



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

March 23, 2021

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
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	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING 9:15am 4.1 Sturgeon Lake Area Structure Plan	13
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#11	ADJOURNMENT	

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, March 9, 2021

#1
CALL TO ORDER

Reeve Dale Smith called the meeting to order at 9:00 am.

Present

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

ATTENDING

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

ABSENT

#2
AGENDA

MOTION: 21.03.087 Moved by: COUNCILLOR SHAWN ACTON
That Council adopt the March 9, 2021 Regular Council Meeting Agenda as amended

- Move Agenda Item 9.1 Disclosure Harmful to Business Interests of a Third Party to New Business Agenda Item 7.27 Greenview Industrial Gateway Update.
- Defer Agenda Item 7.21, Agenda Item 7.22 and Agenda Item 7.23 to March 23, Regular Council Meeting
- Replace Agenda Item 7.25 RFD with an updated RFD.

CARRIED

#3
MINUTES

MOTION: 21.03.088 Moved by: COUNCILLOR ROXIE CHAPMAN
That Council adopt the minutes of the Regular Council Meeting held on Tuesday, February 23, 2021 as amended.

CARRIED

**#3.1
BUSINESS ARISING
FROM THE MINUTES**

3.1 BUSINESS ARISING FROM MINUTES

- Notice of Motion for Councillor Acton will come forward at a later date when more information has been received.

**#4
PUBLIC HEARING**

4.0 PUBLIC HEARING

**#6
BYLAWS**

6.0 BYLAWS

7.1 POLICY 1035 ADVERTISING

POLICY 1035

MOTION: 21.03.089 Moved by: COUNCILLOR TYLER OLSEN
That Council approve Policy 1035 "Advertising" as presented.

CARRIED

7.2 POLICY 1500 FINANCIAL REPORTING

POLICY 1500

MOTION: 21.03.090 Moved by: COUNCILLOR DUANE DIDOW
That Council approve Policy 1500 "Financial Reporting" as presented.

CARRIED

7.3 CORPORATE HEALTH AND SAFETY POLICY

POLICY 3015

MOTION: 21.03.091 Moved by: COUNCILLOR TOM BURTON
That Council approve Policy 3015 "Corporate Health and Safety" as presented.

CARRIED

7.4 POLICY 3021 FIRE RESCUE SERVICES APPARATUS REPLACEMENT

POLICY 3021

MOTION: 21.03.092 Moved by: COUNCILLOR TYLER OLSEN
That Council approve Policy 3021 "Fire-Rescue Services Apparatus and Equipment Replacement".

CARRIED

7.5 POLICY 5000 FCSS GENERAL PROGRAMMING

POLICY 5000

MOTION: 21.03.093 Moved by: COUNCILLOR DUANE DIDOW
That Council approve Policy 5000 "FCSS General Programing" as presented.

CARRIED

REPEAL 5000-01

MOTION: 21.03.094 Moved by: COUNCILLOR SHAWN ACTON
That Council repeal Procedure 5000-01.

CARRIED

7.6 ADMINISTRATION POLICIES

ADMINISTRATION POLICIES

MOTION: 21.03.095 Moved by: COUNCILLOR DALE GERVAIS
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”

CARRIED

REPEAL POLICY 5008

MOTION: 21.03.096 Moved by: COUNCILLOR WINSTON DELORME
That Council repeal Policy 5008 “Hazard Assessment”.

CARRIED

REPEAL POLICY 5010

MOTION: 21.03.097 Moved by: COUNCILLOR TYLER OLSEN
That Council repeal Policy 5010 “Incident Investigations”.

CARRIED

REPEAL POLICY 5011

MOTION: 21.03.098 Moved by: COUNCILLOR DALE GERVAIS
That Council repeal Policy 5011 “Inspections”.

CARRIED

REPEAL POLICY 5014

MOTION: 21.03.099 Moved by: COUNCILLOR LES URNESS
That Council repeal Policy 5014 “Contractor Safety”

CARRIED

7.7 POLICY EES 07 ROAD ALLOWANCE LICENSING

REPEAL POLICY EES 07

MOTION: 21.03.100 Moved by: DEPUTY REEVE BILL SMITH
That Council repeal Policy EES 07 Road Allowance Licensing.

CARRIED

7.8 FOX CREEK-GREENVIEW ICF

FOX CREEK – GREENVIEW ICF

MOTION: 21.03.101 Moved by: COUNCILLOR DALE GERVAIS
That Council approve the Fox Creek – MD of Greenview Intermunicipal Collaboration Framework as amended.

- 7.1.1 to reflect that Library Services will be dealt with between the Fox Creek and MD of Greenview Library Boards.

CARRIED

**NORTHERN TRAVEL
ALLOWANCE**

7.9 NORTHERN TRAVEL ALLOWANCE

MOTION: 21.03.102 Moved by: COUNCILLOR WINSTON DELORME

That Council rescind Motion 10.14.538

“That Council approves a Northern Travel Allowance of 10% of regular earnings to a maximum of \$2500 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.

CARRIED

**GREENVIEW DAYCARE
NEEDS**

7.10 GREENVIEW DAYCARE NEEDS COST ESTIMATE

MOTION: 21.03.103 Moved by: COUNCILLOR TYLER OLSEN

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.

CARRIED

COUNCILLOR DELORME EXITED THE MEETING AT 9:55 AM.

**MENS PROVINCIAL
CURLING**

7.11 MENS PROVINCIAL CURLING – GRANDE PRAIRIE

MOTION: 21.03.104 Moved by: COUNCILLOR DUANE DIDOW

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.

CARRIED

**NITEHAWK FUND
REQUEST**

7.12 NITEHAWK – ADDITIONAL FUND REQUEST

MOTION: 21.03.105 Moved by: COUNCILLOR TOM BURTON

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.

DEFERRED

MOTION: 21.03.106 Moved by: COUNCILLOR DALE GERVAIS
That Council defer motion 21.03.105 “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.”, until more information can be brought forward.

CARRIED

REEVE SMITH RECESSED AT 10:18 AM
REEVE SMITH RECONVENED AT 10:34 AM

COUNCILLOR DELORME RETURNED TO THE MEETING AT 10:34 AM

7.13 GREENVIEW ENTRANCE AND HAMLET SIGNS

GREENVIEW ENTRANCE SIGNS

MOTION: 21.03.107 Moved by: COUNCILLOR SHAWN ACTON
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.

TABLED

MOTION: 21.03.108 Moved by: COUNCILLOR DUANE DIDOW
That Council table motion 21.03.107 “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.”, until later in the meeting.

CARRIED

7.14 GREENVIEW REGIONAL MULTIPLEX – ALL INCLUSIVE PREVENTATIVE MAINTENANCE CONTRACT

PREVENTATIVE MAINTENANCE CONTRACT

MOTION: 21.03.109 Moved by: COUNCILLOR WINSTON DELORME
That Council accept Administrations 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.

CARRIED

7.15 MUNICIPAL ENERGY MANAGER PROGRAM

MUNICIPAL ENERGY MANAGER

MOTION: 21.03.110 Moved by: COUNCILLOR DUANE DIDOW
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 2021 Operating Budget.

CARRIED

**2021 LIGHT DUTY
VEHICLES**

7.16 PURCHASE OF 2021 LIGHT DUTY VEHICLES

MOTION: 21.03.111 Moved by: COUNCILLOR ROXIE CHAPMAN
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 the Facility Maintenance and Environmental Services approved 2021 Capital Budgets.

CARRIED

**#5
DELEGATIONS**

5.0 DELEGATIONS

**METRIX GROUP
11:00AM**

5.1 METRIX GROUP LLP DELEGATION

MOTION: 21.03.112 Moved by: COUNCILLOR DUANE DIDOW
That Council accept the information from Metrix Group LLP as presented.

CARRIED

**GREENVIEW ENTRANCE
SIGNS**

7.13 GREENVIEW ENTRANCE AND HAMLET SIGNS

MOTION: 21.03.113 Moved by: COUNCILLOR DUANE DIDOW
That Council lift tabled motion 21.03.107 "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".

CARRIED

MOTION: 21.03.107 Moved by: COUNCILLOR SHAWN ACTON
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.

CARRIED

**EMERGENCY CLARIFIER
REPAIRS**

7.17 GRANDE CACHE EMERGENCY CLARIFIER REPAIR

MOTION: 21.03.114 Moved by: COUNCILLOR TYLER OLSEN
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 Wastewater Reserves in the amount of \$593,100.00.

CARRIED

**COST OF WATER
OVERVIEW**

7.18 GREENVIEW'S COST OF WATER OVERVIEW

MOTION: 21.03.115 Moved by: COUNCILLOR TYLER OLSEN
That Council accept the Greenview's estimated Cost of Water overview for information, as presented.

CARRIED

**JOINT FIRE TRAINING
CENTRE**

7.19 JOINT FIRE TRAINING CENTRE

MOTION: 21.03.116 Moved by: COUNCILLOR ROXIE CHAPMAN
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, totalling \$250, 000 with funds to come from the Municipal Stimulus Funding Grant Program.

CARRIED

REEVE SMITH RECESSED FOR LUNCH AT 12:05 PM
REEVE SMITH RECONVENED THE MEETING AT 1:00 PM

**GC FIRE TRAINING
CENTRE**

**7.20 GRANDE CACHE FIREFIGHTERS ASSOCIATION TRAINING CENTRE
PROPOSAL**

MOTION: 21.03.117 Moved by: COUNCILLOR TOM BURTON
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 (SE 4-57-8 W6M), with an upset limit of \$125, 000.00 with funds to come from the 2021 Protective Services Capital Budget contingent on the Grande Cache Firefighters Association contribution of \$82,000.00.

CARRIED

**RURAL WATER SERVICE
CO-OPS AND
ENTERPRISES**

**7.21 RURAL WATER SERVICE WITHIN THE CO-OPERATIVES AND
ENTERPRISES**

Removed from Agenda

**POTABLE WATER POINT
NOSE CREEK**

7.22 POTABLE WATER POINT AT NOSE CREEK

Removed from Agenda

**CAMP WATER SUPPLY
WELL**

7.23 CAMP WATER SUPPLY WELL – MUSKEG SEEPEE CO-OPERATIVE

Removed from Agenda

**BF73970 SWEATHOUSE
CREEK**

7.24 LOAD RESTRICTION OF BF73970

MOTION: 21.03.118 Moved by: COUNCILLOR SHAWN ACTON
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.

CARRIED

**MD LIBRARY BOARD
FINANCIAL REVIEW**

7.25 MD OF GREENVIEW LIBRARY BOARD FINANCIAL REVIEW

MOTION: 21.03.119 Moved by: COUNCILLOR TOM BURTON
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.

CARRIED

COUNCILLOR DELORME EXITED THE MEETING AT 1:31 PM

MANAGERS REPORTS

7.26 MANAGERS REPORTS

MOTION: 21.03.120 Moved by: COUNCILLOR TYLER OLSEN
That Council accepts the Managers Reports as information.

CARRIED

GIG UPDATE

7.27 Greenview Industrial Gateway Update

MOTION: 21.03.121 Moved by: DEPUTY REEVE BILL SMITH
That Council accept the Greenview Industrial Gateway update as information as presented.

CARRIED

**#8
NOTICE OF MOTION**

8.0 NOTICE OF MOTION

**#9
CLOSED SESSION**

9.0 CLOSED SESSION

MOTION: 21.03.122 Moved by: COUNCILLOR TOM BURTON
That the meeting go to Closed Session, at 2:19 pm pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

9.1 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY
(FOIP, Section 16)

9.2 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS
(FOIP, Section 21)

OPEN SESSION

MOTION: 21.03.123 Moved by: COUNCILLOR LES URNESS
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:36 pm.

CARRIED

MOTION: 21.03.124 Moved by: COUNCILLOR TYLER OLSEN
That Council send a letter to the Minister of Transportation and cc the Town of Fox Creek and the Town of Valleyview expressing that Greenview appreciates the initiative to upgrade several rest areas along HWY 43 but that we do not support any commercial development as the negative economic impact will be detrimental to many existing businesses along the route, including in the Town of Fox Creek and Town of Valleyview.

CARRIED

**#10
MEMBER REPORTS &
EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

WARD 1

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

- ASCHA North Region Meeting
- February 23, 2021 Regular Council Meeting

WARD 2

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

- February 23, Regular Council meeting

WARD 3

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

- Little Smoky Ski Hill Meeting
- February 23, 2021 Regular Council Meeting

WARD 4

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

- February 23, Regular Council Meeting
- Valleyview Library Board Meeting
- South Peace Archives Meeting
- Water North Coalition Meeting

WARD 5

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

- February 23, 2021 Regular Council Meeting

WARD 6

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

- February 23, 2021 Regular Council Meeting
- MD of Greenview Library Board

WARD 7 **COUNCILLOR ROXIE CHAPMAN** submitted her update to Council on her recent activities, which include;

- February 23, Regular Council Meeting
- P.A.C.E Board of Directors Meeting
- Grande Spirit Foundation Meeting
- Peace Library Systems Board Meeting

WARD 8 **DEPUTY REEVE BILL SMITH** submitted his update to Council on his recent activities, which include;

- February 23, 2021 Regular Council Meeting

WARD 9 **COUNCILLOR DUANE DIDOW** submitted his update to Council on his recent activities, which include;

- FCSS AA Board Meeting
- February 23, 2021 Regular Council Meeting

WARD 9 **COUNCILLOR TYLER OLSEN** submitted his update to Council on his recent activities, which include;

- February 23, Regular Council Meeting
- Grande Prairie Regional Tourism Meeting
- Business Support Network

MEMBERS BUSINESS MOTION: 21.03.125. Moved by: COUNCILLOR TOM BURTON
That Council accept the Members Business Reports as presented.
CARRIED

#11 **11.0 ADJOURNMENT**
ADJOURNMENT

MOTION: 21.03.126 Moved by: COUNCILLOR ROXIE CHAPMAN
That Council adjourn this Regular Council Meeting at 2:48 pm
CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



March 23, 2021
Sturgeon Lake Area Structure Plan
Bylaw No. 20-865

Public Hearing Background Information

PROPOSAL

The Municipal District of Greenview No. 16 (Greenview) initiated a project to review the existing Sturgeon Lake Area Structure Plan (SLASP) in 2018 and retained ISL Engineering & Land Services (ISL) for this purpose. To supplement the review, an Environmental Background Report was prepared by Spencer Environmental Management Services Ltd., which plan is included in the draft SLASP. The update was to address ongoing concerns brought forward by ratepayers, developers, and Administration, being:

- restrictive and arbitrary development densities;
- protection of the lakeshore and development setbacks;
- public access to the lake;
- increasing demands for services; and
- enforcement.

BACKGROUND AND DISCUSSION

An Area Structure Plan (ASP) provides direction for long-term land use and infrastructure planning of a defined area within a municipality. It is adopted by a municipal council by bylaw and is prepared in accordance with Section 633 of the Municipal Government Act, which requires an area structure plan to describe:

- the sequence of the development proposed for a specific area;
- the land uses proposed for that area, either generally or with respect to certain parts of the area; and
- the general location of major transportation routes and public utilities.

The review of the SLASP included open houses and surveys, as well as sessions involving Council and a Citizen's Panel, all of which focused on identifying future development areas, water and wastewater servicing, housing and density, recreation opportunities along with open space and reserve dedications. The Citizen's Panel consisted of eight (8) landowners from various locations within the plan area who met on five occasions between October 2018 and December 2019 to provide input.

Well attended open houses were conducted at Sturgeon Heights Hall on October 29, 2018 and September 15, 2020 and were supplemented by surveys for attendees and interested parties, with summaries of engagement results being posted to Greenview's website regularly.

KEY CHANGES TO THE STURGEON LAKE AREA STRUCTURE PLAN

As a result of those engagement sessions, the following visions and guiding principles were incorporated into the SLASP:

- Establish standard requirements for development based on location, type and intensity;
- Implement a site-specific, evidence-based approach to environmental protection; and
- Promote diverse development options that utilize existing or potential private or municipal infrastructure.

With these standards in mind, new approaches to density, environmental and conservation reserve along with more explicit guidance for residential and recreational development are proposed in the draft plan as follows:

- Development Density – The plan removed across-the-board density caps and replaced them with a variable cap based on supporting reports. A minor area structure plan shall be adopted in accordance with the procedures found in Greenview's Minor Area Structure Plan policy, ensuring more orderly development and limiting disjointed fragmentation of land.
- Environmental protection - Wetland and/or biophysical assessments necessary to identify areas where Environment Reserve should exceed the minimum 6.1 metres required along the bed and shore, and the use of the new Conservation Reserve designation for lands outside the scope of Environmental Reserve. Installation of holding tanks are mandatory throughout the Development Area, the boundary of which was increased.
- Residential and recreational development - Requirements including minimum parcel size of 0.2 ha with servicing to a maximum of 4.0 ha, and zoning of all subdivisions to Country Residential Three (CR-3) were added to the plan. Encouraging a clustered development approach, the plan sought to incentivize the development of lots with municipal or communal servicing. Recreational development was addressed with the introduction of minimum size, amenity and infrastructure requirements.

After a final review by Council, the following clarification was made to the plan:

- Section 1.2 – Plan area description simplified to remove reference to former Primary and Secondary Zones and Conservation Lands were identified as Crown Land for clarity;
- Section 2.1 – Plan Goal (b) – reads 'to mitigate the impact of development on Sturgeon Lake, removing words 'the quality of';
- Section 2.2 – Plan Objective (c) Agriculture – To mitigate the impact of agricultural activities on the lake, *updated to* 'To promote agricultural best practices within the Sturgeon Lake watershed';
- Section 5.1 – Introduction – 'as a result of reduced precipitation over the past few years', *updated to* 'water levels can be highly variable';

- Policy 5.2.16 – Docks – the requirement for municipal authorization was added where Municipal or Environmental Reserve would be crossed to gain access to the lake;
- Policy 8.4.1 – Changed fire “department” to “station”;
- Appendix A – “Conservation Reserve and “Wetlands” defined and “Conservation Lands” deleted;
- Mapping was updated to clarify that the Sturgeon Lake Cree Nation, Provincial and Crown Land jurisdictions are excluded from the SLASP Development area.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT

Notice of the Public Hearing was added to Greenview’s website pursuant to Greenview’s Advertising Bylaw, and a draft copy of the Bylaw and SLASP was also made available there with a summary of feedback and changes made to the draft plan at different stages.

Letters were mailed to every landowner in the proposed SLASP development area advising of the Public Hearing date and providing a link to the draft plan and additional information.

Ratepayers who called were directed to address their concerns by written submission, or to attend the public hearing, either via Zoom, or if they were only interested in listening, via live streaming. Concerns addressed were:

- Two calls asking that the requirement for holding tanks be limited to a 300-metre radius of the lake;
- One call to obtain clarity on the additional requirement to obtain municipal approval to cross municipal lands to access boat dock.
- Two calls to inquire whether the new plan would allow further subdivision of their lands.
- Attached written comments received from Jim Uhl and Bill Egerton.

Internal departments and external referral agencies were notified of the Public Hearing for the SLASP in accordance with the requirements of the Municipal Government Act. No comments or concerns were received.

ATTACHMENT(S):

- Bylaw 20-685
- Schedule “A” Sturgeon Lake Area Structure Plan
- SLASP Public Review Summary
- PH Response from J Uhl
- PH Response from B Egerton



BYLAW NO. 20-865 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for adopting Bylaw 20-865, being the Sturgeon Lake Area Structure Plan

Whereas, Council wishes to repeal Bylaw No. 01-344, “Sturgeon Lake Area Structure Plan”, as amended, and wishes to adopt a new area structure plan pursuant to Section 692 of the Municipal Government Act.

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

1. That Bylaw 20-865 is to be cited as the “Sturgeon Lake Area Structure Plan”.
2. That the Sturgeon Lake Area Structure Plan, attached hereto as Schedule A, is hereby adopted.
3. That Bylaw No. 01-344 and all amendments thereto are hereby repealed.
4. This Bylaw shall come into force and effect upon the date of the final passage thereof.

Read a first time this 14th day of December, A.D., 2020.

Read a second time this _____ day of _____, A.D., 2021.

Read a third time and passed this _____ day of _____, A.D., 2021.

REEVE

CHIEF ADMINISTRATIVE OFFICER



Sturgeon Lake AREA STRUCTURE PLAN

Bylaw No. 20-865
February 2021 | *Draft*



ACKNOWLEDGEMENTS

The preparation of this plan was assisted by a Citizens' Panel consisting of area landowners and residents established to review background information, discuss issues, and to provide feedback on draft versions of the plan. MD Council, Administration, and the consulting team with ISL Engineering and Land Services wish to thank the Citizens' Panel members for their contributions to the project.

Lloyd Burnside

Amy Clarkson

Dan Gorman

Bill Edgerton

Keegan Johnson

Earl Langenecker

Heather McKinnon

Laurena Newman

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INTRODUCTION

1.1 Preamble

Sturgeon Lake, located in the Municipal District of Greenview No. 16 (Greenview) is one of only a few readily accessible recreational lakes in northwest Alberta. As a result, private lands concentrated at the west end of the lake have been the subject of residential, resort and other recreational development. Agriculture and oil and gas exploration activity are also major uses in the area and the lake is home to a significant recreational fishery.

In addition, a substantial portion of the land around the lake is under the jurisdiction of the Province of Alberta (consisting of Crown land, Williamson Provincial and Young's Point Provincial Park), and the Sturgeon Lake Cree Nation which is under federal jurisdiction. Two historical settlements, Calais and Sturgeon Lake Settlement are located on the south side of the lake surrounded by Sturgeon Lake Cree Nation lands.

This diversity of land use, coupled with the importance of the lake as a regional recreational and environmental resource, results in a need to ensure that the lake is protected from the potentially detrimental impacts of development. In addition, it is necessary to ensure that development that occurs around the lake is carried out in a sensitive manner. There are long-standing concerns present respecting water quality, resulting in a strong desire to prevent further degradation.

The purpose of an Area Structure Plan (ASP) is to provide a framework for future subdivision and development of a defined area within a municipality. The Sturgeon Lake ASP is a statutory plan that has been prepared in accordance with Section 633 of the *Municipal Government Act* (Act). The original ASP was adopted in August 1985 (Ministerial Order 485/85) and updates were adopted in June 1991 (Ministerial Order 492/91) and July 2002 (Bylaw 01-344).

Since the ASP was last reviewed in 2002, the area has experienced increased residential and recreational development pressures that warrant further review. In addition, it is prudent to review the ASP in general terms to ensure that its policies continue to be effective and relevant. In order to meet these needs, Greenview Council authorized a review of the Sturgeon Lake ASP in June of 2018.

A Citizens' Panel consisting of area landowners and residents was established to review background information, discuss issues, and to provide feedback on draft versions of this ASP.

1.2 Plan Area

Sturgeon Lake is located approximately 13 km (8 miles) west of the Town of Valleyview in Greenview as indicated in Map 1.

Sturgeon Lake is approximately 49 km² (19 mi²) in size and consists of a main basin and a shallow westerly extension known as the West Bay. The drainage basin for the lake is substantially larger, encompassing an area of approximately 570 km² (220 mi²), the majority of which is located south of the lake. The lake depth averages approximately 5 m (16 ft) and is 9.5 m (31 ft) at its deepest point. The maximum depth of the West Bay is 3 m (10 ft).

The ASP area corresponds to the Sturgeon Lake watershed as shown in Map 2. The Land Use Concept (Map 3) identifies Development Areas consisting of all private lands that have the potential to accommodate residential and recreational development area in which the detailed development policies of this ASP apply. Lands that are not developable, consisting of Crown land, lands that are designated for conservation purposes, or municipal lands that are designated as Municipal Reserve, Environmental Reserve, or community purposes are also identified.

1.3 Legislative Framework

1.3.1 Provincial Land Use Policies

The Act requires that all statutory plans, including this ASP be consistent with the Provincial Land Use Policies.

1.3.2 Greenview Municipal Development Plan

The Act requires that all statutory plans be consistent with one another. As a result, this ASP has been prepared in accordance with the broader policy initiatives contained in Greenview's Municipal Development Plan (MDP).

1.4 Interpretation

1.4.1 The policies of this ASP are only enforceable on private lands in the Sturgeon Lake area. With respect to Crown lands, the policies are advisory only, but clearly represent the position of Greenview in the future development or disposition of said lands. This ASP does not apply to the Sturgeon Lake Cree Nation lands.

1.4.2 Land use area boundaries are to be considered approximate except where such boundaries coincide with roads or property lines. Minor deviations may be permitted without an amendment at the discretion of Greenview if such deviations are not contrary to the purpose and intent of this ASP.

1.4.3 Compliance with policies in this ASP shall be interpreted and applied as follows:

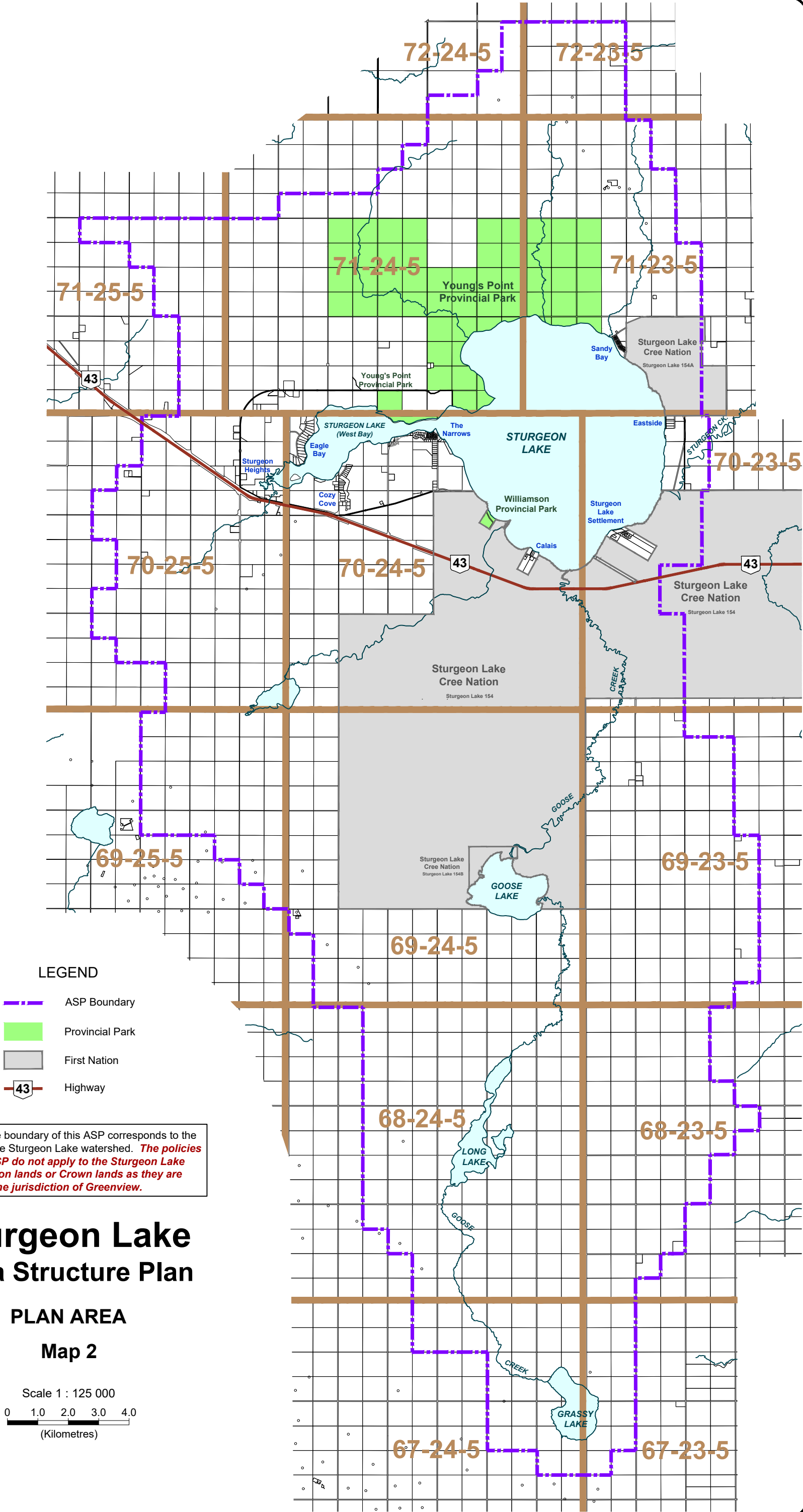
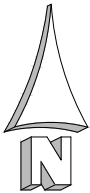
- a. "Shall" and "will" mean mandatory compliance;
- b. "Should" means compliance in principle but is subject to the discretion of the Approving Authority where compliance may be undesirable or impractical due to the specific circumstances associated with a particular issue;
- c. "May" means discretionary compliance or choice in the application of policy.

1.4.4 For the purpose of interpreting this ASP, the definitions in Appendix A shall apply. All other words or expressions shall have the meanings assigned to them in the Act, the MDP and Land Use Bylaw (LUB) or other overarching legislation.





1.4.5 In this plan the following acronyms are used:

ASP	Area Structure Plan
CR	Conservation Reserve
ER	Environmental Reserve
LUB	Land Use Bylaw
MDP	Municipal Development Plan
MR	Municipal Reserve
MSS	Municipal Servicing Standards

1.4.6 In the event a matter arises that is not addressed by this ASP, then the policies of the MDP shall apply.



LEGEND

-  ASP Boundary
-  Provincial Park
-  First Nation
-  Highway

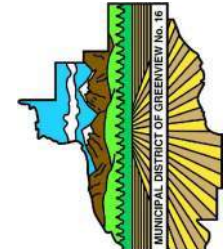
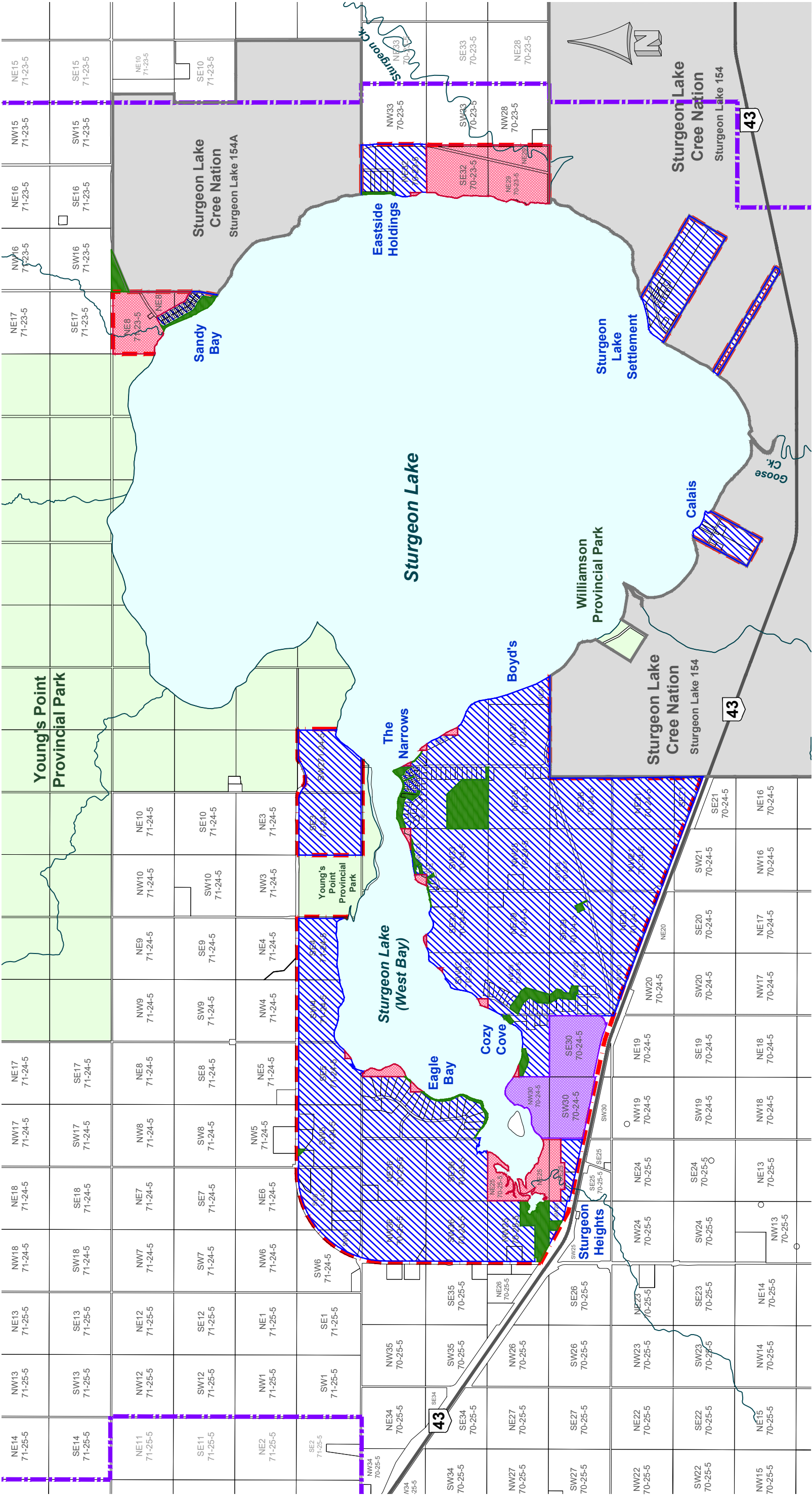
Note: The boundary of this ASP corresponds to the limits of the Sturgeon Lake watershed. *The policies of this ASP do not apply to the Sturgeon Lake Cree Nation lands or Crown lands as they are outside the jurisdiction of Greenview.*

Sturgeon Lake Area Structure Plan

PLAN AREA

Map 2

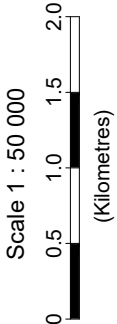
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- Development Area
- Crown Land
- Conservation Lands (Alberta Fish & Game Association)
- Municipal Ownership (ER / MR / Other)
- Provincial Park
- First Nations

LEGEND

- Development Area Boundary
- ASP Boundary



Note: The boundary of this ASP corresponds to the limits of the Sturgeon Lake watershed. **The policies of this ASP do not apply to the Sturgeon Lake Cree Nation lands or Crown lands as they are outside the jurisdiction of Greenview.**

Sturgeon Lake

Area Structure Plan

LAND USE CONCEPT

Map 3



GOALS AND OBJECTIVES

The goals and objectives of this ASP are as follows:

2.1 Plan Goals

- a. To accommodate a variety of residential and recreational land uses in an environmentally responsible fashion.
- b. To mitigate the potential impacts of development on Sturgeon Lake.
- c. To preserve and protect the natural environment within the ASP area.

