.1.2 **Engineering Controls:** this method is the best way to control or reduce risks as it controls potential hazards at the design stage. There are four types of Engineering Controls:

Elimination	Substitution	Isolation	Ventilation
Design new equipment.	Purchase less toxic materials.	Lock out.	Mechanical and General ventilation Systems.
Remove sharp edges.	Wet sanding vs. Dry sanding	Mechanical Guards.	Fume Hoods.
Remove defective tools or equipment.	Smaller (less heavy) packaging.	Worker enclosures.	Scrubbers.
Improve housekeeping practices.		Insulation of piping or tanks.	Local exhaust.

- 3.1.3 **Administrative Controls:** These are tools designed to promote safety in the workplace and involve all levels of workers. There are many types of Administrative Controls:

- a) Pre-job safety meetings.
- b) Safe Work Practices.
- c) Job Procedures.
- d) Written policies, rules.
- e) Warning/Safety signage.
- f) SDS.
- g) Training.
- h) Inspections.
- i) Active Supervision.

3.1.4 **Personal Protective Equipment (PPE):** PPE does not eliminate hazards, but minimizes impact and severity of potential injuries in the event of an incident.

3.2 Selecting Hazard Controls:

- 3.2.1 When selecting a Hazard control, workers are not limited to one control. Depending on the nature of the work and the people assigned to execute the task multiple controls may be selected. Before a control is selected these factors must be considered:
- a) Regulations, codes and manufacturers specifications.
 - b) SDS.
 - c) Greenview policies.
 - d) Effects of hazard controls on other processes or people.
 - e) Existing in-house resources.
- 3.2.2 When control is selected, it is imperative that ongoing inspections are conducted. These inspections serve two purposes:
- a) **Workers must be on the lookout for any changes** to the scope of work, duties of workers or environmental changes.
 - b) Workers will monitor the effectiveness of the controls in place and **be sure that the controls themselves are not the source of new hazards.**

4. Risk Assessment:

- 4.1 Prior to any job commencing, the supervisor, together with the Safety Advisor will conduct an in depth Risk Analysis. The purpose of the Risk Analysis is as follows:
- 4.1.1 To identify the Primary sources of loss to the project to include the following types of incidents/events:

- a) Risk associated with location and proximity to emergency services.
- b) Transportation of workers (air/ground).
- c) Excavations and ground disturbance, exposure of hydrocarbons/existing facilities.
- d) Environmental considerations (weather/wildlife, water/waste management) and risk mitigation plans.
- e) Classification of worksite (Canadian Electrical Code).
- f) Public Safety.
- g) Emergency Response Planning.
- h) Others as identified by the Risk Assessment Teams.

5. **Pre-Job Hazard Assessment:**

- 5.1 Prior to each task beginning, all front-line supervisors are required to complete a Hazard Assessment.
- 5.2 The Supervisor will review the Pre-Job Hazard Assessment with the workers involved. The worker will then sign onto the Hazard Assessment sheet acknowledging the steps and their roles in the work.
- 5.3 The Supervisors will then ensure that each worker completes a Field Level Risk Assessment.

6. **Field Level Risk Assessment (FLRA):**

- 6.1 FLRA cards will be used on a daily basis and can be a highly effective tool to combat workplace incidents and injuries. An FLRA must be completed for any routine work.
- 6.2 The Hazard Assessments are a method of evaluating a job in order to:
 - a) Identify the hazards or potential accident causes associated with each step of the operation.
 - b) Develop solutions that will eliminate or control the hazards that are identified.
- 6.3 There are 5 basic steps to doing a Hazard Assessment:
 - a) Select the job to be analyzed.
 - b) Break the job down into steps.
 - c) Identify the hazards or potential accidents.
 - d) Develop solutions for the hazards or potential accidents.
 - e) To instruct or to train personnel performing the job in the proper procedure to follow.
- 6.4 The maximum benefits of a Hazard Assessment are obtained only when the finished product is used. Supervisors learn more about their work as a result of doing the assessment. Ideas about improving job safety are frequently generated and cost reducing improvements are often developed. This generates maximum benefits by:

- a) Initial job planning.
- b) Planned safety contacts.
- c) Planned safety observations.
- d) Pre-job safety instructions.

7. Hazardous Work Permits:

- 7.1 Hazardous Work Permits are required when the work to be performed holds a higher degree of risk than would normally exist. When this higher level of risk is present a Hazardous Work Permit must be in place. In this permit the work is examined by the following workers:
 - a) Safety Representative.
 - b) Department Manager.
 - c) Supervisors responsible for the execution of the task.
 - d) Workers directly involved in the execution of the task.
- 7.2 The Team is led by the Supervisor directly responsible for supervising the work, completes the Hazardous Work Permit document listing the hazards identified and the controls employed to minimize the hazards.
- 7.3 The Supervisor submits the completed permit to the Safety Representative or designated permit issuer, for approvals.
- 7.4 The Supervisor responsible for the work will review the Hazardous Work Permit with all workers performing the work as well as any worker that may be impacted by the work being performed. Once reviewed, the workers sign the permit. The Permit is then posted at the work site.
- 7.5 In the event of an emergency the permit will be used as a headcount document. Once supervision and/or emergency response personnel account for all workers, the permit will be turned into the Safety department or issuer and deemed void. A new permit must be issued taking into account any changes to the work as a result of the emergency.
- 7.6 General Requirements for a Hazardous Work Permit:
 - 7.6.1 Listed below are some typical classifications of hazardous work. All types of classifications require a Hazardous Work Permit or a Safe Work Procedure. These procedures furnish workers with detailed job procedures for performing specific types of hazardous work and are to be used in conjunction with the Hazardous Work Permit.

- a) Confined Space Entry.
- b) Plant or major equipment start-up.
- c) Locked-out systems.
- d) Work on high-pressure liquids or gas systems.
- e) Hydro-testing at high pressures.
- f) Toxic or hazardous substances.
- g) Cutting into existing lines and tanks.
- h) Major traffic patterns.
- i) Excavations.
- j) Working at heights.
- k) Operating sewer work.
- l) Work with gases present.
- m) Work around high voltage power lines and bus bars.
- n) Exposing underground Utilities.
- o) Demolition.

7.6.2 If any worker is unsure when determining whether a Hazardous Work Permit is required, consult the Immediate Supervisor, Area Superintendent, or Safety Representative.

8. Hours of Work:

- 8.1.1 Hours of Work for all Greenview Employees will be in accordance with the Staff Agreement.
- 8.1.2 Regular hours of work are 7.5 hours per day, unless otherwise indicated in a written and approved work arrangement. A modified work arrangement and hours of work for contractors shall be in accordance with Alberta Employment Standards.
- 8.1.3 Hours worked in excess of 12 hours in a single shift require specific project approvals. While the job tasks will strive to schedule work to exclude 12 hour shifts, shut down upsets or other emergency may require workers to work prolonged shifts. In these cases, the following items must be reviewed by the supervisor, department management and Safety Advisor prior to any approvals being given to extend the work day:
 - a) Start time.
 - b) Nature of work/duties.
 - c) Condition of worker (fatigue, alertness, etc.).
 - d) Breaks/meals.

9. Procedures for High Hazard work:

- 9.1 The Safety Manual contains procedures to be followed to ensure safe work as follows:

- a) Confined Space Entry.
- b) Lockout/Isolation.
- c) Emergency Preparedness.
- d) Rigging/Critical Lifts.
- e) Fall Protection.
- f) Excavations Exceeding 4 feet.
- g) Respiratory Protection.
- h) Assured Equipment Grounding.

9.2 In addition to Section 10.1, any work where it has been deemed by the Safety Committee to hold an elevated risk to Health or Safety of the workers, will be reviewed and a detailed procedure completed. This Procedure will be completed by:

- a) Safety Committee.
- b) Department Manager.
- c) Supervisor.

9.3 The Safety Committee will issue Procedures to cover hazardous work and these Procedures will be appended to the Safety Manual as they are issued.

10. Safe Work Practice Manual:

10.1 Greenview have compiled a listing of hazardous tasks common to industrial maintenance. These practices include specific hazards associated with the task, safe handling, personal protective equipment, emergency preparedness and basic safe work practices. These practices include:

- a) Personal Protective Equipment.
- b) Motorized Equipment.
- c) Abrasive Wheels.
- d) Garages.
- e) Hand Tools.
- f) Ladders.
- g) Materials Handling.
- h) Eye-Wash Stations.
- i) Power Tools/Other Tools.
- j) Housekeeping.

10.1.2 Where a task is identified that a new Safe Work Practice is required; a written request will be made to the Safety Representative stating the topic and any specific information required. The written request must be submitted on a Request for Development of a Safe Work Practice.

Hazard Assessment and Control

11. HAZARD:

Any circumstance that poses the risk of an incident and/or accident is considered a hazard.

Without the task inventory completed, Greenview cannot successfully identify critical tasks that could cause potential loss.

Greenview shall prepare and maintain an inventory of tasks through a review of existing procedures, practices, worker training system material and discussions with workers.

12. RISK ASSESSMENT:

- 12.1 Without assessing the risk of identified hazards, an organization cannot successfully implement effective controls to prevent potential loss.
- 12.2 Greenview shall use the risk assessment matrix to determine the following:
 - Probability.
 - Severity.

Priority Analysis Grid:

Severity;

- 1: Negligible injury (No health effect/injury)
- 2: Slight (Slight health effect/injury)
- 3: Moderate (Major health effect/injury)
- 4: Serious Injury (Long term serious injury)
- 5: Very Serious (Death or Permanent Total Disability)

Probability;

- A: Highly unlikely
- B: Unlikely but possible
- C: Likely
- D: Highly likely
- E: Very Likely

Each hazard is assigned both rankings, and the result determines priority in terms of corrective action. Using the grid on the following page will determine what risk level each hazard is prioritized at.

Low risk:

Manage for continuous improvement

Medium risk:

Incorporate risk reduction measures

High/Unacceptable risk:

Intolerable – Investigate alternatives

Title: Hazard Assessment

Policy No: 3018

Effective Date:

Motion Number:

Supersedes Policy No: 5008

Review Date:



Purpose: The purpose of this policy is to outline the procedure of Greenview regarding hazards in the workplace and methods used to control or eliminate any hazards identified.

1. DEFINITIONS

- 1.1. **FLRA** means Field Level Risk Assessment.
- 1.2. **JHA** means a Job Hazard Assessment.
- 1.3. **SDS** means Safety Data Sheets.
- 1.4. **PPE** means Personal Protective Equipment.
- 1.5. **OH&S** means Occupational Health and Safety.

2. POLICY STATEMENT

- 2.1. Maintenance tasks present varying degrees of hazards to people and equipment. At Greenview, hazards are managed at multiple levels by working collectively, hazards can be minimized and work carried out incident free.
- 2.2. All routine work that is carried out must have Hazard Assessment completed through the use of a Field Level Risk Assessment card and a Job Hazard Assessment.
- 2.3. **All workers will be required to review their Job Hazard Assessment at reasonably practicable intervals to keep them up to date and prevent the development of unsafe and unhealthy working conditions, when a new work process is introduced, when a process or operation changes, before construction of significant additions or alterations to a work site, when Field Level Hazard Assessments identify a new hazard, when an inspection identifies a new hazard and when an investigation identifies a new hazard.**
- 2.4. Tasks that by their nature expose workers to an abnormally high degree of personal risk are subject to special planning. This planning will be done by the Safety Committee, Supervisor, as they deem necessary. The Safety Committee will issue procedures to cover hazardous work and these procedures will be appended to the Safety Manual as they are issued.

2.5. THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS SHOULD BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

3. PROCEDURE

3.1. Hazards must be identified and procedures developed to minimize risk associated with performing dangerous work. The following list includes hazardous work that has been identified as major risks of death, serious injury, or industrial disease in the construction industry.

- A) Workers working in a confined space.
- B) Working on equipment that is not locked-out when required.
- C) Working in an excavation greater than 4 feet deep without adequately supporting or sloping the sides of the excavation.
- D) Working at heights where no fall protection system is in place.
- E) Working within the specified minimum distances from unguarded overhead energized high voltage electrical conductors.
- F) Workers that are exposed to respiratory/environmental hazards which are immediately dangerous to life or health.
- G) Workers working excessively long hours or shifts without appropriate breaks being taken.
- H) Not providing adequate protection to workers who are exposed to dangers, which can cause chronic health effects.

4. APPLICATION

4.1. Hazard Controls reduce risk to the lowest and most reasonable level possible. There are 3 main types of Hazard Controls to consider:

- A) Engineering.
- B) Administrative.
- C) Personal Protective Equipment.

4.2. Engineering Controls: this method is the best way to control or reduce risks as it controls potential hazards at the design stage. There are four types of Engineering Controls:

Elimination	Substitution	Isolation	Ventilation
Design new equipment.	Purchase less toxic materials.	Lock out.	Mechanical and General ventilation Systems.
Remove sharp edges.	Wet sanding vs. Dry sanding	Mechanical Guards.	Fume Hoods.
Remove defective tools or equipment.	Smaller (less heavy) packaging.	Worker enclosures.	Scrubbers.
Improve housekeeping practices.		Insulation of piping or tanks.	Local exhaust.

4.3. Administrative Controls: These are tools designed to promote safety in the workplace and involve all levels of workers. There are many types of Administrative Controls:

- A) Pre-job safety meeting.

- B) Safe Work Practices.
- C) Job Procedures.
- D) Written policies, rules.
- E) Warning/Safety signage.
- F) SDS.
- G) Training.
- H) Inspections.
- I) Active Supervision.

4.4. **Personal Protective Equipment (PPE):** PPE does not eliminate hazards, but minimizes impact and severity of potential injuries in the event of an incident.

4.5 Selecting Hazard Controls:

- A) When selecting a Hazard control, workers are not limited to one control. Depending on the nature of the work and the people assigned to execute the task multiple controls may be selected. Before a control is selected these factors must be considered:
 - i. Regulations, codes and manufacturers specifications.
 - ii. SDS.
 - iii. Greenview Policies.
 - iv. Effects of hazard controls on other processes or people.
 - v. Existing in-house resources.
- B) When control is selected, it is imperative that ongoing inspections are conducted. These inspections serve two purposes:
 - i. Workers must be on the lookout for any changes to the scope of work, duties of workers, or environmental changes.
 - ii. Workers will monitor the effectiveness of the controls in place and be sure that the controls themselves are not the source of a new hazard.

5. RISK ASSESSMENT

5.1 Prior to any job commencing, the supervisor, together with the Safety Advisor will conduct an in depth Risk Analysis. The purpose of the Risk Analysis is as follows is to identify the primary sources of loss to the project, including the following types of incidents/ events:

- A) Risk associated with location and proximity to emergency services.
- B) Transportation of workers (air/ground).
- C) Excavations and ground disturbance, exposure of hydrocarbons/existing facilities.
- D) Environmental considerations (weather/wildlife, water/waste management) and risk mitigation plans.
- E) Classification of worksite (Canadian Electrical Code).
- F) Public Safety.
- G) Emergency Response Planning.
- H) Others as identified by the Risk Assessment Teams.

6. TOOLBOX TALK PRE-JOB HAZARD ASSESSMENT

6.1 Prior to each task beginning, all front-line supervisors are required to complete a Hazard Assessment.

- 6.2 The Supervisor will review the Pre-Job Hazard Assessment with the workers involved. The worker will then sign onto the Hazard Assessment sheet acknowledging the steps and their roles in the work.
- 6.3 The Supervisors will then ensure that each worker completes a Field Level Hazard Assessment specific to their tasks that day if the hazards were not identified on the Tool box talk Pre-Job Hazard Assessment.

7. FIELD LEVEL HAZARD ASSESSMENT

- 7.1 FLHA cards will be used on a daily basis and can be a highly effective tool to combat workplace incidents and injuries. An FLHA must be completed for any routine work.
- 7.2 The Hazard Assessments are a method of evaluating a job in order to:
 - A) Identify the hazards or potential accident causes associated with each step of the operation.
 - B) Develop solutions that will eliminate or control the hazards that are identified.
- 7.3 There are 5 basic steps to doing a hazard assessment:
 - A) Select the job to be analyzed.
 - B) Break the job down into steps.
 - C) Identify the hazards or potential accidents.
 - D) Develop solutions for the hazards or potential accidents.
 - E) To instruct or to train personnel performing the job in the proper procedure to follow.
- 7.4 The maximum benefits of a Hazard Assessment are obtained only when the finished product is used. Supervisors learn more about their work as a result of doing the assessment. Ideas about improving job safety are frequently generated and cost reducing improvements are often developed. This generates maximum benefits by:
 - A) Initial job planning.
 - B) Planned safety contacts.
 - C) Planned safety observations.
 - D) Pre-job safety instructions.

8. HAZARDOUS WORK PERMITS

- 8.1 Hazardous Work Permits are required when the work to be performed holds a higher degree of risk than would normally exist. When this higher level of risk is present a Hazardous Work Permit must be in place. In this permit the work is examined by the following workers.
 - A) Safety Representative.
 - B) Department Manager.
 - C) Supervisor responsible for the execution of the task.
 - D) Workers directly involved in the execution of the task.
- 8.2 The Team is led by the Supervisor directly responsible for supervising the work, completes the Hazardous Work Permit document listing the hazards identified and the controls employed to minimize the hazards.

- 8.3 The Supervisor submits the completed permit to the Safety Representative or designated permit issuer, for approvals.
- 8.4 The Supervisor responsible for the work will review the Hazardous Work Permit with all workers performing the work as well as any worker that may be impacted by the work being performed. Once reviewed, the workers sign the permit. The Permit is then posted at the work site.
- 8.5 In the event of an emergency the permit will be used as a headcount document. Once supervision and/or emergency response personnel account for all workers, the permit will be turned into the Safety department or issuer and deemed void. A new permit must be issued taking into account any changes to the work as a result of the emergency.
- 8.6 General Requirements for a Hazardous Work Permit:
- A) Listed below are some typical classifications of hazardous work. All types of classifications require a Hazardous Work Permit or a Safe Work Procedure. These procedures furnish workers with detailed job procedures for performing specific types of hazardous work and are to be used in conjunction with the Hazardous Work Permit.
 - i. Confined space entry.
 - ii. Plant or major equipment start-up.
 - iii. Locked-out systems.
 - iv. Work on high-pressure liquids or gas systems.
 - v. Hydro-testing at high pressures.
 - vi. Toxic or hazardous substances.
 - vii. Cutting into existing lines and tanks.
 - viii. Major traffic patterns.
 - ix. Excavations.
 - x. Working at heights.
 - xi. Operating sewer work.
 - xii. Work with gases present.
 - xiii. Work around high voltage power lines and bus bars.
 - xiv. Exposing underground Utilities.
 - xv. Demolition.
 - B) If any worker is unsure when determining whether a Hazardous Work Permit is required, consult the Immediate Supervisor, Area Superintendent, or Safety Representative.

9. HOURS OF WORK

- 9.1 Hours of Work for all Greenview Employees will be in accordance with the Staff Agreement.
- 9.2 Regular hours of work are 7.5 hours per day, unless otherwise indicated in a written and approved work arrangement. A modified work arrangement and hours of work for contractors shall be in accordance with Alberta Employment Standards.
- 9.3 Hours worked in excess of 12 hours in a single shift require specific project approvals. While the job tasks will strive to schedule work to exclude 12 hour shifts, shut down upsets or other emergency may require workers to work prolonged shifts. In these cases, the following items must be reviewed by the supervisor, department management and Safety Advisor prior to any approvals being given to extend the work day:

- A) Start time.
- B) Nature of work/duties.
- C) Condition of worker (Fatigue, alertness, etc.).
- D) Breaks/meals.

10. PROCEDURE FOR HIGH HAZARD WORK

10.1 The Safety Manual contains procedures to be followed to ensure safe work as follows.

- A) Confined space entry.
- B) Lockout/isolation.
- C) Emergency preparedness.
- D) Rigging/critical lifts.
- E) Fall protection.
- F) Excavations exceeding 4 feet.
- G) Respiratory protection.
- H) Assured equipment grounding.

10.2 Any work where it has been deemed by the Safety Committee to hold an elevated risk to Health or Safety of the workers, will be reviewed and a detailed procedure completed. This Procedure will be completed by:

- A) Safety Committee.
- B) Department manager.
- C) Supervisor.

10.3 The Safety Committee will issue Procedures to cover hazardous work and these Procedures will be appended to the Safety Manual as they are issued.

11. SAFE WORK PRACTICE MANUAL

11.1 Greenview have compiled a listing of hazardous tasks common to industrial maintenance. These practices include specific hazards associated with the task, safe handling, personal protective equipment, emergency preparedness and basic safe work practices. These practices include:

- A) Personal Protective Equipment.
- B) Motorized equipment.
- C) Abrasive wheels.
- D) Garages.
- E) Hand tools.
- F) Ladders.
- G) Materials handling.
- H) Eye-wash stations.
- I) Power tools/other tools.
- J) Housekeeping.

11.2 Where a task is identified that a new Safe Work Practice is required; a written request will be made to the Safety Representative stating the topic and any specific information required. The written request must be submitted on a Request for Development of a Safe Work Practice.

12. HAZARD

12.1 Any circumstance that poses the risk of an incident and/or accident is considered a hazard.

12.2 Without the task inventory completed, Greenview cannot successfully identify critical tasks that could cause potential loss.

12.3 Greenview shall prepare and maintain an inventory of tasks through a review of existing procedures, practices, worker training system material and discussions with workers.

13. RISK ASSESSMENT MATRIX

13.1 Greenview shall use the risk assessment matrix to determine the following:

- A) Probability.
- B) Severity.

Priority Analysis Grid:

Severity;

- 1: Negligible injury (No health effect/injury)
- 2: Slight (Slight health effect/injury)
- 3: Moderate (Major health effect/injury)
- 4: Serious Injury (Long term serious injury)
- 5: Very Serious (Death or Permanent Total Disability)

Probability;

- A: Highly unlikely
- B: Unlikely but possible
- C: Likely
- D: Highly likely
- E: Very Likely

Each hazard is assigned both rankings, and the result determines priority in terms of corrective action. Using the grid on the following page will determine what risk level each hazard is prioritized at.

Low risk:

Manage for continuous improvement

Medium risk:

Incorporate risk reduction measures

High/Unacceptable risk:

Intolerable – Investigate alternatives

Title: Incident Investigation Policy

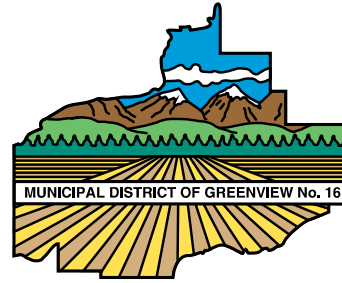
Procedure No: 3020

Effective Date: January 14, 2020

Supersede: 3002

Approved by: CAO

Review Date: January 14, 2023



Purpose: The purpose of this policy is to ensure workers are aware of the incident reporting and investigation process and to ensure all measures will eliminate all factors that could contribute to future incidents.

DEFINITIONS

OH&S means Occupational Health and Safety

WCB means Workers Compensation Board

PPE means Personal Protective Equipment

POLICY

1. Policy Statement:

- 1.1 Greenview requires all workers to immediately report to their supervisor all incidents that result in injury or property damage and all near misses that had the potential for serious injury or property damage. Investigation of all incidents and injuries shall take place to within 24 hours to determine causes and contributing factors. Measures shall be taken to eliminate all such factors.
- 1.2 **THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.**

2. General Requirements:

- 2.1 Greenview will investigate all incidents and injuries as it deems necessary, including the following:

- a. All incidents that result in death or injury requiring medical treatment.
 - b. All causes of occupational illness.
 - c. All incidents involving property damage that results in a substantial loss.
 - d. All near-miss incidents that had the potential for causing serious injury or property damage.
 - e. All structural failures, including those in buildings, cranes, hoists, excavations, or temporary structures.
 - f. Incident trends detected by the Safety Committee and indicated by incident and injury statistics.
 - g. Any major release of toxic substances.
- 2.2 All investigations will be initiated within 4 hours. All incidents required to be reported to the WCB and/or OH&S will be immediately reported to the nearest board office.
- 2.3 Investigation teams will include a trained and qualified supervisory staff person and where practicable a Safety Committee worker representative. Investigations will:
 - a. Attempt to identify the cause of the incident.
 - b. Identify the corrective action required to eliminate the cause.
 - c. Identify the person(s) responsible for implementing the changes within a set time period.
- 2.4 An investigation will be completed and submitted to the department manager and, if required under the regulations, to proper regulatory body.
- 2.5 Each job site will have an Incident Investigation Kit. Requirements and contents are outlined in Report of Incident, Injury, or Illness forms.

3. Incident Investigation Process:

- 3.1 Generally, the person responsible and accountable for investigating an incident should be the worker's supervisor. Where practicable, a worker representative and the worker's foreman shall be included in the investigation. The investigation will follow a standard format based on the Incident Investigation Checklist.
 - 3.1.1 Where practicable, the scene of an incident required to be reported by OH&S regulations must be left untouched until permission to clear the scene has been granted by a board officer. Exceptions include activities for rescue work, or prevention of further failures or injuries.
 - 3.1.2 Only qualified competent personnel will be assigned to restore safe conditions following an incident. These workers are required to conduct detailed risk assessments prior to executing restoration activities. (Note – due to severity and probability, these plans require special approval by Safety Advisor prior to proceeding)
- 3.2 Investigative Activities:
 - 3.2.1 The four stages of an incident investigation are as follows:

- a. **Pre-Incident Stage**: the factors that permitted the sequence of events leading to the incident. These may include:
 - Greenview Characteristics: trade, size, Safety Program, supervision, equipment maintenance, etc.
 - Worker Characteristics: age, sex, occupation, health, experience, training, etc.
 - b. **Incident Stage**: the immediate factors in the incident. These may include:
 - What the worker was doing: task, specific activity, posture, location, etc.
 - Materials and Equipment directly involved: type, brand, size guarding, condition, etc.
 - Actions and movements that led to the incident: fall, trip, slip, horseplay, etc.
 - Environmental Characteristics: weather, lightning, noise, temperature, vapours, ventilation, housekeeping, free water, etc.
 - c. **Post-Incident Stage**: the factors occurring after the actual incident that minimized or increased the seriousness of the incident. These may include:
 - Emergency Personnel Response.
 - First Aid availability on site.
 - Location and Condition of Emergency Equipment.
 - Evacuation Plans.
 - PPE Worn or Unused.
 - d. **Recommendation Stage**: the period of time after the Incident Investigation has been completed. Recommendations may be made, Incident Reports issued, etc.
- 3.2.2 Visit the incident location. Make yourself thoroughly familiar with the area; machinery and equipment involved.
 - 3.2.3 Gather the necessary data: photos, measurements, notes, drawings, witness names, etc.

- 3.2.4 The Incident Report form shows the information required by OH&S regulations. Additional factors that should be considered during the investigation include:
 - a. The exact location of the incident.
 - b. Equipment, machinery, tools, or material involved.
 - c. Environmental conditions.
 - d. Injuries or damage incurred.
 - e. The job being performed, the safe job procedure (or lack of).
 - f. Unsafe acts involved.
 - g. The ability of the worker's immediate supervisor to supervise.
 - h. The time period between occurrence and reporting of the incident.
 - i. The workers occupation and experience.
 - j. The PPE required and used.
 - k. The worker's age.
 - l. The worker's pre-incident physical mental condition and capability.
 - m. The worker's shift.
 - n. The worker's previous incident record.
 - o. Any education or information provided to the worker prior to the incident in regards to factors involved and the incident.
 - p. Anyone else involved and their employer.
 - q. Remedial actions.
 - r. Incident Trends indicated.
 - s. The job or Greenview morale.
 - t. The Health and Safety Program.
- 3.2.5 Interview witnesses and other persons who may have details about the incident. Interviews require you to be fair and open-minded look for facts, not someone to blame. During the interview you should:
 - a. Put the individual at ease.
 - b. Keep the interview private.
 - c. Advise the individual of the purpose of the interview (ex. to establish the facts of the incident, not to place blame).
 - d. Obtain the individual's version of how and why the incident occurred. Don't look for confirmation of your own opinion and never argue with the interviewee. Ask open-ended questions that require more than a "yes" or "no" answer.
 - e. Repeat the individual's story back once you have heard it. This is a good time to make notes. Attempt to clear up inconsistencies in facts that may become evident. Do not make assumptions, and use diplomacy and consideration to determine what occurred.
 - f. Ask for suggestions for corrective action.
 - g. Let the individual know by what date the report will be completed.
 - h. Get a written statement from the individual or have the person sign acknowledgement of your notes on the statement.
 - i. End the interview by thanking the person.
- 3.2.6 Recommendation Stage: recommendation shall be put forward this could help prevent the incident from reoccurring.
- 3.3 Post-Investigation Activities:
 - 3.3.1 Review and analyze the information gathered. Use the Incident Investigation Checklist.
 - 3.3.2 Complete a Report of Incident, Injury, or Illness forms and provide at minimum the following information (as required by OH&S Regulations):

- a. The place, date, and time of the incident.
 - b. A brief description of the incident.
 - c. The names and jobs of the injured and the witnesses.
 - d. The events preceding the incident.
 - e. The cause of the incident (including contributory and incidental factors).
 - f. Copies of records where factors were addressed (i.e. Daily Tool Box Meeting Minutes).
 - g. The names of the persons who investigated the incident.
 - h. Corrective actions, if any, and when they will be implemented.
 - 3.3.3 Forward the report to the safety coordinator office for the Safety Committee's review.
- 3.4 Incident Documentation:
 - 3.4.1 Incidents will be documented using the Report of Incident, Injury, or Illness. Documentation is to be completed in stages:
 - a. **Report of Incident or Injury (Incident Summary Report)** - This report is completed by the supervisor responsible for the worker or work being performed. Where reasonable and practicable, this report will be submitted to the Safety Department or their designate within **1 hour of the incident**. This will trigger the investigation process.
 - b. **Incident Investigation Statistical Data** - This report is completed by the investigation lead. In most cases this lead will be the Safety Advisor unless other arrangements are made. This report will be completed and submitted to the manager or their designate **within 48 hours**. Upon completion, a signed copy will be forwarded to the Safety Coordinator.
 - c. **Incident Investigation Report** - This report is completed by the Supervisor and sent to the safety Department for input into a statistical reporting system. The reporting times that must be observed are as follows:
 - Phone call to Safety Department – **30 minutes**
 - Summary Sheet to Safety Department/ Department Manager i.e the Incident.Reporting Email - **1 Hours**
 - Full incident report to Safety Department and Department Manager i.e Incident.Reporting Email– **2 days**
- 3.5 Audits:
 - 3.5.1 Planned Audits will be conducted to determine if the Incident/Injury Investigation process is effective and being utilized to best meet the requirements of the Safety Program and other legislative requirements. These Audits will be conducted at intervals to be determined by the Safety Department and Department Manager. These Audits are documented using the Incident Investigation Audit Report.

RESPONSIBILITIES

4. Responsibilities:

No.	Role	Responsibility
3.1	Safety Representative/Supervisors	To conduct interviews and investigations in accordance to this policy.
3.2	Workers	Cooperate with the investigator and follow proper protocol regarding interviews & investigation.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.

Print Name	Signature	Date

Title: Incident Investigations

Policy No: 3020

Effective Date:

Motion Number:

Supersedes Policy No: 5010

Review Date:



Purpose: The purpose of this policy is to ensure workers are aware of the incident reporting and investigation process and to ensure all measures will eliminate all factors that could contribute to future incidents.

1. DEFINITIONS

- 1.1. **OH&S** means Occupational Health and Safety.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **WCB** means Workers Compensation Board.
- 1.4. **PPE** means Personal Protective Equipment.

2. POLICY STATEMENT

- 2.1. Greenview requires all workers to immediately report to their Supervisor all incidents that result in injury or property damage and all near misses that had the potential for serious injury or property damage. Investigation of all incidents and injuries shall take place within 24 hours to determine causes and contributing factors. Measures shall be taken to eliminate all such factors.
- 2.2. THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

3. GENERAL REQUIREMENTS

- 3.1. Greenview will investigate all incidents and injuries as it deems necessary, including the following:
 - A) All incidents that result in death or injury requiring medical treatment.
 - B) All causes of occupational illness must be reported and investigated.
 - C) All incidents involving property damage that results in a substantial loss.
 - D) All near-miss incidents that had the potential for causing serious injury or property damage.
 - E) All structural failures, including those in buildings, cranes, hoists, excavations, or temporary structures.

- F) Incident trends detected by the Safety Committee and indicated by incident and injury statistics.
- G) Any major release of toxic substances.

3.2. All investigations will be initiated within 4 hours. All incidents required to be reported to the WCB and/or OH&S will be immediately reported to the nearest board office.

3.3. Investigation teams will include a trained and qualified supervisory staff person and where practicable a Safety Committee worker representative. Investigations will:

- A) Attempt to identify the cause of the incident.
- B) Identify the corrective action required to eliminate the cause.
- C) Identify the person(s) responsible for implementing the changes within a set time period.

3.4. An investigation will be completed and submitted to eCompliance and, if required under the regulations, the Safety Advisor will report to the proper regulatory body.

3.5. The Safety Department and the Joint Work Site Health and Safety Committee Representatives will have an Incident Investigation Kit.

4. INCIDENT INVESTIGATION PROCESS

4.1 Generally, the person responsible and accountable for investigating an incident should be the worker's Supervisor. Where practicable, a worker representative and the worker's foreman shall be included in the investigation. The investigation will follow a standard format based on the Incident Investigation Checklist.

- A) Where practicable, the scene of an incident, required to be reported by OH&S regulations, must be left untouched until permission to clear the scene has been granted by a board officer. Exceptions include activities for rescue work, or prevention of further failures or injuries.
- B) Only qualified competent personnel will be assigned to restore safe conditions following an incident. These workers are required to conduct detailed risk assessments prior to executing restoration activities. (Note – due to severity and probability, these plans require special approval by Safety Advisor prior to proceeding)

4.2 Four Stages of Incident Investigation:

- C) **Pre-Incident stage:** The Factors that permitted the sequence of events leading to the incident. Including:
 - Greenview Characteristics: trade, size, Safety Program, supervision, equipment maintenance, etc.
 - Worker Characteristics: occupation, health, experience, training, etc.
- D) **Incident Stage:** the immediate factors in the incident. Including:
 - What the worker was doing: task, specific activity, posture, location, etc.
 - Materials and Equipment directly involved: type, brand, size guarding, condition, etc.
 - Actions and movements that led to the incident: fall, trip, slip, horseplay, etc.
 - Environmental Characteristics: weather, lightning, noise, temperature, vapours, ventilation, housekeeping, free water, etc.

- E) **Post Incident Stage:** the factors occurring after the actual incident that minimized or increased the seriousness of the incident. Including:
 - Emergency Personnel Response.
 - First aid availability on site.
 - Location and condition of emergency equipment.
 - Evacuation plans.
 - PPE worn or unused.
- F) **Recommendation Stage:** the period of time after the incident investigation has been completed. Recommendations may be made, incident reports issued, etc.

4.3 Visit the incident location. Make yourself thoroughly familiar with the area; machinery and equipment involved.

4.4 Gather the necessary data: photos, measurements, notes, drawings, witness names, etc.

4.5 Review the affected workers Job Hazard Assessment to determine if there is a gap. The Supervisor and the affected worker must immediately correct any gaps on the JHA and review with all affected workers

4.6 The Incident Report form shows the information required by OH&S regulations. Additional factors that should be considered during the investigation include:

- A) The exact location of the incident.
- B) Equipment, machinery, tools, or material involved.
- C) Environmental conditions.
- D) Injuries or damage incurred.
- E) The job being performed, the safe job procedure (or lack of).
- F) Unsafe acts involved.
- G) The ability of the worker's immediate supervisor to supervise.
- H) The time period between occurrence and reporting of the incident.
- I) The workers occupation and experience.
- J) The PPE required and used.
- K) The worker's age.
- L) The worker's pre-incident physical mental condition and capability.
- M) The worker's shift.
- N) The worker's previous incident record.
- O) Any education or information provided to the worker prior to the incident in regards to factors involved and the incident.
- P) Anyone else involved and their employer.
- Q) Remedial actions.
- R) Incident Trends indicated.
- S) The job or Greenview morale.
- T) The Health and Safety Program

4.7 Interview witnesses and other persons who may have details about the incident. Interviews require you to be fair and open-minded look for facts, not someone to blame. During the interview you should:

- A) Put the individual at ease.
- B) Keep the interview private.
- C) Advise the individual of the purpose of the interview (ex. to establish the facts of the incident, not to place blame).

- D) Obtain the individual's version of how and why the incident occurred. Don't look for confirmation of your own opinion and never argue with the interviewee. Ask open-ended questions that require more than a "yes" or "no" answer.
- E) Repeat the individual's story back once you have heard it. This is a good time to make notes. Attempt to clear up inconsistencies in facts that may become evident. Do not make assumptions, and use diplomacy and consideration to determine what occurred.
- F) Ask for suggestions for corrective action.
- G) Let the individual know by what date the report will be completed.
- H) Get a written statement from the individual or have the person sign acknowledgement of your notes on the statement.
- I) End the interview by thanking the person.

4.8 Recommendation Stage: recommendation shall be put forward this could help prevent the incident from reoccurring.

4.9 Post investigation activities:

- A) Review and analyze the information gathered. Use the Incident Investigation Checklist.
- B) Complete all required forms outlined in the Incident Reporting Procedure and provide at minimum the following information (as required by OH&S Regulations):
 - 4.9.B.1 The place, date, and time of the incident.
 - 4.9.B.2 A brief description of the incident.
 - 4.9.B.3 The names and jobs of the injured and the witnesses.
 - 4.9.B.4 The events preceding the incident.
 - 4.9.B.5 The cause of the incident (including contributory and incidental factors).
 - 4.9.B.6 Copies of records where factors were addressed (i.e. Daily Tool Box Meeting Minutes).
 - 4.9.B.7 The names of the persons who investigated the incident.
 - 4.9.B.8 Corrective actions, if any, and when they will be implemented.
- C) Forward the report to the Safety Advisor office to submit to any regulatory bodies and review with the Safety Committee's.

4.10 Incident Documentation:

- A) Incidents will be documented using the Incident Investigation Form. Documentation is to be completed in stages and specific time lines for different circumstances: Refer to the Incident Reporting Procedure.

4.11 Audit

- A) Planned Audits will be conducted to determine if the Incident/Injury Investigation process is effective and being utilized to best meet the requirements of the Safety Program and other legislative requirements. These Audits will be conducted at intervals to be determined by the Safety Department and Department Manager. These Audits are documented using the Incident Investigation Audit Report

5. RESPONSIBILITIES

No.	Role	Responsibility
3.1	Safety Representative/Supervisors	To conduct interviews and investigations in accordance to this policy.
3.2	Workers	Cooperate with the investigator and follow proper protocol regarding interviews & investigation.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.

Print Name	Signature	Date

UNAPPROVED

Title: Inspections Policy

Policy No: 3011

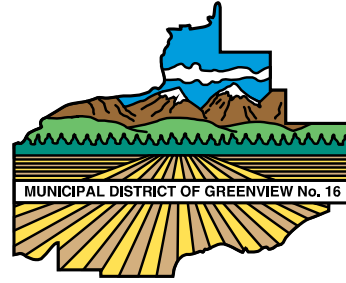
Effective Date: January 14, 2020

Supersedes: None

Motion Number: 20.01.25

Approved by: CAO

Review Date: January 14, 2023



Purpose: The purpose of this policy is to control the loss of human and material resources by identifying and correcting unsafe acts and conditions.

DEFINITIONS

FLRA means Field Level Risk Assessment.

JHA means Job Hazard Assessment.

SDS means Safety Data Sheets.

OH&S means Occupational Health and Safety.

HPR High Probability Ranking

POLICY

1. Policy Statement:

1.1 The Greenview safety department will ensure regular inspections are performed for the purpose of identifying and correcting unsafe conditions and behaviour. The inspections will consider premises, job sites, buildings, temporary structures, excavations, tools, equipment, machinery, and work methods and practices. The completion of the Inspection Report will not be considered to be an indication of an unsafe work; rather it will be considered an indication of a conscientious supervision.

1.2 General Requirements:

1.2.1 Planned inspections will occur and will be supplemented by informal and special inspections.

1.2.2 If during any inspection, unsafe conditions, practices or procedures that require immediate attention are discovered, they shall be remedied **immediately** and recorded on the inspection report form. The supervisor involved in the inspection will be responsible and accountable for ensuring corrective action is undertaken to eliminate or control any other unsafe conditions or behaviour found.

- 1.2.3 Supervisors, Safety Department and workers involved in inspections will receive training on how to conduct effective job observations, and how to provide effective feedback on observed behaviors.
- 1.2.4 All completed inspection reports will be evaluated and monitored by the Health and Safety Department and department management. Feedback is provided to observed workers after an inspection is complete.
- 1.3 **THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.**

2. Types of Inspections:

- 2.1 Monthly General Inspections: (Safety Advisor/ Department Manager or Designate)
 - 2.1.1 These are conducted monthly per department. This can be increased depending on degree of risk, activity or other conditions.
 - 2.1.2 The teams are encouraged to make safe all substandard acts and conditions at the time of inspection. Items requiring additional corrective action can be passed onto Safety Advisor and/or Department Manager.
 - 2.1.3 Inspection Report is used.
 - 2.1.4 Report is submitted to Safety Advisor for follow up.
 - 2.1.5 Department manager will review and sign off each report within 2 days of the inspections.
 - 2.1.6 Supervisory staff must perform informal inspections as part of their regular activities.
 - 2.1.7 The following process will be followed when conducting the monthly General Inspection.
 - 2.1.8 **Previous Inspections**
 - a. Safety Advisor to review previous Inspection Reports and Near Miss Reports for the area to be inspected and note any commonly reported hazards.
 - b. Identify specific equipment, machinery, jobs, etc. associated with accident trends or severe loss potential. Safety Advisor will review this information with the inspection team before heading to the work face.
 - 2.1.9 **During Inspection:**
 - a. Take copies of the previous Inspection Reports and Near Miss Reports along and note whether the hazards listed have been corrected.
 - b. Look for the off the floor and out-of-the-way items. Look for things that you think would be missed in the daily informal inspections. Look for hazards particular to certain jobs or areas. (ie: location of eye wash station).

- c. Systematically cover the whole area and pay particular attention to specific equipment, machinery, jobs, etc. that has been associated with accident trends or have severe loss potential.
- d. Look for the root causes of sub-standard conditions, practices and procedures. If this comes up in an inspection ensure the information is passed on to the Safety Advisor to look into.
- e. When unsafe conditions requiring immediate attention are found, corrective action must be undertaken without delay, as specified in the OH&S regulations.
- f. All unsafe conditions and defective items must be recorded on the report form, describing the items and their locations clearly. All unsafe conditions or concerns will be documented and photos will be taken and be available for review.
- g. Hazards detected during the shift and reported on Near Miss Report must also be recorded on the Inspection Report whether an item has been corrected or requires correction at a later time. Describe items and their locations clearly.
- h. Use your eyes, ears and other senses to identify actual or potential problems as you go about daily activities. Record hazards on the Inspection Report.
- i. Classify items according to their potential for injury or damage. This will lead to a systematic approach toward corrective action and follow-up.
 - Follow up high HPR (High Probability Ranking) unsafe items immediately.
 - Look for basic causes of sub-standard conditions, practices and procedures.

2.1.10 Post-Inspection:

- a. Complete an Inspection Report.
- b. **NOTE:** Special Inspections are also recorded on the Inspection Report; note on the form that it was a Special Inspection and the reason why it was performed.
 - Copy all items from previous reports that have not been remedied, noting initial detection date.
 - Ensure all sections of the Inspection Report are completed and writing is legible.
 - Forward the report to all department managers and keep a copy of the report at the site where the inspection occurred.
 - Post a copy in the work place.
 - Complete an Inspection Report Form.
 - Keep a copy of the report until the next planned inspection.

2.2 Informal Inspections:

- 2.2.1 These are conducted on an informal basis and occur on an ongoing basis.

- 2.2.2 Supervisors are required to inspect the work area prior to work beginning and conduct an informal inspection.
- 2.2.3 Substandard conditions must be addressed prior to work starting in the area.

2.3 Housekeeping Inspections:

- 2.3.1 Focused on Cleanliness and order the Housekeeping inspections are conducted to ensure work areas are free from clutter, fire hazards, debris, trip hazards etc.
- 2.3.2 Teams will conduct the inspection and provide a rank for the area. The rank will be reviewed with the area supervisor and result posted in the area.
- 2.3.3 Ensuring items that need to be in an explosive cabinet are stored properly. SDS sheets must be updated and containers need to have the proper label affixed on the container.

2.4 Joint Health and Safety Committee Inspections/Walk Around:

- 2.4.1 To demonstrate high level commitment to health, safety and the environment, and to adhere to legislation the Joint Health and Safety Committee will conduct quarterly inspections.
- 2.4.2 Inspection team activities may include:
 - a. Discuss overall worksite conditions with workers.
 - b. Review paperwork at the job site to ensure it had been reviewed.
 - c. Review the Hazard Assessments.
 - d. Inspect Critical equipment.

3. Safety Bulletins:

- 3.1 Safety Bulletins are used for the purpose of communicating safety information across all divisions of Greenview. Safety Bulletins will communicate information relating to general hazards and unsafe and conditions. These bulletins may include information on specific products or equipment which has a hazard associated with it.

All Safety Bulletins will be forwarded from the safety coordinator to all department managers so they are aware and can disperse accordingly.

4. Near Miss Reports:

- 4.1 Job inspections, being periodic, cannot identify hazards immediately or as they arise. For this identification, Near Miss Cards are attached to the Hazard Assessment card and available at designated locations.
- 4.2 Near Miss Reports shall be utilized as follows:
 - 4.2.1 Near Miss cards shall be made available in lunchrooms and at designated locations in each building.
 - 4.2.2 Any unsafe act or condition identified by any person not already performing a safety inspection shall be reported immediately on a Near Miss Report to the foreman or a supervisor.

- 4.2.3 The reporter of hazard shall take immediate action to control the hazard; if possible. Blocking off area, posting signage to keep out are examples of immediate action that can be taken to limit hazards.
- 4.2.4 The job supervisor shall be responsible for ensuring that corrective action is taken to remove workers from danger.
- 4.2.5 All Near Miss Reports shall be appropriately investigated at the discretion of the Safety Advisor, and discussed at the next Safety Meeting.

Title: Inspections Policy

Policy No: 3011

Effective Date:

Motion Number:

Supersedes Policy No: 5011

Review Date:



Purpose: The purpose of this policy is to control the loss of human and material resources by identifying and correcting unsafe acts and conditions.

1. DEFINITIONS

- 1.1. **FLRA** means Field Level Risk Assessment.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **JHA** means Job Hazard Assessment.
- 1.4. **SDS** means Safety Data Sheets.
- 1.5. **OH&S** means Occupational Health and Safety.
- 1.6. **HPR** High Probability Ranking

2. POLICY STATEMENT

2.1. The Greenview safety department will ensure regular inspections are performed for the purpose of identifying and correcting unsafe conditions and behaviour. The inspections will consider premises, job sites, buildings, temporary structures, excavations, tools, equipment, machinery, and work methods and practices. The completion of the Inspection Report will not be considered to be an indication of an unsafe work; rather it will be considered an indication of a conscientious supervision.

2.2. General Requirements:

- A) Planned inspections will occur and will be supplemented by informal and special inspections.
- B) Workers are responsible for participating in and contributing to the inspection program, take part, when requested, in a workplace inspection, to advise of any hazardous or risks potential of such.
- C) The inspections will be conducted by a competent worker who is familiar with the work process and the areas being inspected with instruction on the inspection system, standards established, hazard recognitions assessment and control and in accordance with the manufacturers specifications.

- D) All Greenview Managers are required to complete at least one site-specific inspection monthly. Managers are to document through eCompliance and note all observations, employee behaviours and conditions.
- E) Every inspection will include the names and signatures of all workers involved in the inspection.
- F) If during any inspection, unsafe conditions, practices or procedures that require immediate attention are discovered, they shall be remedied **immediately** and recorded on the inspection report form. The supervisor involved in the inspection will be responsible and accountable for ensuring corrective action is undertaken to eliminate or control any other unsafe conditions or behaviour found.
- G) Supervisors, Safety Department and workers involved in inspections will receive training on how to conduct effective job observations, and how to provide effective feedback on observed behaviors.
- H) All completed inspection reports will be evaluated and monitored by the Health and Safety Department and department management. Feedback is provided to observed workers after an inspection is complete.

2.3. THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT AND REGULATIONS.

3. TYPES OF INSPECTIONS

3.1. Monthly General Inspections: (Safety Advisor/Department Manager or Designate)

- A) These are conducted monthly per department. This can be increased depending on degree of risk, activity or other conditions.
- B) The teams are encouraged to make safe all substandard acts and conditions at the time of inspection. Items requiring additional corrective action can be passed onto Safety Advisor and/or Department Manager.
- C) Inspection Report is used.
- D) Report is submitted to Safety Advisor for follow up.
- E) Department manager will review and sign off each report within 2 days of the inspections.
- F) Supervisory staff must perform informal inspections as part of their regular activities.
- G) The following process will be followed when conducting the monthly General Inspection.
- H) Previous Inspections:
 - i. Safety Advisor to review previous Inspection Reports and Near Miss Reports for the area to be inspected and note any commonly reported hazards.
 - ii. Identify specific equipment, machinery, jobs, etc. associated with accident trends or severe loss potential. Safety Advisor will review this information with the inspection team before heading to the work face.
- I) During Inspection:
 - i. Take copies of the previous Inspection Reports and Near Miss Reports along and note whether the hazards listed have been corrected.
 - ii. Look for the off the floor and out-of-the-way items. Look for things that you think would be missed in the daily informal inspections. Look for hazards particular to certain jobs or areas. (ie: location of eye wash station).
 - iii. Systematically cover the whole area and pay particular attention to specific equipment, machinery, jobs, etc. that has been associated with accident trends or have severe loss potential.

- iv. Look for the root causes of sub-standard conditions, practices and procedures. If this comes up in an inspection ensure the information is passed on to the Safety Advisor to look into.
- v. When unsafe conditions requiring immediate attention are found, corrective action must be undertaken without delay, as specified in the OH&S regulations.
- vi. All unsafe conditions and defective items must be recorded on the report form, describing the items and their locations clearly. All unsafe conditions or concerns will be documented and photos will be taken and be available for review.
- vii. Hazards detected during the shift and reported on Near Miss Report must also be recorded on the Inspection Report whether an item has been corrected or requires correction at a later time. Describe items and their locations clearly.
- viii. Use your eyes, ears and other senses to identify actual or potential problems as you go about daily activities. Record hazards on the Inspection Report.
- ix. Classify items according to their potential for injury or damage. This will lead to a systematic approach toward corrective action and follow-up.
 - Follow up high HPR (High Probability Ranking) unsafe items immediately.
 - Look for basic causes of sub-standard conditions, practices and procedures.

J) Post Inspection:

- i. Complete an Inspection Report.
- ii. NOTE: Special Inspections are also recorded on the Inspection Report; note on the form that it was a Special Inspection and the reason why it was performed.
 - Copy all items from previous reports that have not been remedied, noting initial detection date.
 - Ensure all sections of the Inspection Report are completed and writing is legible.
 - Forward the report to all department managers and keep a copy of the report at the site where the inspection occurred.
 - Post a copy in the work place.
 - Complete an Inspection Report Form.
 - Keep a copy of the report until the next planned inspection.

3.2. Informal Inspections:

- A) These are conducted on an informal basis and occur on an ongoing basis.
- B) Supervisors are required to inspect the work area prior to work beginning and conduct an informal inspection.
- C) Substandard conditions must be addressed prior to work starting in the area.

3.3. Housekeeping Inspections:

- A) Focused on Cleanliness and order the Housekeeping inspections are conducted to ensure work areas are free from clutter, fire hazards, debris, trip hazards etc.
- B) Teams will conduct the inspection and provide a rank for the area. The rank will be reviewed with the area supervisor and result posted in the area.
- C) Ensuring items that need to be in an explosive cabinet are stored properly. SDS sheets must be updated and containers need to have the proper label affixed on the container.

3.4. Joint Health and Safety Committee Inspections/Walk Around:

- A) To demonstrate high level commitment to health, safety and the environment, and to adhere to legislation the Joint Health and Safety Committee will conduct quarterly inspections.

- B) Inspection team activities may include:
 - i. Discuss overall worksite conditions with workers.
 - ii. Review paperwork at the job site to ensure it had been reviewed.
 - iii. Review the Hazard Assessments.
 - iv. Inspect Critical equipment.

4. SAFETY BULLETINS

4.1 Safety Bulletins are used for the purpose of communicating safety information across all divisions of Greenview. Safety Bulletins will communicate information relating to general hazards and unsafe and conditions. These bulletins may include information on specific products or equipment which has a hazard associated with it.

4.2 All Safety Bulletins will be forwarded from the safety coordinator to all department managers so they are aware and can disperse accordingly.

5. NEAR MISS REPORTS

5.1. Job inspections, being periodic, cannot identify hazards immediately or as they arise. For this identification, Near Miss Cards are attached to the Hazard Assessment card and available at designated locations.

5.2. Near Miss Reports shall be utilized as follows:

- A) Near Miss cards shall be made available in lunchrooms and at designated locations in each building.
- B) Any unsafe act or condition identified by any person not already performing a safety inspection shall be reported immediately on a Near Miss Report to the foreman or a supervisor.
- C) The reporter of hazard shall take immediate action to control the hazard; if possible. Blocking off area, posting signage to keep out are examples of immediate action that can be taken to limit hazards.
- D) The job supervisor shall be responsible for ensuring that corrective action is taken to remove workers from danger.
- E) All Near Miss Reports shall be appropriately investigated at the discretion of the Safety Advisor, and discussed at the next Safety Meeting.

Title: Contractor Safety Policy

Policy No: 3014

Supersedes: NONE

Effective Date: January 21, 2020

Approved by: CAO

Review Date: January 21, 2023



Purpose: The purpose of this policy is to outline the procedure of Greenview regarding hired contractors. Therefore, each Contractor hired by Greenview is responsible to review and understand this policy and ensure that its workers also understand as it applies to them.

DEFINITIONS

OH&S mean Occupational Health and Safety.

EOI means expression of interest.

WCB means Workers Compensation Board.

JHA means job hazard assessment.

PPE means personal protective equipment.

ERP means emergency response plan.

Hazard means a situation, condition or thing that may be dangerous to the safety or health of workers.

Competent means one who is adequately qualified, suitably trained and with sufficient experience to safely perform work without Supervision or with only a minimal degree of Supervision.

Hazard Assessment is a thorough check of the work environment. The purpose of a hazard assessment is to identify potential risks and hazards in the area, as well as to identify appropriate safety measures to be used to mitigate the identified hazards.

Prime Contractor is a person/organization with the role of coordinating, organizing and overseeing the health and safety activities of multiple employers and self-employed person(s) on a single work site. Prime Contractor is responsible for, creating a system or process that ensures compliance with OHS legislation. Prime Contractor also works with the Joint Work Site Health and Safety Committee or Representative to resolve health and safety issues, and maintaining Prime Contractor's own work activities to ensure no one is exposed to uncontrolled hazards at the work site.

ROLES AND RESPONSIBILITIES

Contractor: Ensure Greenview's Safety Program is adhered to. Also, subcontractor must provide accurate information throughout the prequalification process and once actively working for Greenview.

Safety Coordinator: Ensure prospective contractors are given the proper documentation in order for them to fulfill of Greenview's expectations.

POLICY

1. Pre-Qualify Contractors:

- 1.1 Prior to a contractor working for Greenview, we will ensure a prequalifying process is in place, which includes reviewing the contractor's Safety Programs, safety training documents, and safety statistics to ensure they follow Greenview's minimum requirements. The contractor will complete all Greenview's prequalification questionnaire and submit all required documents before performing any work for Greenview.
- 1.2 Before any contractor is permitted to provide any service for Greenview, we require proof of the following:
 - Liability and vehicle insurance (if applicable).
 - WCB clearance letter for each province in which WCB is carried.
 - WCB rate sheet for the current year.
 - Specific training certification (H2S, First Aid, WHMIS, TDG, etc.) for all contractor/subcontractor workers
 - COR/SECOR certification (if applicable)
 - If the Contractor has their own safety management system in place, Greenview will obtain a copy of the table of contents from the contractor and any other related information that Greenview feels is required.
 - If the contractor does not have their own safety management system in place, the contractor will follow the safety management system of Greenview and will be treated as a Greenview worker.
 - All contractors and their workers who do not have their own safety management system will receive a complete orientation from Greenview.

Before any contractor is hired to work for Greenview, the above criteria will be used for selecting Contractors. All the above documents must be submitted and meet Greenview's minimum standards.

1.3 Contractor's Orientation:

- 1.3.1 Before starting any work all contractors and their workers must have an orientation covering Greenview's policies including the violence and harassment policy.

1.4 Contractors Pre-Job Safety Meeting/Orientation:

- 1.4.1 All contractors will be included in pre-job or kick off meetings and safety orientations. Before any job begins, the entire scope of the project will be discussed with all workers involved in the project. The purpose of the meeting is to orientate everyone to the entire job and to ensure all hazards or potential hazards have been identified.

PROCEDURE

2. Procedure Statement:

- 2.1 Greenview is committed to developing cooperation in safety and incident control with all contractors. This policy aims to minimize/eliminate incidents involving contractors that can:
- a) Injure individuals associated with the project.
 - b) Cause job disruption and delays, which contribute to loss of productivity for the entire job.
 - c) Leave the general or prime contractor exposed to potential fines or third party lawsuits by the contractor's employees.
 - d) Reflect poorly upon the general or prime contractors in the eyes of the owner/agency.
- 2.2 Sample Contract Language for Inclusion in Contracts
- 2.2.1 Management Orientation
- a) At the time of contract negotiations, contractor was directed to sections of the contract that delineates the contractor's obligation to comply with the OH&S, WCB and/or other safety requirements that apply to their work.
 - b) Contractor who is informed and should be prepared to submit an acceptable safety program for discussion and use by its employees.
 - c) The contractor is committed to safety for this project and will provide diligent safety management that as a minimum conforms to Greenview Safety Program.
 - d) The contractor is to adhere to the Drug & alcohol policy put in place by Greenview as a minimal standard policy.
- 2.2.2 Job Site Orientation
- a) Prior to start of work, contractor staff will meet with a job supervisor to review their obligations with respect to the Safety Program.
 - b) In the event that the contractor brings equipment onto the work site that has obvious safety violations or it is obvious that their workers lack proper safety equipment, the contractor will be required to correct the violations before commencing work.
- 2.3 **THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL EMPLOYEES MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.**
- 2.4 **Contractors Tool Box Meeting/Hazard Assessment**

- 2.4.1 Before every day begins there will be a tool box meeting conducted to ensure all potential hazards and emergencies which may occur while on a specific job location have been identified. Everyone working on the job is required to attend. If workers are not able to attend the meeting. Workers will check in with the Greenview Supervisor before starting their work to review the tool box meeting.
- 2.4.2 No work will begin until the tool box meeting has been reviewed and the workers have signed off. At this time any other pertinent information will be reviewed with the contractor such as hazard assessment, job hazard analysis, safe work permits, ground disturbance, etc.
- 2.4.3 At any time during the work day if there is a safety meeting which requires all workers to attend, it will be mandatory that all contractors attend as well. Workers and/or contractors will be actively involved in the hazard identification process. Hazards will be reviewed with all workers and/or contractors/subcontractors involved in the process or task.
- 2.4.4 The hazard identification process will be used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable. All workers and contractors will be trained in hazard identification process including being trained in the proper use and care of PPE.
- 2.4.5 If corrective measures are required. A review process will be put in place to ensure all corrective actions have been identified and are rectified. We must ensure we avoid creating new hazards derived from the corrective measures.

2.5 Job Hazard Analysis:

- 2.5.1 A Job Hazard Analysis (JHA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. All workers will ensure they make themselves familiar with the JHAs that are applicable to the work they are performing and will follow them. If workers are conducting a hazardous job that there has not been a JHA completed for, they are to let Greenview supervisor know. The workers may need to be involved in developing the JHA for that job. Identified hazards will be classified/prioritized and addressed based on the risk associated with the task (risk analysis matrix outlying severity and probability).
- 2.5.2 In a JHA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. The job will be broken down into the following steps.
 1. Select the job to be analyzed.
 2. Break the job down into a sequence of steps.
 3. Identify potential hazards.
 4. Rank hazard and severity
 5. Determine preventative measures to overcome the hazards.
- 2.5.3 Once the hazards have been identified, the next step is to rank the hazard based of severity. Hazards are ranked based on two qualifiers. The first is the probability of the hazard occurring. It may be a high, medium, or low probability of occurrence. The second is the severity of the outcome should the

hazard occur. The injury or damage risk is rated high, medium, or low. A hazard matrix can be used as a tool to help identify the ranking of a hazard.

- 2.5.4 The final stage is to determine ways to eliminate or control the hazards identified. The generally accepted measures, in order of preference, are as follows:
- 2.5.5 **Eliminate the Hazard** – this is the most effective measure. These techniques should be used to eliminate the hazards:
 - Use a machine guard
 - Choose a different process.
 - Modify an existing process.
 - Substitute with less hazardous substance.
 - Improve environment (ventilation).
 - Modify or change equipment or tools.
- 2.5.6 **Contain the Hazard** – if the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths or similar devices.
- 2.5.7 **Revise Work Procedures** – consideration might be given to modifying steps which are hazardous, changing the sequence of steps, or adding additional steps (such as locking out energy sources).
- 2.5.8 **Reduce the Exposure** – these measures are the least effective and should only be used if no other solutions are possible. One way of minimizing exposure is to reduce the number of times the hazard is encountered. An example would be modifying machinery so that less maintenance is necessary. The use of appropriate personal protective equipment may be required. To reduce the severity of an incident, emergency facilities, such as eyewash stations, may need to be provided.

2.6 **Contractors Incident and Near Misses**

- 2.6.1 All Contractors are required to report incidents and near misses to Greenview manager/supervisor in writing within 24 hours. Greenview is responsible for reporting and investigating all contractor/subcontractor incidents.