2.2 Plan Objectives

- a. Development Opportunities
 - To encourage and promote efficient and well-designed recreational and residential development.
 - To consider and plan for future demand for and responsible levels of residential and recreational development.
 - To minimize conflicts between land uses.
 - To provide for potential convenience store development opportunities.
- b. Environment and Open Space
 - To promote environmental responsibility in the Sturgeon Lake area.
 - To provide for public access to the lake for recreational activities by ensuring the shore is retained in the public domain.
- c. Agriculture
 - To require the provision of Municipal Reserve, Environmental Reserve and Conservation Reserve for the protection of natural features and wildlife, the prevention of pollution and the creation of open space for public use.
 - To minimize the impacts of development on agricultural operations.
 - To promote agricultural best practices within the Sturgeon Lake watershed.
- d. Infrastructure
 - To ensure that infrastructure requirements of proposed developments do not exceed system capabilities and capacities.
 - To ensure that developers provide a high standard of servicing in an environmentally sensitive fashion.
- e. Transportation
 - To provide for an effective and efficient public road network.
- f. Implementation
 - To include mechanisms for the administration of the ASP.
 - To promote ongoing communication between Greenview, the Sturgeon Lake Cree Nation, the public and provincial government agencies in any future endeavours.

RESIDENTIAL DEVELOPMENT

3.1 Introduction

Like most recreational lakes, Sturgeon Lake has attracted a wide range of land uses including permanent and seasonal residences, campgrounds, and provincial parks. One of the primary land use planning concerns is the accommodation of an increasing demand for country residential development without affecting the lake environment.

To address this concern, the ASP establishes a Development Area to concentrate residential development in cluster form to promote an efficient land use pattern, conserve land in its natural state, and optimize servicing efficiencies.

In previous versions of this ASP, the approach to density was established on a basis of 13 units per quarter section, with 1 unit corresponding to 1 residential lot or 4 campsites/RV stalls. Discussions with the Citizens' Panel raised questions with this approach as the assigned density appeared arbitrary, and likely did not reflect the true site conditions of the subject lands as the density allowances were not verified through detailed study. It was the consensus of the Citizens' Panel that less emphasis be placed on assigning site-specific densities and more focus placed on the quality of development through the application of more rigorous development standards and the study of site conditions.

3.2 Policies

3.2.1 The Development Area shown on Map 3 is intended primarily for residential and recreational purposes. These areas shall, subject to rezoning and subdivision approval, be reserved for:

- a. Country residential development;
- b. Accommodation, Leisure as defined in the LUB;
- c. Municipal parks;
- d. Seasonal recreational uses, including resorts, RV parks and campgrounds;
- e. Public uses; and
- f. Commercial uses.

3.2.2 Residential lots in the Development Area shall be:

- a. A minimum of 0.2 ha (0.5 ac) provided such lots are serviced with municipal or communal water and sewer system;
- b. A maximum of 4.0 ha (10 ac); and
- c. Shall meet the development regulations of the CR-3 District of the LUB.

3.2.3 Notwithstanding 3.2.2(a), lots smaller than 0.2 ha (0.5 ac) may be considered. Greenview may create a new district in the LUB to accommodate such small lot development.

3.2.4 The resubdivision of existing lots may be supported provided that the new lots meet the requirements of the CR-3 District of the LUB and can be serviced in accordance with the requirements of Section 8.2.

3.2.5 A vacant first parcel out of an unsubdivided quarter section may be permitted in the Development Area subject to the parcel being rezoned to the CR-3 District of the LUB.

3.2.6 In order to reduce the occurrence of piecemeal subdivision and to promote cluster development, all subdivision exceeding first parcel out shall be subject to a minor ASP prepared in accordance with Greenview Policy 6001 (Minor Area Structure Plan). A minimum density for an initial phase of four lots per quarter section is encouraged.

3.0



3.2.7 In order to reduce the potential for erosion and excess runoff, landowners are encouraged to retain as much natural vegetation on a site as possible, and where possible limit development to those areas that have been previously cleared.

3.2.8 New residential subdivisions shall be designed in accordance with the following best practices in order to maximize public shoreline access, minimize environmental impacts, and ensure long term sustainability:

- a. Residential development shall be developed in cluster form;
- b. Residential development shall be served with water and sanitary sewer servicing in accordance with Section 8.2. The development must meet the provisions of Greenview's Development Guidelines and Municipal Servicing Standards for the on-site infrastructure and internal road network;
- c. Development is to be designed to integrate with adjacent developments to improve connectivity and accessibility to local parks and open spaces by requiring the developer to provide walking trails, park spaces and green spaces that will preserve environmental and natural features for public purposes in accordance with Policy 5.2.8;
- d. That vegetated buffer strips be retained between residential clusters and the lakeshore as per Policy 5.2.17; and
- e. That the provision of common docking and boat launch facilities be encouraged.

3.2.9 Notwithstanding any other provision of this ASP, existing undersized lots and existing developments not meeting the requirements of this ASP shall be allowed to continue to exist, and the reconstruction of existing structures will be allowed subject to the development meeting Greenview's current requirements.

3.2.10 All developers are required to submit detailed lot plans, lot grading plans, and stormwater management plans with their development permit applications or subdivision applications as applicable.

3.3 Settlements

The privately-owned land around Sturgeon Lake includes two historic settlement areas established in 1914, Sturgeon Lake Settlement and Calais. These settlement areas contain a variety of land uses on lots that range in size from 0.11 ha (0.28 ac) to 36.8 ha (91 ac). Uses in these two settlements include single detached houses and a commercial campground. In addition, the Government of Canada purchased two of the larger lots in the Sturgeon Lake Settlement for the Sturgeon Lake Cree Nation on which Band facilities and numerous dwellings have been developed.

Due to the unique nature of the land uses and the parcel sizes present, Greenview has designated all settlement lands as Direct Control (DC) in the LUB. The policies in this section are designed to provide guidance in the administration of this DC zoning.

3.3.1 Land in these areas shall generally be reserved for those developments allowed in other Development Areas.

3.3.2 Developments on private lands in these areas shall be administered through the DC District of the LUB. Approvals shall be based on the standards for Development Areas as established in Sections 3.2, 5.2, 7.2 and 8.2 of this ASP.

3.3.3 At the discretion of Greenview, except for the preparation of technical studies, variances to the requirements of this ASP as noted in Policy 3.3.2 may be applied in Calais and the Sturgeon Lake Settlement due to the unique nature of these settlements.





RECREATIONAL DEVELOPMENT

4.1 Introduction

Seasonal recreation and resort development has always had a significant presence in the Sturgeon Lake area and demand for this form of development continues to increase. Greenview's intention is to accommodate this increased demand for recreational and resort development, such as campgrounds and recreational vehicle parks, without affecting the lake environment by ensuring such development is undertaken to a high standard.

The purpose of this Section of the ASP is to establish criteria for evaluating future recreational and resort development proposals within the Development Areas.

4.2 Development Standards

4.2.1 The maximum allowable size for a resort cabin shall be 71.3 m² (768 ft²).

4.2.2 A site plan for a proposed campground or recreational vehicle park shall be prepared that details internal circulation requirements, road widths, pedestrian circulation, site access and egress, emergency access, parking areas, storage areas, toilet and laundry areas, recreation areas and campsite areas.

4.2.3 Campgrounds and Recreational Vehicle (RV) Parks

- a. Campsites and RV stalls shall generally comply with the following requirements as illustrated in Figure 4.1:
 - i. Each campsite/RV stall shall have a minimum area of at least 93 m² (1,000 ft²) with an open and graded parking space sufficient to permit a clearance of 8.0 m (26 ft) between sides and 6.0 m (20 ft) between ends of adjacent recreation vehicles.
 - ii. Campsites/RV stalls shall be accessible by means of a driveway at least 4.0 m (13 ft) wide where the driveway is for one-way traffic, or at least 8.0 m (26 ft) wide where the driveway is for two-way traffic, and so constructed to allow the smooth passage of vehicles.
 - iii. Campsites/RV stalls shall be a minimum of 18 m (59 ft) in length.
 - iv. Each campsite/RV stall shall have a clear pad of minimum 4.0 m (13 ft) in width and 6.0 m (20 ft) in length to allow for one table and one campsite fire pit.
 - v. Each campsite/RV stall shall have one garbage can or an equivalent central garbage disposal area.
- b. A minimum of 2 barrier-free campsites/ RV stalls should be provided in a campground. Barrier-free campsites/RV stalls shall provide:
 - i. a firm and level dirt, crushed rock or paved campsite surface;
 - ii. a clear space around the tent pad and between other fixed elements (i.e. campfire, hook-ups);
 - iii. a campsite free of barriers and unprotected hazards;
 - iv. an accessible path less than 61 m (200 ft) to an accessible washroom/ vault toilet/wash station;
 - v. an accessible picnic table (i.e. with sufficient knee clearance and clear space) in the campsite; and
 - vi. access to fire pit and/or grill.

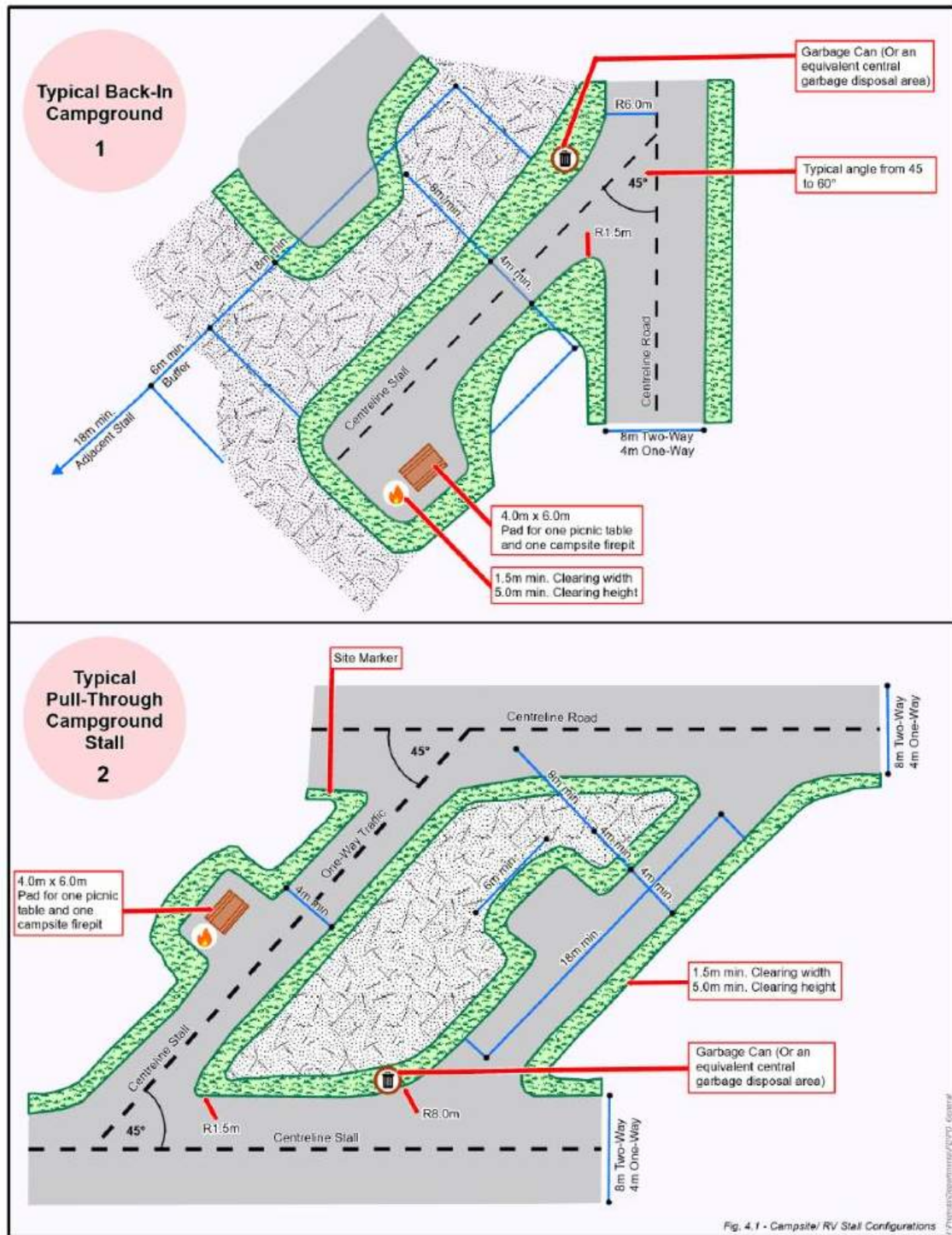


Figure 4.1 – Campsite/RV Stall Configurations

4.2.4 Site Considerations

In determining the appropriateness and suitability of a site for a proposed campground or resort development, the Development Authority shall consider such factors as accessibility, compatibility with adjacent land uses, environmental sensitivity and physical suitability and serviceability of the site itself.

- a. The development of facilities should occupy no more than two-thirds of the proposed site, thereby leaving one-third in its natural state.
- b. The site should be designed and landscaped in order to minimize disturbance to the natural environment and to protect heavy use areas from damage.
- c. The site should take advantage of existing clearings and open areas
- d. The site should be well-drained and located in areas free of standing water.

4.2.5 Recommended Facilities

- a. Day Use and Overnight Campgrounds
 - i. The suggested minimum facilities include a central sanitary and water station, vault toilets, refuse containers, picnic tables and fire pits.
 - ii. Other suggested facilities include individual electrical outlets, showers, coin-operated laundry, playground, grassed open space, and individual sewer connections.
- b. Recreational Resort Facilities
 - i. The suggested minimum facilities include individual electrical outlets and water supplies, toilets, showers, refuse containers and cooking facilities.
 - ii. Other suggested facilities include individual water and/or sewer connections, laundry, picnic tables, on-site parking, grocery, and recreation building.
- c. Adequate lighting shall be provided at the entrance to the campground and in public areas such as walkways to a main service building, washrooms, etc.
- d. Campground and resort facilities shall provide improved beach access, swimming areas, and boat launch facilities where possible.
- e. Vault toilets shall be provided within 91 m (300 ft) of 80% of all designated campsites.

4.2.6 Waste Management

- a. Roads shall have a good driving surface under all weather conditions. Roads leading to a proposed campground may be required as a condition of development approval, to be brought into a condition necessary to sustain the volume and type of traffic to be generated by the proposed campground.
- b. Within the campground development, a circular one-way system with gently curving roads, sensitive to topography and site characteristics is preferred, and shall be “signed” to avoid confusion.
- c. Parking is not encouraged on roadways but rather on individual camping sites or visitor parking areas. Storage for boat trailers and recreational vehicles shall also be provided. Most individual campsites should provide two vehicle parking spaces and one trailer pad.
- d. Minimum right-of-way widths for internal roads are:
 - i. One-way: 4.0 m (13 ft)
 - ii. Two-way: 7.9 m (26 ft).
- e. The use of a cul-de-sac road design should be limited to:
 - i. Areas allocated for tenting only, or
 - ii. Areas where an adequate turning radius is provided (minimum 24.5 m (80 ft) diameter outer dimension).

ENVIRONMENTAL PROTECTION

5.1 Introduction

Sturgeon Lake is acknowledged as being one of the few lakes in the Upper Peace region that can support a variety of water-based recreational activities. Its shorelines are also used for several other purposes including permanent and seasonal residential uses, recreational and resort developments, and agriculture.

At the same time, however, the lake has historically been the subject of study due to ongoing concerns of water quality. The lake is naturally highly eutrophic, a condition common to many prairie lakes, where natural phosphorus concentrations contribute to a high degree of algae growth during the summer months. In addition, water levels can be highly variable which contributes to concerns respecting water quality. Although the issue of water level is outside the scope of this ASP, the ASP must continue to strike an acceptable balance between these environmental concerns and land use. In addition, there are several natural areas, including wetlands, watercourses and drainage channels that warrant protection. The presence of these features, identified at a high level in the Sturgeon Lake ASP Environmental Report (see Appendix B) prepared by Spencer Environmental Management Services Ltd., warrants further study at the time of development in order that they can be protected.

The purpose of this section is to address issues related to the protection of the natural environment. Policies are provided that reflect Greenview's position on lakeshore and water protection, through the implementation of such mechanisms as development setbacks, a high level of sanitary servicing, retention of natural vegetation, and environmental and municipal reserve dedication.

5.2 Policies

5.2.1 Management of the watersheds is important within the plan area to protect, restore and ensure the sustainability of the natural water systems. Any development that results in the fragmentation of contiguous natural features, functions and habitat such as water systems, moraines, forests, wetlands and wildlife habitat and corridors shall be discouraged.

5.2.2 Developers must, at the time of application, demonstrate that a proposed development will not detrimentally impact the water quality and riparian areas of all streams, creeks, and Sturgeon Lake. Factors that will be taken into consideration when determining a development application include, but are not limited to:

- The type of land use proposed and the potential for contamination of the site and groundwater
- On-site stormwater management; and
- Site layout.

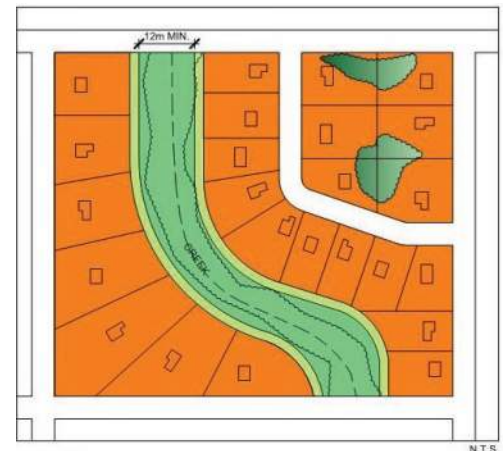


Figure 5.1: Illustration of Environmental Reserve

5.0

5.2.3 Numerous wetlands and other environmentally sensitive lands are present in the ASP area as illustrated on Map 4. The protection of these features shall be required in accordance with the provisions of this section. Only limited development that has a low impact on the natural environment, such as walking trails, shall be considered.

5.2.4 At the time of subdivision, Greenview shall require that a strip of land with a minimum width of 6.1 m (20 ft) abutting the bed and shore of the lake, permanent watercourses, and permanent wetlands be dedicated as Environmental Reserve (ER) as illustrated in Figure 5.1. ER dedication is required in order to prevent pollution, reduce the potential for shoreline degradation, and protect ecologically sensitive areas and wildlife corridors. This ER may be increased in accordance with the recommendations of an assessment undertaken in accordance with Policies 5.2.12, 5.2.13 and 5.2.14.

5.2.5 In addition to lands required under Policy 5.2.4, Greenview may require that the following lands also be dedicated as ER:

- a. Swamps and marshes in accordance with the recommendations of a wetland assessment; and
- b. Steep slopes, flood-prone and erosion-prone areas in accordance with the recommendations of a geotechnical assessment.

5.2.6 Land dedicated as ER shall be left in its natural state, although the removal of deadfall may be undertaken by Greenview for reasons of safety, maintenance, or fire risk provided the intent of the ER is not compromised.

5.2.7 Notwithstanding Policy 5.2.6, Greenview may consider the development of natural walking trails, identified at the time of subdivision, within ER lands to provide pedestrian links to public access points on the lake and other open space areas.

5.2.8 At the time of subdivision, Greenview shall require that 10% of the land that is the subject of subdivision be dedicated as Municipal Reserve (MR). MR shall be dedicated in parcel form in order to provide lands for municipal parks and playgrounds, trail corridors, or public access points to the lake as illustrated in Figures 5.1, 5.2 and 5.3.

5.2.9 Notwithstanding Policy 5.2.8, Greenview may acquire MR as money-in-lieu, calculated in accordance with the Act that will be invested in the park and open space network.

5.2.10 If Greenview determines that environmentally sensitive lands are required in addition to those identified in Policy 5.2.4, but cannot be justified as ER, then Greenview may acquire the additional lands as Conservation Reserve (CR) subject to compensation in accordance with the Act. An example of how CR may be applied is illustrated in Figure 5.2.

5.2.11 Greenview may encourage and promote the use of conservation easements as a means of working with landowners to protect environmentally sensitive features on private lands outside the subdivision process. The use and control of these feature areas shall be clearly stated in the easement agreement.

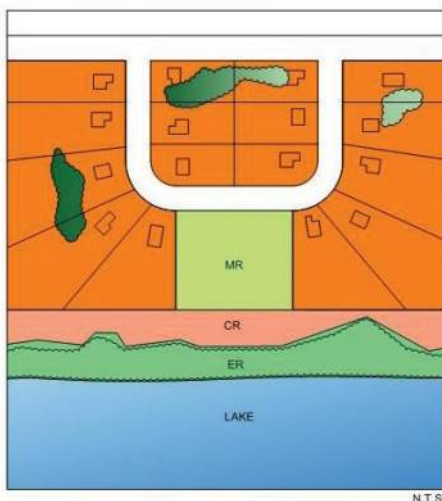


Figure 5.2: Illustration of Conservation Reserve

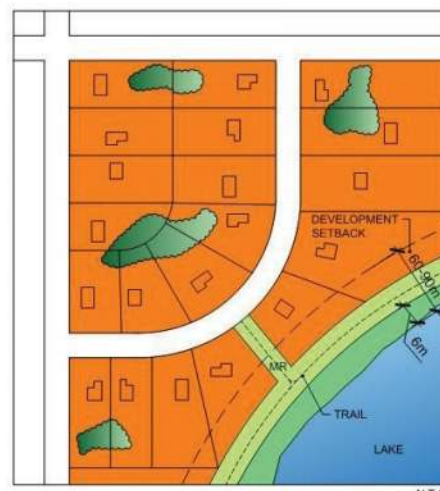
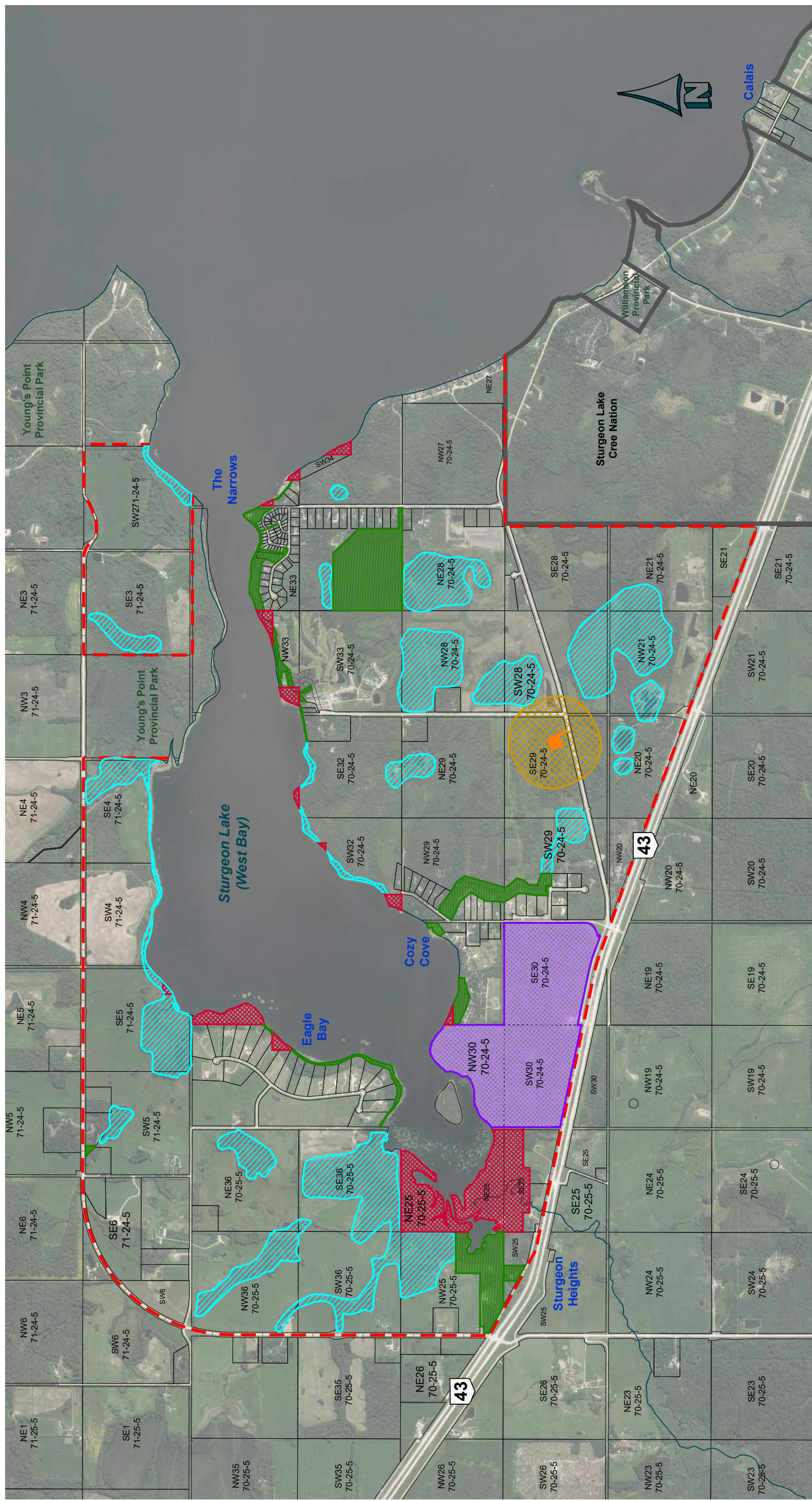


Figure 5.3: Development Setback



Sturgeon Lake Area Structure Plan

ENVIRONMENTALLY SENSITIVE AREAS

Map 4

January 2021

* Source: SLASP Environmental Report, Spencer Environmental Management Services Ltd., August 2018. Wetland information obtained from the MD of Greenview via Munisight Ltd., and is based on provincial data. Actual extent of wetlands to be confirmed through further study at time of subdivision.

January 2021

5.2.12 Prior to development or subdivision approval, Greenview shall require the developer to provide a wetland assessment, prepared by a qualified professional, for any development that involves the potential disturbance of a wetland and requires provincial approval under the Water Act.

5.2.13 All subdivision and development proposed on land adjacent to or containing watercourses and wetlands shall require a geotechnical study conducted by a certified professional engineer to:

- a. Delineate the municipal top-of bank as defined in the LUB, and
- b. Consider and make recommendations specifying additional development setbacks to increase the separation distance beyond the minimum 6.1 m (20 ft) identified in Policy 5.2.4.

5.2.14 Prior to development or subdivision approval, Greenview may require the preparation of a Biophysical Report, prepared by a qualified professional consisting of the following:

- a. An inventory of protected areas, identified wetlands, and migratory bird sanctuaries,
- b. An inventory of rare plants and ecological communities after consulting the Alberta Conservation Information Management System,
- c. An inventory of sensitive species after consultation with the Province, and
- d. An assessment and analysis of environmentally sensitive areas that considers an ecological network approach, the maintenance and restoration of wildlife movement corridors, and required conservation buffers, mitigation measures, floodplain and development setbacks, and transition of land uses from identified natural living systems.

5.2.15 Other than trails, boat launches, public recreation areas and beaches, all development, including on-site infrastructure, shall have a minimum setback of:

- a. 61 m (200 ft) from the shoreline surrounding the main body of the lake, and
- b. 91 m (300 ft) from the shoreline surrounding the West Bay as illustrated in Figure 5.3.

5.2.16 Notwithstanding Policy 5.2.6, removable docks and boardwalks to access the bed and shore of the lake may be permitted in accordance with the following:

- a. That the dock or boardwalk be limited to 2.4 m (8 ft) in width and have a maximum terminal platform area of 24 m² (258 ft²);
- b. The dock or boardwalk is constructed of materials that will not negatively impact water quality by way of contamination or degradation;
- c. The owner has obtained authorization from Greenview to access the bed and shore through municipal lands; and
- d. The owner has obtained the appropriate approvals or authorizations from the Province.

5.2.17 A treed/vegetated buffer shall be maintained between the lakeshore and any structural developments. Where possible this buffer shall be 61 m (200 ft) in width on the main body of the lake and along watercourses feeding the lake, and 91 m (300 ft) on the West Bay.

5.2.18 Landowners will be required to manage invasive species and noxious weeds on their lands to prevent their establishment and to minimize their spread. The planting of non-native species is discouraged.

5.2.19 Greenview may work with the Province and Sturgeon Lake Cree Nation to investigate opportunities for the installation of additional boat launch facilities.

5.2.20 Greenview encourages the Province to continue to monitor and report on lake water quality, and to monitor water levels.

5.2.21 The following minimum setbacks shall be maintained from the abandoned landfill site as illustrated on Map 4:

- a. 300 m (984 ft) for all residential and recreational development in accordance with the *Subdivision and Development Regulation*; and
- b. 450 m (1,476 ft) for a water well in accordance with the *Nuisance and General Sanitation Regulation*.





AGRICULTURE

6.1 Introduction

Agriculture is an important and expanding land use in Greenview. Much of the land base surrounding Sturgeon Lake is suitable for farming, and with some exceptions, should be treated the same as other agricultural land in Greenview. Although new development will result in the removal of some lands from production, it is the intent of this ASP to promote clustered form development that minimizes impacts on agricultural lands.

The use of such techniques as vegetation retention and the development of settling ponds may be required to reduce the chances of lake pollution occurring from adjacent land uses. To protect the quality of the lake water, intensive agricultural uses shall be set back an appropriate distance from the lake or restricted altogether. The objective is to keep uses that may pollute the lake away from surface features that drain directly into the lake.

6.2 Policies

6.2.1 The subdivision of lands in the Development Area currently designated as Agricultural One (A-1) in the LUB shall be limited to the following:

- a. Extensive agriculture;
- b. The first parcel out of an unsubdivided quarter section to accommodate an existing residence;
- c. The subdivision of a physically severed portion of a quarter (a.k.a. a Fragmented Parcel);
- d. Public uses;
- e. Recreational uses; and
- f. Uses that are accessory to those listed above.

The above limitations are not applicable to agricultural lands located outside of the Development Area.

6.2.2 Greenview supports land management practices that discourage sediment and nutrient loading into the Sturgeon Lake water system. These practices include:

- a. The stripping of vegetation, grading, or other soil disturbance being done in a manner which will minimize soil erosion;

- b. The retention and protection of natural vegetation whenever feasible;
- c. Keeping the extent of the disturbed area and the duration of its exposure within practical limits. Suitable stabilization measures should be used to protect exposed areas during construction and be re-vegetated as soon as possible;
- d. Managing site drainage so that surface runoff is maintained at pre-development rates subject to a stormwater management strategy prepared in accordance with Policy 8.2.8;
- e. Maintaining a naturally vegetated buffer along the shore of the lake and watercourses in accordance with Policy 5.2.17.

6.2.3 No confined feeding operations as defined in the *Agricultural Operation Practices Act* shall be permitted within the Development Area.

COMMERCIAL AND INDUSTRIAL DEVELOPMENT

7.1 Introduction

Most of the commercial needs of local residents and lake users can be served from Valleyview, Crooked Creek, Sturgeon Heights and the Sturgeon Lake Cree Nation. As residential and recreation developments expand, however, there may be an opportunity for the establishment of small commercial ventures, primarily of a convenience nature.

7.2 Policies

7.2.1 The subdivision and development of land for commercial uses may be permitted in the Development Area subject to rezoning. For the purpose of this section, the types of uses that may be supported include:

- a. Convenience stores;
- b. Recreational vehicle and boat storage; and
- c. Restaurants.

Convenience stores and restaurants do not require rezoning if developed as an accessory use within an existing development within the Recreation (REC) District of the LUB.

7.2.2 The reclassification of land for industrial purposes shall not be permitted in the Development Area under any circumstances.

7.2.3 Greenview shall not support the development of oil and natural gas exploration and extraction activities in the Development Area. In addition, no such activity shall be supported in the ASP area if located within 100 m (328 ft) of the lake or a permanent watercourse draining into the lake.

7.0

INFRASTRUCTURE

8.1 Introduction

In order to serve the residents of the Sturgeon Lake area, Greenview has recently expanded the existing sewage lagoon at Sturgeon Heights. The lagoon was originally constructed as an integral part of an overall sewage disposal strategy for the area. Such a strategy is required to alleviate an increasing pressure for disposal facilities while at the same time protecting the quality of lake water by providing sound environmental options for local sewage disposal. The policies that follow are intended to further these goals, as well as addressing other servicing needs.

The ASP area is served by three paved roads (Highway 43 and Township Road 704 on the south of the lake, and the Young's Point Road (RR 251/Township Road 710) that bounds the West Bay to the west and north) as well as several gravel roads. Local roads that serve the interior of the ASP area are connected to these main roads. The purpose of this section is also to provide policies that will continue to ensure the safe and efficient flow of traffic through the area.

The use of environmentally friendly technologies and practices will be encouraged in the design and construction of all infrastructure. This may include the use of Low Impact Development (LID) standards for storm water management and energy conservation.

8.2 Servicing

8.2.1 Greenview shall require all developments to provide holding tanks or composting toilets for sewage disposal for:

- a. New residential development or subdivision located within a Development Area;
- b. New development or subdivision, including vacant first parcels out and the resubdivision of existing lots in the ASP area but outside a Development Area if the proposed sewage system is located within 91 m (300 ft) of any watercourse draining into the lake.

It is intended that all holding tanks be installed at locations that are easily accessible for a vacuum truck and are to be pumped out regularly for disposal at a licensed facility.

8.2.2 Septic fields, treatment mounds, and other on-site systems may be permitted at locations outside of those identified in Policy 8.2.1 provided they conform to the *Alberta Private Sewage Systems Standard of Practice*.

8.2.3 Multi-lot subdivisions may be serviced with communal sewage systems provided if they are registered as a condominium. The maintenance and upkeep of such systems shall be the responsibility of the condominium association and shall be located on common property within the development.

8.2.4 New or expanding resort developments may be serviced with private lagoon facilities that are developed and operated in accordance with Provincial standards.

8.2.5 Greenview may undertake a feasibility study to assess the potential options for the provision of municipal water and sewer services in the Narrows and other development nodes within a Development Area.

8.2.6 In the case of existing development, Greenview encourages the upgrading of existing sewage facilities. To this end, as existing developments require development permits to renovate, reconstruct or enlarge, such permits shall be approved with a condition requiring that a sewage holding tank be installed in accordance with Policy 8.2.1.

8.2.7 For all new subdivisions, the applicant shall be required to demonstrate the availability of potable water and/or construct a water system in accordance with the requirements of Greenview's MSS.

8.2.8 The design and provisions for storm drainage shall take into account the reduction of ditch erosion, environmental damage, and sedimentation of the lake. The development of storm ponds may be required in accordance with Greenview's MSS.

8.3 Transportation

8.3.1 The developer of a subdivision or development shall be responsible for the construction of all internal roads in accordance with the requirements of Greenview's MSS. In addition, the developer may be responsible for the costs of upgrading or widening existing roads serving the development.

8.3.2 The construction of new roads shall not adversely impact sensitive natural features, recreation areas or historical sites.

8.3.3 In order to accommodate development along Highway 43, service roads shall be provided in accordance with Alberta Transportation requirements.

8.3.4 The provision, design and construction of all roads and access points affecting Highway 43 shall conform to Alberta Transportation standards. The design and construction of all road improvements shall have regard for the storm drainage system, and all proposed access points to developments shall have regard for traffic safety.

8.3.5 Outside of approved public docking and boat launch facilities, no direct vehicular access to the lake shall be permitted.

8.4 Community Health and Safety

8.4.1 Fire protection for the ASP area is provided by the DeBolt Fire Station and the Valleyview Volunteer Fire Department, a strong group of volunteer fire fighters serving the surrounding Sturgeon Lake area. Greenview will work in partnership with the community and emergency responders in maintaining appropriate emergency response services.

8.4.2 In order to protect the community from environmental hazard:

- a. Future subdivision and development shall incorporate fire preparedness measures, such as provincial FireSmart guidelines;
- b. Greenview will require an Environmental Assessment to ensure measures are taken to mitigate any potential adverse environmental impacts. Greenview will adhere to the recommendations set out in the required Environmental Assessment, which may include restrictions regarding:
 - i. Development of permanent structures,
 - ii. Removal of vegetation, and
 - iii. The alteration of natural drainage patterns.



IMPLEMENTATION

9.1 Introduction

Upon adoption, this ASP shall become the policy document of Greenview to manage development in the Sturgeon Lake area.

9.2 Policies

9.2.1 The land use designations in this ASP are considered flexible. However, an amendment will be required to the ASP if:

- a. The intent of a policy is to be changed;
- b. A change is proposed to the land use areas identified in Map 3; or
- c. Policies are to be introduced or excluded.

Interested parties and government agencies will have an opportunity to comment on a proposed amendment in accordance with the public hearing procedures under the Act.

9.2.2 This ASP should be reviewed at ten-year intervals unless changing conditions warrant a review prior to that time. Such reviews may reflect such factors as legislative change, changes to local demand, future servicing, or Council direction. In undertaking such a review, consideration should be given to:

- a. Local land use changes and emergent issues;
- b. New best practices and development trends; and
- c. Communication and consultation with residents and stakeholders.

9.2.3 Greenview will consult with provincial government agencies and the Sturgeon Lake Cree Nation as required to coordinate planning efforts around the lake.



APPENDIX A

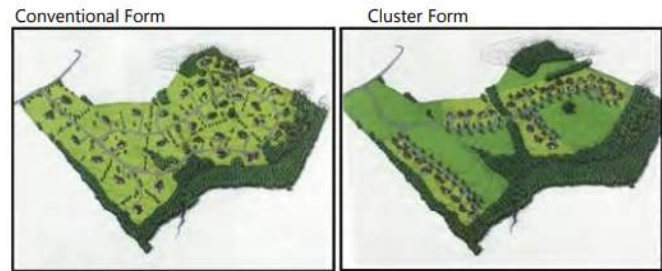
Glossary

Bed and Shore

Land located at and below the normal high-water line of a lake or permanent wetland and where aquatic vegetation is normally present. Such land is under the jurisdiction of the Province of Alberta.

Cluster Form

An approach to land development where the main structures on nearby properties are grouped close together, enabling efficiencies in servicing and leaving large remnants in an undeveloped/semi-natural state or to serve as open space, conservation, recreation, or public uses.



Communal Water and Sewer System

A system of water and/or wastewater infrastructure that serves a small, localized development, with capital and operation costs shared among the pool of users.

Composting Toilet

A toilet design in which waste is retained and broken down through natural decomposition into a compost material, which can then be removed off-site. It uses no water for flushing and so does not require a connection to water supply, a septic system, or a municipal wastewater system.

Conservation Reserve

Environmentally sensitive lands that are dedicated to the municipality at the time of subdivision in exchange for financial compensation in accordance with the *Municipal Government Act*.

Country Residential Use

A use of land in a rural area, not situated in a hamlet, for primarily residential purposes, excluding farm buildings.

Development Area

Lands identified in the Land Use Concept (Map 3) that consist of all private lands that have the potential to accommodate residential and recreational development. These lands are the intended target of private development under this ASP.

Extensive Agriculture Use

A use of land involving the raising or production of any cultivated crops or livestock which utilizes relatively large areas of land and in which the use of buildings and confinement areas is auxiliary to the use of the land itself. This constitutes an agricultural operation pursuant to the *Agricultural Operation Practices Act* but does not include an intensive livestock use such as a Confined Feeding Operation.

FireSmart Guidelines

A framework for assessing, preparing for and reducing wildfire risk for communities. A guidebook for assessment and planning is available from the Province of Alberta.

Fragmented Parcel

A portion of a parcel that is physically severed from the balance of a quarter section by a road, railway, water body, watercourse, ravine or similar feature. A Quarter Section containing a physical severance but otherwise intact is considered to be unsubdivided.

Invasive Species

A species that is not original to a local area and that tends to spread to a degree believed to cause damage to the environment, human economy, or human health.

Low Impact Development

An approach to land use planning and engineering design to manage stormwater runoff as part of green infrastructure that is integrated with or makes use of existing natural features and processes to protect water quality.

Municipal Water and Sewer System

A system of water and/or wastewater infrastructure that is publicly funded and maintained by the municipal government. Typically, this involves large-scale networks of pipes and centralized treatment facilities.

Noxious Weeds

A plant that causes damage or injury to crops, the natural environment, humans or livestock. Noxious weeds are defined by the *Alberta Weed Control Act*.

Seasonal Recreational Use

A use of land intended for occupancy on a short-term basis, which is further not to be continuous nor year-round.

Steep Slope

Land that exceeds a 15% incline (vertical rise as a portion of horizontal run).

Terminal Platform Area

The loading/unloading/lounging area of a dock structure. Does not include the walkway that is otherwise only used to access the terminal platform.

Vault Toilet

A toilet design in which waste is retained and stored (in a “vault”) so that it can be regularly removed and treated off-site. It uses no water for flushing and so does not require a connection to water supply, septic, nor municipal wastewater systems.

Wetlands

As defined in the *Alberta Wetland Policy*, wetlands are lands that are saturated with water long enough to promote wetland or aquatic processes as indicated by poorly drained soils, hydrophytic (water loving) vegetation, and various kinds of biological activity that are adapted to a wet environment.



APPENDIX B

Sturgeon Lake Environmental Background Report

**Sturgeon Lake Area Structure Plan Update
Environmental Background Report**

Final Report

Prepared for:

Municipal District of Greenview No. 16
Valleyview, Alberta

Prepared by:

**Spencer Environmental
Management Services Ltd.**
Edmonton, Alberta

Under contract to:

ISL Engineering and Land Services Ltd.
Grande Prairie, Alberta

Project Number EP787

October 2018

Sturgeon Lake Area Structure Plan Update Environmental Background Report

Executive Summary

The current Sturgeon Lake Area Structure Plan (SLASP) was adopted by the Municipal District of Greenview (MD of Greenview) in 2002 to provide a framework for the long-term growth and development of the lands within the SLASP area. MD of Greenview recently commissioned a comprehensive review of the SLASP to ensure it remains consistent with current legislation and statutory plans, the community's vision and Council's strategic priorities. They identified environment as an area of concern and focus for the ASP review, with an emphasis on: preservation of Sturgeon Lake and surrounding watershed; respect for water quality and prevention of further water quality degradation; and existing vegetation. In support of the environmental aspects of the ASP review, the County commissioned a background report to describe current legislation and statutory plans affecting the plan area and provide high-level, desktop inventory of environmental sensitivities and opportunities for use as an effective planning and public engagement tool. This report represents the results of that desktop environmental study.

General methodology used to prepare this background report included: desktop review of existing project information, aerial photographic imagery, MD of Greenview data via MuniSight Ltd. and online data sources; review of available relevant research and resource management literature; review of legislation, plans and policies to compile a current legislative framework; field reconnaissance to document existing conditions and map resources within the study area; mapping of relevant sensitive resources and relevant planning boundaries for the entire SLASP using ArcGIS; analysis of Alberta's Environmental Significant Area (ESA) data (2014). Crown lands and groundwater resources were neither discussed nor mapped, owing to a lack of suitable datasets.

Results of the desktop analysis are presented in the main body of the report and in a 12-page ancillary map series. Since preparation of the 2002 SLASP, relevant legislative, plan and policy changes include: adoption of the municipality's 2016 MDP and environmental policies that provide support for ASP-level environmental protection; creation of an integrated watershed management plan; adoption of the Alberta Wetland Policy with associated directives; a new provincial Watershed Resiliency and Restoration Program; revisions to several provincial statutes and several approval application methods; revisions to two key federal statutes. Federal changes are more relevant to specific development projects, as they may govern or influence construction practices; for some activities, authorizations may be required. Other key study results include identification of protected areas and sensitive resources, description of hydrology, natural sub regions and vegetation, wildlife, fish/aquatic resources, wetlands, farmland capability, Alberta's Green and White Areas and recognized environmentally significant areas in the SLASP lands.

Additional observations, considerations and conclusions that may be useful to the SLASP review are as follows, presented in no particular order:

- Although the province no longer recognizes Sturgeon Lake as a mapped ESA, this exercise supports the 2002 SLASP contention that Sturgeon Lake is a significant and sensitive natural feature. For example, current information indicates that the lake drains a large catchment; receives flows from multiple tributaries, some of them first-order streams; appears to have many nearby wetlands that contribute to runoff management; is a valued sport fishery; supports two waterbird species that have specific breeding habitat requirements and a limited provincial distribution; and is a critical wildlife zone from the perspective of renewable energy management. It is also expected to be closely linked to the local groundwater table, on which many residents rely.

- Our findings support the 2016 MDP recognition of features such as lakes as environmentally sensitive lands. It also confirms that Sturgeon Lake is an important wildlife area.
- Our maps may assist planners and developers in identifying ASP lands that contain sensitive habitat and therefore may qualify as Environmental Reserve.
- Our findings reinforce the utility of the 2002 ASP boundary as the entire Sturgeon Lake watershed, which recognizes that important resources, such as stream and wildlife management zones, extend beyond the ASP primary zone boundary.
- The majority of Sturgeon Lake west bay shoreline is currently unprotected being neither municipal level reserve nor in provincial ownership. The majority of Sturgeon Lake main bay shoreline is either extra-jurisdictional Indian Reserve lands or is protected by its status as provincial park or ER.
- Sturgeon Lake water quality and quantity remains an important consideration and is in keeping with provincial initiatives such as Alberta's watershed resiliency and restoration program. The SLASP (2002) provides important protection for shoreline and stream riparian zones that in turn protect Sturgeon Lake water quality. If this protection is subject to review, our findings suggest a strengthening rather than diminishing of protection. Full protection of first-order stream reaches in the primary and secondary zones is an avenue to explore. Further, the MD may wish to circulate applications to DFO for review for projects crossing Sturgeon Lake tributary streams.
- Wetlands are an important consideration in future planning and development decisions, for all parcels. The SLASP may wish to consider specific wetland policies that recognize wetland ecological services and how they may contribute to Sturgeon Lake protection.
- The Provincial parks that border Sturgeon Lake are good neighbours and assist in lake protection and management. The MD may wish to explore how lands along the MD /park boundaries could be managed (e.g., in their capacity as buffers) to increase the ability of Park lands to protect fish and wildlife resources and water quality.
- Lands mapped as coniferous or mixedwood landcover are relatively limited in occurrence in the primary and secondary zones and contribute to habitat diversity with the area. Their conservation could be a consideration when dedicating Municipal Reserve or when discussing Conservation Reserve with land owners.
- When dedicating ER or riparian setbacks, considering using surveyed high water level as the targeted landmark rather than lake shore.
- This report relied on datasets derived for very large areas. Very little SLASP specific resource information is available.
- AEP's information should be used with caution when planning renewal energy projects and zones should be verified with site-specific investigations to confirm the presence of sensitive wildlife habitat.
- For policies requiring retention of lands in a natural state, consider also specifying certain minimum polygon sizes to attain the habitat benefits associated with larger habitat patches, rather than a mosaic of smaller patches.

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1.0 INTRODUCTION

1.1 Background

The current Sturgeon Lake Area Structure Plan (SLASP) was adopted by the Municipal District of Greenview (MD of Greenview) in 2002 to provide a framework for the long-term growth and development of the lands within the SLASP area. MD of Greenview recently commissioned a comprehensive review of the SLASP to ensure it remains consistent with current legislation and statutory plans, the community's vision and Council's strategic priorities. They identified environment as an area of concern and focus for the ASP review, with an emphasis on:

- Preservation of Sturgeon Lake and surrounding watershed
- Water quality (with emphasis on respect for WQ and prevention of further degradation)
- Existing vegetation

The comprehensive review was also to include development of a background report outlining current legislation and statutory plans affecting the plan area and a high level, desktop inventory of environmental sensitivities and opportunities to be used as an effective planning and public engagement tool. To that end, MD of Greenview retained ISL Engineering and Land Services Ltd. (ISL) to review and revise the SLASP as required. ISL retained Spencer Environmental Management Services Ltd. (Spencer) to provide a high-level desktop inventory of environmental sensitivities and opportunities in the SLASP area and an overview of current legislation and statutory plans. This report represents the results of that desktop study.

1.2 Report Organization

This report is organized into 14 sections. Section 1 provides introductory background information followed by Study Area and Context in Section 2 and Methodology in Section 3. Section 4 provides information regarding the current legislative framework informing revisions to the SLASP. Sections 5-11 provide key environmental background information related to protected areas and sensitive resources, hydrology, natural sub regions and vegetation, wildlife, fish/aquatic resources, farmland capability and Alberta's Green and White Areas and environmentally significant areas. Finally, Section 12 presents observations and conclusions. References are provided in Section 13.

2.0 STUDY AREA AND CONTEXT

The SLASP review study area comprises the full area structure plan (ASP) lands, which is coincident with the boundaries of the Sturgeon Lake watershed, approximately 15 km west of Valleyview, Alberta. A smaller Primary Zone encompasses Sturgeon Lake and adjacent areas (Figure 1; Appendix A). The ASP area covers a large, diverse and complex area that includes lands within both Green and White areas, portions of Sturgeon Lake Indian Reserve (154A and B), two provincial parks, Sturgeon Lake (a significant natural feature and popular recreation area), a diversity of smaller lakes, watercourses and wetlands,

upland forest and agricultural lands. There is high demand for recreational and country residential land use, especially in the vicinity of Sturgeon Lake.

3.0 METHODOLOGY

3.1 General

We undertook the following broad tasks to prepare this background report:

- Desktop review of existing project information, aerial photographic imagery, MD of Greenview data via MuniSight Ltd. and online open data sources
- Review of available relevant research and resource management literature.
- Review of legislation, plans and policies to compile a current legislative framework.
- Field reconnaissance inspection to document existing conditions and map resources within the study area.
- Mapping relevant sensitive resources and relevant planning boundaries for the entire SLASP area using ArcGIS. For mapping purposes, a 3 km buffer was applied to the ASP boundary to account for features and zones located within the ASP that extended beyond its boundary (e.g., wetlands, swan buffers, etc.). That buffer was incidentally included along the east boundary of the Sturgeon Lake IR lands so that those lands would not be trimmed from the map.
- Alberta's Environmentally Significant Area (ESA) data (2014) (Fiera 2014) were analyzed to identify and map all quarter sections with a score greater than 0.189 (identified as an ESA).
- All datasets are shown for all lands within the SLASP boundary, regardless of jurisdiction, but all maps also clearly identify provincial parks and Indian Reserves.

Crown lands and groundwater resources are not discussed or mapped, owing to lack of suitable desktop datasets.

3.2 Detailed

3.2.1 GIS Information Review

The following online data sources were searched/reviewed:

- Alberta Conservation Information Management System (ACIMS), online data map searched 15 August 2018 for records of rare plant species or unusual plant communities in the SLASP lands (AEP 2017a).
- Fish and Wildlife Management Information System (FWMIS), searched 22 August 2018 using the Fish and Wildlife Internet Mapping Tool (FWIMT) for relevant recorded sensitive wildlife and fisheries species information and the location of special resource management zones relative to the SLASP area (AEP 2018a).

In addition, a complete list of specific GIS-based resources used in this desktop study is provided in Appendix B. The most recent and scale appropriate datasets were specifically targeted for this study.

3.2.2 Field Reconnaissance

A field reconnaissance of the SLASP primary zone around Sturgeon Lake was conducted on 18 July 2018 with personnel from the MD of Greenview's Planning and Development Office to gain an understanding of environmental resources and related planning issues. The reconnaissance comprised a driving tour of the area complemented with on-site foot reconnaissance of select locations around the lake. Field documentation included annotating maps of the area as well as taking relevant field notes. Representative site photographs were taken throughout to assist in our subsequent investigations.

4.0 LEGISLATIVE FRAMEWORK

Since preparation of the current SLASP (2002), there have been revisions to several municipal plans and policies, and there are new or revised regional, provincial and federal plans and legislation applicable to the diversity of resources and jurisdictions in the planning area. At the municipal level, the 2016 MDP and its environmental policies are key to SLASP revision and provide support for ASP level environmental protection. At the regional and provincial level, the updated SLASP should strive to align with and respect the influence of plans, guidelines and legal statutes that are now in place. At the regional level there is a new integrated watershed management plan. At the provincial level there is a new wetland policy with associated directives, a new Watershed Resiliency and Restoration Program, revisions to several statutes and key revisions to several approval application methods. At the federal level, two key statutes have been significantly revised. While identified federal legislation is certainly important, those statutes are more relevant to specific development projects, as they may govern or influence construction practices and, for some activities, authorizations may be required. The relevant instruments for all orders of governance are described in Appendix C.

5.0 PROTECTED AREAS AND SENSITIVE RESOURCES

Protected areas in SLASP lands include two provincial parks located in the primary zone: 1) Young's Point Provincial Park (approximately 10.8 km² on the northwest shore of the main lake basin; and 2) the much smaller Williamson Provincial Park (1.74 km²) on the southwest shore of the main lake basin (Swanson and Zurawell 2006) (Figures 1 and 2, Appendix A). In addition, Alberta Parks' Sturgeon Lake Natural Area is located on a 28 ha island in the west bay of Sturgeon Lake, an area only accessible by boat (Alberta Parks 2018) (Figure 2, Appendix A). Approximately 19 areas around the margins of Sturgeon Lake are identified as municipal level reserves (Figure 3, Appendix A).

Sensitive resources in SLASP lands include provincially identified trumpeter swan 500 and 800 m buffers (See Section 8.1.1) around all water bodies as well as a provincially identified sharp-tailed grouse survey area (See Section 8.1.3) in the southeast section of the ASP secondary zone (Figure 2, Appendix A). Domestic and other use water wells are scattered throughout ASP lands with concentrations in residential areas around Sturgeon Lake and further west of the lake (Figures 2 and 3, Appendix A). The majority of shoreline

in the west bay of Sturgeon Lake is not protected by municipal level reserve or provincial ownership and the majority of the main bay shoreline is protected by provincial parks, environmental reserve (ER), or is extra-jurisdictional land.

6.0 HYDROLOGY

6.1 Watersheds and Sub-Basin

The SLASP lands are located in the Smoky/Wapiti River sub-basin (approximately 46,659 km²) within the larger Peace/Slave watersheds. The Peace/Slave River basin, the largest in Alberta, includes inflows from several major rivers including the Wapiti, Smoky, Little Smoky and Wabasca (Figure 4, Appendix A). That basin is coincident with the scope of the recently released Integrated Watershed Management Plan for the Peace and Slave Watersheds (IWMP)(Mighty Peace Watershed Alliance 2018).

The Smoky/Wapiti sub-basin is the largest sub-basin in the Peace Watershed and is the most diverse in terms of natural regions including alpine, foothills, central and dry mixed-wood forests and parkland in lower reaches (Hutchinson 2014). This sub-basin contains the largest number of large point source discharges and large agricultural areas, mostly in the Wapiti River catchment to the west of the SLASP. The Smoky River catchment (containing the SLASP) is predominantly forested, with areas of resource development and agriculture.

6.2 Streams

SLASP lands are hydrologically complex with many streams and other water bodies including several lakes (Figure 1 and Figure 5, Appendix A). The Province classifies streams according to the Strahler method. First order streams are streams dominated by overland water flow and having no upstream concentrated flow (i.e., no links to tributary flows). They are the first upstream reach and closest to the headwaters (ArcGIS Pro 2018). Stream order increases to 2, 3, 4, etc. when two streams of the same order intersect along the downstream reaches of a stream. SLASP lands include fifth order streams. Since first order streams are closest to the source of the stream they are considered most susceptible to non-point source pollution and thus benefit the most from maintenance of wide riparian buffers relative to other areas in the watershed (ArcGIS Pro 2018). Figure 5 (in Appendix A) illustrates the location of identified first order streams throughout the SLASP area and therefore provides information relevant to riparian protection buffers. Most of the streams in the SLASP primary zone are relatively short, first-order streams that originate in the secondary zone and flow into the primary zone are longer.

6.3 Wetlands

Inventoried wetlands in the ASP secondary and primary zone (Figures 7 and 8, Appendix A) are shown in Figures 7 and 8 in Appendix A. There are a significant number of wetlands across the entire ASP, scattered throughout with few identifiable concentrations. The data are from the Alberta Merged Wetland Inventory, a dataset known to be coarse and in need

of ground-truthing to confirm the presence/absence and boundaries of wetlands for specific locations in the ASP.

6.4 Sturgeon Lake

6.4.1 Hydrology

Sturgeon Lake is a large (approximately 49.1 km²), moderately shallow lake with an extensive drainage basin (approximately 521 km²) (Swanson and Zurawell 2006) (Figures 1). The lake's drainage basin includes a series of smaller water bodies and watercourses that drain into the lake on the north, west and southwest shores (Figure 5) and the SLASP is defined by that watershed. The main inflow, Goose Creek, enters the lake on the south shore and drains Goose, Long and Grassy Lakes to the south (Figures 1 and 5). Sturgeon Lake's outlet is Sturgeon Creek, on the lake's east shore, which carries water from the lake to the Little Smoky River to the east and ultimately into the Peace River to the north. Lake water levels are controlled by an adjustable concrete weir in Sturgeon Creek.

The lake comprises a main basin connected to a west bay by a narrow channel (Figure 1 and Figure 5). Maximum lake depth of 9.5 m is located in the main basin, just east of the channel, with the minimum lake depth of approximately 3 m in the west bay (Swanson and Zurawell 2006). With the exception of drought conditions in 1998-2001, lake water levels over the period 1982-2005 have remained relatively stable with annual fluctuations of 0.5 m (Swanson and Zurawell 2016).

6.4.2 Surface Water Quality

Water quality at Sturgeon Lake was regularly monitored through the Provincial Parks Monitoring Program during the period 1983-2004 (Swanson and Zurawell 2006). During that time one to seven water samples were taken most years during the May-September open-water season. Results from that program indicated that Sturgeon Lake was a hypereutrophic lake (very high productivity) with fair recreational water quality. It was considered a fresh, neutral (neither acidic nor alkaline) lake with relatively low hardness. Relative to other lakes in the monitoring program it had low alkalinity meaning it was not well buffered against acidic deposition from snow or rainfall (Swanson and Zurawell 2006). Except for sulfate and carbonate, concentrations of most ions and associated measured parameters (e.g., conductivity, alkalinity, hardness and total dissolved solids) increased during the period 1983-2004. Concentrations of chlorophyll-a and total phosphorous fluctuated over the monitoring period with a spike in the second last year of monitoring (2003). Since water levels had been relatively stable during the sampling period it was believed these increases may have been due to increased inputs from roads, agricultural lands or residential development (Swanson and Zurawell 2006). As a result of increased inputs such as phosphorous, occasional cyanobacterial (blue-green algae) blooms have occurred over the last several years during the summer (S.A. Rosson, *pers. comm.*), which impairs water quality and produces toxins harmful to humans, wildlife and domestic pets.

7.0 NATURAL SUB REGIONS AND VEGETATION

The SLASP is located within the boreal forest natural region of Alberta and contains lands that are mapped as belonging to the dry mixedwood and the central mixedwood subregions (Figure 5, Appendix A)(Natural Regions Committee 2006). The dry mixedwood subregion comprises a relatively small portion of the ASP and is limited to the primary zone and Sturgeon Lake and extends to the east and beyond the ASP. Vegetation in that subregion is characterized by aspen forest and cultivated landscapes, with fens commonly occurring in low-lying areas. The remainder of the ASP area is located in the central mixedwood subregion. Vegetation in that subregion is characterized as a mosaic of upland aspen, mixedwood and white spruce forests with extensive areas of mainly treed fens. Mapped vegetation landcover classes (Figure 8, Appendix A) demonstrate the mosaic of vegetation types present in the ASP area. Broadleaf forest, the dominant land cover is interspersed with smaller areas of both coniferous forest and mixed forest, and fewer areas of shrubland and grassland. Concentrations of agriculture lands occur west of and on the margins of Sturgeon Lake west bay and along the east-central margin of the secondary zone. The majority of the undeveloped primary zone lands support agriculture, forest is the second most common land cover. Within the primary zone, coniferous forest is uncommon, occurring in a few patches only but of significant size at that scale. The most recent land cover data is from 2010 and may not accurately represent conditions, particularly in the primary zone.

7.1 Special Status Species

The ACIMS database search returned one historical special status non-vascular plant species in the SLASP area. That record was for the bean-spored rim lichen (*Lecania dubitans*) (ranked S2S4), observed in Williamson Provincial Park in 1967. No other records of special status plant species were identified in FWMIS or in other sources, including ABMI's open vegetation data. The lack of records does not necessarily indicate an absence of rare species; it may be a reflection of lack of surveys or lack of private sector or research survey results reported to Alberta Environment and Parks (AEP). The survey effort on SLASP lands is unknown.

8.0 WILDLIFE

8.1 Special Status Species

The FWMIS database search returned two records of special status wildlife species in the SLASP: trumpeter swan (*Cygnus buccinator*) (federally ranked as *Not at Risk* and provincially ranked as *Species of Special Concern* under the *Wildlife Act*) and western grebe (*Aechmophorus occidentalis*)(federally ranked as *Special Concern* on Schedule 1 of the *Species at Risk Act* (SARA) and provincially ranked as *Threatened* under the *Wildlife Act*). Lack of other records does not necessarily indicate an absence of rare species; it may be a reflection of lack of surveys or lack of private sector or research survey results reported to AEP. The survey effort on SLASP lands is unknown.

8.1.1 Trumpeter Swan

Trumpeter swan populations have been increasing in Alberta over the last 25 years due to active provincial management of trumpeter swan breeding habitat in the province (AEP 2018b). FWMIS contains records of trumpeter swans at all water bodies in the SLASP. Identified threats to trumpeter swans include habitat loss (wetland drainage, shoreline development) and human disturbance (e.g., vehicle traffic, boating, low-flying aircraft, industrial activity) on lakes and wetlands that may result in nest abandonment and the resulting death of young (AEP 2018b). In addition, AEP has noted that collisions with single-wire power lines is a significant source of mortality to swans (AEP 2018c). To minimize disturbance to trumpeter swan breeding habitat, AEP has developed recommended land use guidelines for activities near trumpeter swan habitat (AESRD 2012). The province has also established recommended 500 m and 800 m land use buffers around identified lakes or water bodies including water bodies in the SLASP lands (Figures 2 and 3). While those buffers, extending from the water body shoreline, greatly exceed what is practical and mandated in the current SLASP for development, these zones should be considered as sensitive areas with respect to swan habitat management. They are particularly relevant to certain types of development including single-line power lines and renewable energy projects such as wind and solar energy projects (See Section 8.1.3). There is no database specific to trumpeter swam use of Sturgeon Lake or other water bodies in the SLASP.

8.1.2 Western Grebe

Western grebe, a diving, fish-eating and colonial nesting waterbird species, was recently confirmed to be present during the breeding season (01 May to 31 August) at Sturgeon Lake (Prescott et al. 2018). Specifically, 179 individuals were observed at the lake in 2015. Through their recent update on the distribution and abundance of western grebe in Alberta, AEP identified Sturgeon Lake as a priority lake for future surveys and management actions based on: 1) Sturgeon Lake was confirmed to support ≥ 100 birds up to the year 2016, and 2) the lake has a “High” habitat suitability meaning it is considered a larger water body with extensive and continuous patches of emergent vegetation capable of supporting ≥ 100 breeding birds (Prescott et. al. 2018). A provincial recovery plan for this species is currently under development and is expected to include management actions that can be directed towards lakes where the maximum benefit can be attained. Considering Sturgeon Lake has been identified as a priority lake with respect to western grebe, and pending the outcome of AEP’s recovery plan, specific management actions may be required at this lake, which may influence adjacent land use planning.

8.1.3 Sharp-tailed Grouse Survey Area

Sharp-tailed grouse are relatively common throughout Alberta in areas of suitable grassland and shrubland habitats, including localized areas in the Boreal Forest Natural Region (The Federation of Alberta Naturalists 2007). Despite this, it is considered a *Sensitive* species (Alberta Wild Species General Status Listing 2015), because of the long-term effects of agriculture on the open grassland and shrubland habitat on which the species depends during the breeding season for its dancing grounds (leks) (AEP 2015). AEP has identified specific survey areas throughout the province where surveys for leks are required

prior to disturbance. Once such survey area is situated southeast of the Sturgeon Lake Indian Reserve that partially occupies the SLASP Secondary Zone (Figure 2).

8.2 Renewable Energy Wildlife Habitat Sensitivity Risk

AEP's wildlife directives for Alberta wind and solar energy projects identifies areas of wildlife habitat sensitivity across the province. Those directives and the areas of wildlife habitat sensitivity map should be consulted and considered when choosing suitable sites for those types of developments on the landscape (AEP 2017b). AEP results were analysed and presented by quarter section. For lands within the SLASP, AEP identified sensitivity risk zones ranging from critical wildlife zones or non-accessible areas to lower risk (Figure 9, Appendix A). Critical wildlife zones in the SLASP included provincial parks and protected areas as well as the trumpeter swan buffer areas around water bodies as previously discussed above in Section 8.1.1. While there are scattered high (areas likely used by one or more species at risk or priority management species) and moderate (species at risk or priority management species and proximity to native grasslands) risk areas identified, it is less clear from AEP's available data why those areas were identified as such. For example, the one quarter section identified as High risk immediately south of the Sturgeon Lake channel straddles Highway 43 and there are no records of sensitive species available in FWMIS for that area. Similarly, the Moderate risk areas in the same location appears to coincide with areas identified as pasture (Figures 10 and 11, Appendix A) rather than native grassland. In addition, although the landcover map indicates that some small native grassland areas do occur throughout the SLASP area (Figure 8; Appendix A), the Moderate risk areas appear to more closely align with the agriculture land class than the grassland class. AEP's information should be used with caution when planning renewal energy projects and should be confirmed with site-specific investigations to confirm the presence of sensitive wildlife habitat.

9.0 FISH/AQUATIC RESOURCES

9.1 Fisheries

Sturgeon Lake and its tributaries support several native sport and coarse fish species including: burbot (*Lota lota*), lake whitefish (*Coregonus clupeaformis*), northern pike (*Esox lucius*), walleye (*Stizostedion vitreum*), yellow perch (*Perca flavescens*), spottail shiner (*Notropis hudsonius*), white sucker (*Catostomus commersoni*), Iowa darter (*Etheostoma exile*), longnose sucker (*Catostomus Catostomus*) and trout perch (*Percopsis omiscomaycus*) (FWMIS 2018). The FWMIS database search returned no records for special status fish species in the SLASP area.