2.7 **Contractor Emergency Response Plan (ERP)**

- 2.7.1 All workers and Contractors will be supplied with an emergency response plan for every job before they are dispatched. A copy of the ERP is expected to be available in each vehicle and in each piece of equipment for the current job they are working on. The ERP will be reviewed on a regular basis, during the tool box meetings, with all workers and contractors. Workers and/or contractors will be actively involved in the emergency preparedness and response process. The emergency preparedness and response plan will be reviewed before the job as well as during the job when conditions warrant.
- 2.7.2 The emergency preparedness and response plan will be used for routine and non-routine emergencies as well as changes in operations and products or services which warrant new emergency situations.
- 2.7.3 All workers on the job will be briefed/trained in their individual roles and responsibilities during an emergency.

2.8 Review of the Response Procedures After an emergency

- 2.8.1 Once an incident has occurred and the emergency response has been taken care of, Greenview has 72 hours of the incident a review process of the emergency is completed to identify critical components of the overall response.

2.9 Fire Prevention Plans

- 2.9.1 There is a fire prevention plan that will be utilized during all phases of work. There will be a designated smoking area for all jobs. It is mandatory that all workers and contractors follow the smoking restrictions put in place. All vehicles and equipment will have a fire extinguisher of sufficient size to put out a fire that may start on that vehicle or equipment. The fire extinguishers must be maintained in good working order and accessible. All flammable and combustible liquids will be handled and stored as per manufacturers' specifications so as to prevent fires or spills on a location.

2.10 Contractor Vehicles on Greenview Work Areas

- 2.10.1 All contractors vehicles and equipment will be equipped with the following supplies when working for Greenview:
- Fire extinguishers applicable for the area being worked in.
 - First aid kits of appropriate size for the location being worked in.
 - Roadside flare kit (red box with 3 reflective triangles)
 - Applicable tools for the equipment you will be working on/with (grease gun, wrench, screw driver, etc.).
 - Roadside assistance Kit including, tow rope, booster cables, blankets, candle, matches, etc.

By signing below, I acknowledge that I have read and understood this procedure, and accept all responsibilities outlined within.

Print Name	Signature	Date

References

3.1 Contractor Pre-qualification Questionnaire

Title: Contractor Safety Policy

Policy No: 3014

Effective Date:

Motion Number:

Supersedes Policy No: 5014 and 3008

Review Date:



Purpose: State the purpose that this policy aims to achieve or what it seeks to address.

1. DEFINITIONS

- 1.1. **OH&S** mean Occupational Health and Safety.
- 1.2. **EOI** means expression of interest.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **WCB** means Workers Compensation Board.
- 1.5. **JHA** means job hazard assessment.
- 1.6. **PPE** means personal protective equipment.
- 1.7. **ERP** means emergency response plan.
- 1.8. **Hazard** means a situation, condition or thing that may be dangerous to the safety or health of workers.
- 1.9. **Competent** means one who is adequately qualified, suitably trained and with sufficient experience to safely perform work without Supervision or with only a minimal degree of Supervision.
- 1.10. **Hazard Assessment** is a thorough check of the work environment. The purpose of a hazard assessment is to identify potential risks and hazards in the area, as well as to identify appropriate safety measures to be used to mitigate the identified hazards.
- 1.11. **Prime Contractor** is a person/organization with the role of coordinating, organizing and overseeing the health and safety activities of multiple employers and self-employed person(s) on a single work site. Prime Contractor is responsible for, creating a system or process that ensures compliance with OHS legislation. Prime Contractor also works with the Joint Work Site Health and Safety Committee or Representative to resolve health and safety issues, and maintaining Prime Contractor's own work activities to ensure no one is exposed to uncontrolled hazards at the work site

2. ROLES AND RESPONSIBILITIES

- 2.1. **Contractor:** Ensure Greenview's Safety Program is adhered to. Also, subcontractor must provide accurate information throughout the prequalification process and once actively working for Greenview.
- 2.2. **Safety Coordinator:** Ensure prospective contractors are given the proper documentation in order for them to fulfill of Greenview's expectations

3. PRE-QUALIFIED CONTRACTORS

- 3.1. Prior to a contractor working for Greenview, we will ensure a prequalifying process is in place, which includes reviewing the contractor's Safety Programs, safety training documents, and safety statistics to ensure they follow Greenview's minimum requirements. The contractor will complete all Greenview's prequalification questionnaire and submit all required documents before performing any work for Greenview.
- 3.2. Before any contractor is permitted to provide any service for Greenview, we require proof of the following:
 - A) Liability and vehicle insurance (if applicable).
 - B) WCB clearance letter for each province in which WCB is carried.
 - C) WCB rate sheet for the current year.
 - D) Specific training certification (H2S, First Aid, WHMIS, TDG, etc.) for all contractor/subcontractor workers
 - E) COR/SECOR certification (if applicable)
 - F) If the Contractor has their own safety management system in place, Greenview will obtain a copy of the table of contents from the contractor and any other related information that Greenview feels is required.
 - G) If the contractor does not have their own safety management system in place, the contractor will follow the safety management system of Greenview and will be treated as a Greenview worker.
 - H) All contractors and their workers who do not have their own safety management system will receive a complete orientation from Greenview.

Before any contractor is hired to work for Greenview, the above criteria will be used for selecting Contractors. All the above documents must be submitted and meet Greenview's minimum standards.

- 3.3. Contractors Orientation:
 - A) Before starting any work all contractors and their workers must have an orientation covering Greenview's policies including the violence and harassment policy.
- 3.4. Contractors Pre-Job Safety Meeting/ Orientation
 - A) All contractors will be included in pre-job or kick off meetings and safety orientations. Before any job begins, the entire scope of the project will be discussed with all workers involved in the project. The purpose of the meeting is to orientate everyone to the entire job and to ensure all hazards or potential hazards have been identified.

4. APPLICATION

4.1. Process of Greenview is committed to developing cooperation in safety and incident control with all contractors. This policy aims to minimize/eliminate incidents involving contractors that can:

- A) Injure individuals associated with the project.
- B) Cause job disruption and delays, which contribute to loss of productivity for the entire job.
- C) Leave the general or prime contractor exposed to potential fines or third party lawsuits by the contractor's employees.
- D) Reflect poorly upon the general or prime contractors in the eyes of the owner/agency.

4.2. Sample Contract Language for inclusion in contracts:

- A) Management orientation
 - i. At the time of contract negotiations, contractor was directed to sections of the contract that delineates the contractor's obligation to comply with the OH&S, WCB and/or other safety requirements that apply to their work.
 - ii. Contractor who is informed and should be prepared to submit an acceptable safety program for discussion and use by its employees.
 - iii. The contractor is committed to safety for this project and will provide diligent safety management that as a minimum conforms to Greenview Safety Program.
 - iv. The contractor is to adhere to the Drug & alcohol policy put in place by Greenview as a minimal standard policy.
- B) Job site orientation
 - i. Prior to start of work, contractor staff will meet with a job supervisor to review their obligations with respect to the Safety Program.
 - ii. In the event that the contractor brings equipment onto the work site that has obvious safety violations or it is obvious that their workers lack proper safety equipment, the contractor will be required to correct the violations before commencing work.

4.3. THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL EMPLOYEES MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.

4.4. Contractors Tool Box Meeting/ Hazard Assessment

- A) Before every day begins there will be a tool box meeting conducted to ensure all potential hazards and emergencies which may occur while on a specific job location have been identified. Everyone working on the job is required to attend. If workers are not able to attend the meeting. Workers will check in with the Greenview Supervisor before starting their work to review the tool box meeting.
- B) No work will begin until the tool box meeting has been reviewed and the workers have signed off. At this time any other pertinent information will be reviewed with the contractor such as hazard assessment, job hazard analysis, safe work permits, ground disturbance, etc.

- C) At any time during the work day if there is a safety meeting which requires all workers to attend, it will be mandatory that all contractors attend as well. Workers and/or contractors will be actively involved in the hazard identification process. Hazards will be reviewed with all workers and/or contractors/subcontractors involved in the process or task.
- D) The hazard identification process will be used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable. All workers and contractors will be trained in hazard identification process including being trained in the proper use and care of PPE.
- E) If corrective measures are required. A review process will be put in place to ensure all corrective actions have been identified and are rectified. We must ensure we avoid creating new hazards derived from the corrective measures.

4.5. Job Hazard Analysis:

- A) A Job Hazard Analysis (JHA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. All workers will ensure they make themselves familiar with the JHAs that are applicable to the work they are performing and will follow them. If workers are conducting a hazardous job that there has not been a JHA completed for, they are to let Greenview supervisor know. The workers may need to be involved in developing the JHA for that job. Identified hazards will be classified/prioritized and addressed based on the risk associated with the task (risk analysis matrix outlining severity and probability).
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 - v. Determine preventative measures to overcome the hazards.
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- D) The final stage is to determine ways to eliminate or control the hazards identified. The generally accepted measures, in order of preference, are as follows:
 - i. Eliminate the Hazard – this is the most effective measure. These techniques should be used to eliminate the hazards:
 - Use a machine guard.
 - Choose a different process.
 - Modify an existing process.
 - Substitute with less hazardous substance.
 - Improve environment (ventilation).
 - Modify or change equipment or tools.

- ii. Contain the Hazard – if the hazard cannot be eliminated, contact might be prevented by using enclosures, machine guards, worker booths or similar devices.
- iii. Revise Work Procedures – consideration might be given to modifying steps which are hazardous, changing the sequence of steps, or adding additional steps (such as locking out energy sources).
- iv. Reduce the Exposure – these measures are the least effective and should only be used if no other solutions are possible. One way of minimizing exposure is to reduce the number of times the hazard is encountered. An example would be modifying machinery so that less maintenance is necessary. The use of appropriate personal protective equipment may be required. To reduce the severity of an incident, emergency facilities, such as eyewash stations, may need to be provided.

4.6. Contractor Incident and Near Miss

- A) All Contractors are required to report incidents and near misses to Greenview manager/supervisor in writing within 24 hours. Greenview is responsible for reporting and investigating all contractor/subcontractor incidents.

4.7. Contractor Emergency Response Plan (ERP)

- A) All workers and Contractors will be supplied with an emergency response plan for every job before they are dispatched. A copy of the ERP is expected to be available in each vehicle and in each piece of equipment for the current job they are working on. The ERP will be reviewed on a regular basis, during the tool box meetings, with all workers and contractors. Workers and/or contractors will be actively involved in the emergency preparedness and response process. The emergency preparedness and response plan will be reviewed before the job as well as during the job when conditions warrant.
- B) The emergency preparedness and response plan will be used for routine and non-routine emergencies as well as changes in operations and products or services which warrant new emergency situations.
- C) All workers on the job will be briefed/trained in their individual roles and responsibilities during an emergency.

4.8. Review of the Response Procedure After an Emergency

- A) Once an incident has occurred and the emergency response has been taken care of, Greenview has 72 hours of the incident a review process of the emergency is completed to identify critical components of the overall response.

4.9. Fire Prevention Plan

- A) There is a fire prevention plan that will be utilized during all phases of work. There will be a designated smoking area for all jobs. It is mandatory that all workers and contractors follow the smoking restrictions put in place. All vehicles and equipment will have a fire extinguisher of sufficient size to put out a fire that may start on that vehicle or equipment. The fire extinguishers must be maintained in good working order and accessible. All flammable and combustible liquids will be handled and stored as per manufacturers' specifications so as to prevent fires or spills on a location.

4.10. Contracted Vehicles on Greenview Work Areas:

- A) All contractors vehicles and equipment will be equipped with the following supplies when working for Greenview:
- Fire extinguishers applicable for the area being worked in.
 - First aid kits of appropriate size for the location being worked in.
 - Roadside flare kit (red box with 3 reflective triangles)
 - Applicable tools for the equipment you will be working on/with (grease gun, wrench, screw driver, etc.).
 - Roadside assistance Kit including, tow rope, booster cables, blankets, candle, matches, etc.

By signing below, I acknowledge that I have read and understood this procedure, and accept all responsibilities outlined within.

Print Name	Signature	Date



REQUEST FOR DECISION

SUBJECT:	Policy EES 07 Road Allowance Licensing		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2020	CAO: DT	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM:	PRESENTER: DL
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –Policy 4023 Road Allowance Licensing

RECOMMENDED ACTION:

MOTION: That Council repeal Policy EES 07 Road Allowance Licensing.

BACKGROUND/PROPOSAL:

On January 26, 2021 Council approved Policy 4023 Licensing Undeveloped Road Allowances. Due to an oversight, Policy EES 07 Road Allowance Licensing was not included with the motion to be repealed at the time.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will not have multiple active road allowance policies.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommended changes.

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

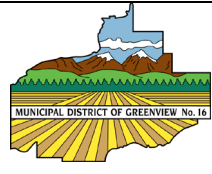
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register

ATTACHMENT(S):

- Policy EES 07



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

Section:
**ENGINEERING &
ENVIRONMENTAL
SERVICES**

POLICY NUMBER: EES 07

POLICY TITLE: ROAD ALLOWANCE LICENSING

Page 1 of 2

Date Adopted by Council / Motion Number:

10.04.940

PURPOSE:

To allow ratepayers the opportunity to utilize developed or undeveloped road allowances for agricultural purposes.

POLICY:

The Municipality will consider applications for licensing developed or undeveloped road allowances to adjacent landowners, if the road allowance is not an integral part of the Municipality's road network. Applications will only be considered if the applicant owns or has a 3 year lease on the land adjacent to both sides of the road allowance and if there is no obstruction of existing public vehicle passage.

- 1.0 Administration will receive applications for licensing developed or undeveloped road allowances in accordance with the Traffic Safety Act, and the Municipal Government Act.
- 2.0 The Administration will prepare a proposed bylaw allowing the Municipality to license the applicant to use the developed or undeveloped road allowance only if the applicant is the registered owner or has a 3 year lease on the adjacent properties, and is in good standing with the Municipality and the road is not required for public vehicle passage.
- 3.0 Council will consider first reading of the bylaw and, if in order, will advertise the bylaw for public notice a minimum of two times, two weeks apart, and establish a date and time to hear any person who claims to be affected by the bylaw.
- 4.0 After consideration of the hearing, Council may proceed or withdraw the bylaw in accordance with the Municipal Government Act.
- 5.0 Transfer of licenses does not have to be advertised.
- 6.0 Council will annually establish a fee for the licensing of the road allowances in accordance with the Schedule of Fees. The one-time fee, as established by Council, will be non-refundable to offset administrative costs. In addition to the fee, applicants are responsible for all advertising costs.
- 7.0 If a bylaw for licensing of a road allowance is approved by Council, Administration will issue a license to the applicant for a three year term.
- 8.0 If a license is granted for less than a three year term, the license fee will be prorated to the expiry date of all other road allowance licenses.

POLICY TITLE: ROAD ALLOWANCE LICENSING

Page 2 of 2

Date Adopted by Council / Motion Number:

10.04.940

- 9.0 At the end of the initial license period, the license may be extended, if all conditions are still being met.
- 10.0 The Municipal District Council may cancel all or any portion of a road allowance licensed under bylaw at any time.
- 11.0 If the Licensee cancels or defaults the license, Administration may hold the license in abeyance for a future application. An adjacent landowner may apply for the same license and Administration may award the license without going to Council, if the applicant meets all criteria.
- 12.0 If Council cancels a road allowance license bylaw, it will be done in accordance with the Municipal Government Act, including advertising.

REEVE

C.A.O.



REQUEST FOR DECISION

SUBJECT:	Fox Creek-Greenview ICF		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: DL
STRATEGIC PLAN:	Intergovernmental Relations	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act R.S.A 2000, Chapter M-26, Section 708.28

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve the Fox Creek – M.D of Greenview Intermunicipal Collaboration Framework.

BACKGROUND/PROPOSAL:

In accordance with Council direction, the ICF with Birch Hills County was completed administratively.

Bill 25: Red Tape Reduction Act, 2019 made some significant changes to the ICF process. Under this Bill, municipalities have the option to adopt an ICF by resolution rather than by bylaw. Fox Creek has agreed to approve the ICF by resolution. Additionally, municipalities are only required to identify shared services rather than identifying all services provided by each municipality.

Greenview and Fox Creek share services for:

- Library Joint Provision of Services
 - Medical Clinic
 - Recreational Services
 - Multiplex Operating
 - Fire Services and Mutual Aid
 - Weed Inspection Services
 - Greenview Regional Waste Management Commission
 - Regional WebMap Web Hosting Agreement
-

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a complete ICF with Fox Creek and an established framework for any future cooperation.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations to the ICF.

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

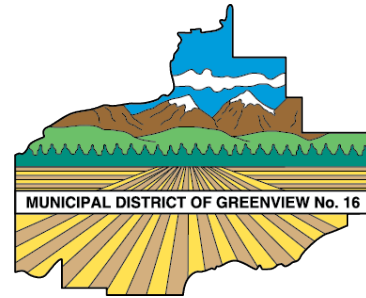
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will notify Fox Creek and Municipal Affairs once the ICF is adopted.

ATTACHMENT(S):

- Fox Creek – Greenview ICF



Town of Fox Creek & Municipal District of Greenview No. 16 Intermunicipal Collaboration Framework Agreement



February 2021

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The Parties agree to as follows:

1. Introduction

- 1.1 It is recognized that Fox Creek and Greenview share a common border, share common interests and are desirous of collaborating to provide services to their residents and ratepayers.
- 1.2 The *Municipal Government Act* (the Act) requires that municipalities that have a common boundary must create a framework with one another that identifies the services that the municipalities agree benefit more than one municipality that is party to the ICF and are provided on an intermunicipal basis, how they will be delivered, who will lead the delivery of the service(s), how the funding arrangements for these services will occur, and identify the timeframe for implementation of those services provided on an intermunicipal basis.

2. Definitions

In this Agreement:

- 2.1 **CAO** means Chief Administrative Officer.
- 2.2 **Committee** means ICF Committee as defined in Section 4 of the Agreement.
- 2.3 **Service Agreement** means a legally binding agreement that is signed by both municipalities. E.g. an agreement, contract, memorandum of agreement or memorandum of understanding.
- 2.4 **Expiry Date** means the date that this Agreement expires which is five years from the date of adoption of this agreement by resolution of both councils.
- 2.5 **Greenview** means the Municipal District of Greenview No. 16.
- 2.6 **Parties** means Fox Creek and Greenview.
- 2.7 **Term of the Agreement** means five year from adoption of this agreement.
- 2.8 **ICF** means the Intermunicipal Collaboration Framework.
- 2.9 **Fox Creek** means the Municipal Corporation of the Town of Fox Creek.

3. Term of Review

- 3.1 In accordance with the Act, this ICF shall constitute an agreement between the Parties and shall come into force and effect on the adoption of this agreement by resolution of both councils.
- 3.2 This ICF agreement may be amended by mutual consent of both Parties. Amendments to this Agreement shall come into force on the passing of matching resolutions by both Parties and shall be added as an addendum to this Agreement.
- 3.3 It is agreed by the Parties they shall meet at least once during the Term of the Agreement commencing no later than 180 days before the Expiry Date of this Agreement.
- 3.4 It is further agreed that upon request by either Party, the Committee shall also meet.

4. Intermunicipal Cooperation

- 4.1 The Parties agree to create a recommending body known as the ICF committee.
- 4.2 The Committee shall meet on an as required basis and will develop recommendations to the Councils on all matters of strategic direction and cooperation affecting the residents and ratepayers of both Parties.

- 4.3 The Committee shall consist of 4 elected officials, two from each Party.
- 4.4 The CAO's will be responsible to develop agendas and recommendations on all matters. CAO's will be responsible for forwarding all recommendations from the Committee to their respective councils.
- 4.5 Further to Article 3.4, either Party may trigger the requirement for the Committee to hold a meeting upon giving at least 30 days notice. Meeting requests shall be directed by the CAO for the respective municipality.

5. Service Delivery

- 5.1 When one Party desires to enter into a new joint servicing arrangement, a Service Agreement shall be required to be developed on that specific service.
- 5.2 When developing Service Agreements for each Council's consideration, the Committee shall discuss and clearly identify which municipality will lead service delivery for the services(s) and determine the appropriate funding model for the service(s) being discussed.
- 5.3 All future Service Agreements shall set out a process for discontinuing the service provided if one or both Parties wish to discontinue in the service delivery.
- 5.4 All future Service Agreements shall set out a timeframe for the delivery of the service(s) being discussed including the start and end date for the agreement.

6. Services

- 6.1 The Parties will have collaborative agreements in place for all services that the Parties have determined are mutually beneficial to their residents and ratepayers.
- 6.2 Both parties acknowledge and agree that they may from time to time provide financial assistance to not for profit organizations functioning outside their jurisdictional boundaries.
- 6.3 Both parties acknowledge they are members of agencies, boards, commissions and not for profit organizations delivering services for the benefit of their residents and ratepayers.

7. Intermunicipal Service Agreements

- 7.1 Fox Creek Library Joint Provision of Services
 - 7.1.1 The Parties partner in the provision of services for the Fox Creek Library. Fox Creek is the managing partner in the agreement in conjunction with the Peace Library System. Fox Creek and Greenview provide an equal operating grant each year.
- 7.2 Medical Clinic
 - 7.2.1 The Parties entered into an agreement for the provision of services for the Fox Creek Medical Clinic. Fox Creek is the managing partner for this service. The operational costs of this service are shared between the municipalities as per the agreement and are paid on a yearly basis.
- 7.3 Fox Creek Recreational Services
 - 7.3.1 The Parties entered into an agreement for the funding of recreational services in October 2016. There is no term on the agreement. Fox Creek is the managing partner for recreational services provided for Fox Creek and

area residents. Greenview provides annual funding for recreational services in accordance with the terms of the agreement.

7.4 Fox Creek Greenview Multiplex Operating

7.4.1 The Parties partner in the provision of services for the Fox Creek Greenview Multiplex. Fox Creek is the managing partner of the facility. The operating costs of the facility will be shared between municipalities as outlined in an operating agreement.

7.5 Fox Creek Fire Services and mutual aid

7.5.1 The Parties entered into a Joint Emergency Services agreement in 2010. The term of the agreement expired in 2015, but the terms of the agreement continue to be honoured until a new agreement is established. Fox Creek is the managing partner for this service. The costs of this service are shared between municipalities as outlined in the agreement and are paid on a yearly basis.

7.5.2 The Parties, along with the Town of Valleyview are also parties to a Mutual Aid Agreement that has been in place since 2002. The terms of mutual aid assistance and costs for equipment are outlined in the agreement.

7.6 Weed Inspection Services

7.6.1 The Parties entered into a Memorandum of Understanding January 2012 for Weed Inspection Services. The MOU is in effect until terminated by either party. Greenview is the managing partner for this service. The costs of this service are shared between the municipalities as per the MOU and are paid on a yearly basis.

7.7 Greenview Regional Waste Management Commission

7.7.1 The Parties, along with the Town of Valleyview, entered into an agreement for the provision of services for the Greenview Regional Waste Management Commission in 2001 under O.C 182/2001. The agreement is in effect until terminated by any party. Greenview is the managing partner for the service

7.8 Regional WebMap Web Hosting Agreement

7.8.1 The Parties, along with the Town of Valleyview, entered into an agreement for a Regional WebMap Hosting in April 2008. The agreement is renewed automatically until terminated by any party. Greenview is the managing partner and the costs of the service are shared in accordance with the term of the agreement.

8. Collaboration Process

- 8.1 Either Party may initiate the development of a new capital project and/or new service it deems to be critical or essential and that may be beneficial to both Parties. Prior to submitting a formal written notice for a new cost-sharing agreement, the initiating Party's CAO will consult and seek informal support from the other Party's CAO.
- 8.2 Once either municipality has received written notice of a new capital project or new service, an ICF Committee meeting must be held within 30 days of the date the written notice was received, unless both CAO's agree otherwise.

- 8.3 The ICF Committee will be the forum used to address and develop future Service Agreements and/or cost sharing arrangements.
- 8.4 Both Parties recognize that the decision to participate or not to participate in a project/arrangement ultimately lies with the respective municipal councils.

9. Indemnity

- 9.1 Fox Creek shall indemnify and hold harmless Greenview, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of the Fox Creek, its employees or agents in the performance of this Agreement.
- 9.2 Greenview shall indemnify and hold harmless Fox Creek, its employees and agents from all claims, actions and costs whatsoever that may arise directly or indirectly out of any act or omission of Greenview, its employees or agents in the performance of this Agreement.

10. Binding Dispute Resolution Process

- 10.1 Both Parties agree to adopt the model dispute resolution provisions as set out in the schedule attached to the ICF Regulations (copy attached as Appendix "A" to this agreement).
- 10.2 Both Parties agree to abide by the Duty to Act in Good Faith provisions contained in the ICF Regulations.

11. General

- 11.1 Headings in this Agreement are for reference purposes only.
- 11.2 Words in the masculine gender will include the feminine gender whenever the context so requires and vice versa.
- 11.3 Words in the singular shall include the plural or vice versa whenever the content requires.
- 11.4 Should any provisions of this Agreement become invalid, void, illegal or otherwise unenforceable, it shall be considered separate and severable from the agreement and the remainder shall remain in force and be binding as though such provisions had not been invalid.

12. Correspondence

- 12.1 Written notice under this agreement shall be addressed as follows:

- a. In the case of Fox Creek to:

Town of Fox Creek
c/o Chief Administrative Officer
102 Kaybob Drive, Box 149,
Fox Creek, AB T0H 1P0

b. In the case of Greenview to:

MD of Greenview No. 16
c/o Chief Administrative Officer
Box 1079
Valleyview, AB T0H 3N0

13. Authorizations

Signed and dated on:

Dale Smith, Reeve
MD of Greenview No. 16

Jim Hailes, Mayor
Town of Fox Creek

Denise Thompson, CAO
MD of Greenview No. 16

Kristen Milne, CAO
Town of Fox Creek

Date

Date

Appendix “A” - Model Dispute Resolution Provisions Schedule

1. Definitions

1.1 In this Schedule.

- a. “initiating Party” means a party who gives notice under section 2 of this Schedule;
- b. “Mediation” means a process involving a neutral person as a mediator who assists the parties to a matter and any other person brought in with the agreement of the parties to reach their own mutually acceptable settlement of the matter by structuring negotiations, facilitating communication and identifying the issues and interests of the parties;
- c. “Mediator” means the person or persons appointed to facilitate by mediation the resolution of a dispute between the parties

2. Notice of Dispute

2.1 When a party believes there is a dispute under a framework and wishes to engage in dispute resolution, the party must give written notice of the matters under dispute to the other parties.

3. Negotiation

3.1 Within 14 days after the notice is given under section 2 of this schedule, each party must appoint a representative to participate in one or more meetings, in person or by electronic means, to attempt to negotiate a resolution of the dispute.

4. Mediation

- 4.1 If the dispute cannot be resolved through negotiations, the representatives must appoint a mediator to attempt to resolve the dispute by mediation.
- 4.2 The initiating party must provide the mediator with an outline of the dispute and any agreed statement of facts.
- 4.3 The parties must give the mediator access to all records, documents and information that the mediator may reasonably request.
- 4.4 The parties must meet with the mediator at such reasonable times as may be required and must, through the intervention of the mediator, negotiate in good faith to resolve their dispute.
- 4.5 All proceedings involving a mediator are without prejudice, and, unless the parties agree otherwise, the cost of the mediator must be shared equally between the parties.

5. Report

- 5.1 If the dispute has not been resolved within 6 months after the notice is given under section 2 of this Schedule, the initiating party must, within 21 days, prepare and provide to the other parties a report.
- 5.2 Without limiting the generality of subsection 5.1, the report must contain a list of the matters agreed on and those on which there is no agreement between the parties.

- 5.3 Despite subsection 5.1, the initiating party may prepare a report under subsection 5.1 before the 6 months have elapsed if;
- a. The parties agree or
 - b. The parties are not able to appoint a mediator under section 4 of this schedule.

6. Appointment of arbitrator

- 6.1 Within 14 days of a report being provided under section 5 of this Schedule, the representatives must appoint an arbitrator and the initiating party must provide the arbitrator with a copy of the report.
- 6.2 If the representatives cannot agree on an arbitrator, the initiating party must forward a copy of the report referred to in section 5 of this Schedule to the Minister with a request to the Minister to appoint an arbitrator.
- 6.3 In appointing an arbitrator under subsection 6.2, the Minister may place any conditions on the arbitration process as the Minister deems necessary.

7. Arbitration Process

- 7.1 Where arbitration is used to resolve a dispute, the arbitration and arbitrator's powers, duties, functions, practices and procedures shall be the same as those in Division 3 of Part 17.2 of the Municipal Government Act and Part 1 of the Intermunicipal Collaboration Framework Regulation (AR 191/2017).
- 7.2 In addition to the arbitrator's powers under subsection 7.1, the arbitrator may do the following:
- a. Require an amendment to a framework;
 - b. Require a party to cease any activity that is inconsistent with the framework;
 - c. Provide for how a party's bylaws must be amended to be consistent with the framework;
 - d. Award any costs, fees and disbursements incurred in respect of the dispute resolution process and who bears those costs.

8. Deadline for resolving dispute

- 8.1 The arbitrator must resolve the dispute within one year from the date the notice of dispute is given under section 2 of this Schedule.
- 8.2 If an arbitrator does not resolve the dispute within the time described in subsection 8.1, the Minister may grant an extension of time or appoint a replacement arbitrator on such terms and conditions that the Minister considers appropriate.

9. Arbitrator's order

- 9.1 Unless the parties resolve the disputed issues during the arbitration, the arbitrator must make an order as soon as possible after the conclusion of the arbitration proceedings.
- 9.2 The arbitrator's order must:
- a. Be in writing,
 - b. Be signed and dated,
 - c. State the reasons on which it is based,
 - d. Include the timelines for the implementation of the order, and

- e. Specify all expenditures incurred in the arbitration process for payment under MGA s.708.41.

9.3 The arbitrator must provide a copy of the order to each party.

9.4 If an order of the arbitrator under section 9.2 is silent as to costs, a party may apply to the arbitrator within 30 days of receiving the order for a separate order respecting costs.

10. Cost of arbitrator

10.1 Subject to an order of the arbitrator or an agreement by the parties, the costs of an arbitrator under this Schedule must be equally shared by the municipalities.



REQUEST FOR DECISION

SUBJECT: **Northern Travel Allowance**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 9, 2021
DEPARTMENT: HUMAN RESOURCES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Federal (cite) – Canada Revenue Agency Guidelines.

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council rescind Motion 10.14.538

“That Council approve a Northern Travel Allowance of 10% of regular earnings to a maximum of \$2,500 per year which is deemed to be a travel assistance benefit, and a Medical Travel Allowance of 2% of regular earnings to a maximum of \$500 per year which is deemed to be a medical assistance benefit, paid in a designated area as defined by Revenue Canada and the amounts shall be indicated on the employees T4 slips. The amount is deemed to be a part of and included in the salaries/wages of the employees. Employees are advised to contact Revenue Canada or their accountant for assistance in claiming these benefits”

to take effect for the 2020 tax year.

BACKGROUND/PROPOSAL:

In discussions with the Canada Revenue Agency (CRA) on the Northern Travel Assistance benefits and Medical Travel Allowances. Greenview administration realised that this benefit is seldom utilized by staff and the organization has not been implementing the benefit fully in the way it was intended by the CRA. Additionally, only about 1/3 of staff are eligible for the benefit due to the location of their residence.

Administration is requesting Council repeal the Motion and discontinue the program.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will no longer provide a benefit that is seldom used and will not need to include this on T4s.

DISADVANTAGES OF THE RECOMMENDED ACTION:

The northern travel benefit and medical travel benefit will no longer be available to staff and Council that live in the prescribed zone.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may wish to keep the motion in place and Greenview Administration will have to modify the program to meet CRA guidelines.

FINANCIAL IMPLICATION:

There are few financial implications to the recommended motion because it is a benefit that has seldom been used by staff.

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 no longer provide the program.

ATTACHMENT(S):

- Canada Revenue Guidelines for Northern Travel Assistance and Medical Travel Assistance.
- Motion 10-14.538 background

places in prescribed zones that do not have developed rental markets.

The amounts are considered to include any GST/HST that applies, so you do not have to calculate this amount. If the amount of the housing benefit you report is based on the fair market value, you have to calculate and report any GST/HST that applies. If the total of the fair market value, plus the GST/HST, is more than the allowable ceiling amount, report the allowable ceiling amount as the housing benefit.

For a list of the ceiling amounts for rent and utilities and definitions for different types of accommodation, see Publication RC4054, *Ceiling Amounts for Housing Benefits Paid in Prescribed Zones*.

Note

If more than one employee occupies the same accommodation, divide the total housing benefit by the number of occupants.

Board, lodging, and transportation at a special work site in a prescribed zone

If an employee received a benefit or an allowance for working at a special work site that is excluded from income, this amount may affect their claim for a northern residency deduction.

If the employee worked at a special work site in a place in a prescribed zone and kept their principal place of residence in a place outside of a prescribed zone, you will have to identify the exempt part of the board and lodging benefit or allowance on the employee's T4 or T4A slip.

In the "Other information" area of the T4 slip, enter under code **31**, the exempt part that is related to work sites within 30 kilometres from the nearest urban area with a population of at least 40,000 persons. **Do not** include this in box 14, "Employment income."

If you are a third-party payer and are completing a T4A slip for the employee of another employer, report the exempt part using code **124** "Board and lodging at special work sites," in the "Other information" area at the bottom of the T4A slip.

You have to do this even though you did not include the excluded amount in income. This way, the employee will have all the information required to correctly calculate their residency deduction.

Example

You paid your employee \$4,000 for board and lodging at a special work site that is in a prescribed zone. You and the employee filled out Form TD4, *Declaration of Exemption – Employment at a Special Work Site*.

Since the benefit is not included as income, you did not enter the amount of the benefit in box 14, "Employment income," or in the "Other information" area under code **30** at the bottom of the T4 slip.

Of the \$4,000 you paid, \$1,200 relates to a special work site that was located 27 kilometres from a town with a population of 43,000 people (the 30-kilometre part).

You have to enter \$1,200 in the "Other information" area under code **31** at the bottom of the T4 slip, even though it was not entered in the "Other information" area under code **30**. The employee will then enter \$1,200 on their Form T2222, *Northern Residents Deductions*.

Note

An amount that is not included as income for allowances at a remote work location does not affect the employee's claim for a northern residency deduction.

Travel assistance benefits

If you provide an employee with travel assistance in a prescribed zone, the benefit is taxable unless it was for business travel. The travel assistance could be for such things as vacation, bereavement, medical, or compassionate reasons.

If employees travel using transportation that you own or charter, determine the value of the benefit by assigning a fair market value to the transportation.

When employees travel by some means other than air, the cost of travel may include automobile expenses, meals, hotel and motel accommodations, camping fees, taxi fares, and road and ferry tolls.

When you give employees travel assistance benefits other than cash or refundable tickets (such as travel warrants, vouchers, or non-refundable tickets), the employees do not receive any benefit until they or members of their household take the trip. The benefit is income for the employees in the year the trip starts, and you should report it in that year.

There are many ways of providing travel assistance benefits. You can pay your employee a travel allowance before the trip, such as a certain amount per hour, or on some other periodic basis. You can also make lump-sum payments to your employee before or after the trip is taken. You should report such payments in your employee's income in the year they receive them, no matter when your employee or members of their household travel.

You have to report these benefits in box 14, "Employment income," and in the "Other information" area under code **32** at the bottom of the employee's T4 slip.

If you are a third party who supplies travel benefits to the employee of another employer, report these benefits under code **028** "Other income," in the "Other information" area at the bottom of the T4A slip.

An employee who qualifies for the northern residents travel deduction will use this amount to calculate their claim. An employee can claim two trips per year, unless the trips were for medical reasons. Therefore, you have to show the value of medical travel benefits separately on the slip, as explained below.

If the travel assistance is a taxable benefit, include any GST/HST that applies in the value of the benefit. Do not include the GST/HST in the value of the travel allowances.

Medical travel assistance

Medical travel includes any trip your employee or members of their household take to get medical services that are not available in the area where they live. Medical travel benefits are considered to be the cost of transportation from the place in a prescribed zone to the place where medical treatment is available. This includes the transportation cost of an attendant if the patient needs one while travelling.

You have to identify the portion of the travel assistance that refers to the medical travel benefits you provide to your employee.

For a T4 slip, enter the entire travel assistance benefit under code 32 in the "Other information" area. Enter the medical part under code 33.

For a T4A slip, enter the entire travel assistance benefit under code 028 "Other income," in the "Other information" area at the bottom of the slip. Enter the medical part under code 116 "Medical travel assistance."

Notes

If you do not identify which part of the benefit was for medical travel, we will consider all travel assistance as vacation (or other) travel and the employee will not be entitled to claim a deduction for medical travel. As well, we will limit the deduction for the employee and the members of the household to two trips each.

Amounts you pay or reimburse your employee for medical travel or any associated cost under the terms of a private health services plan are not taxable benefits. Payments you make due to an obligation you have under a collective agreement may be considered a private health services plan. If this is the case, you should not report them on the employee's T4 slip.

For more information, see:

- canada.ca/en/revenue-agency/services/tax/businesses/topics/payroll/benefits-allowances/private-health-services-plan-premiums/private-health-services-plan
- Interpretation Bulletin IT-339R, Meaning of 'private health services plan' (1988 and subsequent taxation years)
- Income Tax Folio S1-F1-C1, Medical Expense Tax Credit
- Guide RC4064, Disability-Related Information

Payroll deductions

When travel assistance benefits are in the form of non-refundable tickets or travel vouchers, you have to make payroll deductions when the benefit becomes taxable, i.e. when the employee or member of their household takes the trip. However, when you give travel assistance in the form of cash, we consider it to be a cash advance, and you have to make the payroll deductions when the advance is paid to the employee.

You may waive the requirement to deduct income tax from the full travel assistance payment you give to your employee who lives in a prescribed **northern** zone (or from

50% of the payment received by an employee who lives in a prescribed **intermediate** zone). To do this, the employee has to agree, in writing, to use the payment entirely for vacation or medical travel when they receive it. If the employee does not agree, you have to deduct income tax.

Whether or not you have to make income tax deductions, you have to deduct CPP contributions and EI premiums on cash payments. You have to deduct CPP contributions on non-cash benefits if the employee also receives cash remuneration from you during the year. If the non-cash benefit is the only form of remuneration you provide to your employee in the year you do not have to make payroll deductions. For more information about the non-cash benefits withholding policy, go to Chapter 1.

Form TD1, Personal Tax Credits Return

Employees who live in a prescribed zone during a continuous period of at least six months (that begins or ends in the tax year) may be entitled to claim the northern residents deductions when filing their income tax and benefit returns. As a result, these employees can ask for a reduction in payroll deductions by completing the back of Form TD1, Personal Tax Credits Return.

The residency deduction is equal to whichever is less:

- 20% of their net income for the year
- the residency amount they can claim

Note

Employees cannot claim a residency amount for both the principal place of residence and the special work site for the same period, even if they are both located in prescribed zones.

For 2020, an employee living in a prescribed **northern** zone can claim the total of:

- a basic residency amount of \$11.00 per day for each day they live in the prescribed **northern** zone; and
- an additional residency amount of \$11.00 per day for each day they live in and keeps a residence in that area, if during that time no one else is claiming a basic residency amount for living in the same residence for the same period.

For 2020, employees living in a prescribed **intermediate** zone can claim 50% of the total of the above amounts.

Note

Employees who receive board and lodging benefits from employment at a special work site in a prescribed zone have to reduce their residency amount by the value of the 30-kilometre part of the benefit they receive if they keep a principal residence that is not in a prescribed zone. The 30-kilometre part of the excluded benefit will be shown in the "Other information" area under code 31 at the bottom of the employee's T4 slip. For more information, see "Board, lodging, and transportation at a special work site in a prescribed zone," on page 36.

To calculate the amount of tax you should deduct if an employee is claiming a residency deduction on Form TD1:

- reduce the residency amount by 50% if the employee lives in a prescribed **intermediate** zone (if the conditions

**MUNICIPAL DISTRICT OF GREENVIEW NO. 16
OFFICE MEMORANDUM**

'A Great Place to Live, Work & Play'

FROM: **FRAN PEDERSEN**
Manager of Human Resources

November 26, 2009

TO: **ALL STAFF**

RE: **NORTHERN TRAVEL ALLOWANCE
& MEDICAL TRAVEL ALLOWANCE**

Revenue Canada offers a Northern Residents Deduction to offset the financial challenges of living in a prescribed zone. They also allow for a Travel Assistance Benefit in a prescribed zone. This benefit can be used for such things as vacation, bereavement, medical or compassionate reasons. In order to be eligible for the travel deduction, the employer must provide a taxable travel benefit.

On October 14th, Council approved a Northern Travel Allowance and Medical Travel Allowance for all of our staff. The Motion reads as follows: **A Northern Travel Allowance of 10% of regular earnings to a maximum of \$2500.00 per year is deemed to be a travel assistance benefit, and a Medical Travel Allowance of 2% of regular earnings to a maximum of \$500.00 per year is deemed to be a medical travel assistance benefit, paid in a designated area as defined by Revenue Canada and the amounts shall be indicated on each employee's T-4 slip. (The amount is deemed to be part of and included in the salaries/wages of the employees). Employees are advised to contact Revenue Canada or their accountant for assistance in claiming these benefits.**

I have attached the Northern Residents Deduction forms for additional information. Please feel free to call me if you have any questions about this newest addition to our Benefits & Incentives!

Regards,


Fran Pedersen

9.12 BYLAW 09-615 / LUB AM / SW 4-69-6-W6M / PAGE: The applicant applied to rezone approximately 51.57 acres / 20.87 hectares from Agriculture "(A)" District to Country Residential One "(CR-1)" to allow subdivision into three future residential lots. Signage for a multi-parcel subdivision would be necessary. An existing yard site will be located on the proposed Lot 1.

Construction of Range Road 64 to meet M.D. standards with a sufficient distance to access the proposed Lot 2 will be required. The applicant will also be required to construct access to the proposed Lot 3 from Township Road 690.

Being the Rural Farmland Assessment Rating for this quarter is 17 acres @ 33%, 29 acres @ 4%, and 3.4 acres @ 2%, the area would not be considered as Better Agricultural Land.

At the October 5, 2009 Planning Commission meeting, it was recommended that Council approve this application.

BYLAW 09-615 /
LUB AM /
SW 4-69-6-W6M
10.14.537

MOTION: That Bylaw 09-615, being a bylaw to amend the Land Use Bylaw 03-396 by rezoning SW 4-69-6-W6M from Agriculture "(A)" District to Country Residential One "(CR1)" District, is hereby granted first reading.
GERVAIS/VANDEMARK CARRIED

9.14 NORTHERN TRAVEL ALLOWANCE: Revenue Canada offers a Northern Residents Deduction to offset the financial challenges of living in a prescribed zone. They also allow for a Travel Assistance Benefit in a prescribed zone. This benefit can be used for such things as vacation, bereavement, medical or compassionate reasons. In order to be eligible for the travel deduction, the employer must provide a taxable travel benefit.

The amounts are reported on the T4's, and are deemed to be part of and included in the current salary/wage of the employee. The employee is then able to claim the travel allowance up to the amount indicated on the T4.

Providing the benefit to our employees incurs no cost to the Municipality, but can provide valuable tax savings for the employees.

NORTHERN
TRAVEL ALLOW.
10.14.538

MOTION: That Council approve a Northern Travel Allowance of 10% of regular earnings to a maximum of \$2,500 per year which is deemed to be a travel assistance benefit, and a Medical Travel Allowance of 2% of regular earnings to a maximum of \$500 per year which is deemed to be a medical travel assistance benefit, paid in a designated area as defined by Revenue Canada and the amounts shall be indicated on each employee's T4 slips. The amount is deemed to be part of and included in the salaries/wages of the employees. Employees are advised to contact Revenue Canada or their accountant for assistance in claiming these benefits.
McDONALD/CAUCHIE CARRIED

#10
COUNCIL BUSINESS

10.1 REEVE'S REPORT: Reeve Yelenik provided an update on activities and events both attended and upcoming, including the following:

10.1.1 Reeve Yelenik attended the MPC Meeting on October 5; made a presentation at the Electoral Boundaries Commission in Grande Prairie on October 7 and attended the Minister of Municipal Affairs Regular Consultation meeting in Fairview on October 13.

10.1.2 Upcoming events were reviewed.

10.1.3 Reeve Yelenik informed Council of the correspondence received.

10.1.4 Attended Municipal Affairs Consultation meeting in Fairview. Discussions included MSI Funding, Alberta Health and Ambulance Services, and the viability of municipalities.

10.1.5 Reeve Yelenik received a telephone call during lunch regarding a presentation on Bill 202 (Auditor for Municipalities) at the legislature on October 27th.

MEMBER'S REPORT

10.2 MEMBER'S REPORT: Council provided an update on activities and events both attended and upcoming including the following:

VANDEMARK:

- Attended the Grande Spirit Foundation meeting; Foundation is adding onto their building.
- Gave a speech at the grand opening of the Grovedale museum.
- Attended the Wapiti Corridor two-day seminar.
- The Friends of the Grande Spirit fund raiser raised \$5,300.
- Attended the Community Futures meeting in Hythe.
- Took part in the FCSS AA Conference call on Resolutions.

GERVAIS:

- Attended the Fox Creek IDMP and Open House - 2 concerned ratepayers from the MD were there but the boundaries did not affect the ratepayers.
- Greenview Regional Waste meeting - MD takeover date is January 1, 2010.
- Assessment Review board - appeals were unsuccessful.
- Attending Little Smoky Annual General meeting Oct. 14th.



REQUEST FOR DECISION

SUBJECT:	Greenview Daycare Needs Cost Estimate		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER: KK
DEPARTMENT:	ECONOMIC DEVELOPMENT	GM: DM	PRESENTER: LL
STRATEGIC PLAN:	Quality of Life	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to take no action on hiring a third-party organization to complete a cost/benefit and needs analysis of Greenview Daycare Needs.

BACKGROUND/PROPOSAL:

Administration presented a summary of Greenview Daycare needs to the Committee of the Whole on December 21, 2020. Following the presentation Committee of the Whole recommended that Council authorize Administration to explore the option of engaging an independent third party to complete a cost/benefit and needs analysis for Greenview Daycare needs.

Greenview Administration has contacted five (5) third-party organizations to obtain an estimate on the cost of a needs analysis for Greenview Daycare needs. Two organizations responded with estimates ranging from \$8,000.00 to \$40,000.00 dependant on the comprehensiveness of the assessment.

Administration recommends Council take no action on hiring a third party to complete a cost/benefit and needs analysis of Greenview Daycare needs currently. Administration will monitor and report on the outcome of the Grovedale Daycare facility. Data from this project will be utilized to make informed decisions should other not-for-profit community-based organizations proposed development of daycare facilities located within any Greenview community.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview may continue to provide support to other non-profit organizations utilizing information obtained from the Grovedale Daycare project.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended action is that further statistical information may not be accessed as to the overall daycare requirements within Greenview boundaries.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny, alter, or approve 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 follow up with Council's decision if required.

ATTACHMENT(S): N/A



REQUEST FOR DECISION

SUBJECT:	Men's Provincial Curling – Grande Prairie		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: DM	PRESENTER: LL
STRATEGIC PLAN:	Quality of Life	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to provide a letter of support to the Grande Prairie Curling Club to host the 2022 Men's Provincial Curling Championship, February 9 – 13, 2022 in Grande Prairie, Alberta.

BACKGROUND/PROPOSAL:

The Grande Prairie Curling Club is requesting a letter of support to host the 2022 Men's Provincial Curling Championship, February 9 -13, 2022 in Grande Prairie. The event will provide an economic impact to the community and create national televised exposure for the area.

Grande Prairie has hosted a wide variety of major curling events previously with a great deal of success. Administration recommends providing a letter of support for events of this magnitude.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Greenview would be in support of an event that promotes the region and provides an economic impact.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to decline providing a letter of support, however an opportunity to generate an economic impact to the area may not be achieved.

FINANCIAL IMPLICATION:

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 inform the Grande Prairie Curling Club with Council's decision.

ATTACHMENT(S):

- Grande Prairie Curling Club - PowerPoint

Hosting bid for the ...

2022 Boston Pizza Cup Presented by Best Western Hotel & Resorts



Grande Prairie, AB
February 9 – 13, 2022



THE EVENT

Boston Pizza Cup Presented by Best Western

- The top 12 men's teams in the Province will compete in a 5-day twelve team triple knockout championship, with a four-team playoff.
- This event determines Alberta's representative at the National Tim Horton's Brier Competition, which will be televised in its entirety for 8 days on TSN and SportsNet.
- The field could include some of the best men's curling teams in the world, former champions, and could potentially include local talent.
- The teams are part of the Olympic Qualifying Process.
- The event is nationally promoted & televised (Semifinals & Finals)



EVENT PARTNERS & SPONSORS

Provincial/Community Partners

- Grande Prairie Curling Centre
- Curling Alberta
- Government of Alberta
- Your Municipal Government

Curling Alberta Provincial Sponsors

- Boston Pizza
- Best Western
- Sportsnet
- Original 16
- Jet Ice



**CURLING
ALBERTA**



THE OPPORTUNITY

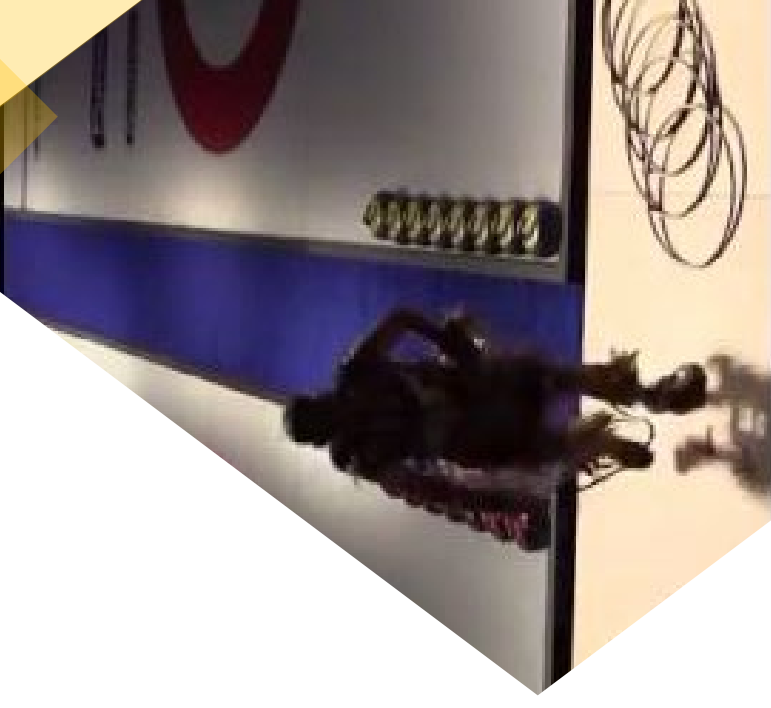


For the Grande Prairie Curling Centre :

- This represents an opportunity to showcase curling to:
 - Adult Curlers and increase interest and participation.
 - Kids of all ages who can see the fun and the opportunities curling brings.
 - Potential local curling athletes and past champions
- It is a potential fundraiser to help offset ever increasing costs in operating our facility.
- The event showcases Grande Prairie and area as a great curling community which could lead to other Provincial or National events in the future.

THE OPPORTUNITY

- **Showcase Grande Prairie and the Peace Country through the national exposure that this event brings.**
 - Playoff games Nationally Broadcast on Sportsnet.
 - Specific community messaging as part of the broadcasts. Great opportunity for Economic Development, and Tourism messaging.
 - Additional print, digital, social media, and television exposure throughout the 2021-2022 curling season.
- **Support local businesses. The economic impact to the community.**
 - Direct business impacts
 - Indirect impacts /multiplier effect provide an economic opportunity
- **Support for recreation within the community.**
 - An opportunity to showcase recreation to residents of all ages within the Grande Prairie area.





Why Host!!

- **Let's Promote Grande Prairie**
 - Showcase your vibrant and growing area & community
 - Showcase your great facilities & volunteer spirit
 - National exposure during the semifinals and final games, televised by Sportsnet. Past Championships have seen between 100,000 to 175,000 viewers.
 - Past Championships have had event website pageviews between 5,500 – 10,000.
- **Let's Support Our Local Businesses**
 - Grande Prairie and the Peace Country are a curling hotbed
 - People will come
 - People will spend money
- **Let's Support Local Recreation**
 - Curling is great recreation for all ages from youth through Senior.
 - Help our Club meet the ever-increasing costs of operating our facility which provides recreation to over 500 members.

2022 Host Committee

*A strong committee with a wealth of
experience...*



HOST VENUE REQUIREMENTS

ARENA

- ☐ Seating capacity from 800 – 1800
- ☐ 5 to 7 dressing rooms (4 rooms, teams/ 1 room, Umpires/1 room, Ice Makers, 1 room for Sportsnet TV Interviews)
- ☐ Room in venue for a volunteer lounge
- ☐ Room for media, Wi-Fi access
- ☐ Room for production office, with hardwire internet access
- ☐ Room in venue for a Social House (beer garden) 200 + people
- ☐ Access to chairs and tables
- ☐ Sound system in arena with wireless mics
- ☐ Area for 4 timers, that overlooks the ice surface (can be on concourse)
- ☐ Area for on-line scoring input with hardwire internet access
- ☐ Wi-Fi available for media
- ☐ Area for catering up to 60 people (Sportsnet crew)
- ☐ Concession area
- ☐ 30 Parking stalls for players, umpires and event staff

HOST VENUE REQUIREMENTS

ICE

- ☐ Ice plant has dehumidification
- ☐ All arena glass and poles can be removed and stored
- ☐ Ice maker has access to ice plant throughout the event
- ☐ Access to the facility 96 to 72 hours prior to team practice day (Tuesday prior to the event), event days are Wednesday thru Sunday

BROADCAST

- ☐ Arena ceiling is 20+ feet above the arena ice for rigging cameras and lights
- ☐ 90' unobstructed area outside of ice plant that production and satellite trailer can park
- ☐ Room and/or area for storage of road cases
- ☐ Parking for 10-16 crew vehicles
- ☐ Use of Scissor lift, if the venue has one

ACCOMMODATIONS

- ☐ Hotel accommodations with minimum 80 rooms within 20 KM of the arena (Curling Alberta will negotiate contract and book rooms)

CURRENT STATUS

- March 2020 - A formal hosting bid has been submitted to Curling Alberta. The selection committee is considering our bid. We have successfully hosted many events to name a few, the Ford World Women's Curling Championship (2006), the Home Hardware Canada Cup of Curling (2015), Scotties Tournament of Hearts (2016), Rotary World Curling Championship (2016) and the Senior Provincial Qualifiers (2019).
- Feb 2020 – Curling Alberta informally contacts Colin Griffith to inquire if the Grande Prairie Curling Club would like to Host the Boston Pizza Cup Presented by Best Western (AB. Men's Provincial Championship) in February of 2022. Colin was asked to explore the opportunity and to investigate the possibility of holding the event in an arena in Grande Prairie.



REQUEST FOR DECISION

SUBJECT: Nitehawk – Additional Fund Request

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 9, 2021

DEPARTMENT: RECREATION

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM: DM

LEG: DL

MANAGER:

PRESENTER: DM

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve grant funding in the amount of \$750,000.00 to Nitehawk Year Round Adventure Park for ski lift repairs, with funds to come from the 2021 Community Services Operating Budget.

BACKGROUND/PROPOSAL:

The Nitehawk Year Round Adventure Park Administration had made a verbal presentation at the Committee of the Whole Meeting, dated January 19, 2021. The presentation included the remedial actions required to repair the ski lift at the facility (located in Greenview) which was severely damaged as a result of a land slide in the summer of 2020.

Nitehawk has obtained quotations to repair the ski lift (electrical services, grading of tow track, Geotech work, special foundations, site prep., load and unload ramps, and removal of any interfering structures) for an estimated cost of approximately \$1.5 million dollars. It should be noted that the stated dollar amount consists of only hard costs associated with the project whereby there may be a requirement for additional funds as per the final geotechnical report findings.

The current capital funding model consists of contributions of fifty percent Greenview, twenty five percent City of Grande Prairie and twenty five percent for the County of Grande Prairie. To-date the organization has received confirmation from the City of Grande Prairie in the amount of \$375,000.00 with the County of Grande Prairie deferring their decision until their April Budget deliberations. Nitehawk Administration stated that the repair of the ski lift is vital to the future of the ski hill being able to continue operations.

The Nitehawk Year Round Adventure Park is a very valuable asset to the community and the region providing important outdoor recreation opportunities.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the funding will assist Nitehawk Year Round Adventure Park in the repair of a vital asset that is required for the ski hill to remain functional.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended action is that the additional funding is not budgeted for in the 2021 Interim Operating Budget which may impact the proposed 2021 final budget.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the recommended motion or provide an alternate amount of funding which may require Nitehawk to seek other sources of funding.

FINANCIAL IMPLICATION:

The \$750,000.00 commitment presently is not budgeted for in the 2021 Interim Community Services Operation Budget. The applicable funds would be required to be budgeted for resulting in an impact to the 2021 Greenview Operating Budget.

STAFFING IMPLICATION:

N/A

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:

Administration will contact Nitehawk Adventure Park regarding Council's decision.

ATTACHMENT(S):

- Nitehawk Adventure Park Funding Request

February 12, 2021

To: Municipal District of Greenview No.96 – Council Members

Re: Nitehawk Request for funding of T-Bar Project

Dear MD Council Members,

I am writing this letter on behalf of Nitehawk Year-Round Adventure Park as a follow up to our verbal presentation to MD Committee of the Whole on Tuesday January 19th, 2021.

During Nitehawk's presentation we discussed our remedial investigative process involving the expertise of Parkland Geotechnical Engineering Ltd and the possibility of a T-Bar Ski Lift Solution that our Board of Directors & Management is hoping to move forward with this Spring. Obviously, time is of the essence as the timeline from confirmation of order to installation to engineered certification of the lift is between Six (6) and Eight (8) Months. With this timeline it is very important that we move forward within the next 30-45 days to have the new Ski Lift solution in place for our 2021/22 Winter Operating Season.

The manufacturing, engineering and installation of a T-Bar Lift as quoted by Doppelmayr Canada Ltd plus GST, electrical services to lift distribution panel, grading of tow track, Geotech work, special foundations (pilings or concrete), site prep, load & unload ramps, and removal of any interfering structures has been estimated at approximately \$1,500,000.00.

Nitehawk has already presented to your fellow respective Councils at the City of Grande Prairie and the County of Grande Prairie, using our current Capital Funding Model of 50% MD – 25% City – 25% County. The City of Grande Prairie Council has already voted unanimously in favor of supporting the T-Bar Ski Lift Project for **up to \$375,000.00**. The County of Grande Prairie Council has deferred the approval of our Ask to their April Budget Deliberations, but we have confidence that their support will be approved. Our request to MD of Greenview Council Members is to support the T-Bar project with **up to \$750,000.00**, utilizing our current Capital Funding Model.

We would also like to make sure that Council is aware that there may be additional requests for Funding of other projects associated with the Landslide Remediation. However, the project & costs mentioned above are the only hard costs that we are aware of at this time and until the Final Geotechnical Report is submitted by Parkland Geotech.

Nitehawk has always been a local escape, a place to feel the wind rush by or enjoy the calming effects of nature, and a place to learn & build new skills while connecting with friends & family. We know how important outdoor recreation is for the physical and mental well-being of the Communities we serve; and we appreciate the ongoing support of our Municipal Partners as our Board of Directors & Management work towards continuing to provide the opportunities we do for Youth, Families & Individuals to enjoy experiences in their own "backyard".

Should you have any further questions please do not hesitate to contact us. Thank you again for your continued support and investment in our facility and the services we provide.

Kind Regards,

Whitney Wild Johnathan Clarkson
Board President & General Manager

Nitehawk Year-Round Adventure Park
6356 Township Road 702A
Grovedale, AB



REQUEST FOR DECISION

SUBJECT: **GREENVIEW ENTRANCE AND HAMLET SIGNS**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	March 9, 2021	CAO: DT MANAGER: SS
DEPARTMENT:	CAO SERVICES	GM: PRESENTER: SS
STRATEGIC PLAN:	Quality of Life	LEG: DL

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1018 Expenditures and Disbursement.

RECOMMENDED ACTION:

MOTION: That Council award the Greenview Entrance Signs project to Blanchett Neon Ltd. with an upset limit of \$495,000 with funds to come from the Communications Capital Projects Budget.

BACKGROUND/PROPOSAL:

A Request for Proposals was posted to the Alberta Purchasing Connection website on January 25, 2021 and four (4) proposals were received by the February 11, 2021 deadline.

The RFP requested detailed costing for seven (7) Entrance signs located at:

1. HWY 40 South of Grande Cache boundary SW-01-56-04-W6
2. HWY 40 + HWY 666 intersection south of Grande Prairie SW-23-70-06-W6
3. HWY 43 eastbound on Smoky River Hill boundary SW-16-72-02-W6
4. HWY 43 Northwest of Whitecourt boundary NE-24-61-16-W5
5. HWY 49 North of Alder Ridge RD boundary NW-33-73-21-W5
6. HWY 947 West of Woodlands County boundary NW-35-59-18-W5
7. *Hwy 747, at the boundary with Big Lakes County (this is a new sign added after recommendation of the Operations Manager)

Greenview also asked for optional quotes for the supply and installation of Hamlet signs for the following locations:

1. DeBolt (SE-11-72-01-W6)
2. Grovedale (SW-04-70-06-W6)
3. Landry Heights (SW-15-70-06-W6)
4. Little Smoky (SW-30-66-21-W5)
5. Ridgevalley (NE-22-71-26-W5)

The request for proposals is attached for Council's information. Two of the proposals submitted were deemed disqualified. One did not provide tender security. The other proposal did not provide acceptable

insurance, and was not COR certified. Of the qualified proposals received, one (1) firm stood out as having a concrete understanding of the project, demonstrated ability to perform the work and submitted excellent conceptual drawings. The project management consultant checked references of both qualified proponents, and was in contact with the proposed recommended firm, Blanchett Neon Ltd. to confirm their understanding of the full scope of the project. Each proposal has their merits: one with a lower cost, but one proponent provided preliminary designs for both entrance and matching Hamlet signs that clearly stood out. The recommended proponent also has the extensive experience with Municipal and commercial signage required for a project of this scope. Administration received a costing proposal from the recommended proponent that will include the replacement of existing Greenview entrance signs in addition to new Hamlet signs that falls within the approved capital budget amount originally slated for the entrance signs alone.

A matrix of all received proposals is attached.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview can proceed with the chosen firm to mobilize immediately and begin work to remove existing signage and prepare new signs to be installed.