Historically, Sturgeon Lake supported several fishery uses and was managed by the Province for recreational, commercial, and domestic user groups. The lake supported a commercial fishery for lake whitefish from the 1940s to the 2000s (Alberta Conservation Association (ACA) 2002). On August 1, 2014, all lakes in Alberta were closed to commercial fishing and commercial fishing ceased (AEP 2016b). Sturgeon Lake is still considered one of the most important sport fisheries in the region and has been extremely popular for recreational angling of walleye, yellow perch, and northern pike. An ACA

(2007) creel survey reported three species harvested: walleye, northern pike and (relatively few) yellow perch. Currently, Sturgeon Lake is managed as part of Alberta's Eastern Slopes Fish Management Zone. Like most of Alberta's lakes, fish populations are being managed for declining fish resources. In 2018/2019, fishing regulations restricted harvesting (retention of catch) to two species: burbot and yellow perch (AEP 2018e).

9.2 Aquatic Invasive Species

The SLASP area falls within the province's whirling disease decontamination risk zone which indicates a high to moderate risk, meaning 1) waters in the area are susceptible to aquatic invasive species or fish disease, and/or 2) there is high/activity use of water bodies or the area is close to high population bases (AEP 2017c). Whirling disease is an infectious and often fatal disease that affects young salmonid fish such as trout, salmon and whitefish and has been detected in a number of waterbodies in four major watersheds in central and southern Alberta (Bow River, North Saskatchewan River, Oldman River, Red Deer River) (AEP 2018d). Whirling disease can be transmitted from infected locations to other water bodies through: equipment used for boating, fishing, paddling, scuba diving, swimming and water pumping infected fish and fish parts. The movement of fish (dead or alive), mud and water can potentially spread whirling disease. While this disease is not harmful to humans or other mammals, it can pose significant risks to conservation and sustainability of native fish species and their habitats. The decontamination protocols for watercraft and equipment developed by AEP for the yellow zone should, therefore, be adhered to by all users of water bodies in the SLASP area to prevent further spread of whirling disease and other fish diseases and aquatic invasive species.

10.0 FARMLAND CAPABILITY AND ALBERTA'S GREEN & WHITE AREAS

Farmland capability for the SLASP, as mapped by the MD and excluding provincial parks, Indian Reserves and the Green Area, is shown in Figure 10 (in Appendix A). Three categories are recognized: arable, pasture and waste. Most lands are identified as pasture with a smaller portion identified as arable. Some data gaps are visible on lands associated with Young's Point Provincial Park, Sturgeon Lake Indian Reserve, along the south shore of the channel of Sturgeon Lake, in the southeast portion of the SLASP and along the west-central boundary of the SLASP. The remainder of the ASP area falls within the Green Area (forested). In the primary zone, lands surrounding Sturgeon Lake west bay comprises a mixture of lands with pasture and arable capabilities. There is one small area mapped as 'waste' capability shown on the west shoreline of Sturgeon Lake (Figure 11, Appendix A).

11.0 ENVIRONMENTALLY SIGNIFICANT AREAS

In 2014, AEP updated their Environmentally Significant Areas (ESAs) analysis, mapping and reporting, including their approach to aquatic ESA's. That report replaces the Environmentally Significant Areas – Provincial Update 2009 and the Aquatic Environmentally Significant Areas of Alberta 2010 (AEP 2016). In the 2014 update (Fiera

2014), ESAs were identified at a very coarse scale (using the quarter-section as the unit of analysis). Fiera (2014) used select criteria, sub-criteria, and indicators to develop a model resulting in an environmental value for each quarter section in the province. ESA's were then identified as all quarter sections scoring at least 0.189. The model output serves as a coarse scale assessment of environmental values in the province. Overall, Fiera (2014) found that the Boreal Forest Natural Region contained the greatest proportion of ESA's across the province. The intent of the updated ESAs exercise is that it serves as an information tool, and not a regulatory tool, to support municipal, regional, and provincial scale planning initiatives.

ESAs (quarter section values >0.189) within the SLASP lands are shown on Figure 12 in Appendix A. Much of the SLASP lands scored as ESAs. Larger blocks are concentrated in the Green Area but some multi-quarter section blocks are present in the primary zone. It is notable that Sturgeon Lake was not identified by the model as meeting the scoring criterion for identification as an ESA, while smaller lakes do meet that criterion. A review of the modelling data and methodology suggests the reason for the exclusion of Sturgeon Lake, as well as several other large lakes throughout the province, is that the model appears to have a positive bias towards terrestrial habitats and areas containing rivers and streams. In particular, because of inconsistencies in the model component data sources, the model purposefully excluded the contribution of lakes and wetlands to water quality and quantity. This exclusion negatively influenced the capacity for large lakes, such as Sturgeon Lake, to meet the threshold for identification as an ESA.

12.0 OBSERVATIONS AND CONCLUSIONS

Building on the above findings, following are some additional observations, considerations and conclusions that may be useful to the SLASP review, presented in no particular order.

- Although the province no longer recognizes Sturgeon Lake as a mapped ESA, this exercise supports the 2002 SLASP contention that Sturgeon Lake is a significant and sensitive natural feature. For example, current information indicates that the lake drains a large catchment; receives flows from multiple tributaries, some of them first-order streams; appears to have many nearby wetlands that contribute to runoff management; is a valued sport fishery; supports two waterbird species that have specific breeding habitat requirements and a limited provincial distribution; and is a critical wildlife zone from the perspective of renewable energy management. It is also expected to be closely linked to the local groundwater table, on which many residents rely.
- Our findings support the 2016 MDP recognition of features such as lakes as environmentally sensitive lands. It also confirms that Sturgeon Lake is an important wildlife area.
- Our maps may assist planners and developers in identifying ASP lands that contain sensitive habitat and therefore may qualify as Environmental Reserve.

- Our findings reinforce the utility of the 2002 ASP boundary as the entire Sturgeon Lake watershed, which recognizes that important resources, such as stream and wildlife management zones, extend beyond the ASP primary zone boundary.
- The majority of Sturgeon Lake west bay shoreline is currently unprotected being neither municipal level reserve nor in provincial ownership. The majority of Sturgeon Lake main bay shoreline is either extra-jurisdictional Indian Reserve lands or is protected by its status as provincial park or ER.
- Sturgeon Lake water quality and quantity remains an important consideration and is in keeping with provincial initiatives such as Alberta's watershed resiliency and restoration program. The SLASP (2002) provides important protection for shoreline and stream riparian zones that in turn protect Sturgeon Lake water quality. If this protection is subject to review, our findings suggest a strengthening rather than diminishing of protection. Full protection of first-order stream reaches in the primary and secondary zones is an avenue to explore. Further, the MD may wish to circulate applications to DFO for review for projects crossing Sturgeon Lake tributary streams.
- Wetlands are an important consideration in future planning and development decisions, for all parcels. The SLASP may wish to consider specific wetland policies that recognize wetland ecological services and how they may contribute to Sturgeon Lake protection.
- The Provincial parks that border Sturgeon Lake are good neighbours and assist in lake protection and management. The MD may wish to explore how lands along the MD /park boundaries could be managed (e.g., in their capacity as buffers) to increase the ability of Park lands to protect fish and wildlife resources and water quality.
- Lands mapped as coniferous or mixedwood landcover are relatively limited in occurrence in the primary and secondary zones and contribute to habitat diversity with the area. Their conservation could be a consideration when dedicating Municipal Reserve or when discussing Conservation Reserve with land owners.
- When dedicating ER or riparian setbacks, considering using surveyed high water level as the targeted landmark rather than lake shore.
- This report relied on datasets derived for very large areas. Very little SLASP specific resource information is available.
- AEP's information should be used with caution when planning renewal energy projects and zones should be verified with site-specific investigations to confirm the presence of sensitive wildlife habitat.

- For policies requiring retention of lands in a natural state, consider also specifying certain minimum polygon sizes to attain the habitat benefits associated with larger habitat patches, rather than a mosaic of smaller patches.

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13.2 Personal Communications

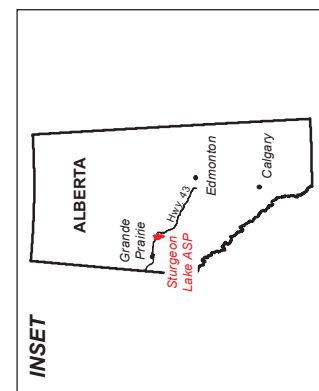
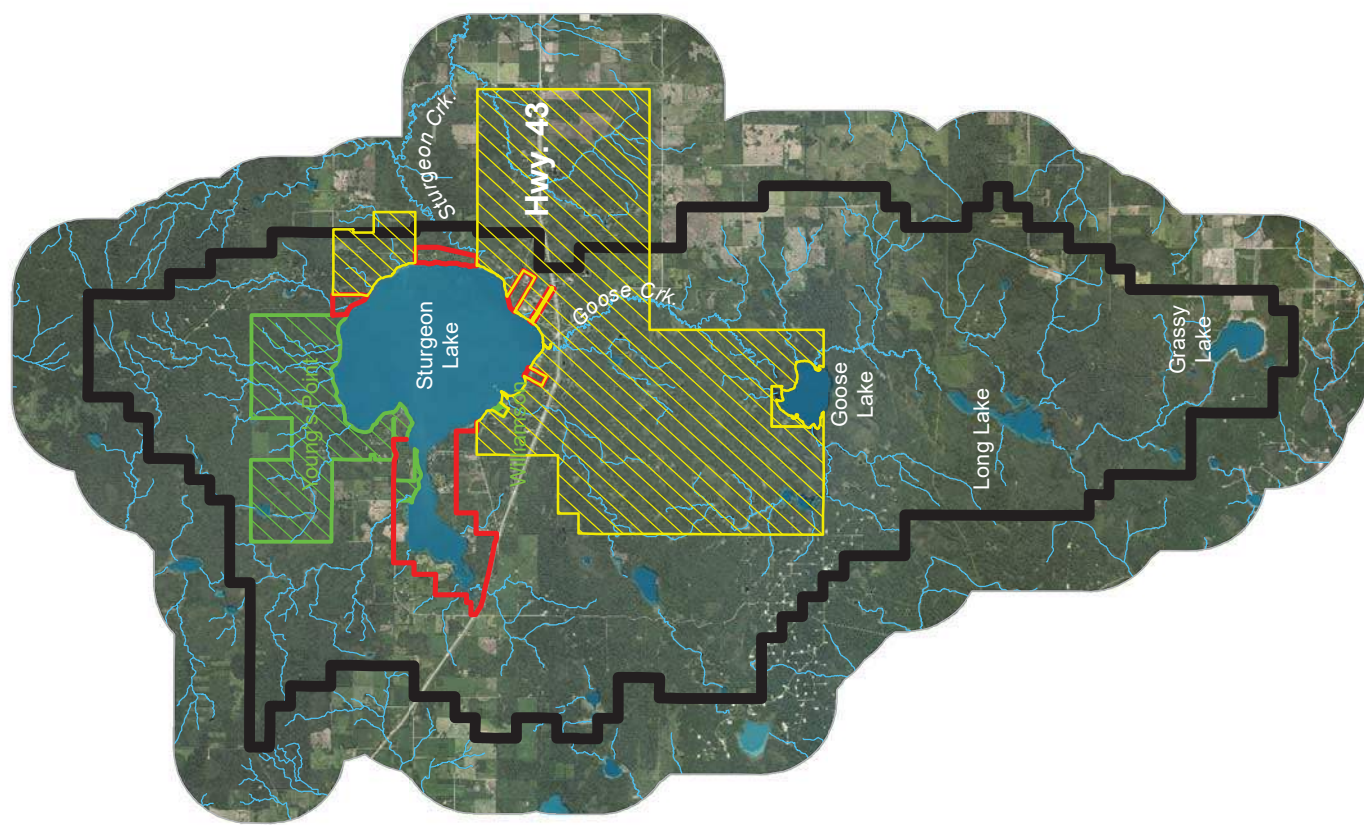
S. A. Rosson. Manager/Development Officer, Municipal District of Greenview No. 16., Valleyview, Alberta.

Appendix A: Figures

- Figure 1. Sturgeon Lake ASP Area Key Features
- Figure 2. Protected Areas & Sensitive Resources
- Figure 3. Protected Areas & Sensitive Resources – Primary Zone
- Figure 4. Peace & Slave Watersheds with Smoky/Wapiti River Sub-Basin
- Figure 5. Natural Subregions & Stream Orders
- Figure 6. Inventoried Wetlands in the ASP Area
- Figure 7. Inventoried Wetland in the ASP Area – Primary Zone
- Figure 8. Vegetation Landcover Class
- Figure 9. Renewable Energy Wildlife Habitat Sensitivity Risk
- Figure 10. Farmland Capability & Alberta's Green and White Areas
- Figure 11. Farmland Capability – Primary Zone
- Figure 12. Environmentally Significant Areas

Figure 1.
Sturgeon Lake ASP Area
Key Features
Sturgeon Lake
Area Structure Plan Update
Environmental Report

- Legend**
-  Secondary Zone Boundary (Sturgeon Lake ASP)
 -  Primary Zone Boundary
 -  Sturgeon Lake Indian Reserve
 -  Watercourses
 -  Provincial Parks



1:300,000

0 2,500 5,000 10,000 Meters

Date Map Created: 12 October 2018
 Imagery: Unknown Year, Mosaic (MD Greenview No.16)



Source: Refer to Appendix B for complete spatial data source information.

Figure 2.
**Protected Areas &
 Sensitive Resources**
*Sturgeon Lake
 Area Structure Plan Update
 Environmental Report*

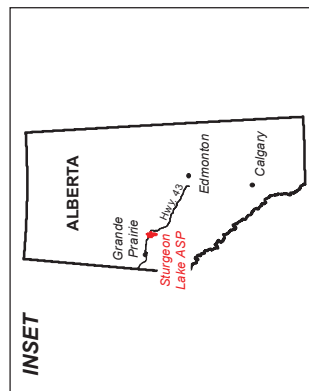
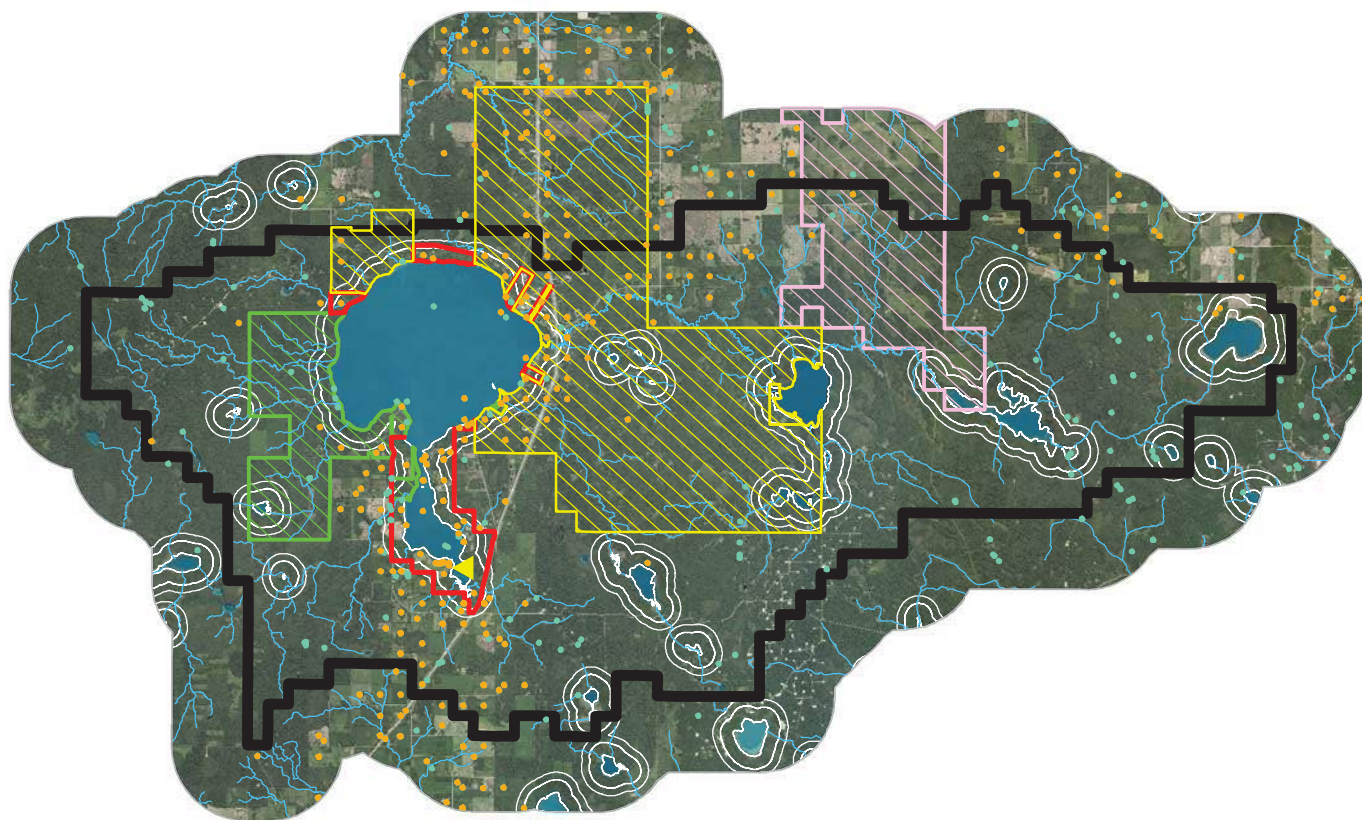
Legend

-  Secondary Zone Boundary (Sturgeon Lake ASP)
-  Primary Zone Boundary
-  Sturgeon Lake Indian Reserve
-  Watercourses
-  Provincial Parks
-  Natural Area
-  Sharp-Tailed Grouse Survey Area
-  Trumpeter Swan 500m & 800m Buffers

Water Wells*

-  Uses Include Domestic
-  Other

*Abandoned wells not shown



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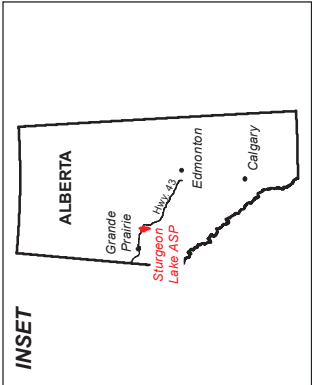
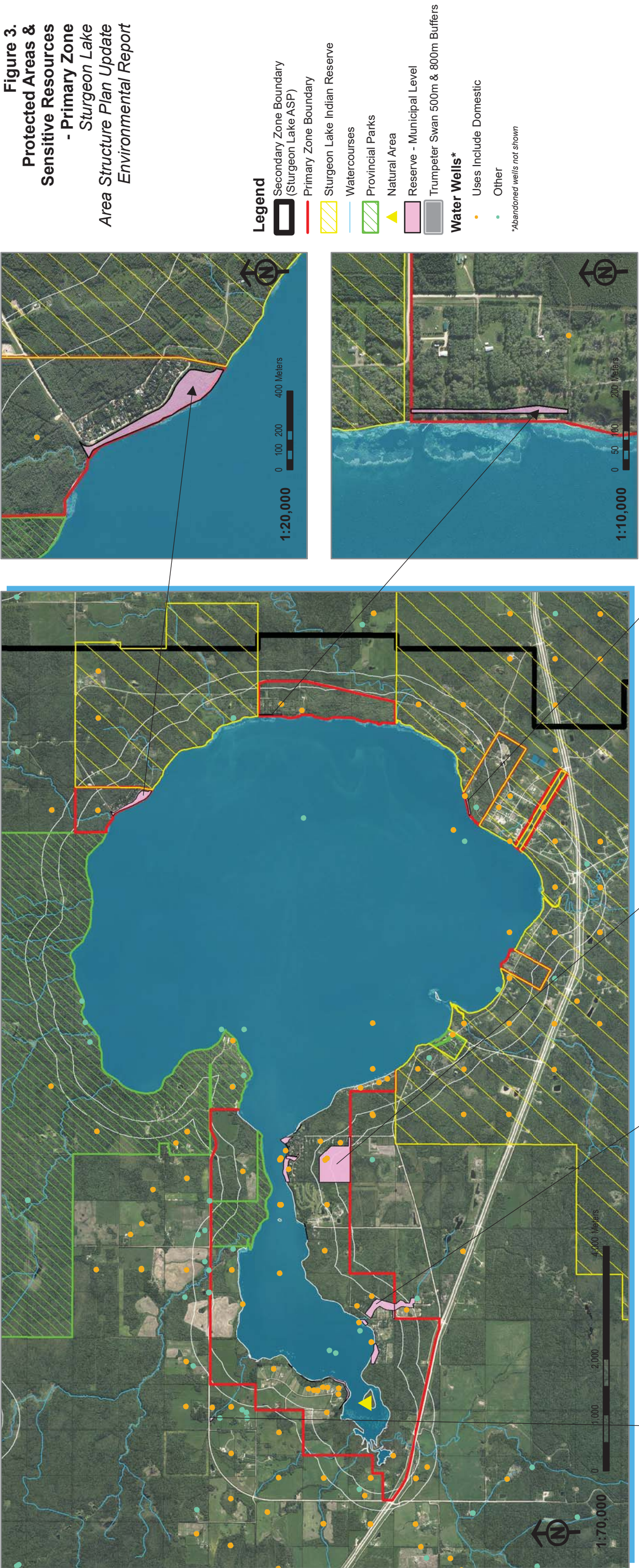
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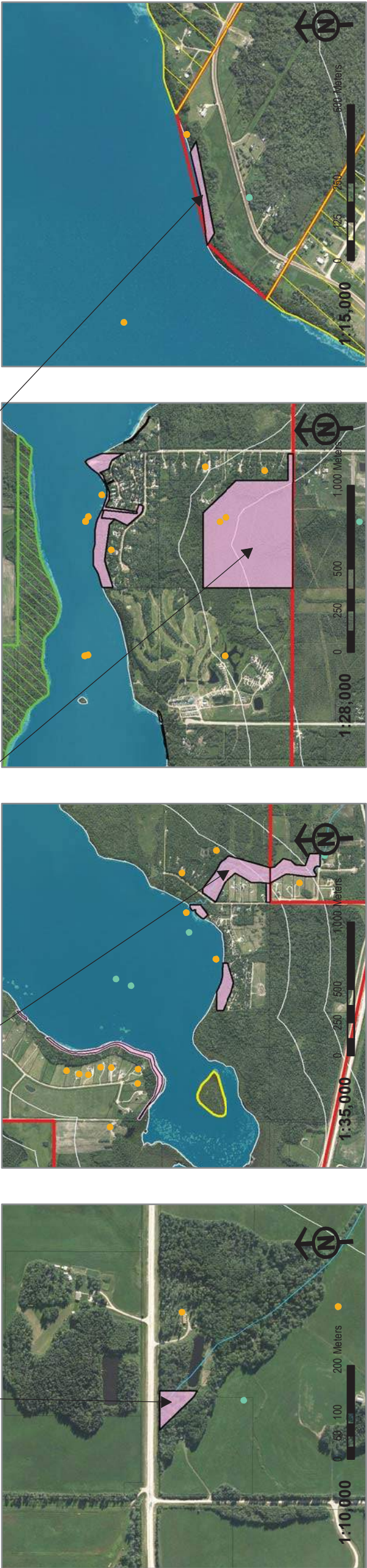
Source: Refer to Appendix B for complete spatial data source information.

Figure 3.
**Protected Areas &
 Sensitive Resources**
 - Primary Zone
 Sturgeon Lake
 Area Structure Plan Update
 Environmental Report



Date Map Created: 12 October 2018
Imagery: Unknown Year, Mosaic (MD Greenview No.16)

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MANAGEMENT SERVICES LTD.

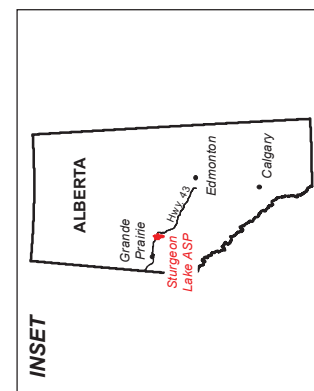


Source: Refer to Appendix B for complete spatial data source information.

Figure 4.
Peace & Slave Watersheds
with Smoky/Wapiti River
Sub-Basin
Sturgeon Lake
Area Structure Plan Update
Environmental Report

Legend

- Peace & Slave Watersheds
- Smoky/Wapiti River Sub-Basin
- Sturgeon Lake ASP
- Major River
- Major Lake

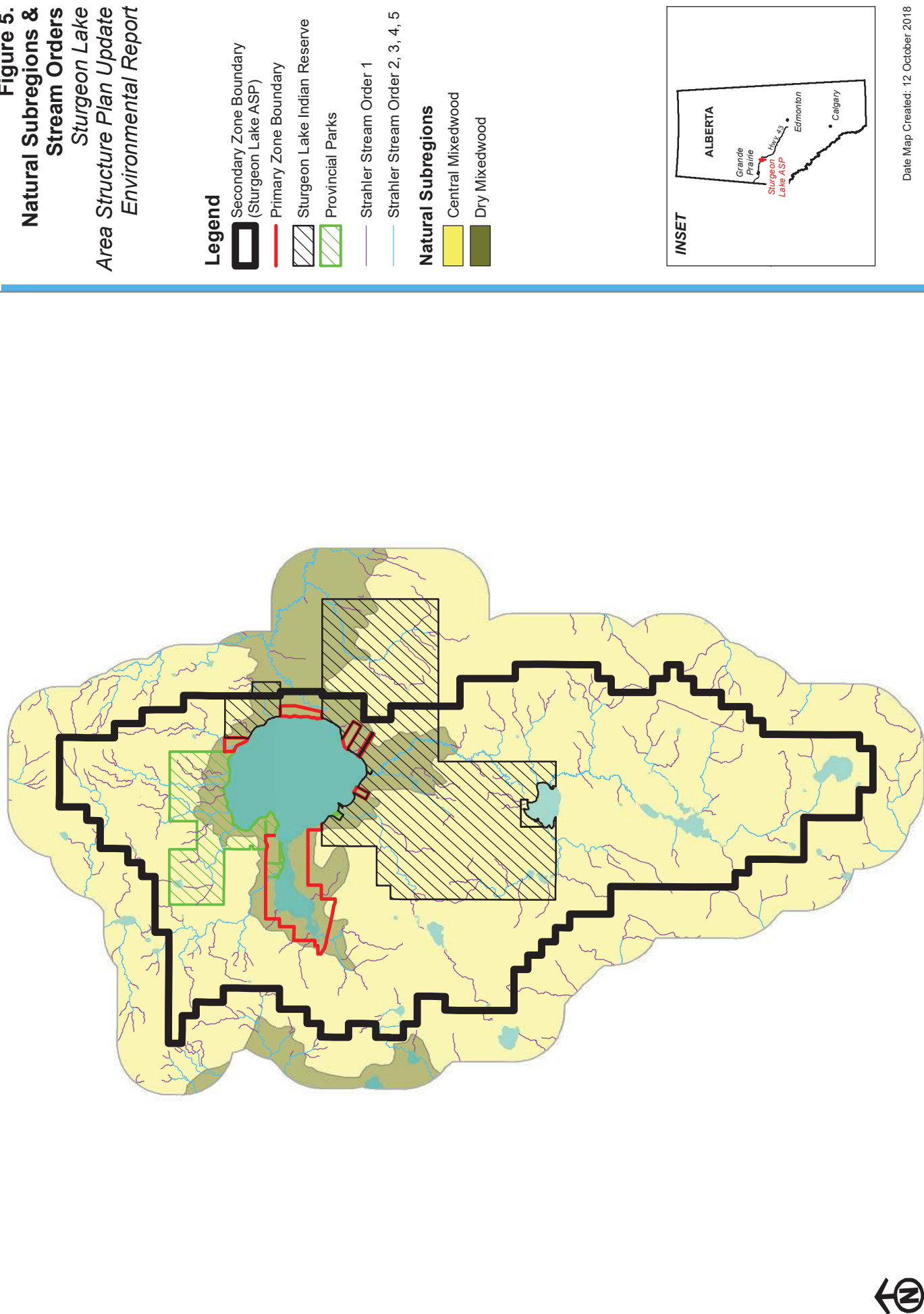


Date Map Created: 12 October 2018



Source: Refer to Appendix B for complete spatial data source information.

Figure 5.
**Natural Subregions &
 Stream Orders**
*Sturgeon Lake
 Area Structure Plan Update
 Environmental Report*

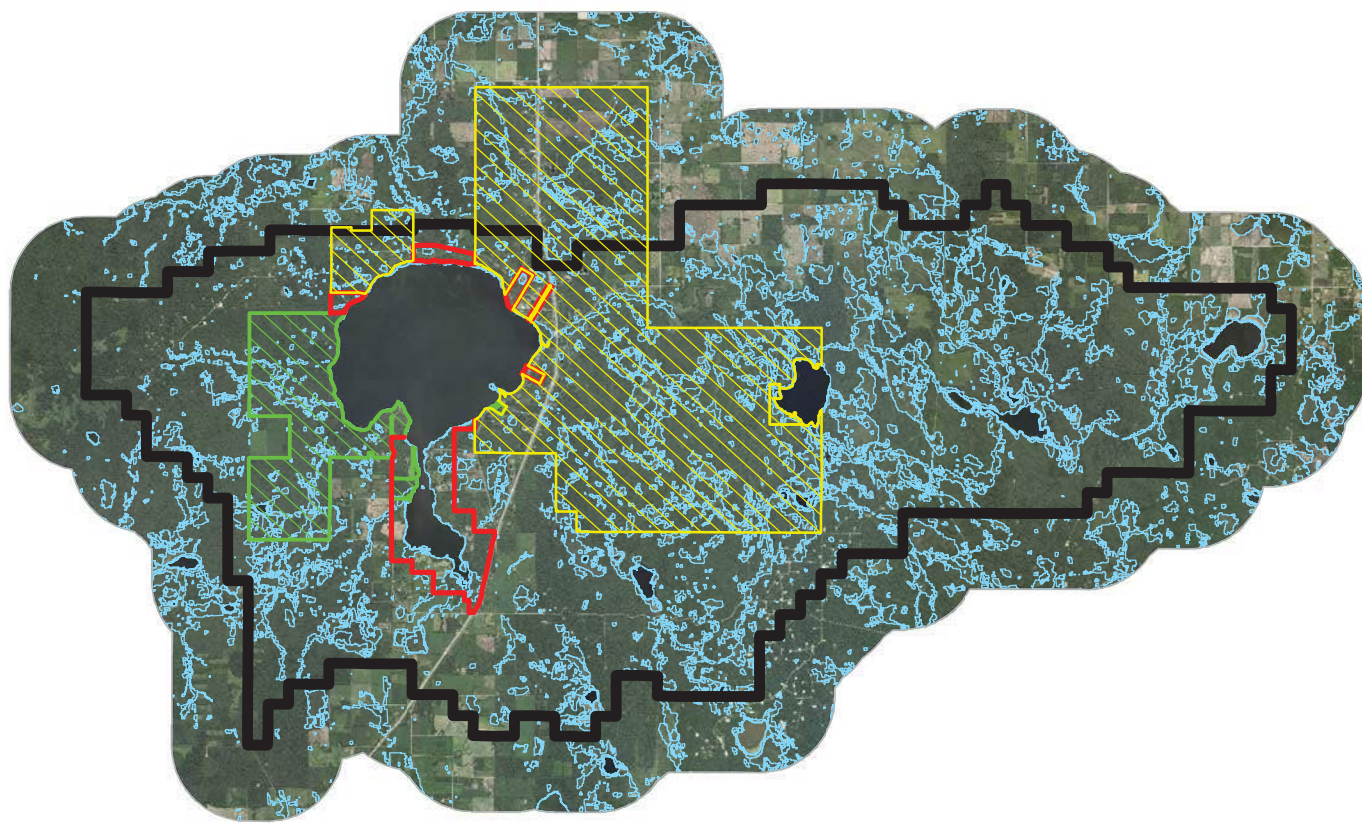


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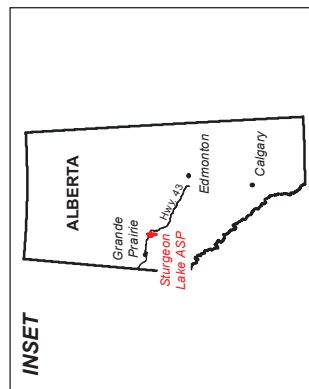
Figure 6.
Inventoried Wetlands
in the ASP Area
Sturgeon Lake
Area Structure Plan Update
Environmental Report

- Legend**
-  Secondary Zone Boundary (Sturgeon Lake ASP)
 -  Primary Zone Boundary
 -  Sturgeon Lake Indian Reserve
 -  Provincial Parks
 -  Wetland



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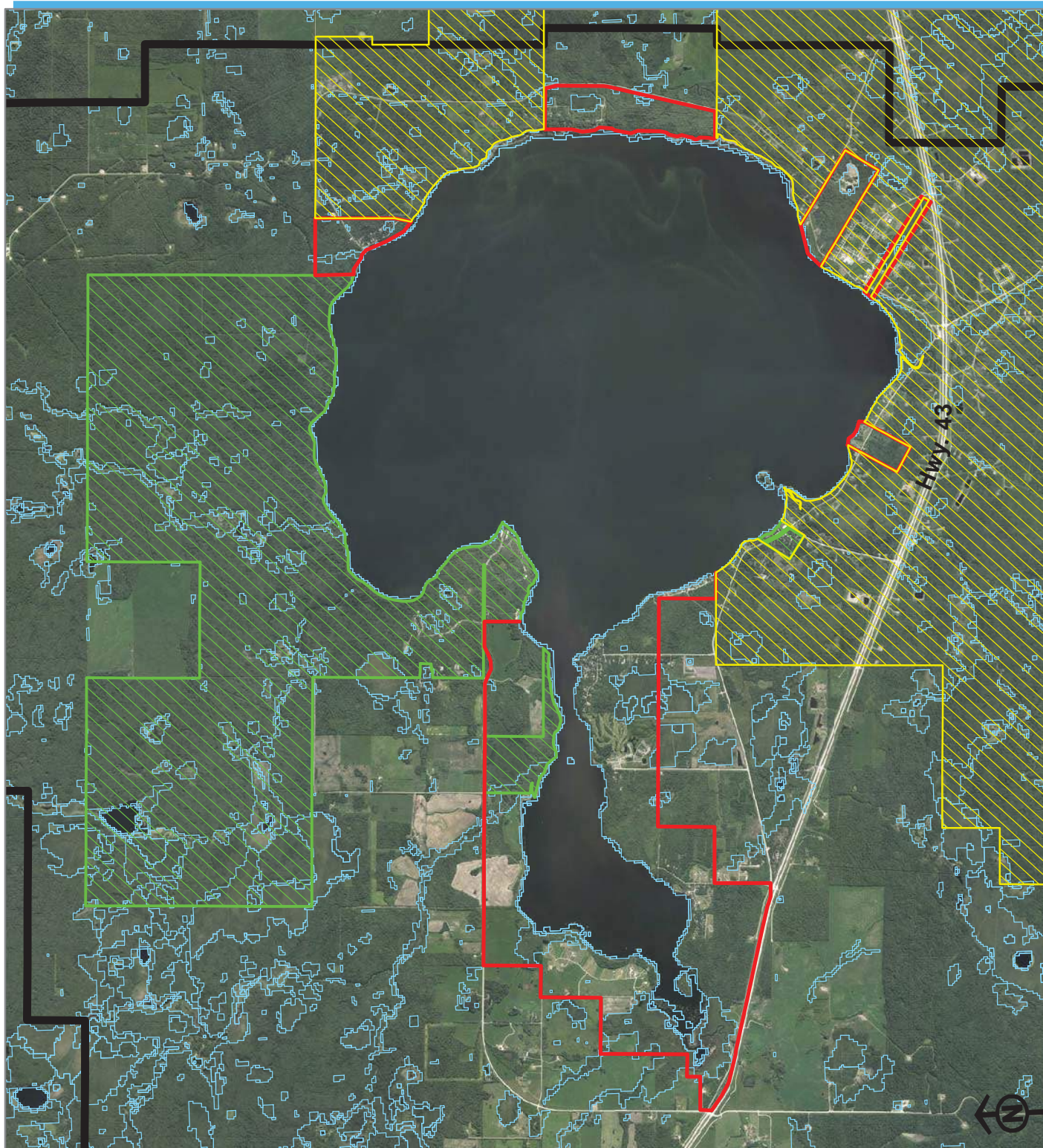


Source: Refer to Appendix B for complete spatial data source information.
 Note: Preliminary wetland data; not ground-truthed.

Figure 7.
Inventoried Wetlands
in the ASP Area
- Primary Zone
Sturgeon Lake
Area Structure Plan Update
Environmental Report

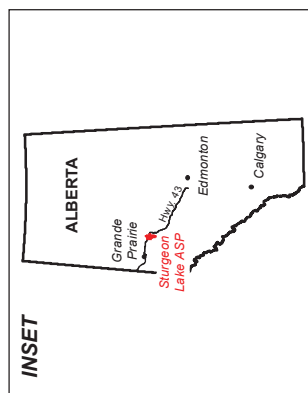
Legend

-  Secondary Zone Boundary (Sturgeon Lake ASP)
-  Primary Zone Boundary
-  Sturgeon Lake Indian Reserve
-  Provincial Parks
-  Wetland



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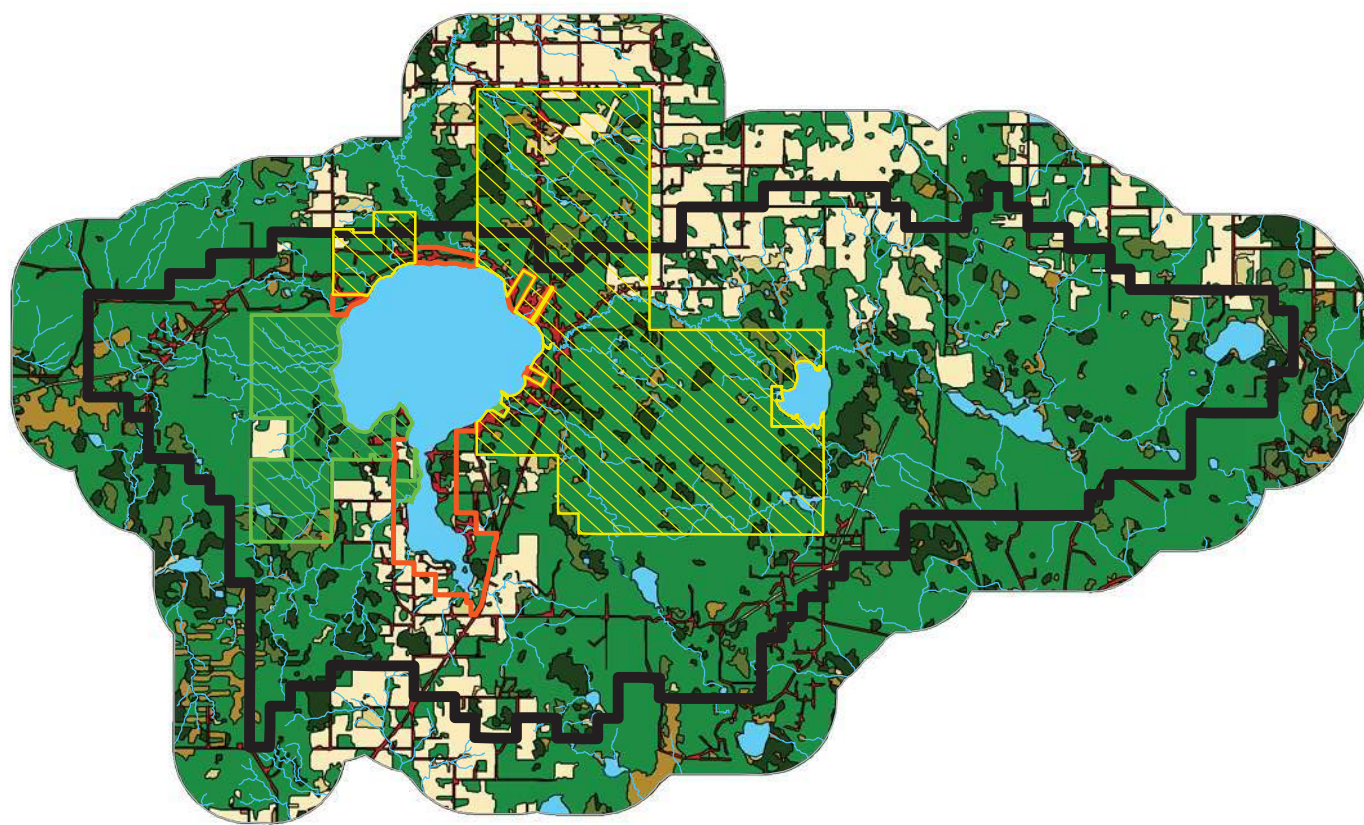


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Source: Refer to Appendix B for complete spatial data source information.
 Note: Preliminary wetland data; not ground-truthed.









Figure 8.
Vegetation
Landcover Class
 Sturgeon Lake
 Area Structure Plan Update
 Environmental Report

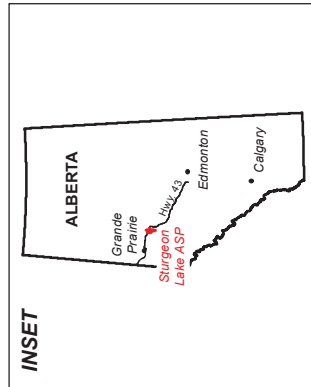


Legend

-  Secondary Zone Boundary (Sturgeon Lake ASP)
-  Primary Zone Boundary
-  Sturgeon Lake Indian Reserve
-  Watercourses
-  Provincial Parks

Landcover Class (ABMI, 2010)

-  Coniferous Forest
-  Broadleaf Forest
-  Mixed Forest
-  Shrubland
-  Grassland
-  Agriculture
-  Water
-  Developed



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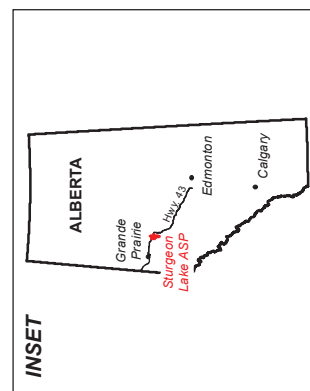
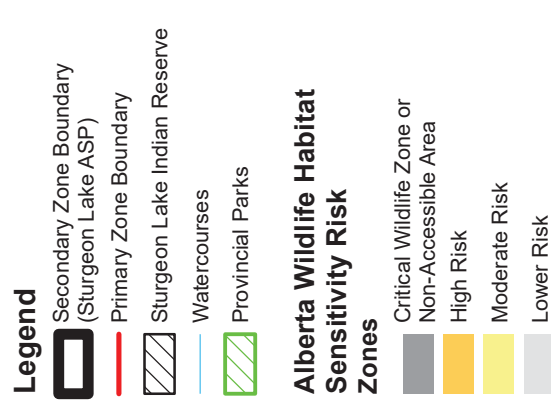


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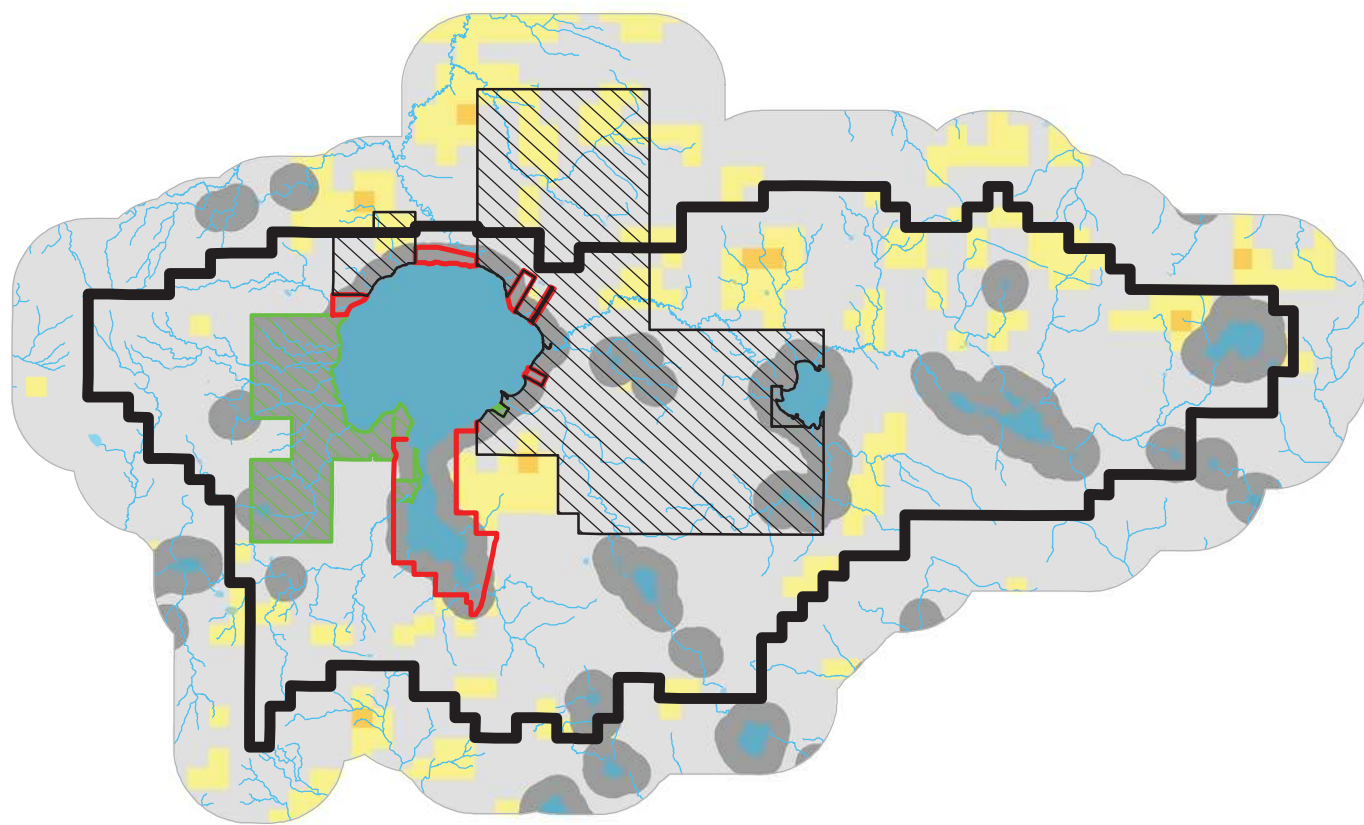


Source: Refer to Appendix B for complete spatial data source information.

Figure 9.
Renewable Energy
Wildlife Habitat
Sensitivity Risk
Sturgeon Lake
Area Structure Plan Update
Environmental Report



Date Map Created: 12 October 2018

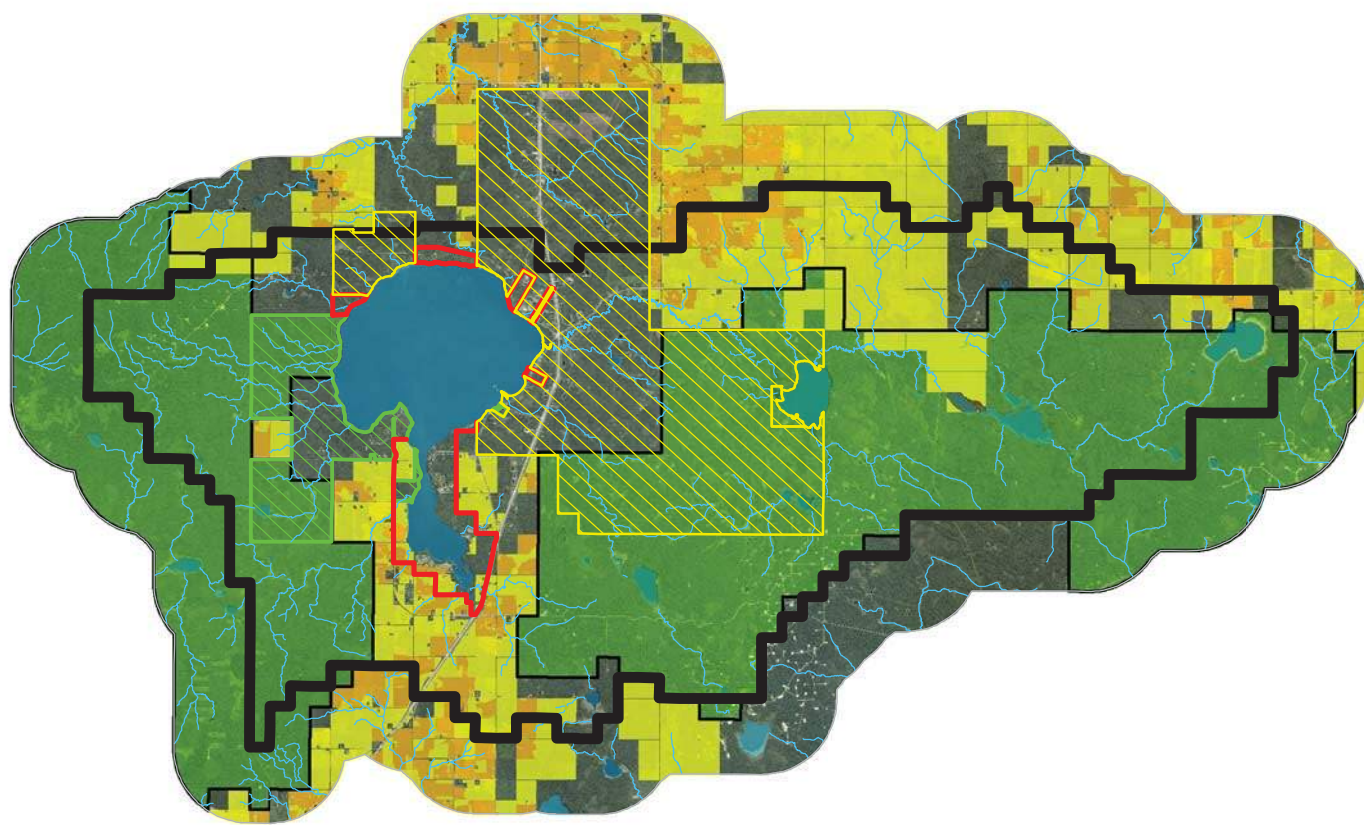


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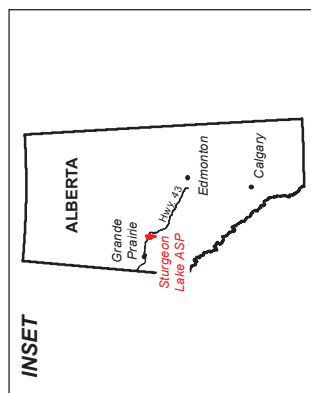
Source: Refer to Appendix B for complete spatial data source information.

Figure 10.
Farmland Capability &
Alberta's
Green & White Areas
Sturgeon Lake
Area Structure Plan Update
Environmental Report



Legend

-  Secondary Zone Boundary (Sturgeon Lake ASP)
 -  Primary Zone Boundary
 -  Sturgeon Lake Indian Reserve
 -  Watercourses
 -  Provincial Parks
- Farmland Capability**
-  Arable
 -  Pasture
 -  Waste
- Green & White Areas**
-  Green Area
 -  White Area (all lands outside of Green Area)



1:300,000

0 2,500 5,000 10,000 Meters






Date Map Created: 12 October 2018
 Imagery: Unknown Year, Mosaic (MD Greenview No.16)



Source: Refer to Appendix B for complete spatial data source information.

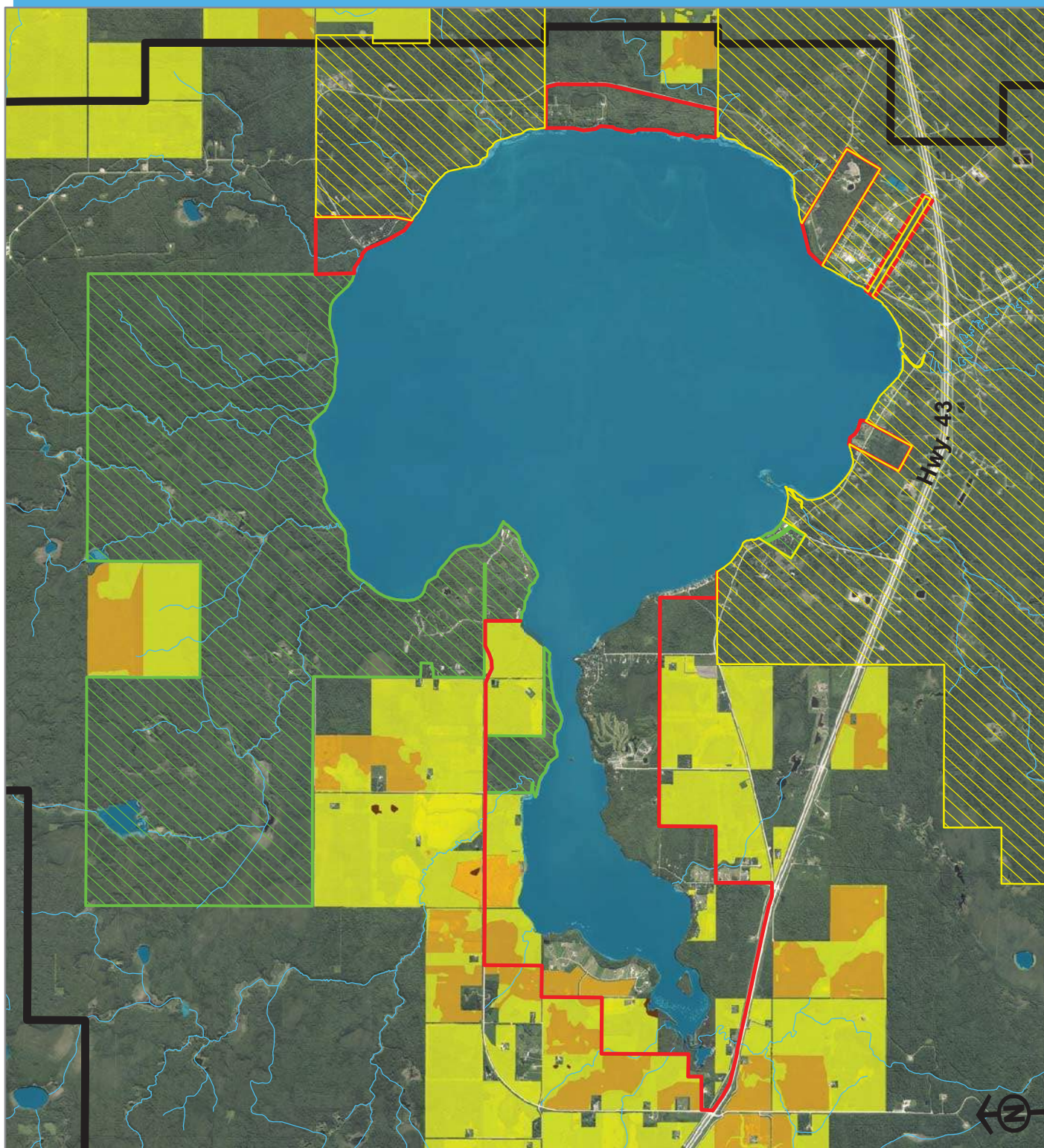
Figure 11.
Farmland Capability &
Alberta's
Green & White Areas
- Primary Zone
Sturgeon Lake
Area Structure Plan Update
Environmental Report

Legend

-  Secondary Zone Boundary (Sturgeon Lake ASP)
-  Primary Zone Boundary
-  Sturgeon Lake Indian Reserve
-  Watercourses
-  Provincial Parks

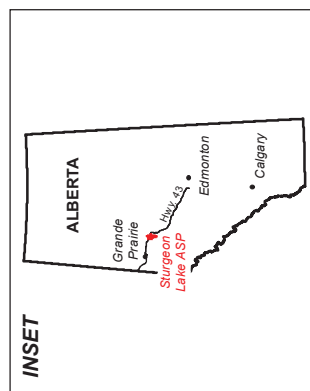
Farmland Capability

-  Arable
-  Pasture
-  Waste



0 500 1,000 2,000 Meters

1:80,000








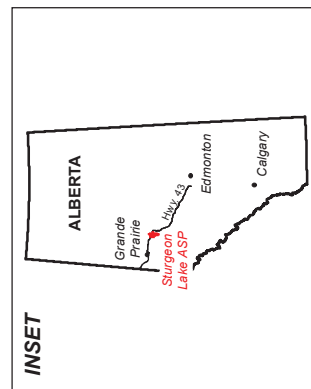
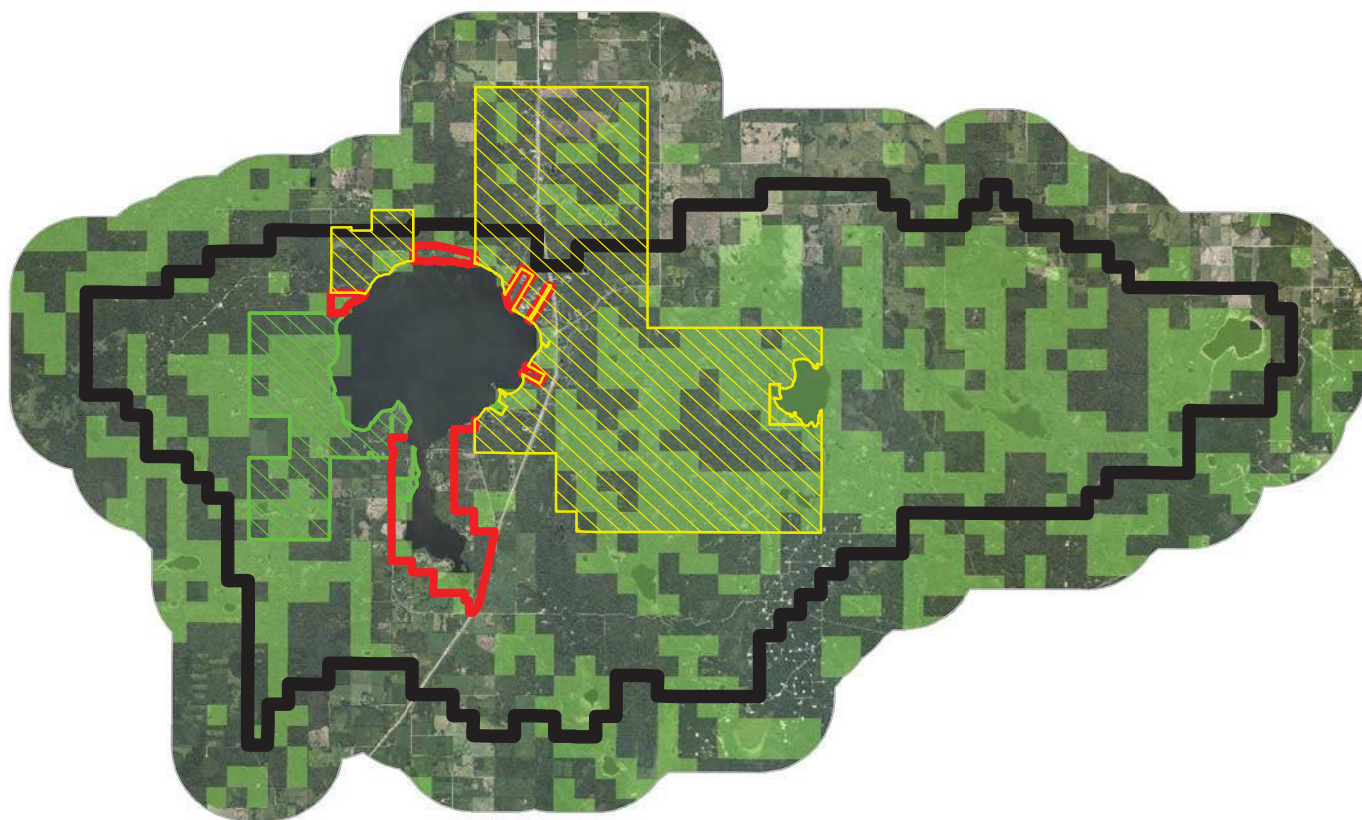
Date Map Created: 12 October 2018
 Imagery: Unknown Year, Mosaic (MD Greenview No.16)



Source: Refer to Appendix B for complete spatial data source information.

Figure 12.
Environmentally
Significant Areas
Sturgeon Lake
Area Structure Plan Update
Environmental Report

- Legend**
-  Secondary Zone Boundary (Sturgeon Lake ASP)
 -  Primary Zone Boundary
 -  Sturgeon Lake Indian Reserve
 -  Provincial Parks
 -  ESAs (quarter section score > 0.189)



Date Map Created: 12 October 2018
 Imagery: Unknown Year, Mosaic (MD Greenview No.16)



1:300,000

Source: Refer to Appendix B for complete spatial data source information.

Appendix B: GIS Mapping Sources

Appendix B					
Spatial Data Source Summary - Sturgeon Lake Area Structure Plan Update Environmental Report					
GIS Dataset		Data Source	Date Accessed	Applicable Map(s)	Data Source - Link
AB Environmentally Significant Areas (ESA, 2014)	AB Green Area & White Area	Alberta Parks	22-Aug-18	12	https://www.albertaparks.ca/albertaparksca/library/environmentally-significant-areas-report/
		AltaLIS Ltd.	23-Aug-18	10	http://www.altalis.com/pdf/Entry%20Page%20for%20quick%20access%20to%20downloads.pdf
AB Land Cover Inventory (2010)	AB Natural Regions & Subregions	Alberta Biodiversity Monitoring Institute (ABMI)	23-Aug-18	8	http://www.abmi.ca/home/data-analytics/da-top/da-product-overview/GIS-Land-Surface/Land-Cover.html
		Alberta Parks	22-Aug-18	5	https://www.albertaparks.ca/albertaparksca/management-land-use/parks-system/
AB Renewable Energy Wildlife Habitat Sensitivity Risk		Alberta Environment & Parks	13-Aug-18	9	http://aep.alberta.ca/fish-wildlife/wildlife-land-use-guidelines/default.aspx
AB Sharp - Tailed Grouse Survey Area		Alberta Environment & Parks	22-Aug-18	2, 3	http://aep.alberta.ca/forms-maps-services/maps/wildlife-sensitivity-maps/default.aspx
AB Trumpeter Swan 500m & 800m Buffers		Alberta Environment & Parks	13-Aug-18	2, 3	http://aep.alberta.ca/forms-maps-services/maps/wildlife-sensitivity-maps/default.aspx
AB Watercourses (Fish and Wildlife Management Information System (FWMIS) - Hydrology Arcs and Polygons)		Alberta Environment & Parks	22-Aug-18	1, 2, 3, 4, 5, 8, 9, 10, 11	http://aep.alberta.ca/forms-maps-services/maps/resource-data-product-catalogue/hydrological.aspx
AB Watershed & Sub-Basins (Hydrological Unit Code Watersheds of Alberta (HUC))		Alberta Environment & Parks	22-Aug-18	4	http://aep.alberta.ca/forms-maps-services/maps/resource-data-product-catalogue/hydrological.aspx
Farmland Capability (attribute: apw1) - MD Greenview No.16 Reserve		MD Greenview No.16, via MuniSight Ltd.	9-Aug-18	10, 11	MD Greenview No.16, via MuniSight Ltd. (http://mdgreenview.ab.ca/governance/maps/)
Orthophoto (Unknown Year, Mosaic) - MD Greenview No.16 Reserve		MD Greenview No.16, via MuniSight Ltd.	9-Aug-18	1, 2, 3, 6, 7, 10, 11, 12	MD Greenview No.16, via MuniSight Ltd. (http://mdgreenview.ab.ca/governance/maps/)
Protected Areas (Provincial Park, Natural Area) - MD Greenview No.16 Reserve		MD Greenview No.16, via MuniSight Ltd.	9-Aug-18	1, 2, 3, 11	MD Greenview No.16, via MuniSight Ltd. (http://mdgreenview.ab.ca/governance/maps/)
Reserve - Municipal Level - MD Greenview No.16 Reserve		MD Greenview No.16, via MuniSight Ltd.	27-Aug-18	3	MD Greenview No.16, via MuniSight Ltd. (http://mdgreenview.ab.ca/governance/maps/)
Secondary Zone Boundary (Sturgeon Lake ASP); Primary Zone Boundary		MD Greenview No.16, via ISL Engineering and Land Services Ltd.	Aug-18	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12	MD Greenview No.16, via ISL Engineering and Land Services Ltd. (http://mdgreenview.ab.ca/)
Sturgeon Lake Indian Reserve Boundary		MD Greenview No.16, via MuniSight Ltd.	9-Aug-18	1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12	MD Greenview No.16, via MuniSight Ltd. (http://mdgreenview.ab.ca/governance/maps/)
Water Wells - MD Greenview No.16 Reserve		MD Greenview No.16, via MuniSight Ltd.	9-Aug-18	2, 3	MD Greenview No.16, via MuniSight Ltd. (http://mdgreenview.ab.ca/governance/maps/)
Wetland Inventory - MD Greenview No.16 Reserve		MD Greenview No.16, via MuniSight Ltd.	9-Aug-18	6, 7	MD Greenview No.16, via MuniSight Ltd. (http://mdgreenview.ab.ca/governance/maps/)

Appendix C: Legislative Framework

Summary of Potentially Relevant Statutory and Non-Statutory Plans and Guidelines; Federal, Provincial and Municipal Legislation, Regulations and Policies

Legislation, Bylaw, Policy or Plan	Responsible Agency	Relevance to Project	Authorization/ Approval/ Permit Required
Municipal			
<i>Municipal Development Plan, 15-742 (2016) (MDP)</i>	Municipal District of Greenview No. 16	The MDP provides a planning framework for land use including transport, services, utilities, municipal and environmental reserve, agriculture, infrastructure and several policies specific to the environment. If a matter not addressed by the Sturgeon Lake Area Structure Plan (SLASP) arises, MDP policies shall apply.	No permit required. Influences planning, design and delivery of developments.
<i>Land Use Bylaw, 17-779 (2018)</i>	Municipal District of Greenview No. 16	Regulates the use and development of land and buildings within MD of Greenview.	Development permits are issued pursuant to the Bylaw for development of land, buildings, structures or signs except where otherwise specified.
Strategic Plan 2017	Municipal District of Greenview No. 16	Guidance document defining strategic vision and planning process for MD of Greenview.	No permit required. Influences policy development for MD of Greenview and SLASP area.
Regional			
Integrated Watershed Management Plan (IWMP) – Peace and Slave Watersheds (2018)	Mighty Peace Watershed Alliance	A high-level guidance document that offers planners a set of strategies to address watershed concerns, particularly water quality.	No permit required. Influences policy development for Peace/Slave Watershed, including MD of Greenview.
Sturgeon Lake-Puskwaskau Sub-Regional Integrated Resource Plan (1987)	Alberta Forestry, Lands and Wildlife/Energy.	Applies to public lands within and around the Sturgeon Lake watershed. Although the Plan's provisions aren't binding on MD of Greenview when addressing development issues on privately held lands, management guidelines contained in the Plan respecting the Sturgeon Lake watershed area guided SLASP (2002) preparation.	No permit required. Influences policy development for MD of Greenview, including SLASP area.
Provincial			
<i>Municipal Government Act</i> (revised 2018)	Alberta Municipal Affairs (AMA)	The Act governs how Alberta's municipalities operate. The Act requires that all statutory plans be consistent with Provincial land use policies and that all statutory plans be consistent with one another.	No permit required. Influences policy development, planning and governance for MD of Greenview, including SLASP area.
<i>Historical Resources Act</i>	Alberta Culture and Tourism (ACT)	All projects with potential to disturb historical, archaeological and paleontological resources are regulated under this Act and require clearance from ACT.	<i>Historical Resources Act</i> Clearance. An assessment may be required before a development activity begins if the project has potential to impact Alberta's historic resources. In 2018, revisions to approval processes were implemented.
<i>Public Lands Act</i>	Alberta Environment and Parks (Land Management Branch) (AEP)	Use of Crown lands, including the bed and shore of all bodies of water, are regulated under this Act.	Act requires proponents wishing to work on, alter or occupy Crown land to obtain a disposition or amend existing dispositions.