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 proceed with any of the proposed proponents; however Administration does not recommend this action, as it would further delay the planning process for this project and Greenview's planning process.

Alternative #2:

Council has the alternative to proceed with a proponent other than Blanchett Neon Ltd.

FINANCIAL IMPLICATION:

Direct Costs: \$495,000 Communications capital project budget

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:

Upon Council's decision, Administration will contact the interested firms and advise them of Greenview's decision. Administration will work directly with the chosen firm to proceed with the strategy development.

ATTACHMENT(S):

- Greenview Entrance Sign Design and Construction Request for Proposals
- RFP Submissions – Evaluation & Qualification Matrix



REQUEST FOR PROPOSALS

Municipal District of Greenview No. 16
Entrance Signage Design and Construction
Design-Build Project

RFP # 2021-COMGC-01

Municipal District of Greenview #16
4806-36th Avenue
PO Box 1079
Valleyview, AB
T0H 3N0

January 2021

INTRODUCTION

The Municipal District of Greenview No. 16

The Municipal District of Greenview No. 16 (Greenview) is located in Northwest Alberta and includes the Towns of Fox Creek and Valleyview. Greenview also includes five hamlets, including Little Smoky, Ridgevalley, DeBolt, Grovedale, and Grande Cache. The Sturgeon Lake Cree Nation, and seven Indigenous Cooperatives and Enterprises in the Grande Cache area completes the list of diverse communities of the region. Geographically, Greenview is the third-largest municipality in the Province, spanning more than 32,000 square kilometers. Previously, the Municipality had constructed gateway signs at key roadway entrances into Greenview. At this time, Greenview wishes to replace these signs with modernized signs that reflect the character of the Municipality.

Terminology and Definitions

The following terms will apply to this Request for Proposal and to any subsequent Contract. The submission of a proposal in response to this Request for Proposal indicates acceptance of the following terminology.

- a) "Bidder" means a company that submits, or intends to submit, a proposal in response to this Request for Proposal and means the same as Proponent as identified below;
- b) "Contract" means the written agreement resulting from this Request for Proposal executed by the MD of Greenview No. 16 and the Contractor for the Project which will include any additional terms and conditions attached thereto. The form of contract will be CCDC14e – Design-Build Stipulated Price Contract;
- c) "Contractor" means the Successful Proponent to this Request for Proposal who enters into a written Contract with the MD of Greenview No. 16;
- d) "Cost Schedule" means the itemized list of project deliverables, unit rates and costs offered by bidders;
- e) "Greenview" means the Municipal District of Greenview No. 16;
- f) "Must", or "Mandatory" means an essential prerequisite for a proposal to receive consideration;
- g) "Owner" means the MD of Greenview No. 16;
- h) "Owner's Agent" means EDS Group Inc., of Spruce Grove Alberta;
- i) "Preferred Proponent" means the Proponent selected by Greenview for proceeding to negotiation and execution of the Contract;
- j) "Project" means the design and construction of gateway signage at various locations in Greenview;
- k) "Proponent" means a company that submits, or intends to submit, a proposal in response to this Request for Proposal and means the same as Bidder;
- l) "Province" means Her Majesty the Queen in Right of the Province of Alberta;
- m) "Request for Proposal" or "RFP" means the invitation to Proponents to submit a proposal for the provision of the Project in accordance with requirements specified in this document;
- n) "Should" or "Desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposal;
- o) "Successful Proponent" means the Proponent, if any, with whom Greenview executes the Contract; and
- p) "Total Performance" means the full completion of installation of proposed work as identified within the definitions of CCDC 14e form of contract.

PROJECT PURPOSE

This is a design-build project, with an overall upset limit budget of \$450,000 (excluding GST) that includes all costs associated with design, approvals, implementation and one-year warranty and maintenance of proposed gateway signage at seven locations throughout Greenview. The project also provides for the removal and disposal of seven existing wood signs at the same locations, which must fall within the same budget. A third component of the project includes the design only for two smaller sign types that will complement the gateway signs and signify entrances to hamlets and less prominent entrances into Greenview. These additional signs will be fabricated and installed once budget becomes available, and potentially under this contract. The intent is to not exhaust the total budget rather to provide a balance of elegant design with very durable materials that last the test of time, while doing so in the most cost-effective manner possible. The successful proponent will provide best overall value, not just the lowest price. Selection criteria has been included in this Request for Proposals.

PROJECT SCOPE

The overall scope of this project is:

- to develop conceptual design drawings for primary gateway signs at main entrances into Greenview (prepared as part of your RFP submission) that demonstrate your creative ability to design signs which are compatible with Greenview's branding guidelines and with the overall vision of Greenview. An excerpt of Greenview's branding guidelines has been included in Schedule 1;
- to develop conceptual design drawings for smaller scale, and much more cost-effective secondary gateway signs at less prominent entrances into Greenview (also prepared as part of your RFP submission) that complements the proposed design of the prime entrance sign;
- to develop conceptual design drawings for hamlet entrance signs (completed after contract award) that complement both types of gateway signs;
- to provide a detailed cost for all design, approvals and implementation for the project along with a project schedule for all activities (prepared as part of your RFP submission);
- to make refinements to the conceptual drawings that were provided during the RFP stage, based on comments provided by Greenview;
- to complete the detailed design of primary entrance signs at seven identified locations throughout Greenview including structural components (that are certified by a professional engineer (P.Eng.) licensed with APEGA), surface materials, lighting and any elements affixed to the sign surfaces;
- to obtain approvals through Provincial and Municipal departments for the implementation of signs on either Provincial or Municipal lands and be responsible for any cost considerations stemming from these approvals;
- to provide an Environmental Construction Operations (ECO) Plan prior to any construction activities;
- to remove seven existing wood signs and dispose of all waste materials, with locations as listed below. Photos of these signs have been included in Schedule 4 – Photos of Existing Entrance Signs;
- to supply the materials and install signs in various proposed locations around the boundary of Greenview at the same location of existing signs that are to be removed; and
- to maintain signs and provide warranty for a period of one year after construction completion and make any required adjustments or repairs. Costs to repair damages caused by third parties such as vandalism and graffiti would be the responsibility of Greenview.

The Contractor will not be required to obtain any development or building permits from Greenview as part of their scope.

Greenview currently has seven sites throughout Greenview where roadside entrance signs exist. A map of these general locations has been included in Schedule 2 of this RFP. Locations are as follows:

- i. Hwy 40 south of Grande Cache, at the boundary with Yellowhead County, in SW-01-56-04-W6;
- ii. Hwy 40 @ Hwy 666 intersection south of Grande Prairie, at the boundary with County of Grande Prairie, in SW-23-70-06-W6;
- iii. Hwy 43 eastbound on Smoky River Hill, at the boundary with County of Grande Prairie, in SW-16-72-02-W6;
- iv. Hwy 43 northwest of Whitecourt, at the boundary with Woodlands County, in NE-24-61-16-W5;
- v. Hwy 49 north of Alder Ridge Rd, at the boundary with MD of Smoky River, in NW-33-73-21-W5;
- vi. Hwy 676 (Whitemud Hwy), at the boundary with MD of Smoky River, in SE-01-75-24-W5;
- vii. Hwy 747, at the boundary with Big Lakes County, at NE-36-70-20-W5; and
- viii. Old High Prairie Road, at the boundary with MD of Smoky River, at NE-35-73-20-W5.

The following describes the over-arching design criteria that Greenview envisions for the primary entrance gateway signs (design concept to be included in your tender submission, with detailed design drawings completed after contract award):

- include the existing logo, with the ability for this logo to be easily removed from the sign and replaced in upcoming years if this logo is updated;
- signs are to be single-sided, with imagery and text only on the visible front side;
- develop the signs within Alberta Transportation and Greenview highway corridors, therefore requiring regulatory approvals through Provincial and/or Municipal departments and conformance with all guidelines;
- apply colours from Greenview's corporate style guide, as included in Schedule 2 of this RFP;
- use shapes, proportions, imagery and styles that reflect local values, industry, natural environment, people or other local attributes that make Greenview unique from its neighbouring municipalities;
- have the provision of solar-powered lighting to provide nighttime visibility, while ensuring solar systems do not detract from the overall character and aesthetics of the sign;
- not include any plantings, given the remote location of the signs and challenges with maintaining plant material. The signs must be landscaped within a rock mulch bed using a combination small stone and boulders so that grass does not grow around the sign and impede full view of the sign;
- include clear and legible text and content that is sized appropriately for seeing at the design speed of the adjacent roadway; and
- introduce innovative materials that last the test of time, do not fade from weather exposure and can be easily replaced or cleaned in the case of damage or vandalism. Proposals must include a narrative that describes the life expectancy of the materials used.

The following describes the over-arching design criteria that Greenview envisions for the secondary entrance gateway signs (design concept to be included in your tender submission, with detailed design drawings completed after contract award):

- offer a very cost-effective solution such as an image composition mounted on a standard 4x8' sheet of pressure treated 1" thick plywood mounted with two 6x6" pressure treated posts;
- signs are to be single-sided, with imagery and text only on the visible front side;

- develop the signs within Alberta Transportation and Greenview highway corridors, therefore requiring regulatory approvals through Provincial and/or Municipal departments and conformance with all guidelines;
- provide a design that complements the proposed design for the primary gateway entrance signs;
- not include any plantings, given the remote location of the signs and challenges with maintaining plant material. A ring of shredded wood chip mulch on landscape fabric would be installed around each sign to prevent grass from growing around the sign and to facilitate easy mowing; and
- include clear and legible text and content that is sized appropriately for seeing at the design speed of the adjacent roadway.

Greenview will work with the successful proponent to see through the design of a third sign type for hamlet entrances after contract award. The following describes the over-arching design criteria that Greenview envisions for the hamlet entrance gateway signs (design concept and detailed design drawings to be completed after contract award):

- include the existing logo, with the ability for this logo to be easily removed from the sign and replaced in upcoming years if this logo is updated;
- signs are to be single-sided, with imagery and text only on the visible front side;
- develop the signs within Alberta Transportation and Greenview highway corridors, therefore requiring regulatory approvals through Provincial and/or Municipal departments and conformance with all guidelines;
- provide a design that complements the proposed design for the primary gateway entrance signs;
- have the provision of solar-powered lighting to provide nighttime visibility, while ensuring solar systems do not detract from the overall character and aesthetics of the sign;
- include a bed of hardy shrubs, ornamental boulders and stone mulch on fabric to beautify the sign on the front and both sides of the sign;
- include clear and legible text and content that is sized appropriately for seeing at the design speed of the adjacent roadway; and
- introduce innovative materials that last the test of time, do not fade from weather exposure and can be easily replaced or cleaned in the case of damage or vandalism.

The form of Contract for this project will be CCDC14e – Design-Build Stipulated Price Contract. Upon payment of design-related tasks, Greenview will acquire full copyright and rights to the use of all design products for future use. A special provision to the Contract will be established, altering clause GC 1.1.7 of the Contract, to transfer all copyright rights to Greenview upon payment of design-related tasks. Agreeing to this provision is a mandatory condition of the Contract.

Greenview has retained the services of EDS Group Inc. (Spruce Grove, Alberta) as Owner’s Advisor for the duration of this project. Proponents may not contact any staff or agent of EDS Group Inc. during the course of the tender process, and such contact may disqualify a Proponent. EDS Group Inc. is also ineligible to be part of any proposed team.

PROPOSAL SUBMISSION AND GUIDELINES

Submission Requirements

Submissions must include one bound hard copy that meets all requirements set forth in this RFP along with one digital copy saved on a USB external drive/memory stick. Files must not exceed 20MB. The digital

version must be an exact replica of the printed copy, and no additional information will be considered that is not included in the hard copy. In the case of difference between the hard copy and digital version, hard copies will be deemed as the accurate submission. Greenview reserves the right to declare the submission non-compliant, and your submission will be returned to you if any mandatory criteria is not met.

Proposal Submission Location

Proposals will be received at the following address:

MD of Greenview No. 16.
Administration Office
4806-36 Ave, Box 1079
Valleyview, AB. T0H 3N0
Attn: Stacey Sevilla, Manager, Communications and Marketing

All submittals must be submitted in a single envelope that is well secured, including the following information clearly marked on the front:

- Legal name of the Proponent;
- Name of the primary contact for the Proponent with email address and phone number;
- Name of the proposal, "ENTRANCE SIGNAGE DESIGN AND CONSTRUCTION";
- Closing date and time; and
- Greenview's address as shown above.

Late submissions will not be accepted, and Proponents will be notified by email should their proposal not be accepted. Proposals will be received up until the deadline as listed in the section entitled PROPOSAL AND PROJECT TIMELINES of this RFP.

Changes or Withdrawal of Submissions

Proponents may withdraw their proposal when they submit a request in writing by the Proponent or its agent at any time up to the time fixed for receiving proposals.

A Proponent wishing to make changes to its proposal before the time set for receiving proposals may withdraw their submission in accordance with the above conditions. The modified proposal may then be resubmitted in the same sealed envelope, up to the time and date set for receiving proposals.

Addenda will be prepared by Greenview and made available by posting on Alberta Purchasing Connection. Bidders must acknowledge all addenda received by noting them in the cover letter.

Submission Format

Each proposal must conform to the following format. Greenview reserves the right to reject any proposal that does not conform to providing a proposal in this format.

- a) Cover Letter
 - i. is max. 2 pages in length, and signed by an individual that has authority to bind the Proponent with original ink (no digital signatures);
 - ii. identifies any actual or perceived conflicts of interest, or clearly states that there are no known conflicts;
 - iii. identifies any addenda received during the bid process;
 - iv. clearly indicates the team format, for example the name of the lead company and what contractual arrangements will be made for sub-contractors;

- v. includes the statement, "We have reviewed the sample contract in detail and are prepared to execute a contract with the MD of Greenview No. 16 based on its terms." A copy of this agreement has been included in Schedule 3 of this RFP – CCDC 14e – Design Build Stipulated Price Contract; and
- vi. identifies a proposed completion date for all design and construction work that is on or before the construction completion date identified in the section entitled PROPOSAL AND PROJECT TIMELINES of this proposal.

b) Proponent Profile

- i. is max. 8 pages in length;
- ii. full legal name of the Proponent and any sub-contractors or consultants that will be part of the team;
- iii. a summary of the Proponent including years of experience, geographic areas that it works within, and types of work completed;
- iv. service philosophy, describing any over-arching values that your company has as it relates to the services you offer;
- v. summary of any proposed sub-contractors or sub-consultants; and
- vi. staff biography no more than one page per person that identifies the name, qualifications, years of experience with the Proponent and role in the project for, at minimum, the following individuals:
 - lead designer;
 - Professional Structural Engineer; and
 - construction manager.

c) Past Experience

- i. summary of three to five projects completed by the Proponent or sub-consultant in the past five years that the Proponent or sub-consultant with similar design tasks, with a preference to showcase community gateway signage projects that required Alberta Transportation approvals. Max. one page per project description;
- ii. summary of three to five projects completed by the Proponent in the past five years that includes the construction of similar community gateway signs. Max. one page per project description that must include a photograph of the finished product;
- iii. a list of at least three past references that includes the Client's name, place of employment, phone number, email and a short summary of the project scope. References must be current and still employed with the original Client; and
- iv. indication of your experience working with the MD of Greenview. While not mandatory, previous experience with Greenview would be an asset.

d) Process

- i. describe the general stages of the project, including but not limited to conceptual design, detailed design, approvals, mobilization and project staging areas, construction and warranty / maintenance period;
- ii. outline the provision of shop drawings that will be prepared by the Contractor and provided to Greenview for review and acceptance;
- iii. outline a design review process that allows Greenview's project manager to be an integral part of the design process and at what stages you will require formal acceptance of any submissions;

- iv. include a list of all documentation to be provided by the Contractor to Greenview, including but not limited to contract securities, proof of insurance, WCB Clearances, traffic accommodation strategies for each site and COR certification or temporary letter of certification; and
 - v. outline any anticipated challenges that may arise throughout the project, and ways that the Proponent plans to mitigate for these challenges.
- e) Project Schedule
 - i. outline a detailed schedule that aligns with all tasks included in section entitled PROPOSAL AND PROJECT TIMELINES;
 - ii. identify when during the course of this project that the Contractor will be applying for progress payments, and what deliverables need to be in place prior to any request for payment; and
 - iii. detail the process by which you assure schedules are adhered to, and how this process will be applied to this project.
- f) Project Costs
 - i. detailed breakdown of all costs, including but not limited to conceptual design, detailed design, permits and applications, fabrication of signs, installation of signs, and maintenance/warranty period;
 - ii. Proponents must include the sum of \$20,000 as a line item for the maintenance and warranty period, which will be paid to the Contractor at the completion of the one-year warranty and maintenance/warranty period. This amount will be included in the final contract value and is part of the overall project budget of \$500,000;
 - iii. clear statements within this section that confirms that all project costs are included in the quoted amounts, including but not limited to travel and other disbursements, licenses and application fees, permits, professional fees, materials supply, installation and any other ancillary costs; and
 - iv. process by which you assure financial accuracy and cost controls for projects, and how this process will be applied to this project.
- g) Assumptions
 - i. any assumptions that apply to the process, schedule and costs included in your proposal.
- h) Design Concept
 - i. one, two or three design concepts that reflects the criteria included in the section entitled PROJECT SCOPE of this RFP;
 - ii. a general description of the structure that the sign will be supported by;
 - iii. a narrative that describes the design, and what each element represents; and
 - iv. description of the materials proposed, their anticipated lifespan, and benefits that the materials provide as it relates to replacing damaged components due to accidents or vandalism.
- i) Resumes
 - i. Personal resumes for key staff, including lead designer, Professional Structural Engineer and construction manager. Be sure to list related projects.

Tender Acceptance and Agreement

Greenview intends to obtain the proposal most suitable and advantageous to the interests of the Owner. Greenview reserves the right, in its sole and unfettered discretion to reject or accept any proposal including the right to reject all proposals. Without limiting the generality of the foregoing, Greenview may reject any tender which:

- a) is incomplete, obscure, irregular or unrealistic;
- b) is non-compliant or conditional;
- c) has erasures or corrections;
- d) fails to include any mandatory information;
- e) fails to complete the information required in the Tender, or
- f) is accompanied by an insufficient certified cheque, or irrevocable letter of credit or by a Bid Bond in an unsatisfactory form.

A proposal may be rejected or accepted on the basis of Greenview's unfettered assessment as to a Proponent's past work performance for Greenview or for anyone else, a Proponent's previous or current business or professional relationship with Greenview, a Proponent's financial capabilities, a Proponent's ability to perform the work, a Proponent's ability to complete the work on schedule or without delay or interference, a Proponent's equipment, a Proponent's sub-contractors, the character, integrity, reputation, judgement and experience of a Proponent, a Proponent's ability to provide maintenance or warranty work, and its history or reputation regarding the same, a Proponent's propensity for litigation or other forms of dispute, or a Proponent's history related to resolving disputes.

In no circumstance shall Greenview be required to disclose to the Proponent Greenview's reasoning or explanation behind its decision to either award this project or to reject any or all proposals.

The Owner reserves the right after closing time to seek clarification or to ask for additional information from one or more Proponents and reserves the right to negotiate after the deadline (as listed in the section entitled PROPOSAL AND PROJECT TIMELINES) with the Proponent that Greenview deems has provided the most advantageous proposal. In no event will Greenview be required to seek clarification or to ask for additional information from all Proponents or to offer any modified terms to other than the most advantageous Proponent prior to entering into a Contract with the Successful Proponent and Greenview shall incur no liability to any other Proponents as a result of such discussion, negotiation or modification.

In addition to the foregoing, each Proponent by submitting a proposal agrees that they will not claim damages in any court proceeding or other dispute resolution forum in respect of any aspect of the within tender process, including but not limited to representations made or purported to be made at any time before, during or after the tender process and anything arising during the contract negotiation phase, in excess of an amount equivalent to the reasonable costs incurred by the Proponent in preparing the proposal, and each Proponent, by submitting a proposal, specifically waives any claim for loss of profits if no agreement is entered into with the Proponent.

Greenview will not consider bids from any Proponent who has initiated litigation with Greenview for a period of three (3) years from the conclusion of the litigation. Any such proposal received will be returned unopened. Litigation for the purpose of this policy includes a lawsuit, arbitration or other formal dispute resolutions processes.

Any sub-contractor who has initiated litigation with Greenview will not be permitted to perform work under the Contract and Greenview reserves the right to have the sub-contractor replaced at the Contractor's expense.

Proponents being considered for award shall provide documentation proving their experience specifically related to the type of work required under this contract prior to award of tender. Proposals may not be awarded to Proponents that do not have specific experience in all aspects of the work specified in the RFP.

Insurance and Bonding

Proponents shall, without limiting their obligations or liabilities herein and at their own expense, provide and maintain the following insurances in compliance with the Alberta Insurance Act, in forms and amounts acceptable to the Greenview:

- a) General Liability Insurance in an amount not less than five million dollars (\$5,000,000) inclusive per occurrence, insuring against bodily injury, personal injury and property damage, including loss of use thereof. Greenview is to be added as an additional insured under this policy for any and all claims arising out of the Contractor's operations. The policy shall be endorsed to state it is primary and will not require the pro-rata sharing of any loss by any insurer of Greenview. Such insurance shall include but not be limited to:
 - products and completed operations liability;
 - owner's protective liability;
 - blanket written contractual liability;
 - contingent employer's liability;
 - personal injury liability;
 - non-owned automobile liability;
 - cross liability with respect to additional insured;
 - employees as additional insured;
 - broad form property damage endorsement;
 - operation of attached machinery;
 - sudden and accidental pollution, and
 - where such further risk exists, blasting, demolition, pile driving, caisson work or tunneling, as applicable.
- b) Automobile Liability Insurance on all vehicles owned, operated or licensed in the name of the Contractor in an amount not less than five million dollars (\$5,000,000). All the foregoing insurance shall be primary and not require the pro-rata sharing of any loss by any insurer of Greenview. The Successful Proponent shall provide Greenview with a certified true copy of each policy prior to execution of the Contract, and shall ensure that Products and Completed Operations coverage, as applicable, shall be in force for the duration of the warranty period. All required insurance shall be endorsed to provide Greenview with 30 days advance written notice of material change or cancellation. In addition, the successful Proponent shall require and ensure that each subcontractor provides evidence of comparable insurance to that set forth in clauses (a) through (b) of this section. The successful Proponent will also be responsible for insuring his equipment against "all risks" of accidental loss or damage. The Contractor shall waive his right of recourse against Greenview with regard to any loss or damage to the equipment and shall make his insurer aware of this waiver.

- c) Tender Security. Proponents must enclose herewith as Tender Security a bid bond, certified cheque, bank draft or money order payable to **Municipal District of Greenview No.16** for 10% of the total tender amount and agrees that should they refuse or fail within thirty-five (35) days after a Contract is offered to them by Greenview for acceptance,
 - i. to enter into a Contract with Greenview for the performance of the work and/or the supplying of material covered by this tender, and
 - ii. to provide security and insurance as required by the Specifications, and a Contract for the work and/or material is entered into with some other person for a greater amount, the undersigned hereby agrees to forfeit all right and title to the aforementioned deposit, and the same is forfeited to the Municipal District of Greenview No.16.

Bid bonds, certified cheque, bank drafts, money order of unsuccessful bidders shall be returned after award of the contract or all tenders have been rejected.

- d) The Successful Proponent shall furnish security in a form satisfactory to the Owner, in the amount of:
 - i. 50% of the Contract tender price for the due performance of the Contract;
 - ii. 50% of the Contract tender price for the payment in full of all claims for labour and for material used or reasonably required for use in the performance of the Contract;

Irrevocable Letters of Credit, Certified Cheques, Bank Drafts or Money Orders used in lieu of Labour and Materials Payment Bonds, will be released 120 days after the date of Construction Completion providing there are no outstanding claims filed with the Owner against the Contractor.

Eligibility

Proposals will not be evaluated if the Proponent's current or past corporate or other interests may, in Greenview's opinion, give rise to a conflict of interest in connection with the Project.

Proponents must prove evidence of complying with the following by including certificates in proposal submissions:

- a) coverage with WCB Alberta, and holding an account in good standing;
- b) meeting the insurance coverage requirements as included in the sample contract provided as an attachment to the RFP, and naming Greenview as additional insured; and
- c) Certificate of Recognition (COR) in the Province of Alberta.

Contracts will only be awarded to Proponents who, prior to the time fixed for receiving tenders, possess a Certificate of Recognition (COR), which is relevant to their industry and which is recognized by Alberta Human Resources and Employment, Workplace Health and Safety.

Bidders are advised that a small employer's certificate of recognition (SECOR - for employers with less than ten employees) is not considered acceptable.

For Bidders who have not obtained a Certificate of Recognition, a valid Temporary Letter of Certification (TLC) issued by the Alberta Construction Safety Association (ACSA) will be considered acceptable.

Greenview will confirm that the Bidder possesses a COR or a valid TLC through the Alberta Construction Safety Association. Prospective Bidders who do not possess a COR and wish to obtain information about

obtaining a COR or TLC, are advised to contact:

The Alberta Construction Safety Association
#101, 13025 - St. Albert Trail
Edmonton, AB, T5L 5G2
Telephone: (780) 453-3311 or 1-800-661-2272
Fax: (780) 455-1120
www.acsa-safety.org

Contractors shall familiarize themselves, their staff and their subcontractors with the terms of the Occupational Health and Safety Act and Regulations there under to ensure complete understanding, respecting the responsibilities given and compliance required. The Contractor acknowledges that it is and assumes all of the responsibilities and duties of the Prime Contractor, as defined by the Occupational Health and Safety Act, and that they shall, as a condition of the Contract, comply with the Occupational Health and Safety Act and the regulations thereunder.

PROJECT COSTING

Packages should include an itemized list of cost areas using the following Cost Schedule table, or a similar table of your own format, and must be included in your price offer within your submission. These unit rates will be used to determine payment amounts for this Contract.

Item	Description	Units	Quant.	Rate	Totals
1	Design of primary entrance feature signs	l.s.	1	\$	\$
2	Design of secondary entrance feature signs	l.s.	1	\$	\$
3	Design of hamlet gateway signs	l.s.	1	\$	\$
4	Permits licenses, Alberta One-Calls associated with the work	l.s.	1	\$	\$
5	Removal and disposal of existing entrance signs, restoration of each site	ea	8	\$	\$
6	Mobilization and demobilization	l.s.	1	\$	\$
7	ECO Plan	l.s.	1	\$	\$
8	Supply and installation of primary entrance feature signs and landscape treatment	ea	8	\$	\$
9	One year maintenance and warranty	l.s.	1	\$	\$
10	Maintenance period holdback (10% of bid)	l.s.	1	\$	\$
Total Cost (not including GST)					\$

Bidders must include a “maintenance period holdback” which is calculated as 10% of the total price offered for items 1 through 9 of the above Cost Schedule. This holdback will be retained by Greenview to ensure performance of the Contractor during the maintenance and warranty period. Greenview will be eligible to draw from this holdback should performance be deemed inadequate. The balance of the holdback will be paid upon completion of the maintenance and warranty period, which will be one year after Total Performance of work.

Packages will include a clear project total and include ALL project costs including expenses and disbursements. This will be an “all in” cost. Do not include GST in any values. Greenview will enter into a services agreement depicting this amount as a project limit for the expected deliverables.

Greenview reserves the right to reject all proposals if a suitable price cannot be obtained, and to negotiate with the preferred Proponent to reduce quantities or eliminate items in the Cost Schedule.

SUPPORTING DOCUMENTS

Proponents must become familiar with, and ensure that their submissions identify how the following documents will be considered throughout the design and installation process:

- Greenview Development Guidelines & Municipal Service Standards (2017) – available online at http://mdgreenview.ab.ca/wp-content/uploads/2013/12/Combined-2_Nov_2017_14-030-10-GREENVIEW-Municipal-Servicing-Std-2017-R2.pdf;
- Alberta Transportation Highway Guide and Information Sign Manual (2006) – available online at http://www.transportation.alberta.ca/Content/docType233/Production/Guide_info.pdf;
- Corporate Style Guide & Use of Logo Standards – included in Schedule 1 of this RFP;
- CCDC 14e – Design-Build Stipulated Price (2013) form of contract, available from the Canadian Construction Documents Committee (CCDC) or your local construction association; and
- ECO Plan guideline documents can be found online on the City of Edmonton’s website at: https://www.edmonton.ca/city_government/environmental_stewardship/environmental-construction-operations-plans.aspx

PROPOSAL EVALUATION CRITERIA

Evaluation of proposals will be conducted by the Owner’s Agent in conjunction with staff from Greenview. The following criteria will be used to evaluate proposals:

Criteria	Weighting
Provide mandatory information, ie. insurance, COR Certificate, WCB, etc.	Pass / Fail
Lump sum price	30
Design experience	20
Construction experience	20
Quality of design provided	10
Material durability of proposed signage	20

Lump Sum Price (30 points) - To evaluate price, the lowest price will receive a score of 30 points. All other prices will be scored by percentage comparison to the low bid. For example, if the low bid from Proponent #1 is \$310,000 (receiving a score of 30 points) and Proponent #2 offers a price of \$385,000, Proponent #2 will receive a price score of $(30) \times (310,000/385,000) = 24$ points. Proposals that exceed the total project budget of \$450,000 (excluding GST) will not be considered.

Design Experience (20 points) - Design experience will be evaluated based on the proposed design team and past projects included in submissions, and reference checks.

Construction Experience (20 points) - Construction experience will be evaluated based on the proposed construction manager and their direct involvement in similar projects within the past five years with the Proponent.

Quality of Design Provided (10 points) – submissions will be organized into order of preference for submitted concept designs. The top design will be provided a score of 10 points, with the least preferred concept design submitted receiving a score of zero. All other submissions will be ranked and assigned a score between 0 and 10 points.

Material Durability of Proposed Signage (20 points) – the longevity of proposed materials will be evaluated for lifespan, ability to withstand the elements (sun, temperature extremes, wind, etc.) and resistance to vandalism. Proponents are encouraged to include product details that demonstrate proven lifespan and durability.

QUESTIONS:

Questions will be received by Greenview and responded to through addenda. All addenda will be posted on Alberta Purchasing Connection (APC). Proponents are encouraged to download all RFP and Addendum documents off APC in order to keep notified of any addenda.

Questions by telephone will not be recorded or responded to. All questions must be sent via email to stacey.sevilla@greenview.ab.ca. Only emailed questions will be considered. Proponents that contact other Greenview employees or any staff or agent of EDS Group Inc. during the process of completing proposals may be disqualified.

PROPOSAL AND PROJECT TIMELINES:

Proposals submitted to Greenview must be received at Greenview's Main Administration Building on or before **2:00:59pm MST on Thursday, February 11th, 2021**. Envelopes will be date and time stamped once received. The following includes a list of current dates that are applicable to this project:

RFP Release:	Monday, January 25 th , 2021
Close of Questions:	Thursday, February 4 th , 2021, 4:00:59pm Mountain Standard Time
RFP Closing:	Thursday, February 11 th , 2021, 2:00:59pm Mountain Standard Time
Selection of Proponent:	Tuesday, February 23 rd , 2021
Construction Completion:	End of September, 2021

The following describes the project sequencing for this Project. Proponents must identify their schedule for completing the Project with the following considerations:

- upon Contract Award, the Contractor will be provided with any comments to the concept plans submitted as part of the proposal process. Detailed design must be completed by the end of March 2021 and that process must include three working days of time for Greenview to review and provide any comments to the design development;

- the Contractor is responsible for obtaining all permits, clearances and licenses from Provincial and Municipal departments prior to commencing any work. The Contractor must provide copies of all information provided to Provincial departments along with proof of conformance with all legislation, codes and Acts. Greenview will not provide a notice to proceed for any on-site construction until all Provincial and Municipal requirements are met;
- prior to commencing any construction the Contractor must provide an Environmental Construction Operations (ECO) Plan to the satisfaction of the Owner's Agent. Guidelines to complete an ECO Plan shall be consistent with those provided by the City of Edmonton and City of Calgary (both municipalities use the same framework); and
- all proposed signs must be completed prior to the end of September, 2021.

Negotiation Delay

If a written Contract cannot be negotiated within *ten* days of notification to the Preferred Proponent, or such earlier time as determined solely by Greenview, Greenview may, at its sole discretion at any time thereafter, terminate negotiations with that Proponent and either negotiate a Contract with the next qualified Proponent or choose to terminate the RFP process and not enter into a Contract with any of the Proponents.

Debriefing

At the conclusion of the RFP process, all Proponents will be notified. Unsuccessful Proponents may request a debriefing meeting with Greenview.

END OF MAIN DOCUMENT – SEE ATTACHED SCHEDULES 1 THROUGH 4

Schedule 1 – Branding Guidelines

3. Our Corporate Logo

CORPORATE LOGO

THE LOGO SHAPE:

The shape of the Greenview logo is the actual shape of the municipality of Greenview within the Alberta map, as shown on the right.

THE LOGO COLORS:

Two Tone Yellows – Depiction of hay field

Green – Depiction of trees

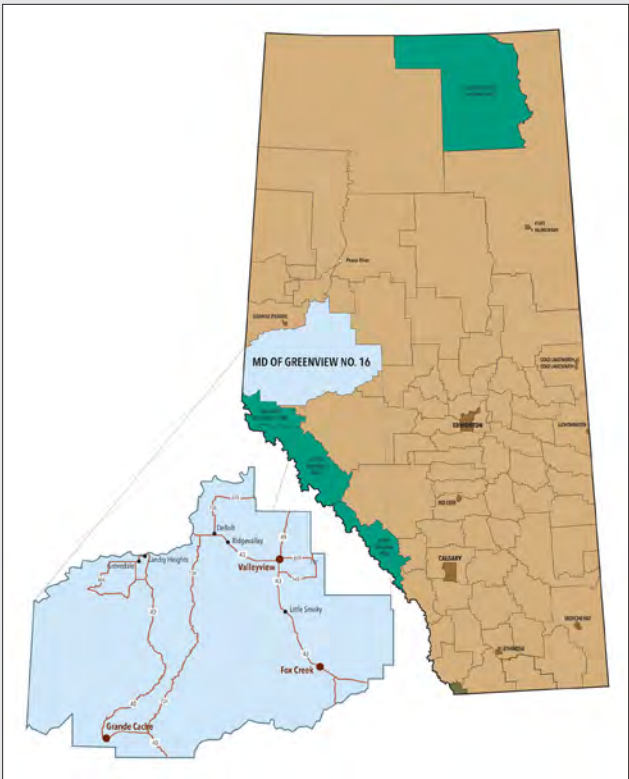
Light Green – Depiction of hills

Brown/white – Capped mountains

Blue – Big Sky

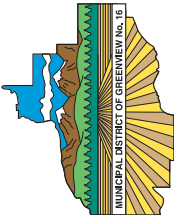










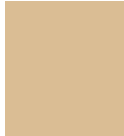


White – Clouds

MD OF GREENVIEW LOGO

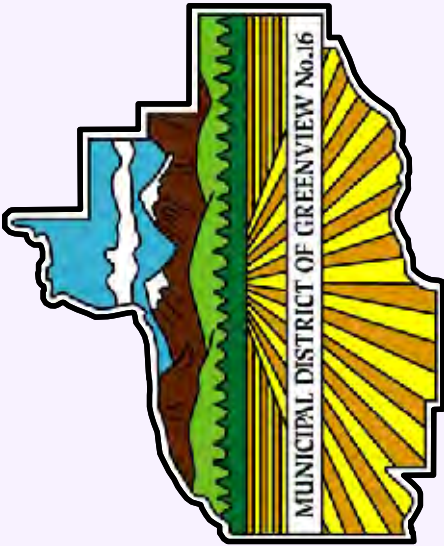


OUR LOGO IS THE SHAPE OF OUR MUNICIPALITY

MD OF GREENVIEW - LOGO & STYLE GUIDE

<div>LOGO VARIATIONS</div> <div>7 COLOR LOGO</div>  <div>LOGO FOR EMBROIDERY</div>  <div>2 COLOR BLACK & WHITE LOGO</div>  <div>1 COLOR WHITE LOGO</div>  <div>FOOTER</div> 	<div>COLORS</div> <div>Blue Sky</div>  <div>Pantone 299 C:87 M:18 Y:0 K:0 R:0 G:157 B:221 HTML: 009CDC</div> <div>Brown Mountains</div>  <div>Pantone 464 C:47 M:65 Y:100 K:0 R:154 G:107 B:56 HTML: 9A6B37</div> <div>Green Hills</div>  <div>Pantone 360 C:60 M:0 Y:79 K:0 R:109 G:192 B:106 HTML: 6CBF69</div> <div>Black Outlines & Copy</div>  <div>Process Black C:0 M:0 Y:0 K:100 R:35 G:31 B:32 HTML: 231F20</div> <div>Green Trees</div>  <div>Pantone 3295 C:100 M:0 Y:56 K:18 R:0 G:144 B:126 HTML: 00907E</div> <div>Yellow Field</div>  <div>Pantone 115 C:0 M:9 Y:79 K:0 R:255 G:225 B:83 HTML: FFE052</div> <div>Brown/Gold Field</div>  <div>Pantone 465 C:18 M:30 Y:56 K:0 R:211 G:175 B:126 HTML: D2AF7D</div> <div>ACCENT COLORS</div> <div>Green</div>  <div>Pantone 356 C:96 M:26 Y:100 K:15 R:0 G:121 B:52 HTML: 007833</div> <div>Blue</div>  <div>Pantone 2955 C:100 M:45 Y:0 K:37 R:0 G:82 B:136 HTML: 005187</div>	<div>TYPOGRAPHY</div> <div>HEADING FONT</div> <div>Municipal District of GREENVIEW</div> <div>Gabriel Font Black <i>Gabriel Font Black Italic</i></div> <div>Gabriel Font Bold <i>Gabriel Font Bold Italic</i></div> <div>Gabriel Font Medium <i>Gabriel Font Medium Italic</i></div> <div>Gabriel Font Normal <i>Gabriel Font Normal Italic</i></div> <div>Gabriel Font Thin <i>Gabriel Font Thin Italic</i></div> <div>COPY FONT</div> <div>Municipal District of GREENVIEW</div> <div>Calibri Font Bold <i>Calibri Font Black Italic</i></div> <div>Calibri Font Regular <i>Calibri Italic</i></div> <div>Calibri Font Light <i>Calibri Font Light Italic</i></div>

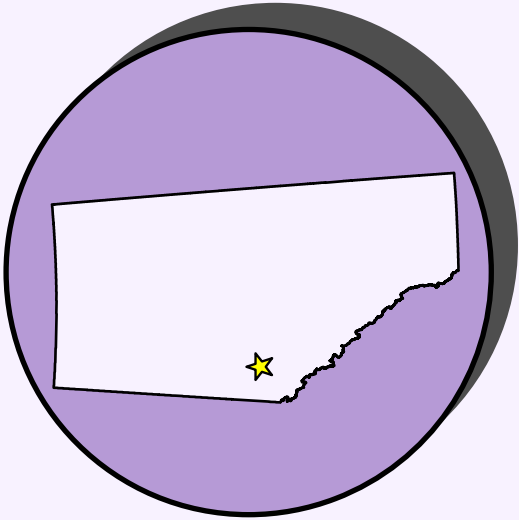
Schedule 2 – Location Map



An Overview of MD Entry & Hamlet Signs



Label	Large Wooden Entry Signs	Location
1	HWY 40 South of Grande Cache boundary	SW-01-56-04-W6
2	HWY 40 + HWY 686 intersection south of Grande Prairie	SW-23-70-06-W6
3	HWY 43 eastbound on Smoky River Hill boundary	SW-16-72-02-W6
4	HWY 43 Northwest of Whitecourt boundary	NE-24-61-16-W5
5	HWY 49 North of Alder Ridge RD boundary	NW-33-73-21-W5
6	HWY 947 West of Woodlands County boundary	NW-35-59-18-W5
7	Hwy 747, at the boundary with Big Lakes County	NE-36-70-20-W5
Label	4x8 Plywood Sheet Entry Signs	Location
8	Hwy 676 (Whitemud Hwy), at the boundary with MD of Smoky River	SE-01-75-24-W5
9	Old High Prairie Road, at the boundary with MD of Smoky River	NE-35-73-20-W5
Label	Large Wooden Hamlet Signs	Location
10	DeBolt	SE-11-72-01-W6
11	Grovedale	SW-04-70-06-W6
12	Landry Heights	SW-15-70-06-W6
13	Little Smoky	SW-30-66-21-W5
14	Ridgevalley	NE-22-71-26-W5



Signs Legend

Highway

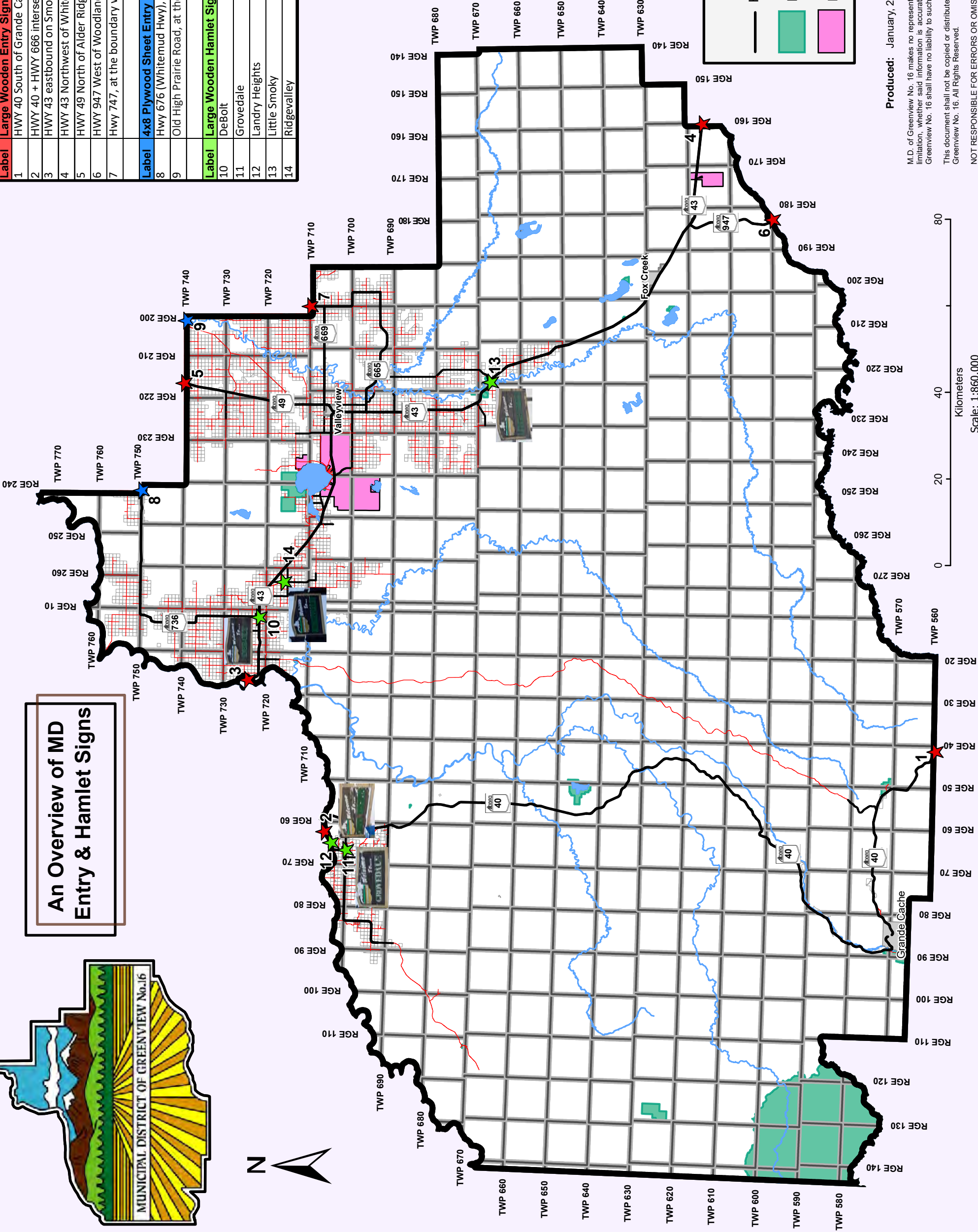
Park

First Nation Reserve

Township Grid

Town

Hydrology



Produced: January, 2021

Projection: UTM Zone 11N NAD 83

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NOT RESPONSIBLE FOR ERRORS OR OMISSIONS

Schedule 4 – Photos of Existing Entrance Signs



Evaluation Criteria	Blanchett Neon	PM Signs
Meets Mandatory Requirements (Y/N)	YES	YES
Comments:		
1.0 Lump Sum Price (Weight = 20 Points)		
To evaluate price, the lowest price will receive a score of 20 points. All other prices will be scored by percentage comparison to the low bid. For example, if the low bid from Proponent #1 is \$440,000 (receiving a score of 20 points) and Proponent #2 offers a price of \$490,000, Proponent #2 will receive a price score of $(20) * (440,000/490,000) = 18$ points.	12	12
Lump Sum Price	\$403,630	\$374,574
Comments:	Estimated to be \$403,630 without the hamlet signs that were proposed as part of this overall price. Total = \$495,000 including the secondary hamlet signs that were not in other bids. Hamlet Signage cost estimated at \$91,370.	Proponent did not include pricing for optional Hamlet or Secondary signage that was outlined in the RFP.
2.0 Design Experience (Weight = 20 Points)		
Overall comprehension of project scope and objectives	√	√
Design experience will be evaluated based on the proposed design team and past projects included in submissions, and reference checks.	20	20
Comments:		
3.0 Construction Experience (Weight = 20 Points)		
Construction experience will be evaluated based on the proposed construction manager and their direct involvement in similar projects within the past five years with the Proponent.	20	20
4.0 Quality of Design Provided (Weight = 30 Points)		
Submissions were organized into order of preference for submitted concept designs. The top design will be provided a score of 30 points, with the least preferred concept design submitted receiving a score of zero. All other submissions will be ranked and assigned a score between 0 and 30 points.	30	0
5.0 Material Durability (Weight = 15 Points)		
The longevity of proposed materials will be evaluated for lifespan, ability to withstand the elements (sun, temperature extremes, wind, etc.) and resistance to vandalism. Proponents are encouraged to include product details that demonstrate proven lifespan and durability.	15	15
TOTAL SCORE:	100	47



REQUEST FOR DECISION

SUBJECT:	Greenview Regional Multiplex – All-Inclusive Preventive Maintenance Contract		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER: KG
DEPARTMENT:	RECREATION	GM: DM	PRESENTER: KG
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –Policy 1018 Expenditure and Disbursement;

RECOMMENDED ACTION:

MOTION: That Council accept Administration’s recommendation to select Nordic Mechanical Services’ all-inclusive 3-year preventative maintenance contract for an annual sum of \$82,900.00 plus GST for the Greenview Regional Multiplex.

BACKGROUND/PROPOSAL:

The Greenview Regional Multiplex is one of two recreation facilities owned and operated by Greenview. A local hub of the community, the Multiplex welcomes thousands of patrons a year to its inviting aquatics facility, grand fieldhouse, and stunning fitness centre. A pride of the Greenview fleet, the GRM has an elaborate maintenance system, intricate web of source equipment, and three floors of engineered mechanical systems.

A comprehensive building maintenance and mechanical plan is an important asset to any organization and facility of this size. Critical system failure can cause a building of this magnitude to result in significant revenue loss, downtime, and poor public perception. Protection of an asset this rich deserves the proper care and attention that a Guaranteed Professional Maintenance plan (GPM) will provide.

When the facility was first constructed, an annual inspection and facility preventative maintenance plan was not considered, thus maintenance became reactionary with staff responding to only the immediate needs to maintain occupancy and operation. At Administration’s request, Nordic Mechanical Services submitted a proposal for a preventative maintenance plan, to prolong the life expectancy of the existing building. Most notably, buildings if maintained properly can improve their overall life expectancy, thereby saving the high replacement costs associated with equipment breaking down or becoming obsolete. With this proposed plan, Greenview will see a reduction in costs associated with frozen pipes, overheating of mechanical systems, and boiler breakdowns. The plan proposed is over and above the skillset of our staff, which is why we sought to have an independent operation assist us with the overall all-inclusive preventative maintenance plan.

As per the purchasing policy, Administration approached two other current contract service providers to review the request, tour the facility, and provide comparable quotes for the same service. Nordic Mechanical Services was the only contract service provider that completed a comprehensive analysis and submitted an all-inclusive quote for consideration as requested.

Administration estimates that the proposed preventative maintenance contract will provide an annual operational budget expense savings of \$166,000.00 through the discontinuation of current contracts, efficiencies of facility expenses, and the reduction of staffing expenses.

Nordic Mechanical has a great reputation with Greenview, and the various recreation facilities they service. Nordic has been instrumental in working with Greenview regarding the Grande Cache Recreation Centre preventative maintenance plan. This has not been an easy task given the age of the building, the intricate mechanical systems involved, as well as the remoteness of our facility. Nordic Mechanical has excellent, well-trained, professional staff, which is why Administration is recommending that they be awarded the Greenview Regional Multiplex preventative maintenance package based on their previous performance with Greenview.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Administration can reduce the annual operational costs at the Greenview Regional Multiplex.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to accept the Greenview Regional Multiplex Maintenance contract as information.

FINANCIAL IMPLICATION:

Direct Costs: The direct cost for Greenview would be \$ 82,900.00 plus GST annually for 3 years.

Ongoing / Future Costs: There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are staffing implications to the recommended motion with an adjustment to the staffing.

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 complete the necessary recommended actions as directed by Council.

ATTACHMENT(S):

- Preventative maintenance contract chart

GREENVIEW REGIONAL MULTIPLEX - TOTAL MAINTENANCE SCOPE PROPOSALS			
Company	G&M PLUMBING & HEATING	NORDIC MECHANICAL SERV	TRANE CANADA ULC
Scope	The scope of work that was requested to quote on was an all encompassing quote inclusive of preventitive maintenance, replacement and repair, materials and energy efficiency modeling with the focus on reducing annual expenses.		
Goal	The goal is to reduce expenses in material costs, downtime and administration costs while providing a one stop shop and providing leadership with confidence in the ongoing care of the Greenview Regional Multiplex		
Preventitive Maintenance \$	\$13,356.00	Included in entire contract	No quote received
Equipment Replacement \$	No quote received	Included in entire contract	No quote received - time and materials
Building Management Sys \$	Out of scope	Included in entire contract	\$6,650.00
Energy Efficiency Modelling	Out of scope	Included in entire contract	Out of scope
Total:	\$13,356 plus "time and materials / Limited proposal with no comprehensive report	\$82,900 all inclusive	No report and not enough information submitted as requested



REQUEST FOR DECISION

SUBJECT: Municipal Energy Manager Program

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 9, 2021

DEPARTMENT: INFRASTRUCTURE & PLANNING

STRATEGIC PLAN: Infrastructure

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM: RA

LEG: DL

MANAGER:

PRESENTER: RA

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to hire an Energy Manager through the Municipal Energy Manager Program with the position contingent on the success of the grant application to cover eighty percent of the position and the remaining twenty percent to come from the Building Restricted Administration Reserve.

BACKGROUND/PROPOSAL:

The government has taken the initiative to help with lowering energy costs operating / improving infrastructure. The funding is set up for a 1 or 2 year term and pays 80% of eligible expenses to a maximum of \$80,000 per year. The position would build a customized energy management plan for Greenview.

An Energy Manager will build a customized energy management plan, conduct an energy audit on the highest energy-consuming municipal building, lead cost, energy and emissions-reducing projects and achieve a 5% Greenhouse Gas (GHG) reduction.

Eligible expenses consist of direct salaries, or wages paid by the municipality to the energy manager for time worked on energy savings/GHG reduction activities and in accordance with the municipality's pay scales as regular salary excluding overtime pay and bonuses.

- Year 1 80% of eligible expenses to a maximum of \$80, 000 per year
- Year 2 80% of eligible expenses to a maximum of \$80,000 per year

Year 2 is optional and contingent on meeting minimum Year 1 requirements.

Administration has invited the County of Grande Prairie to partner with Greenview to share the energy manager. To date, Administration has not received a response from the County.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview can develop an energy management plan and find cost and energy savings.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or deny the request for Administration to apply to the Energy Manager Program.

Alternative #2: Council has the alternative to direct Administration to partner with another municipality to share an energy manager.

Alternative #3: Council has the alternative to fund this program from the Infrastructure & Planning Contracting Services Approved 2021 Budget.

FINANCIAL IMPLICATION:

Building Restricted Admin Reserve has a current balance of approx. \$13,319,000.00

Direct Costs: \$25,000.00

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 complete the application to the Municipal Energy Manager Program.

ATTACHMENT(S):

- MEM Guide Book

MUNICIPAL ENERGY MANAGER PROGRAM GUIDEBOOK

January 2021

This Guidebook provides an overview of the eligibility requirements, available funding, and process for Municipalities to participate in the Municipal Energy Manager program.



**Municipal
Climate Change
Action Centre**

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1.0 PROGRAM OVERVIEW

The Municipal Energy Manager (MEM) program enables Municipalities to manage their energy use, become more energy efficient, and reduce greenhouse gas (GHG) emissions in their facilities by providing funding to hire a Municipal Energy Manager. A MEM helps Municipalities by developing an energy management plan, finding energy-saving opportunities, and leading energy and GHG reducing projects. The MEM program supplements the salary of a new or existing municipal employee to serve as the Municipal Energy Manager.

2.0 ELIGIBILITY

2.1 Eligible Participants

The following are eligible to participate in the MEM program:

- Municipalities: designated Municipalities within the province of Alberta with population sizes below 150,000 residents (as per the 2016 Alberta Population Census) are eligible to participate in the MEM program. As per Section 1(s) of the Municipal Government Act, a “Municipality” is defined as:
 - a city, town, village, summer village, municipal district or specialized Municipality;
 - repealed 1995 c24 s2;
 - a town under the Parks Towns Act;
 - or a Municipality formed by a special Act; or, if the context requires, the geographical area within the boundaries of a Municipality described in sub-clauses (i) to (iii).

2.2 Ineligible Participants

The following are considered ineligible to participate:

- Municipalities with populations greater than 150,000 residents (as per the 2016 Alberta Population Census);
- Non-profit organizations;
- Co-operative organizations;
- For-profit businesses;
- Indigenous communities;
- Institutions such as schools, hospitals, universities, or colleges;
- Municipalities who are currently receiving climate change mitigation staff funding through the Municipal Climate Innovation Program (MCIP) delivered by the Federation of Canadian Municipalities (FCM), and;
- Other organizations deemed ineligible by the MCCAC.

2.3 Description of Need

The MEM program helps Municipalities who lack the required internal capacity to develop energy management practices, track energy consumption and conduct energy-saving projects. To apply, Municipalities must describe their current energy management capabilities and justify their need for energy management support. The MCCAC will review the Municipality’s justification of need and approve program participation on a case-by-case basis.

2.4 Regional Collaboration

Small Municipalities are encouraged to partner with one or more neighbouring Municipalities and share a MEM across a region. When multiple Municipalities form a partnership, a lead Municipality must submit the MEM Application, be the signatory to the Funding Agreement, and receive incentive funding on behalf of the partnership. Small Municipalities may also apply for a single dedicated MEM if they provide appropriate rationale, demonstrate above-average municipal energy use, and identify significant energy saving opportunities. All applications will be evaluated by MCCAC on a case-by-case basis. The partnering Municipalities are responsible for determining their own financial and operational arrangements as partners in the program. A regional MEM is subject to all the Minimum Required Deliverables outlined in Section 4.0.

3.0 FINANCIAL INCENTIVE RATE

3.1 MEM Incentive Rate

The MCCAC will pay the Municipality an incentive for the employment of a Municipal Energy Manager in accordance with the incentive rates defined in Table 3.1. Year Two funding is contingent on the MEM meeting the minimum Year One requirements.

Table 3.1: MEM Incentive Rates

MEM Term	Rebate
Municipal Energy Manager – Year One	80% of MEM salary to a maximum of \$80,000 per year
Municipal Energy Manager – Year Two (optional and contingent on meeting minimum Year One requirements, as listed in Section 4.0)	80% of MEM salary to a maximum of \$80,000 per year

*The MCCAC, at its sole discretion, reserves the right to adjust program rebate levels over time in accordance with changing market conditions. Such changes will be announced publicly, highlighting a clear cut-off date for application approval under existing rebate levels. MCCAC reserves the right to provide an add-on incentive or adjust funding caps to achieve geographic distribution of funding. **Municipalities with hired MEMs prior to April 30, 2021 will be eligible for Year Two funding and access to technical advisor support.***

3.2 Maximum Funding Limits

To ensure a diversity of Municipalities have access to funding, funds distributed to Municipalities are currently capped at \$160,000 per participating Municipality. The maximum funding that a Municipality can be allocated is \$80,000 per year or 80% of the MEM salary, whichever is lower. It is recommended that MEM salaries emulate a relevant and justifiable pay band for positions of similar roles and responsibilities within the Municipality. No more than one position will be funded per Municipality or partnership.

3.3 Eligible Expenses

Eligible expenses consist of direct salaries, or wages paid by the Municipality to the MEM for time worked on energy savings/GHG reduction activities and in accordance with the Municipality's pay scales as regular salary excluding overtime pay and bonuses.

MCCAC reserves the right to request detailed salary cost breakdowns during MEM employment. Labour costs must be documented in a manner that meets audit standards for verification of eligibility of cost and level of effort.

3.4 Ineligible Expenses

Expenses that are ineligible for reimbursement through the MEM program include:

- In-kind contribution of services;
- Day-to-day office supplies and equipment (e.g., telephone, computer)
- Salaries of staff participating in related activities (except for the MEM role);
- Expenditures related to regular business activities;
- Overtime pay;
- Bonuses/performance pay;
- Fringe benefits such as sick days, health, medical, and life insurance, pension plans, any other fringe benefits not listed as eligible;
- Costs related to ongoing or other business activities and not specifically required for energy savings/GHG reduction activities;
- Training sessions or courses;
- Travel expenses including fuel, lodging, and all other travel-related expenses;
- Membership fee or dues; and
- Any other expense deemed by the MCCAC to be ineligible.

3.5 Incentive Disbursement

After receiving notice of the MEM hire and their annual salary value, the MCCAC will pay the MEM incentive to the participating Municipality as follows:

Year One:

- MCCAC will fund 40% of the MEM's annual salary, in accordance with program funding maximums upon receiving an executed Funding Agreement, completed Skills and Behaviours Checklist, and notice of the MEM's employment start date and annual salary.
- MCCAC will fund the remaining 40% of the MEM's annual salary, in accordance with program funding maximums upon receiving and approving the MEM's second-quarter progress report.

Year Two:

- Upon approval of the Year One third-quarter progress report, the deliverables therein, and the request for Year Two funding, the MCCAC will fund 40% of the MEM's annual salary, in accordance with program funding maximums to be paid after the MEM's one-year employment anniversary.
- MCCAC will fund the remaining 40% of the MEM's annual salary, in accordance with program funding maximums upon receiving and approving the MEM's second-quarter (Year Two) progress report. For

example, if a Municipality were to hire a MEM with an annual salary of \$70,000, the MCCAC would provide an upfront payment of \$28,000 (40%) to the Municipality upon receiving the items listed above. After receiving and approving the MEM's second-quarter progress report, the MCCAC would fund the remaining \$28,000 (40%) to the Municipality for a yearly total of \$56,000 (80%).

The MCCAC reserves the right to deny Year Two funding if the quality and comprehensiveness of Year One deliverables are not to the MCCAC's satisfaction. The Year One final report must detail any Year One deliverables that were not met and provide a detailed rationale as to why. If applying for Year Two funding, the Municipality reserves the right to provide their MEM a merit or performance-based raise, but MCCAC funding percentages and caps will not change from Year One to Year Two of employment. *All MEM program incentive disbursements will be paid by cheque or electronic fund transfer after the MCCAC has received and verified the required deliverables.*

3.6 Applying for Year Two Funding (Optional and Conditional)

Year Two funding is contingent on the MEM meeting the minimum Year One requirements, submitting a request for Year Two funding, and being approved by MCCAC. Municipalities requesting Year Two funding must indicate their intent to apply for Year Two funding within their third-quarter progress report.

The section within the third-quarter progress report will be reviewed as the Year Two application and must include:

- A high-level Year Two Work Plan including the continuation of the Energy Management Plan, an overview, timeline, and plan to achieve Year Two deliverables, examples of potential GHG reducing projects, and any other planned activities.
- A letter of support from administration or council that communicates a willingness to support the MEM in achieving their Year Two deliverables.

The Municipality will be notified of the approval of the above items prior to the submission of the Year One final report and funding will be formally held. Year Two funding will be disbursed to the Municipality after the MEM's one-year employment anniversary. The MCCAC must be immediately notified of any scope deviation from the MEM Application or Funding Agreement, and an amendment must be duly executed to capture the scope change.

4.0 DELIVERABLES

The Year One and Year Two deliverables outlined below describe the minimum activities a MEM must complete. In addition to completing these minimum deliverables, participating Municipalities may leverage their MEM in other energy management, energy efficiency, renewable energy, or emission reduction initiatives as time permits. Other municipal staff, including the MEM's supervisor, will be expected to attend several workshops and sessions throughout the employment term. Other existing staff may also need to support the MEM in meeting program deliverables, as appropriate.

4.1 Year One Deliverables

- Attend, participate, and facilitate the Energy Management Assessment with technical advisors to evaluate the current state of energy management practices and policies in the Municipality.
- Prepare a Year One Work Plan that provides an overview of all Year One required deliverables and a timeline of all Year One activities.
- Develop or refresh an Energy Management Plan (EMP), covering three or more years, for all in-scope municipal facilities including, at a minimum:
 - Results of the Energy Management Assessment including the action plan and organizational engagement plan;
 - An internal assessment of energy performance and associated greenhouse gas emissions of all municipal buildings via energy benchmarking tools, such as Energy Star Portfolio Manager, RETScreen Expert, or equivalent;
 - Assign GHG reduction targets for the in-scope municipal building portfolio. Tools offered through the Partners for Climate Protection (PCP) program administered by the Federation of Canadian Municipalities (FCM) may be leveraged to assist in this work;
 - Identification, prioritization, and implementation schedule of specific opportunities to realize measurable and meaningful improvements in energy efficiency as recommendations to building managers;
 - A list of the most appropriate opportunities for pursuing GHG reductions in the municipal building portfolio, as determined by the MEM; and
 - A comprehensive list of incentive funding available to the Municipalities that will support the identified opportunities.
- Present the EMP and Work Plan to municipal staff and elected officials. Send the EMP, Work Plan, and presentation slides to MCCAC.
- Complete an energy audit on the highest energy-consuming municipal building (or building with the most energy efficiency potential as determined by the EMP's benchmark) through a third-party contractor or internal resources such as the MEM and send results to MCCAC. Energy audits must follow the level of rigour outlined in the REC Scoping Audit and Engineering Study Guidelines or equivalent guide as approved by MCCAC. Funding opportunities for energy auditing may exist and are recommended.
- Complete or initiate greenhouse gas (GHG) emission-reducing activities that achieve a 5% GHG reduction from the determined baseline year's emissions or an approved reduction based on the EMP scope and the in-scope inventory.
- Complete quarterly progress reports on deliverable progress, updates to the Work Plan and EMP, and identification of additional energy-related work beyond MEM deliverables to be submitted to MCCAC.
- Present an overview of Year One achievements and deliverables to municipal and elected officials that includes details on Year One progress including the Work Plan, the EMP, case studies on the GHG reducing projects, and any other related initiatives. Send presentation slides to MCCAC.
- Participate in the Energy Management Assessment update with technical advisors to evaluate the changes and status of energy management practices and policies over Year One.

If applying for Year Two funding: The third-quarter progress report must include the items outlined in Section 3.6. If not applying for Year Two funding: The MEM must submit a final report at the end of the fourth-quarter, signed off by the Project Manager, that includes Year One achievements, energy management

recommendations, and a summary of all projects. The final report must confirm that the Municipality is not requesting Year Two funding.

4.2 Year Two Deliverables

- Expand upon and finalize the Year Two Work Plan submitted in the third-quarter progress report that includes at a minimum, an overview of all Year Two required deliverables, a timeline of all Year Two activities, and potential GHG reducing projects.
- Continue following the Year One Energy Management Plan (EMP) deliverables for all municipal facilities and refresh as needed to reflect the following:
 - Updated results of the Energy Management Assessment to evaluate the changes and status of energy management practices over Year One;
 - Updated municipal building portfolio energy performance via energy benchmarking with up to date energy consumption information;
 - Revised GHG reduction targets for the entire municipal building portfolio, if required;
 - Additional identification of specific opportunities to realize measurable and meaningful improvements in energy efficiency as recommendations to building managers, if any;
 - An updated list of the best opportunities for pursuing GHG reductions in the municipal building portfolio; and
 - An updated list of incentive funding available to Municipalities that will support the identified opportunities.
- Present the EMP and Work Plan to municipal staff and elected officials. Send the EMP, Work Plan, and presentation slides to MCCAC.
- Complete or initiate greenhouse gas (GHG) emission-reducing activities that achieve a 5% GHG reduction from the previous year's emissions or an approved reduction based on the EMP scope.
- Complete quarterly progress reports on deliverable progress, updates to the Work Plan and EMP, and identification of additional energy-related work beyond MEM deliverables to be submitted to MCCAC.
- Present an overview of Year Two deliverables to municipal staff and elected officials that includes details on Year Two progress including the Work Plan, the EMP, case studies on the GHG reducing projects, and any other related initiatives. Send presentation slides to MCCAC.
- Participate in the Energy Management Assessment update with technical advisors to evaluate the changes and status of energy management practices and policies over Year Two.
- Submit a final report that summarizes all Year One and Two projects, continued energy management recommendations, and municipal learning outcomes.

All deliverables including the EMP, Work Plans, presentation slides, or other materials must be sent to the designated MCCAC Coordinator for progress tracking purposes upon completion. Municipalities receiving MEM funding are encouraged to apply for project funding from MCCAC or other organizations to offset the cost of identified projects.

5.0 HOW TO PARTICIPATE

Step 1: Submit the MEM Expression of Interest

Municipalities must submit an EOI to notify the MCCAC of their intent to participate and to enable MCCAC to screen for eligibility prior to hiring a MEM. The MCCAC will review all information provided in the EOI and will contact the Municipality to provide information regarding subsequent stages of the application process.

Note: Completion of the EOI does not secure funding or a place in the first-come, first-served queue.

Step 2: Submit the MEM Application

- Municipalities must submit the MEM Application and all required attachments to contact@mccac.ca. The MEM Application Form is available on the MEM webpage at www.mccac.ca/programs/MEM.

Municipalities must provide the following information within the MEM application:

- Municipality or Municipal District name;
- Project Manager name and contact information;
 - The MEM will report to this Project Manager and will serve as the lead contact to the MCCAC to participate in the program.
- Description of the rationale and need for a MEM including the estimated number of full-time employees working on energy management, energy efficiency, renewable energy, or other related initiatives;
- Description of a high-level Work Plan, including projects and tasks that the Municipality anticipates the MEM will focus on in Year One;
 - Including details that pertain to the items listed in Section 4.0: MEM Minimum Required Deliverables.
- Description of the anticipated MEM salary and salary band, including brief rationale;
- Brief description of the capital funding available for GHG-reducing project implementation to meet the items in Section 4: MEM Minimum Required Deliverables.
- Describe how the MEM will be hosted (office space, high-level overview of their access to energy data, buildings, etc.)
- Any other initiatives the Municipality wants to complete beyond the MEM Minimum Required Deliverables.

The MCCAC will review and approve the applications on a first-come, first-served basis. The MCCAC, at its sole discretion, reserves the right to deny or limit approval of any MEM Application for reasons including but not limited to the quality of application, or otherwise.

Step 3: Sign Funding Agreement

Applications will be reviewed, and when approved, Municipalities will be issued a MEM Funding Agreement. A signed copy of the MEM Funding Agreement must be scanned and sent to contact@mccac.ca. The MCCAC will return a final copy of the executed agreement to the Municipality. Once the MEM Funding Agreement is fully executed, Funding is formally reserved, and the Municipality may proceed to Step 4. The MCCAC must be immediately notified of any scope deviation from the Funding Agreement, and an amendment must be duly executed to capture the scope change.

Step 4: Hire a Municipal Energy Manager

After signing the Funding Agreement, the Municipality can begin the hiring process. Municipalities will hire a candidate of their choice. MCCAC must be notified regarding hiring. The Municipality is responsible for all steps of the hiring process including preparation of a job posting, selecting and interviewing candidates, checking references, and selecting a successful candidate. The Municipality is encouraged to recruit an energy manager that is professionally designated. Applicable designation may include a Certified Engineering Technologist (CET), Certified Energy Manager (CEM), Energy Manager In Training (EMIT), or a licensed professional engineer in the province of Alberta (P.Eng) with experience in energy management. An equivalent combination of education and experience in energy management will also be considered, and other appropriate qualifications may be acceptable at the MCCAC's discretion.

The Municipality must employ the MEM on a full-time basis. The MEM must be located at the participating site(s) for a minimum term of 12 months with the Municipality. The MCCAC will fund 40% of the MEM's annual salary, in accordance with program funding maximums upon receiving a completed Skills and Behaviours Checklist, and notice of the MEM's employment start date and annual salary.

Step 5: Complete the Year One Required Deliverables and Work Plan

The MEM is to complete, at a minimum, the Year One deliverables within Section 4.0 Minimum Required Deliverables and is encouraged to complete all items identified in their Year One Work Plan. The Municipality is solely responsible for ensuring that this work is completed within the allotted timeframe. All reports and presentation slides are to be sent to the MCCAC upon completion. The MCCAC or technical advisors may schedule touch points with the MEM to monitor progress. Incomplete deliverables must be identified and explained with rationale and remediation.

Municipalities applying for Year Two funding must indicate so in the third-quarter progress report and provide the supporting documentation as per Section 3.6 and 4.0. If Year Two funding is approved, proceed to Step 6. If the Municipality chooses to not apply for Year Two funding, skip to Step 8.

Step 6: Year Two Funding Approval (Year Two Applicants Only)

Year Two funding is reserved upon approval of the third-quarter progress report and Year Two application documentation aligned with Section 3.6 and 4.0. If approved, 40% of Year Two funding will be disbursed to the Municipality after the MEM's one-year employment anniversary.

Step 7: Complete the Year Two Required Deliverables and Work Plan (Year Two Applicants Only)

The MEM is to complete, at a minimum, the Year Two deliverables within Section 4.0 Minimum Required Deliverables and is encouraged to complete all items identified in their Year Two Work Plan. The Municipality is solely responsible for ensuring that this work is completed within the allotted timeframe. All reports and presentation slides are to be sent to the MCCAC upon completion. The MCCAC or technical advisors may schedule touch points with the MEM to monitor progress. Incomplete deliverables must be identified and explained with rationale and remediation.

Step 8: MEM Completion Activities

In the final three months of the MEM's employment through MCCAC funding, the Municipality must provide the following documentation indicating their participation in the MEM program was completed in accordance with the MEM Funding Agreement:

- A final report (submitted in either Q4 of Year One or Q4 of Year Two);
- A signed Project Completion Statement provided by MCCAC;
- Updated copies of all completed deliverables including the Work Plan, EMP, energy audits, and presentation slides;
- An overview of the completed projects including the energy savings, cost savings, and GHG emission reductions facilitated by the MEM;
- A brief abstract describing the Municipalities involvement in MEM, including one or more quotes from the Municipality's leaders to be used for MCCAC program marketing.
- A photograph or set of photographs of the Project that may include:
 - Staff engagement activities; and
 - Energy-saving projects completed.

The MCCAC will review the provided documentation and issue a MEM Project Completion Statement to the Municipality. A signed copy of the MEM Project Completion Statement must be scanned and sent to contact@mccac.ca or the designated MCCAC Project Coordinator.

6.0 TECHNICAL ADVISOR SUPPORT

MCCAC has secured CLEAResult Canada Inc. to deliver technical advice, training, and coaching support to each MEM. CLEAResult's team has significant experience implementing energy management programs across North America and implements strategic energy management practices specifically tailored to the MCCAC MEM program. This approach encourages high-engagement, skill-building, an organization-wide approach to energy efficiency, GHG emissions reduction, and efficiency gains.

CLEAResult's energy coaches have deep expertise in both the technical and organizational aspects of strategic energy management. This expertise goes beyond energy savings to include training in organizational change, and executive engagement to support decision-making on energy efficiency initiatives. CLEAResult energy coaches are uniquely qualified and are well-equipped to assist the energy management of a variety of facilities types. Using a combination of on-site activities, organizational coaching techniques, and technical support, the CLEAResult team ensures both the Municipality and MEM are supported and successful in meeting the program deliverables as outlined in Section 4.0. By working with an energy coach, MCCAC envisions the development of a lasting energy management culture in the Municipality.

7.0 EVALUATION AND VERIFICATION

7.1 Evaluation Survey

Municipalities will be invited to provide feedback on the MEM program implementation processes and operations, to help MCCAC's improve program efficiency and cost-effectiveness, strengthen marketing, focus outreach, and increase the satisfaction of program participants. Municipalities will also be asked to help the MCCAC determine the extent to which the MEM program is achieving intended outcomes and objectives.

7.2 Verification

The MCCAC may contact any Municipality receiving funding through the MEM program, or a third-party evaluator retained on behalf of MCCAC, to verify project activities or be asked to complete a written, oral, or electronic participant survey.

Upon request, the Municipality must submit documentation to establish, to the satisfaction of the MCCAC, that the Municipality incurred and paid all eligible expenses reported. All items on an invoice other equivalent submitted by the Municipality must be listed separately, and the cost for each eligible expense must be clearly identified.

The Municipality must also provide any other documentation requested by MCCAC. If the Municipality fails to provide information within a reasonable time on reasonable notice, as determined by MCCAC, for the audit and evaluation of the project, the Municipality may be required to refund any and all payments received under the program, as well as forfeit any future payments under the program.

8.0 REMEDIES AND WARRANTIES

8.1 Refunds

The Municipality shall immediately refund to MCCAC any payment received under the MEM Program not in accordance with the MEM Guidebook and the MEM Funding Agreement upon notice being provided to the Municipality by the MCCAC. Failure to make repayment as required by MCCAC creates a debt owing to the Government of Alberta that can be offset against any money the Government of Alberta owes to the Participant.

8.2 False or Misleading Information

If the Municipality provides any false, misleading, or incomplete information under the MEM, the Municipality shall forgo all rights to benefit from the MEM program.

8.3 Limitation of Liability

MCCAC's sole liability is limited to paying the properly qualified incentives specified herein.

The Municipality acknowledges that any MEM, service provider, contractor, or other provider selected by the participant is not an agent, contractor or subcontractor of MCCAC. Municipalities are responsible for exercising due diligence in selecting qualified Contractors and ensuring that projects relating to the Required Deliverables in Section 4.0 are completed in accordance with all applicable municipal bylaws (e.g. permitting and inspections) and the laws of the Province of Alberta. Neither MCCAC nor any of its affiliates shall be liable to the Municipality or to any other party caused by the MEM, or for any and all damages to property or injuries to persons caused by or arising from any activities associated with this program.

9.0 APPLICATION CHECKLIST

Step 1: Submit an Expression of Interest

- ☐ Complete and submit an Expression of Interest

Step 2: Submit the MEM Application

- ☐ Complete and submit the MEM Application, available at www.mccac.ca/programs/MEM

Step 3: Sign Funding Agreement

- ☐ Review, sign, and submit the MEM Funding Agreement issued by the MCCAC

Step 4: Hire a Municipal Energy Manager

- ☐ Begin the hiring process
- ☐ Submit the completed Skills and Behaviors Checklist, the selected candidate's resume, contact information, and annual salary value to contact@mccac.ca
- ☐ Hire a Municipal Energy Manager
- ☐ Receive incentive funding from the MCCAC as per Section 3.5 (Year One Payment #1)

Step 5: Complete the Year One Required Deliverables and Work Plan

- ☐ Municipal Energy Manager to complete, at a minimum, the Year One deliverables as per Section 4.0
- ☐ Receive incentive funding from the MCCAC as per Section 3.5 (Year One Payment #2)
- ☐ Choose whether to apply for Year Two funding as per Section 3.6

Step 6: Year Two Funding Approval (Year Two Applicants Only)

- ☐ Submit items described in Section 3.6 for approval
- ☐ Receive incentive funding from the MCCAC after MEM employment anniversary as per Section 3.5 (Year Two Payment #1)

Step 7: Complete the Year Two Required Deliverables and Work Plan (Year Two Applicants Only)

- ☐ Municipal Energy Manager to complete, at a minimum, the Year Two deliverables as per Section 4.0
- ☐ Receive incentive funding from the MCCAC as per Section 3.5 (Year Two Payment #2)

Step 8: MEM Completion Activities

- ☐ Provide necessary documentation as outlined in Section 5.0 Step 8
- ☐ Review, sign, and submit the Project Completion Statement issued by the MCCAC

CONTACT US

Questions about the MEM program may be directed to:

Municipal Climate Change Action Centre
Alberta Municipal Place
300-8616 51 Avenue
Edmonton, AB T6E 6E6
780.433.4431
contact@mccac.ca

Twitter: @MCCAC_Alberta
Facebook: @mccacab





REQUEST FOR DECISION

SUBJECT: Purchase of 2021 Light Duty Vehicles

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 9, 2021

DEPARTMENT: OPERATIONS

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

MANAGER: JF

GM: RA

PRESENTER: LB

LEG: DL

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Expenditure and Disbursement Policy (Policy No. 1018)

Vehicle and Equipment Replacement Policy (Policy No. 4006)

RECOMMENDED ACTION:

MOTION: That Council award the 2021 Light Duty Vehicle Tender to Windsor Ford for two units with an upset limit of \$87,709.04, with funds to come from Facility Maintenance and Environmental Services approved 2021 Capital Budgets.

BACKGROUND/PROPOSAL:

Administration publicly posted a tender on Alberta Purchasing Connection Feb. 3, 2021, closing February 18, 2021 inviting vendors interested in supplying Greenview with two light duty vehicles (1/2 ton 4X4 pick-up trucks). Administration contacted multiple vendors to notify them of the opportunity of two units. The total combined approved in budget for these two units is \$94,700.00. Greenview received two responses listed in the table below with price total listed for two units. After bids were received and opened, Ken Sargent GMC contacted Administration notifying that they would not be able to fulfill the bid due to production and supply limitations from General Motors for 2021.

Supplier	Make	Location	Price Total	Comments
Windsor Ford	Ford	Grande Prairie	\$87,709 .04	Recommended by Administration
Ken Sargent GMC	General Motors	Grande Prairie	\$86,212.80	Unable to supply quoted units

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will have vehicles for staff to utilize in performing their tasks.

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 award this tender.

FINANCIAL IMPLICATION:

Direct Costs: \$87,109.04

Ongoing / Future Costs: Ongoing maintenance is required for the life of the unit while operated and service of Greenview.

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 interested parties of Council's decision accordingly.

ATTACHMENT(S):

- Policy 1018 Expenditure and Disbursement
- Policy 4006 Vehicle and Equipment Replacement
- Vendor response summary

Title: EXPENDITURE AND DISBURSEMENT POLICY

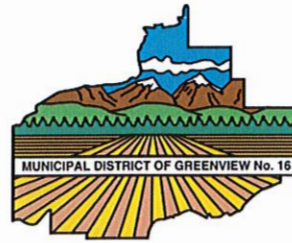
Policy No: 1018

Effective Date: March 11, 2019

Motion Number: 19.03.198

Supersedes Policy No: NONE

Review Date: March 11, 2021



Purpose: To establish expenditure control guidelines by identifying processes for the efficient procurement and payment of goods and services for Greenview in support of effective operations based on the following principles:

- Council recognizes the need for the prompt payment of accounts and delegates the authority to disperse funds for all budget-approved expenditures to the Chief Administrative Officer and designates to the levels authorized under Procedure Section 2.
- Greenview is subject to two trade agreements, the New West Partnership Trade Agreement (NWPTA) and the Agreement on Canadian Free Trade Agreement (CFTA). These two agreements must be adhered to for all expenditures that occur within their respective limits.

Greenview will not consider purchasing or procuring goods or services from any contractor or supplier that is involved in litigation against Greenview. No consideration will be given for a period of five years from the conclusion of the litigation unless otherwise directed by Council.

DEFINITIONS

Administration means Greenview's Chief Administrative Officer and employees of Greenview

Associated Expenditure Officers means the individuals that are identified by the respective department's General Manager or Manager. These officers are delegated a limited amount of expenditure on behalf of the responsible Department Budget Manager. The Chief Administrative Officer or any General Manager or Manager providing this delegation to their staff is responsible to provide, in writing, to the Finance and Administration Manager; the name of the employee, the expenditure limit, and a copy of the employees' signature.

Accounting Officer means an individual that is a member of the finance team, such as the Manager of Finance and Administration, Manager of Financial Reporting, Staff Accountant and General Manager of Corporate Services and any version of these titles.

Capital Budget means the annual Greenview capital budget as approved by Council. **Capital Expenditure** means the purchase of an item identified in the Capital Budget. **CFTA** means the Canadian Free Trade Agreement and any amendments thereto.

Chief Administrative Officer means the person appointed as the Chief Administrative Officer of Greenview in accordance with the *Municipal Government Act* or a person delegated responsibilities by the Chief Administrative Officer in this policy in accordance with the *Municipal Government Act*.

Council means council for the Municipal District of Greenview No. 16.

Department Budget Manager means the manager who is ultimately responsible for the department's budget. The individual who creates and presents the department's proposed budget to Council.

Emergencies means when the lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involve public or staff safety.

Expenditure Officer means the individual that has the authority to sign contracts, purchase orders and invoices for payment. Typically, an Expenditure Officer will be the Chief Administrative Officer, General Manager, Manager or Assistant Manager responsible for a department, who is accountable for the department's budget control and administration.

Generally Accepted Accounting Principles means a common set of accepted accounting principles, standards, and procedures that organizations (public and private) and their accountants follow when they compile their financial statements. GAAP improves the clarity of the communication of financial information.

Goods means a manufactured item.

Litigation means the filing of an action in a court of law.

Nepotism means the practice among those with power or influence of favouring relatives or friends.

NWPTA means the New West Partnership Trade Agreement and any amendments thereto.

Operating Budget means the annual Greenview operating budget as approved by Council.

Purchase Card means a Greenview issued gas or credit card.

Quote means the price bid obtained in writing from a supplier of goods or services, but does not include a tender.

Service means any work or duties performed, including any materials provided.

POLICY

1. Greenview Council hereby establishes a policy for consistent, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *Municipal Government Act*, the NWPTA, and the CFTA. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing municipal goods and services and when providing grant funding.
2. The overall responsibility for implementing and monitoring the annual budget rests with the Chief Administrative Officer. The General Manager of Corporate Services has the overall responsibility for budget reporting and to ensure that all expenditures are a legitimate claim against Greenview, are within established authorities, and have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE**1. Responsibilities****1.1. *Expenditure Officers responsibilities include:***

- 1.1.1. Authorizing a proposed expenditure or disbursement within the financial limits established in this policy.
- 1.1.2. Ensuring that a purchase order is issued for all expenditures over \$1,500.00, other than those specifically identified in Section 6.2 of this policy.
- 1.1.3. Abiding by the NWPTA and CFTA when conducting tender calls, request for proposals or request for Quotes.
- 1.1.4. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.5. Initiating a disbursement that is consistent with the purpose for which the money is available.
- 1.1.6. Managing program or service delivery within Council approved budget allocation.
- 1.1.7. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.8. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.9. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.10. Verifying that purchase card (credit and gas) procedures are followed.
- 1.1.11. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.12. Delegating limited expenditure approval to their department's staff, as the Department's Budget Manager sees fit, and ensuring that all related documentation is submitted to Finance.

1.2. *Associated Expenditure Officers responsibilities include:*

- 1.2.1. Authorizing expenditures or disbursements within the expenditure limit delegated by their manager.
- 1.2.2. Signing and receiving a copy of every invoice for the items they have purchased on behalf of Greenview.
- 1.2.3. Ensuring invoices are authorized, signed and goods or services are received.

1.3. *Accounting Officers responsibilities include:*

- 1.3.1. Creating and verifying that adequate processes and controls are in place to safeguard against any material accounting misstatement and following the guidelines outlined within this policy.
- 1.3.2. Verifying that a proposed expenditure or disbursement has been properly authorized by an Expenditure Officer.
- 1.3.3. Verifying that a proposed expenditure or disbursement is for the purpose authorized by the approved budget, and is consistent with the purpose for which the money is available.
- 1.3.4. Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.
- 1.3.5. Verifying that the required supporting documentation is complete and readily available.
- 1.3.6. Verifying that the expenditure is charged to the appropriate general ledger account.

- 1.3.7. Verifying that the proposed expenditure or disbursement does not contravene any applicable policy or other legislative authority.
- 1.3.8. Arranging pre-authorized payments to be made directly from Greenview's bank account with authorization from the General Manager of Corporate Services.
- 1.3.9. Arranging direct deposits to be made to Greenview's bank account with the authorization from the General Manager of Corporate Services.
- 1.3.10. Ensuring that the General Manager of Corporate Services and any applicable staff are made aware of any budget to actual concerns that the accounting officer may become aware of during their daily duties.
- 1.3.11. Ensuring that the accounting practices are acceptable under the Generally Accepted Accounting Principles.
- 1.3.12. Preparing monthly department budget to actual reports.
- 1.3.13. Preparing and presenting to Council the organizational quarterly budget to actual report.

2. General Provisions

- 2.1. All expenditures shall be included in the current year's budget or be approved by a resolution of Council.
- 2.2. Greenview's Expenditure Officers may make an expenditure that is included in the approved operating and capital budgets up to the financial limits established in this policy or as otherwise approved by resolution of Council.
- 2.3. A resolution of Council is required for all unbudgeted expenses and all capital expenditures over \$200,000.
- 2.4. Expenditure Officers are authorized to commit Greenview for all purchases that have been approved in the annual budget as follows:
 - 2.4.1. Chief Administrative Officer up to the maximum budget allocation for operational expenses;
 - 2.4.2. General Managers, Assistant General Managers or delegate or as designated by the Chief Administrative Officer up to \$500,000;
 - 2.4.3. Department Managers, Assistant Managers or as designated by the Chief Administrative Officer up to \$200,000;
 - 2.4.4. Other staff as delegated in writing by the Expenditure Officers.
- 2.5. Operating expenditures that exceed the Council approved operating budget by less than \$10,000.00 but still remain within the overall department budget may be approved by the Chief Administrative Officer or designate. If the over expenditure does not remain within the total department budget, the expenditure shall be presented to Council for approval.
- 2.6. Capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the Chief Administrative Officer provided that such capital expenditure does not exceed the financial approval limits in this policy.
- 2.7. Any operational expenditure approved by Council by resolution may be awarded and/or actioned by Administration, excepting Request for Proposals, which must be awarded by Council.

- 2.8. Any capital expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration to a maximum of \$200,000.00, excepting Requests for Proposals, which must be awarded by Council. Purchases greater than \$200,000 on a capital expenditure that is not part of a tendered project must be approved by resolution of Council.
- 2.9. Any capital expenditures awarded or actioned by Administration will be reported to Council via the monthly manager's reports and will include: Budgeted amount, Company name and values of compliant bids received, the name of the successful bidder, a list of bidders submitting non-compliant bids.
- 2.10. Staff will not engage in nepotism and will make any conflict of interest (actual or perceived) known to the Chief Administrative Officer. If the staff person in question is the Chief Administrative Officer, they will make any conflict of interest known to Council.
- 2.11. Expenditure Officers shall not authorize an expenditure or disbursement where they are directly involved in the transaction, except in the case of attending training, conferences, travel and accommodations associated with work. The expenditure claim or credit card receipt/invoice should clearly state the reason for the expenditure or claim.
- 2.12. Expenditure authority may be delegated in the absence of the responsible Expenditure Officer. The General Manager of Corporate Services and Manager of Finance and Administration must be notified in writing prior to the delegation of the Expenditure authority.
- 2.13. A current listing of approved Expenditure Officers or associated Expenditure Officers, with specimen signature and applicable expenditure authority shall be maintained by the Manager of Finance and Administration and copied to Accounts Payable.
- 2.14. Due to reasons of standardizations, economies of scale, vendor familiarity or required expertise, the following types of expenditures are coordinated by the manager or department as identified below:
 - 2.14.1. Stationery and office supplies by Administration Office Reception;
 - 2.14.2. Office furnishings by Facility Maintenance;
 - 2.14.3. Office equipment by Information Technology;
 - 2.14.4. All electronic equipment and software purchases for use in conjunction with Greenview's Network Infrastructure must first be reviewed by Information Systems Staff for compatibility and compliance with information Technology Standards employed throughout the organization;
 - 2.14.5. Vehicles (non-emergency) and heavy equipment by the Manager of Operations with input from Fleet and receiving department's manager;
 - 2.14.6. Emergency vehicles by the Manager of Protective Services;
 - 2.14.7. All Greenview insurance by Corporate Services.
- 2.15. Reacquisitions, purchases, expenditures or contracts may not be divided in order to avoid the financial limits of this policy or the limits established in the NWPTA or the CFTA.

3. Marketing and Media Placement

- 3.1. Advertising, signage, print and marketing materials must be approved by the Communications Officer.

4. Emergency Expenditures

- 4.1. Unbudgeted expenditures may be undertaken in the event of an emergency situation where the Expenditure Officer must make purchase decisions efficiently to bring the emergency situation under control.
 - 4.1.1. Emergency expenditures may be authorized by the Chief Administrative Officer or designates.
 - 4.1.2. All such expenditures shall be reported to Greenview Council at the next available opportunity.
 - 4.1.3. Proper documentation of all emergency expenditures is required.

5. Contracts

- 5.1. Written contracts other than direct purchase orders should be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods or services, and the need to identify each party's degree of responsibility and or liability in the case of damage, default or loss.
 - 5.1.1. The Expenditure Officer must ensure that the necessary holdback percentage is withheld from progress payments where there is a holdback charge to compensate for potential defective work or claims from third parties. Progress payment or invoices related to contracts should be approved only after the person responsible for the contract certifies performance of services or receipt of goods or confirmed the percentage of work completed. Generally, this performance certificate is supplied by an engineering firm or project contract manager.
 - 5.1.2. A statutory declaration and WCB declaration must be obtained from the contractor and the third parties where required to discharge all claims and obligations against Greenview before payment is made and before any holdback or deposit is released. All defects must be corrected before the final payment is approved and security deposits are returned.

6. Purchase Orders

- 6.1. Purchases over \$1,500.00 must be initiated by either a purchase order or by way of written agreement prior to acquisition.
- 6.2. Purchase orders are not required for the following:
 - 6.2.1. Purchases under \$1,500.00;
 - 6.2.2. Petty cash;
 - 6.2.3. Personal expense claims;
 - 6.2.4. Progress payments (these are covered by signed agreements);
 - 6.2.5. Utility invoices;
 - 6.2.6. Other services such as legal and municipal insurance;
 - 6.2.7. Long-term contracts or service agreements;
 - 6.2.8. Lease agreements;
 - 6.2.9. Credit card purchases.

7. Cheque Requisitions

7.1. Cheque requisitions are required for:

7.1.1. All grant expenditures; and

7.1.2. All expenditures where an invoice is not available such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

8. Invoice Approval

8.1. The Acting Chief Administrative Officer (ACAO) may approve expenditures up to the Chief Administrative Officers limit while serving as the designated Acting Chief Administrative Officer. When the Acting Chief Administrative Officer signs in the absence of the Chief Administrative Officer, they shall include ACAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.

8.2. To avoid penalty charges the Chief Administrative Officer, Manager of Finance and Administration or the General Manager of Corporate Services may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible Expenditure Officer.

9. Purchasing Methods

9.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority in accordance with section 1.1.12 of this policy may be eligible for a purchase card upon approval by the Chief Administrative Officer. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchase card.

9.2. Greenview's Expenditure Officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.

9.3. Purchases between \$10,000.00 and \$74,999.99:

9.3.1. Expenditure Officers must attempt to obtain a minimum of three Quotes. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated by purchase order or contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the purchase order or contract.

9.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.

9.4. Purchases over \$75,000.00:

9.4.1. Expenditure Officers must abide by the NWPTA for purchases over \$75,000.00 both the NWPTA and CFTA for purchases over \$100,000.00 (see table in Section 10.1). A written contract must be signed for all purchases over this limit. The written contract may be a sales agreement for vehicle and equipment purchases.

All written contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature, and the appropriate Greenview signatures.

9.2.1. Tendering/ Requests for Proposals

9.2.2. Tenders or Request for Proposals must be issued in compliance with the Nwta and CFTA in accordance with the financial thresholds established in those agreements, unless such purchase is an excluded procurement as defined by the agreements.

Type	NWPTA	CFTA
Goods	\$75,000.00	\$100,000.00
Services	\$75,000.00	\$100,000.00
Construction	\$200,000.00	\$250,000.00

9.2.3. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website www.purchasingconnection.ca. Additional means of tendering notices may also be used.

9.2.4. The lowest bid meeting the tender or request for proposal requirements and/or specifications will normally be accepted. Justification in writing along with recommendation must be submitted if the lowest bidder is not selected. Normally the only acceptable reasons for selecting bidder that is not the lowest bidder would be:

9.2.5. Low bidder does not meet specifications;

9.2.6. Low bidder cannot deliver within the required time;

9.2.7. The quality of performance of previous contracts or services may be in question;

9.2.8. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);

9.2.9. The ability, capacity, experience and efficiency of the bidder.

9.2.10. The opening of tenders or requests for proposal must be completed in the advertised public setting.

End of procedure.

Title: Vehicle and Equipment Replacement

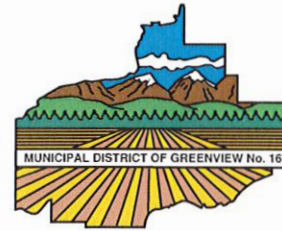
Policy No: 4006

Effective Date: May 11, 2020

Motion Number: 20.05.279

Supersedes Policy No: NONE

Review Date: May 11, 2023



Purpose: To ensure Greenview maintains a modern and reliable vehicle and equipment pool, at the lowest overall cost, through establishing a standard of equipment procurement, disposal, replacement and sustainable funding. Fire services equipment will be evaluated separately.

DEFINITIONS

ACAO means the Assistance Chief Administrative Officer.

CAO means Chief Administrative Officer.

CFO means the Chief Financial Officer.

GM means General Manager of one of the major departments and includes the Chief Financial Officer.

Greenview means the municipal corporation of the M.D. of Greenview No. 16.

Heavy Duty means a vehicle with a gross vehicle weight of greater than 10,000 lbs, including 1- ton trucks.

Life Cycle means the useful life of a vehicle or piece of equipment based on the average years, kilometres (km), or engine hours a vehicle or piece of equipment operates before maintenance becomes cost prohibitive.

Light/Medium Duty means vehicles with a gross vehicle weight of less than 8,500 lbs, including SUV's, minivans, ½ ton trucks.

Medium Duty means vehicles with a gross vehicle weight of between 8,500 and 10,000 lbs, including ¾ ton trucks.

SLT means Senior Leadership Team comprised of the GMs, CFO, A CAO and CAO.

POLICY

General Principles

1. Administration will recommend the type of equipment and vehicles that will be required to be replaced on a regular basis, to ensure the services of Greenview are provided as directed by Council.
2. Administration will endeavor to purchase the most economical and fuel efficient vehicles and pieces of equipment available and will recommend for purchase the most basic vehicle to suit the department's needs
3. Used vehicles and pieces of equipment may be considered for purchase.
4. Administration may consider leasing vehicles or equipment when economically feasible.
5. All fleet acquisition and disposal will be conducted through the legislated procurement processes and in accordance with Greenview purchasing policies.
6. In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.
7. Upon review, if a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance record, that vehicle or piece of equipment may be considered for a life cycle extension.
8. Vehicles and equipment will be evaluated for replacement based on the following criteria:

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms/engine hours/condition)
Light/Medium Duty Vehicles	10 years / 200,000 kms
Medium Duty Diesel Vehicles	10 years / 300,000 kms
Heavy Duty Vehicles	10 years / 300,000 kms
Graders	10 years / 7,500 hours
Loaders	10 years / 7,500 hours
Backhoes	10 years / 7,500 hours
Track Excavators	7,500 hours
ATV's/UTV's	15 years
Tractors (all types)	7,500 hours
Zambonis	10 years
Light Duty Mowers (zero -turn, self-propelled)	5 years
Gang Mowers	10 year
Water Tankers	20 years

Administrative Responsibilities:

9. Fleet Coordinator and Managers are responsible to recommend replacement of vehicles and equipment in accordance with this policy.
10. Vehicle accessories must be approved by the GM.

Policy No: 4006

11. Vehicle replacement requests must be approved by the GM.
12. SLT must sign off on department requests for fleet vehicles above light/medium duty.

Equipment and Vehicle Fleet Reserve

13. Administration will establish an Equipment and Vehicle Fleet Reserve.
14. Administration will establish a Capital Reserve Replacement rate, taking into consideration the life span of the equipment and vehicle(s) and the estimated replacement cost.
15. Equipment and Vehicle Fleet Reserve replacement charges will be transferred to a capital reserve fund for equipment and vehicle replacement.
16. Fleet replacement and due to obsolescence or end of life cycle will be financed through the Equipment and Vehicle Fleet Reserve.
17. Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the vehicle replacement reserve.
18. Proceeds from the disposal of vehicles or equipment will be allocated to the Equipment and Vehicle Fleet Reserve.
19. Interest earned from the Equipment and Vehicle Fleet Reserve will be allocated to the reserve at year end.
20. Council shall authorize the transfer of funds to and from the reserve.

2021 LIGHT DUTY VEHICLE TENDER

6.6 Inspection

All materials, supplies and services provided shall be subject to Owner's inspection.

7 VENDOR RESPONSE SUMMARY

7.1 SPECIFICATIONS

Two (2) New 2021, ½ Ton, 4x4, Crew Cab, Short Box, Gas Pickup Tender

SPECIFICATIONS	Included YES/NO	Optional Equipment Cost	Please Explain if Different
1.0 GENERAL			
1.1 These units will be used for general municipal use. Two (2) New 2021, ½ Ton, 4x4, Crew Cab, Short Box (6.5'), Gas Pickup. 72-84" Not extra short or long box	YES.		
1.2 Ease of services, maintenance and extended service life will be given consideration in awarding this tender.	YES.		
2.0 GROSS VEHICLE WEIGHT RATING			
2.1 GVWR shall not be less than 7,050 lbs.	YES.		
3.0 AXLES			
3.1 Limited slip differential rear end	YES	ELock - 3.55.	
3.0 BRAKES			
4.1 ABS with Traction Control	YES		
5.0 CAB			
5.1 Intermittent wipers	YES.		
5.2 Driver's seat with 6 way power with lumbar and front passenger seat with manual controls	YES		

2021 LIGHT DUTY VEHICLE TENDER

5.3	AM/FM radio, MP3 playback capability with Bluetooth-Hands free ready for cell phones.	YES		
5.4	Privacy tint rear glass	YES		
5.5	Color Exteriors – solid white	YES		
5.6	heated, fold away mirrors	YES		
5.7	Air conditioning	YES		
5.8	Cruise control and tilt steering	YES		
5.9	Rear seat included 60/40 split	YES		
5.10	Western style seat covers and installation for front and rear seats	YES		
5.11	Auxiliary floor mats Weathertec or comparable (front and back) to be provided whether carpet in or delete.	YES		
5.12	Factory installed remote start/keyless entry with warranty.	YES		
5.13	Tow Hooks	YES.		
5.14	Comfort package with power locks, windows/mirrors/mirror defrost and carpet delete. <i>(If carpet delete significantly impacts other requested option prices, "carpet in" will be accepted).</i>	YES		
5.15	Rearview camera	YES		
5.16	Bumper sensors on rear	YES		
6.0	ENGINE	400 HORSE POWER		
6.1	Please indicate horse power and options	3.5 V-6 ECO BOOST.		
6.2	Block heater	YES.		
6.3	HD alternator Specify Amps: <u>200.</u>	YES.		
7.0	FUEL TANKS			
7.1	Specify liters: <u>136 LITRES.</u>			
8.0	BATTERY			
8.1	Specify CCA: <u>610.</u>			
9.0	TRANSMISSION	10 SPEED.		
9.1	Automatic			

2021 LIGHT DUTY VEHICLE TENDER

10.0 WHEELS AND TIRES			
10.1 On/Off road tire Must have 4 Duratrac LT's, size compatible to the size of the truck or equivalent.	YES.		
10.2 Full service spare tire	YES.		
11.0 DELIVERY			
11.1 Please state definite date. When scheduled deliveries are not met, or when extended delays in manufacturing are being encountered, this may be considered sufficient cause to cancel the tender			8-12 WEEK FROM ORDER DATE.
11.2 Vendors are to price FOB Valleyview	YES.		
12.0 SPLASH GUARDS			
12.1 Rubber splash guards front and rear.	YES.		
13.0 HEADACHE RACK/BOX RAILS/			
13.1 Full aluminum headache rack with park, brake, and signal lights and full length box rails	YES.		
14.0 TRAILER AND TOW PACKAGE			
14.1 Trailer hitch	YES.		
14.2 Trailer wiring and 7-pin plug	YES.		
14.3 Electric brake control unit in cab	YES.		
14.4 Transmission cooler	YES.		
15.0 BOX SPRAY IN LINERS			
15.1 Linex (or equivalent) spray in liners (please specify). To include spray over top of box and tailgate under headache racks (if applicable)	YES		

2021 LIGHT DUTY VEHICLE TENDER

16.0 SIDE STEPS			
16.1 Full width running boards to extend full length of cab	YES.		
17.0 LIGHTS			
17.1 Driving/fog lights; must be mounted in valance (Factory Installed)	YES.		
18.0 SHOP MANUAL			
18.1 One shop / service manual and one digital copy	YES.		
19.0 WARRANTY	YES.		
19.1 To include manufacturer's warranty. Specify warranty coverage i.e.: distance and time frame – roadside assistance – towing, etc.			
19.2 List optional 5 year bumper to bumper warranty cost(specify coverages)			

5 YEAR PREMIUM CARE.
OR
100000km

\$ 1925.00
+ GST

2021 LIGHT DUTY VEHICLE TENDER

7.2 PRICING SUBMISSION

VEHICLES	UNIT PRICE	TOTAL PRICE *include options stated in specification sheets but do not include G.S.T. in Total Price above.	5 year bumper to bumper warranty (each)
New 2021, 1/2 Ton, 4x4, Crew Cab, Short Box, Gas Pickups (with headache racks)	2@ \$ 43854.52.	\$ 87709.04	\$ 1925.00

TOTAL \$ 87709.04 + GST.

Supplier Contact:

GLEN TISSINGTON.

Supplier Phone:

780 513 0522.

Supplier Fax:

780 830 2458.

Supplier E-mail:

glen @ glen.tissington@windsorford.on

2021 LIGHT DUTY VEHICLE TENDER

7.3 CERTIFICATION

We Windsor Ford.
Company Name

Of 10001-139 AVE GP AB T8X 0U3.
Business Address

280 5130522
Phone Number

glenn.tissington@windsorford.com
E-mail Address

Having examined and read the tender documents for the 2021 Light Duty Vehicle Tender as issued by the Municipal District of Greenview No. 16 do hereby bid and agree to provide the services/products in accordance with the tender/RFT documents.

Executed this 17 day of FEBRUARY., 2021


Signature of authorized representative

GLENN TISSINGTON - FLEET SALES MANAGER.
Print or type name and status of authorized representative



REQUEST FOR DECISION

SUBJECT:	Grande Cache Emergency Clarifier Repairs		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER: DB
DEPARTMENT:	ENVIRONMENTAL SERVICES	GM: RA	PRESENTER: DB
STRATEGIC PLAN:	Infrastructure	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to proceed with an Emergency Repair on the Clarifier Internals at the Grande Cache wastewater facility provided by M2 Engineering with funds to come from the Waste Water Reserves in the amount of \$593,100.00.

BACKGROUND/PROPOSAL:

M2 Engineering completed a site inspection of the Grande Cache Wastewater Treatment Facility on December 22, 2020. Refer to Appendix A: Site Inspection Report for the complete site inspection details.

The following issues were identified with the package bioreactor and clarifier during their inspection and discussions with MD Greenview on December 22, 2020:

- Existing clarifier rake arm is broken, foam skimming functionality failed.
 - This results in ice accumulation / jamming in the winter and added stress on the functioning portion of the rake assembly.
 - There is risk of the functioning portion of the clarifier arm failing because of the ice accumulation /jamming. If this were to occur treatment would be impacted.
- There is no isolation or internal bypass capabilities within the clarifier.

The package bioreactor and clarifier system is responsible for the treatment of the raw wastewater influent. This is a single train system with no back up. If the packaged treatment system continues to degrade / fail, then wastewater treatment could be compromised. A major system failure could result in release of partially treated wastewater or potentially raw sewage (un-treated wastewater) directly into the Smoky River.

Although we are currently in the process of planning and developing the new Grande Cache Wastewater Treatment Plant, commissioning of this plant is still 3-4 years away. To continue to provide the current level of service within the Hamlet emergency repairs are required.

As with most projects we can anticipate some complications which are identified in detail within the attached Repair Plan on page 8. These complications include a lack of system redundancy, partial to complete drain line obstructions, sludge pond liner failure, site location and limited space within the existing boundaries.

Administrations was presented with 4 options.

- Option 1- Bypass Treatment and Discharge Raw Wastewater to the river.
 - This option is not recommended because it diverts untreated wastewater to the environment. With this, this option was not evaluated further.
- Option 2 – Build Large Temporary Pond and Hold All Influent Flows
- Option 3- Isolate Bioreactor Using Divers and Partially Treat Wastewater and
- Option 4 – Build Small Temporary Pond and Partially Treat Wastewater.

Other things to consider when choosing an option is timeline considerations and Cost Estimates. A summary of both the estimated costs and option assumptions as well have been prepared as follows. Please note, the cost estimates include a 25% contingency to allow for project unknowns and uncertainties affiliated with time frame and risk factors.

Repair Option 2	Repair Option 3	Repair Option 4
Cost Estimate \$ 1,041,000	Cost Estimate \$ 593,100	Cost Estimate \$ 741,800
Cost Estimate Assumptions: <ul style="list-style-type: none"> • 136 m x 86 m temporary pond construction with an HDPE liner, temporary fencing, and piping from MH 81-03 • Clarifier internal repairs • Clarifier cleaning • Temporary pumping between the pond and MH 81-03 • Temporary pond construction survey • 10% Subcontractor mark-up • 25 % Contingency • 10% Engineering fees 	Cost Estimate Assumptions: <ul style="list-style-type: none"> • 32 m x 32 m temporary pond construction with an HDPE liner, temporary fencing, and piping from MH 81-03 • Diving operations to isolate the bioreactor (2 trips) • Clarifier internal repairs • Clarifier cleaning • Temporary pumping between the pond and MH 81-03 • Temporary pumping between the bioreactor and south sludge pond • Temporary pond construction survey • 10% Subcontractor mark-up • 25 % Contingency • 10% Engineering fees 	Cost Estimate Assumptions: <ul style="list-style-type: none"> • 70 m x 55 m temporary pond construction with an HDPE liner, temporary fencing, and piping from MH 81-03 • Clarifier internal repairs • Clarifier cleaning • Temporary pumping between the pond and MH 81-03 • Temporary pumping between the bioreactor and south sludge pond • Temporary pond construction survey • 10% Subcontractor mark-up • 25 % Contingency • 10% Engineering fees
Advantages: <ul style="list-style-type: none"> • Does not discharge partially treated wastewater 	Advantages: <ul style="list-style-type: none"> • The 12-hr temporary storage pond will fit inside the site boundaries • Does not require the bioreactor to go offline. 	Advantages: <ul style="list-style-type: none"> • The 5-day temporary storage pond will fit inside the site boundaries

<p>Disadvantages:</p> <ul style="list-style-type: none"> • The large temporary pond does not fit within the site boundaries • Requires a large temporary pond to be built on a slope. Site grading may be needed. • The pond will need to be decommissioned after the repairs • Tree removal is needed 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Discharges partially treated wastewater into the environment. <ul style="list-style-type: none"> ○ Note: samples of partially treated wastewater have been collected which will be used to confirm environmental impacts, if any. • Pumps partially treated wastewater to the south sludge ponds. There is no containment control of the partially treated wastewater once it enters the pond due to the liner failure. 	<p>Disadvantages:</p> <ul style="list-style-type: none"> • Requires a smaller temporary pond to be built on a slope. Site grading may be needed. • The pond will need to be decommissioned after the repairs • Tree removal is needed • Discharges partially treated wastewater into the environment • Pumps partially treated wastewater to the south sludge ponds. The timeline until liner failure is unknown.
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Administration is recommending we proceed with Repair Option 3, isolating the bioreactor via diver for a total of \$593,100.00. Option 3 requires the least amount of temporary infrastructure construction, reducing the capital cost and scheduling complexity.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefits of Council accepting the recommended action is Greenview will continue to meet monitoring and treatment requirement as per the current wastewater system approval set by Alberta Environment.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. A disadvantage of this option is there are still several unknowns regarding the dive. There may be complications that delay or inhibit the isolation of the bioreactor.
2. Another disadvantage of the recommended motion is the release of partially treated wastewater into the environment. This is being evaluated by an environmental consultant to better understand the impacts (this environmental assessment is included as part of the Option 3 repair plan costs).

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to select an alternative Repair Option; however, Administration does not recommend this action due to the financial and environmental implications.

Alternative #2: Council has the alternative to take no action, but this is not recommended as a major system failure could result in release of partially treated wastewater or potentially raw sewage (un-treated wastewater) directly into the Smoky River.

FINANCIAL IMPLICATION:

Direct Costs: \$593,100.00 to come from Waste Water Reserves.

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 with advised M2 engineering to move forward with the project.

ATTACHMENT(S):

- M2 Engineering- Clarifier Internals Repair Plan

Repair Plan



Municipal District of Greenview No. 16

Hamlet of Grande Cache
Wastewater Treatment Facility

Clarifier Internals Repair Plan

February 2021

Revision 1

Statement of Qualifications and Limitations

This document has been prepared by M2eng Alberta Ltd. (M2 Engineering) in accordance with generally accepted engineering practices and is intended for exclusive use and benefit of the client for whom it was prepared and for the particular purpose for which it was prepared. The work prepared by M2 Engineering in relation to the Project is based on M2 Engineering's best judgment at the time of the work's preparation. No other warranty, expressed or implied, is made.

M2 Engineering prepared this document based on information that was supplied at the time of this specific Project; information supplied to M2 Engineering may not have been independently verified. This work has been prepared for this specific Project and may not be relied upon for any other project or purpose. M2 Engineering assumes no responsibility for the reliance upon this document or any of its contents by any party other than the client for whom the document was prepared. The contents of this document are not to be relied upon or used, in whole or in part, by or for the benefit of others without specific written authorization from M2 Engineering and our client.

The drawings, plans, models, designs, specifications, reports, photographs, computer software, surveys, calculations and other data, including computer print-outs, contained in this Report are the property of M2 Engineering. This work is intended solely for the Client(s) named. The scope of work and related responsibilities are defined in the Conditions of Assignment. Any use which a third party makes of the work, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Decisions made or actions taken as a result of our work shall be the responsibility of the parties directly involved in the decisions or actions. M2 Engineering makes no representations or warranties whatsoever to any third parties.

This Statement of Qualifications and Limitations is attached to and forms part of the document and any use of this document is subject to the terms hereof.

Draft Revision Log

Rev No.	Revision By	Date	Reason for Revision
Rev A	E.Ng/J.Mykytiuk	2021-Jan-25	Review & Discussion

Revision Log

Rev No.	Revision By	Date	Reason for Revision
Rev 0	E.Ng/J.Mykytiuk	2021-Jan-29	Issued as final deliverable
Rev 1	J.Mykytiuk	2021-Feb-18	Cost Estimate Update

Distribution List

Organization	Contact Name(s)	Position	# of Hard Copies	Electronic Required
MD of Greenview	Doug Brown	Manager, Environmental Services	0	Yes
MD of Greenview	Tanner Curtis	Utilities Supervisor	0	Yes
MD of Greenview	Sean Healey	Grande Cache WWTF Operator	0	Yes
MD of Greenview	Roger Autio	General Manager, Infrastructure & Planning	0	Yes
MD of Greenview	Chelsea Henry	Administrative Support, Environmental Services	0	Yes
Alberta Environment and Parks	Anupama Chalise	Municipal Approvals Engineer	0	Yes
Alberta Environment and Parks	Emily Liu	Municipal Approvals Engineer	0	Yes

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1 Introduction

1.1 Project Location

The Hamlet of Grande Cache (Grande Cache) is located within the Municipal District of Greenview No. 16 (MD Greenview). Grande Cache is on the western border of Alberta, within the Rocky Mountains, approximately 435 km west of Edmonton. The 2016 Federal Census reported the population of Grande Cache as 3,286.

The Grande Cache wastewater system currently consists of a wastewater collection system and wastewater treatment facility (WWTF). The collection system in the older areas of Grande Cache consists mostly of clay pipe. The new developments in Grande Cache have PVC pipe collection systems. The collection systems tie into a 600 mm diameter gravity trunk sewer which conveys all wastewater to the WWTF.

Figure 1-1 provides an overview of the project location and shows the existing Grande Cache wastewater treatment facility (WWTF) and the location of the wastewater influent line. The Grande Cache WWTF was originally constructed in 1981 with little to no upgrades over the last 39 years. The WWTF is owned and operated by MD Greenview.

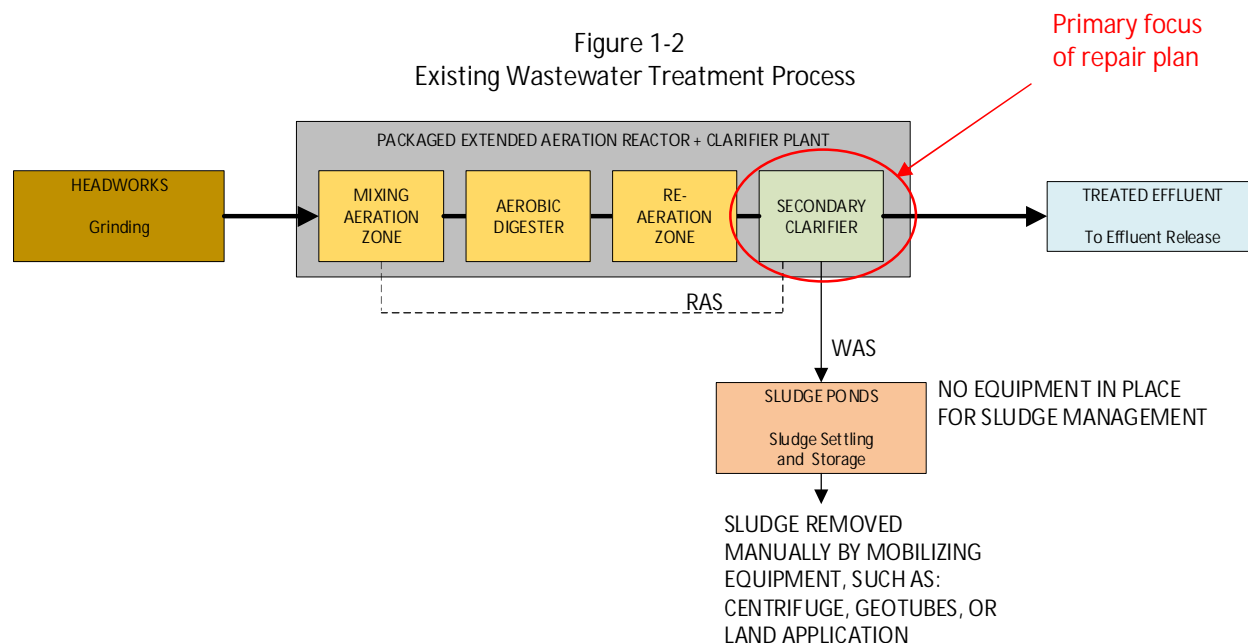
Figure 1-1
Project Location



1.2 Wastewater Treatment Facility Description

The existing WWTF process is a form of an extended aeration process consisting of a manual bar screen and comminutor, grit removal channel, a single circular package extended aeration basin, complete with a secondary clarifier. The treated effluent is discharged continuously into the Smoky River. The sludge monitoring process includes two sludge ponds where the biosolids are accumulated. Once the ponds are full, sludge is removed and dried by geotextile-tubes for disposal at landfill. The south sludge pond is currently isolated as it was discovered the liner was compromised during a site inspection in September 2020.

Figure 1-2 provides an overview of the existing wastewater treatment process.



1.3 Repair Objectives

M2 Engineering completed a site inspection of the Grande Cache Wastewater Treatment Facility on December 22, 2020. Refer to Appendix A: Site Inspection Report for the complete site inspection details.

The following issues were identified with the package bioreactor and clarifier during our inspection and discussions with MD Greenview on December 22, 2020:

- Existing clarifier rake arm is broken, foam skimming functionality failed
 - This results in ice accumulation / jamming in the winter and added stress on the functioning portion of the rake assembly
 - There is risk of the functioning portion of the clarifier arm failing because of the ice accumulation / jamming. If this were to occur treatment would be impacted.
- There is no isolation or internal bypass capabilities within the clarifier

The package bioreactor and clarifier system is responsible for the treatment of the raw wastewater influent. This is a single train system with no back up. If the packaged treatment system continues to degrade / fail, then wastewater treatment could be compromised. A major system failure could result in release of partially treated wastewater or potentially raw sewage (un-treated wastewater). This is a risk that should be avoided; no immediate repair action may result in continued wear and failure of components resulting in clarifier system failure, which may then trigger an unplanned / unscheduled reactive emergency repair during winter months.

Grande Cache is currently in the progress of planning and designing a new wastewater treatment facility and the timeline to commissioning of the new facility is approximately 3-4 years. Interim upgrades are required to maintain wastewater treatment at the facility and protect the environment while the new wastewater treatment system is designed and constructed.

M2 Engineering discusses and evaluates various repair options for the existing wastewater treatment facility developed in Appendix A: Site Inspection Report. Of the evaluated options, M2 Engineering determined that repairing / placing the clarifier internals would be the most reliable solution for MD Greenview.

The objective of this repair plan is to:

- Identify anticipated site specific complications
- Develop repair / approach options to replace the clarifier internals, including cost estimates of the feasible options
- Evaluate the repair / approach options
- Recommend a repair / approach option

1.4 Anticipated Complications

The following are anticipated site-specific complications:

- The packaged bioreactor and clarifier is a single train and will need to be bypassed in order to complete the internal replacements. This poses treatment challenges as there are no redundancy trains.
 - There are no built-in bypass options within the existing package wastewater plant
 - Repairs in the clarifier will require the clarifier to be drained and for the clarifier to be bypassed
- There is a drain line in the clarifier to MH C, however, the drain line may be partially clogged or fully clogged. The condition of the valve to drain the clarifier to MH C is unknown. MD Greenview noted that the valve handle has broken off in the past. If the valve were turned, there is a risk of valve failure, which could be catastrophic.
 - The estimated duration of the repair is 16-days (based on discussions with MD Greenview):
 - 4-days to drain clarifier (assuming the tank is pumped out)
 - 1-day to clean tanks
 - 10-days to complete work (quoted by QQR)
 - 1-day bufferNote: this may increase to 21-days based on discussions with QQR Mechanical
- The packaged bioreactor and clarifier do not have isolation or internal bypass capabilities between the different wastewater treatment processes within the basin
 - Isolation will need to be installed temporarily to achieve any sort of partial treatment
- The north sludge pond is full, and the top layer is frozen and is unable to properly decant
- The south sludge pond liner has failed, and MD Greenview has isolated the pond
 - If the south pond is used (which is currently isolated) for settling, there is no control of the partially treated wastewater once it enters the pond due to the liner failure.
- The site is located in the mountains
 - There are high winds on site, and the site, including the equipment is prone to freezing
 - The site is sloped, so there is limited space to build any sort of temporary retention pond
- There is limited space within the site boundary
 - A potential site for a temporary pond is at the “disposal area”. There are no deep boreholes located in the “disposal area”, but the bedrock depth is expected to be 10-15 m.
 - The “disposal area” is sloped with the high point at the northeast and the low point at the south west corner of the disposal area. The elevation difference is approximately 12 m.
 - If a temporary pond is constructed in the disposal area, the influent wastewater will require a temporary pumping system. The temporary pond would be at a higher elevation.

2 Repair Options

These options present different approaches and details related to work needed to facilitate clarifier draining and allow for replacement of the clarifier internals (including rake arm assembly).

2.1 Repair Option 1 – Bypass Treatment and Discharge Raw Wastewater to River

Option 1 is to bypass the packaged bioreactor and clarifier and divert all raw wastewater to the river via Manhole C.

Core Steps:

1. Divert all influent flows to outfall structure via Manhole C.
2. Drain plant (bioreactor and clarifier) via a temporary pumping system to the south sludge pond.
3. Repair clarifier.
4. Return system to normal service.

This option is not recommended because it diverts untreated wastewater to the environment. With this, this option is not evaluated further.

2.2 Repair Option 2 – Build Large Temporary Pond and Hold All Influent Flows

Option 2 is to build a large temporary pond to hold all the influent flows during the clarifier repairs. The estimated duration of the clarifier repairs is 16 days, including the plant draining, cleaning, repairs, and returning the system back to service. The temporary pond would need to be able to hold a minimum of 16-days of wastewater.

The average day wastewater flow is 2,200 m³/day. The volume required for 16-days of storage is 35,200 m³ (16 days multiplied by 2,200 m³/day). The approximate dimensions of the large temporary pond are 86 m by 136 m, assuming:

- 3.25 m water depth
- 0.5 m free board
- 1:1 slope

M2 Engineering contacted ECI for a liner quote. In our communication with ECI they indicated that the duration of the geomembrane installation is 12 fair weather workdays. Based on their quote, the definition of fair weather is "conditions with ambient temperatures during work hours higher than -10 C including will chill allowance, wind speeds less than 25 kph, and with no precipitation." ECI also noted that the weather conditions outside of these parameters shall be considered inclement weather events with negative impacts on ECI's productivity and production. The 12 fair weather workdays are for liner installation only, exaction / earthworks is additional time.

Core Steps:

1. Build a large temporary pond (~16 days of diversion @ 35,200 m³).
2. Divert all influent flows to temporary pond.
3. Drain packaged plant (bioreactor and clarifier) via a temporary pumping system to the south sludge pond.
4. Repair clarifier.
5. Return system to normal service.
6. Back-feed diverted sewage back to treatment system.

Refer to Appendix B: Option Figures for the repair plan figure of Option 2.

2.3 Repair Option 3 – Isolate Bioreactor Using Divers and Partially Treat WW

Option 3 is to isolate the bioreactor from the clarifier and keep the bioreactor in service during the clarifier repairs. The bioreactor will be isolated using divers, the clarifier will be drained, and the wastewater will be partially treated during the repairs.

The wastewater during the divers' operations must be diverted. The divers cannot enter the clarifier safely if there is a pressure differential. In discussions with the divers, low incoming flows are acceptable; however, there can be no outflow from the tanks. It is currently proposed the dive take place in the middle of the night when the facility sees the lowest flows.

While the WWTF is isolated, there are two storage options: storage in the existing trunkline or a small temporary pond can be constructed.

Table 2-1 describes the temporary storage options and lists the advantages and disadvantages.

Table 2-1
Temporary Wastewater Storage Options During the Divers' Work

Temporary Pond Storage	Trunkline Storage
<p>Description</p> <ul style="list-style-type: none"> Construct a 870 m³ temporary pond for 12-hours of night-time wastewater flow, assuming the average flow during the night is 20 L/s The approximate dimensions of the large temporary pond are 32 m by 32 m, assuming: <ul style="list-style-type: none"> 2 m water depth 0.5 m free board 3:1 slope 	<p>Description</p> <ul style="list-style-type: none"> Store the influent wastewater in the 600 mm trunkline by plugging pipeline sections as they fill up Some of the trunkline by the WWTF is at a steep incline, only certain sections can be used for storage There is approximately 2.5 hrs of storage between two sections, assuming a flow rate of 20 L/s <ul style="list-style-type: none"> Manhole 3 to Manhole 6 = 215 m³ of storage Manhole 8 to Manhole 10 = 80 m³ of storage This would require operations staff to monitor upstream manholes and tell divers to get out and then allow wastewater to flow through the system and then isolate again.
<p>Advantages</p> <ul style="list-style-type: none"> Less complex Less safety and operational risk 	<p>Advantages</p> <ul style="list-style-type: none"> Does not require the construction of temporary infrastructure Shorter timeline
<p>Disadvantages</p> <ul style="list-style-type: none"> Requires construction of temporary infrastructure Longer timeline due to construction 	<p>Disadvantages</p> <ul style="list-style-type: none"> More operationally complex More safety and operational risk

M2 Engineering and the MD Greenview discussed the two options presented above in a meeting on January 26th. During this meeting it was determine the best solution for the MD Greenview was to construction a temporary pond to reduce risk and have more control during the isolation period as well as while introducing the wastewater back into the WWTF for treatment.