Legislation, Bylaw, Policy or Plan	Responsible Agency	Relevance to Project	Authorization/ Approval/ Permit Required
<i>Water Act</i>	Alberta Environment and Parks (Water Approvals Branch) (AEP); Alberta Energy Regulators (AER)	Water bodies, including lakes, watercourses and wetlands, occur throughout the SLASP area.	<ul style="list-style-type: none"> • <i>Water Act</i> approvals, licenses or codes of practice may be granted for an activity that will impact a water body or when the works will divert and use surface or groundwater. • AER has authority over energy resource activities. • AEP has authority over all other sectors.
Alberta Wetland Policy (2013)	Alberta Environment and Parks (AEP)	Wetlands are found throughout the SLASP area. The goal of the Policy is to conserve, restore, protect and manage Alberta's wetlands to sustain the benefits they provide to the environment, society and economy.	Approvals required pursuant to the <i>Water Act</i> . Regulatory applicants are expected to first consider avoidance, or, where avoidance is infeasible, minimization of impacts. Where permanent impacts will be incurred, wetland replacement options may be considered. Several directives prescribe how and when wetland impact assessments must be conducted.
<i>Wildlife Act</i>	Alberta Environment and Parks (AEP)	This Act applies to most species of wildlife and all activities on all lands and is especially relevant to clearing of vegetation. The willful molestation, disruption, or destruction of a wildlife nest or den is prohibited by this Act. Special provisions provide for the protection of raptors and their nests/habitats.	Although permitting for development is not required under the Act, violations of the Act, e.g. disturbances of breeding wildlife such as flying squirrels, may result in fines.
<i>Soil Conservation Act</i>	Alberta Agriculture and Forestry (AAF)	The Act outlines the duty of a landholder to take appropriate measures to prevent soil loss or deterioration from taking place, or if soil loss or deterioration is taking place, to stop continued loss or deterioration.	No permit required. Influences planning, design and delivery of developments.
<i>Alberta Weed Control Act (revised 2010)</i>	Alberta Environment and Parks/ Alberta Agriculture and Forestry (AAF)	<ul style="list-style-type: none"> • The Act gives the Province legal authority to deal with native or introduced weed species. It designates prohibited and noxious weeds and requires control or destruction of listed species. • The Act also empowers municipalities to do the same under adopted Bylaws, and it designates local authorities to destroy or control designated weeds. 	The Act provides guidelines for enforcement only; however, the Act provides for various control measures, such as inspection and enforcement, together with provisions for recovery of expenses in cases of non-compliance. The Act applies to developed, developing and undeveloped lands and all land uses.
<i>Agricultural Pests Act</i>	Alberta Agriculture and Forestry (AAF)	The Act describes the duties of individuals and local authorities to prevent and destroy pests, e.g. clubroot, including on municipal lands. MD of Greenview has a Clubroot of Canola Policy No. 6308.	No permit required. MD of Greenview clubroot management plan influences agricultural activities and municipal maintenance activities.
<i>Agricultural Operation Practices Act</i>	Alberta Agriculture and Forestry (AAF)	The Act and its associated regulations apply to all agricultural operations in Alberta. Confined feeding operations, as defined in the Act, are addressed in the SLASP (2002). As per the SLASP, these are not permitted within 1.6 km (1 mile) of Sturgeon Lake or 30.5 m (100 ft) from any permanent watercourse draining into the lake.	Part two of the Act sets the permitting process for the construction or expansion of confined feeding operations, the compliance process, and offences related to, and penalties for contravening, the Act.

Legislation, Bylaw, Policy or Plan	Responsible Agency	Relevance to Project	Authorization/ Approval/ Permit Required
Watershed Resiliency and Restoration Program	Alberta Environment and Parks (AEP)	Aims to improve natural watershed functions to build greater long-term resiliency to droughts and floods through restoration, conservation, education and stewardship, and research and data.	No permit required. Influences planning, design and delivery of developments.
Federal			
<i>Fisheries Act</i>	Fisheries and Oceans Canada (DFO) and Environment and Climate Change Canada (ECCC)	All activities with potential to cause harm to fish or fish habitats are regulated under this Act. Numerous water bodies within the SLASP lands are fish bearing and provide fish habitat.	DFO administers section 35, which prohibits any work or undertaking that would cause the harmful alteration, disruption or destruction of fish habitat. ECCC administers section 36 which prohibits deposition of deleterious substances into waters frequented by fish, unless authorized by regulations under the <i>Fisheries Act</i> or other federal legislation.
<i>Navigation Protection Act</i>	Transport Canada (TC)	<ul style="list-style-type: none"> The public right of navigation is protected in Canada, and any work with some potential to interfere with navigation is regulated by the NPA, irrespective of whether a water is scheduled under the NPA or not. For example, Sturgeon Lake is a non-scheduled navigable water under the NPA 	<ul style="list-style-type: none"> Works on non-scheduled waters requiring Notice to the Minister include: <ul style="list-style-type: none"> legacy works for which no opt-out notification has been acknowledged by the NPP, and works for which an application to opt in to the NPA regime has been successful. The Minor Works Order allows for works to be built if they meet applicable class criteria and specific terms and conditions for construction. Minor works may proceed without a Notice to the Minister if they comply with the legal requirements.
<i>Migratory Birds Convention Act</i>	Environment and Climate Change Canada (ECCC)	This Act prohibits the disturbance of nests and individuals of specified (and the majority of) migratory bird species and prohibits release of deleterious substances into waters or areas frequented by migratory birds.	The Act provides guidelines for enforcement only; it is not linked to formal approvals required for development. Violation of the <i>Migratory Birds Convention Act</i> may, however, result in penalties.
<i>Species At Risk Act</i>	Environment and Climate Change Canada (ECCC)	This Act prohibits disturbance to listed species and, in some instances, listed species' habitat on federal lands. On private lands, only disturbance to listed aquatic species and migratory birds apply. Some ASP lands have potential to support habitat for federally-listed wildlife species at risk.	Although no approvals or permits are required, violation of the <i>Species At Risk Act</i> may result in penalties.

Sturgeon Lake Area Structure Plan



Plan Summary
February 2021



Background

- ASP in place since 1985. Previously reviewed in 1991 and 2002.
- Increased residential and recreational development pressures since 2002 warranted further review.
- Council authorized a review of the Sturgeon Lake ASP in June of 2018.
- Citizens' Panel established to review background information, discuss issues, and to provide feedback on draft plans – 5 meetings held in total.
- Environmental Background Report prepared to inform policy.
- October 2018 - initial round of community engagement – project introduction and issue identification.
- Council sessions held January and October 2019, April and December 2020 to discuss issues and review draft plans.
- Summer/Fall 2020 - second round of community engagement - review draft ASP.

Scope of Review

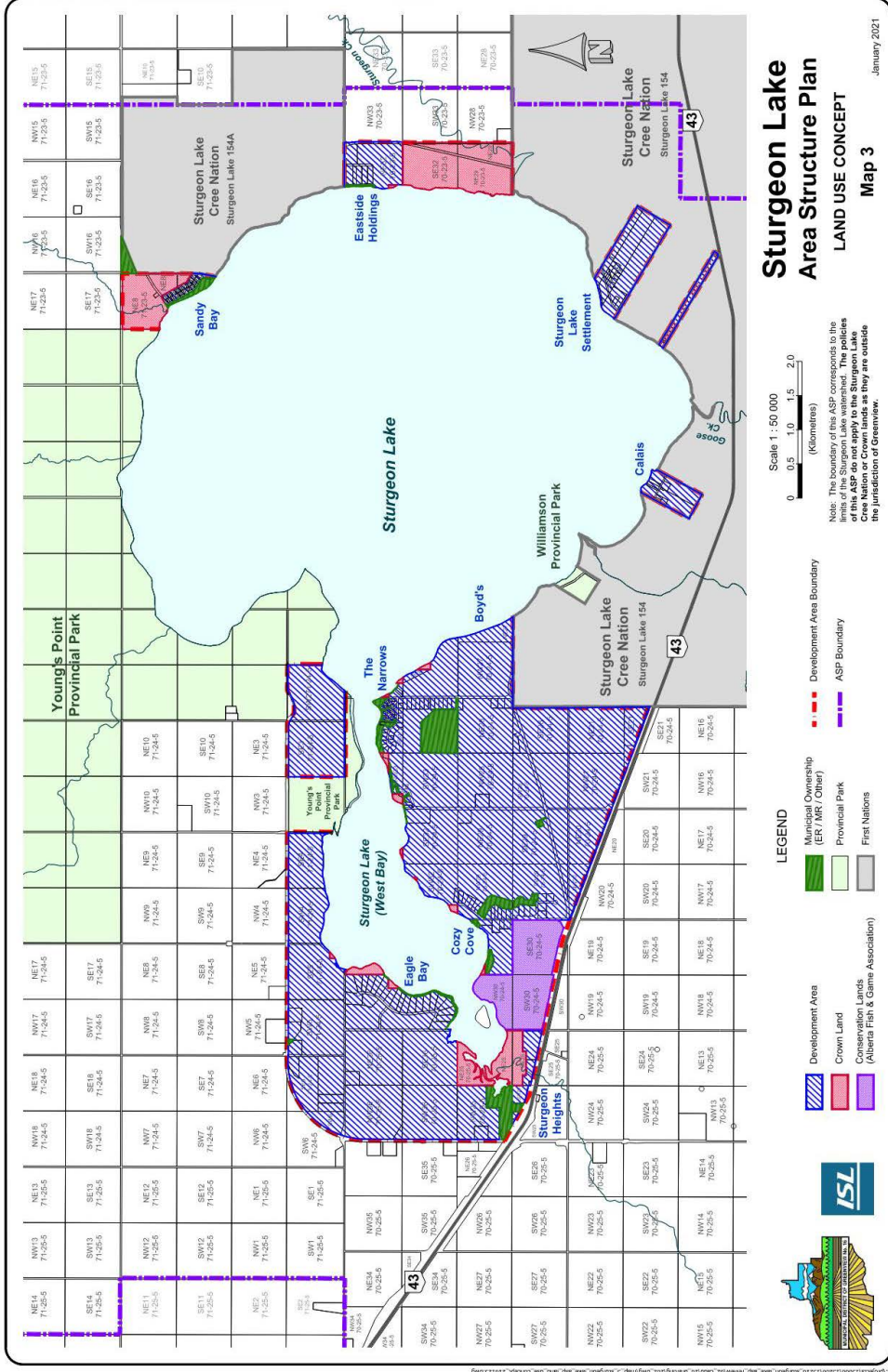
- Update and review development areas for residential and recreational uses.
- Undertake a review of development densities and subdivision standards.
- Update development standards for recreational developments.
- Review and update environmental protection requirements.
- Review and update servicing requirements.
- Review planning/approval requirements for developers.
- Include glossary of terms.

Development Areas

- Development Area expanded; includes all private lands bounded by Highway 43 and Young's Point Road.
- Density limits and density transfers eliminated; development potential determined on site-specific basis based on detailed plans and studies.
- Minimum lot area of 0.5 acre if municipal or communal servicing; maximum 10 acre lot size; exceptions for farmstead separations.
- Resubdivision of existing lots allowed if CR3 regulations are met.
- Vacant first parcel out subject to rezoning to CR3 District.
- Developers required to prepare Area Structure Plans for multi-lot subdivisions.
- Multi-lot subdivision to be designed in cluster form.
- Lot grading and stormwater management plans required with permit applications.
- Settlement policies updated to reflect Direct Control zoning.

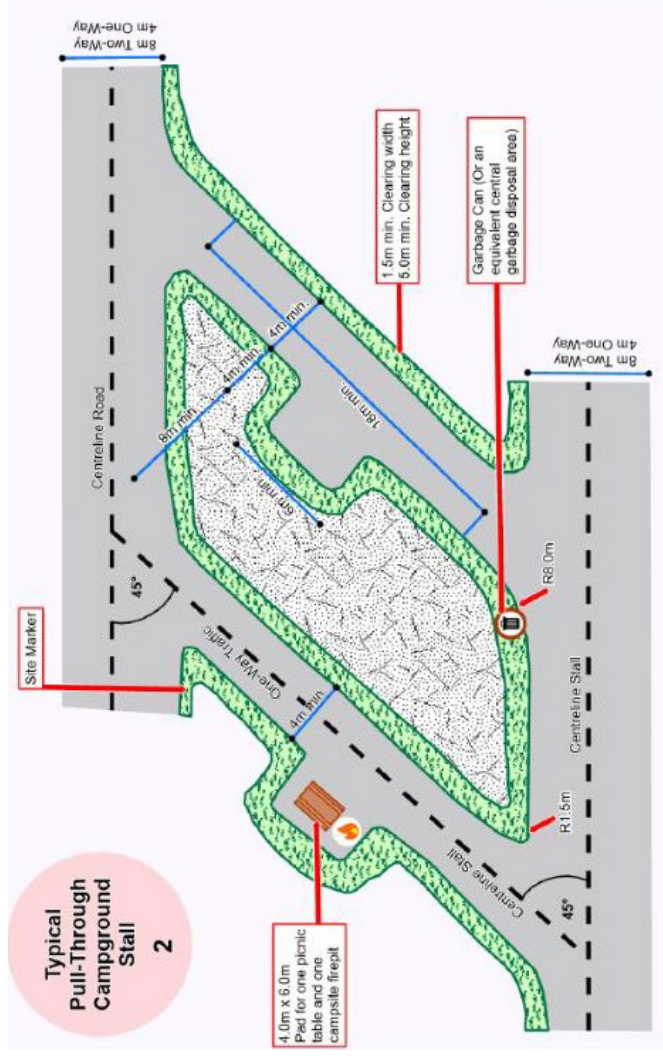
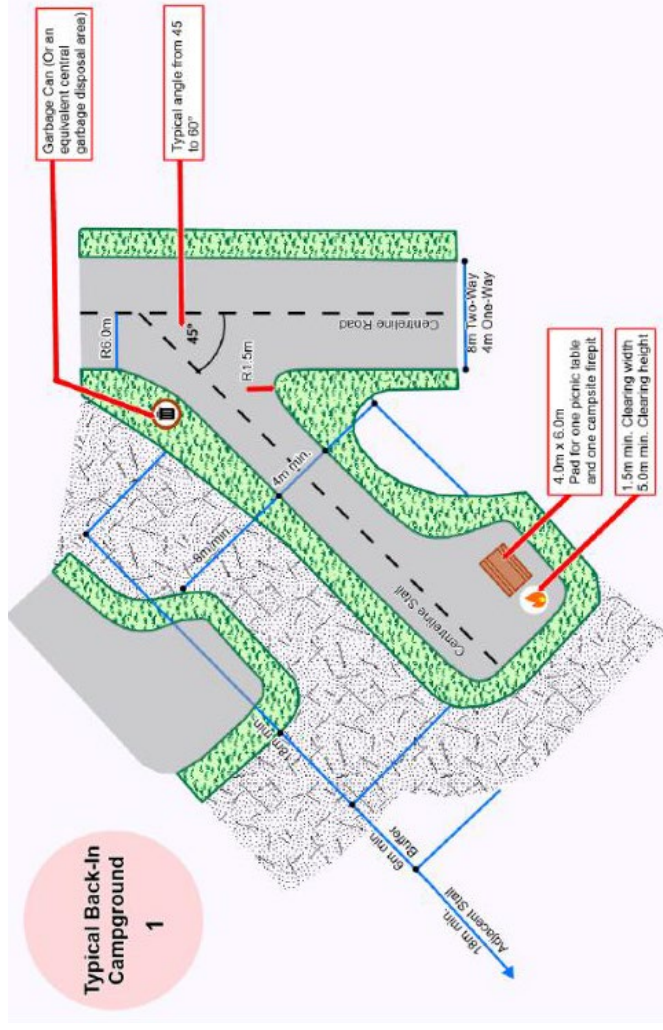
Land Use Concept

- Land Use Concept updated to more clearly distinguish between Municipal, Crown and Conservation Lands.
- Note added to map clearly indicating that the ASP does not apply to SLFN or Crown Land (note also added to Maps 1 and 2).
- Abandoned landfill taken out of Development Area, waste transfer station at Sandy Bay shown.



Recreation

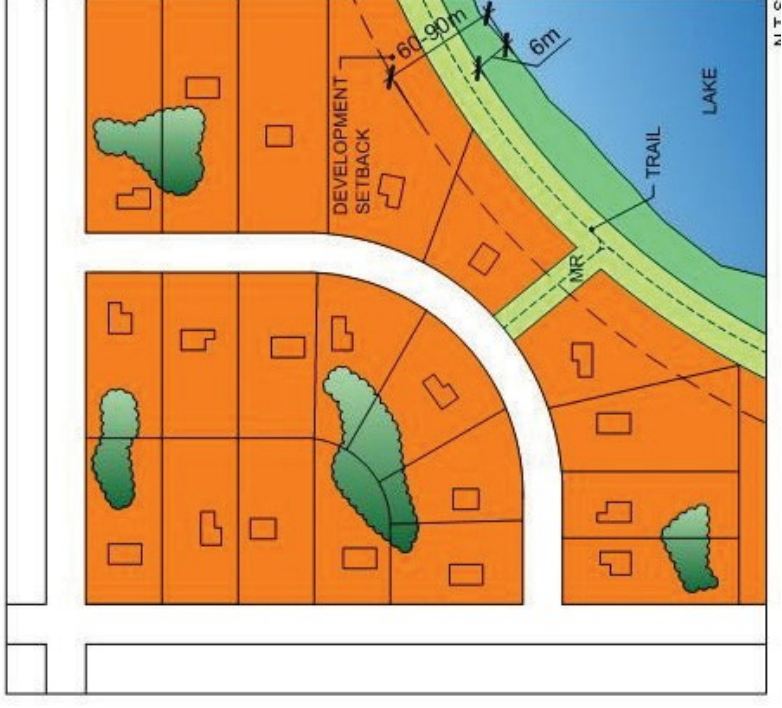
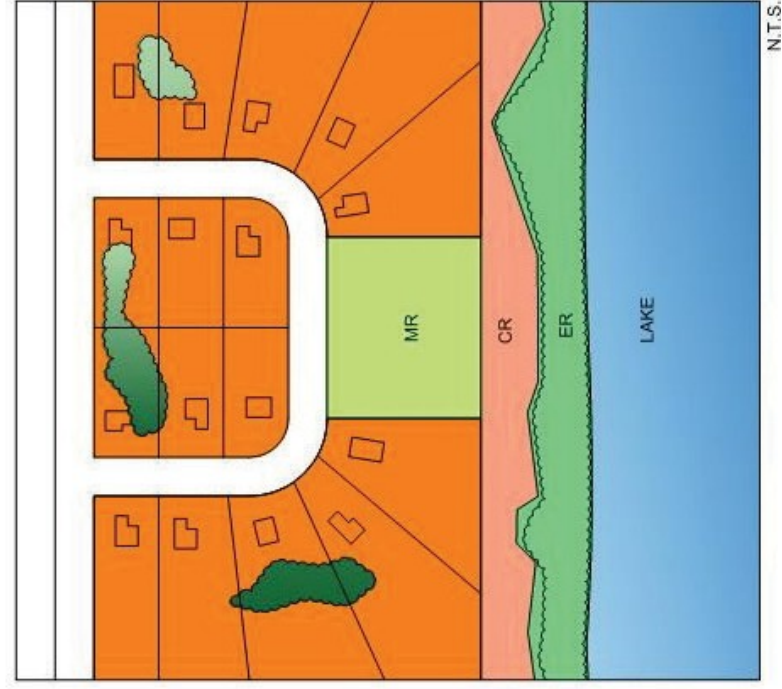
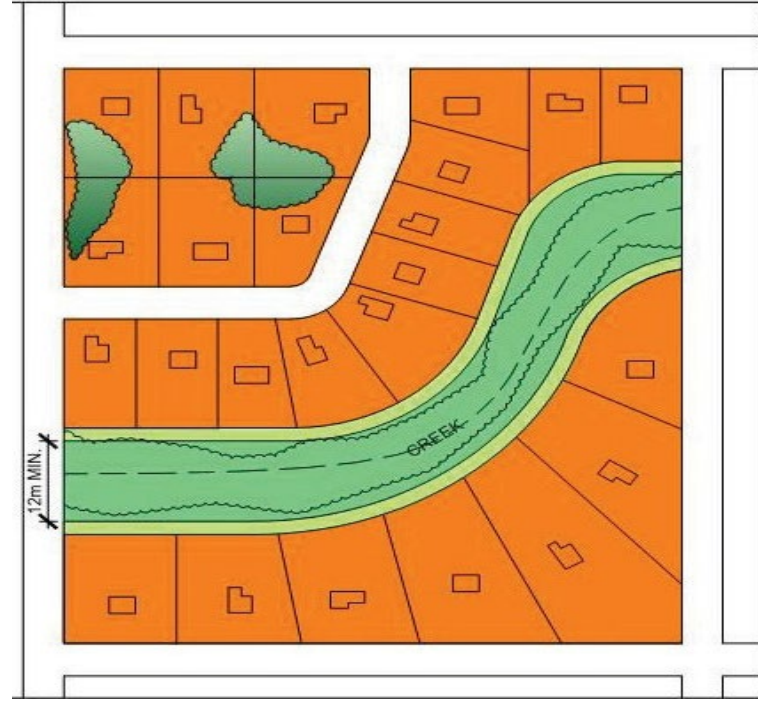
- Plan updated to include more current campground/RV park standards.



Environmental Protection

- Plan informed by Environmental Background Report; identified wetland areas requiring further study in advance of development.
- Subdivisions/developments adjacent to wetlands and/or lake require geotechnical study and wetland assessment; may require biophysical assessment.
- Minimum Environmental Reserve (ER) of 6.1 m required along bed and shore; additional ER required where identified in wetland/biophysical assessments.
- Deadfall may be removed from ER by Greenview for safety, maintenance or fire risk if ER intent not compromised.
- 10% of developable land shall be dedicated as Municipal Reserve (MR) for public open space. May be provided as money-in-lieu, or combination of land and money.
- Conservation Reserve (CR) may be acquired to supplement ER; land dedicated for CR is subject to compensation. Definitions added for Conservation Reserve and Wetlands to Glossary (Appendix A).

Environmental Protection Examples

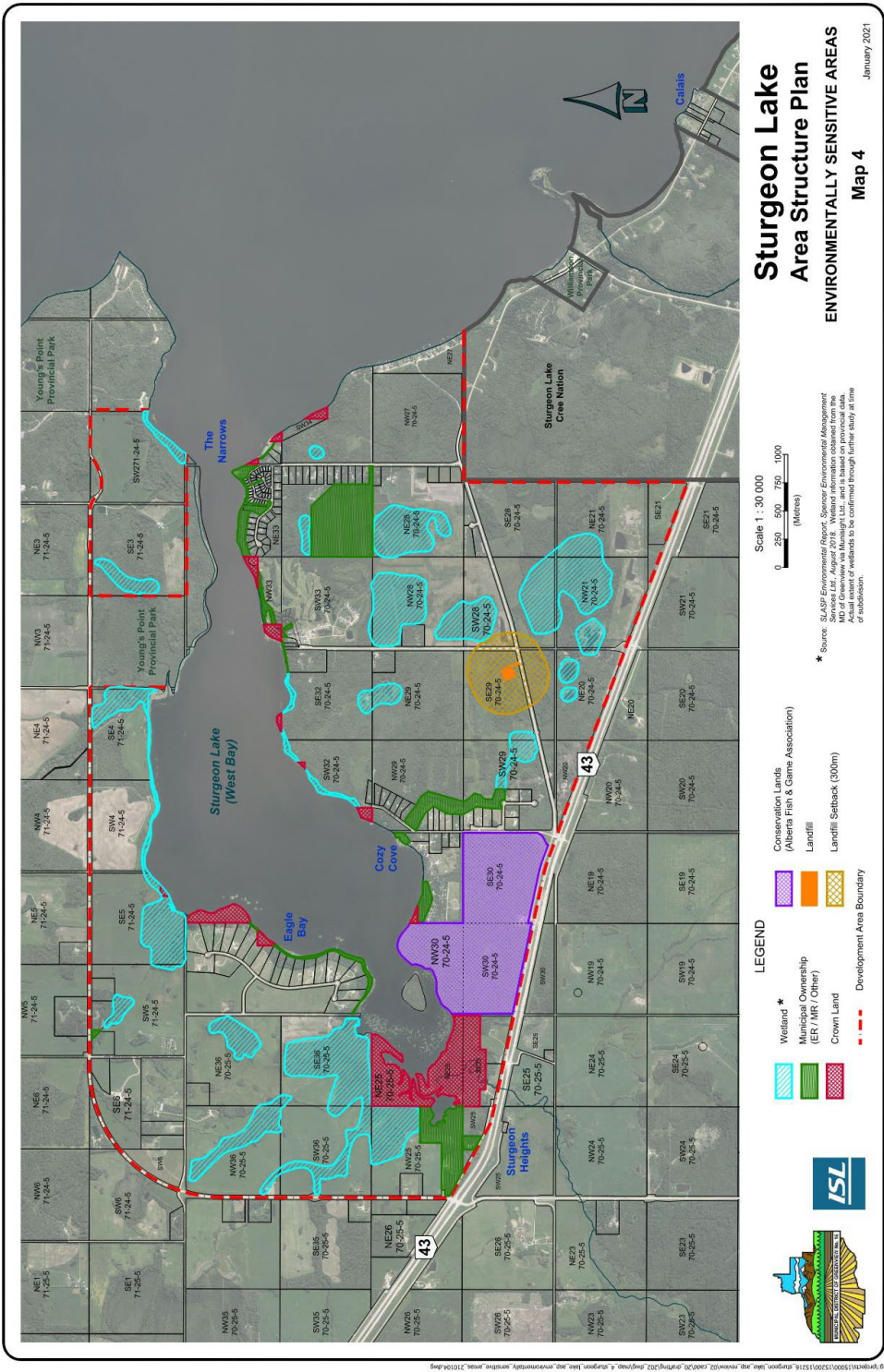


Environmental Protection

- Plan clarifies that Province has jurisdiction respecting use of bed and shore.
- Requirements for docks and boardwalks clarified; requirement added that crossing municipal lands requires authorization from Greenview (derived from Parkland County).
- Minimum development setback of 61 m from shoreline of Sturgeon Lake and 91 m on West Bay is still in place.
- Landowners responsible for control of invasive species and noxious weeds on their property.
- Development setbacks from abandoned landfill site of 300 m for residential and recreation development; 450 m for water well.

Environmentally Sensitive Areas

- Environmentally Sensitive Areas map updated to more clearly distinguish between Municipal, Crown and Conservation Lands



Servicing and Roads

- Holding tanks or compostable toilets required for new development in Development Area or within 91 m of watercourse draining to lake; holding tank location must be accessible for vacuum truck.
- Communal systems for multi-lot subdivisions if registered as condominium.
- Resorts may have private lagoon facilities if developed and operated in accordance with Provincial standards.
- Greenview may undertake feasibility study for servicing of Narrows and other development nodes.
- Access to potable water to be demonstrated in accordance with the Water Act.
- Policy requiring all development to connect to municipal systems if/when available deleted.

Servicing and Roads

- New subdivisions must provide plans for stormwater management.
- Developer responsible for construction of internal roads and subdivision servicing.
- Roads and access points affecting Highway 43 to conform to Alberta Transportation (AT) standards. Subdivision and development within 800 m of Highway 43 require AT approval.
- No direct road access to lake other than to access public boat launch facilities.

Community Engagement

- Two community meetings conducted on September 15, 2020 with a total of 40 attendees.
- Online review/survey on MD website from July 20, 2020 to September 28, 2020 with a total of 27 submissions.
- Comments/concerns raised related to:
 - Maximum parcel size should be bigger than 3 acres
 - Holding tank requirements for lots away from the lake
 - Management of lake water levels
 - Status of servicing study for the Narrows
 - Impacts of increased development on lake use/fishery
 - Maintenance of ER/shore areas e.g. removal of deadfall
 - Need for more enforcement of rules

Response to MD Greenview Sturgeon Lake Area Structure plan DRAFT	
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I was part of the Citizens Panel. While I would make it clear I am not speaking on behalf of the Panel, it was apparent at our first meeting that it was unanimous that the number ONE thing on our minds was the health of the lake. Discussion revolved around water quality, wild fluctuations in the lake level, weeds, erosion, etc. etc. To our dismay it was made abundantly clear by MD Staff that our concerns with the health of the lake had nothing to do with our work on the panel nor on the update to the ASP, as the MD has no control over these things. It beggars belief that an MD such as ours with the resources available to it and a particularly close working relationship with the Provincial Government would have no influence or ability to make these concerns heard, and perhaps even get something dealt with. The Draft plan goes on and on about how important the lake is to the MD, and indeed NW Alberta as whole, outlining many of the positives that the lake brings to the area. So to have those concerns dismissed out of hand was a huge disappointment and I believe the rest of the panel felt the same way. Additionally imposing the restrictions laid out in the ASP on the residential lands while doing nothing to address issues that may be causing a lot greater environmental damage to the lake seems petty and punitive. These issues include unmitigated erosion occurring on the west end of the lake on Harrington land, along with the effluent from hundreds (or thousands?) of cattle going direct to the lake off the Provincial Grazing Reserve via Goose Creek. Lake level issues seem to be related to the condition of the weir on Sturgeon Creek, but again no one wants to take responsibility for any of these items. Or even discuss them.

I support the science based approach to development wherein only the most suitable lands would be developed out of any parcel, combined with a little more stringent control on the process. The previous ASP defined density and assigned arbitrary unit numbers to each parcel of land without regard to site conditions or suitability. This was identified as a source of great frustration for some potential developers and no reason could be given to stop development other than the density numbers were full. What confuses me with the current DRAFT is the continued use of arbitrary and non-science based numbers - namely the numbers thrown in for development setbacks. IF this goes through as is, then a proponent of a development will pay geo-scientists to do various studies and produce various reports to support recommended ER / CR type setbacks, and THEN be faced with further restriction via the magical "development setback" numbers as outlined in the draft. **If the MD is supporting science based findings and recommendations for development then do it 100%**, remove arbitrary and potentially punitive measures such as these and at the same time remove yet another potential source of conflict. The development setbacks should be determined by science and not be just a number pulled out of a hat as the current situation appears to be.

Finally build in some wiggle room for when unintended consequences arise. The allure of one document laid out to be very black and white and to rule all situations is a bureaucrats dream. There will always be exceptions and circumstances which may arise that may not "fit" the intent or design of any scheme but may still well be of great merit or fall into a situation never contemplated by the authors of the document. ASP amendments are very time consuming and expensive, and some discretion needs to be made in what may be seen as exceptional circumstances.

Thank you.

Bill Edgerton

March 11, 2021

MD of Greenview #16

RE: Sturgeon Lake Area Structure Plan

Attention: Ms. Leona Dixon

Leona,

Thank you for the opportunity to provide comments on this document.

I would also like to be included in the meeting and once the details of the March 23, 2021 meeting are available, please let me know and I will connect via ZOOM.

Should, for some reason, I cannot attend, I would appreciate my comments being read into the Meeting Minutes. I will let you know if this is going to be the case.

Here are my comments:

- 1) This document is certainly preferred to the original ones and the M.D. is to be commended on their attention to detail and for listening to the area ratepayers.
- 2) I am disappointed in the lack of attention to actual lake conditions. While the plan notes the value of the lake, it does not outline the steps the M.D. will take to enhance the resource itself. If Sturgeon Lake is a resource and a benefit to the municipality, it would be nice to see some effort and investment put into protecting and enhancing the lake. Under this plan, developers, builders, and property owners are being assessed all responsibility and the M.D. is not contributing much, if anything. Greenview has positive links to the agencies who can assist with water quality, lake levels, and so on. The protection of a resource that benefits the entire municipality should not be the sole responsibility of area residents.
- 3) The general issue of setbacks is problematic. While there are some references to science based setbacks, there are also arbitrary ones set for developments and buildings. The science based concept would seem to be preferable as it would allow for experts to make recommendations that accommodate variations and would permit safe development without the unnecessary sterilization of land that can happen with preset boundaries.
- 4) The references to drainage planning are solid, if incomplete. If there are development wide stormwater plans and lot grading plans required, it would make sense that then there would be a mandate that ANY development on an individual lot MUST comply with those plans. If builders are left to their own resources and do not develop individual lots in compliance with the approved plans, there are no benefits to the plans. A reference to this in the ASP along with proper inspections by the M.D. will go far in preventing issues during all of the stages of development. As the M.D. is now noting this as a priority, hopefully Greenview will complete this work in existing developments.
- 5) The issue of easements and responsibility for them requires clarification. If landowners are responsible for the care and control of hazards (deadfall, standing

dead trees, etc.) and noxious weeds on their own property, the M.D. should accept the same responsibilities for lands under their care. The environmental and municipal reserves in the area are not maintained and are responsible for hazards that impact adjacent property. If weed control is important to the M.D., it should be addressed before weeds spread to private property. The same with trees. If property owners are responsible for tree related fire and fall protection for themselves and their neighbors, the M.D. should accept responsibility for the lands under their jurisdiction.