Core Steps:

- Construct temporary pond.
- Install pumping system (suction from end of bioreactor, discharge to south storage pond).
- Isolate flows and temporarily store the influent wastewater to allow safe entry for the divers.
- Diver to enter bioreactor (or clarifier) and install plug in pipe between bioreactor and clarifier; bioreactor to remain in service during diving operations, including aeration system.
 - Key diver activities:

- Dive clarifier to find drain line from bioreactor
 - Dive bioreactor to find drain line to clarifier
 - Measure pipe opening
 - Install test plug – this is important to confirm is a “balloon” plug can be used, drawing show bends that may make this challenging.
 - End dive
 - Get steel plug fabricated in Grande Cache fabrication shop (divers to coordinate)
 - Return next day to install steel plug. Ideally this plug would be installed in the bioreactor side as the water pressure would help seal the plug.
5. Startup the bypass pumping system.
 6. Discharge partially treated wastewater via south sludge pond for settling prior to release to the river.
 7. Drain clarifier via a temporary pumping system to Manhole B and the south sludge pond (monitoring quality to determine when we want the additional settling).
 8. Repair clarifier internals.
 9. Remove plug and return system to normal service.

Refer to Appendix B: Option Figures for the repair plan figure of Option 3.

2.4 Repair Option 4 – Build Small Temporary Pond and Partially Treat WW

Option 4 is to drain the packaged plant, isolate the bioreactor, and bring the bioreactor back online during the clarifier repairs. When the packaged plant is being drained, the influent wastewater will be diverted to a smaller temporary pond. The bioreactor will be isolated when the clarifier is drained, and the wastewater will be partially treated during the clarifier repairs. The temporary pond would need to be able to hold a minimum of 5-days of wastewater.

The average day wastewater flow is 2,200 m³/day. The volume required for 5-days of storage is 11,000 m³ (5 days multiplied by 2,200 m³/day). The approximate dimensions of the large temporary pond are 55 m by 70 m, assuming:

- 3.25 m water depth
- 0.5 m free board
- 1:1 slope

M2 Engineering contacted ECI for a liner quote. In our communication with ECI they indicated that the duration of the geomembrane installation is 5 fair weather workdays.

Core Steps:

1. Build smaller temporary pond (~5 days of diversion @ 11,000 m³).
2. Divert all influent flows to temporary pond.
3. Drain plant (bioreactor and clarifier) via a temporary pumping system to the south sludge pond.
4. Isolate bioreactor by installing plug.
5. Install pumping system (suction from end of bioreactor, discharge to south storage pond).
6. Bring bioreactor back online for partial treatment of wastewater flows (possibly consider bring back in the diverted influent flows prior to proceeding further, TBD); clarifier still empty for this step.
7. Startup the bypass pumping system.
8. Discharge partially treated wastewater via south sludge pond.
9. Repair clarifier.
10. Remove plug and return system to normal service.
11. Back-feed diverted sewage back to treatment system.

Refer to Appendix B: Option Figures for the repair plan figure of Option 4.

3 Options Evaluation

3.1 Timeline Considerations

The following are the timeline considerations for the repairs:

- The clarifier repairs should be completed as soon as possible because there is a risk that treatment will be impacted if the clarifier arm fails.
- The clarifier internal parts are ordered and are anticipated to arrive in April 2021 according to recent discussions with the supplier. The earliest the repairs can be completed are in April 2021. The duration of the clarifier repairs including draining, cleaning, repair, and returning the plant to normal service is estimated to be between 16 and 21 days.
- The temporary pond should be built and commissioned before April 2021, so the clarifier repairs can start as soon as the clarifier internal parts arrive.
- The timing of the repair steps is sensitive because the length of time the clarifier is offline should be minimized. The length of time the WWTF discharges partially treated wastewater should also be minimized. All contractors / subcontractors should be mobilized to perform the repairs.
- An environmental consultant should complete a desktop assessment of the Smoky River to determine if there are any periods we should avoid releasing partially treated wastewater into the receiving environment.

3.2 Cost Estimates

M2 Engineering developed a Class D capital cost estimate based on the proposed WWTF repair approach options. Please note, the cost estimates are order of magnitude and include a 25% contingency to allow for project unknowns and uncertainties affiliated with

- Emergency work with a short project timeframe
- Diving into a tank with no history of what is under the water and what will need to be fabricated to isolate the system

All cost estimates are our opinion of probable construction costs based on our experience, our judgement, and comparable projects; cost estimates are not intended to be an accurate or true reflection of actual construction costs. The estimates presented in this section are intended to represent the order of magnitude cost for the project options for comparison purposes and for initial budgeting and will be further refined in the detailed design phase.

Table 3-1 presents the capital cost estimates for Repair Option 2, Repair Option 3, and Repair Option 4.

Table 3-1
Repair Options Capital Cost Estimate

Repair Option 2 Cost Estimate	Repair Option 3 Cost Estimate	Repair Option 4 Cost Estimate
\$ 1,041,00	\$ 593,100	\$ 741,800

Table 3-2 shows the assumptions used to develop the capital cost estimates for Repair Option 2, Repair Option 3, and Repair Option 4.

Table 3-2
Repair Options Capital Cost Estimate Assumptions

Repair Option 2 Cost Estimate Assumptions	Repair Option 3 Cost Estimate Assumptions	Repair Option 4 Cost Estimate Assumptions
<ul style="list-style-type: none"> • 136 m x 86 m temporary pond construction with an HDPE liner, temporary fencing, and piping from MH 81-03 • Clarifier internal repairs • Clarifier cleaning • Temporary pumping between the pond and MH 81-03 • Temporary pond construction survey • 10% Subcontractor mark-up • 25 % Contingency • 10% Engineering fees 	<ul style="list-style-type: none"> • 32 m x 32 m temporary pond construction with an HDPE liner, temporary fencing, and piping from MH 81-03 • Diving operations to isolate the bioreactor (2 trips) • Clarifier internal repairs • Clarifier cleaning • Temporary pumping between the pond and MH 81-03 • Temporary pumping between the bioreactor and south sludge pond • Temporary pond construction survey • 10% Subcontractor mark-up • 25 % Contingency • 10% Engineering fees 	<ul style="list-style-type: none"> • 70 m x 55 m temporary pond construction with an HDPE liner, temporary fencing, and piping from MH 81-03 • Clarifier internal repairs • Clarifier cleaning • Temporary pumping between the pond and MH 81-03 • Temporary pumping between the bioreactor and south sludge pond • Temporary pond construction survey • 10% Subcontractor mark-up • 25 % Contingency • 10% Engineering fees

Refer to Appendix C: Cost Estimate Tables for the detailed cost estimates of Option 2, Option 3, and Option 4.

Refer to Appendix D: Quotes for the quotes M2 Engineering and MD Greenview have received regarding the clarifier upgrades.

3.3 Options Overview

The options are evaluated based on the capital cost estimate and their advantages and disadvantages.

The advantages and disadvantages are based on the following factors:

- Environmental impact
- Cost
- Ease
- Complexity
- Schedule
- Risk

Table 3-3 is an overview of the capital costs, advantages, and disadvantages of Repair Option 2, Repair Option 3, and Repair Option 4.

Table 3-3
Repair Options Overview

Repair Option 2 Temporary Storage Pond, Full Flow	Repair Option 3 Divers to Isolate Clarifier	Repair Option 4 Small Temporary Pond for Isolation
\$ 1,035,00	\$ 565,000	\$ 725,000
Advantages <ul style="list-style-type: none"> Does not discharge partially treated wastewater 	Advantages <ul style="list-style-type: none"> The 12-hr temporary storage pond will fit inside the site boundaries Does not require the bioreactor to go offline 	Advantages <ul style="list-style-type: none"> The 5-day temporary storage pond will fit inside the site boundaries
Disadvantages <ul style="list-style-type: none"> The large temporary pond does not fit within the site boundaries Requires a large temporary pond to be built on a slope. Site grading may be needed. The pond will need to be decommissioned after the repairs Tree removal is needed 	Disadvantages <ul style="list-style-type: none"> Discharges partially treated wastewater into the environment Pumps partially treated wastewater to the south sludge ponds. There is no control of the partially treated wastewater once it enters the pond due to the liner failure. 	Disadvantages <ul style="list-style-type: none"> Requires a smaller temporary pond to be built on a slope. Site grading may be needed. The pond will need to be decommissioned after the repairs Tree removal is needed Discharges partially treated wastewater into the environment Pumps partially treated wastewater to the south sludge ponds. The timeline until liner failure is unknown.

Repair Option 3, isolating the bioreactor via diver, is recommended because it requires the least amount of temporary infrastructure construction, reducing the capital cost and scheduling complexity.

The following factors should be considered for Repair Option 3.

- Prior to proceeding with Repair Option 3, an inspection dive should be considered to confirm the feasibility of the option. The test dive would help the diving team understand the site conditions, confirm the drain pipe size, confirm the equipment needed, and confirm the plug isolation approach, which will help minimize risk during the final dive.
 - The cost estimate to perform an inspection dive and a final dive in two separate trips is \$32,078.
 - The cost estimate for the diving team to perform an inspection dive and a final dive in the same trip is \$23,268. There are several unknowns, so there may be complications that delay or inhibit the isolation of the bioreactor. The disadvantage of performing the inspection dive and final dive in the same trip is there is risk that unknown complications will delay the repair. If the inspection dive is done prior to the final dive, there is more time to evaluate different isolation approaches and prepare for the final dive.
- During the dive, the influent gate will be closed to stop the flow into the packaged plant. The project team has determined that constructing a temporary pond to divert flows during the dive is preferred.
- Based on the drawings, the drain pipe between the clarifier and bioreactor is 457 mm (18"). The test dive should confirm the size of the drain and an appropriate inflatable plug size range should be chosen, in the case the size is different than the drawings.
- The plugs will require an inflation source.
- If the dive is performed in the clarifier side, all clarifier rakes would be turned off. If the dive is completed in the bioreactor side, the air would remain on.

The full details of the repair plan will be further developed in design and construction documents for the contractors.

3.4 January 26th Discussion with MD Greenview

M2 Engineering and MD Greenview had a conference call on January 26, 2021 to discuss the repair options in this memo. In attendance from M2 Engineering was Jackie Mykytiuk, Nathan Miller, and Liz Ng. In attendance from MD Greenview was Doug Brown, Tanner Curtis, Sean Healey, Chelsea Henry, and Roger Autio.

M2 Engineering presented each option, and MD Greenview agreed with proceeding with Option 3: Isolate Bioreactor and Discharge Partially Treated Wastewater.

The following is a summary of the conference call regarding Option 3:

- MD Greenview prefers using a temporary pond instead of the existing trunkline to store wastewater during the divers' work. The preference is due to safety and the reduction of risk and complexity of the operation.
- The temporary pond will be designed and built for short-term use. However, MD Greenview would like to reuse the excavation from the temporary pond for a septic receiving pond in the future, when the new WWTF is built.
- MD Greenview would like to purchase temporary fencing for the temporary pond.
- MD Greenview is short-staffed and does not want to take the responsibilities of coordination and safety. They want a general contractor to be responsible for the repairs.
- The construction of the temporary pond will be a separate scope of work than the clarifier repairs. The clarifier work will have its own general contractor and the construction of the temporary pond will have its own general contractor.
- M2 Engineering will reach out to Thurber for geotechnical recommendations of building a temporary pond with potential permanent use in the future.
- M2 Engineering will reach out to Pals Geomatics for construction survey of the temporary pond.
- M2 Engineering will reach out to Hutchinson Environmental for understanding the environmental sensitivities of discharging partially treated wastewater into the Smoky River.
- To further reduce the wastewater flows during the diving work, MD Greenview will organize the public notice for water usage reduction in Grande Cache
- The condition of the valve to drain the clarifier to MH C is unknown. MD Greenview noted that the valve handle has broken off in the past. If the valve were turned, there is a risk of valve failure, which could be catastrophic. The clarifier drain will not be used. The clarifier will be drained using a temporary pumping system.

The January 26th discussion was incorporated in this Repair Plan, and the cost estimate has been updated to reflect this discussion.

4 Summary & Recommendations

4.1 Summary

The clarifier requires emergency repairs. The single train package bioreactor and clarifier system is responsible for the treatment of the raw wastewater influent. The existing clarifier rake arm is broken, and the foam skimming functionality failed. There is risk of the functioning portion of the clarifier arm failing because of the ice accumulation / jamming. The failure could result in release of partially treated wastewater or potentially raw sewage (un-treated wastewater).

M2 Engineering recommended that the clarifier internals be repaired as soon as possible. Four repair approaches were developed and evaluated based on the environmental impact, cost, ease, complexity, schedule, and risk.

4.2 Recommendations

M2 Engineering offers the following recommendations:

1. We recommend the MD of Greenview to sample partially treated wastewater at the end of the bioreactor.
2. We recommend the MD of Greenview proceed with the test dive to confirm the feasibility of Repair Option 3.
3. We recommend the MD of Greenview proceed with the detailed planning of Repair Option 3.

5 Next Steps

M2 Engineering presented the recommendations of the Grande Cache WWTF Clarifier Internals Repair Plan to the PMT on January 26, 2021. The following outlines the next steps for implementation of these recommendations:

- M2 to complete an engineering work plan to complete clarifiers internals repair
- M2 to coordinate with Hutchinson Environment to complete a desktop environmental study that:
 - Characterizes background water quality in the Smoky River
 - Illustrates flow patterns in the Smoky River
 - Defines effluent water chemistry during the repair work
 - Describes fish communities and sensitive life that could be impacted by effluent dispersal
 - Determines timing of recommended effluent dispersal based on water chemistry
- M2 and MD of Greenview to reach out to Environment Canada and AEP regarding emergency repair plan
- MD Greenview confirm nighttime wastewater flows from the Parshall Flume
- MD of Greenview to confirm the bioreactor effluent wastewater quality
- M2 to coordinate with Thurber Engineering to complete geotechnical investigations for the temporary pond with respect to converting a portion of the pond to a permanent structure in the future
- M2 to develop drawings for temporary storage pond
- M2 to develop contractor Request for Quote scoping document for temporary pond construction
- M2 to develop contractor Request for Quote scoping document for clarifier internals execution for QOR to update their existing quote
- Build the temporary pond for 12-hrs of wastewater flow
- Install piping between the temporary pond and MH 81-03
- Commission the temporary pond
- Complete construction survey of the pond
- M2 and MD of Greenview to reach out to Environment Canada and AEP regarding wastewater discharge during the clarifier repairs
- QOR and diver team to mobilize to site
- Subcontractor to install the temporary bypass system between the bioreactor and the south sludge pond (1 day)
- Divert the influent wastewater flows from MH 81-03 to the temporary pond during the diving operation
- Isolate the bioreactor
- Diver find the find drain line between the bioreactor and clarifier
 - Dive bioreactor to find drain line to clarifier
 - Measure pipe opening
 - Install test plug – this is important to confirm is a “balloon” plug can be used, drawing show bends that may make this challenging
 - End dive and stop diverting wastewater flows to the temporary pond
 - Get steel plug fabricated in Grande Cache fabrication shop (divers to coordinate)
 - Return next day to install steel plug. Ideally this plug would be installed in the bioreactor side as the water pressure would help seal the plug.
- Once the bioreactor is isolated, divert the wastewater flows from the bioreactor to the south sludge pond
- Drain clarifier using a temporary pump to MH C or South Pond
- Clean the clarifier
- Repair the clarifier internals
- Remove the plugs and steel plate from the line between the clarifier and bioreactor
- Return the package wastewater treatment plant to normal service
- Pump the wastewater in the temporary pond back to the WWTF via MH 81-03 using the dewatering pump

6 Closing

M2 Engineering was commissioned by the MD Greenview to assist with the development of a repair plan to replace the failed clarifier internals. We trust the information in this repair plan meets your needs, and we would like to thank you for the opportunity to work together on this project.

Should you have any questions, please do not hesitate to contact either of the undersigned.

Respectfully Submitted,
M2eng Alberta Ltd.

Jackie Mykytiuk, P.Eng.
Project Manager, Wastewater Engineer

Nathan Miller, P.Eng.
Wastewater Engineer



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M2ENG ALBERTA LTD.
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Appendices

Appendix A – Inspection Report

Appendix B – Option Figures

Appendix C – Cost Estimates

Appendix D – Quotes

Appendix A – Inspection Report

Site Inspection Report

Project:	Grande Cache Existing WWTF Repairs	Date:	December 22, 2020
Project Number:	2021-1031	File:	2021-1031-A2
Owner / Client:	Municipal District of Greenview No. 16		
Subject:	Initial Site Visit Report Outlining Issues, Observations and Potential Options		

1 Introduction

M2 Engineering performed a site inspection of the Grande Cache Wastewater Treatment Facility on Tuesday December 22, 2020. This site inspection was attended by the following people:

Company / Party	Attendees
M2 Engineering	Jackie Mykytiuk, Nathan Miller
Municipal District of Greenview No. 16	Tanner Curtis

The purpose of the site visit was to:

- Observe the issues the Grande Cache WWTF is experiencing with sludge storage related to the south cell being been isolated/out-of-operation and related to the failure of the Manhole B pumping system
- Review options for improving sludge storage over the remaining winter months
- Review options for bypassing the clarifier while rake repairs are completed

2 Field Observations

2.1 Manhole B

Purpose: Manhole B is critical for the continuous skimming / decanting of the existing sludge ponds. The pump in Manhole B pumps the liquid decanted from the ponds back to the front of the WWTF (influent channel) for further treatment. This process frees up capacity in the sludge ponds to hold more sludge.

The following issues were identified with the function of Manhole B on December 22, 2020:

- Existing pump seized, not working
- No installed standby (back-up) pump
- Manhole B structure difficult to dewater for the purpose of repair (deep structure, challenging logistics)
- Manhole depth (~10 m) too deep for local vac-trucks & on hand / local sump pumps

2.2 Existing Sludge Ponds

Purpose: The existing sludge ponds collect all waste activated sludge from the process for settling. Liquid from the top of the ponds is decanted to Manhole B and pumped back to the influent channel (beginning of the treatment process).

The following issues were identified at the sludge ponds during our inspection and discussions with MD Greenview on December 22, 2020:

- South pond not being used due to failed liner recently discovered.
 - This reduces the available sludge storage volume by half.
- Ponds are hydraulically connected by culvert (near the top of the berm)
 - Operators have tried to isolate by blocking culvert with earth material
- Sludge does not flow through the pipes in the valve box. The pipes may be blocked or there is too much backpressure from sludge accumulation that forces water through the top of the valve box.

- This allows sludge to flow to either north or south pond and does not allow a single pond to be isolated.
 - The piping and valves no longer operate as intended.
 - The operators have isolated the south cell. In order to do this, they must manually monitor the valve box when they are draining WAS and manually pump it into the north cell.
- When pumping WAS from the valve box into the north pond, they pump to the surface of the pond and the WAS freezes solid.
- Suspected that there is no water between sludge and ice, meaning ice directly touching sludge layer.
- North pond appears to be near full. M2 to check recent survey to see if data can confirm volume available.
 - Tanner noted that Lambourne survey (completed in summer) noted that the north pond was ~65% solids.
- Operators cannot decant the north cell into Manhole B:
 - They suspected issues are due to:
 - Ice/sludge layer
 - WAS freezing on surface
 - This is an issue because it does not allow the water to decant back to the treatment stream meaning the water is taking up space (in the form of ice) in the pond that needs to be used for solids accumulation.

2.3 Package Bioreactor & Clarifier

Purpose: the package bioreactor and clarifier system is responsible for the treatment of the raw wastewater influent. This is a single train system with no back up.

The following issues were identified with the package bioreactor and clarifier during our inspection and discussions with MD Greenview on December 22, 2020:

- Existing clarifier rake arm is broken, foam skimming functionality failed
 - This results in ice accumulation / jamming in the winter and added stress on the functioning portion of the rake assembly
 - There is risk of the functioning portion of the clarifier arm failing because of the ice accumulation / jamming. If this were to occur treatment would be impacted.
- There is no isolation or internal bypass capabilities within the clarifier

2.4 Outfall Structure

Purpose: the outfall structure allows treated wastewater to flow overland to the Smoky River.

M2 Engineering walked down to the outfall structure to gain an understanding of the condition:

- There is exposed rebar around the concrete collar
- The concrete is difficult to see with the continuous flow of effluent
- The outfall structure should be planned to be replaced however this is not an immediate need
- M2 structural engineer will review and comment further

2.5 Summary of Major Issues Identified

- South sludge pond liner is failed (MD has isolated)
- North sludge pond does not have sufficient volume to hold sludge over the winter
- Manhole B pump has failed and needs to be replaced. Manhole B needs to be functioning to allow the north ponds to decant surface water and free up volume for additional sludge storage over the winter months
- Clarifier rake arm is partially failed and needs repair
- The existing WWTF cannot operate during clarifier repairs

3 Immediate Repair Requirements

3.1 Manhole B

- Replace the submersible pump in Manhole B

3.2 Existing Sludge Ponds Capacity

- Drill a hole in the ice (if safe to do so) and see if there is a water layer between ice and sludge. If so, try pump WAS from the clarifier under the ice to allow it a chance to settle and decant.

3.3 Package Bioreactor & Clarifier

The MD has three options to consider with the clarifier repairs:

Option 1: Do Nothing – NOT RECOMMENDED

- Keep doing what you are doing to prevent failure:
 - Operators continue to chip ice when weather is cold to prevent freezing and ice damming within the clarifier
- This is considered a high-risk option because if the packaged treatment system continues to degrade/fail then wastewater treatment could be compromised. This is a single train treatment system and a major system failure could result in release of partially treated wastewater or potentially raw sewage (un-treated wastewater).
- This is high-risk option and not recommended as no action may result in continued wear and failure of components resulting in clarifier system failure, which would then trigger an unplanned/unscheduled reactive emergency repair during winter months.

Option 2: Replace Rake Arm - Order new clarifier internals and replace the failed rake assembly

- Isolate the clarifier to allow rake arm to be replaced. This is challenging without any redundancy or built-in bypass options.
- This requires clarifier to be drained and the clarifier to be bypassed in some capacity
- The estimated duration of the repair is 16-days:
 - 4-days to drain clarifier (assuming the tank is pumped out)
 - Operations team to confirm if they can clean the drain line in the clarifier to reduce this drain time (gravity drain versus pumped drain)
 - 1-day to clean tanks
 - 10-days to complete work (quoted by QOR)
 - 1-day buffer
- The challenge with this option is: what happens to the wastewater during the replacement
 - Direct to river: NOT RECOMMENDED
 - Bypass to river needs special consideration
 - Sludge ponds:
 - Capacity not available, not feasible.
 - Could allow sewage to go to ponds for temporary storage/settling before it overflows through Manhole C and into the River.
 - Partial isolation in the package treatment plant for partial treatment:
 - Could the bioreactor be isolated from the clarifier to allow for partial treatment?
 - Consideration 1: Drain the entire package clarifier, plug the gravity line from the bioreactor to the clarifier, bring the bio reactors back online, install pump to pump wastewater from bioreactor to north sludge pond (and potentially south) for settling and allow it to overflow into Manhole C before discharging to the River.

- Consideration 2: Alternatively, the MD could allow the partially treated wastewater to flow into the north (and potentially south) pond and allow it to overflow into Manhole C before discharging to the River.
 - Consideration 3: Have divers install plug in bio reactor to isolate from clarifier
 - Consideration 4: Construct temporary wastewater holding ponds to allow for diversion of raw sewage and/or partially treated wastewater while clarifiers undergoes repairs. Size of temporary ponds would need to accommodate about 2,200 m³ per day (16-days would require temporary pond volume in excess of 35,000 m³).
 - Note: Risks with allowing to fill south pond:
 - The time frame and mechanism for failure of the south pond liner is unknown.
 - If we use the south pond (which is currently isolated) for settling, there is no control of the partially treated wastewater once it enters the pond due to the liner failure.
 - Other considerations:
 - When is the best season for a spill or release if it is unavoidable? Environmental sensitivities/considerations not studied, known or understood well enough at this time.
 - Bioreactor pumping consideration notes:
 - Purchasing more than one (smaller pumps) may be beneficial for a redundancy and reuse ability.
 - 1 x 50 L/s pump
 - 2 x 25 L/s pumps?
 - Could we match the capacity of an existing LS pump and then use it as a shelf spare after?
- Option 3: Repair Rake Arm and Prevent Freezing – fabrication of a temporary support system for the rake assembly
- A temporary support system could be welded to the existing, damaged, clarifier arm for additional support
 - This would involve designing a support bracket for temporary support
 - The effectiveness of this solution is uncertain
 - Welding onto the existing steel may be challenging
 - Specialized welder/fabricator would need to be engaged for developing a repair solution

4 Photos



Near Empty South Pond



Near Full North Pond



Outfall Structure – Exposed Rebar



Outfall Structure – Exposed Rebar

Appendix B – Option Figures

This Figure is intended solely for the Client(s) and Project named, no other representations are made to any other party. Any other use is at a party's own risk.

Plot Date: 28 January 2021

File Name: P:\2021-1031\Advisory\Clarifier Internals Repair Plan\figure_Options_revA.vsd

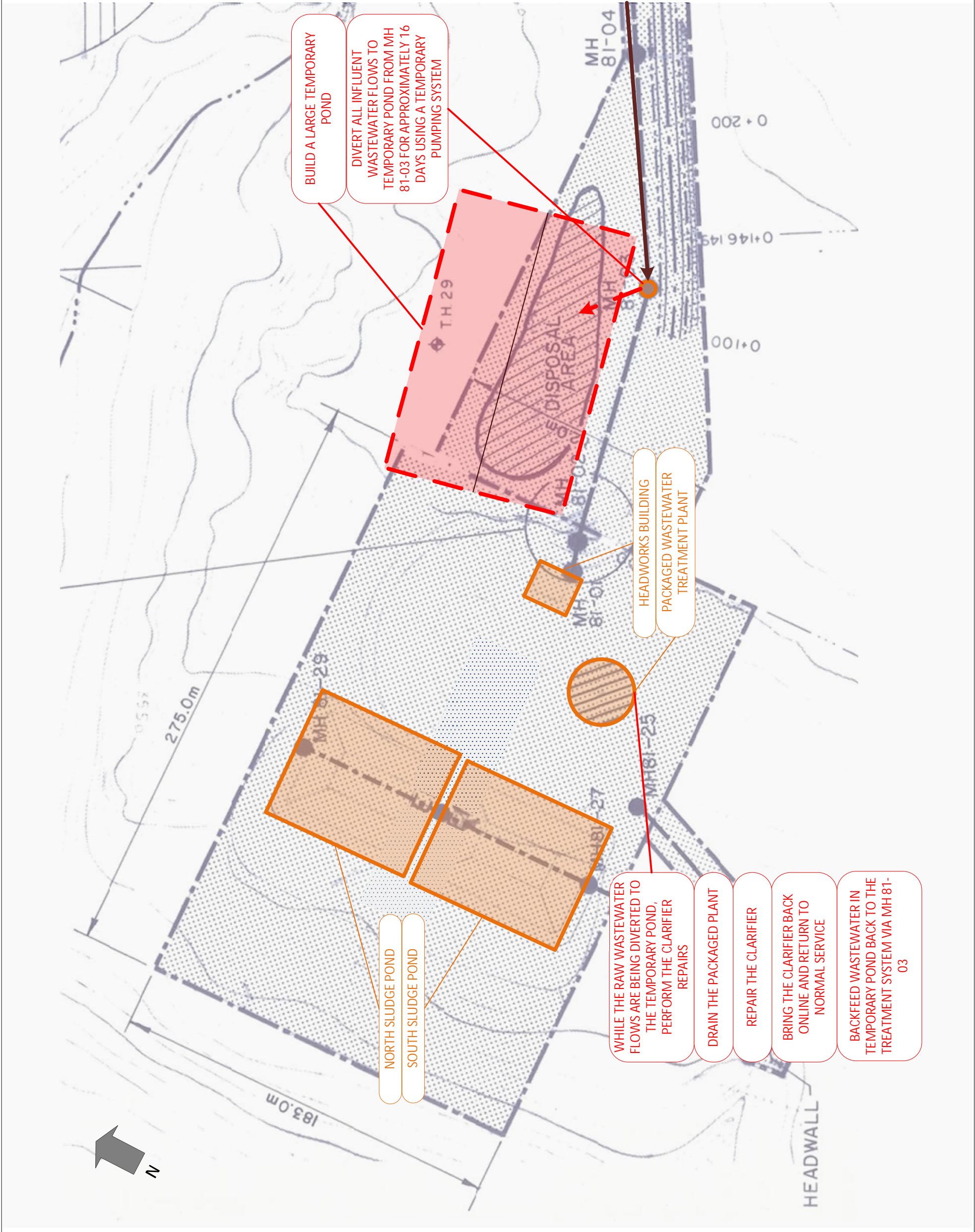


FIGURE B-1	
HAMLET OF GRANDE CACHE WASTEWATER TREATMENT FACILITY REPAIRS	
OPTION 2 REPAIR PLAN	
LEGEND	<div><div>EXISTING INFRASTRUCTURE</div><div>TEMPORARY INFRASTRUCTURE AND EQUIPMENT</div><div>WASTEWATER FLOW</div><div>TEMPORARY PUMPING</div></div>
NOTES	
PRELIMINARY & FOR DISCUSSION PURPOSES ONLY; NOT FOR CONSTRUCTION	DRAFT
SKETCHED BY:	ELIZABETH NG, E.I.T.
SCALE	NOT TO SCALE
PROJECT NO.	2021-1031
DATE	2021-01-08
REVISION NO.	A

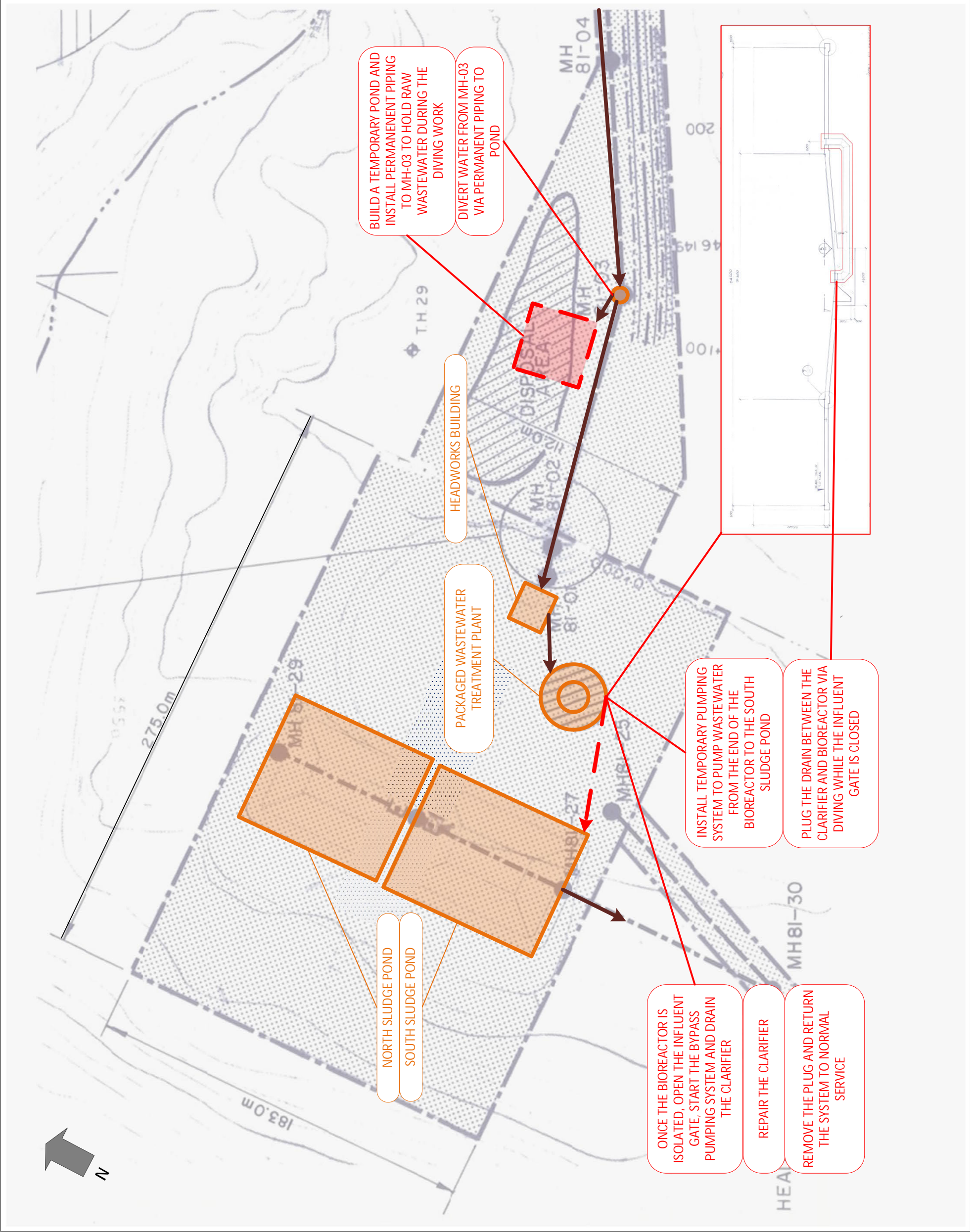


FIGURE B-2	
HAMLET OF GRANDE CACHE WASTEWATER TREATMENT FACILITY REPAIRS	
OPTION 3 REPAIR PLAN	
LEGEND	<ul style="list-style-type: none">EXISTING INFRASTRUCTURETEMPORARY INFRASTRUCTURE AND EQUIPMENTWASTEWATER FLOWTEMPORARY PUMPING
NOTES	
PRELIMINARY & FOR DISCUSSION PURPOSES ONLY; NOT FOR CONSTRUCTION	
DRAFT	
SKETCHED BY: ELIZABETH NG, E.I.T.	
SCALE: NOT TO SCALE	
PROJECT NO. 2021-1031	
DATE: 2021-01-27	
REVISION NO. B	

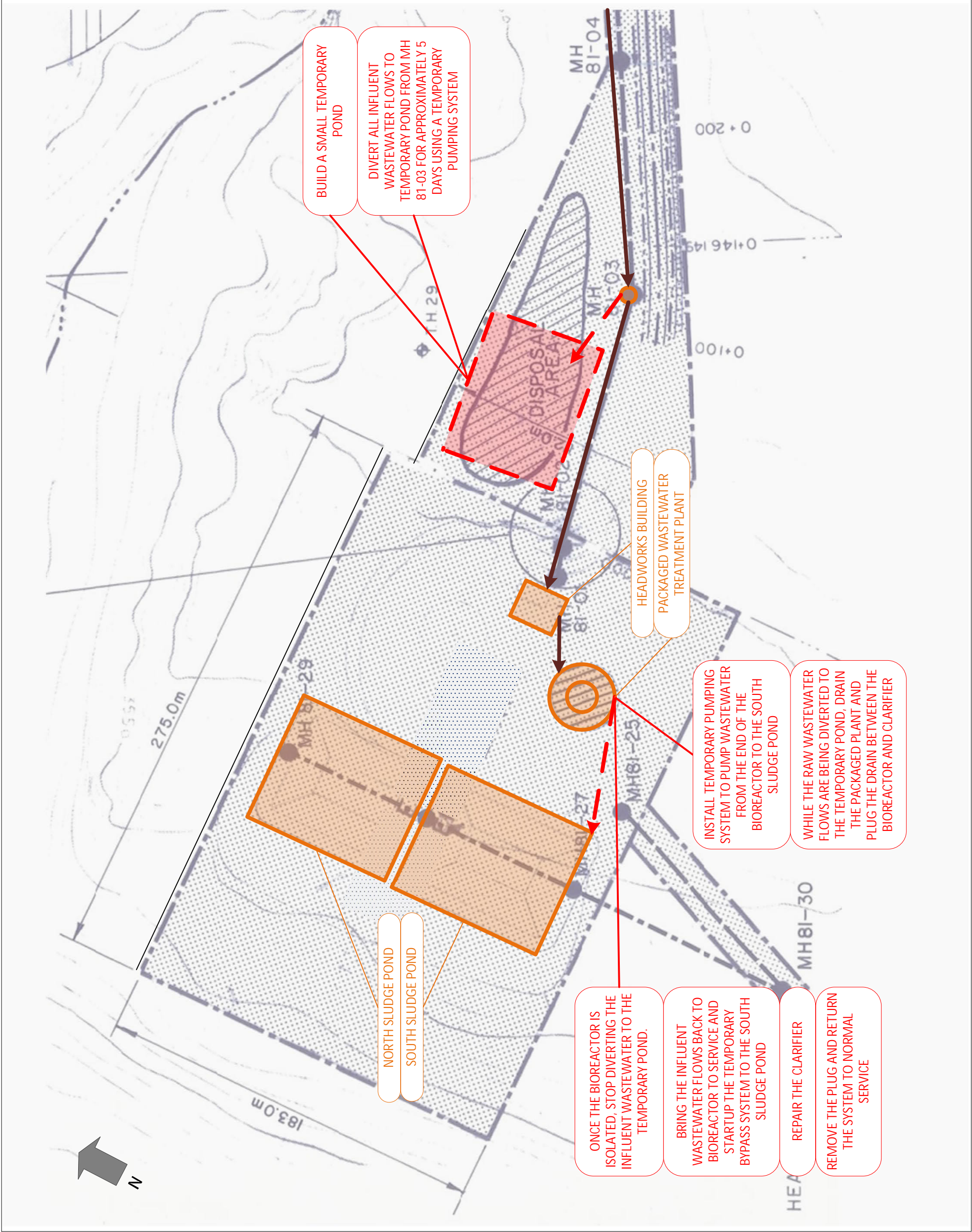


		FIGURE B-3	HAMLET OF GRANDE CACHE WASTEWATER TREATMENT FACILITY REPAIRS	OPTION 4 REPAIR PLAN	<div>LEGEND</div> <div><div>EXISTING INFRASTRUCTURE</div><div>TEMPORARY INFRASTRUCTURE AND EQUIPMENT</div><div>WASTEWATER FLOW</div><div>TEMPORARY PUMPING</div></div>	NOTES	<div>PRELIMINARY & FOR DISCUSSION PURPOSES ONLY; NOT FOR CONSTRUCTION</div> <div>DRAFT</div>	SKETCHED BY: ELIZABETH NG, E.I.T.	SCALE NOT TO SCALE	PROJECT NO. 2021-1031	DATE 2021-01-08	REVISION NO. A
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Appendix C – Cost Estimates

DESIGN NOTES



Project Name:	Grande Cache Emergency Repairs	Date:	February 18, 2021
Client / Owner:	MD GreenView	Project No. & File:	2021-1031
Facility Name:	Grande Cache Wastewater Treatment Facility	Revision:	Rev-1
Subject:	Clarifier Repair Options	Checked By:	Jackie Mykytiuk, P.Eng. (Rev 0) on Feb 18, 2021

Item No.	Description	Unit	Rate
1.0	GENERAL		
1.01	General Requirements (% of Estimate)	%	15%
Subtotal - GENERAL			
2.0	CIVIL - Temporary Pond		
Earthworks			
2.01	Pipe Installation from MH81-03 to Pond with Valve	m	\$ 300
2.02	Common Excavation	m3	\$ 6.00
2.03	New Berm Construction	m3	\$ 40.00
2.05	Tree Clearing and Site Preparation	LS	\$ 25,000
2.04	Subcontractor Markup	%	10%
Liner			
2.05	HDPE Liner Supply and Installation (ECI Quote)		
Subtotal - CIVIL - Temporary Pond			
3.0	CLARIFIER WORK		
Clarifier Repairs			
3.01	Clarifier Internal Repairs (Quote from QOR)	LS	\$ 161,281.68
3.02	Cleaning the Clarifier (Assuming QOR is cleaning)	LS	\$ 5,000.00
Bioreactor Isolation			
3.03	Diving Team Test Run (Quote)	LS	\$ 16,039
3.04	Diving Team - Final Run (Same Quote as Test Run)	LS	\$ 16,039
3.05	Diving Team - Welder on site (From Rate Sheet, Machine + Operator for 8 hrs)	LS	\$ 1,015
3.06	Compressor Rental for Inflation Source for Plugs	LS	\$ 2,000
3.07	Plug Rental and installation - If divers are not putting them in	LS	\$ 650
3.08	Subcontractor Markup to all Bioreactor Isolation Work	%	10%
Subtotal - CLARIFIER WORK			
4.0	TEMPORARY PUMPING SYSTEM		
4.01	Pumping from MH 81-03 to the Temporary Pond (rental, installation, setup, teardown, freight)	month	\$ 48,200
4.02	Operating Pump - Assume QOR	days	\$ 1,000
4.05	Pumping from Bioreactor to the South Sludge Pond (rental, installation, setup, teardown, freight)	month	\$ 48,200
4.06	Operating Pump - Assume QOR	days	\$ 1,000
4.07	Purchase of Dewatering Pump to Drain Temporary Storage Pond and Clarifier	LS	\$ 20,000
4.08	Subcontractor Markup for Temporary Pumping Work	%	10%
Subtotal - TEMPORARY PUMPING SYSTEM			
5.0	ALLOWANCES		
Construction Allowances			
5.01	Construction Survey Allowance - Pals	LS	\$ 9,880
5.02	Purchase of Temporary Fencing (Supply Only)	m	\$ 23.62
5.03	Delivery Temporary Fencing	LS	\$ 250
5.04	Subcontractor Markup	%	10%
Sub Consultant Allowances			
5.06	Geotechnical Allowance - Thurber Quote	LS	\$ 6,700
5.07	Environmental Allowance - Hutchinson Quote	LS	\$ 9,500
5.08	Permitting Allowance to Work/Construct on Crown Land	LS	\$ 10,000
Subtotal - ALLOWANCES			
SUBTOTAL			
CONTINGENCY			
Engineering Allowance (Prof. Fees Assumed 10%)			
TOTAL			

Pond Dimensions				Pond Dimensions				Pond Dimensions			
Length (m)	Width (m)	Depth (m)		Length (m)	Width (m)	Depth (m)		Length (m)	Width (m)	Depth (m)	
136	86	3.25		32	32	2.5		55	70	3.25	
Option 2				Option 3				Option 4			
Unit	Qty.	Cost Estimate		Unit	Qty.	Cost Estimate		Unit	Qty.	Cost Estimate	
%	15%	\$ 97,155		%	15%	\$ 55,183		%	15%	\$ 69,553	
		\$ 97,155				\$ 55,183				\$ 69,553	
m	15	\$ 4,500		m	15	\$ 4,500		15	15	\$ 4,500	
m3	35200	\$ 211,200		m3	800	\$ 4,800		m3	11000	\$ 66,000	
m3	1332	\$ 53,280		m3	384	\$ 15,360		m3	750	\$ 30,000	
LS	1	\$ 25,000		LS	0	\$ -		LS	1	\$ 25,000	
%	10%	\$ 29,398		%	10%	\$ 2,466		%	10%	\$ 12,550	
LS	1	\$ 139,570		LS	1	\$ 29,310		1	7556	\$ 65,124	
		\$ 433,550				\$ 56,436				\$ 190,624	
LS	1	\$ 161,282		LS	1	\$ 161,282		LS	1	\$ 161,282	
LS	1	\$ 5,000		LS	1	\$ 5,000		LS	1	\$ 5,000	
LS	0	\$ -		LS	1	\$ 16,039		LS	0	\$ -	
LS	0	\$ -		LS	1	\$ 16,039		LS	0	\$ -	
LS	0	\$ -		LS	1	\$ 1,015		LS	0	\$ -	
LS	0	\$ -		LS	1	\$ 2,000		LS	1	\$ 2,000	
LS	0	\$ -		LS	0	\$ -		LS	1	\$ 650	
%	10%	\$ 166,282		%	10%	\$ 3,509		%	10%	\$ 265	
		\$ 166,282				\$ 204,884				\$ 169,197	
month	0	\$ -		month	0	\$ -		month	0	\$ -	
rental	0	\$ -		rental	0	\$ -		rental	0	\$ -	
days	0	\$ -		days	0	\$ -		days	0	\$ -	
month	0	\$ -		month	1	\$ 48,200		month	1	\$ 48,200	
rental	4	\$ 4,000		rental	16	\$ 16,000		rental	11	\$ 11,000	
days	1	\$ 20,000		days	1	\$ 20,000		days	1	\$ 20,000	
ea	10%	\$ 2,400		ea	10%	\$ 8,420		ea	10%	\$ 7,920	
%		\$ 26,400		%		\$ 92,620		%		\$ 87,120	
LS	1	\$ 9,880		LS	1	\$ 9,880		LS	1	\$ 9,880	
m	480	\$ 11,339		m	162	\$ 3,816		m	280	\$ 6,614	
LS	1	\$ 250		LS	1	\$ 250		LS	1	\$ 250	
%	10%	\$ 2,147		%	10%	\$ 1,395		%	10%	\$ 1,674	
LS	1	\$ 6,700		LS	1	\$ 6,700		LS	1	\$ 6,700	
LS	1	\$ 9,500		LS	1	\$ 9,500		LS	1	\$ 9,500	
LS	1	\$ 10,000		LS	0	\$ -		LS	0	\$ -	
		\$ 21,469				\$ 13,946				\$ 16,744	
SubTOTAL				SubTOTAL				SubTOTAL			
CONTINGENCY				CONTINGENCY				CONTINGENCY			
Engineering Allowance (Prof. Fees Assumed 10%)				Engineering Allowance (Prof. Fees Assumed 10%)				Engineering Allowance (Prof. Fees Assumed 10%)			
TOTAL				TOTAL				TOTAL			

Appendix D – Quotes

Q.Q.R. MECHANICAL CONTRACTING LTD.

P.O. BOX 3176
Sherwood Park, AB T8H 2T2

Tel: (780) 467-8734
Fax: (780) 467-8720

QUOTATION

To: M.D of Greenview

ATTENTION: Doug Brown

DATE: December 9, 2020

We thank you for the opportunity of submitting the following prices.

Re: Grande Cache WWTP CLARIFIER REHABILITATION

We are pleased to provide our firm price to supply/install the mechanical components of the project noted above as per the breakdown and exceptions below.

Schedule

1 Supply of Skimming Arms	\$21,780.00
2 Install of Skimming Arms	\$50,961.00
3 Supply Of Rake Assembly (NO RETURNS)	\$42,964.68
4 Install Of Rake Assembly	\$40,576.00
5 Install owner Supplied Gear Box Drive assembly	\$5,000.00

Extra time and material due to unforeseen existing material, equipment and conditions will Be billed at Force Account Rates

Total For This Quotation \$161,281.68
GST Not Included

Not Included In This Quotation:

Draining and Cleaning, Vac trucks, Painting, Labelling
Electrical and Programming , Concrete and Concrete repair

*Quotation Open For Acceptance For 30 Days From Date of Issue


Josh McDonald



MD Grande Cache - Emergency Ponds

File: Q2.021.002

Date: January 12, 2021

M2 Engineering
#210, 10216 - 124 Street
Edmonton, AB T5N 4A3

Attn: Elizabeth Ng, E.I.T
Water & Wastewater Engineer-In-Training

1. QUOTATION

1.1 Price

Engineered Containment Inc. (ECI) is pleased to submit this **Lump Sum Price** quotation for the supply & installation of the containment system for the **Emergency Ponds for the Municipal District of Greenview in the town of Grande Cache, AB.**

Tasks	Description	Supply Unit Rate	Total Material Supply	Installation Unit Rate	Total Installation	Quantity	Total Supply and Install
Mob/Demob	Mobilization / Demobilization to project site					1 ea	\$ 3,920.20
Option 1	Larger Pond (35,200 CM capacity)	\$ 3.48 /m ²	\$ 61,227.12	\$ 4.23 /m ²	\$ 74,422.62	17,594 m ²	\$ 135,649.74
Option 2	Smaller Pond (11,000 CM capacity)	\$ 3.48 /m ²	\$ 26,294.88	\$ 4.62 /m ²	\$ 34,908.72	7,556 m ²	\$ 61,203.60
Total - Supply and Install Geosynthetic Containment System							\$ 200,773.54

1.2 Clarifications

- Liner area is based on Larger Pond (Option 1) dimensions of 136 m x 86 m x 3.25 m deep and Smaller pond (Option 2) dimensions of 136 m x 86 m x 3.25 m deep. In both cases, a slope of 3:1 has been assumed and allowance has been made for a 0.5 m x 0.5 m anchor trench around the perimeter.
- Prices are based on only one of the two Options to be completed.
- This price is based on using immediately available ECI surplus stock of 40 mil Smooth HDPE. This product is far more durable than is required for a temporary pond but has been discounted to be competitive with thinner products that would have to be purchased.
- ECI's price includes for all labour, accommodation and live out allowance to perform its work except as otherwise noted in this quotation.



5. ECI's pricing is based on one mobilization to the site. Additional mob/de-mob if necessary due to circumstances beyond ECI's control will be \$3,920.00 per mob/de-mob.
6. ECI's price assumes there will be no penetrations through the liner. Sealing any penetrations in the containment area will be Extra Work.
7. A lead time of **1 weeks** after award of contract and approval of submittals is required for mobilization of crew and equipment and materials.
8. Material delivery to site will commence immediately upon award and approval of ECI's proposed materials, and 100% of the value of materials will be invoiced upon delivery to the jobsite. If alternate procurement, delivery, invoicing or payment terms are required by the Customer, ECI's pricing will be subject to adjustment.
9. On-site duration of the geomembrane installation is 12 fair weather workdays for larger pond (Option 1) and 5 fair weather workdays for smaller pond (Option 2), excluding weather delays and productivity impacts as per Clarifications below, with a 5-person crew. Schedule for the work is based on consecutive, 8-hour fair-weather workdays.
10. ECI's price allows for 1 Weather Impacted Days, but excludes Weather Recovery Time, which will be Extra Work if incurred. **Definition of Weather Recovery Time:** The time after an inclement weather event during which the Contractor works to restore worksite conditions such that ECI may proceed with critical path geosynthetic installation activities without impediment. For each unused Weather Impacted Day ECI will credit the Customer \$1,555.00 on the final invoice.
11. ECI's quoted price and duration allows for the following conditions:
 - Testing and inspection in accordance with ECI's ITP. Third Party testing is excluded.
 - Combined Customer and Owner safety orientation to a maximum of 1 hours.
 - Crew downtime, standby, inefficiencies and related subsistence charges caused by substrate deficiencies, waiting or work permits, or confined space entry procedures are excluded.
 - Work to be commenced and completed between January 2021 and February 2021 (winter conditions). ECI's schedule is based on performing the work in fair weather conditions with ambient temperatures during work hours higher than -10°C including wind chill allowance, wind speeds less than 25 kph, and with no precipitation. Weather conditions outside these parameters shall be considered inclement weather events with negative impacts on ECI's productivity and production.

Any of these conditions which is not acceptable to the Customer will be cause for revision of ECI's quoted price and duration.
12. ECI's price is based on the Customer providing the following items at no cost to ECI:
 - Worksite access to, and use of, lunchroom, washroom facilities and waste disposal facilities (dumpster) for construction waste.
 - Offloading and storage of all geosynthetic materials.



- Dedicated operated equipment capable of handling maximum 4200 lbs roll stock for transport from laydown area to installation area, roll handling and deployment assistance.
- All necessary resources for dewatering, or snow removal from the geosynthetic substrate, work area and laydown such that these areas are acceptable to ECI for its work to proceed without impediment prior to release of such area to ECI for geosynthetic installation. Ongoing maintenance of such areas shall continue so that these areas remain in acceptable condition and the progress of ECI is unimpeded.
- A secure laydown area within 100m of the containment area for storage for the various types of geosynthetic materials and ECI's equipment and tools, such that materials and equipment can be received and stored with unimpeded access.
- All subgrade repairs and remediation caused by accumulation of precipitation or groundwater.
- Access for equipment used for deployment around the entire perimeter of geosynthetic lined areas.
- 15 m³ for the larger pond (Option 1) and 4 m³ for smaller pond (Option 2) of Pea Gravel for filling sandbags for liner ballasting.
- Maintenance of the laydown areas and access routes in condition suitable for unobstructed traffic with heavy equipment loaded with geosynthetic materials.

Any of these items the Customer requires ECI to supply will be cause for revision of ECI's quoted price and duration. Further, any of these items that ECI is required to supply, if not identified prior to award of the work, or delays waiting for these items while executing the work, will be considered Extra Work.

13. ECI's price excludes all earthworks including excavation, grading and backfilling required for the pond construction including the perimeter anchor trench. The subgrade for the geosynthetics must be dry, well compacted, drum-rolled smooth in accordance with the Fabricated Geomembranes Institute Guideline presented at www.fabricatedgeomembrane.com. Any subgrade rework performed by ECI as necessary to provide a suitable surface for installation of geosynthetics shall be extra to the quoted price. ECI will visually inspect the prepared geomembrane subgrade to determine its acceptability for installation of geosynthetics prior to commencement of installation and shall advise the Customer of any observed deficiencies. The Customer shall be responsible to correct all such deficiencies prior to installation of geosynthetics. By proceeding with the installation of geosynthetics, ECI shall not relieve the Customer from its responsibility to adequately prepare and maintain the subgrade suitable for geomembrane installation, and ECI shall bear no liability for damages caused by inadequately prepared subgrade.

14. Quoted prices and durations are based on Customer providing prepared work areas, releasing a minimum of 2,500 square meters per day of contiguous acceptable geosynthetic substrate to ECI each day, and management of associated works of others so as to provide productive, unimpeded continuous work for ECI's entire crew from start of work to completion.

1.3 Commercial Terms

1. All Extra Work shall be performed at Force Account rates as per the attached sheet, unless agreed otherwise prior to proceeding with the Extra Work.



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2. Standard credit terms are Net 30 days from date of invoice. ECI reserves the right to charge interest of 1% per month on overdue accounts. Price is based on Customer payment of ECI's lien holdback within 60-days of ECI's substantial completion of work, regardless of whether the Customer has received payment of its holdback from the Owner.
3. The quoted price is based on receiving the award of this subcontract within 30 days from the date of our quotation.
4. Federal, provincial or other sales taxes are excluded from the quoted prices.
5. The quoted price excludes bonding. Bonding is available at a fee if required. All Extra Work will be subjected to a Bonding Premium.
6. ECI warrants installation workmanship to be free of defects for a period of 12 months following Substantial Completion of the work. The workmanship warranty is limited to repair or replacement of defects in workmanship. Indirect damages are specifically excluded from warranty coverage. ECI shall procure, for the benefit of the Owner, the geomembrane manufacturer's standard limited material warranty, beyond which ECI shall bear no obligation to warrant the geomembrane materials.

Thank you for considering ECI to supply its materials and services for this important project. We look forward to the opportunity to work with your team.

Sincerely,
Engineered Containment Inc.

Bill Megraw, P.Eng
Senior Estimator/Project Manager

2510 – 84 Avenue Edmonton, AB T6P 1K3

T: 1-877-736-0047 | L: 1-780-466-0047 | C: 1-780-690-1977

W: www.engineeredcontainment.com | E: Bill.Megraw@EngineeredContainment.com

cc. James Teppan





Labour, Equipment and Material (L.E.M.) Charge out Rates GEOMEMBRANE PROJECTS

HOURLY LABOUR			
Classification	Straight Time	Overtime *	Standby ST
Project Manager	\$129/hr	\$194/hr	\$129/hr
Superintendent	\$108/hr	\$162/hr	\$108/hr
Supervisor	\$98/hr	\$147/hr	\$98/hr
Technician	\$88/hr	\$132/hr	\$88/hr
Apprentice Technician	\$78/hr	\$117/hr	\$78/hr

Labour Notes

1. *For Regular Work Week, Overtime is applicable after 8 hours /day, 40 hours per week, and all day Saturday and Sunday. For Compressed Work Week, Overtime is applicable after 10 hours/day, 40 hours per week and all day Saturday and Sunday
2. Minimum charge is 4 hours per day at applicable rate inclusive of travel, after which if productive work is not available due to circumstances beyond ECI's control, ECI will remain on site at applicable Standby Rates if requested by the Customer.
3. Travel time from dispatch location to jobsite and daily travel from local accommodations to jobsite are charged at straight time.
4. Subsistence and accommodations charges are additional to these costs for job locations more than 75km from ECI's Edmonton office.

EQUIPMENT CHARGE-OUT RATES

Equipment Description	Daily Rate
Crew Truck	\$140 (Mileage Extra as Below)
UTV (Mule)	\$200
Tool Crib Trailer	\$250
Liner Deployment Trailer	\$180
Wedge Welder	\$180
Extrusion Welder	\$180
Testing Equipment	\$180
Generator	\$95
Air Compressor	\$80
Hot Air Welder	\$80
Portable Sewing Machine	\$80
Hilti Drill	\$40

Equipment Notes

1. Mileage for Crew Truck shall be charged at \$0.60/km in addition to published rate. All other rates include fuel where applicable.
2. Standby Charges shall be applicable only for Crew Truck when crew is on standby.

MATERIALS, CONSUMABLES, AND 3RD PARTY COSTS

All Materials and Third Party Costs shall be billed to the Customer at cost plus 15%.



MD Greenview - Grande Cache - Emergency Ponds

File: Q2.021.002 Rev 1

January 28, 2021

M2 Engineering
#210, 10216 - 124 Street
Edmonton, AB T5N 4A3

Attn: Elizabeth Ng, E.I.T
Water & Wastewater Engineer-In-Training

1. QUOTATION

1.1 Price ^{Rev 1}

Engineered Containment Inc. (ECI) is pleased to submit this **Lump Sum Price** quotation for the supply & installation of the containment system for the **Emergency Ponds for the Municipal District of Greenview in the town of Grande Cache, AB.**

Tasks	Description	Supply Unit Rate	Total Material Supply	Installation Unit Rate	Total Installation	Quantity	Total Supply and Install
Mob/Demob	Mobilization / Demobilization to project site					1 ea	\$ 3,920.20
Option 3	32 m x 32 m Pond (1,000+/- CM capacity)	\$ 5.82 /m ²	\$ 8,310.96	\$ 11.96 /m ²	\$ 17,078.88	1,428 m ²	\$ 25,389.84
Total - Supply and Install Geosynthetic Containment System							\$ 29,310.04

1.2 Clarifications

- ^{Rev 1} Liner area is based on Pond (Option 3) dimensions of 32 m x 32 m x 2.5 m deep. A slope of 3:1 has been assumed and allowance has been made for a 0.5 m x 0.5 m anchor trench around the perimeter.
- This price is based on using immediately available ECI surplus stock of 40 mil Smooth HDPE. This product is far more durable than is required for a temporary pond but has been discounted to be competitive with thinner products that would have to be purchased.
- ECI's price includes for all labour, accommodation and live out allowance to perform its work except as otherwise noted in this quotation.
- ECI's pricing is based on one mobilization to the site. Additional mob/de-mob if necessary due to circumstances beyond ECI's control will be \$3,920.00 per mob/de-mob.
- ECI's price assumes there will be no penetrations through the liner. Sealing any penetrations in the containment area will be Extra Work.



6. A lead time of **1 week** after award of contract and approval of submittals is required for mobilization of crew and equipment and materials.
7. Material delivery to site will commence immediately upon award and approval of ECI's proposed materials, and 100% of the value of materials will be invoiced upon delivery to the jobsite. If alternate procurement, delivery, invoicing or payment terms are required by the Customer, ECI's pricing will be subject to adjustment.
8. On-site duration of the geomembrane installation is 2 ^{Rev 1} fair weather workdays, excluding weather delays and productivity impacts as per Clarifications below, with a 5-person crew. Schedule for the work is based on consecutive, 8-hour fair-weather workdays.
9. ECI's price allows for 1 Weather Impacted Days, but excludes Weather Recovery Time, which will be Extra Work if incurred. **Definition of Weather Recovery Time:** The time after an inclement weather event during which the Contractor works to restore worksite conditions such that ECI may proceed with critical path geosynthetic installation activities without impediment. For each unused Weather Impacted Day ECI will credit the Customer \$1,555.00 on the final invoice.
10. ECI's quoted price and duration allows for the following conditions:
 - Testing and inspection in accordance with ECI's ITP. Third Party testing is excluded.
 - Combined Customer and Owner safety orientation to a maximum of 1 hours.
 - Crew downtime, standby, inefficiencies and related subsistence charges caused by substrate deficiencies, waiting or work permits, or confined space entry procedures are excluded.
 - Work to be commenced and completed between January 2021 and February 2021 (winter conditions). ECI's schedule is based on performing the work in fair weather conditions with ambient temperatures during work hours higher than -10°C including wind chill allowance, wind speeds less than 25 kph, and with no precipitation. Weather conditions outside these parameters shall be considered inclement weather events with negative impacts on ECI's productivity and production.

Any of these conditions which is not acceptable to the Customer will be cause for revision of ECI's quoted price and duration.
11. ECI's price is based on the Customer providing the following items at no cost to ECI:
 - Worksite access to, and use of, lunchroom, washroom facilities and waste disposal facilities (dumpster) for construction waste.
 - Offloading and storage of all geosynthetic materials.
 - Dedicated operated equipment capable of handling maximum 4200 lbs roll stock for transport from laydown area to installation area, roll handling and deployment assistance.
 - All necessary resources for dewatering, or snow removal from the geosynthetic substrate, work area and laydown such that these areas are acceptable to ECI for its work to proceed without impediment prior to release of such area to ECI for geosynthetic installation. Ongoing maintenance of such areas shall continue so that these areas remain in acceptable condition and the progress of ECI is unimpeded.



- A secure laydown area within 100m of the containment area for storage for the various types of geosynthetic materials and ECI's equipment and tools, such that materials and equipment can be received and stored with unimpeded access.
- All subgrade repairs and remediation caused by accumulation of precipitation or groundwater.
- Access for equipment used for deployment around the entire perimeter of geosynthetic lined areas.
- **Rev 1** 2 m³ of Pea Gravel for filling sandbags for liner ballasting.
- Maintenance of the laydown areas and access routes in condition suitable for unobstructed traffic with heavy equipment loaded with geosynthetic materials.