- 6) As noted in #5 above, there is a potential solution to the issue. If the M.D. were to issue Conservation Easements or similar covenants, immediately adjacent landowners or developers could be held responsible for the care of property without the ability to either damage or build on the property. The M.D. already does this with their Road Allowance Leases whereby adjacent landowners, for a small fee, can use M.D. land while accepting responsibility for proper care of the property. Could this not be a model for similar treatment?
- 7) This document certainly leaves some gray area around the issue of docks and marinas. Can a developer build a marina on M.D. land? Can that developer then restrict access to owners within that specific development? And so on. If the M.D. is going to “encourage” this type of development, should it not outline how it will accommodate such plans? To encourage without providing a means to success does nothing to indicate a positive step forward.

There are some issues with conflicts in the various sections of the document, but I am sure these will be addressed in the final document.

I do appreciate the efforts the M.D. and staff are taking to make sure this document is as clear as possible and hope that the use of words like “may” will allow for clarification during implementation as opposed to using “will” or “shall” which will require significant effort to modify conditions as need be.

In closing, if the M.D. of Greenview really believes, as professed in this and other documents, that Sturgeon Lake is a resource to be protected and promoted, then some investment in the lake and its communities is necessary. As with other community infrastructure (as well as shared ones like recreational complexes), this resource requires attention in order to protect it and enhance it. The growth of the lake communities and the investments in them by private citizens speaks to the value of the lake and, as a beneficiary of these investments, the municipality should be showing confidence in both the resource and the communities by investing in their communities as well as the protection and enhancement of the resource itself.

Jim Uhl, Lot 18, The Narrows



REQUEST FOR DECISION

SUBJECT: **Bylaw 20-860 Valleyview Intermunicipal Development Plan to give Second Reading**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 23, 2021 CAO: DT MANAGER: SAR
DEPARTMENT: PLANNING & DEVELOPMENT GM: PRESENTER: PL
STRATEGIC PLAN: Development

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

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

RECOMMENDED ACTION:

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

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

BACKGROUND/PROPOSAL:

On October 13, 2020, Council gave first reading to the Valleyview Intermunicipal Development Plan. This was followed by an open house on October 29, 2020 and a joint public hearing with the Town of Valleyview on March 9, 2021.

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

“An intermunicipal development plan

(a) Must address:

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

And

(b) Must include:

- (i) A procedure to be used to resolve or attempt to resolve any conflict between the municipalities that have adopted the plan,*

- (ii) *A procedure to be used, by one or more municipalities, to amend or repeal the plan, and*
- (iii) *Provisions relating to the administration of the plan.”*

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

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

Joint council sessions were scheduled to review the previous document and outline the overall goals of the new plan. These were incorporated in the draft document and include the following:

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

Concerns were raised regarding the plan for a highway bypass. It was understood that the province’s decision to realign the highway would result in the town being deprived of the thousands of vehicles a day coming through and stopping to spend money. The economic impacts were far too great to ignore; however, the highway plans could only be changed by the provincial government. As a result, the IDP proposed two options for land use and economic policies. One option accounted for the highway bypass, aiming to minimize the negative impacts on the community and strategically locate future development in advantageous areas. The second option was based on the plan to have both municipalities lobby the provincial government to rescind the plan to bypass the town and used current conditions to identify areas for cooperation and strategic development.

Following the open house held on October 29, 2020, both municipalities received confirmation from the province that the highway would not be protected. It is understood this is virtually the same as dissolving the plan for the realignment and allows both municipalities to move forward with planning and development activities without the need to account for a modified highway corridor. As a result of this confirmation, the Valleyview IDP was modified to remove all references to the highway realignment.

Attached is the proposed final plan for Council to consider giving Bylaw 20-860 second and third readings.

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may decide to table Bylaw 20-860 for additional revisions.

FINANCIAL IMPLICATION:

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

Direct Costs: None

Ongoing / Future Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the bylaw register and the public on the changes.

ATTACHMENT(S):

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



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

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

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

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

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

Read a first time this 13 day of October, A.D., 2020.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



VALLEYVIEW INTERMUNICIPAL DEVELOPMENT PLAN (IDP)

TOWN OF VALLEYVIEW & M.D. OF GREENVIEW No. 16



V3 COMPANIES

Visio, Vertere, Virtute

The Vision to Transform with Excellence



Date Submitted: February 1st, 2021

MD of Greenview No. 16 Bylaw 20-860
Town of Valleyview Bylaw 2020-08

A low-angle photograph looking up at several tall, slender trees. The trees have light-colored bark and are covered in dense, bright yellow autumn leaves. The sky is a clear, pale blue. The perspective creates a sense of height and reaching towards the sky.

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section 1

Introduction

Section 1 Introduction

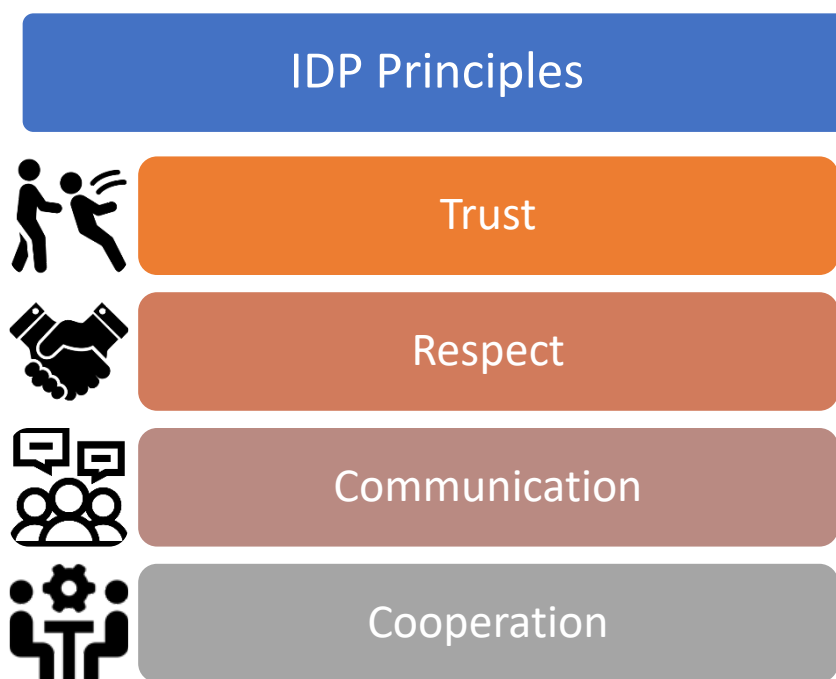
1.1 TITLE

The title of this Bylaw shall be the Valleyview Intermunicipal Development Plan (IDP).

1.2 PURPOSE

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

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



1.3 CONTEXT

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

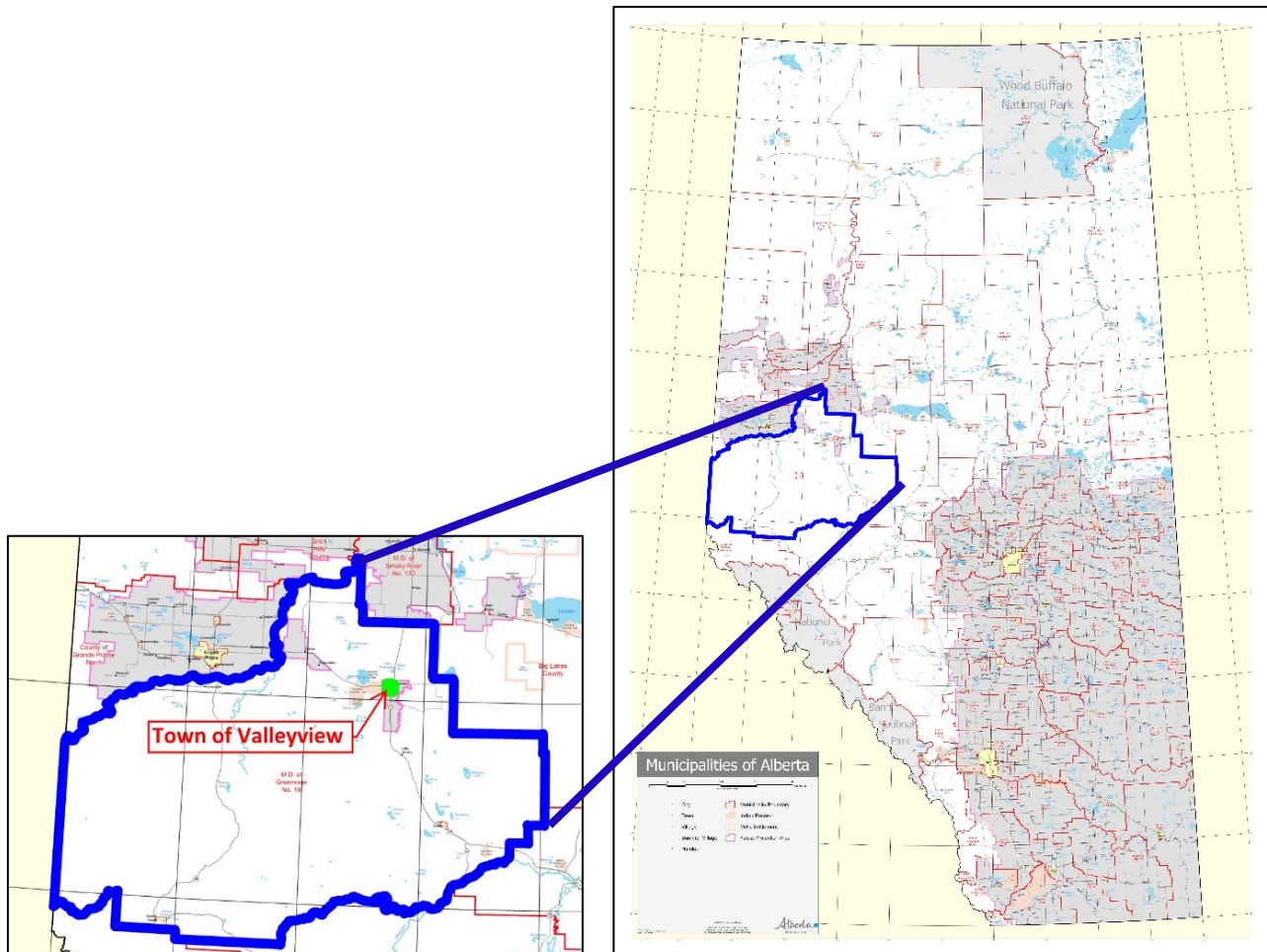


Figure 1: Location Map (Adapted from the Government of AB Municipalities of Alberta Map 2017)

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



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



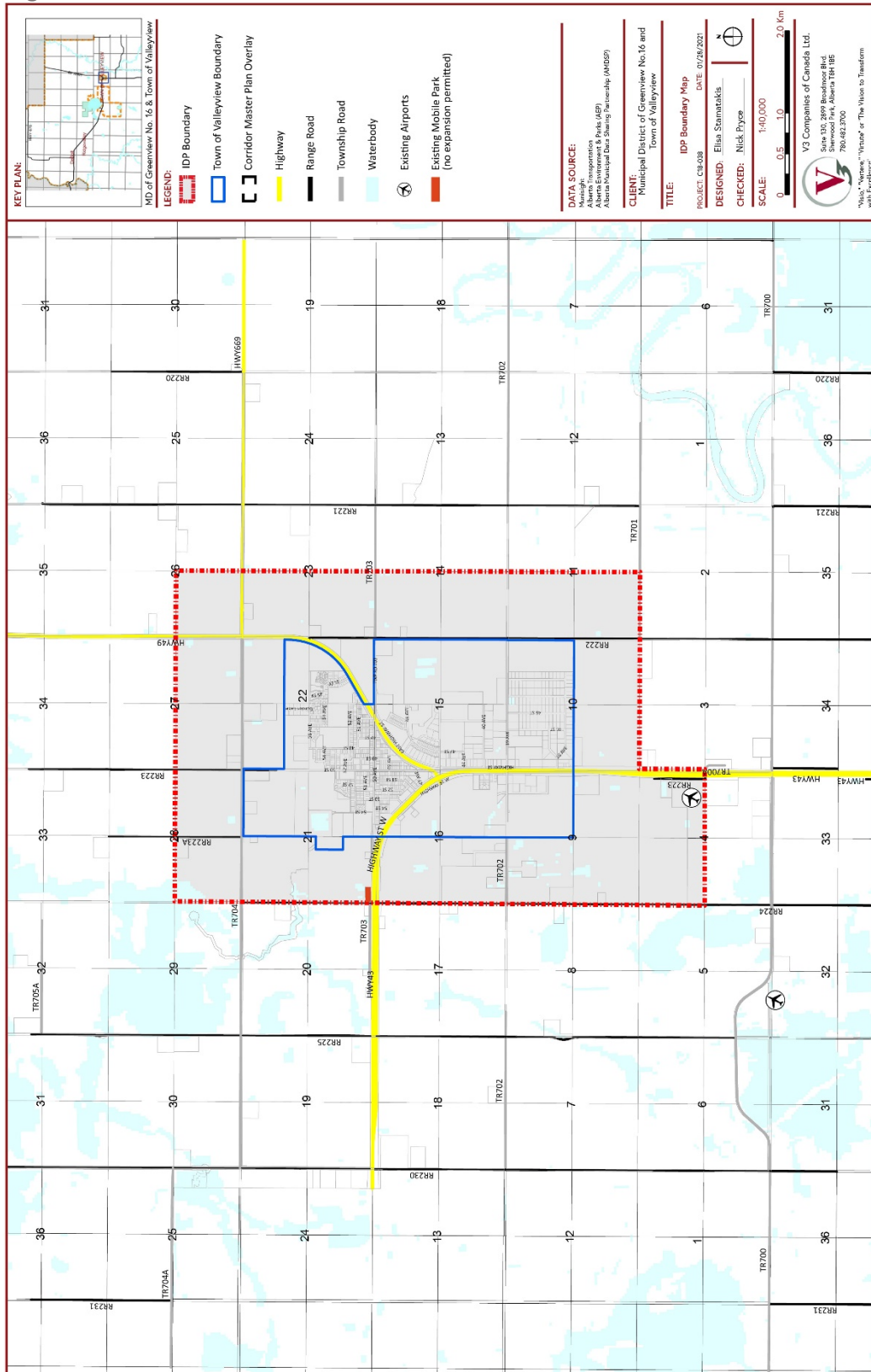
The M.D. has a population of 9,615 and has experienced an average annual growth rate of approximately 1.0% between 2011 and 2017. With a land area of 3,298,424 hectares, the M.D.'s industries include agriculture, forestry, fishing and hunting, construction, mining, quarrying and oil and gas extraction,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

1.4 IDP PLAN BOUNDARY

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

1. The growth forecast (Appendix B) has indicated a potential average growth of around 1.7% in population and jobs in the Town of Valleyview by 2027. Identifying lands and planning for the direction of future growth between both municipalities is important.
2. The Valleyview airport lands are included because it is considered a regional asset that benefits both municipalities.

Figure 2: IDP Plan Area



1.5 LEGISLATIVE REQUIREMENTS

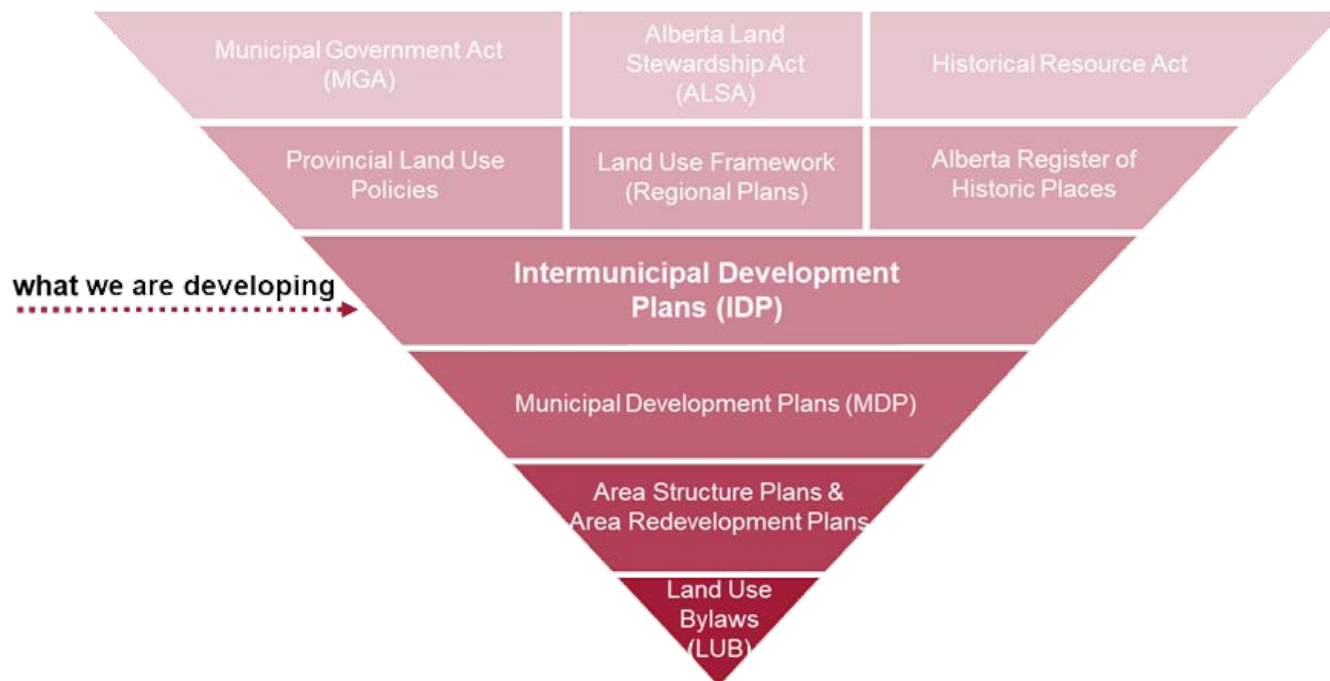
This IDP has been prepared under the legislative authority prescribed in Section 631 of the Municipal Government Act (MGA). In accordance with 631(1) and 631(2), adjoining municipalities are required to adopt an IDP unless both municipalities agree that they do not require one.

Section 631(8) of the MGA states that an IDP:

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

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

Figure 3: Hierarchy of Plans



IDP Goals, Objectives & Policies

Section 2 IDP Goals, Objectives & Policies

2.1 INTERPRETATION OF THE *PLAN*

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

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

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

Shall – indicates that actions are mandatory.

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

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

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

2.2 OVERALL GOALS OF THE IDP

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

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

2.3 INTERMUNICIPAL COOPERATION

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

Goal:

Provide a consistent approach to intermunicipal discussion.

Objective:

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

Policy:

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

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

2.4 CIRCULATION & REFERRAL PROCESS

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

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

Goal:

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

Objective:

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

Policy:

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

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

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

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

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

2.5 PLAN ADMINISTRATION, APPEAL & AMENDMENT

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

Goal:

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

Objective:

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

Policy:

- 2.5.1. A general review of the IDP **should** be completed with Council within one (1) year following a general municipal election to confirm the objectives and policies are still relevant. This review **should** occur simultaneously with the review of the Intermunicipal Collaboration Framework. Throughout the life of this document, amendments to policy **may** be made where agreed to by both Councils.
- 2.5.2. Notwithstanding Policy 2.5.1., if no review is carried out within nine (9) years of adoption of the IDP a full review of the IDP **shall** be completed in the tenth (10) year from the date of adoption.
- 2.5.3. Amendments to the IDP **shall** be subject to agreement by both municipalities and must be adopted by both Councils in accordance with the procedures established in the MGA.
- 2.5.4. An IDP **shall** only be repealed if it is being replaced by a new IDP or the Minister of Municipal Affairs has granted an exemption in accordance with the MGA or if both municipalities agree that they do not require one, in accordance with section 631(2) of the MGA.

2.6 INTERMUNICIPAL DISPUTE RESOLUTION

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

Goal:

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

Objective:

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

Policy:

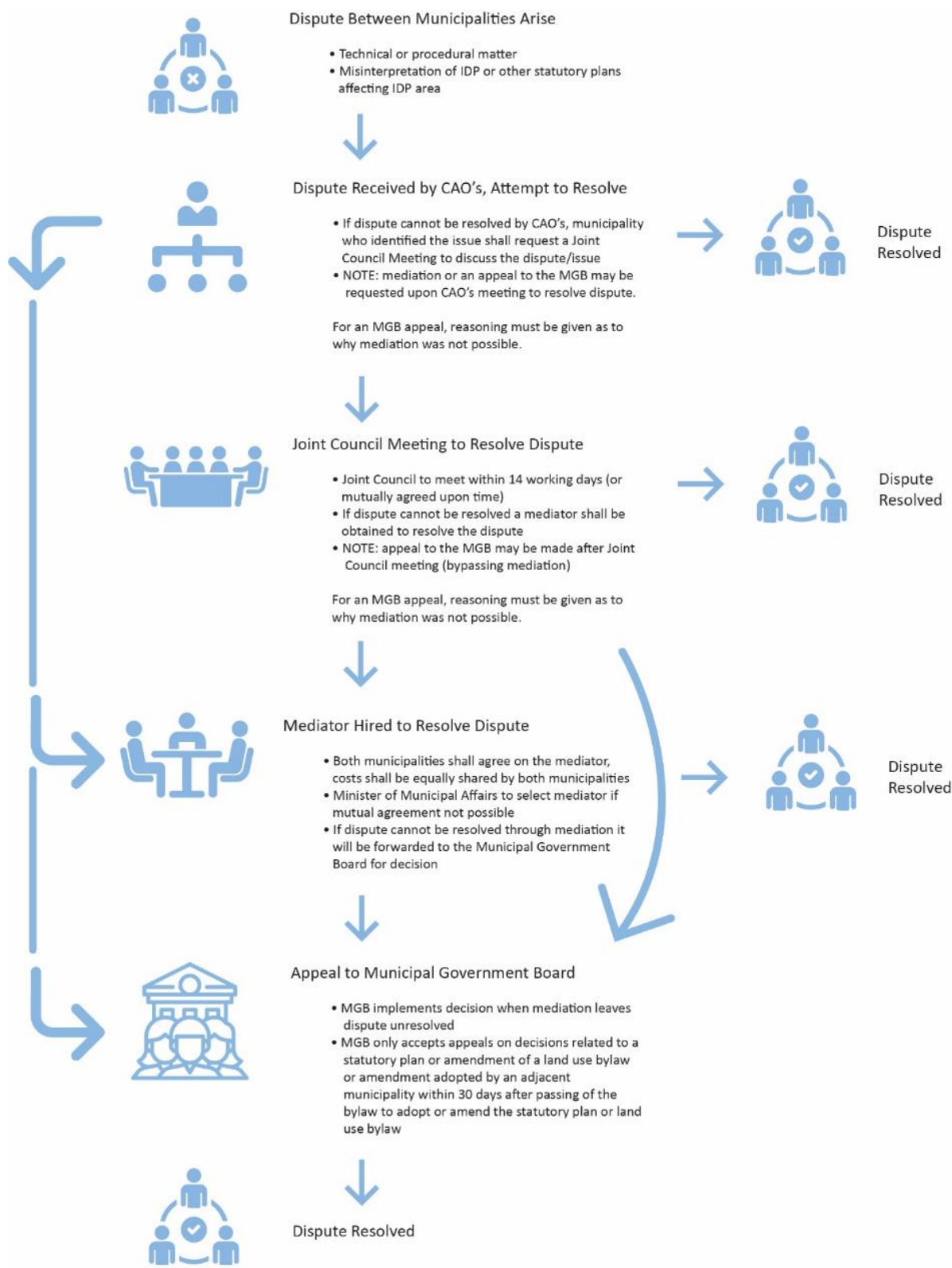
2.6.1. In the case of a dispute, the following process **shall** be followed:

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

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

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

Figure 4: Dispute Resolution Process



2.7 LAND USE & GROWTH

The connection between transportation and economic growth is a key influencer for how development occurs. The intersection of Highway 49 and 43 previously ran through the heart of the Town of Valleyview, until its realignment to encourage the more efficient movement of people, goods, and services. This realignment has generated another corridor for development on the periphery of the Town for commercial and industrial purposes. This corridor is critical piece of infrastructure for both the Town and MD, providing opportunities for non-residential development, while the Town's downtown core provides important local services and opportunities for enhancement to attract passing motorists from Highway 43 and 49. The transportation network is based around an interconnected road network between the Town and the MD which also influences the location of residential development and other services that people can access. Capitalizing on the existing transportation network resource helps to maintain lower operating and capital costs versus inheriting new transportation infrastructure that increases municipalities costs. This is especially relevant for residential development where the revenue generated through residential taxes does not cover the operating and capital costs. Hence, the importance of developing a strong diverse non-residential tax base is important to the resiliency of communities.

2.7.1 FUTURE GROWTH POLICIES

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

Goal:

Create a planning framework that is responsive to economic growth and benefits both municipalities.

Objective:

- A. To plan for and encourage future growth of industrial and commercial development along Highway 43.

Policy:

- 2.7.1.1. The municipalities **should** jointly engage Alberta Transportation to develop a Corridor Master Plan, to improve existing access, connectivity and aesthetics to increase the safety along the corridor and to make the area more attractive to consumers and future businesses. This Corridor Master Plan **may** build off the Highway 43 & 49, Valleyview Access Management Study (2010).

2.7.1.2. Both municipalities **should** develop a joint *Area Structure Plan* for future commercial and industrial development in the areas indicated in Figure 5.

Objective:

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

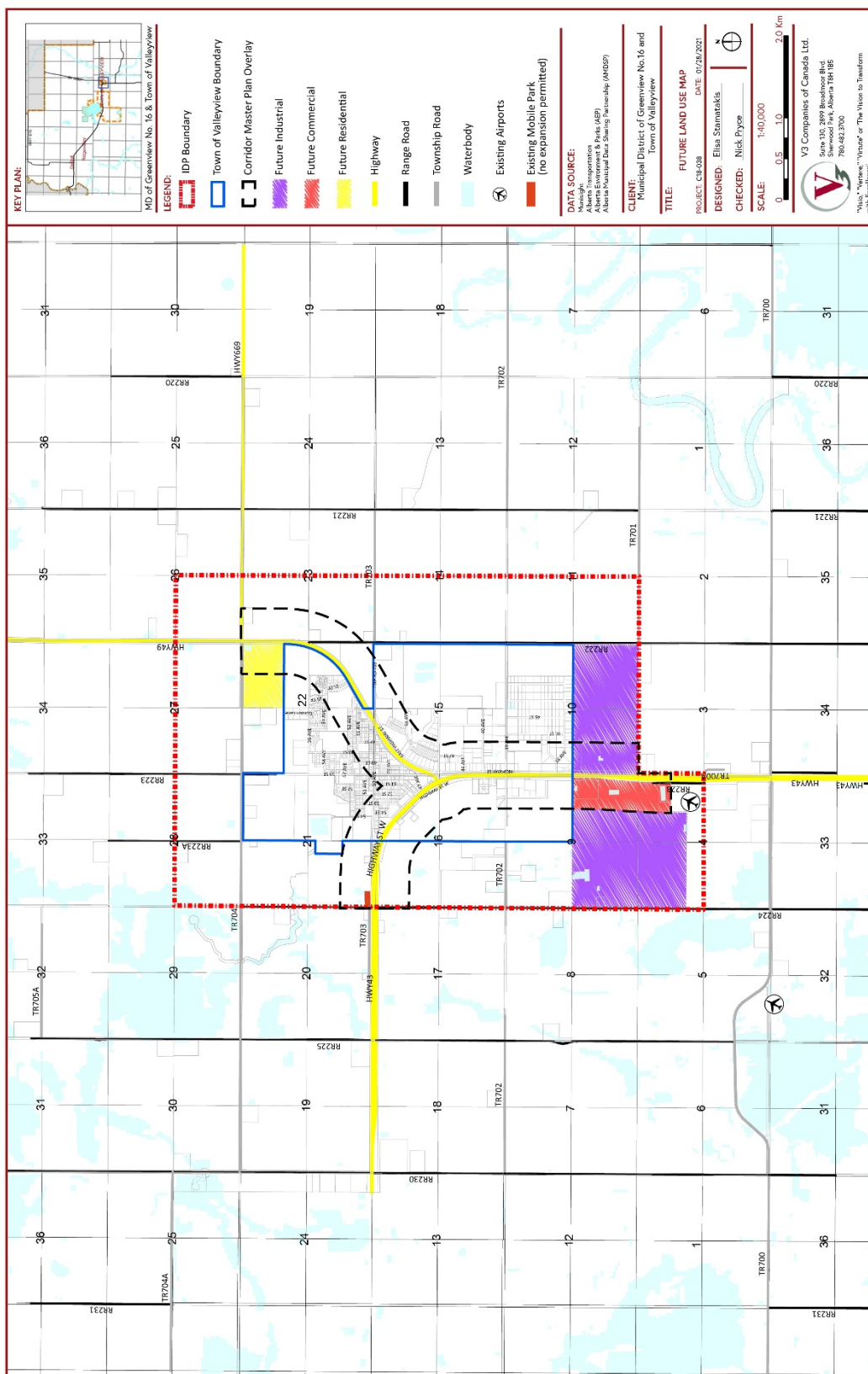
Policy:

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

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

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

Figure 5: Future Land Use Map



2.7.2 COMMERCIAL & INDUSTRIAL POLICIES

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

Goal:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

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

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

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

2.7.3 RESIDENTIAL POLICIES

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

Goal:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

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

Objective:

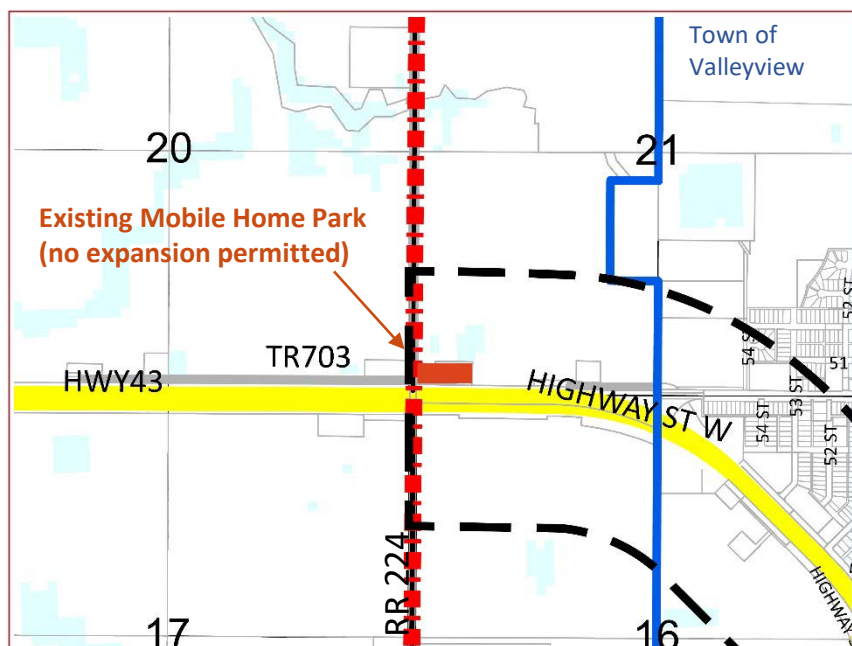
D. To manage the development of manufactured home parks within the Plan Boundary.

Policy:

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

2.7.3.5. The existing mobile home park located on the SW 21-70-22-W5 west of the Town **shall** not be permitted to expand the current number of trailers or expand their existing boundaries, as indicated in Figure 6.

Figure 6: No Mobile Home Park Expansion Lands



2.7.4 RURAL & AGRICULTURE POLICIES

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

Goal:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

2.7.4.3. Both municipalities **should** develop complementary bylaws to manage and control invasive species in each community.

2.7.4.4. The Town and the M.D. **should** manage the use and spread of harmful chemicals from spreading through residential and commercial areas within the IDP boundary.

2.8 ECONOMIC DEVELOPMENT

2.8.1 ECONOMIC DEVELOPMENT POLICIES

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

Goal:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

8.1.1.3 Both municipalities ***may*** encourage and support the Valleyview Chamber of Commerce and other economic agencies (e.g. Valleyview Agricultural Society) to explore the potential for creating a local business incubator or enterprise centre to support start-up businesses and that fosters innovation of existing businesses.

8.1.1.4 Both municipalities ***should*** jointly explore opportunities to support and develop secondary products arising from the agricultural resource sector.

2.9 NATURAL ENVIRONMENT

2.9.1 PARK, OPEN SPACE, RECREATION & ENVIRONMENTAL POLICIES

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

Goal:

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

Objective:

- A. To efficiently maintain parks and open spaces.