Any of these items the Customer requires ECI to supply will be cause for revision of ECI's quoted price and duration. Further, any of these items that ECI is required to supply, if not identified prior to award of the work, or delays waiting for these items while executing the work, will be considered Extra Work.

12. ECI's price excludes all earthworks including excavation, grading and backfilling required for the pond construction including the perimeter anchor trench. The subgrade for the geosynthetics must be dry, well compacted, drum-rolled smooth in accordance with the Fabricated Geomembranes Institute Guideline presented at www.fabricatedgeomembrane.com. Any subgrade rework performed by ECI as necessary to provide a suitable surface for installation of geosynthetics shall be extra to the quoted price. ECI will visually inspect the prepared geomembrane subgrade to determine its acceptability for installation of geosynthetics prior to commencement of installation and shall advise the Customer of any observed deficiencies. The Customer shall be responsible to correct all such deficiencies prior to installation of geosynthetics. By proceeding with the installation of geosynthetics, ECI shall not relieve the Customer from its responsibility to adequately prepare and maintain the subgrade suitable for geomembrane installation, and ECI shall bear no liability for damages caused by inadequately prepared subgrade.
13. Quoted prices and durations are based on Customer providing prepared work areas, releasing a minimum of 2,500 square meters per day of contiguous acceptable geosynthetic substrate to ECI each day, and management of associated works of others so as to provide productive, unimpeded continuous work for ECI's entire crew from start of work to completion.

1.3 Commercial Terms

1. All Extra Work shall be performed at Force Account rates as per the attached sheet, unless agreed otherwise prior to proceeding with the Extra Work.
2. Standard credit terms are Net 30 days from date of invoice. ECI reserves the right to charge interest of 1% per month on overdue accounts. Price is based on Customer payment of ECI's lien holdback within 60-days of ECI's substantial completion of work, regardless of whether the Customer has received payment of its holdback from the Owner.
3. The quoted price is based on receiving the award of this subcontract within 30 days from the date of our quotation.
4. Federal, provincial or other sales taxes are excluded from the quoted prices.





Engineered Containment
Environmental Protection Solutions



5. The quoted price excludes bonding. Bonding is available at a fee if required. All Extra Work will be subjected to a Bonding Premium.
6. ECI warrants installation workmanship to be free of defects for a period of 12 months following Substantial Completion of the work. The workmanship warranty is limited to repair or replacement of defects in workmanship. Indirect damages are specifically excluded from warranty coverage. ECI shall procure, for the benefit of the Owner, the geomembrane manufacturer's standard limited material warranty, beyond which ECI shall bear no obligation to warrant the geomembrane materials.

Thank you for considering ECI to supply its materials and services for this important project. We look forward to the opportunity to work with your team.

Sincerely,
Engineered Containment Inc.

Bill Megraw, P.Eng
Senior Estimator/Project Manager

2510 – 84 Avenue Edmonton, AB T6P 1K3

T: 1-877-736-0047 | L: 1-780-466-0047 | C: 1-780-690-1977

W: www.engineeredcontainment.com | E: Bill.Megraw@EngineeredContainment.com

cc. James Teppan





NORTHERN UNDERWATER SYSTEMS LP

Head Office:
8350-1 Street N.W.
Edmonton AB T6P-1X2

Telephone: (780) 400-2260
Fax: (780) 400-2261
Email: wstark@canadiandewatering.com
Web: www.canadiandewatering.com

Calgary Office:
8816-40 Street S.E.
Calgary AB T2C-2P2

Telephone: (403) 291-3313
Fax: (403) 291-5435
Email: wstark@nusgroup.com
Web: nusgroup.com

CANADIAN DEWATERING LP - NUS 2021 Project Information

Project Name:	Grande Cache Bioreactor Plug Install		
Job Number	J2xxxx		
PO Number			
Client/Owner:	M2 Engineering		
Client Contact(s):	Jackie Mykytiuk P.ENG. Director, Water & Wastewater Engineer		
Billing Address:	#210, 10216 - 124 Street Edmonton, AB T5N 4A3 web: www.M2eng.ca Telephone: 587.410.0460 x 101 Cel: 587.987.0927 Direct: 587.772.1590 mykytiukj@M2eng.ca		
Start Date:			
End Date			
Job Scope:	<p>Thanks for the call last week to discuss the possibility of diving the bioreactor in Grande Cache. From our call it seems like it is feasible to have your crew dive the clarifier or bioreactor to plug the line between the bioreactor and clarifier as long as we can slow the flow down.</p> <p>-If you dive the clarifier side, all clarifier rakes would be turned off</p> <p>-If you dive the bioreactor side, the air would remain on</p> <p>-It appears the drain line is quite large, the drawings indicate 457 mm (18" pipe)</p> <p>-We would look at doing this work in the middle of the night to have flows minimized as much as possible</p> <p>-We will look into isolating the WWTF at night and using the trunk main for storage while your crew in plugging the line</p> <p>oHow long would you plan the dive for?</p> <p>-Since you would be installing the plug, what type of inflatable plug would you want to use?</p> <p>oWe want your crew to be comfortable with installing the plug type</p> <p>oWould you supply the plug?</p> <p>We would like to complete a test run to make sure that you could truly find the line between the bioreactor and clarifier before we schedule and coordinate subsequent works. Could you please provide a quote to complete two separ</p>		
Job Location:			
N.U.S. Personnel:	Position	Name	Contact
Project Manager	Diving Ops Mgr	William Stark	(403) 650-0474
Supervisor	Supervisor		
To Be Provided By Client:			
To Be Provided By N.U.S.	All requisite diving gear to conform to CSA Z275.2 and Z275.4		
Other Information	Note: This estimate will be valid for 1 month with the understanding that if the scope of work changes, so will the estimate.		
Travel Instructions	THIS PROPOSAL INCLUDES COVID-19 CONSIDERATIONS		
Directions			
Accommodations	as required		
Meals:	Northern Underwater Systems LP		

Project Information Sheet

IER Revision 15

Head Office:
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Edmonton AB T6P-1X2

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Telephone: (403) 291-3313
Fax: (403) 291-5435
Email: wstark@nusgroup.com

CANADIAN DEWATERING LP - NUS

2021 Project Estimate 4 man

Client:	M2 Engineering	Project:	Grande Cache Bioreactor Plug Install
Job:	J2XXXX	PO:	0

Category	Item Description	Amount of Resources	Shift Rate	Hourly Rate	Overtime Rate	Number of Shifts	Regular Hours	OT Hours	Total Charge
Ab-Labour	Dive Supervisor (travel to/ from site)	1	-	\$ 95.00	\$ 125.00	2	8	-	\$1,520.00
Ab-Labour	Dive Supervisor	1	-	\$ 95.00	\$ 125.00	1	8	4	\$1,260.00
Ab-Labour	Commercial Diver (travel to/ from site)	3	-	\$ 82.00	\$ 107.00	2	8	-	\$3,936.00
Ab-Labour	Commercial Diver	3	-	\$ 82.00	\$ 107.00	1	8	4	\$3,252.00
Accommodations	Charged as required at cost, plus 15%	4	\$ 130.00	-	-	2	-	-	\$1,040.00
Meals	Charged as req. at \$58.00 /manday (\$79.35 =BC\$69.00 +15%)	4	\$ 58.00	-	-	3	-	-	\$696.00
Vehicles	1 ton 4 by 4	2	\$ 95.00	-	-	3	-	-	\$570.00
Vehicles	Mileage	50	\$ 0.55	-	-	-	-	-	\$27.50
Trailers	16 foot cargo trailer	1	\$ 65.00	-	-	3	-	-	\$195.00
Hazardous Entry	Contaminated / Confined Space Support System	1	\$ 625.00	-	-	1	-	-	\$625.00
Hazardous Entry	CONTAMINATED Decontamination System	1	\$ 125.00	-	-	1	-	-	\$125.00
Hazardous Entry	CONTAMINATED entry helmet	2	\$ 55.00	-	-	1	-	-	\$110.00
Hazardous Entry	CONTAMINATED water entry suit	2	\$ 200.00	-	-	1	-	-	\$400.00
Hazardous Entry	Confined Space Rescue winch/harnesses	1	\$ 275.00	-	-	1	-	-	\$275.00
Air Tools	Hammer Drill	1	\$ 65.00	-	-	1	-	-	\$65.00
Sub Total									\$14,096.50

Items with Shift, Weekly and 4-Week Rates						
Category	Item Description	Resources	Shift Rate	Weekly	4-Weeks	4-Weeks
Inflatable Plugs	15" - 30" (week)	2	\$ 68.75	\$ 275.00	\$ 825.00	1
Inflatable Plugs	Remote Plug Inflation System(week)	2	\$ 13.00	\$ 50.00	150.00	1
Sub Total						\$650.00

Total Cost Estimate (Based on hourly rates)
(Not including G.S.T. or Sales Tax)
Terms: Net 30 Days; 2% per month charged on overdue accounts
G.S.T. Registration #R831001128

\$

14,746.50

THIS PROPOSAL INCLUDES COVID-19 TRAVEL CONSIDERATIONS



NORTHERN UNDERWATER SYSTEMS LP

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Telephone: (403) 291-3313
Fax: (403) 291-5435
Email: wstark@nusgroup.com
Web: nusgroup.com

CANADIAN DEWATERING LP - NUS 2021 Project Information

Project Name:	Grande Cache Bioreactor Plug Install		
Job Number	J2xxxx		
PO Number			
Client/Owner:	M2 Engineering		
Client Contact(s):	Jackie Mykytiuk P.ENG. Director, Water & Wastewater Engineer		
Billing Address:	#210, 10216 - 124 Street Edmonton, AB T5N 4A3 web: www.M2eng.ca Telephone: 587.410.0460 x 101 Cel: 587.987.0927 Direct: 587.772.1590 mykytiukj@M2eng.ca		
Start Date:			
End Date			
Job Scope:	<p>Thanks for the call last week to discuss the possibility of diving the bioreactor in Grande Cache. From our call it seems like it is feasible to have your crew dive the clarifier or bioreactor to plug the line between the bioreactor and clarifier as long as we can slow the flow down.</p> <p>-If you dive the clarifier side, all clarifier rakes would be turned off</p> <p>-If you dive the bioreactor side, the air would remain on</p> <p>-It appears the drain line is quite large, the drawings indicate 457 mm (18" pipe)</p> <p>-We would look at doing this work in the middle of the night to have flows minimized as much as possible</p> <p>-We will look into isolating the WWTF at night and using the trunk main for storage while your crew in plugging the line</p> <p>oHow long would you plan the dive for?</p> <p>-Since you would be installing the plug, what type of inflatable plug would you want to use?</p> <p>oWe want your crew to be comfortable with installing the plug type</p> <p>oWould you supply the plug?</p> <p>We would like to complete a test run to make sure that you could truly find the line between the bioreactor and clarifier before we schedule and coordinate subsequent works. Could you please provide a quote to complete two separ</p>		
Job Location:			
N.U.S. Personnel:	Position	Name	Contact
Project Manager	Diving Ops Mgr	William Stark	(403) 650-0474
Supervisor	Supervisor		
To Be Provided By Client:			
To Be Provided By N.U.S.	All requisite diving gear to conform to CSA Z275.2 and Z275.4		
Other Information	Note: This estimate will be valid for 1 month with the understanding that if the scope of work changes, so will the estimate.		
Travel Instructions	THIS PROPOSAL INCLUDES COVID-19 CONSIDERATIONS		
Directions			
Accommodations	as required		
Meals:	Northern Underwater Systems LP		

Project Information Sheet

IER Revision 15



Head Office:
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Calgary AB T2C-2P2

Telephone: (403) 291-3313
Fax: (403) 291-5435
Email: wstark@nusgroup.com

NORTHERN UNDERWATER SYSTEMS LP

CANADIAN DEWATERING LP - NUS 2021 Project Estimate 4 man - 1 x 12 DAY at SITE

Client:	M2 Engineering	Project:	Grande Cache Bioreactor Plug Install
Job:	J2XXXX	PO:	0

Category	Item Description	Amount of Resources	Shift Rate	Hourly Rate	Overtime Rate	Number of Shifts	Regular Hours	OT Hours	Total Charge
Ab-Labour	Dive Supervisor (travel to/ from site)	1	-	\$ 95.00	\$ 125.00	2	8	-	\$1,520.00
Ab-Labour	Dive Supervisor	1	-	\$ 95.00	\$ 125.00	1	8	4	\$1,260.00
Ab-Labour	Commercial Diver (travel to/ from site)	3	-	\$ 82.00	\$ 107.00	2	8	-	\$3,936.00
Ab-Labour	Commercial Diver	3	-	\$ 82.00	\$ 107.00	1	8	4	\$3,282.00
Accommodations	Charged as required at cost, plus 15%	4	\$ 130.00	-	-	2	-	-	\$1,040.00
Meals	Charged as req. at \$58.00 /manday (\$79.35 =BC\$69.00 +15%)	4	\$ 58.00	-	-	3	-	-	\$696.00
Vehicles	1 ton 4 by 4	2	\$ 95.00	-	-	3	-	-	\$570.00
Vehicles	Mileage	2400	\$ 0.55	-	-	-	-	-	\$1,320.00
Trailers	16 foot cargo trailer	1	\$ 65.00	-	-	3	-	-	\$195.00
Hazardous Entry	Contaminated / Confined Space Support System	1	\$ 625.00	-	-	1	-	-	\$625.00
Hazardous Entry	CONTAMINATED Decontamination System	1	\$ 125.00	-	-	1	-	-	\$125.00
Hazardous Entry	CONTAMINATED entry helmet	2	\$ 55.00	-	-	1	-	-	\$110.00
Hazardous Entry	CONTAMINATED water entry suit	2	\$ 200.00	-	-	1	-	-	\$400.00
Hazardous Entry	Confined Space Rescue winch/harnesses	1	\$ 275.00	-	-	1	-	-	\$275.00
Air Tools	Hammer Drill	1	\$ 65.00	-	-	1	-	-	\$65.00
Sub Total									\$15,389.00

Items with Shift, Weekly and 4-Week Rates						
Category	Item Description	Resources	Shift Rate	Weekly	4-Weeks	Week(s)
Inflatable Plugs	15" - 30" (week)	2	\$ 68.75	\$ 275.00	\$ 825.00	1
Inflatable Plugs	Remote Plug Inflation System(week)	2	\$ 13.00	\$ 50.00	150.00	1
Sub Total						\$650.00

Total Cost Estimate (Based on hourly rates) (Not including G.S.T. or Sales Tax) Terms: Net 30 Days; 2% per month charged on overdue accounts G.S.T. Registration #R831001128		\$	16,039.00
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THIS PROPOSAL INCLUDES COVID-19 TRAVEL CONSIDERATIONS



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Calgary Office:
8816-40 Street S.E.
Calgary AB T2C-2P2

Telephone: (403) 291-3313
Fax: (403) 291-5435
Email: wstark@nusgroup.com

CANADIAN DEWATERING LP - NUS 2021 Project Estimate 4 man - 2 x 12 DAY at SITE

Client:	M2 Engineering	Project:	Grande Cache Bioreactor Plug Install
Job:	J2XXXX	PO:	0

Category	Item Description	Amount of Resources	Shift Rate	Hourly Rate	Overtime Rate	Number of Shifts	Regular Hours	OT Hours	Total Charge
Ab-Labour	Dive Supervisor (travel to/ from site)	1	-	\$ 95.00	\$ 125.00	2	8	-	\$1,520.00
Ab-Labour	Dive Supervisor	1	-	\$ 95.00	\$ 125.00	2	8	4	\$2,520.00
Ab-Labour	Commercial Diver (travel to/ from site)	3	-	\$ 82.00	\$ 107.00	2	8	-	\$3,936.00
Ab-Labour	Commercial Diver	3	-	\$ 82.00	\$ 107.00	2	8	4	\$6,504.00
Accommodations	Charged as required at cost, plus 15%	4	\$ 130.00	-	-	-	-	-	\$1,560.00
Meals	Charged as req. at \$58.00 /manday (\$79.35 =BC\$69.00 +15%)	4	\$ 58.00	-	-	4	-	-	\$928.00
Vehicles	1 ton 4 by 4	2	\$ 95.00	-	-	4	-	-	\$760.00
Vehicles	Mileage	2600	\$ 0.55	-	-	-	-	-	\$1,430.00
Trailers	16 foot cargo trailer	1	\$ 65.00	-	-	4	-	-	\$260.00
Hazardous Entry	Contaminated / Confined Space Support System	1	\$ 625.00	-	-	2	-	-	\$1,250.00
Hazardous Entry	CONTAMINATED Decontamination System	1	\$ 125.00	-	-	2	-	-	\$250.00
Hazardous Entry	CONTAMINATED entry helmet	2	\$ 55.00	-	-	2	-	-	\$220.00
Hazardous Entry	CONTAMINATED water entry suit	2	\$ 200.00	-	-	2	-	-	\$800.00
Hazardous Entry	Confined Space Rescue winch/harnesses	1	\$ 275.00	-	-	2	-	-	\$550.00
Air Tools	Hammer Drill	1	\$ 65.00	-	-	2	-	-	\$130.00
Sub Total									\$22,618.00

Items with Shift, Weekly and 4-Week Rates								
Category	Item Description	Resources	Shift Rate	Weekly	4-Weeks	Shift(s)	Week(s)	4-Weeks
Inflatable Plugs	15" - 30" (week)	2	\$ 68.75	\$ 275.00	\$ 825.00		1	
Inflatable Plugs	Remote Plug Inflation System(week)	2	\$ 13.00	\$ 50.00	\$ 150.00		1	
Sub Total								\$650.00

Total Cost Estimate (Based on hourly rates) (Not including G.S.T. or Sales Tax) Terms: Net 30 Days; 2% per month charged on overdue accounts G.S.T. Registration #R831001128	\$ 23,268.00
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THIS PROPOSAL INCLUDES COVID-19 TRAVEL CONSIDERATIONS

Calgary Branch

8816 40 Street SE, Calgary, AB T2C 2P2
p 403 291 3313 f 403 291 5435

BRANCH SERVICES



Canadian Dewatering L.P. Budgetary Proposal

For: M2 Engineering

Attention: Jackie Mykytiuk

RQ117894 Proposal – Grande Cache Bioreactor Bypass

PUMP
DIVE
BARGE
DREDGE
DEWATERING
SEDIMENT CONTROL



Submitted By: Robert Benoit, Rentals & Sales Coordinator

Date: 20 January 2021

Section 1: Introduction

Canadian Dewatering L.P. (CDLP) is Western Canada's leading fluid management service provider with eight branches across Western Canada and into the North. With over forty years of fluid management experience, Canadian Dewatering has the equipment fleet and expert personnel to solve any fluid management challenge.

CDLP has enclosed a budgetary proposal to bypass sanitary flows while M2 Engineering completes work at the Grande Cache WWTP. CDLP looks forward to working with you on your upcoming fluid management project.

Section 2: Contact Information

<u>Client</u>	M2 Engineering	<u>Canadian Dewatering</u>	
Submitted to:	Jackie Mykytiuk	Submitted by:	Robert Benoit
Position:	Director, Water & Wastewater Engineer	Position:	Rentals & Sales Coordinator
Address:	210, 10216 124 St, Edmonton, AB T5N 4A3		
Phone:	587-987-0927	Phone:	403-808-8149
Email:	mykytiukj@m2eng.ca	Email:	RBenoit@CanadianDewatering.com

Section 3: Scope of Work

Canadian Dewatering will provide a rental self-priming diesel pump system including a two redundant backup units, suction and discharge hose, valves, and accessories to bypass flows. CDLP will also provide hoarding wrap, and a glycol heating system to guard against freezing temperature. CDLP will provide services for installation, single day system test monitoring, and removal.

This bypass is proposed to draw with a self-priming centrifugal diesel pump from the SW section of the existing clarifier with discharge length allowance for up to 200'. Flow rates have been provided as roughly 20-50 L/s variable throughout the day (~320-800 usgpm). A Godwin CD150M pump with 6" suction & 6" discharge lines has been selected for these flows, and a twin standby unit will be fully plumbed in to allow for immediate pump changes should a mechanical failure occur. These units will be set to operate by float control signal. An optional third pump at standby rates is also provided due to the remote location to ensure a standby unit is always available. Installed backup pumps are not intended for excess flows as this would negate critical backup availability. Pumps will discharge to a common header where a single 6" hose line will carry flows to the discharge point at the lagoons. Pump lines will be hoarded in bubble wrap

CDLP will install the complete system, then test for leaks by filling the line with clean water. CDLP will then operate & monitor the system for a single 24 hour test period to then transfer operation to the project owner.

An exact defined schedule & execution plan has not been finalized. This proposal is budgetary only. CDLP may require up to four weeks after receipt of order in order to secure manpower & equipment for projects. Any items not specifically listed within this proposal may be at extra cost.

All project pricing is based on time and materials pricing as per attached rate sheets. Pricing provided herein is for budgetary purposes only and is subject to change.

- **Rental commences upon shipment from CDLP yard, and ceases when equipment is turned off & available for return.**
- **Discounts: Standby Pump @ 50%; Elbows, tees, adapters, couplings, reducers @ 100%. Full equipment listing available upon award.**
- **Covid 19 Policy: 1 man per truck pricing included**

	Budgetary Price
Rentals – 1 month in totals (4 days = 1 week; 3 weeks = 1 calendar month)	\$9,097
<ul style="list-style-type: none"> - 1 x 6" CD150M pump active with 1 x same installed standby backup + 1 standby onsite. 120' @ 6" rigid hose, 200' @ 6" pvc/nitrile fabric reinforced hose, 2x float controls, valves, tees, elbows, screens, and 200' hoarding wrap. - \$759/day - \$3,036/wk - \$9,097/mo 	
Installation & Monitoring Travel – Est. 4 man @ 8 hr one direction	\$11,682
1 Supervisor, & 3 Field Tech w/ trucks & tools.	
Installation – 1 x Est. @ 12 hr weekday	\$2,641.50
1 Supervisor, & 1 Field Tech w/ trucks & tools.	
24 Hour System Test – dual man: 2 x 12 hour shifts w/1 ton truck, hotel & LOA.	\$6,756
Included 24/7 @: <ul style="list-style-type: none"> - Each man 12 hr shift labour: \$936 weekday - Each man 0.5 hr travel: \$34/shift - 1 ton truck: \$95/shift - LOA: \$58/man/day; Hotel: billed @ cost + 15%, est. \$150/man/day - 2 @ 2 x night shift transition hotel night & LOA included 	
Tear Down & Demobilization – 1 x Est. @ 8 hr weekday; 2 x 8 hr travel days included	\$5,074
1 Supervisor, & 1 Field Tech w/ trucks & tools. 2 @ 2 x night hotel & LOA included	
Stock Materials	
Spill Containment Liner (30 Mil LLDPE Sheet) - \$1/square foot	\$300
Materials or Subcontractors @ cost + 15%	
Delivery Freight – offloading by others	\$2,875
Return Freight - loading by others	\$2,875
Telehandler w/ Freight – 3 Day on site; shipped & returned twice	\$2,300
Glycol Heater - Estimate w/ Freight	\$4,600
Total Project Estimate	\$48,200.00

- 6in Pump: up to 14.4 L/hour diesel consumption (based on 1800 rpm usage; typically lower)

Section 5: Client Obligations / Quote Exclusions

Client Obligations:

- All excavation requirements if necessary, including removal of top cover of manhole to accommodate pump diameters. This is typically required for submersible pumps where flows exceed 200 gpm, or end suction pumps where flows exceed 2,000 gpm.
- Trenching, culverts, or asphalt/earthen ramps if necessary for vehicle crossings of hose or pipe.
- All traffic accommodation equipment, signage, and manpower.
- Benching to elevation from invert of bypassed pipe to eye of pump impeller if applicable & required. If suction point manhole can be charged with fluid, level of charged fluid in manhole may be used in place of invert of pipe for measurement of benching elevation requirement. Usual Alberta prairie requirement is 10'-18' from pipe invert. Calculations for benching requirement can be provided by CDLP upon award. Not applicable for submersible pumps.
- Any confined space entry if required. Usually only for plug install, and rarely required as plug usually floats into position for inflation and removal.
- If not listed, loader, backhoe, or heavy equipment with operator for loading/offloading of trucks & equipment movement or placement including crane service if required. Dedicated equipment required for install days with fusion operations, and HDPE pipe removal days if applicable. If not available, CDLP will provide at cost + 15%.
- Fuel & consumables for equipment; engine maintenance after 400 hours running. Fuel & maintenance may optionally be provided at CDLP labour rates, or third party cost + 15%. Transcube fuel tank available at extra cost.
- Heating & hoarding not included in listed rates.
- Pipe plug inflation compressor if CDLP is off site.
- Standby pumps are not considered as available for excess flows as this negates backup availability when flows are highest & backup availability is most critical.
- Bypass permit, and plan, though CDLP can provide assistance to facilitate. Allow two weeks for CDLP submission.
- Any costs associated with insurance bond if required.
- System test & system flush water supply not included.

Based on the information provided to date, Canadian Dewatering is pleased to present the above summary of costs and scope of work.

If you have any questions, please let us know and we look forward to executing your fluid management project.

Sincerely,

Robert Benoit
Rentals & Sales Coordinator
Canadian Dewatering L.P.

Encl. CDLP Standard Rate Sheet; CDLP Service Terms & Conditions



Labour, Equipment and Material (L.E.M.) Charge out Rates GEOMEMBRANE PROJECTS

HOURLY LABOUR			
Classification	Straight Time	Overtime *	Standby ST
Project Manager	\$129/hr	\$194/hr	\$129/hr
Superintendent	\$108/hr	\$162/hr	\$108/hr
Supervisor	\$98/hr	\$147/hr	\$98/hr
Technician	\$88/hr	\$132/hr	\$88/hr
Apprentice Technician	\$78/hr	\$117/hr	\$78/hr

Labour Notes

1. *For Regular Work Week, Overtime is applicable after 8 hours /day, 40 hours per week, and all day Saturday and Sunday. For Compressed Work Week, Overtime is applicable after 10 hours/day, 40 hours per week and all day Saturday and Sunday
2. Minimum charge is 4 hours per day at applicable rate inclusive of travel, after which if productive work is not available due to circumstances beyond ECI's control, ECI will remain on site at applicable Standby Rates if requested by the Customer.
3. Travel time from dispatch location to jobsite and daily travel from local accommodations to jobsite are charged at straight time.
4. Subsistence and accommodations charges are additional to these costs for job locations more than 75km from ECI's Edmonton office.

EQUIPMENT CHARGE-OUT RATES

Equipment Description	Daily Rate
Crew Truck	\$140 (Mileage Extra as Below)
UTV (Mule)	\$200
Tool Crib Trailer	\$250
Liner Deployment Trailer	\$180
Wedge Welder	\$180
Extrusion Welder	\$180
Testing Equipment	\$180
Generator	\$95
Air Compressor	\$80
Hot Air Welder	\$80
Portable Sewing Machine	\$80
Hilti Drill	\$40

Equipment Notes

1. Mileage for Crew Truck shall be charged at \$0.60/km in addition to published rate. All other rates include fuel where applicable.
2. Standby Charges shall be applicable only for Crew Truck when crew is on standby.

MATERIALS, CONSUMABLES, AND 3RD PARTY COSTS

All Materials and Third Party Costs shall be billed to the Customer at cost plus 15%.



Duraguard Fence Ltd.

Chain Link Fence Manufacturers

9233 92 Avenue
Grande Prairie, AB T8V 7H2
Phone: (780) 532-2711
Fax: (780) 538-9107
Toll Free: 1-888-532-2711

FENCE QUOTATION

To: M2 ENGINEERING

Phone No:

Date: jan 27 2021

Fax No:

Email:

Reference: ED-GP 2021JAN27

Attn:

Project:

We are pleased to submit our fencing proposal as follows:

Supply Only ☐ Supply & Install ☒

TYPE OF FENCE	FABRIC STYLE	HEIGHT	LINEPOSTS	TOP RAIL
GALVANIZED	2 MESH X 9 GAUGE	6' BWO	2 3/8O.D.	1 5/8 O.D.
QUANTITY	DESCRIPTION		UNIT PRICE	TOTAL PRICE
53	TEMPORARY PANEL 10 FEET X 6 FEET TALL		\$ 72.00	\$ 3,816.00
1	DELIVERY CHARGE TO GRANDE C		\$ 250.00	\$ 250.00
53	TOTAL FEET OF FENCE AND GATES			
DELIVERY As Required		G.S.T. Extra	TOTAL MATERIAL INSTALLATION	\$ 4,066.00
F.O.B Installed Site		TERMS Net on Completion		
All prices quoted are firm for 30 days and based on work being completed within 90 days			TOTAL CONTRACT	\$ 4,066.00

PLEASE NOTE:

Thank you for this opportunity to quote.
We look forward to working with you.

Accepted

Yours Truly: _____

EDWRAD ELLIS

Date

Jackie Mykytiuk

From: Brent Parsons <Brent.Parsons@environmentalsciences.ca>
Sent: January 29, 2021 10:01 AM
To: Jackie Mykytiuk
Cc: Deborah Sinclair
Subject: Grande Cache Wastewater Assessment

Follow Up Flag: FollowUp
Flag Status: Flagged

Hi Jackie,

It is our understanding that emergency repairs on the clarifier are required at the Grande Cache Wastewater Treatment Plant. Effluent will be partially treated by the bioreactor and through approximately one day of settling. Effluent samples have been collected and submitted to a laboratory for analysis but it is assumed that effluent quality will be relatively poor. The WWTP discharges to the Smoky River through a rip rap lined channel and will need to discharge approximately 2,200 m³/day of partially treated effluent to the Smoky River for 16 consecutive days during while emergency repairs are completed.

M2 has asked HESL to provide a professional opinion on defining the best timeframe for dispersal of effluent and hence completion of the emergency repairs based on background review, water quality information on effluent and the examination of wastewater assimilation concepts. Based on a preliminary background review, we propose to complete the assessment through the following tasks:

1. Characterize background water quality in the Smoky River. Evaluate water quality and seasonal trends, or infer seasonal trends and local water quality conditions based on adjacent water quality stations and Smoky River characteristics.
2. Illustrate water flow patterns in the Smoky River through examination of the Water Survey of Canada Flow Station located on the Smoky River upstream of Hell's Creek (#07GA001).
3. Define effluent water chemistry and flows, and compare effluent chemistry to relevant water quality guidelines.
4. Describe fish communities in the Smoky River and sensitive life history stages (i.e. spawning) that could be impacted by effluent dispersal. Restricted Activity Periods will also be cited.
5. Determine timing of recommended effluent dispersal based on water chemistry (receiver and effluent), flows (receiver and effluent), and critical life stages of resident fish. Mass balance modelling will also be completed based on information collected in Task #1.

Costs to complete the tasks described are \$9,500 + tax.

Thanks for the opportunity,
Brent

Brent Parsons, M.Sc. | Senior Aquatic Scientist
Hutchinson Environmental Sciences Ltd.
1-5 Chancery Lane, Bracebridge, ON P1L 2E3
Office: 705-645-0021 | Cell: 705-684-9737
www.environmentalsciences.ca

QUOTATION
DELIVERED VIA EMAIL
(mykytiukj@m2eng.ca)

TO: Jackie Mykytiuk, P.Eng.
M2 Engineering

FROM: Brad Machon, ALS, P.Eng.

DATE: January 28, 2021

SUBJECT: Grande Cache WWTF

Our fees to provide construction survey services for the above-mentioned project are outlined below:

▪ Stake new lagoon (~1,000m ³).....	\$3,000.00
▪ Daily Rate (1-Man Crew).....	\$2,190.00/day
▪ As-Built lagoon at completion.....	\$2,500.00

The lagoon will be staked at offsets required by the earthworks crew. Additional stakes, survey control, and benchmarks will be provided for the operators.

The daily rate fee includes 10 hours of crew time on-site, as well as all time, materials, and subsistence. If additional office technologist time is required due to revisions or other needs, additional fees will apply.

The lagoon will be as-built with a final plan being delivered in PDF and CAD.

This quote is valid for 3 months from the date issued.

Should the site be inaccessible on the scheduled field date due to no access, material in the way, other trades preventing access, etc. additional fees will apply for a return field visit.

If you accept this quotation, please complete the attached Acceptance of Quotation Form and return to Pals Geomatics Corp.

Should you have any questions or require any additional information, please contact our office at your earliest convenience.

Yours truly,

Pals Geomatics Corp.

Brad Machon, ALS, P. Eng.
Enclosures

Acceptance of Quotation

If you wish for Pals Geomatics Corp. to proceed with the work as outlined in the attached quotation please complete the following information and email your acceptance back to bmachon@palsgeomatics.com.

I, _____ of _____
accept the services and quote as outlined in Pals Geomatics Corp. Quotation File Number 21-2498q.

Signature: _____

Date: _____

Billing Information for Invoicing Purposes:

Company Name:		
c/o Company Name:		
Invoice Contact Name:		
Email Address:		
Address:		
City:	Province:	Postal Code:
Phone:	Fax:	PO Number:

Right of Entry Authorization

I/We _____, the registered owner of the subject site noted in 21-2498q authorize Pals Geomatics and its authorized representatives to enter upon the subject land to survey.



THURBER ENGINEERING LTD.

January 27, 2021

File No.: 30224

M2 Engineering
#210, 10216 - 124 Street
Edmonton, Alberta
T5N 4A3

Attention: Ms. Jackie Mykytiuk, P.Eng., Director | Water & Wastewater Engineer

**GRANDE CACHE WASTEWATER TREATMENT PLANT UPGRADES
GEOTECHNICAL INVESTIGATION FOR A TEMPORARY POND
PROPOSAL AND PRICE ESTIMATE**

Dear Ms. Mykytiuk:

Further to our recent discussions on January 26, 2021, Thurber Engineering Ltd. (Thurber) is pleased to provide this proposal and price estimate to carry out a geotechnical investigation for the proposed temporary pond at Grande Cache Wastewater Treatment Plant.

It is a condition of this proposal that Thurber's performance of its professional services will be subject to the attached Statement of Limitations and Conditions.

1. INTRODUCTION

We understand that a temporary pond is required at Grande Cache Wastewater Treatment Plant to facilitate the emergency repair of the existing clarifier at this site. The raw wastewater flow will be diverted to the temporary pond for about 16 days to drain the packaged plant and repair the clarifier. Once the clarifier is repaired, the wastewater in the temporary pond will be pumped back to the treatment system through Manhole MH 81-03.

Based on the information provided by M2 Engineering, we understand that the size of the temporary pond is about 1000 m³. It is also understood that once the repair of the clarifier is completed, the wastewater in the temporary pond will be pumped back to the treatment system through Manhole MH 81-03. A permanent pond (about 400 m³ in size) will be then constructed within the temporary pond.

Thurber conducted two geotechnical investigations for the Grande Cache Wastewater Treatment Plant Upgrade project in 2019 and 2020. However, no geotechnical information is currently available at the proposed pond location. As such, a geotechnical investigation is required to determine the subsurface and groundwater conditions at the pond location and to provide the required geotechnical recommendations for the design and construction of the pond.



2. SCOPE OF WORK

Based on our discussions with M2 Engineering, we understand that Thurber's scope of work will comprise of the following tasks:

- Excavate two test pits to confirm the subsurface and groundwater conditions at the proposed pond location
- Laboratory testing program
- Slope stability analysis
- Engineering and report preparation.

3. PROPOSED METHODOLOGY

3.1 Test Pits Excavation

Two test pits (about 1 m wide, 3 m long and 4 m deep) will be excavated at selected locations within the proposed pond footprint. We understand that the test pits will be excavated using an excavator provided by the client.

The test pits excavation will be supervised on a full-time basis by one of our field drilling inspectors. Disturbed soil samples will be obtained at regular depths for geotechnical laboratory testing. Undrained shear strength determined by using a pocket penetrometer will be performed on cohesive soils. Logging of soil samples will also include recording observed staining or odours.

Seepage and water levels within the test pits will be monitored during and after excavation. The test pits will be backfilled with the excavated material with minimal compaction effort.

3.2 Laboratory Testing

All soil samples will be examined in Thurber's Edmonton laboratory to determine the "modified unified soil classification" and the natural moisture content. In addition, the following tests will be performed on selected soil samples.

- Atterberg Limits for cohesive soil samples
- Gradation analysis (sieve and hydrometer analyses).

3.3 Engineering and Report Preparation

A geotechnical report will be prepared summarizing the results of the geotechnical investigation and will include the following items:

- Site plan showing approximate test pit locations
- Test pit logs
- Laboratory test results



- Depth of seepage and groundwater noted during the excavation
- Slope stability analysis results
- Recommendations for the temporary and permanent ponds design and construction including the following:
 - Recommendations for site grading, earth works (excavation and berms construction), and drainage
 - Recommendations for the clay or geomembrane liner construction.

4. SCHEDULE

We are available to carry out the investigation upon receiving your authorization to proceed, pending utilities clearance and site access. The final geotechnical investigation report will be provided within two weeks after the completion of the test pits excavation and laboratory testing programs.

5. PRICE ESTIMATE

The estimated price to conduct the geotechnical investigation, as described above, is presented on Table 5.1. The work will be invoiced for the actual time and disbursement expended as per the attached Schedule of Charge-Out Rates.

**TABLE 5.1
GEOTECHNICAL INVESTIGATION FOR A TEMPORARY POND
PRICE ESTIMATE**

TASKS	FEES	DISB.	SUBS	TOTAL
1. Test Pits Excavation (Field Work)	\$2,000	\$1,000	-	\$3,000
2. Geotechnical Laboratory Testing	\$1,000	-	-	\$1,000
3. Engineering, Analysis and Reporting	\$2,500	\$200	-	\$2,700
TOTAL FEE ESTIMATE (GST excluded)	\$5,500	\$1,200	-	\$6,700

Please note that the estimated price is based on the following assumptions:

- The test pits will be excavated using an excavator provided by the client.
- We will contact Alberta One-Call for utility locates. No allowance has been made to retain a private locator to locate utilities on private land.
- The test pits will be backfilled with the excavated material with minimal compaction effort
- The estimated price does not include stand-by time during the field investigation resulting from events beyond our control.



6. CLOSURE

We trust this meets your requirements at this time. Should you have any questions, please contact the undersigned at your convenience.

Yours very truly,
Thurber Engineering Ltd. TME
Tamer Elshimi, Ph.D., P.Eng.
Associate I Geotechnical Review Engineer

Pawandeep Sandher, P.Eng.
Associate I Geotechnical Engineer
/jf

Attachments:

- Statement of Limitations and Conditions
- 2021 Schedule of Rates

STATEMENT OF LIMITATIONS AND CONDITIONS

1. STANDARD OF CARE

This Report has been prepared in accordance with generally accepted engineering or environmental consulting practices in the applicable jurisdiction. No other warranty, expressed or implied, is intended or made.

2. COMPLETE REPORT

All documents, records, data and files, whether electronic or otherwise, generated as part of this assignment are a part of the Report, which is of a summary nature and is not intended to stand alone without reference to the instructions given to Thurber by the Client, communications between Thurber and the Client, and any other reports, proposals or documents prepared by Thurber for the Client relative to the specific site described herein, all of which together constitute the Report.

IN ORDER TO PROPERLY UNDERSTAND THE SUGGESTIONS, RECOMMENDATIONS AND OPINIONS EXPRESSED HEREIN, REFERENCE MUST BE MADE TO THE WHOLE OF THE REPORT. THURBER IS NOT RESPONSIBLE FOR USE BY ANY PARTY OF PORTIONS OF THE REPORT WITHOUT REFERENCE TO THE WHOLE REPORT.

3. BASIS OF REPORT

The Report has been prepared for the specific site, development, design objectives and purposes that were described to Thurber by the Client. The applicability and reliability of any of the findings, recommendations, suggestions, or opinions expressed in the Report, subject to the limitations provided herein, are only valid to the extent that the Report expressly addresses proposed development, design objectives and purposes, and then only to the extent that there has been no material alteration to or variation from any of the said descriptions provided to Thurber, unless Thurber is specifically requested by the Client to review and revise the Report in light of such alteration or variation.

4. USE OF THE REPORT

The information and opinions expressed in the Report, or any document forming part of the Report, are for the sole benefit of the Client. NO OTHER PARTY MAY USE OR RELY UPON THE REPORT OR ANY PORTION THEREOF WITHOUT THURBER'S WRITTEN CONSENT AND SUCH USE SHALL BE ON SUCH TERMS AND CONDITIONS AS THURBER MAY EXPRESSLY APPROVE. Ownership in and copyright for the contents of the Report belong to Thurber. Any use which a third party makes of the Report, is the sole responsibility of such third party. Thurber accepts no responsibility whatsoever for damages suffered by any third party resulting from use of the Report without Thurber's express written permission.

5. INTERPRETATION OF THE REPORT

- a) Nature and Exactness of Soil and Contaminant Description: Classification and identification of soils, rocks, geological units, contaminant materials and quantities have been based on investigations performed in accordance with the standards set out in Paragraph 1. Classification and identification of these factors are judgmental in nature. Comprehensive sampling and testing programs implemented with the appropriate equipment by experienced personnel may fail to locate some conditions. All investigations utilizing the standards of Paragraph 1 will involve an inherent risk that some conditions will not be detected and all documents or records summarizing such investigations will be based on assumptions of what exists between the actual points sampled. Actual conditions may vary significantly between the points investigated and the Client and all other persons making use of such documents or records with our express written consent should be aware of this risk and the Report is delivered subject to the express condition that such risk is accepted by the Client and such other persons. Some conditions are subject to change over time and those making use of the Report should be aware of this possibility and understand that the Report only presents the conditions at the sampled points at the time of sampling. If special concerns exist, or the Client has special considerations or requirements, the Client should disclose them so that additional or special investigations may be undertaken which would not otherwise be within the scope of investigations made for the purposes of the Report.
- b) Reliance on Provided Information: The evaluation and conclusions contained in the Report have been prepared on the basis of conditions in evidence at the time of site inspections and on the basis of information provided to Thurber. Thurber has relied in good faith upon representations, information and instructions provided by the Client and others concerning the site. Accordingly, Thurber does not accept responsibility for any deficiency, misstatement or inaccuracy contained in the Report as a result of misstatements, omissions, misrepresentations, or fraudulent acts of the Client or other persons providing information relied on by Thurber. Thurber is entitled to rely on such representations, information and instructions and is not required to carry out investigations to determine the truth or accuracy of such representations, information and instructions.
- c) Design Services: The Report may form part of design and construction documents for information purposes even though it may have been issued prior to final design being completed. Thurber should be retained to review final design, project plans and related documents prior to construction to confirm that they are consistent with the intent of the Report. Any differences that may exist between the Report's recommendations and the final design detailed in the contract documents should be reported to Thurber immediately so that Thurber can address potential conflicts.
- d) Construction Services: During construction Thurber should be retained to provide field reviews. Field reviews consist of performing sufficient and timely observations of encountered conditions in order to confirm and document that the site conditions do not materially differ from those interpreted conditions considered in the preparation of the report. Adequate field reviews are necessary for Thurber to provide letters of assurance, in accordance with the requirements of many regulatory authorities.

6. RELEASE OF POLLUTANTS OR HAZARDOUS SUBSTANCES

Geotechnical engineering and environmental consulting projects often have the potential to encounter pollutants or hazardous substances and the potential to cause the escape, release or dispersal of those substances. Thurber shall have no liability to the Client under any circumstances, for the escape, release or dispersal of pollutants or hazardous substances, unless such pollutants or hazardous substances have been specifically and accurately identified to Thurber by the Client prior to the commencement of Thurber's professional services.

7. INDEPENDENT JUDGEMENTS OF CLIENT

The information, interpretations and conclusions in the Report are based on Thurber's interpretation of conditions revealed through limited investigation conducted within a defined scope of services. Thurber does not accept responsibility for independent conclusions, interpretations, interpolations and/or decisions of the Client, or others who may come into possession of the Report, or any part thereof, which may be based on information contained in the Report. This restriction of liability includes but is not limited to decisions made to develop, purchase or sell land.



SCHEDULE OF RATES JANUARY 2021

Professional Services	Hourly Rate
Professional 7 (Chief Engineer & Specialist)	\$250
Professional 6	\$230
Professional 5	\$200
Professional 4	\$180
Professional 3	\$160
Professional 2	\$140
Professional 1	\$120

Technical Services	Hourly Rate
Technician 6	\$140
Technician 5	\$125
Technician 4	\$110
Technician 3	\$100
Technician 2	\$90
Technician 1	\$75
Admin	\$75

Disbursements	
Office Disbursements (communications, printing, engineers local travel, cameras, handheld GPS)	8% of Fees
External Disbursements	Cost plus 10%
Rental vehicles where off-road use is required	Cost plus 25%
Subconsultants	Cost plus 10%
Company Vehicle Use	\$65/day + \$0.65/km
Specialized Field Equipment	Project Specific Rates
Colour Printing and Plotting	\$3.50/ft ²

Notes
<ul style="list-style-type: none"> ■ A 15% premium on the above rates will be charged for overtime when technician field work is requested on Saturdays, Sundays and Statutory Holidays. ■ Fees and disbursements will be invoiced monthly. Payment is due within 30 days of the invoice date. ■ Interest at 1.5% per month will be charged on overdue accounts. ■ These rates do not include G.S.T.



REQUEST FOR DECISION

SUBJECT:	Greenview's Cost of Water Overview		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER: DB
DEPARTMENT:	ENVIRONMENTAL SERVICES	GM: RA	PRESENTER: DB
STRATEGIC PLAN:	Level of Service	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Bylaw 20-854 Schedule of Fees

RECOMMENDED ACTION:

MOTION: That Council accept Greenview's estimated Cost of Water overview for information, as presented.

BACKGROUND/PROPOSAL:

Administration has prepared an overview of the costs to provide 1 m³ (1000 Liters) of treated water within the Hamlet of Grande Cache as requested by Council. **Please note that Greenview does not capture costs in accordance to water consumption, therefore the corporate costs to provide water distribution are not included in this report. Multiple departments have roles, such as Communications, CAO Services, Corporate Services, IT, Insurance and much more. The projected Infrastructure replacement factor or cost, has also been left out of the estimated cost per cubic meter (m³) of water.**

Administration reached out to neighbouring entities and reviewed the full cost accounting framework that was established by Alberta Environment "to assist owners of approved waterworks systems to report the cost of providing users with safe drinking water." This framework requires that Operational and Maintenance (O&M) expenditure reporting be classified into the following categories. Source of Supply, Water Treatment, Distribution, Customer Accounts, & Administration. Greenview is not currently classifying O&M expenditures in this manner, so we are unable to follow the complete full cost accounting framework.

Administration was met with many challenges when providing an estimated cost of water. Challenges included but were not limited to:

- Accurate O&M expenses for utility personnel who contribute to water, wastewater & storm systems.
 - These costs would include things such as department salaries, employee contributions, vehicles, and fuel. To provide a more accurate costs for council, these personnel expenditures have been allocated as follows, 70% water and 30% wastewater for personnel in the Valleyview area and 55% water, 30% wastewater, and 15% storm water for personnel located

in the Grande Cache area. In addition to Environmental services personnel, there are many other Greenview departments that provide administrative assistance for the water systems, such as Facility Maintenance & Corporate Services.

- Grande Cache O&M expenditures include the hamlet distribution system. Currently Greenview does not operate a potable water point/ truck fill station within Grande Cache, but does have knowledge of a private business selling water.
- Limited knowledge of past expenditures for the Grande Cache Area.
 - Although Grande Cache became a hamlet within Greenview in 2019 the 2020 approved budget is the first complete year of Greenview expenditures.

After reviewing “A Guide to Alberta Environment’s Full Cost Accounting Program” and insight from other entities it was determined that to attain the cost of producing 1 m3 of treated water, Administration would use the following formula.

$$\frac{\text{YTD Invoiced Volumes (m}^3\text{)}}{\text{YTD Operational \& Maintenance Expenditures}}$$

Based on this equation, the personnel allocations as indicated above, and YTD invoiced consumption totals the following assumptions can be made:

**2020 YTD O&M Expenditures
& Invoiced Consumption including Water Points**

Area	YTD	Treated M3	Cost per m3
Grande Cache Area	\$1,044,492.54	353,800.77	\$2.95

Greenview current rates indicated in Bylaw 20-854 Schedule of Fees have been summarized as follows:

Hamlet Water Distribution Systems

Grovedale, Landry Heights, Little Smoky, Grande Cache, DeBolt, Ridgevalley

Description	GST Status	Fee in \$
Residential Rate (0 - 30 m3 /Month)	E	\$3.50 per m3
Residential Rate (Over 30 m3/Month)	E	\$4.00 per m3
Non-Residential Rate	E	\$4.00 per m3

Rural Water Distribution Systems

VVRWL, Crooked Creek, Ridgevalley

Description	GST Status	Fee in \$
Residential Rate (0 - 30 m3 /Month)	E	\$3.50 per m3
Residential Rate (Over 30 m3/Month)	E	\$10.00 per m3
Non-Residential Rate	E	\$10.00 per m3

Water Point Facilities

Description	GST Status	Fee in \$
Potable Water Points Residential/Agriculture	E	\$3.50 per m3
Potable Water Points Commercial	E	\$8.50 per m3
Non-Potable Water Points	E	\$2.00 per m3

In comparison we have summarized other Municipalities water utility and water points/bulk water rates for your information.

Municipality/ County	Water Utility Rates	Water Point/ Truck Fill Rates
Saddle Hills County	\$4.00 per m3	\$4.00 per m3
Yellowhead County	\$2.49 per m3 Minimum Charge per month \$29.88(12 m3)	\$2.49 per m3 Commercial \$8.40 Minimum Monthly Charge \$5.00
Woodlands County	\$1.40 per m3 + \$20.00 per month	Bulk Water-\$6.00 per m3 Min \$10.00/ month Ag Water (Non-Potable)- \$2.50 per m3
Lesser Slave Lake	\$61.19 per month (includes 18m3) Additional 2m3- \$0.70 per m3 Over 20 m3- \$1.40 per m3	\$34.51per month + Up to 20 m3- \$0.70 per m3 Over 20m3 - \$1.40 per m3
Big Lakes County	\$6.05 per m3 Minimum Rate (Non-Co-op Customers) 10m3	\$6.05 per m3 +\$5.50 per month

Greenview water rates were discussed in detail in 2012, however these rates were not implemented until 2015. Grande Cache water rates were brought in line with the rest of Greenview upon the dissolution of the former Town (2019).

Administration would like to advise Council to take into account the infrastructure replacement costs pertaining to Water and Wastewater, which includes both below and above ground work. The water rates above ground do not include the replacement cost for failing infrastructure. The cost per 1km of infrastructure is estimated at 15 million dollars (\$15,000,000.000) and would include, sidewalks, curb / gutter, storm sewer, sanitary sewer, water lines, asphalt surface and other misc. work.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the Cost of Water Overview is that Council will have a clearer picture of how much it costs to produce 1 m3 of treated water for residential and commercial use within the Hamlet of Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to revise water rates.

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):

- Environmental Services section from Bylaw 20-854 Schedule of Fees
- Redacted utility invoices



Schedules of Fees Bylaw 20-854

	Description	GST Status	Fee in \$
iii.	Removal of Old Fence and Installation of New Fence by Landowner Including Labour and Materials	T	\$6.25 per m
iv.	Removal of Old Fence and Installation of New Fence by Greenview	T	No Compensation

Schedule 'G' Environmental Services

Environmental Services			
	<i>Accounts for metered services and bulk accounts if not paid within 30 days of the billing date will incur a 1.5% penalty monthly.</i>		
	<i>Where work is done at cost, the cost will include the amount expended by Greenview for all expenditures incurred doing the work, including administration. All invoices will be paid within 30 days of billing. If not paid within 30 of billing, are subject to interest.</i>	<i>1.5% penalty/month</i>	
	<i>Water Meter/Replacement (Owner Responsibility)</i>	<i>Based on actual replacement costs</i>	
1.	Requested Services		
i.	Regular Hours	T	\$50.00 per hour per member of staff (1 hour min.)
ii.	After Hours	T	50.00 per hour per member of staff (1 hour min.)
2.	Hamlet Water Distribution Systems (Grovedale, Landry Heights, and Little Smoky)		
i.	Residential Rate (0 - 30 m³/Month)	E	\$3.50 per m³
ii.	Residential Rate (Over 30 m³/Month)	E	\$4.00 per m³



Schedules of Fees Bylaw 20-854

	Description	GST Status	Fee in \$
iii.	Non Residential Rate	E	\$4.00 per m ³
iv.	Installation Fee (To install from Main Line to Property Line)	E	\$8,000.00 deposit (based on actual invoice)
v.	Connection Fee (Rights to Connect)	E	\$12,500.00 per service
vi.	Utilities Account Deposit	E	\$100.00
3. Hamlet Water Distribution Systems (Grande Cache, DeBolt and Ridgevalley)			
i.	Residential Rate (0 - 30 m ³ /Month)	E	\$3.50 per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$4.00 per m ³
iii.	Non Residential Rate	E	\$4.00 per m ³
iv.	Installation Fee (To install from Main Line to Property Line)	E	\$8,000.00 deposit (based on actual invoice)
v.	Connection Fee (Rights to Connect)	E	\$500.00 per service
vi.	Utilities Account Deposit	E	\$100.00
4. Rural Water Distribution System (Valleyview Rural)			
i.	Residential Rate (0-30m ³ /Month)	E	\$3.50 per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$10.00 per m ³
iii.	Non Residential Rate	E	\$10.00 per m ³
iv.	Connection Fee	E	\$12,500.00 per service
v.	Utilities Account Deposit	E	\$100.00
5. Rural Water Distribution System (Crooked Creek and Ridgevalley)			
i.	Residential Rate (0-30 m ³ /Month)	E	\$3.50 per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$10.00 per m ³
iii.	Non Residential Rate	E	\$10.00 per m ³
iv.	Connection Fee	E	\$12,500.00 per service
v.	Utilities Account Deposit	E	\$100.00
6. Water Point Facilities			
i.	Potable Water Points Residential/Agriculture	E	\$3.50 per m ³



Schedules of Fees Bylaw 20-854

	Description	GST Status	Fee in \$
ii.	Potable Water Points Commercial	E	\$8.50 per m ³
iii.	Non-Potable Water Points	E	\$2.00 per m ³
7. Gravity Wastewater Collection System (DeBolt, Grande Cache & Ridgevalley)			
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$500.00 per service
8. Gravity Wastewater Collection System (Grovedale)			
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$12,500.00 per service
9. Low Pressure Wastewater Collection System (Little Smoky, Grovedale & Ridgevalley)			
i.	Sanitary Service Installation Fee	E	\$8,000.00 deposit (based on actual invoice)
ii.	Connection Fee	E	\$500.00 per service
10. Septage Classification			
i.	Residential – Single Family Dwelling	E	\$1.00 per m ³ (minimum \$24.00)
ii.	Residential – Duplex (per dwelling unit)	E	\$1.00 per m ³ (minimum \$24.00)
iii.	Residential – Multi Family Dwelling (per Self-Contained Dwelling Unit)	E	\$1.00 per m ³ (minimum \$24.00)
iv.	Commercial – General Store	E	\$1.00 per m ³ (minimum \$36.00)



Schedules of Fees Bylaw 20-854

	Description	GST Status	Fee in \$
v.	Commercial – Laundromat	E	\$1.00 per m ³ (minimum \$56.00)
vi.	Commercial – Hotels (Rooms & Beer Parlor)	E	\$1.00 per m ³ (minimum \$80.00)
vii.	Commercial – Cafes	E	\$1.00 per m ³ (minimum \$48.00)
viii.	Commercial – Garages	E	\$1.00 per m ³ (minimum \$48.00)
ix.	Commercial – Office	E	\$1.00 per m ³ (minimum \$36.00)
x.	Commercial – Not Elsewhere Classified	E	\$1.00 per m ³ (minimum \$36.00)
xi.	Community Halls & Other Recreation Facilities	E	\$1.00 per m ³ (minimum \$48.00)
xii.	Churches	E	\$1.00 per m ³ (minimum \$24.00)
xiii.	Schools (per Classroom)	E	\$1.00 per m ³ (minimum \$24.00)
xiv.	Royal Canadian Legion Hall	E	\$1.00 per m ³ (minimum \$24.00)
xv.	Senior Citizen's Drop-In Centre	E	\$1.00 per m ³ (minimum \$24.00)
11. Wastewater Lagoon			
i.	Commercial/Industrial Tipping Rate	E	\$10.00 per m ³
12. Lagoon Keys			
i.	Key Fob (Initial/Replacement)	T	\$100.00
13. Grande Cache Sewer Rental			
i.	Electric Sewer Snake		
	4 Hour Minimum Charge	T	\$70.00



Schedules of Fees Bylaw 20-854

	Description	GST Status	Fee in \$
	Daily Rate	T	\$90.00
	Weekly Rate (5 Day Rental)	T	\$400.00
ii.	Electric Sewer Camera		
	Refundable Deposit	E	\$500.00
	4 hour Minimum Charge	T	\$137.00
	Daily Rate	T	\$195.00
	Weekly Rate (5 Day Rental)	T	\$780.00
14.	Waste Collection and Disposal		
i.	Residential Rates		
	Residential Waste Collection Fee	T	\$10.00 per month
	Recycle Fee	T	\$10.00 per month
i.	Commercial Rates		
	Commercial Waste Collection	T	\$50.00 per month
	Recycle Fee	T	\$10.00 per month
	Dumping Fee, Standard Service, per Bin	T	\$80.00 per month
15.	Penalties and Fines		
i.	General Penalties		
	Setting out Prohibited Materials for Collection	E	\$200.00
	Placing Hazardous Waste or Dangerous Goods out for Collection	E	\$200.00
	Failure to use Appropriate Containers	E	\$200.00
	Waste or Recycling Deposit Without Consent	E	\$200.00
	Collection Interference	E	\$200.00
	Dumping Outside the Landfill	E	\$1000.00
	Failure to Store Containers Properly	E	\$200.00
	Accumulation of Building Waste	E	\$200.00
	Failure to Contain Construction Waste	E	\$200.00



Schedules of Fees Bylaw 20-854

	Description	GST Status	Fee in \$
	Unsecured Load	E	double cost of materials as per schedule of fees
16. Grande Cache Landfill Fees			
i.	Greenview Residents		No Fees
	Mixed Load Disposal Fee (Residents and Commercial)	E	\$210.00 per tonne
ii.	Commercial Waste	E	\$105.00 per tonne
	Clean Mulch/Woodchips	E	\$55.00 per tonne
	Class II Acceptable Soils	E	\$55.00 per tonne
	Burnable Wood (Excludes Creosote, Treated Wood and Similar Materials)	E	\$55.00 per tonne
	Metal	E	\$55.00 per tonne
	Cement/Concrete	E	\$55.00 per tonne
	Sump	E	\$10.00/tonne
	Freon	E	\$50.00/ unit for removal

Schedule 'H' Operations

Operations			
<i>Greenview's Equipment Rates will be the same as the EOIP rates</i>			
1. Snowplowing Signs			
i.	Any Driveway up to 400 Meters	E	\$50.00
ii.	Any Driveway Greater than 400 Meters	E	\$50.00 + \$100.00 per hour for time over the first ½ hour
iii.	Lost or Replacement Signs	T	\$30.00 each

UTILITY INVOICE

MD of Greenview No.16

4806 - 36 Avenue
P.O. Box 1079
Valleyview, Alberta T0H 3N0

Questions?

Online: www.mdgreenview.ab.ca
Email: accounts.receivable@mdgreenview.ab.ca
Phone: 780-524-7600
Monday to Friday 8:00 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Date: February 8, 2021

Billing Period: January 1, 2021 - January 31, 2021

Your account number:

Invoice number: 194475

For Service Address:

Due Date: March 8, 2021

Meter Reading and Usage Details this bill

Water Consumption for Meter Number 1850584176

Reading on 1/31/2021	Actual	602,354
Previous reading on 12/31/2020	Actual	584,141
Amount of water you used		18.21 M3

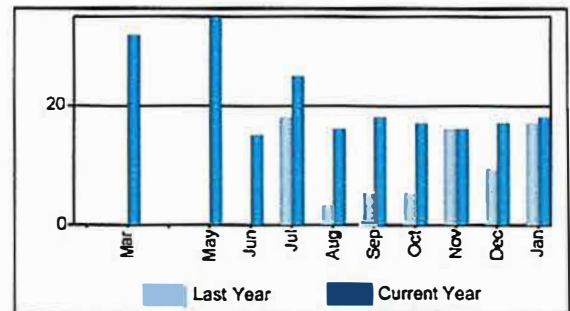
Payment and Adjustment Details

Payment on 1/14/2021 - \$105.92

Amount Owning

Amount of your last bill	\$105.92
Adjustments processed	\$0.00
Late fees added	\$0.00
Payments we processed <i>Thank you</i>	-\$105.92
New Charges	\$107.74
Water - Grande Cache	\$63.74
18.21 M3 @ \$3.50 = \$63.74	
Sewer Grande Cache	\$24.00
Waste-Waste Management	\$10.00
Waste Recycling	\$10.00
Total Payment now due	\$107.74

Your Historic Usage



Additional Billing Highlights

1.5% per month penalty will be charged on all past due balances.

Number of days in the period: 31

Your average daily utility cost: \$3.48

Payment Return Slip

Please complete and return this slip with your payment. Make your payment payable to the MD of Greenview. For other payment options, please contact us.

Your Account Number	Invoice Number	Total payment due
G	194475	\$107.74

Payment enclosed

\$

MD of Greenview No.16

4806 - 36 Avenue

P.O. Box 1079

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Phone: 780-524-7600
Monday to Friday 8:00 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Date: February 8, 2021

Billing Period: January 1, 2021 - January 31, 2021

Your account number:

Invoice number: 194792

For Service Address:

Due Date: March 8, 2021

Meter Reading and Usage Details this bill

Water Consumption for Meter Number 1830778781

Reading on 1/31/2021	Actual	1,658,698
Previous reading on 12/31/2020	Actual	1,644,177
Amount of water you used		14.52 M3

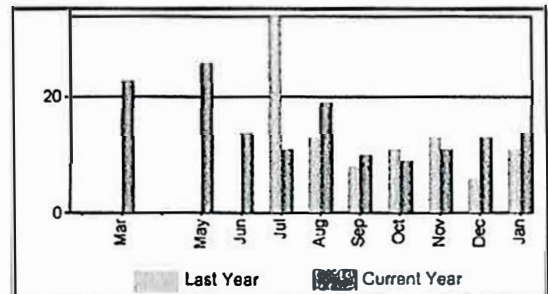
Payment and Adjustment Details

Payment on 1/12/2021 - \$90.62

Amount Owning

Amount of your last bill	\$90.62
Adjustments processed	\$0.00
Late fees added	\$0.00
Payments we processed <i>Thank you</i>	-\$90.62
New Charges	\$94.82
Water - Grande Cache	\$50.82
14.52 M3 @ \$3.50 = \$50.82	
Sewer Grande Cache	\$24.00
Waste-Waste Management	\$10.00
Waste Recycling	\$10.00
Total Payment now due	\$94.82

Your Historic Usage



Additional Billing Highlights

1.5% per month penalty will be charged on all past due balances.

Number of days in the period: 31

Your average daily utility cost: \$3.06

Payment Return Slip

Please complete and return this slip with your payment. Make your payment payable to the MD of Greenview. For other payment options, please contact us.

Your Account Number	Invoice Number	Total payment due
	194792	\$94.82

Payment enclosed

\$

GRANDE CACHE, AB T0E 0Y0

MD of Greenview No.16

4806 - 36 Avenue
P.O. Box 1079
Valleyview, Alberta T0H 3N0

UTILITY INVOICE

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Phone: 780-524-7600
Monday to Friday 8:00 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Date: February 8, 2021

Billing Period: January 1, 2021 - January 31, 2021

Your account number:

Invoice number: 195195

For Service Address: Due Date: March 8, 2021

Meter Reading and Usage Details this bill

Water Consumption for Meter Number 1820420653

Reading on 1/31/2021	Actual	2,244,532
Previous reading on 12/31/2020	Actual	2,225,634
Amount of water you used		18.90 M3

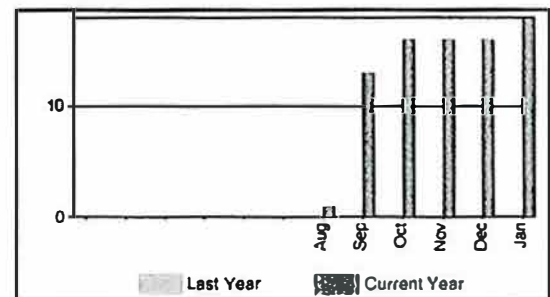
Payment and Adjustment Details

Payment on 2/4/2021 -\$101.89

Amount Owning

Amount of your last bill	\$101.89
Adjustments processed	\$0.00
Late fees added	\$0.00
Payments we processed <i>Thank you</i>	-\$101.89
New Charges	\$110.15
Water - Grande Cache	\$66.15
18.90 M3 @ \$3.50	= \$66.15
Sewer Grande Cache	\$24.00
Waste-Waste Management	\$10.00
Waste Recycling	\$10.00
Total Payment now due	\$110.15

Your Historic Usage



Additional Billing Highlights

1.5% per month penalty will be charged on all past due balances.
Number of days in the period: 31
Your average daily utility cost: \$3.55

Payment Return Slip

Please complete and return this slip with your payment. Make your payment payable to the MD of Greenview. For other payment options, please contact us.

Your Account Number	Invoice Number	Total payment due
	195195	\$110.15

Payment enclosed

\$

1
GRANDE CACHE, AB T0E 0Y0

MD of Greenview No.16
4806 - 36 Avenue
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UTILITY INVOICE

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Phone: 780-524-7600
Monday to Friday 8:00 am - 4:30 pm.
Closed Saturday, Sunday, and Stat. Holidays

Date: February 8, 2021

Billing Period: January 1, 2021 - January 31, 2021

Your account number: G

Invoice number: 195298

For Service Address: Due Date: March 8, 2021

Amount Owing

Meter Reading and Usage Details this bill

Water Consumption for Meter Number 1850530593

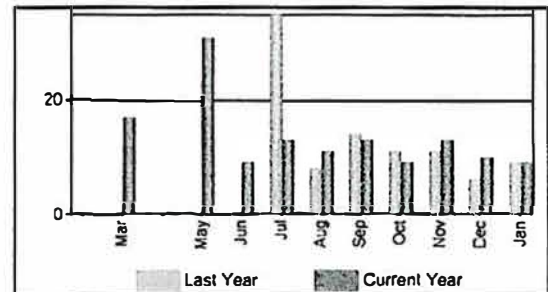
Reading on 1/31/2021	Actual	1,067,290
Previous reading on 12/31/2020	Actual	1,057,600
Amount of water you used		9.69 M3

Payment and Adjustment Details

Payment on 1/11/2021 - \$80.37

Amount of your last bill	\$80.37
Adjustments processed	\$0.00
Late fees added	\$0.00
Payments we processed <i>Thank you</i>	-\$80.37
New Charges	\$77.92
Water - Grande Cache	\$33.92
9.69 M3 @ \$3.50 = \$33.92	
Sewer Grande Cache	\$24.00
Waste-Waste Management	\$10.00
Waste Recycling	\$10.00
Total Payment now due	\$77.92

Your Historic Usage



Additional Billing Highlights

1.5% per month penalty will be charged on all past due balances.

Number of days in the period: 31

Your average daily utility cost: \$2.51

Payment Return Slip

Please complete and return this slip with your payment. Make your payment payable to the MD of Greenview. For other payment options, please contact us.

Your Account Number	Invoice Number	Total payment due
G	195298	\$77.92

Payment enclosed

\$

MD of Greenview No.16

4806 - 36 Avenue
P.O. Box 1079
Valleyview, Alberta T0H 3N0



SUBJECT:	Joint Fire Training Centre		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9-2021	CAO:	MANAGER: WB
DEPARTMENT:	PROTECTIVE SERVICES	DCAO SW	PRESENTER: WB
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Occupational health and safety (OHS) guide for firefighting

Council Bylaw/Policy (cite) – Policy No: 3010, Fire Department Levels of Service.

RECOMMENDED ACTION:

- **MOTION: That Council direct Administration to enter Greenview into an agreement with the County of Grande Prairie for the development of a Class B fire training facility, located at 60051 Highway 668, County of Grande Prairie, totaling \$250,000 with funds to come from the Municipal Stimulus Funding Grant Program.**
-

BACKGROUND/PROPOSAL:

This motion was deferred at the December 14, 2020 Regular Council Meeting until more information could be brought forward. Please see the information below, as well, Chief Brown will provide a verbal update.

With the frequency of fires on the decline, firefighters do not have the same number of opportunities to learn the necessary skills and gain experience. With that, this gap must be closed by having access to safe and realistic fire training. Proper understanding of the principals of fire attack is gained with the combination of classroom, demonstration and student application in a realistic environment, gaining first- hand experience and muscle memory. Training in a realistic context provides an opportunity to develop a practical understanding of fire dynamics and proficiency in firefighting skills. It provides a means for learners to recognize cues and conditions that are critical to effective decision-making. Firefighting services is a municipal responsibility, and volunteer firefighters who have joined to protect their communities’ require to access the necessary equipment and training.

Grande Prairie County is seeking a joint partnership for a Class ‘B’ training system (see attachment B) that uses propane, natural gas, or similar fuel to create the fire. Because these flammable gases tend to be cleaner burning, there is less toxic smoke introduced. Additionally, the lack of smoke may require a theatrical smoke system to simulate fire behavior appropriately.

Digital fire technology, while relatively new in the market, has been used over the past few years in various training structures around the world. Digital technology uses LEDs to recreate flames and their patterns. Thermal sensors detect the application of a hose line or a digital hose line. Sound and training smoke add realism to immerse firefighters in the training environment.

To be located at their existing Dunes Fire Training Center, this facility aligns with the global movement, fire services are placing a focus on occupational cancer reduction and thereby limiting exposure to products of combustion. Fire training is one area where this risk can be largely eliminated.

Pros:

- NFPA compliant propane gas-fired fixed training facility;
- In a gas-fired propane facility, safety is greatly enhanced as the environment can be controlled;
- Hazardous situations can be eliminated with the push of a button to stop the gas flow, extinguishing the fire. (In the current facility, the fire must be brought under control by the students and cannot always be easily controlled if there are exigent circumstances that required immediate shutdown;
- There is no toxic fumes, smoke or soot produced, bunker gear would not be required to be laundered after exposure to this gas-fired environment reducing wear and tear on bunker gear and washing facilities;
- More training evolutions as the fire can be quickly extinguished and re-started to enable more volunteer firefighters trained/weekend;
- Elimination of carcinogens released in a "Class 'A' live-fire structure;
- Shared liability risk amongst partnered agencies;
- Location is ideal given that the facility is located between STN #32 Grovedale and STN #31 DeBolt, STN #33 Grande Cache is approximately 2.5 hours away.

Cons:

- Cost, \$250,000 investment, although the approved MSP will provide this.
- Greenview does not have exclusive access;
- Partnership fallout risk given the nature of any partnered endeavors;
- Loss of the experience of actual heat and smoke generated by a live fire in a Class 'A' training system facility.

Administration recommends partnering with the County of Grande Prairie to construct a Class 'B' facility. This facility will provide the most central, safest facility for all Greenview fire stations.

BENEFITS OF THE RECOMMENDED ACTION:

1. By partnering in a state-of-the-art facility, Greenview will have the opportunity to potentially save hundreds of thousands of dollars vs building and maintaining an equally equipped facility (if deemed necessary in the future).
2. Regional cooperation on fire training is ongoing with Greenview, County of Grande Prairie and City of Grande Prairie. This will expedite safe, valuable, and necessary training for Greenview volunteer firefighters while reinforcing Greenview's regional system and regional partnerships.
3. Less travel for the majority of Greenview volunteer firefighters. More efficient and closer to home to all Greenview departments, and more regular training can be provided.
4. Protection from unnecessary exposure to carcinogens for our volunteer firefighters.

DISADVANTAGES OF THE RECOMMENDED ACTION:

- Cost, \$250,000 investment, although the approved MSP will provide this.

- Greenview does not have exclusive access;
- Partnership fallout risk given the nature of any partnered endeavors;
- Loss of the experience of actual heat and smoke generated by a live fire in a Class 'A' training system facility.

ALTERNATIVES CONSIDERED:

Alternative #1: Build a live-fire training within Greenview. This will significantly cost well above that of partnering with the Grande Prairie County Fire and potentially Grande Prairie Fire Department.

Alternative #2: Rent the Grande Prairie County fire training facility and other regional training facilities. This is not recommended as it is cost-prohibitive to rent facilities for this type of training on an ongoing basis, and it is difficult to acquire timely rental spots.

FINANCIAL IMPLICATION:

The financial implication is that Greenview will provide \$250,000 towards the development of a Class 'B' Fire Training facility. In return, Greenview will have free use of the facility through a memorandum of understanding (MOU).

Ongoing / Future Costs:

This facility will generate some revenue. As per the Grande Prairie County Business Case, this revenue would be used for ongoing maintenance and improvements to the training facility. If revenue was down in a particular year, there may be an ask for a portion of facility maintenance. Expectation is that this would not exceed \$5000 per year if revenue cannot sustain maintenance. This will be referenced in the MOU.

STAFFING IMPLICATION:

There are no staffing implications for 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 or solutions.

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will inform the County of Grande Prairie of Council's decision accordingly.

ATTACHMENT(S):
County of Grande Prairie Fire Training Center Business Case

Business Case for Budget Consideration

Project Title: Replacement Live Fire Training Facility

	2020	2021	2022
Groundwork, gas lines, drainage	\$200,000		
Asphalt paving of area		\$200,000	
Class B propane fired training structure			\$500,000
Total Funding	\$200,000	\$200,000	\$500,000
Total Expenditures	\$900,000 over 3 years		

Description:

In the fire service, we are constantly training for low frequency high hazard events. Structural fires are in this category. With the inherent risk involved and the low frequency of structural fires, firefighters must continuously train so they can operate safely and efficiently at these events. In order to provide the required training in a cost-effective manner, the County of Grande Prairie needs to operate and maintain its own live fire training facility. The need is enhanced by the fact that the County of Grande Prairie Regional Fire Service is the 3rd busiest fire service in Alberta north of the Capital Region (behind the Regional Municipality of Wood Buffalo and the City of Grande Prairie Respectively) with 1888 calls for service in 2018. In addition to this we are the 2nd largest fire service personnel wise north of the Capital Region (behind the Regional Municipality of Wood Buffalo).

Background:

The Dunes Training Center was established in 2012 has trained hundreds of our own members over the past 7 years with many others from across the province and northeast British Columbia. The facility is heavily used in our short training season, booked up almost every weekend. With this heavy use, the facility is past it's prime and is needing replacement. Originally built in-house on a shoestring budget, the facility satisfied the needs of the Regional Fire Service when built. It has gone through many upgrades since its inception and we approximate its total cost to be approximately \$350,000 as of 2015. With the upgrades over the last few years and council support, we are confident the Dunes Station will be a long-term home of the Regional Fire Service, and as such see a large value in replacing the existing facility with a long-term solution. The current facility is not National Fire Protection Association (NFPA) compliant with the 1402 standard on fixed live fire training facilities. This is an industry accepted best practice for safety reasons. Any new facility must be designed to comply with this standard.

Earlier this year, we started planning on what would be required to replace this homemade structure. As the fire service places a larger focus on occupational cancer reduction, we are looking to limit exposure to products of combustion wherever possible. Training is one area

Business Case for Budget Consideration

where this risk can be largely eliminated. Moving forward with a propane fired facility not only greatly reduces exposure to carcinogens, it also comes with several other benefits.

In a gas facility safety is greatly enhanced as the environment can be controlled. Hazardous situations can be eliminated with the push of a button to stop the flow of gas, extinguishing the fire. In the current facility, the fire must be brought under control by the students and cannot always be easily controlled if there was an emergent need to stop training.

With gas facilities, there is no toxic smoke or soot produced. As a result, gear would not be required to be laundered after gas fired training. This will reduce wear and tear on our fire gear, washing facilities, and reduce wage costs normally associated with cleaning fire gear and the training structure.

Other benefits of gas fired live fire training facilities are:

- More training evolutions as the fire can be quickly extinguished and re-started
- Enhanced muscle memory – Ability to fully put the fire out and train the way we work
- Better use of volunteer members training time
- Ability to have on shift live fire training
- Elimination of carcinogens released in a “Class A” live fire structure

In the initial planning stages, we sought to partner with the City of Grande Prairie and M.D. of Greenview Fire Departments as 1/3 equal partners in this facility. Discussions were positive and the other departments really thought this would be the perfect solution to their live fire training needs as they do not have a facility of their own. The City has had to back out due to financial reasons, but not because they did not want to participate. The City's tax reduction this year is the rationale behind their withdrawal as they do not feel they would receive the support required to proceed. That said, they are interested in partnering in the next couple of years if things improve, or at the very least would very much be willing to rent the facility. On the M.D. of Greenview side, they have recently hired a new Fire Chief. We have planted the seed on the regional need for this training facility. With the new Fire Chief, we are hopeful there is some form of partnership we can pursue for additional funding from the MD of Greenview. Additional funding will allow us to take the facility beyond a bare bone's basic facility.

Although we are seeking partnerships to help further fund and enhance the facility, our 250 firefighters regionally (180 of them volunteer) rely on this facility and use it extensively. We anticipate a new NFPA compliant engineered facility should have a life of at least 20 years to provide realistic live fire training.

The training facility also hosts courses that generate revenue, mainly from B.C. and Alberta Peace Fire Departments. With a new and improved facility, the potential exists for even more rentals and possibly the option of running or partnering with a fire school to deliver basic fire training to prospective students. This has the potential to be a lucrative revenue generator, and if adopted, could significantly cover costs of the facility over time. As far as we are aware, we are the only live fire training facility in Alberta or British Columbia accredited to deliver training

Business Case for Budget Consideration

for both provinces through the Alberta Office of the Fire Commissioner and the Justice Institute of British Columbia.

Cost Implications of Off-Site Training (If we do not proceed with a new facility):

The cost to facilitate off site training to current levels for all members without replacing the existing training facility by the end of 2022 will cost **an additional \$139,472.48 annually** from 2023 on and does not include inflation and CBA adjustments.

The current Dunes Training Center is well used for both formal and informal training events throughout the year. Based on 2019 / 2020, we have taken the formal training scheduled for the Dunes Training Center and put numbers around what the cost would be to travel to the nearest approved training facility, which is in Peace River.

Cost analysis are as follows:

Annual Platoon Block Training Clairmont / Dunes – 2 days for each of our 4 platoons = 8 days. This covers high risk low frequency events that are often difficult to train for on shift (structure fires, hazmat, exterior prop fires).

Total additional funds to run this training for all 4 platoons annually = **\$53,634.56**

Firefighter 101 New Rural Members – This comprises of 4 days of training to get new recruits to a base level of skills to respond to calls as a defensive firefighter. 2 days of this program would involve training at the Dunes Training Center. Currently we are offering this twice per year.

Total additional funds required to run this program twice annually off site = **\$23,014.56**

Part Time Recruit School - This comprises of 7 days of training to verify skills and prepare new part time recruits for working in the Clairmont / Dunes stations. 2 of the 7 days are exclusively dedicated to training evolutions at the Dunes Training Center. We recruit 1-2 times per year for part time members. For the purposes of this business case, we will multiply by 1.5.

Total additional funds to run this program 1.5 times a year off site = **\$16,794.24**

Rural Block Training - Total additional funds to run this program 1 time per year off site = **\$11,507.28**

Live Fire for 1001 Program - Total additional funds to run this program twice a year off site = **\$23,014.56**

1001 Evaluations - Total additional funds to run this program twice a year off site = **\$11,507.28**

Costs Per Year

Based on our current training schedule, if we did not have our own live fire training facility and travel was required to the next nearest provincially approved training facility, we would be looking for **an additional \$139,472.48 annually** to offset our training, travel, wage, and overtime budget lines for this new additional cost.

Business Case for Budget Consideration

Conversely the \$900,000 ask for a new training facility on site would amount to a \$45,000 per year cost. By replacing our training facility and not having to travel off site, we would stand to **save at least \$94,472.48 annually** in travel costs over a 20 year life of the facility.

Cost Recovery Point

With an annual additional cost to support current on-site training off site of \$139,472.48, we would see a **break even point with a new \$900,000 facility within 6.45 years.**

Life of a New Facility Cost

The life of a new facility is approximately 20 years. With additional travel, wage, and rental costs for an off-site facility of \$139,472.48 multiplied by 20 years, we would look at requiring \$2,789,449.60 to maintain this training through offsite travel. **By investing \$900,000 over the next 3 years to replace the existing training facility, we would look at a net savings in off-site training of \$1,889,449.60 over the life of the facility.**

The above numbers only include travel time overtime, per diems, facility rental and fuel. Day to day wages / overtime are not included as they would be incurred locally at our own facility.

Moving forward we must make training as convenient as possible for our 180 regional fire volunteers. We have a composite regional fire service model. As such we need to maintain live fire training availability for approximately 250 volunteer, part time, and full-time firefighters in 9 County and contract stations that serve our municipality. By having our own live fire training facility, we can maintain these high-risk low frequency skills which may not be often responded to. If we ask our volunteers and part time members to undertake additional travel for training, this may discourage their willingness to train as they would likely have to take more time off work and away from their families. This can be especially discouraging to our volunteer members. As a service and a County, we should always be striving for ways to maximize the time utilization of our volunteers as their time and commitment to our community is invaluable.

In addition to the above we would face additional time away for FTE and Part Time staff which would have major schedule implications and reduce the number of personnel available for call backs if a significant emergency event occurred.

Revenue Sources

The good news of having a County owned and operated regional training facility is the ability to generate revenue to offset costs and to schedule training times that best suit our needs. We have several revenue sources we see as viable ways to offset training facility costs which also allow us to be a regional leader in live fire training.

Business Case for Budget Consideration

As we have explored the option of having to rent an off-site facility for our training needs, we could see the benefit of other departments coming to us to rent and utilize our facility, which would generate our own revenue.

There are approximately 80 fire departments in Northwestern Alberta and Northeast BC. Of the 80 departments, the following have provincially approved live fire training facilities:

- High Level
- Peace River
- High Prairie
- Slave Lake
- County of Grande Prairie
- Dawson Creek (JIBC only for internal use)

Due to our strategic geographic location, being a regional service center, proximity to the BC Peace and Alberta South Peace, the County of Grande Prairie Dunes Training Center is central to many fire departments as a convenient cost-effective way to get their firefighters live fire training.

Historically the Dunes Training Center has generated \$50,000 to \$75,000 annually in revenue simply from these departments joining in on scheduled training and other provided opportunities. Of note for the last 2 years we have not sought to host revenue courses due to capacity and limitations of instructional training staff. If we held more revenue courses or worked to sell more seats in existing courses, this revenue stream would go up dramatically and possibly help offset the cost of a training officer(s) to run the facility. In addition to this, both the DeBolt and Grovedale Fire Departments have expressed strong interest in paying for seats of new members to join our recruit Firefighter 101 program. This further enhances regional cooperation and provides a consistent base level training for our own and contracted firefighters plus those in the neighboring M.D. of Greenview area. It's a win / win for all on the training side and on the emergency response side. Knowing we have trained our neighbors will go a long way to increasing the efficiency at cross border or mutual aid emergencies.

There are other significant revenue opportunities that exist with our own training facility and the following have been or are being explored:

- Partnership with the City of Grande Prairie (Currently on hold due to budget shortfalls)
- Partnership with the Municipal District of Greenview (Discussions re-starting due fire chief departure / re-organization)
- Partnership with Training Division.com an online based fire school which contracts fire department to host practical 2-week boot camps. These boot camps could occur multiple times a year and have the potential to generate good revenue.
- Partnership with Norquest College / GPRC for a regional revenue-based firefighter 1001 Level 2 training program. This can also generate significant revenue but was placed on the back burner as we currently do not have the staff to support the logistical requirements of this type of venture.

Business Case for Budget Consideration

- Corporate sponsorships from industry to help support the training facility, provide enhancements, or provide consumables. We have met with International Paper to solicit sponsorship funding request. Our ask was from \$150,000 to \$250,000. International Paper was receptive to our request and the opportunity it poses for their fire brigade to have the opportunity to access local live fire training. As of today, we are still awaiting the outcome of that request. Further to International Paper, we have some funding applications submitted to key industry players in the region. If the business case is approved, we will be engaging local industry to a larger degree and solicit further funding. Any additional funding received would be utilized to take the facility beyond a very basic fire training structure and add components that will help us train in other areas within our level of service.
- In addition, we would engage communications to sell naming rights or tier level-based sponsorship packages to help enhance the facility beyond the initial \$900,000 ask.
- We have a few requests from industry each year to rent the facility for their training needs but have found due to the already heavy workload capacity around training, we were not able to accommodate them.
- Possibly reduce re-numeration provided to municipal partners contracts by including usage of the facility in the contract.

Long Term Impacts:

With a 20-year useful life, this facility will deliver many years of reliable safe training. It will benefit our volunteer, part time, and career members skill development and skill maintenance. In addition, we can support training of our contract partners and use the facility to generate revenue through training. This revenue could be put back into the facility for annual maintenance, supplies, replacement reserves and possible upgrades. By paving the site, we will reduce wear on equipment by not having all our gear, tools, and hose embedded with wet gravel / sand. It will also reduce the time spent on clean-up after training. The paving will also include proper drainage for natural water / snow run off and for firefighting water. We currently have drainage issues with our neighbors at Grant Services; their site is below the grade of our property. Planning and Public Works are currently looking into how this issue arose as our site was there first. Regardless, with the training center upgrade, the water run off issue would likely be resolved.

This facility can not only produce and maintain high level firefighter skills, but it has the potential to be a flagship for the County as leaders in fire service for training and safety.

Legislative Requirements:

Training of firefighters is addressed in Part 1 of the OHS Code under the definition of “competent” and in section 15 of the OHS Regulation under “Safety training”.

In order to deem our firefighters competent and qualified, the Regional Fire Service requires our firefighters to complete regular competency-based training in many core skills including live fire

Business Case for Budget Consideration

at our training facility. By mandating this competency-based training, we meet the OH & S requirements for adequately qualified and suitably trained firefighters with sufficient experience. This training goes hand in hand with the full interior firefighting levels of service set by County of Grande Prairie Council

Proposed Implementation Strategy:

For 2020 we would be looking at completing engineering, permits, the installation of underground gas lines, the creation of a swale on the east property line for drainage and establishing a base packed gravel layer. For 2021 paving of the site would be completed and piles for the training structure would be installed. Fencing of the site would also be completed. In 2021, an RFP or RMA process would be used to solicit design and final costing for a training structure, to be delivered to site and installed in 2022. All necessary gas hook-ups and welding would be completed. Again, the possibility still exists that we may have opportunity for municipal partnerships further down the road if their current financial and personnel situations stabilize. In addition to these municipal partnerships, there is always the potential for partnership with industry to build the new facility with additional training props past basic firefighting.

Respectfully,

Jason Nesbitt

Deputy Chief

Training and Logistics

County of Grande Prairie

Regional Fire Service

County of Grande Prairie Fire Training Center Example



Example building, actual building will have a similar foot print but have a sea can appearance.



Example of control center



REQUEST FOR DECISION

SUBJECT:	Grande Cache Firefighters Association Training Centre Proposal		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO:	MANAGER: WB
DEPARTMENT:	PROTECTIVE SERVICES	DCAO: SW	PRESENTER: WB
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Occupational health and safety (OHS) guide for firefighting

Council Bylaw/Policy (cite) – Policy No: 3010, Fire Department Levels of Service.

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to enter into an agreement with the Grande Cache Firefighters Association to develop a Fire Training Centre on the grounds of the Grande Cache Public Service Building (SE4 57-8 W6M), with an upset limit of \$125,000.00 with funds to come from the 2021 Protective Services Capital Budget.

BACKGROUND/PROPOSAL:

With the frequency of fires on the decline firefighters do not have the same number of opportunities to learn the necessary skills and gain experience. With that, this gap must be closed by having access to safe and realistic fire-rescue training.

The Grande Cache Firefighter's Association (GCFA) has approached Greenview Fire-Rescue Services (GFRS) in pursuit of developing a Fire Training Centre on Greenview owned land directly east of the Grande Cache Public Service building/Fire Station #33. With the exception of live fire training, this centre will offer multiple types of training opportunities to train above current certifications while still remaining within Greenviews dedicated current levels of service.

The anticipated cost of the centre is \$125,000.00 including a 10% contingency. However, in an effort to make the project more cost effective for Greenview, the GCFA has offered to contribute \$82,000.00 towards the construction of the centre, leaving \$43,000.00 to be funded by Greenview. Administration is proposing to add this remaining \$43,000.00 to Protective Services final 2021 Capital Budget which is yet to be approved.

Approval of the proposal is contingent on a signed agreement between the GCFA and GRFS stating that the GCFA will relinquish full control and ownership of the building to Greenview and will be operated as a

municipal facility and available to other GRFS fire departments and a potential fee for service facility for third parties.

BENEFITS OF THE RECOMMENDED ACTION:

1. Benefits of accepting the recommended motion is that Greenview will own a NFPA compliant training facility that is capable of providing;

- On-site fire training in close proximity to #33 Station fire fighters (Greenview's only urban firefighting station)
- Ready access at all times for all Greenview firefighters.
- Additional benefits are listed within the GCFA proposal document attached.

DISADVANTAGES OF THE RECOMMENDED ACTION:

- There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: The alternative to the recommended motion is that #33 Station firefighters continue to train without such a facility however Administration does not recommend this action because the firefighters will not receive the depth of training required given the fire risk profile of Grande Cache.

FINANCIAL IMPLICATION:

The financial implication is that Greenview will provide the land, \$43,000.00 in capital funding and approximately \$5,000 annually for ongoing operational costs.

STAFFING IMPLICATION:

Staffing implications are that the Training Centre will be managed by the Grande Cache Deputy Fire Chief and all certified instructors will be #33 Station firefighters.

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 Grande Cache Firefighters Association of Council's decision accordingly.

ATTACHMENT(S):

- Grande Cache Fire Association Proposal
 - GFRS Station 33 Training Center Budget 2021 AG
 - Training Tower Can Highway view_
 - Training Tower Can view from Bushside_
 - Training Tower Site Plan 2021 BL



MUNICIPAL DISTRICT OF GREENVIEW No. 16



GREENVIEW FIRE RESCUE SERVICES

January 25, 2021

GFRS Station 33 Training Center

Budget and Cost Breakdown

Budget for project **\$125,000.00**

Breakdown

Engineering:

Hi-Angle Landing

Pilings

Structure

Stairs and Railings **\$7,500.00**

Groundwork:

Site Prep

Gravel Etc. **\$10,000.00**

Pilings:

Crane

Cut & Cap **\$10,000.00** Includes all Crane work

Structural Beams: **\$4,000.00**

Sea Cans:

3x40 Ft.

2x20 Ft. **\$30,000.00** Includes Shipping

Welding:

All structural welding

Windows

Doors Exterior

Handrails

Doors Interior

Exterior Ladders

Roof Capping

Stairs **\$35,000.00**

Exterior Cladding:

Flashing

Color match panels \$10,000.00

Training Props:

Roof Prop

Hi-Angle Landing Prop

Bail Out Prop \$12,000.00

Interior:

Lumber

Drywall

Standpipe

Doors/Windows \$5,000.00

Paint/ Sundry

Paint

Caulking

Screws Etc. \$1,500.00

A 10% contingency is built into this costing.

Grande Cache Firefighters Association (GCFA)

To: Regional Fire Chief Wayne Brown
Greenview Fire Rescue Services (GFRS)

Overview:

The Grande Cache Firefighter's Association is looking into supporting a GFRS training facility to be located at 33 Station. This training structure will provide quality training for all of Greenview Fire Rescue Services. Below are the goals, costs, specs and attainable training.

Goals:

1. **Firefighter Safety** – Training, repetition and practice all equal firefighter safety.
2. **Firefighter training** – With this training structure, we will be able to certify and keep our firefighters trained to competency with skills needed to perform our firefighting duties. The structure will take our training to the next level by exposing our members to realistic scenarios. This is hugely beneficial to members who have their certification, but not necessarily the experience with realistic training to back it up. This training facility will enable us to train above our 1001 level 2 certifications, within our level of service. GFRS 33 Station has four level 1 fire instructors and two level 2 NFPA 1041 certified fire instructors that will help with training and certification with this structure.
Our goal for this training facility is to be able to certify members to the 1001 level 2 certification, **with the exception of live fire**. We will utilize our partnership with the County of Grande Prairie to co-operate in the joint Class 'B' firefighter fire training site.
3. **Training** - As a volunteer fire fighting service, our members already put in a lot of time with courses, training nights, emergency calls and other department and association matters. We take pride in maintaining 33 Station, we have 35 members at all levels of service and years of experience that would benefit immensely with a permanent structure. Training together is an important key when it comes to performing on an emergency scene. With a structure in our back yard, we will be able to train more effectively and consistently. Training locally for the majority of our job functions leads to better fiscal responsibility as well.
4. Grande Cache Firefighter's Association is proposing that the GFRS Training Facility be placed on Greenview lands below the Grande Cache PSB and Fire Station. This facility would be owned and operated by GFRS. As there are no utilities or other infrastructure required, maintenance costs will be almost nil.

Timeline:

We would like to proceed in the spring of 2021 with completion by October 30, 2021.

Costs and Specifications:

With permission from the MD of Greenview, the Grande Cache Firefighter's Association will:

- In collaboration with Greenview, design and construct a training structure.
- Provide \$82,000.00 towards the project. This amount was gifted to the GCFA by a local supporter of our fire service.

After doing preliminary cost assessments we will be setting the budget at \$125,000.00.

We feel this is realistic with some local “in kind” work.

Community members have always been supportive of our department. This training facility will be built in Grande Cache, using local businesses and contractors. In these uncertain times, we would like to give support to our community and give them the opportunity to contribute to building our training center.

The training structure we are looking at will consist of three 40 foot containers with 4 doors, 4 windows and openings between the units. Working with local businesses we can put together a plan to design the outside of the structure to resemble the PSB, including color and style. This is very important to us because we are proud of our facility and want to represent it in the best way possible. When finished, this structure will not look like a group of sea cans thrown together!

The structure will follow strict guidelines and will be engineered as per the 2019 National Building Code (AB Edition). As well all Municipal, Provincial and Federal regulations will be followed.

Training

The following is a short list of job performance requirements (JPR's) that we will be able to achieve with the facility. This list is only a summary of the 365 JPR's in the 1001 level 1 and 2 (professional standard) alone. These are requirements that we are expected to know and be competent when performing firefighter tasks:

- Firefighter health and safety (responding to an incident correctly)
- Fire Department Communications (use of a portable radio, emergency radio traffic)
- Firefighter personal protective equipment (donning, doffing PPE)
- Ropes, Webbing and knots (basic knots, hoisting tools and equipment)
- Structural search (procedures for primary and secondary searches)
- Victim Removal (drag and carries)
- Firefighter survival (MAYDAY's, air emergencies, breaching walls, disentanglement, low profile maneuvers, withdrawing from a hostile environment with a hose line)
- Scene lighting
- Rescue tools
- Technical rescue
- Forcible entry (hand tools and saws, doors, windows, walls)
- Ground ladders (raising, lowering, ladder rescues, firefighter bail out)
- Tactical ventilation (mechanical negative or positive pressure, hydraulic ventilation)
- Roof work (sounding a roof, ventilating a roof)
- Fire hose (advancing a line into a structure, interior stairway, stairway standpipe connection, up a ladder into a window, charged attack line from a ladder)
- Fire control (attacking the fire, direct, indirect, combination, attack a simulation structure fire above, below and ground level)
- Building utilities (fire department connections)
- Operate sprinkler systems, control valve and stop the flow of water
- Fire origin cause and determination
- Fire and life safety initiatives

- Mitigating HAZMAT incidents

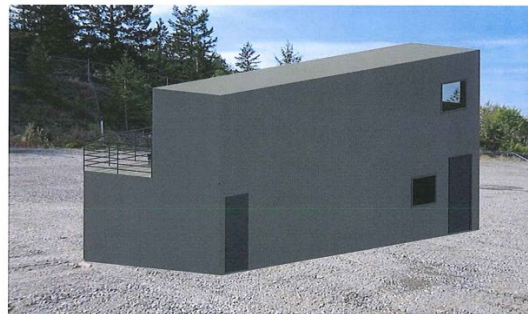
Again, this list is just a brief summary of the skills we are expected to know as firefighters.



NORTHWEST
12" = 1'-0"



② SOUTHWEST
12" = 1'-0"



"These photos do not represent colors or cladding proposed."

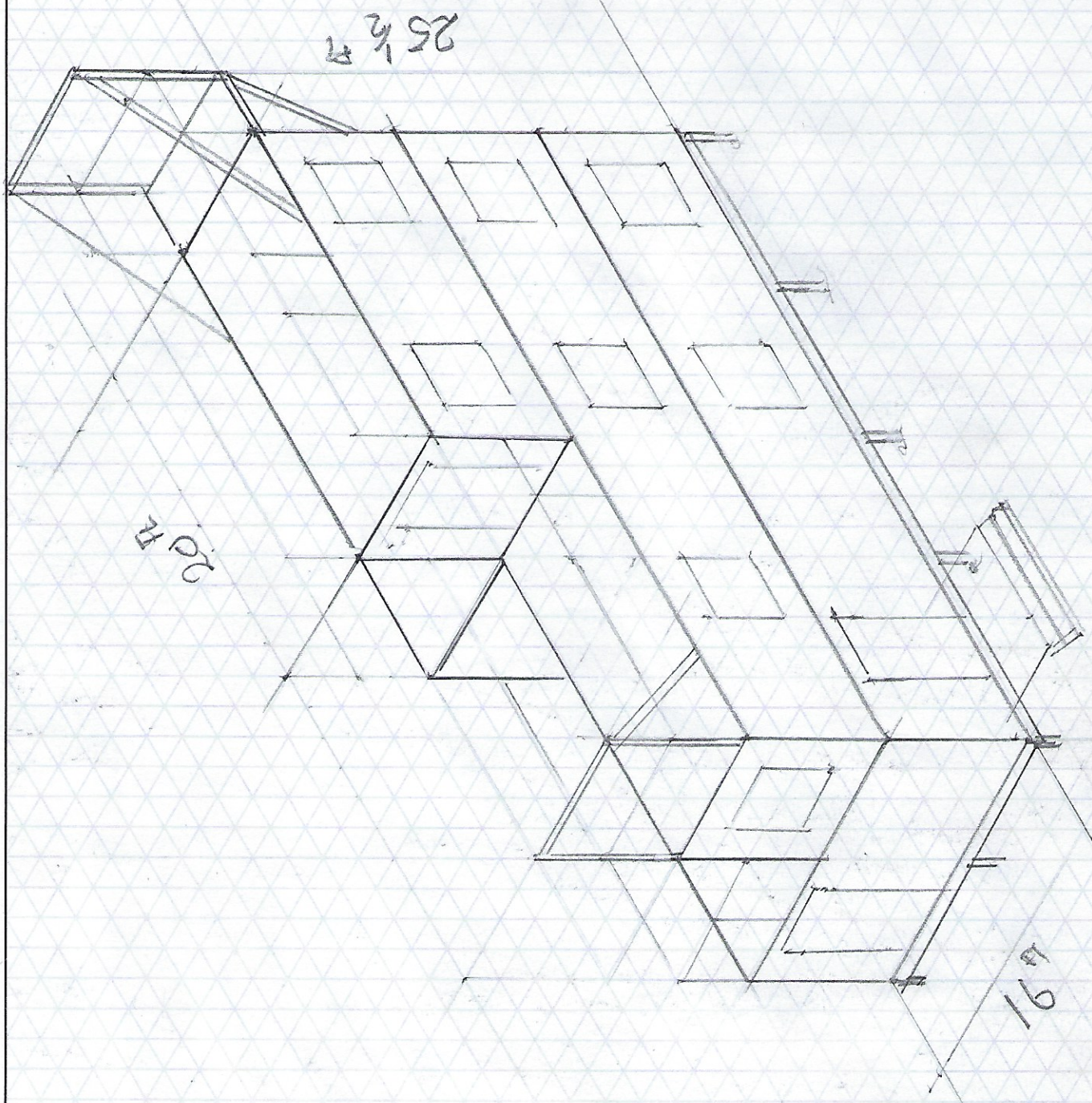
Respectfully,

Fire Captain Aandrea Gardiner

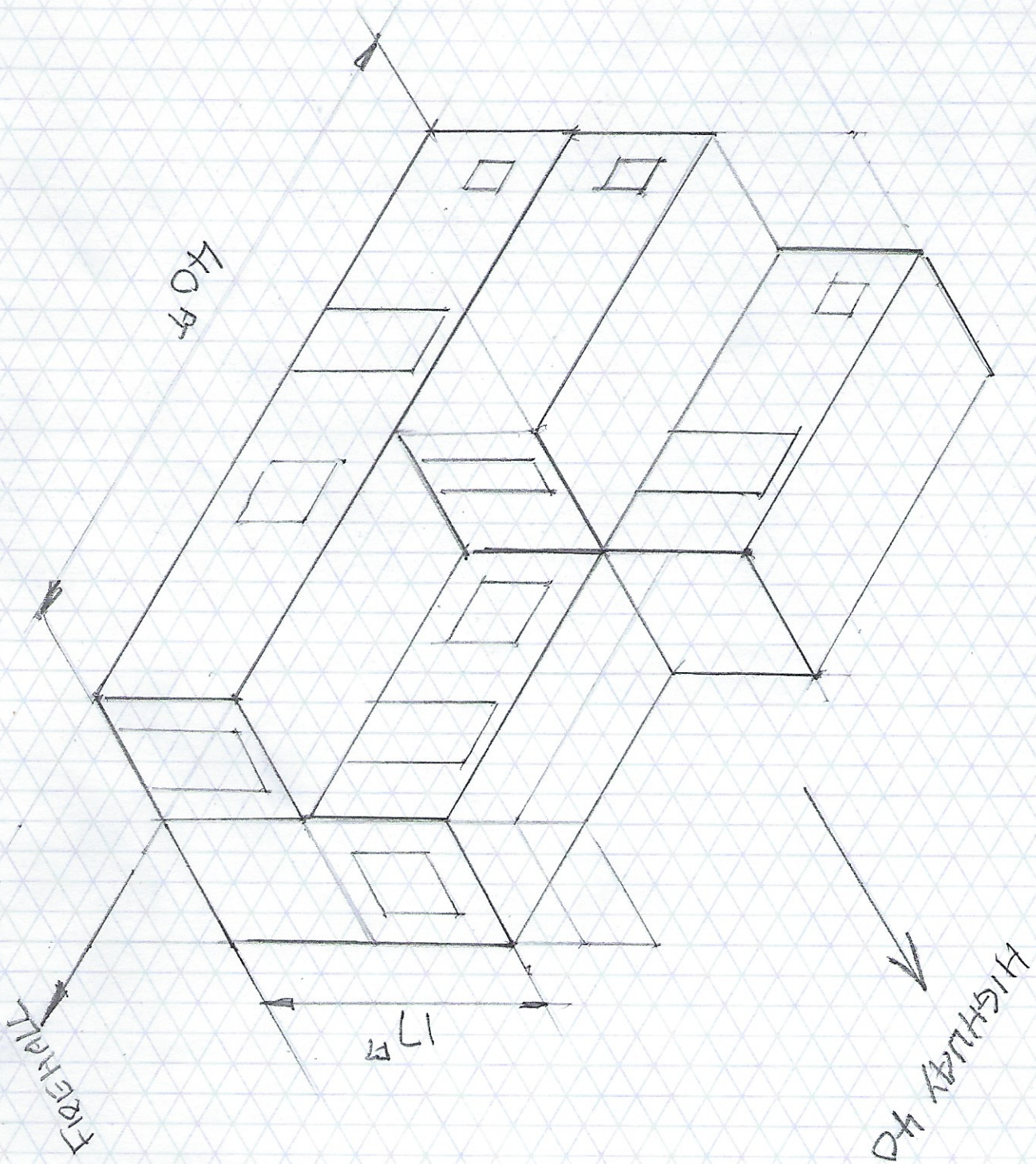
Firefighter Andrew Hucul

Grande Cache Firefighters Association

Greenview Fire Rescue Services



C.C.'s Welding and
Fabrication Ltd.
780.827.8777



C.C.'s

Welding and
Fabrication Ltd.
780.827.8777





REQUEST FOR DECISION

SUBJECT:	Rural Water Service within the Co-operatives and Enterprises		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: RA	PRESENTER: RA
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to conduct a feasibility study to provide rural water services to the Co-operatives and Enterprises.

BACKGROUND/PROPOSAL:

At the February 23, 2021 Regular Council Meeting, Councillor Delorme brought forward a Notice of Motion directing Administration to bring forward an RFD to conduct a feasibility study to provide rural water services to the Co-ops and Enterprises.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is allowing Administration to gather and present information to Council and the residents of the Co-operatives and Enterprises the options and costs anticipated for conducting a feasibility study for rural water service.
-

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 perform a feasibility study at this time however Administration does not recommend this action as there is high demand for water services within the Co-ops and Enterprises.

Alternative #2: Council has the alternative to alter or deny the recommended motion.

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:

If approved, Administration will investigate all matters associated with conducting a feasibility study for rural water service to the Grande Cache Co-operatives and Enterprises.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **Potable Water Point at Nose Creek**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 9, 2021

DEPARTMENT: INFRASTRUCTURE & PLANNING

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM: RA

LEG: DL

MANAGER:

PRESENTER: RA

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to bring back a preliminary report outlining costs for a potable water point to serve the residents in Nose Creek.

BACKGROUND/PROPOSAL:

At the February 23, 2021 Regular Council Meeting, Councillor Delorme brought forward a Notice of Motion directing Administration to bring back a preliminary report outlining costs for a potable water point to serve the residents in Nose Creek.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is allowing Administration to investigate the costs for a water point in Nose Creek.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or deny the recommended motion.

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 begin the process of investigating costs for potable water in Nose Creek.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT:	Camp Water Supply Well – Muskeg Seepee Co-operative		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: RA	PRESENTER: RA
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to bring back information on replacing the well at SE 11-57-05-West of the 6th Meridian, Muskeg Seepee Co-operative.

BACKGROUND/PROPOSAL:

At the February 23, 2021 Regular Council Meeting, Councillor Delorme brought forward a Notice of Motion direction Administration to bring back information, including the cost to replace the well at Muskeg Co-op (SE 11-57-05 W6M).

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is allowing Administration to gather and present information to Council the information on replacing a well.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or deny the recommended motion

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:

If approved, Administration will investigate all matters associated with replacing the well at SE 11-57-05-West of the 6th Meridian, Muskeg Seepee Co-operative.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **Load Restriction of BF73970**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 9, 2021
DEPARTMENT: INFRASTRUCTURE & PLANNING
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to write a letter to Alberta Transportation on the bridge file crossing Sweathouse Creek on Highway 747 with concerns about the load restrictions.

BACKGROUND/PROPOSAL:

At the February 23, 2021 Regular Council Meeting, Councillor Shawn Acton brought forward a Notice of Motion directing administration to write a letter to Alberta Transportation on BF73970 on 747 Crossing of Sweathouse Creek with concerns brought forward about the load restrictions.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Administration will draft a letter to Alberta Transportation.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or deny the recommended motion.

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 draft a letter to Alberta Transportation with regard to BF

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT:	MD of Greenview Library Board Financial Review		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO: DT	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: DT
STRATEGIC PLAN:	Level of Service	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – Libraries Act-Sec 7 & 9;

Council Bylaw/Policy (cite) – Bylaws 18-805 and 20-853

RECOMMENDED ACTION:

MOTION: That Council authorize the MD of Greenview Library Board to engage Donna Toews to conduct a review for the year ending 2019 for the MD of Greenview Library Board.

BACKGROUND/PROPOSAL:

The Alberta Libraries Act requires council to approve a person to review the records of a library board and to submit a financial report to Council annually.

The municipal library board is the legal entity that manages and controls the library. Its formation is defined by the Libraries Act – it is created via bylaw passed by municipal council.

The library board is a governing board, not an advisory board – it has full management and control of the library. This is defined in legislation (Libraries Act, Section 7). Note that library boards are different from other non-profit boards formed under other legislation (e.g. the Societies Act or the Municipal Government Act). The library board is a corporate body, a legal entity able to enter into contracts and employ staff.

The library board is a governing board. The library manager is employed by and reports to the board, and the board is accountable not only to council, but to all citizens of the municipality and to the provincial government. The library board passes safety and use bylaws and policies to enable the provision of public library service delivery. The library board determines library service priorities and creates a plan of service based on community needs assessments.

The library board is responsible for acquiring library funding, requesting the funds from Council and applying for provincial grants. The library board keeps financial records and bank accounts and prepares and manages the budget. The library board selects and hires a financial reviewer (who is not a library board member).

DETERMINING FINANCIAL REVIEW Section 9(b) of the Libraries Act states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council. Because local library service is a municipal service funded by tax dollars, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader,

or an accountant review), and to accept (or deem satisfactory) the person the library board wishes to have review their accounts. If or when financial reviewers change, council must pass a motion accepting the new reviewer.

As per the Libraries Act;

Board duties

7 The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.

Accounts

9 The municipal board shall

- (a) keep accounts of its receipts, payments, credits and liabilities,
- (b) have a person who is not a member of the municipal board and whose qualifications are satisfactory to council review the accounts each calendar year and prepare a financial report in a form satisfactory to council, and
- (c) submit the financial report to council immediately after its completion.

RSA 2000 cL-11 s9;2006 c5 s6

BENEFITS OF THE RECOMMENDED ACTION:

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to advise the MD of Greenview Library Board that an independent audit is required and or that the MD of Greenview Library Board choose a different individual to conduct the review.

FINANCIAL IMPLICATION:

Direct Costs: None.

STAFFING IMPLICATION:

None

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:

Inform the MD of Greenview Library Board of the decision of Council.

Attachments:

- FAQ from Government of Alberta; Municipal Council and Library Boards; Roles and Responsibilities
- Email from Chairman Burton recommending Donna Toews
- Bylaw 18-805
- Bylaw 20-853



Municipal Councils and Library Boards: Roles and Responsibilities

Public Library Service in Alberta: An Overview

In Alberta, public library service is municipally based. A municipality may choose to provide public library service at a local level by having a library in the community, and/or having library service at a regional level by joining a library system.

A municipality makes the decision to have public library service in their community via a local library. Council passes an establishment bylaw under the *Libraries Act* (Part 1, Section 3) to create a library board for the provision of public library service. Upon its creation, a library board is a governing board and is a corporation with full management and control of the public library (Part 1, Section 7).

Municipalities may join a regional library system. A library system is made up of member municipalities working in partnership to provide regionally based centralized library service to enhance and support local library service. Being a part of a library system means municipalities and municipal libraries receive numerous benefits, such as: professional training for library staff, resource sharing, access to electronic resources and being part of the provincial Public Library Network.

Legislation: The *Libraries Act* and the *Libraries Regulation*

In Alberta, public library service is governed by the *Libraries Act* and *Libraries Regulation*.

The *Libraries Act* sets the **legal framework** for public library service through the establishment of library boards, who manage library service on behalf of the municipality.

The *Libraries Regulation* sets out **sound management practices** for library boards.

The *Municipal Government Act (MGA)* and the *Libraries Act* are two distinct pieces of legislation. Neither is superior to the other because the *MGA* and the *Libraries Act* do two separate things:

- The *MGA* is the law under which municipalities in Alberta operate, govern and are governed.
- The *Libraries Act* and *Libraries Regulation* form the legal basis for public library service in Alberta.

Did you know?

The *Libraries Act* was one of the first pieces of legislation passed by the newly formed Alberta government in 1907.

Municipal Councils and Library Boards: Roles and Responsibilities

Public library boards in Alberta are not subject to the MGA, e.g. library trustees are appointed by the terms outlined in the *Libraries Act*, not the MGA. There are only three references to public libraries in the MGA:

- The first is section 648 (2.1) which includes libraries as being eligible for off-site levies.
- The second is section 362(1)(j), which states that municipalities cannot tax public library boards.
- The third is section 271(2.1)(a) which states that a municipality may use a community services reserves for public libraries.

The Public Library Services Branch (PLSB) of Alberta Municipal Affairs is the provincial body that administers public library legislation and the provincial Public Library Network. PLSB staff are responsible for the administration of the *Libraries Act* and *Libraries Regulation*, delivering operating grants to municipal and system library boards, plus building and maintaining the provincial Public Library Network. PLSB staff members are available to consult with library boards, library staff and municipal councils. For more information about PLSB, visit www.albertalibraries.ca.

The Public Library Network links public libraries at a provincial level and enables sharing. In Alberta, the Public Library Network links public libraries and enables sharing by two different means: a provincial policy framework and a technological infrastructure. The purpose of the Network is to support equitable and seamless access to library resources for Albertans, and does so through things such as

SuperNet connectivity, resource sharing, and the centralized acquisition of electronic content.

The Roles and Responsibilities of a Municipal Library Board

The municipal library board is the legal entity that manages and controls the library. Its formation is defined by the *Libraries Act* – it is created via bylaw passed by municipal council.

The library board is a governing board, not an advisory board – it has full management and control of the library. This is defined in legislation (*Libraries Act*, Section 7). Note that library boards are different from other non-profit boards formed under other legislation (e.g. the *Societies Act* or the *Municipal Government Act*). The library board is a corporate body, a legal entity able to sue or be sued, enter into contracts and employ staff.

Upon establishment, the library board is a corporation administered under the *Libraries Act* with full management and control of library service in the municipality.

The library board is a governing board. The library manager is employed by and reports to the board, and the board is accountable not only to council, but to all citizens of the municipality and to the provincial government.

The library board passes safety and use bylaws and policies to enable the provision of public library service delivery.

The library board determines library service priorities and creates a plan of service based on community needs assessments.

Municipal Councils and Library Boards: Roles and Responsibilities

The library board is responsible for acquiring library funding, requesting the funds from council and applying for provincial grants.

The library board keeps financial records and bank accounts, and prepares and manages the budget. The library board selects and hires a financial reviewer (who is not a library board member).

The library board may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more library service points (intermunicipal library boards).

The library board is responsible for providing the space and staff required for public library service delivery.

The 9 Roles and Responsibilities of Municipal Councils

Unlike boards established under the *Municipal Government Act*, the *Libraries Act* sets out a specific relationship between council and the municipal library board and system library board.

1. ESTABLISHMENT OF A MUNICIPAL LIBRARY BOARD

The decision of whether or not to have a public library in the community is made by the local municipal council. If council decides that it would be beneficial to have a public library, council must pass a bylaw under the *Libraries Act* 3(1) to establish a library board. Once established, the library board can only be dissolved by order

of the Court of Queen's Bench, or if the municipality itself dissolves.

Upon establishment, the library board has full management and control of the public library and public library service in the community. It is a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation. Library boards may operate one or more public library service points, or, with the permission of the minister, may enter into agreements with other boards to share the operation of one or more service points. Municipalities may also enter into agreements with up to two additional municipalities to form an intermunicipal library board. Once formed, the intermunicipal library board is also a corporation with full management and control of public library service in the municipalities.

The library board is a governing board. Library staff report to the board, and the board is accountable not only to council but to all citizens of the municipality. The board has decision making authority and through regional initiatives, generally participates in providing services beyond its local community.

Section 3(4) of the *Libraries Act* states that, **on being established, the municipal library board's legal name is "The (name of municipality) Library Board"**. This name should be used on all documents. Upon establishment, an intermunicipal library board is able to choose the legal name.

Municipal Councils and Library Boards: Roles and Responsibilities

2. APPOINTMENTS TO A MUNICIPAL LIBRARY BOARD

Council appoints and unappoints municipal library board members (trustees) to municipal library boards under the terms set out in the *Libraries Act* (sections 4, 5, 12.3, and 31), and the *Libraries Regulation* (section 17.1).

A municipal library board must have a minimum of 5 and a maximum of 10 board members. Intermunicipal library boards must have a minimum of 7 and a maximum of 10 board members.

Upon appointment, a board member is a trustee, governing the delivery of public library service in the community, making decisions that are in the best interest of the public and providing quality municipal library service. Trustees are also subject to common law principles and must act accordingly.

Council may appoint up to two board members who are also councillors on their council (i.e. councillors of the municipality that established the library board).

- If a councillor is appointed to the library board, they have the same role and responsibilities as the other board members and should not be referred to as a “Council Rep” or something similar.
- Councillors from neighbouring municipalities may be appointed to the library board and do not count against the limit of two councillors (i.e. councillors from municipalities that did not establish the library board).
- Council may also choose to *not* appoint councillors to the library board.

An employee of the library board cannot be appointed to the library board.

Alternates are not allowed on a municipal library board.

All appointments to the municipal library board shall be for a term of **up to three years**.

A library board member is eligible to be reappointed for up to two additional consecutive terms. If council wishes to appoint a board member for more than three terms, at least 2/3 of the whole council must pass a resolution stating that the member may be reappointed as a member for more than 3 consecutive terms. This must be done for each time the member is reappointed beyond three consecutive terms.

A library board member is disqualified from remaining a member of a board if the person fails to attend, without being authorized by a resolution of the board to do so, three consecutive regular meetings of the board.

The term of office of a board member continues until a new board member is appointed by council in that member’s place.

The appointments of the members of the municipal board shall be made on the date fixed by council. Any vacancy arising from any cause must be filled by council as soon as reasonably possible for council to do so.

Best practices for appointments

- When appointing board members, make sure the motion includes the length of term (one, two, or three years).

Municipal Councils and Library Boards: Roles and Responsibilities

- Send the library board a list of appointments including the length of terms.
- Send a letter to the appointee with their term length and expiry date.
- Collaborate with the library board to develop a recruitment strategy that meets the needs of the council, the library board and the community.

3. FUNDING MUNICIPAL LIBRARY SERVICE

The *Libraries Act* (section 8) states that municipal library boards must prepare and submit their budget, along with an estimate of the money required during the ensuing fiscal year to operate and manage the municipal library, to municipal council before December 1.

This estimate is known as **local appropriation**, and is money provided to the library board from local taxes to deliver local public library service.

It is the responsibility of council to approve, in whole or in part, the **estimate of local appropriation** requested by the library board. Council **does not** approve the library board's budget. If council is unable or unwilling to provide the requested estimate in full, the library board must make adjustments to their budget to reflect their funding situation.

4. PROVIDING FOR LIBRARY BUILDING AND EQUIPMENT

The *Libraries Act* (Section 10) states that library boards may request funding from council for acquiring property for a library building, or for erecting, repairing, furnishing and equipping a building to be used as a municipal library. The

council may provide the funds, or a portion of the funds, as council considers expedient.

These capital funds may be borrowed by council under the authority of a borrowing bylaw, as outlined in the terms of the *Municipal Government Act (MGA)*.

5. DETERMINING FINANCIAL REVIEW

Section 9(b) of the *Libraries Act* states that the municipal library board must have a person who is not a member of the library board, and whose qualifications are satisfactory to council, review the library board's accounts each calendar year, and the financial report shall be in a form satisfactory to council. Upon completion, the library board must submit the financial report to council.

Because local library service is a municipal service funded by tax dollars, it is up to council to decide the level of financial review (e.g. a full audit, a notice to reader, or an accountant review), and to accept (or deem satisfactory) the person the library board wishes to have review their accounts.

If or when financial reviewers change, council must pass a motion accepting the new reviewer.

6. RECEIVING LIBRARY BOARD BYLAWS

Council receives the library board's bylaws for the safety and use of the library after they have been passed by the library board. Council may disallow a bylaw if they are not in keeping with comparable municipal bylaws.

Municipal Councils and Library Boards: Roles and Responsibilities

7. RECEIVING LIBRARY BOARD REPORTS

Required management practices of boards under the *Libraries Regulation* state that library boards must have certain policies, including confidentiality of user records, finance, and personnel policies. A municipal library board must also develop a Plan of Service based on a community needs assessment, and submit an annual report to the province. Council may receive these reports and policies, as well as meeting minutes, from the library board for information purposes.

8. BEING A MEMBER IN A REGIONAL LIBRARY SYSTEM

Council has the authority to join a library system, become a party to a library system agreement at the regional level, and appoint a member to the library system board. (All municipalities, with the exception of Edmonton and Calgary, are eligible to join a library system.)

Library system boards are also created under the *Libraries Act*. Library systems are established by the Minister of Alberta Municipal Affairs when municipalities in an area agree to jointly provide library system services.

There are seven library system boards in the province.

System boards are a corporation under the *Interpretation Act* with all the rights and responsibilities that comes with that designation.

Library systems provide professional and technical support to public libraries within the

system area so that even the smallest library has access to advice and assistance, along with the cost effectiveness and cooperation made possible by working through a larger unit. They also manage library resource development and sharing at the regional level. As well, library systems function as nodes within the provincial Public Library Network, connecting resources available provincewide to residents using municipal libraries in small rural communities.

9. APPOINTMENTS TO LIBRARY SYSTEM BOARDS

Appointments to a library system board are different than appointments to a municipal library board. When appointing to a library system board, council must adhere to the following, as set out in the *Libraries Regulation* (Section 32):

- A single term cannot exceed three years.
- Council shall not appoint a library system board member to serve for more than 9 consecutive years without the approval of 2/3rds of all the members of that council.
- Any vacancy in the membership of a library system board shall be filled by council as soon as reasonably possible.
- Council may appoint an alternate to a library system board if the library system board member is unable to attend a library system board meeting and has given notice to the library system board that an alternate member will attend. (This is not allowed for municipal library boards).
- The alternate member shall not act in place of the library system board member at more than two consecutive meetings except by resolution of the library system board.

From: [Wendy Holscher](#)
To: [Aleks Nelson](#)
Cc: [Wanda Fox](#)
Subject: FW: MD of Greenview Library Board Review
Date: February 26, 2021 1:35:45 PM

From: Tom Burton <Tom.Burton@mdgreenview.ab.ca>
Sent: February 26, 2021 1:31 PM
To: Wendy Holscher <Wendy.Holscher@MDGreenview.ab.ca>
Subject: MD of Greenview Library Board Review

Wendy

This is background information for an RFD addressing Greenview's direction for either an Audit or a Review of the MD of Greenview Library Board account.

Under the Library's Act, a municipal council has to approve by motion to either do a Review or an Audit.

Council needs to approve an person/organization to undertake this task.

Unfortunately the secretary/treasurer had undertaken the task without direction from the Library board or council and had a person do a review then submitted the required documents to the Public Library Branch as part of the reporting that has to happen.

Once the Public Library Branch receives the documents and approves them the final portion of the library's grant is released.

The Public Library Branch has accepted the documents, however they need a copy of the approval from Greenview for the person who did the review.

What I'm asking is council either approve or not approve a review.

If council believes that an Audit needs to be done, then provide a motion to that effect.

If council choses a Review then a motion is made to have a Review done.

If council so choses a Review then I'm providing the name and qualifications of the person who did the Review, that the Public Library Branch has accepted.

The name of the person is Donna Toews.

Donna owns and operates a Bookkeeping business in DeBolt operating under a number company; 1645054 Alberta Ltd.

Donna has a bachelor degree, majoring in accounting from the University of Lethbridge.

Donna worked for an Accounting firm in Lethbridge while going to school.

Donna, in the past had worked for Fletcher Mudryk for 2 years, as well as Alberta Health Services for 1 year.

Donna decided to venture out on her own and started a successful bookkeeping business, which has been operating for 15 years.

Donna has been a part of the DeBolt Library Board, so she does understand the operations of a library.

I feel Donna is more than qualify to undertake a Review.

Donna email address is dfernw@hotmail.com

Cell 780-831-6429

Thanks Tom

Tom Burton

Ward 6 Councillor

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

Tel: [780-524-7600](tel:780-524-7600) | Fax: [780-524-4307](tel:780-524-4307) | Toll Free: [888-524-7601](tel:888-524-7601) | 24/7 Dispatch: [866-524-7608](tel:866-524-7608) | Direct: [1-780-512-1558](tel:1-780-512-1558)

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This communication, and its attachments, is confidential and intended for the addressee(s) only. If you are not the intended recipient, please notify us of our error, and disregard and delete the communication. Unauthorized use, disclosure, copying, forwarding or alteration of this communication may be unlawful.

Thank you.



BYLAW NO. 18-805 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the establishment of a Municipal Library Board.

Whereas, the Council of the M.D of Greenview deems it expedient to propose the establishment of a municipal library board.

Therefore, with the authority and under the provisions of the *Libraries Act*, the Council of the M.D of Greenview duly assembled, enacts as follows:

1. Title

1.1 This Bylaw may be cited as the "Municipal Library Board Bylaw"

2. Establishment and Membership

2.1 There shall be established a Municipal Library Board for the M.D of Greenview.

2.2 The relationship between the M.D of Greenview Council and the Municipal Library Board shall be governed by the *Libraries Act* and any Amendments and Regulations pertaining thereto.

2.3 The board will consist of two (2) Councillors, and five (5) Members at Large.

2.4 A Trustee of the Grande Yellowhead Public School Division will serve in a liaison role as a non-voting Member of the Board.

3. Term of Office

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

This Bylaw shall come into force and effect January 14, 2019.


Read a first time this 10th day of December, 2018.

Read a second time this 10th day of December, 2018.

Read a third time and passed this 14th day of January, 2019.



REEVE



CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 20-853
of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend
Bylaw 18-805 "Municipal Library Board".**

Whereas, the Council of the M.D of Greenview deems it expedient to propose the establishment of a municipal library board.

Therefore, with the authority and under the provisions of the *Libraries Act*, the Council of the M.D of Greenview duly assembled, enacts as follows:

1. This Bylaw may be cited as "MD of Greenview Municipal Library Board Amendment".
2. Provision 2.3 shall be amended to:
 - a. The board will consist of up to 10 Members, including two (2) Councillors appointed from Greenview Council.
3. Provision 3. and 3.1 are hereby rescinded.
4. This Bylaw shall come into force and effect upon the day of final passing.

Read a first time this 25th day of May, 2020.

Read a second time this 25th day of May, 2020.

Read a third time and passed this 8th day of June, 2020.


REEVE


CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	MD of Greenview Municipal Library Board Financial Review		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 9, 2021	CAO:	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM: AN	PRESENTER: AN
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Libraries Act-Sec 3, 7 & 9; Municipal Government Act (MGA) Sec 276; Chartered Professional Accountants Act Definitions and Sec 3.

Council Bylaw/Policy (cite) – Bylaws 18-805 and 20-853

RECOMMENDED ACTION:

MOTION: That Council authorize Greenview's auditor, Metrix Group LLP, to complete a review engagement of the MD of Greenview Municipal Library Board for the year ending 2020.

BACKGROUND/PROPOSAL:

The Alberta Libraries Act requires council to approve a person to review the records of a library board and to submit a financial report to Council annually. The word "review" is not defined in the Libraries Act.

The Municipal Government Act requires a municipality to prepare annual financial statements in accordance with Public Sector Accounting Standards (PSAS). Included in those standards (PS1300) is the requirement to include entities that are controlled by the municipality. When reviewing if an organization is/is not controlled, a number of factors are considered including:

1. Does Greenview have the power to unilaterally appoint/remove a majority of the members of the Library Board? YES. Council passed a bylaw to establish the library board and Council is the body that approves members to the board. Council also has the power to rescind the bylaw.
2. Does Greenview have ongoing access to the assets of the organization; can Greenview direct the ongoing use of those assets? UNCLEAR. Generally speaking, and in accordance with Sec 7, the answer would be no, however there is no agreement between the Library Board and Greenview. Administration is working on developing an agreement.
3. Does Greenview have ongoing responsibility for the Board's losses? UNCLEAR. Again, without an agreement the answer is unclear, however, Council may take on the responsibility of a loss if it were to occur.
4. Does Greenview have the unilateral power to dissolve the organization and as a result access its assets and become responsible for its obligations. YES. Council can rescind the bylaw which establishes the Library Board.

5. Is the Library Board financially dependent on Greenview for funding operations? YES. Though not the most important determining factor, this is taken into consideration when determining control of an entity.

Based on the above criteria, and in keeping with common municipal practices, the Library Board should be consolidated in with Greenview's financial records.

The next question is whether the individual recommended by the Board is qualified to "review" the financial records of the Library Board. According to the Libraries Act, and Councillor Burton's email, the individual appears to be qualified to do so. However, based on the requirements of the Municipal Government Act and Public Sector Accounting Standards, the individual is not qualified to complete a review engagement which is required in order for the Library Board financial records to be consolidated with Greenview's

BENEFITS OF THE RECOMMENDED ACTION:

Will comply with the MGA and PSAS.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Another audit firm could be retained to complete a review engagement on the Library Board, however, that is not recommended as Metrix would need to duplicate much of the work because they are the firm signing off on Greenview's financial statements.

FINANCIAL IMPLICATION:

Direct Costs: \$3,000. The Library Board has this amount included in their 2020 budget for audit fees. The MD could recover the costs from the Library Board.

STAFFING IMPLICATION:

There are minimal 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:

Metrix Group LLP will be advised of Council's decision.

Attachments:

Email from Councillor Burton dated February 26, 2021

Libraries Act

Municipal board

3(1) The council of a municipality may, by bylaw, establish a municipal library board.

(2) The council shall forward a copy of a bylaw made under subsection (1) to the Minister.

(3) Repealed 2006 c5 s4.

(4) On being established, the municipal library board is a corporation and shall be known as "The (name of municipality) Library Board".

(5) The boards of management of all public libraries to which Part 3 of the Libraries Act, RSA 1980 cL-12, applies are continued as municipal library boards under this Act.

Board duties

7 The municipal board, subject to any enactment that limits its authority, has full management and control of the municipal library and shall, in accordance with the regulations, organize, promote and maintain comprehensive and efficient library services in the municipality and may co-operate with other boards and libraries in the provision of those services.

Accounts

9 The municipal board shall

(a) keep accounts of its receipts, payments, credits and liabilities,

(b) have a person who is not a member of the municipal board and whose qualifications are satisfactory to council review the accounts each calendar year and prepare a financial report in a form satisfactory to council, and

(c) submit the financial report to council immediately after its completion.

Municipal Government Act

Annual financial statements

276(1) Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with

(a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada, as amended from time to time, and

(b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.

(2) The municipality's financial statements must include

(a) the municipality's debt limit, and

(b) the amount of the municipality's debt as defined in the regulations under section 271.

(3) Each municipality must make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared.

Chartered Professional Accountants Act

Definitions

(eee) "review engagement" means (i) a review of financial statements or other financial information or assertions for the purpose of providing negative assurance as to whether the subject-matter of the review is, in all material respects, in accordance with generally accepted accounting principles or other practice standards, or

Restricted activities

3(1) No person shall perform or purport to perform an audit engagement or review engagement, or represent or imply an ability to do so, unless the person is a professional accounting firm.

(2) Subsection (1) does not apply to a person who performs an audit engagement or review engagement

(a) in a professional accounting firm, on its behalf, in accordance with an arrangement permitted under section 9,

(b) in a professional accounting firm under the direct supervision of a member of the CPAA,

(c) without remuneration for a corporation registered under Part 9 of the Companies Act or under the Societies Act, or

(d) that is intended to be relied on only by the management of the organization that is the subject of the engagement.



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2.4 A Trustee of the Grande Yellowhead Public School Division will serve in a liaison role as a non-voting Member of the Board.

3. Term of Office

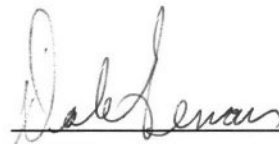
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CHIEF ADMINISTRATIVE OFFICER



PSAB AT A GLANCE

Section PS 1300 - Government Reporting Entity

Section PS 1300 - Government Reporting Entity

DEFINING THE GOVERNMENT REPORTING ENTITY
<ul style="list-style-type: none"> The government reporting entity should comprise government components and those organizations that are controlled by the government.
CONTROL
<ul style="list-style-type: none"> The power to govern the financial and operating policies of another organization with expected benefits or the risk of loss to the government from the other organization's activities. It is assumed that when a government has the power to govern the financial and operating policies it expects to obtain a financial / non-financial benefit and it may also be exposed to the risk of loss. Control exists by virtue of the government's ability to exercise its power whether or not it chooses to do so. Control does not result just from the government having constitutional responsibility, but instead from the actual nature of the relationship.
INDICATORS OF CONTROL
<ul style="list-style-type: none"> The following indicators provide more persuasive evidence of control when the government: <ul style="list-style-type: none"> Has the power to unilaterally appoint / remove a majority of the members of the governing body of the organization; Has ongoing access to the assets of the organization, can direct the ongoing use of those assets, or has ongoing responsibility for the organization's losses; Holds the majority of the voting shares or a "golden share" which confers the power to govern the financial and operating policies of the organization; and Has the unilateral power to dissolve the organization and as a result access its assets and become responsible for its obligations. The following indicators may provide evidence of control when the government is able to: <ul style="list-style-type: none"> Provide significant input into the appointment of members of the governing body of the organization by either: <ul style="list-style-type: none"> Appointing a majority of those members from a list of nominees provided by others; or By being otherwise involved in the appointment / removal of a significant number of members; Appoint / remove the CEO or other key personnel; Establish / amend the mission or mandate of the organization; Approve the organization's business plans / budgets and require amendments on either a net or line-by-line basis; Establish borrowing / investment limits or restrict the organization's investments; Restrict the revenue-generating capacity of the organization, specifically the sources of revenue; and Establish / amend policies the organization uses to manage, for example policies related to accounting, personnel, compensation, collective bargaining or deployment of resources. Control is not established solely by: <ul style="list-style-type: none"> A government's ability to take temporary control of an organization in exceptional circumstances; A government's ability to regulate an organization; or An organization's financial dependence on a government.

ACCOUNTING FOR GOVERNMENT COMPONENTS & GOVERNMENT ORGANIZATIONS

- A government's financial statements must consolidate the financial statements of governmental units that comprise the government reporting entity.
- A **governmental unit** is a government component, government not-for-profit organization or other government organization. Government business enterprises are not governmental units.
- Refer to Sections PS 2500, *Basic Principles of Consolidation*, and PS 2510, *Additional Areas of Consolidation*, for guidance on preparing consolidated financial statements.¹
- Government business enterprises must be accounted for by the modified equity method.
- Refer to Section PS 3070, *Investments in Government Business Enterprises*, for guidance on applying the modified equity method.²

ACCOUNTING FOR INTERESTS IN PARTNERSHIPS

- When a government or government organization enters into a contractual arrangement with a party or parties outside of the reporting entity that meets the criteria of a partnership, the interest in the partnership is accounted for in accordance with Section PS 3060, *Interest in Partnerships*.³

ACCOUNTING FOR PORTFOLIO INVESTMENTS

- When a government invests in portfolio investments, they are accounted for in accordance with Section PS 3041, *Portfolio Investments*, and Section PS 3450, *Financial Instruments*.⁴

DISCLOSURE

- The financial statements of a government must disclose a list of the major components and organizations that comprise the reporting entity.
- This list must separately identify the organizations that are consolidated and those that are accounted for by the modified equity method.
- This list should be included in the notes or schedules of the government's financial statements.

TRUSTS UNDER ADMINISTRATION

- Trusts administered by a government / government component / government organization must be excluded from the government reporting entity.
- A government's financial statements must disclose a description of any trusts under administration and a summary of trust balances. This disclosure should be provided in a note or schedule.
- In the case where the term "trusts" is used to refer to assets allocated as a result of a government policy decision and no trust liability exists, these assets are special funds that are part of the government reporting entity and as such they would be consolidated in the government's financial statements.

¹ See also our publication PSAB AT A GLANCE: *Consolidation*.

² See also our publication PSAB AT A GLANCE: Section PS 3070 - *Investments in Government Business Enterprises*.

³ See also our publications PSAB AT A GLANCE: Section PS 3060 - *Interest in Partnerships*.

⁴ See also our publications PSAB AT A GLANCE: Section PS 3041 - *Portfolio Investments* and PSAB AT A GLANCE: Section PS 3450 - *Financial Instruments*.



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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Denise Thompson, CAO and Stacey Wabick, Deputy CAO

Date: 3/9/2021

Chief and Deputy Chief Administration Officer, Denise Thompson, Stacey Wabick

Throughout the month of February, CAO Services spent a considerable amount of time working on topics related to Greenview personnel. With such a diverse compliment of staff spread out on a large landbase, at times, questions and concerns can result in significant time commitments. CAO Thompson and Deputy CAO Wabick always collaborate on personnel topics, but also often divide the work to ensure topics are addressed in a timely manner.

Some of the personell time commitments is a result of the ongoing and ever changing status of COVID19 within our organization and throughout our communities. Unfortunately, Administration has recently experienced both confirmed positive cases as well as individuals who have been in close contact with positive cases. This has affected entire departments resulting in adjustments to working from home. However, saying that, as much as productivity of staff is paramount, CAO Thompson and Deputy CAO Wabick thoughts always sway to hoping the folks who have tested positive recover and are feeling well soon.

Throughout the month CAO Thompson made a concerted effort to continue the recent momentum of the Greenview Industrial Gateway (GIG). Regular correspondence with with Greenview's Execuative Director for this project continues and presentation of the progress made was given to the County of Grande Prairie Council. Other focus was divided up between reviewing the Sturgeon Lake Water Feasibility Study, Greenview's Land Use Bylaw document, preparing and attending a meeting with Aquatera and participating in a conversation with CST Coal regarding reclamation and permitting processes.

During the month of February Deputy CAO Wabick spent time on Fire and Rescue Services items which included a Safety Codes Act Order, items surrounding a fire inspection of a local business, and spending time with Deputy Fire Chiefs. Greenviews Regional Fire Program is approximately a year old now and as Administration has found its way it is through establishing new processes and expectations it is important to now expand the scope of work. Moving forward, details such as rural water security, emergency alerting, more community engagement, fire safety code work, etc will become more prevelant.

Deputy CAO Wabick has also been delving into the Community Peace Officer (CPO) Program now that it is fully staffed. A focal point is CPO coverage as it relates to different areas of the municipality. Increasing rural presence through area blitzes, and working with Infrastructure and Planning as road conditions change will become a priority this spring.

CAO Services has also developed an internal task list to accompany Greenviews motion tracker. The first draft of this document was completed this month and its intention is to assist with remaining focused on internal tasks that can assist with accomplishing both Greenviews administrative goals but also Council direction. This is intended to be a living document and is currently 25 pages of tasks and growing.

The last item to report is that in the month of February CAO Thompson and Deputy CAO Wabick were successful in obtaining a certificate in The Effective Management Course.

Manager's Report

Function: Information Systems

Period: February 1, 2021 to February 28, 2021

Submitted by: Peter Stoodley, Manager Information Systems

Internal IT Projects

- New employee started 16th. Trips to Valleyview and Grande Cache to introduce him to our IS environment and meet staff.
- Network hardware clean-up, hardware organized and inventoried. This included Valleyview, DeBolt and Grande Cache.
- Employee office moves in Valleyview Administration building.
- Kick-off meetings for the COTW meeting rooms to have the space and technology better utilized to accommodate COTW and ad hoc meetings.
- Canadian Fibre is moving along with the fibre installations in Grande Cache.
- Meeting with HI TECH to discuss printer invoicing and hardware purchases through them. Same cost as CDW but they have stuff locally in stock.
- Working with AP to create an itemized Bell cost.
- **Monthly Happenings**
- New users are being setup each month. This process does not stall or stop. Multiple updates to user's accounts.
- Research and ordered MICR printer for finance. This includes two VV and GC.

- Setup and rollout of new cell phones, laptops, desktops, deskside phone are occurring each month.
- Several meetings with Inland Audio/Video for two projects, COTW meeting rooms and new I/P conference room space.
- Updates continue with Danie with IS policies
- Weekly team huddle began within the IS department.
- Site visits to GC, VV as needed for technical/hardware issues.
- Issue detected and being worked on regarding data usage from the Grovedale WTP. It is not yet commissioned but data usage has been great.
- Moved DSL line, which was still active in the old firehall, to FCSS and removed cellular modem.
- Continue removing Telus cell plans from GC plan to MD Bell plan.
- Investigating Telus services at the Eagles nest. I don't think three phone lines and internet is required. One line in back room is suffice. Expect this to be removed in March.
- Just a note, departments are utilizing SmartSheet (eForms) more each day.

Manager's Report

Function: CAO Services

Submitted by: Stacey Sevilla, Manager Communications & Marketing

Date: 2/25/2021

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 upcoming meetings, facility hours or operations changes, COVID updates, etc. The Greenview Annual Photo Contest launched on Feb. 15 and advertising campaign is underway. The Greenview entrance signs and Grande Cache LED Digital Sign capital projects are underway and the Communications Officer is working closely with the project manager to manage both projects.

Projects completed or underway:

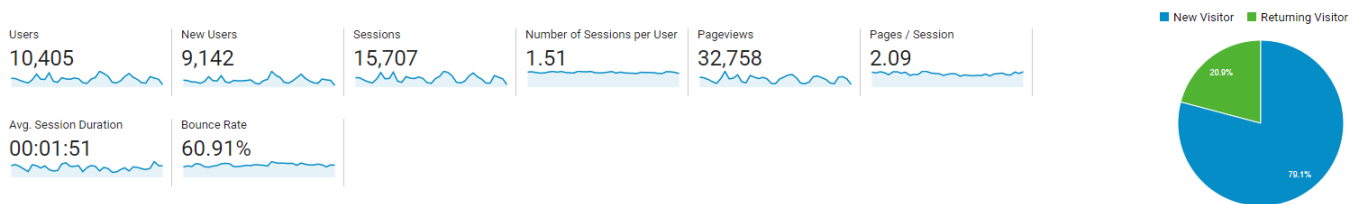
- Greenview Corporate Website updates and refinements as well as error checking
- Recreation Department website section creation in progress
- Greenview Photo Contest custom Cartoon video produced and launched on web and social media
- RFP - Greenview Gateway (Entrance) Signs concluded, and RFD readied for Council with recommended firm and pricing details
- RFP – Grande Cache LED Sign in process and getting ready to post to APC for bidding
- COVID-19 communications activity: notices, posters, signage etc., for new restrictions and changes. Contact tracing continues in administration buildings and rec centres
- Greenview Mobile App Notifications features enhanced to target notifications by Ward and geographical area

- Custom instructional video for Greenview App in pre-production
- Regular review and proofing of Monthly Safety Bulletins and all documentation for Health and Safety (ongoing)
- HR Recruitment social advertising support
- Regular updates to Grovedale electronic sign and VV administration building screens

Digital presence statistics

Website (February 2021)

Greenview's website has seen 32,758 pageviews on the website through February. We have seen a slight increase in the monthly average site traffic of approximately 21,000+ pageviews. The Greenview website has gained 9,142 new website users. Website access from mobile devices decreased in February to about 47% of users. We attribute some change to users accessing information via the Greenview App.



Facebook (February 2021)



Efforts continue to build our Twitter and Instagram presence. Twitter followers as of February 25, 2021, = 1,801. Instagram followers as of February 25, 2021, = 504 for an increase of 9.

Greenview APP (February 2021)

The Greenview mobile app has been live and available for iPhone and Android phone users for approximately four months now. The app is being downloaded 1-4 times per day on average, with users accessing the "Notifications" section the most often as push notifications are sent out for Council Meetings, etc. Approx. 459 Users to date.

Manager's Report

Function: Protective Services

Submitted by: Deputy CAO, Stacey Wabick

Date: 3/9/2021

Regional Fire Chief, Wayne Brown

Administration:

Greenview Fire-Rescue Services Alberta First Responders Radio Communication System (AFFRCS) plan has been approved by their board to continue the use of our legacy (existing) system in concert with the AFFRCS system.

The AFFRCS system is now active and being used by GFRS Fire Stations.

Safety Codes Activities:

Regional Fire Chief completed a fire inspection at SUREWAY Logging Ltd in Grovedale. This site is in proximity to #32 Fire Station. The site storage of a large volume of logs was found to be in non-compliance with the fire code. SUREWAY Logging Ltd has been issued a letter of compliance, the company representative has agreed to comply by the end of April.

Main Street Lofts, a large commercial/apartment building is being investigated. #33 fire station Deputy Fire Chief completed a fire inspection and found that the building is in non-compliance with the fire code. A Safety Codes Order is being prepared by the Regional Fire Chief and will be served to all condo owners to ensure compliance. 60 days will be given to allow time to comply.

Agreements/Bylaws/Policies:

An amended draft Mutual Aid Agreement between Agriculture and Forestry and Greenview has been completed, approved and has been sent to Agriculture and Forestry for their sign off.

The draft Fire-Rescue Services Bylaw has been amended and will go before Council for third reading.

A draft Mutual Aid Agreement has been prepared between GP County and Greenview. Final draft is being reviewed by GP County legal.

The Fire Services Contract between Greenview and Fox Creek expired. Regional Fire Chief has prepared a draft – Memorandum of Understanding (MOU) which is currently being reviewed by the Fox Creek CAO and the Fox Creek Fire Chief.

Fire-Rescue Services – Level of Service Policy was presented to Council and approved.

A draft copy of the Fire Apparatus Replacement Policy will be presented to Council for final approval by the end of March.

Fire Stations update:

Councillor Tom. Burton has resigned from DeBolt #31 Fire Station. He has, through his 25 years of service, been the cornerstone of the department and will be missed by all members.

NFPA 1001 training has been suspended until further notice per the Alberta Government state of public health emergency measures.

Meetings are now permitted however strict COVID precautions must be followed. The precautions include temperature checks, wearing masks, sanitizing and social distancing.

DFC Meek is continuing Fire Safety Codes training, once completed he will be a Safety Codes Officer and be able to apply the fire code in the Grovedale area.

Equipment and Apparatus:

F11 Tender truck (joint share with Ops) will be available for deployment by the end of March. This joint use gives #32 fire station increased water supply capability without the purchase of a new Tender a potential savings to Greenview of over \$300,000.00.

Training

Greenview Fire and Rescue Services continues to work with Sturgeon Lake Fire Department (SLFD). DFC Meek will train SLCN FD on the administration of Naloxone. SLCN FD will be sending dates that they are available.

Sergeant, George Ferraby

Administration

During February, Enforcement Services has been conducting extensive patrols in Valleyview, Grovedale and are on the FTR multiple times a week.

The FTR traffic is slow. Performed several commercial vehicle checks, and several related violation tickets were issued.

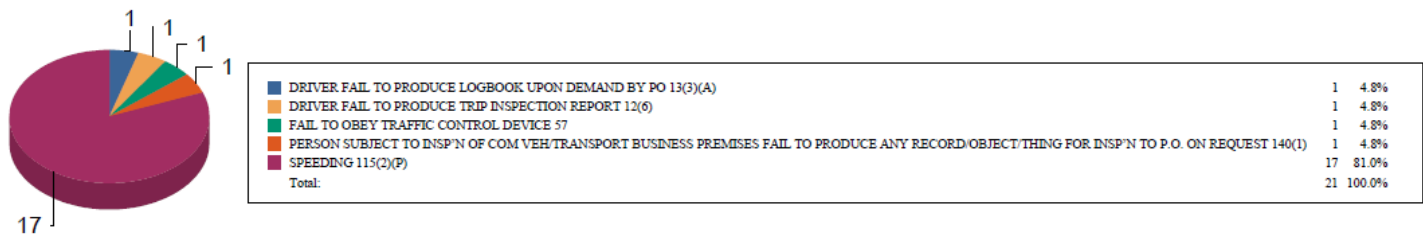
Enforcement Services fielded 45 calls for service during February. Of the 45 calls, 6 were from the Grovedale area, 18 were from the Grande Cache area, and 11 were from the Valleyview/DeBolt area. The remaining 10 were highway calls. A total of 21 Provincial Violation tickets for this time throughout Greenview.

Training

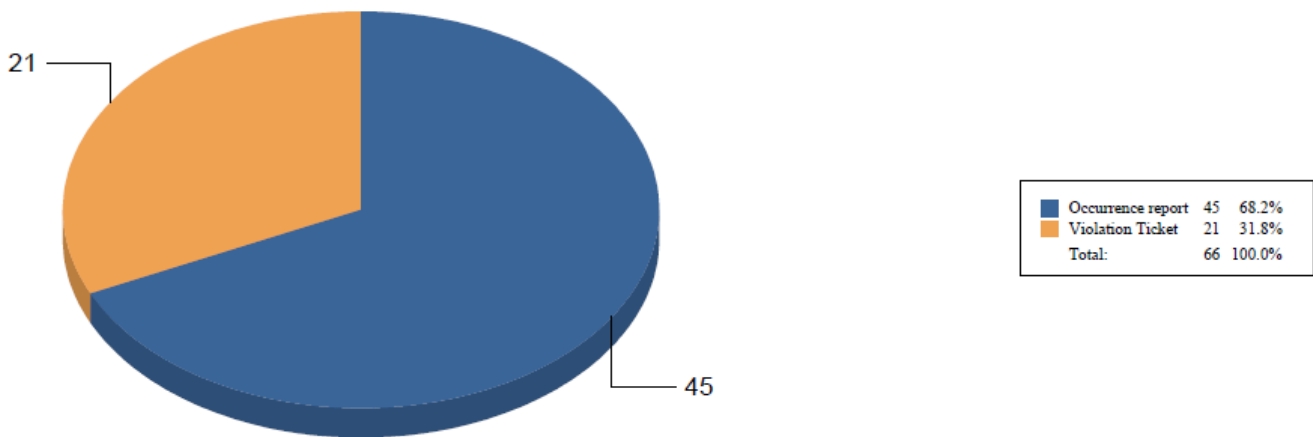
CPO Bradley Thibeault completed his training in Grande Cache and is currently awaiting his appointment before he can begin performing his duties.

Count of Incident Types

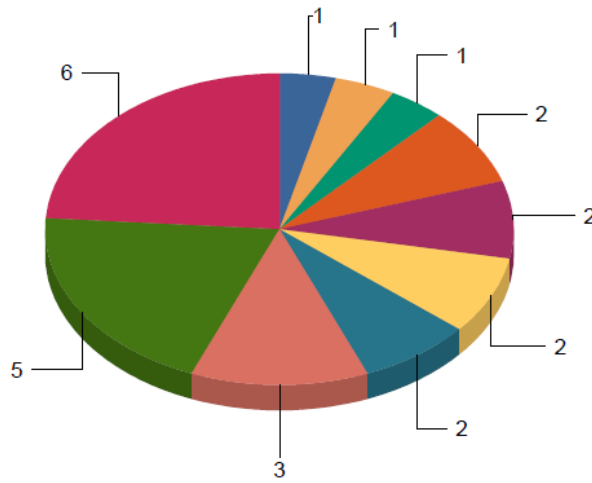
Violation Ticket



Count of Reports Completed

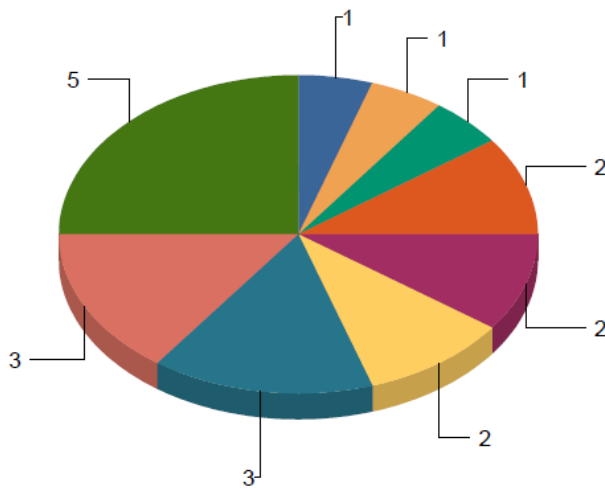


Count of Incident Types



ASSIST OTHER AGENCY	1	4.0%
MUNICIPAL BYLAW : LITTERING	1	4.0%
MUNICIPAL BYLAW : SNOW REMOVAL	1	4.0%
ASSIST GENERAL PUBLIC	2	8.0%
ASSIST OTHER GREENVIEW DEPARTMENT	2	8.0%
MUNICIPAL BYLAW : COMMUNITY STANDARDS	2	8.0%
MUNICIPAL BYLAW : LAND USE BYLAW	2	8.0%
ASSIST RCMP	3	12.0%
MUNICIPAL BYLAW : PARKING	5	20.0%
MUNICIPAL BYLAW : ANIMAL CONTROL	6	24.0%
Total:	25	100.0%

Count of Incident Types



MUNICIPAL BYLAW : WASTE MANAGEMENT	1	5.0%
PROVINCIAL : ENVIRONMENTAL PROTECTION ACT	1	5.0%
PROVINCIAL : PETTY TRESPASS ACT	1	5.0%
MUNICIPAL BYLAW : TRAFFIC	2	10.0%
PROVINCIAL : TRAFFIC SAFETY ACT	2	10.0%
PROVINCIAL : TRAFFIC SAFETY ACT : TRAFFIC WARNING	2	10.0%
PROVINCIAL : TRAFFIC SAFETY ACT : ABANDONED VEHICLE	3	15.0%
TRAFFIC	3	15.0%
TRAFFIC : COMMERCIAL VEHICLE STOP	5	25.0%
Total:	20	100.0%



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Dennis Mueller, Interim Director

Date: 2/9/2021

Interim Director Community Services, Dennis Mueller

Administration has been working with the Agricultural Services staff as to take positive actions in planning the future course of the Agricultural Services Department.

An offer of employment has been accepted by a very qualified individual for the position of Agricultural Services Manager with an employment commencement date of March 15th. Administration is confident that the Agricultural Services Department will be very proactive and innovative accomplishing all their goals and objectives.

Administration has been in contact with Alberta Health Services and is expecting the amended demolition agreement for the W.D. Stevenson facility to be finalized shortly. Immediately upon receiving the document Administration is prepared to proceed with the process for completing the facility demolition.

Administration is scheduled to meet with the Town of Valleyview Administration as to discuss the proposed EMS facility then prepare a detailed report for Council's consideration.

Economic Development Manager, Kevin Keller

The 2021 Growing the North Conference was hosted as a virtual event which requires a huge commitment and effort to the organizers. Greenview did have some staff committed to the organizing of the event and will be submitting all feedback related to the conference to the organizing committee. Greenview staff should be commended for their contribution to the conference.

Eventure (electric vehicle network project) has opened communications with the City of Edmonton. Eventure has requested the City of Edmonton to contribute funds to sit on the advisory committee and to commit future additional funds when the project advances. This would mirror the position the City of Calgary took in the Prairies to Peaks project in Southern Alberta. In February, the Ministry of Transportation

advised that they would not be able to contribute funding directly to the project but would work hard to support the project and assist in accessing federal grant funding applications. A recommendation was made to approach the Ministry of Jobs, Economy and Innovation, which may have grant funds available to increasing tourism and economic diversification initiatives.

The revised Economic Development and Tourism website “soft-launched”: February 11, 2021. Administration is currently inputting additional photographic imagery and video while awaiting updated statistical visuals from the economic development tool provider, it is estimated, March 15, 2021 to finalize the project.

Administration attended the Valleyview Chamber of Commerce annual general meeting (AGM). Administration provided a brief presentation on the proposed Hwy 43/40 Business Support Network (BSN). The Chamber was open to the idea of being a partner and invited Administration back to discuss next steps at their next regular meeting March 9th. The Town of Valleyview had a Council member in attendance at the AGM and indicated that Valleyview was happy to have Greenview’s support in promoting local businesses.

Grande Cache Tourism Interpretive Centre:

The Grande Cache Community Events Foundation has revived the annual Family Day Weekend Fishing Derby (last held in 2018). The event drew in 63 registrations and was a COVID-19 friendly success. The organizer and Administration have discussed expanding the event in the upcoming years to attract visitors from different regions. Currently, Cold Lake and Sylvan Lake are the only other two communities hosting a fishing derby on Alberta’s Family Day weekend.

The Grande Cache Tourism Committee met on Feb. 24 and the topic of discussion is the relationship between Tourism and Community Events.

The Dinosaur Experience Virtual Reality narrative has begun recording. The project is moving out of its current beta-version towards final product – still slated for May 2021 release at the Grande Cache Tourism Centre.

Administration is updating the Passport to the Peaks exhibit which will remain as an added tourism activity.

Community Services Coordinator:

Virtual Grant Writing Workshops were a success with 19 attendees in total from 11 different community groups within Greenview and the surrounding area.

Virtual Fund Development workshops are being planned for April 2021.

Funding has been forwarded to the various approved community groups who have submitted their 2020 financials. The grant funding for these groups was approved in the 2021 budget.

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

FCSS Administration based out of the Valleyview office have been COVID-19 compromised and are currently working from home. Home support services continue to be provided, and school programming has not been affected as programs are delivered virtually. The office will re-open to the public on March 8th.

A new grant for foodbanks, called the Second Harvest, is now available and the foodbanks in Greenview have been notified. Administration assisted the president of the Valleyview Food Bank with submission of an application.

The Community Volunteer Income Tax program will resume in March and April. There is a secured drop-off bin in front of the FCSS building, and volunteers will be scheduled with COVID-19 protocols in place. Last year, there were 639 returns completed, bringing back over \$3.1 million dollars into the community. Returns may include Guaranteed Income Supplement, Alberta Seniors Benefits, Government Sales Tax, Child Tax Benefit, Working Income Tax Benefit, Climate Action Incentive, and refunds.

The second homelessness estimation survey conducted in October of 2020 in partnership with ARDN- Alberta Rural Development Network, results will be available in March. Partnering agencies are looking forward to receiving the information as the data is a valuable tool when applying for grant funding to address needs within Greenview.

An infographic, indicating the impact and reach of the FCSS program, has been developed with neighboring municipalities to use an advocacy tool and will be sent to local Members of Legislature. The municipalities who partnered in this data include: County of Grande Prairie; City of Grande Prairie; Hythe; Beaverlodge; Sexsmith, and the Town of Wembley. This infographic has been included for Council information.

Recreation Services Manager, Kevin Gramm

Recreation Services completes another month of facility closures due to provincial restrictions and COVID-19. As of the posting of this update, there remains no update from the province on relaxation of restrictions. Grande Cache recalled staff members to the Grande Cache Recreation Services team in anticipation of relaxed restrictions as well as a provincial announcement at the 11th hour allowing youth sporting activities to return to our facilities with new restriction guidelines. Grande Cache observed the return of Minor Hockey seven (7) days a week, Grande Cache Karate Club several days a week and were waiting to determine the level of interest from the Otters Swim Club. We have also introduced virtual sessions and outdoor recreation opportunities in Grande Cache. Both the Grande Cache Recreation Centre and the Greenview Regional Multiplex are preparing to open as of March 1st, 2021 from 8 am – 8 pm Monday to Friday. Youth baseball expressed interest in operating their club and Administration will be continuing to work with other clubs to acquire their return. Currently GRM offers virtual classes. Recreation Services is currently evaluating what programming opportunities are available and how to successfully market the facility within current restrictions. At this time, we are working with communications to launch a soft opening of both facilities allowing households to book spaces as per current COVID-19 restrictions.

Council approved capital funding for the installation of a Combined Heat and Power Generation system in Grande Cache through motion 21.01.022. Recreation Services received funding from the Municipal Climate Change Action Centre towards the cost of the installation and associated project process being conducted by ATCO. At this time additional meetings have been conducted, a timeline has been established and contract negotiation is underway. Currently as well, a Micro-Generation account is being set up by ATCO for Greenview. Additionally, Recreation Services received a grant refund of \$5,825.00 for 50% of a scoping audit performed by 3D Energy Solutions in the 2020 calendar year. This was a two-part refund with the first 50% being refunded in 2020 for conducting the audit and the second for following through on a project.

Greenview Regional Multiplex (GRM)

The Greenview Regional Multiplex will offer as of Monday, March 1st, 2021 the opportunity for households and private lesson seekers to book sessions and spaces in the Aquatics Centre, Fitness Centre, Running Track, Field House and Indoor Youth Space. Programming will also be offered within current restrictions and we are encouraging the reintroduction and use of the facility to the community. The current operational hours of Monday – Friday will be from 8 am – 8 pm until restrictions are further reduced and a call back period is complete for the remaining staff.

Administration has been conducting a review of all job descriptions, policies, procedures, and guidelines related to the Greenview Regional Multiplex. In addition, Administration met with Communications regarding the website, M.D. App, and social media advertising. The GRM has been assigned two Adobe Sparks license and are scheduled to receive training in the upcoming weeks. This will provide the opportunity to create templates and move forward advertising efforts more efficiently. In addition, a newsletter template has been created and it will be linked to the website allowing individuals to sign up for a GRM Newsletter. Facility Schedules have recently been added to the M.D. of Greenview App. Upon utilizing the app, it offers a selection that directs users to the facility schedule section of the website.

The Facility Manager, along with the Recreation Services Manager have been meeting with various contract service providers with the goal in mind to reduce expenditures and modify any cost agreements due to COVID and current restrictions / closures of the facility.

Currently there are 580 paused memberships, below a breakdown is provided.

Time Frame Remaining	Memberships paused in Category
1 Day – 1 Month	322
1 Month – 3 Months	82
3 Months – 6 Months	60
6 Months – 9 Months	56
9 Months – 1 Year	56

February 2021 classes included with membership:

CLASS	# OF PARTICIPANTS
Bodyworks – Virtual	13
Lunchtime Body Blast - Virtual	10
Friday Morning Stretch - Virtual	12

Virtual Personal Training – Currently there are three (3) members utilizing this service. Advertising has been posted this week with hope of growing the service until the reopening date is announced.

The Fitness Centre has recently started recording and uploading all Virtual Fitness Classes to the GRM's YouTube Channel. We have noted that we do have members that are unable to attend the live virtual classes but enjoy utilizing the class when time permits.

Outdoor Recreation Services**Sheep Creek Provincial Recreation Area & Smoky River South Provincial Recreation Area**

Administration has began working on moving forward with finalizing the leases for Sheep Creek Provincial Recreation Area and Smoky River South Provincial Recreation following Council approval. After the documents are signed by both the Chief Administrative Officer and Alberta Parks, Administration will begin working towards assuring everything is ready for their opening prior to the May long weekend.

Grande Cache Trails Working Group

Administration is in the process of finalizing the Recipient Agreement with the Province of Alberta regarding the grant funding for the Grande Cache area. Once funding has been deposited to Greenview, Administration in conjunction with the committee will hire a consultant for the project as discussed in the presentation to Council. The next meeting for the group is scheduled for March 19th.



FCSS Supported Residents

17,949 – the total number of residents supported by FCSS programs during 2019 in Grande Prairie and area by over 40 unique programs, such as Seniors Support, School Liaison Workers, and Information and Referrals

17,949

residents supported by FCSS out of 98,331 in the Grande Prairie Area

Home Support Program

For families and individuals experiencing disruptions to normal family routine making it difficult to maintain and manage a healthy home.

Key Outcomes include:

- Increases ability for clients to remain in their own home
- Increases knowledge of clients on how to access community resources
- Improves mental wellbeing of clients

407

Home Support clients in Grande Prairie and area 2019

Volunteer Income Tax Program

Community organizations bringing together volunteers and staff who prepare income tax returns for free

Key Outcomes include:

- Reduces poverty and increases economic self-sufficiency
- Ensures that seniors, newcomers, students, and all low-income residents maintain access to tax benefits

\$5,896,110.70

Total rebates received in Grande Prairie and area due to Volunteer Income Tax Program

1185

Tax returns filed

\$7,478,056.46

the total contribution to FCSS programs in Grande Prairie and area.

\$588,924.25 | Required Contribution
\$3,814,475.31 | Municipal Over Contribution
\$2,355,700.00 | Provincial Grant
\$718,956.90 | Other Revenue



Enhanced Collaboration

313 municipalities and Métis Settlements participate in FCSS across Alberta



Future Cost Savings

\$7-12 is saved in future spending for every \$1 invested in preventative services today¹



High Impact

4.33 million Albertans access FCSS programs and services



Community Involvement

FCSS programs across Alberta report over **50,727** volunteers contributing **2,362,194** volunteer hours annually, equivalent to \$ **35,432,910** at minimum wage



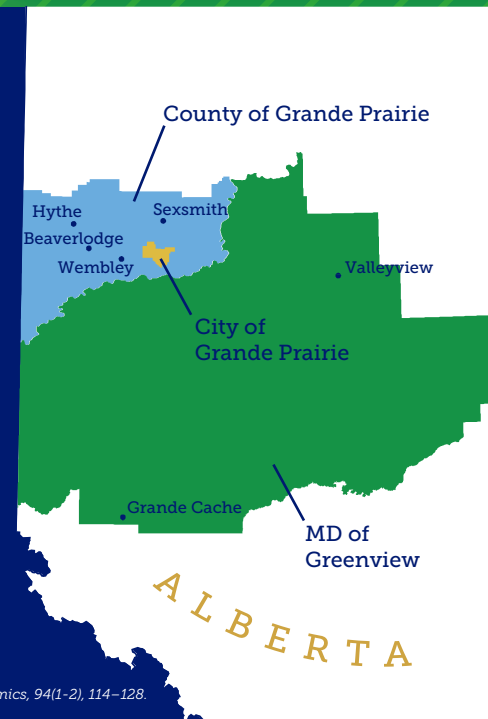
Low Cost

0.18% of the total provincial budget in 2018 was allocated to FCSS programs



Research & Data

FCSS continues to enhance targeted research and timely data to support collaboration, build capacity, and strengthen outcome measurement at the local level



¹ Heckman, J. J., Moon, S. H., Pinto, R., Savelyev, P. A., & Yavitz, A. (2010). The Rate of Return to the High/Scope Perry Preschool Program. *Journal of Public Economics*, 94(1-2), 114–128.

Document prepared by The City of Grande Prairie | February 2021

For more information, please visit: cityofgp.com/CSD

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Manager's Report

Department: Infrastructure & Planning

Submitted by: Roger Autio, Director Infrastructure & Planning

Date: 3/9/2021

Director, Infrastructure & Planning, Roger Autio

- DeBolt operations building – still waiting on engineering drawings – ready to start the sand / salt storage building
- VV Operations building – dealing with roof condensation that's leaking to below – independent contractors have reviewed – possible new roof to fix issue
- VV operations building upstairs meeting / offices – some electrical completed – in process of moving the 2nd floor furnace/ air exchanger
- Snowplowing – all roadways will be plowed on a regular basis even if it is a farmland access – farmland access will be on the lowest priority
- Reviewing policies / Bylaws
- Dealing with ratepayers
- Working with Ec Dev on the Grovedale Daycare lot / building
- Working with Velocity on the DeBolt Senior housing project

Manager, Construction & Engineering, Leah Thompson

- The ditching from TWP 740 South for 800 meters on the East & West sides of RR10 have been completed
- The ditching from TWP 740 headed North along East side of RR 10 for 2400 meters has been completed
- Fencing along Siemens quarter is half done
- RR 215 clearing has started and landowners have been notified
- Mulching the middle area down the center of Chapman West drainage
- Hauling stockpiles to landowners that were interested in waste

- Landowners are happy and have all been cooperative in all areas
- Some survey and elevations have been completed north on the old high prairie road at TWP 724 intersection to help drainage flows. Landowner discussions have been completed and are on board for the most part.

Manager, Operation, Josh Friesen

- Inquiring with other municipalities and potential vendors on alternative dust control options, pricing, and identifying test application locations in 2021. Will bring further information to Council when available.
- In response to public requests, brushing, ditch cleaning, culvert upgrades, and further work is to begin in Sandy Bay during the last week of February. It is expected that work will be underway until spring thaw and then may need to pause until conditions allow work to continue in late spring/early summer. Notifications have been sent to property owners in the area.
- Grader beat contract extensions (for 1 year) have been signed with the exception of Sunset House/Sweathouse area which expires midnight April 30, 2021. Tender will be posted and results brought in an RFD to Council.
- Operational is identifying locations for additional road ban signs to be installed to increase visible awareness when road bans are enacted.
- Anticipating spring thaw, crews have been and will continue to address areas of concern, clean out culvert ends and push snowbanks back.

Operations East and Central

- Ditching was completed on the service road north of Highway 43 and west of RGE RD 230
- Brushing - crews dispatched to promote good spring drainage and clearing hazards from roads after strong winds.
- Stockpiling began on February 16 and is expected to continue until mid March. Provided that conditions allow, stockpiles will be hauled to in the following order – 8 Mile (Sunset House), Hunke (New Fish Creek), Anderson (Little Smoky), and then Valleyview. Gravel from Glacier Rock Resources will be used to fill our first two stockpiles and then Athabasca 3 to fill the second two stockpiles.

Operations West

- Brushing along drainage course downstream of Hamlet of Grovedale and removal of dams/blockages
- 25 beaver dams and multiple dead falls removed with more work to be completed.
- Team has been out snowplowing and ice blading as required, including Bald Mountain communication tower.
- Ledcor requested Hwy 666 maintenance for 4 days and contract grader was called out to Nose Creek Settlement a few times.
- Assisted Building Maintenance with snow clearing at the Grovedale PSB parking lot.

Operations South

- Winter operations of snow removal, sanding and hauling snow to snow dump site
- Regular Co-op road checks
- Digging ice out of ditch at Wanyandie East

- Filled cistern at sewage treatment plant
- Flooded outdoor rink in Phase 5
- FTR – Continuous grading and snowplowing. Dozer has been hired to push back snow drifts.

Fleet Coordinator

- Tender for 2021 Light Vehicles ran on APC and closed on February 18th
- Two (2) new plow trucks are being completed for setup in Grande Prairie with an expected delivery date of February 26th to Operations East
- Wheel loader demos were arranged for Operations West with 2 more RMA quotes to arrive.
- Grader G39 (Valleyview North grader beat) suffered a catastrophic engine failure. As per warranty terms, Brandt delivered a loaner unit and has the damaged unit in for warranty repair.

Road Concerns Received - 50	Valleyview	Grovedale	DeBolt	Grande Cache
Brushing				
Culverts				
Safety Concern	1			
Signs	2	1		
Road Condition	6	1		
Snow & Ice	1	8	2	10
Snowplowing, Driveway	9	7	2	
TOTAL	19	17	4	10

Location	Fleet & Shop February Workorder requests
Grande Cache Shop	25
Grovedale Shop	14
Valleyview Shop	56
TOTAL	95

Manager, Planning & Development, Sally Rosson

Manager, Planning & Development, Sally Ann Rosson

- The Joint Valleyview Intermunicipal Development Plan – Public Hearing is scheduled on March 9, 2021 at 7:00 p.m. via Zoom invites. The associated advertising, landowner and referral notifications were circulated. There is detailed information and a copy of the Plan available on our Greenview Website. For anyone wishing to provide their comments on the Plan or those wanting to attend the hearing; the Planning Department contact information is available on the website to schedule an appointment via Zoom due to COVID-19 restrictions.
- The Sturgeon Lake Area Structure Plan - Public Hearing is scheduled for 9:15 a.m. on the Council Agenda for March 23, 2021 with notifications circulated to the public, emails sent to referral

agencies with information and advertising provided on the website. The Planning Department contact information is available on the website for anyone wishing to provide their comments and/or wanting to attend, can schedule a Zoom appointment with the department.

- Greenview's Website has been updated with the Online Business Directory by including the 2021 businesses that requested certificates and from those who have provided the necessary authorization to advertise their business on our website.
- On January 22, 2021, most of the Planning Department moved and are settled into the FCSS Office location.
- AMDSP was contacted to ensure Greenview's rural addressing information is updated in their system.
- Confirmation was received from MuniSight Support that Google maps rural addressing data could take months before the data is uploaded into their Google maps program. This has caused landowner complaints stating the addresses are not showing in Google maps.
- The Legal review is finalized for the Land Use Bylaw with the recommended changes. A future special meeting date will be scheduled, to provide direction and additional changes with Council.
- Planning staff have completed the necessary WHMIS training.
- The Telus Tower Lease Land Agreement with Greenview is being finalized to utilize for a new communication site in the Hamlet of Grande Cache. Telus will be required to submit a Development Permit for a variance of the tower height to Municipal Planning Commission possibly in April 2021.
- Planning staff are conversing with Mountain Metis Nation Association (Findlay) to assist with a newly proposed site selection for a recreational development in the Hamlet of Grande Cache.
- An updated Road Allowance License application form and process establishment is in the works.

GIS Staff have worked on various activities including the following:

- Ordered an external GPS to work with Ag Services for weed tracking to assist throughout the municipality and in the Crown Land area.
- In the ES Website, added common names to major Industrial roads in the Crown Land area.
- Entered 2020 Graveling activities.
- Completed 2016-2020 Spray data and worked with MuniSight to add to the ES Website.
- Started Road Review of surface, speed, width and owner, lead up to updating Roads classification.
- Removed access to MuniSight ES for those employees who are no longer with Greenview; added to the off boarding processes.
- Assist in migration of MuniSight PD from Internal to Hosted server and is currently operational. This migration process went well.
- Revise Grande Cache Roads, with assistance of the Operations staff in Grande Cache.
- Cadastre Updates to Grande Cache for Assessment.

- GIS staff will be reviewing the internal GIS Needs Analysis form responses from each department to assist in their data requirements. Anticipated follow-up clarity information may be necessary to ensure we have clearly identified the necessary response timelines.

The following information provides a summary of the new applications received in the various development categories:

Monthly Summary of Activity in February 2021	
Type of Planning & Development Activity	Number of Applications
Business Licenses:	9
Development Permit Applications:	10
Lease Referrals:	2
Land Use Amendments (Re-designation):	0
Subdivision Applications:	1
Approach Applications:	0 Gravel/Asphalt
Road Closure Applications:	0

Planning staff continue to receive a variety of inquiries regarding possible subdivision and development proposals.

Breakdown of the applications are outlined as follows:

Business Licenses: 9

B21-053 / PLAN 4355RS BLK 27 LOT 23 / 1056935 AB LTD O/A ALPHA PLUMBING 2003 / DIV 9
 B21-114 / PLAN 2787RS BLK 9C LOT 16 / DARLYNE WARNER TAX SRVS / DIV 9
 B21-115 / SW-21-66-21-W5 / LITTLE SMOKY GIFT CO. / WD 2
 B21-125 / NE-30-70-22-W5 / SILVER BARN FABS / WD 3
 B21-126 / PLAN 4355RS BLK 24 LOT 30 / STERN BOBCAT SRVS / DIV 9
 B21-127 / NE-19-72-22-W5 / BJN MECHANICAL LTD. / WD 5
 B21-128 / PLAN 1025482 BLK 1 LOT 2 / DACAPA CRANE & RIGGING LTD. O/A ENERGY CRANE SRV / WD 8
 B21-131 / PLAN 8223273 BLK 34 LOT 7 / 2250518 AB LTD. O/A DAIRY QUEEN / DIV 9
 B21-132 / PLAN 9620355 BL K 14 LOT 112 / G & m CONCRETE & LANDSCAPING / DIV 9

Development Permits: 10

D21-073 / SE-30-63-5-W6 DML150224 / 144 PRS WRK CMP & STORAGE SITE / SEVEN GEN ENGY / WD 8
 D21-074 / NE-04-64-05-W6 DML140001 / 304 PRS WRK CMP / SEVEN GEN ENGY / WD 8
 D21-087 / NW-17-59-23-W5 DML200004 / STOR OUTDR - \$400,000 / MACRO CONSTR LTD / WD 2
 D21-109 / SW-23-68-20-W5 / ACCESS BLDG – DETACH GRG - \$80,000 / WOZNEY JOEL / WD 4
 D21-120 / PLAN 0825604 BLK 4 LOT 116 / CAR WSH & CONV STRE - \$20,000/ NAGY, ZACHARIAH / DIV 9

D21-122 / NE-17-66-5-W6 SMC200025 / NON MANF CLAY BOR PIT-\$150,000 / PARAMOUNT RES / WD 8
D21-124 / SE-10-60-1-W6 DML120050 / 20 PRS WRK CMP - \$650,000 / XTO ENGY / WD1
D21-130 / PLAN 0425096 BLK 38 LOT 11 / RET SALES COFFEE - \$3500 / SPRUCE & BEAN / DIV 9
D21-133 / PLAN 4355RS BLK 28 LOT 31 / MNR HOME OCC - \$5000 / GOODS FROM WOOD / DIV 9
D21-134 / PLAN 11-20-65-5-W6 MSL790043 / 1480HP COMPR - \$1,200,000/ PARAMOUNT RES / WD 8

Lease Referrals: 2

L21-121 / NE-47-66-5-W6 SMC200025 / SURF MAT NON MANF CLAY / INTEGRITY LAND INC / WD 8
L21-123 / SE-23-67-5-W6 DML210001 / AG PROCSS – COMM GRNHSE / PEACE COUNTRY LAND / WD 8

Land Use Amendments: No applications were received in February.

Subdivisions: Total 1

S21-001 / SE-06-70-06-w6 / boundary adjustment / Hein / ward 8

Gravel Approaches: No applications were received in February.

Asphalt Approaches: No were received in February.

Road Closures: No applications were received in February.

Manager, Facility Maintenance, Wayne Perry

Task List

Completed 123 New Additions 119

Valleyview

- Admin. Building- Completed renovations on another 5 offices in the Administration Building and continued moving people into renovated offices, also added a hanging storage rack in the downstairs storage area and began the renovation on the office next to Denise's to make it into a meeting room.
- Significant effort was expended in the month dealing with the snow and freezing cold temperatures. Several gates froze in position and had to be opened manually. This is due to the grease in the gearboxes, will look at changing to synthetic grease when the temperatures warm up.
- I&P Shop – Working with a couple of different companies on the condensation problem we are facing with the roof due to insufficient insulation. Two options currently being discussed are, adding insulation and a sealing membrane over the existing roof or installing spray foam in between the inner and outer liners of the existing roof. Both options are being costed out currently.

Grovedale & DeBolt

- Public Service Building –Continuing the prep work for the installation of heavy -duty washers and dryers for bunker gear in both Fire Stations. The installation will require installing 40-gallon hot water

tanks in each mechanical room and plumbing in the ¾ lines to the washer locations. The machines also require 3" (min) drains which we will pick up off the mechanical room floor drains. While speaking with the company rep. They can install them on the existing floors by missing the in-floor lines.

- Shop A – Repaired the damage to the building caused by the incidental contact to the framework over door two. The work involved removing the damaged purlin and replacing the metal. This was an insurance claim.

Grande Cache

- Capital project FM200003 – Awarded the Ag Building Lunchroom to TDK Jenkins from Grande Cache. They will be starting the project in early March and be completed by mid April.
- Capital project FM 19004 – No progress on this project. Still waiting for Wajax to deliver the generator. Their new drop-dead date is now to have the generator ready by March 2nd.
- Water treatment plant – Snow rakes have been installed on the front side of the building. Due to snow and ice conditions, it is not safe to install the ones on the back side until the spring.
- Tourism Centre – Working with Rec. on the renovations planned to the building to expand the gift shop. We have completed the structural engineering required to remove the wall and have started gathering quotes on the project. Plan is to have the renovations complete before the May long weekend.

Security

- Sat in the first meeting of the Greenview Security Committee. Presented the current situation and some of the items we have been working on with Apex and Harbour security companies. Looking forward to developing a plan that covers not only the technology portion but our response to security breaches.
- Conducted a complete review of all panic alarms in the MD. In the audit out of 22 systems tested we found 3 units not fully functional (corrected) and 1 building that does not have a panic alarm protection. We also looked at the potential for isolating buildings if a panic alarm is pushed. This is something we will need to decide in either the security committee or with SLT. We have now moved to a 6-month PM of the systems due to the number of findings.

Interim Manager, Environmental Services, Doug Brown

Overall

- Annual reports for Water and Wastewater, Solid Waste were submitted.
- New Admin support in Grande Cache hired Feb 16, Amanda Cummings.
- Gathering information for AEP investigation into former employee.
- Supervisors working on updating SOP, ERP, drinking water safety plans, Safe work practices, Hazard assessments, Operator sign off forms for training and documentation.
- Prepared RFDs for Council regarding the Cost of Water and Grande Cache Emergency Repairs. We will pursue MSI funding if available for the emergency work.

Water

- Met consultant in Grande Cache to review Water plant deficiencies.
- Met with consultant on the new Drinking Water Safety Plan for Grovedale system and performed risk assessment.
- Created monthly monitoring sheets for Valleyview Rural waterline records.
- Repaired leaking CC valve in Grande Cache.
- Grande Cache staff responded to an emergency where a contractor drilled through the water main on private property in the Coop mall. Staff Isolated mains for contractor repairs.
- Grande Cache frozen water service let go in building located at 10925-97ave. It was an old commercial business with no heat.
- Had a PRV pilot valve fail in Grande Cache water system that resulted in brown water complaints. Lines were flushed in the Hamlet to clean up the system and the replacement pilot valve was ordered with repair kits. The valve failed so the pumps were trying to maintain a pressure setpoint which caused the pumps to start and stop erratically and therefore disturbing the lines. This was in conjunction with large demand from commercial use in the distribution network, that could be eliminated once our truck fill at the water plant is operational.
- The Grovedale water project is still behind schedule with a projected target date of Aug 1st. The Raw water line depth is suspect, and the line depth needs verified. If it proves to be at the wrong depth the work could set us back 4-6 weeks unfortunately and we do not want to give residents a monthly update, this date reflects more of a realistic date as unfortunate as it is.
- Isolated a leaking Hydrant in Ridgevalley.
- Flushing Valleyview Rural Waterlines, trying to maintain chlorine residuals required by AEP. Flush points had to be steamed out.
- Received draft 90% report on Sturgeon Heights Water & Wastewater feasibility, have not reviewed.
- Met consultant on site for Grande Cache Raw Waterline Replacement from Victor Lake, Tender preparations are under way.

Wastewater

- Emptied digested sludge tank in Grande Cache to Lagoon pond.
- Worked with Contractor who had an employee dump through the fence at Grovedale lagoon site illegally, contractor has been very good to work with, investigated and are going to clean up and conduct repairs as required.
- Repaired wet well heater and replaced level controller bulb at the Ridgevalley lift station.

Solid Waste

- Cleaning up downed trees on fences- some considerable damages
- Coordinating repairs and replacement of stolen property from previous break ins at Regional landfill.
- Coordination of Transfer site attendants from Intercon reporting to Check mate working alone system.
- Repaired vandalized gates at Regional Landfill.



Municipal District of Greenview No. 16

NAME: Winston Delorme Employee # :
ADDRESS : Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
Feb. 5				Evergreen Foundation Meeting (Virtual)							
Feb. 8			M	Travel to GP for Council Meeting	200						
Feb. 9			M	Council Meeting/Travel to GP	300	1			20.00		
Feb. 10			M	Travel to GP/MPC Meeting/Travel back to	500	1			20.00		
Feb. 12				ASCHA Board Meeting							
Feb. 15			M	Travel to GP for COTW/ Growing the No	200						
Feb. 16			C	Travel to VV/Growing the North/ COTW	300	1			20.00		
Feb. 17			C	Travel to VV/ Growing the North/Travel	300	1			20.00		
Feb. 18			C	Growing the North / Travel to GC	200	1	1		40.00		
Feb. 18				ASCHA South Region Meeting							
Feb. 19				ASCHA Central Region Meeting							
Feb. 22			M	Travel to GP	200						
Feb. 23			M	Council Meeting/Travel to GP	300	1			20.00		
Feb. 24			M	Travel to GC	200	1			20.00		
Feb. 26				ASCHA North Region Meeting							
NOTES:					TOTAL				160.00		
					KILOMETER CLAIM	TOTAL		LESS GST			
					RATE	TOTAL		1593.00			
					\$0.59 per km	2700		405.00			
					\$0.15 per km	2700					
					SUBTOTAL	1998.00		TOTAL CLAIM		2158.00	
					LESS G.S.T.			LESS ADVANCES			
					TOTAL	1998		AMOUNT DUE (OWING)		\$2,158.00	
Meeting Code : M for Meetings C for Conferences											

Claimant _____ Date _____ Approved _____ Date _____



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Shawn Acton Ward 4		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/23/2021	Regular Council Meeting	
2/24/2021	Other Valleyview Library Board	
2/26/2021	Other South Peace Archives	
3/4/2021	Other Water North Coalition	



Employee # : _____
Department: Council

Claimant	_____
Date	_____
Approved	_____
Date	_____



Employee #: 378
Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
February 16 2021			M	Committee of the Whole	120							
February 16 2021			C	Growing the North Conference	120							
February 17 2021			C	Growing the North Conference	120							
February 18 2021			C	Growing the North Conference	120							
February 23 2021			M	Council	120							
NOTES:				KILOMETER CLAIM			TOTAL					
				RATE	KM's	TOTAL	LESS GST					
				\$0.59 per km	600	354.00	NET CLAIM					
				\$0.15 per km	600	90.00						
				SUBTOTAL		444.00	TOTAL CLAIM					444.00
				LESS G.S.T.			LESS ADVANCES					
Meeting Code : M for Meetings C for Conferences				TOTAL		444	AMOUNT DUE (OWING)					\$444.00

Approved

Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCL MEMBERS BUSINESS REPORT

Ward 7 Councillor Roxie Chapman		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/23/2021	Regular Council Meeting	Minutes posted on MD Website
2/24/2021	P.A.C.E. Board of Directors	<ul style="list-style-type: none"> * Board Evaluations are nearing completion * The High Level location is set to continue on its own thanks to GP PACE Teams help and guidance • Community Support Programs continue to be offered on line and attendance is high, FCSS's are very interested in Staff training • The Domestic Violence courses are well attended
2/26/2021	Grande Spirit Foundation	<ul style="list-style-type: none"> • The Draft copy of the Strategic Plan is ready for viewing and input from partners • The Board received a presentation from 'Covenant Care' an organization formed to address the gaps within the Health Care system. They deal with the areas of care, living and health rooted in healing. They have 7 housing sites across the Province to date.
Click here to enter a date.	Peace Library Systems Board	<ul style="list-style-type: none"> • The Boards of both the Grande Prairie Public Library and the County of Grande Prairie have reviewed and approved the remote book locker project, installation is expected in June. • A new Plan of Service is being constructed • Good news for Libraries from the new Provincial Budget, Libraries will not be affected. • CEO Performance Appraisal completed by the Personnel Committee, the 6 month probationary period was successful and recommendations to offer a contract passed.



Employee # : _____
Department: Council

Claimant	_____
Date _____	Approved _____
Date _____	Date _____



Council

Claimant	_____
Date	_____
Approved	_____
Date	_____



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Tyler Olsen		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/23/2021	Nitehawk Ski Recreation Board	
2/24/2021	Grande Prairie Regional Tourism	
2/25/2021	Other	Business support network – put on by Greenview economic development and Community Futures WY



Council

Claimant

Date

Approved

Date



Employee # : _____
Department: Council

Duane Didow Claimant	March 1, 2021 Date	_____ Approved	_____ Date
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