Policy:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

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

2.9.2 STORM WATER MANAGEMENT POLICIES

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

Goal:

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

Objective:

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

Policy:

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

2.10 INFRASTRUCTURE & SERVICES

2.10.1 TRANSPORTATION POLICIES

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

Goal:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

- 2.10.1.4.** The municipalities **should** jointly engage Alberta Transportation in the future planning and maintenance of major roadways and Provincial highways in the IDP area for the purposes of coordination and cost-sharing of maintenance related to the whole roadway network.
- 2.10.1.5.** The municipalities **should** jointly engage Alberta Transportation for the purpose of actively planning for and implementing an interim access management plan to improve the safety and aesthetic enhancement of Highways 43 and 49 through the IDP area.

Objective:

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

Policy:

- 2.10.1.6.** The Town **should** gather airport flight statistics, such as number of trips and types of use (i.e. commercial, recreation/personal aviation, shipping/receiving goods), and prepare a business case that evaluates the current operational and capital needs, and the future business potential and viability of the airport facility.

Both municipalities **shall** evaluate the Valleyview Airport business case on the airport and identify opportunities to improve its utilization, based on the outcome of Policy 2.10.1.6.

2.10.2 UTILITIES & SERVICING POLICIES

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

Goal:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

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

Objective:

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

Policy:

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

2.10.3. PROGRAMS & SERVICES POLICIES

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

Goal:

Promote efficient and coordinated intermunicipal community and emergency services.

Objective:

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

Policy:

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

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

section 3

Definitions

Section 3 Definitions

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

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

Conceptual Scheme – see “Outline Plan”.

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

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

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

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

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

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

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

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

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

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

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

SWOT Analysis – An analysis to identify the Strengths, Weaknesses, Opportunities and Threats related to an existing situation to assist in guiding how to move forward and what to address.

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

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

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

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

Appendix A – Baseline Report



MUNICIPAL DISTRICT OF GREENVIEW No.16 & TOWN OF VALLEYVIEW

INTERMUNICIPAL DEVELOPMENT PLAN

SYNOPSIS OF BACKGROUND RESEARCH

SEPTEMBER 11TH, 2018



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Appendix

A – Growth Forecasts

UPDATE January 2021:

It should be noted that the Town Council of Valleyview obtained confirmation from the Minister of Transportation that the current highway realignment identified in this report is not official. For this reason, the Council for the Town of Valleyview, in agreement with the Council for the MD of Greenview, asked for it to be removed from the IDP. All subsequent figures shown in this report are outdated.

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1.0 BACKGROUND

1.1 INTRODUCTION

This document will serve to outline the baseline research that was undertaken to assist in moving forward with the re-write of the 2009 Intermunicipal Development Plan for the M.D. of Greenview No. 16 and the Town of Valleyview. A number of data sources were taken into consideration, including but not limited to economic and population data and forecasts, environmental factors, existing intermunicipal agreements and statutory/non-statutory plans currently in place. Finally, a SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) was prepared using the compiled baseline information in order to understand the context of the community and its existing relationships between municipalities. This document's purpose is to inform those involved in the IDP process; to help guide the discussion of the plan's development.

1.2 LEGISLATIVE BACKGROUND

Intermunicipal Development Plan (IDP)

When the government of Alberta passed new legislation in October 2017 as part of the *Modernized Municipal Government Act (MMGA)*, Intermunicipal Development Plan's (IDP) were introduced and made mandatory, with the primary goal being to improve municipal relationships, planning processes, and local decision-making.

An IDP is intended to ensure that development in and around shared boundaries of municipalities takes place in an environmentally responsible and sustainable manner without significant unnecessary costs and unacceptable negative impacts on

either municipality. Under the new MMGA, an IDP is mandatory and must be adopted within two years of the legislative requirements coming into force, the alternative being arbitration.

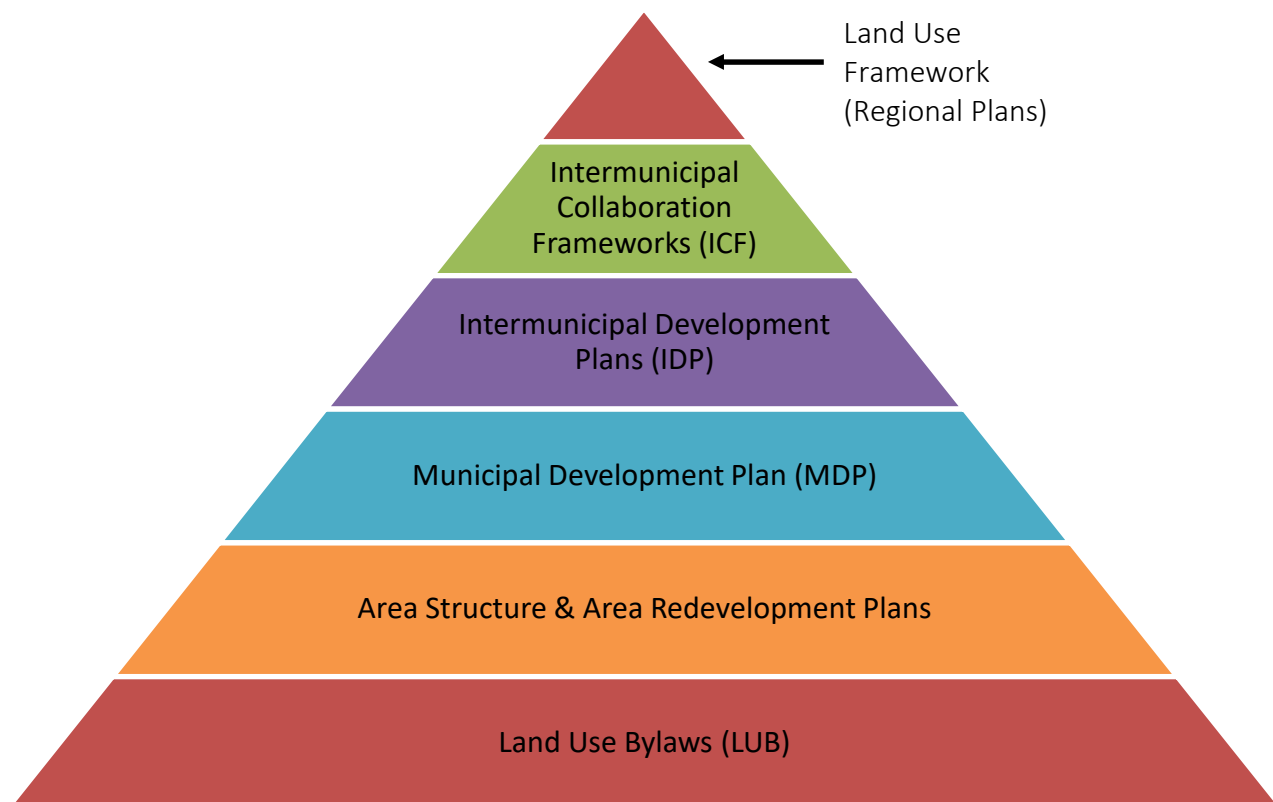
Intermunicipal Collaboration Framework's (ICF) are also required under the MMGA legislation. An ICF is a legislative tool to provide for integrated service delivery, manage resources effectively, and to ensure municipalities contribute to funding services that benefit their residents. An IDP

Intermunicipal Development Plan's (IDP) were introduced and made mandatory, with the primary goal being to improve municipal relationships, planning processes, and local decision-making.

will typically take the form of an appendix to a municipality's ICF, deals with issues specifically related to land use, and contains the following:

- Future land use within the area (as defined by the parties involved);
- How proposals are handled for future development of the area;
- The provision of transportation systems for the area;
- The coordination of intermunicipal programs relating to the physical, social and economic development of the area;
- Environmental matters within the area
- Any other matter related to the physical, social or economic development of the area that the councils consider necessary

Figure 1: Hierarchy of Plans in Alberta



It should be noted that there is an overlap between an ICF and an IDP. The related sections of legislation came into effect on April 1, 2018, meaning ICF's/IDP's must be in place by April 1, 2020, unless an extension has been agreed upon.

1.3 EXISTING INTERMUNICIPAL COLLABORATION

The Town of Valleyview and M.D. of Greenview No. 16 are inextricably connected, the M.D. surrounds the Town, creating an environment in which collaboration on growth and development is necessary. Part of the baseline research process included examining the links between the municipalities from an economic and demographic standpoint, and the findings indicate that M.D. residents account for many of the workers in the Town, and that the Town is the primary service provider most of the M.D. within the region.

The findings indicate that M.D. residents account for many of the workers in the Town, and that the Town is the primary service provider most of the M.D. within the region.

A relationship between the interconnected municipalities was formalized when an IDP was adopted in 2009. Promoting cooperation and communication between the Town and M.D. was a key focus of the IDP, and the plan established a growth strategy for both the urban and rural area. The IDP supports Valleyview as the service centre of the region, and also acknowledges the importance of agriculture to the M.D. Sharing in the area's future growth and development is the basis on which the IDP was formed, and the two municipalities created an environment which provided the mechanism to strike a balance between urban and rural development. Future land use areas were broken down into the following categories, and allocated to areas that represent the desired future direction of the area:

- Agriculture
- Airport
- Industrial Reserve
- Commercial Reserve
- Environmentally Sensitive Areas
- Residential Reserve
- Rural Industrial

Policies and goals were included in each land use, and serve as the implementation tool of the IDP's growth strategy. The IDP also includes policies that centres around the sharing of municipal utilities and recreation/tourism. Growth must be consistent with provisions of the Subdivision & Development Regulations.

2.0 KEY BASELINE OUTCOMES

The following is a summary of information analyzed in establishing an understanding of the factors that influence the Town of Valleyview and areas of the M.D. of Greenview No.16 that surround the Town. This baseline information serves to inform the stakeholders involved in the IDP process, to provide information to assist in order to have more effective dialogue moving forward.



Source: Valleyview Property

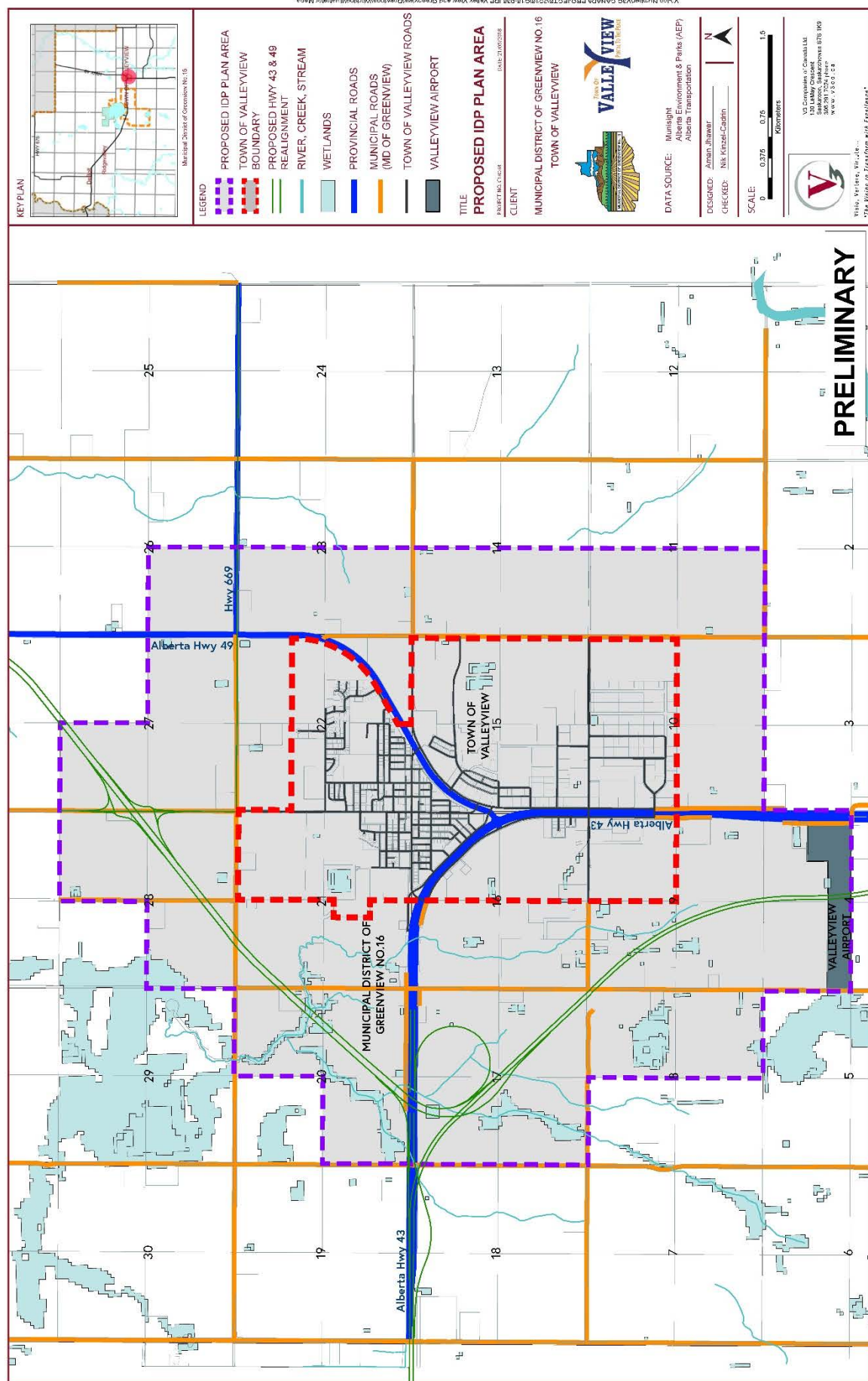
UPDATE January 2021:

It should be noted that the Town Council of Valleyview obtained confirmation from the Minister of Transportation that the current highway realignment identified in this report is not official. For this reason, the Council for the Town of Valleyview, in agreement with the Council for the MD of Greenview, asked for it to be removed from the IDP. All subsequent figures shown in this report are outdated.

The proposed IDP Boundary shown on the following page (Figure 4) has been developed based on the following reasons:

1. The economic growth report has indicated a potential growth of around 2.0% in population and jobs. Based on land absorption for development (residential, commercial, industrial, etc.) and recognizing the size of a rural lot (between 3 to 20 acres), the plan recommends extending at least a quarter section out from the Town to provide the land capacity that will accommodate long-term growth.
2. Based on the size of the Town of Valleyview it is recommended to include the entire Town.
3. The boundary is also being strongly guided towards the west because of the proposed realignment of Highway 43. This realignment will result in growth and development following this transportation corridor.
4. Where land uses are likely to expand and develop have also influenced the direction of the proposed IDP boundaries. For example, it is expected that residential growth from the Town will expand to the north while industrial and commercial development will likely develop to the south and west around the Highway transportation corridor.
5. The airport is considered a potential regional asset that benefits both.

Figure 4: Proposed IDP Area



2.1 ECONOMIC & POPULATION FORECASTS

The detailed Growth Forecast is attached to this report in Appendix A. Some of the key elements identified from this analysis are outlined as follows.

Municipal Profiles

A baseline municipal profile was prepared to understand the general overview of each municipality included in the study. The Town of Valleyview and the M.D. of Greenview No. 16 were examined by looking at demographics such as age, growth rate, the highest level of attained education, and participation rate (Table 1). The Economic Sub-Region which the IDP area is included was also defined, and population figures have been provided to understand of total population in the area (Table 2).

Table 1: Municipal Profiles

Municipality	Population Increase (2011-2016)	Growth Rate	Median Age (Provincial Average)	Advanced Education (Provincial Average)	Participation Rate (Provincial Average)
Town of Valleyview	1,761 – 1,863	1.1%	38.6 years (36.7 years)	45% (55%)	67.8% (71.8%)
M.D. of Greenview No. 16	5,299 – 5,583	1.0%	39.9 years (36.7 years)	41% (55%)	72.7% (71.8%)

Note: Advanced Education defined as possessing a post-secondary certificate, diploma or degree.

Table 2: Economic Sub-Region Populations

Geography	2017 Population*
Valleyview	1,863
M.D. of Greenview No. 16	5,583
Grande Cache	3,571
Fox Creek	1,971
Sturgeon Lake No. 154	1,512
Grande Prairie	64,785
County of Grande Prairie	22,858
Total	102,143

*Population figures generated using the Federal Census Profiles (2016) and historical rates of average annual growth.

Labour Force

The second component of the baseline population and economic growth forecasting was determining the labour force for the Town of Valleyview and M.D. of Greenview No. 16. Net commuters to both the Town and M.D. was determined to understand the movement of people and goods that affect the IDP area. The Growth Forecast in Appendix A outlines a comprehensive list of industry categories (compiled from the North American Industry Classification System) that are present in the areas.

Labour forces have been determined for both the Town and M.D., and have been estimated using the numbers of workers (by industry) residing in each geography, retrieved from 2016 Federal Census of Population Community Profiles. Commuting flow from geography of residence to geography of work data is derived from 2016 Federal Census', and the data represents the number of workers who commute to another geography. A detailed labour force breakdown by industry can be found in Appendix A, pages 7 - 8. The purpose of this section is to highlight the economic driver industries Labour Force and Net Commuters within this summary of background information. Please note that information on transient workers movement is not available and therefore not included in this analysis. Reference to "All Other Industries" includes all the remaining industries detailed in the table on page 7 - 8 of the Growth report contained in Appendix A.

Table 3: Town of Valleyview Labour Force

Industry	Labour Force	Current Jobs	Net Commuters
Construction	90	242	152
Mining, Quarrying, Oil and Gas Extraction	135	233	98
Retail Trade	135	219	84
Accommodation and Food Services	130	207	77
Health Care and Social Assistance	105	164	59
All Other Industries	390	685	295

The Town of Valleyview has a positive net commuter value for each of the economic driver industries (all industries in the detailed report) which signifies that people commute each day into the Town for work. Having a net positive commuter balance solidifies the Town's presence as a significant employer and service centre for the region.

Each economic driver industry has a positive net commuter value, meaning people commute everyday into the Town for work.

Table 4: M.D. of Greenview Labour Force

Industry	Labour Force	Current Jobs	Net Commuters
Mining, Quarrying, Oil and Gas Extraction	390	417	27
Agriculture, Forestry, Fishing, Hunting	585	397	-188
Construction	405	298	-107
Retail Trade	245	164	-81
Transportation, Warehousing	225	154	-71
All Other Industries	1,260	850	-410

The M.D. has a net negative commuter flow, meaning most residents commute to another municipality for work purposes, and that there are more workers than jobs in the M.D. The Town of Valleyview has a labour deficit (more jobs than workers), which results in many M.D. residents commuting to the Town and participating in the Town's local economy on a daily basis.

The negative commuter flow for the M.D. indicates that most residents commute to another municipality for work purposes. There are more workers than jobs in the M.D.

The labour force estimates for the Town and M.D. are based on permanent employees for each municipality. For the labour estimates to be comprehensive, analysis of transient workers is also needed. As of September 2018, as many as 64 work camps were estimated to be in operation in the M.D. of Greenview No. 16. Please note that obtaining

data regarding worker camps is not easy and not reflected in Federal or Provincial census data. Through analysis of meeting agendas and minutes from the M.D.'s Municipal Planning Commission, the total capacity of these camps is almost 9,000 workers. Total capacity of a camp known, however, the number of workers at each camp at any point is uncertain. Camps are permitted to operate for a period of one year before being required to renew their permit, and often times the camp does not operate during the whole year making worker numbers more difficult to estimate. Commuter flow cannot be determined using these numbers, as no data is available for where transient workers reside while working in a camp. For the purpose of the IDP, the total capacity of camps (almost 9,000 workers) should be considered the maximum limit of workers at any point in time. A detailed breakdown of Work Camps in the M.D. can be found in Appendix A, pages 9 - 10.

Driver Industries

Based on the most popular industry categories above, four (4) driver industries have been created and serve as the focus for economic growth. These industries are expected to drive job growth in the region. The extent to which the municipalities are connected creates a situation for mutually beneficial growth and a shared outlook. The driver industries identified for the proposed IDP area are:

- Agriculture & Related
- Support Activities for Oil Extraction
- Retail Services
- Tourism

Economic Driver Industries:

1. Agriculture & Related
2. Support Activities for Oil Extraction
3. Retail Services
4. Tourism

Driver Industries expected to guide economic development in the IDP.

A number of sub-sectors have been categorized under each driver industry. Through economic analysis and forecasting for the region, the results predict solid economic growth in the IDP area by focusing development on opportunities presented in Table 5 on the following page.

Table 5: Driver Industry Sub-Sectors

Economic Driver	Sub-Sectors
Agriculture & Related	<p>Agri-Tourism</p> <ul style="list-style-type: none"> • Agricultural operation or activity that attracts visitors • E.g. Local Farmers Market, Summer's Gold U-Pick Strawberries <p>Commercial Greenhouse</p> <ul style="list-style-type: none"> • Local ventures capable of servicing region, instead of relying on larger grocers that have foreign sources • Lower transportation costs, cheaper food • E.g. Summer's Gold Greenhouse <p>Agricultural Processing</p> <ul style="list-style-type: none"> • Processing raw materials and intermediate products • Meat, dairy, grain, vegetable, fruit, oilseed potential • E.g. Moore Seed Processors <p>Agri-Hubs</p> <ul style="list-style-type: none"> • Collections of agriculturally-focused businesses that support each other • E.g. Valleyview and Districts Agricultural Society
Supportive Activities for Oil Extraction	<p>Sub-Sectors for this economic driver include support services for:</p> <ul style="list-style-type: none"> • Mining, quarrying and oil and gas extraction • Construction • Transportation and warehousing • Professional, scientific, and technical services <p>Resource extraction drives Alberta's economy, and for the IDP area, businesses in that sector are primarily oil-related equipment rental and transportation services.</p>

Economic Driver	Sub-Sectors
Retail Services	<p>Growth in this industry is typically associated with local population growth, but Valleyview's location at the junction of Highways 43 and 49 exposes their service market to non-local retail spending.</p> <p>Strategic specialization and expansion of local retail initiatives could attract more consumers to Valleyview, with most retail spending flowing into Grande Prairie.</p> <p>The largest segment of the retail sector is "convenience," including:</p> <ul style="list-style-type: none"> • Grocery and specialty foods • Personal services • Pharmacy • Alcohol and tobacco • Health services <p>The presence of Grande Prairie poses a threat to the retail economy within the IDP area, with as much as 60% of Valleyview's spending estimated to flow into Grande Prairie. An opportunity presents itself to specialize and expand the local economy within the IDP area to attract consumers within the area, and from Grande Prairie.</p> <p>The Provincial Highway will impact the retail industry in the IDP area:</p> <ul style="list-style-type: none"> • Existing commercial uses along the highway will likely need to shift with the proposed bypass to continue to capture the highway consumer traffic. • Existing land around the present highway corridor will need to be re-examined, to determine how to focus on local services.
Tourism	<ul style="list-style-type: none"> • Information and cultural industries • Arts, entertainment, and recreation • Accommodation and food services • Retail trade • Agriculture

Retail service sector growth is typically associated with local population growth, however the IDP Area's location at the junction of Highway 43 and 49 exposes their service market to non-local retail spending.

Growth Forecasts

The following data provides the baseline on how the growth forecasts for the population were created to project a 10-year growth period. The projections have been broken down by geographies, for the purpose of understanding where people and jobs are located to date (Table 6). A 10-year forecast was made, projecting population for the region to 2027 using the following factors (Table 7):

- Fertility rates
- Mortality rates
- Migration
- Population capacity
- Geography sequencing
- Growth status

Table 6: Geographies Used in the Forecast, Base Year Information

Geography	Description	Population (2017)	Employment (2017)
Airport	Valleyview Airport	0	15
Rest of MD of Greenview	Greenview, excluding the Hamlets, IDP areas, and Industrial Park	4,787	1,946
Hamlets	Hamlets of DeBolt, Grovedale, Landry Heights, Little Smoky, and Ridgevalley	778	319
IDP - Commercial	IDP areas designated for Commercial development	0	0
IDP - Industrial	IDP areas designated for Industrial development	0	0
IDP - Industrial (Rural)	IDP areas designated for Industrial development (not subject to future annexation applications)	0	0
IDP - Residential	IDP areas designated for Residential development	0	0
Industrial Park	Big Mountain Industrial Park	0	0
Rest of Valleyview	Town of Valleyview, excluding all IDP areas	1,865	1,750
Study Area Total	All Study Area geographies	7,430	4,030

Table 7: Population Forecast by Geography, 2017-2027

Geography	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	AAG
Airport	0	0	0	0	0	0	0	0	0	0	0	-
Rest of MD of Greenview	4,787	4,810	4,831	4,850	4,867	4,883	4,897	4,910	4,922	4,933	4,943	0.3%
Hamlets	778	782	786	795	863	933	1,003	1,072	1,144	1,217	1,290	5.2%
IDP - Commercial	0	0	0	0	0	0	0	0	0	0	0	-
IDP - Industrial	0	0	0	0	0	0	0	0	0	0	0	-
IDP - Industrial (Rural)	0	0	0	0	0	0	0	0	0	0	0	-
IDP - Residential	0	0	0	0	50	82	213	294	380	467	555	-
Industrial Park	0	0	0	0	0	0	0	0	0	0	0	-
Rest of Valleyview	1,865	1,869	1,873	1,879	1,927	1,975	2,024	2,072	2,121	2,171	2,200	1.7%
Study Area Total	7,430	7,461	7,490	7,524	7,707	7,872	8,137	8,348	8,567	8,787	8,989	1.9%

Note: population growth forecasts for IDP Commercial, Industrial, Industrial (Rural), and Industrial Park are not expected to see an increase in residents as residential uses within these zones are not permitted. Residential population is expected to increase in the IDP Residential areas starting in 2021, when the area starts developing more land to accommodate a growing population.

Employment growth is the second forecast that was made to create a 10-year employment forecast for the region (Table 8), using the following factors:

- Driver industry growth
- Support employment growth
- Participation rates
- Employment capacity
- Employment profiles
- Geography sequencing

Table 8: Total Job Forecast by Geography, 2017 to 2027

Geography	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	AAG
Airport	15	15	15	15	16	16	17	18	18	19	19	2.6%
Rest of MD of Greenview	1,946	1,946	1,966	1,982	1,992	2,000	2,000	2,000	2,000	2,000	2,000	0.3%
Hamlets	319	342	353	367	384	413	443	473	503	533	563	5.9%
IDP - Commercial	0	0	0	0	0	1	2	11	15	20	25	-
IDP - Industrial	0	0	0	0	1	3	6	12	16	21	26	-
IDP - Industrial (Rural)	0	0	0	0	1	3	6	12	16	21	26	-
IDP - Residential	0	0	0	0	0	1	3	10	15	19	25	-
Industrial Park	0	0	0	0	2	6	12	23	31	41	51	-
Rest of Valleyview	1,750	1,779	1,793	1,809	1,829	1,870	1,910	1,951	1,993	2,034	2,075	1.7%
Study Area Total	4,030	4,082	4,127	4,173	4,226	4,314	4,398	4,509	4,607	4,708	4,811	1.8%

Average Annual Growth Rate (AAG) for Employment Growth in the Town of Valleyview is forecast to be 1.7%, indicating moderate job growth. The AAG for the IDP areas denoted in the Growth Forecasts cannot be calculated because there is no existing development on these lands, therefore growth rates are technically infinite. In the IDP Areas:

- 25 Commercial Jobs are forecasted to be created by 2027
- 26 Industrial Jobs are forecasted to be created by 2027
- 26 Industrial Jobs (Rural) are forecasted to be created by 2027
- 25 Residential Jobs are forecasted to be created by 2027

The growth forecasts are a critical piece of information for the purpose of this project. They provide a comprehensive snapshot of the current (and projected) state of the population and economy. The way the growth report is structured provides an explanation on the regional affects and then narrows the focus down to the municipalities participating in the IDP. This provides greater context than solely focusing on the Town and M.D. The complete growth forecast is attached in Appendix A.

2.2 TRANSPORTATION

2.2.1 Highway Network

The Town of Valleyview is situated in a strategically advantageous location, two major provincial highways intersect in the Town resulting in a large number of regional travellers passing within the IDP boundary on a daily basis. Highway 43 is the major transportation network connection from Grande Prairie to Highway 16 (Yellowhead Highway), and Highway 49 connects the Town to Highway 43 and then Highway 2 between Edmonton and Calgary. Development along these highways has concentrated on their highway orientation and is a large reason why the “convenience” retail category is the largest in Valleyview.

Alberta Transportation proposes to realign the two major provincial highways, creating a bypass around the Town of Valleyview (Figure 5). The highway realignment could be seen as one of the biggest threats to the IDP area, and it will be important to plan the commercial area to transition alongside the highway realignment. It's recognised that future access to the Highway from the retail industry will be completely different to the current setup and changes will likely not make it as easy to access the retail stores. However, visibility from the highway is critical to businesses and interchanges can be planned to accommodate similar commercial uses to what currently exists. The economy of the area captures a great amount of highway traffic, which is seen by the amount of highway commercial development along the arterial roads. When the highway realignment is completed and all the existing traffic bypasses the Town, the existing highway commercial development will predominantly be used by local traffic. Two major considerations need to be made regarding the highway realignment moving forward: how to accommodate and promote the transition of highway commercial development around the proposed realignment, and how to effectively utilize land around the present highway corridor after the bypass is complete.

The proposed highway realignment bypass could be seen as one of the biggest threats to the IDP area. Significant land use and economic considerations will need to be made to make sure the IDP area transitions with the realignment.

2.2.2 Airport

The Valleyview Airport is located approximately 3 kilometres south of the Highway 43 and 49 intersection in the Town of Valleyview. Within M.D. of Greenview No. 16 corporate boundaries, the airport is owned and operated by the Town of Valleyview. As it currently stands, development within the airport lands is regulated by the M.D.'s Land Use Bylaw. The Valleyview Airport is certified by the federal government.

Having an airport within the IDP area creates opportunities and challenges. Emergency services benefit from the ability to quickly get into the air, whether that be for airlifting an accident victim to a major hospital or for planes used to help fight fires. The airport has the opportunity to serve as a connection to the larger region. The primary use of the airport is for personal/recreation purposes, as such the airport does not act as a connection to the wider region, for people or goods. The proposed highway realignment by Alberta Transportation (Figure 5) is planned to go through the existing Valleyview Airport lands, resulting in major implications for the airport and surrounding areas. A discussion point during the engagement process will be centred around the value that the airport has to the IDP area, business and the municipalities, and whether or not the airport should be relocated or discontinued.

The Valleyview airport creates opportunities and challenges for the IDP. If incorporated well, the airport has many benefits; however, the highway realignment is slated to go right through the existing airport lands which has major implications.

2.3 SERVICING

2.3.1 Water & Wastewater

The Town of Valleyview is serviced by water from the Little Smoky River. Raw water is drawn from the river and pumped to the Town's water reservoir, where the water is held in two holding ponds. The raw water is treated (at the adjacent water treatment plant), fluoridated and pumped through the community via in-ground water utility lines. The M.D. of Greenview No. 16 is providing water through a network of water points where the public can fill their water tanks. Both potable and non-potable water are available within the M.D. at certain water points, in total there are 6 potable and 4 non-potable locations. None of these water points are in the proposed IDP area. The M.D. uses sourced groundwater to service all water point locations.

The Town is serviced by a sanitary sewer system. The wastewater treatment plant treats the wastewater, while the sewage lagoon holds the treated wastewater until the timed discharge releases it into a named creek, eventually ending up in Sturgeon Creek. The wastewater treatment facility is located on the same lot as the sewage lagoon, and has a 5-cell treatment system. When the wastewater is treated, it is held in the aerated sewage lagoon. From there, treated wastewater is discharged three (3) times per year using a timed-release system via a drainage ditch into an unnamed creek, eventually ending up in Sturgeon Creek. An old wastewater treatment facility was located within the Town, but has since been decommissioned and serves as a daycare centre. The M.D. of Greenview No. 16 does not provide wastewater services, instead, they approve private septic tank developments. Residents in the M.D. have private septic service, and deposit their wastewater at either the Sturgeon Heights, Little Smoky, or Grovedale sewage lagoons. The wastewater is treated for one year before being discharged back to the nearest creek. None of the M.D.'s sewage lagoons are located near the IDP area, so environmental concerns do not exist around these sensitive areas.

2.3.2 Power

The Town of Valleyview and M.D. of Greenview No. 16 are serviced by ATCO's distribution grid. Two generating plants (natural gas turbine generators) service the distribution grid, and has a

capacity of 90 megawatts. Continuous development of the ATCO distribution grid (increasing capacity) can be made at the request of municipalities, and it was conveyed that the current capacity of the two generators is sufficient to service the needs of the growth forecast.

2.3.3 Emergency Services

The IDP area has emergency servicing consisting of fire, RCMP, and ambulance. The M.D. has five (5) Fire Departments to cover the entire region that are located in Fox Creek, Valleyview, DeBolt, Grovedale and Grande Cache, with the majority of members being volunteers. A fire servicing agreement is in place between the M.D. Valleyview Fire Department and the Town of Valleyview, for which fire services are jointly funded by each municipality for the area of interest, including the IDP.

An RCMP detachment is located in the Town of Valleyview and serves the area encompassing: Calais, Clarkson Valley, New Fish Creek, Sturgeon Heights, Sturgeon Lake First Nation, Sunset House, Sweet House Creek, Valleyview, Snipe Lake and both Young's Point and Williamson Provincial Parks. The RCMP detachment is made up of twelve (12) officers and four support staff. The M.D. also has a contract with the County of Grande Prairie to augment the RCMP services with Peace Officers to better serve the region. Another agreement is in place between the M.D. and the Alberta RCMP, a Memorandum of Understanding (MOU) that states the M.D. will pay for one advanced position to the RCMP detachment. The position is currently vacant, but when occupied will be financed by the M.D.

Ambulance services within the IDP area are provincially run by Alberta Health Services. While no joint service agreement is in place with the M.D. and Town, the EMS occupies the same building as the Fire Department resulting in a cost sharing mechanism for renting the space.

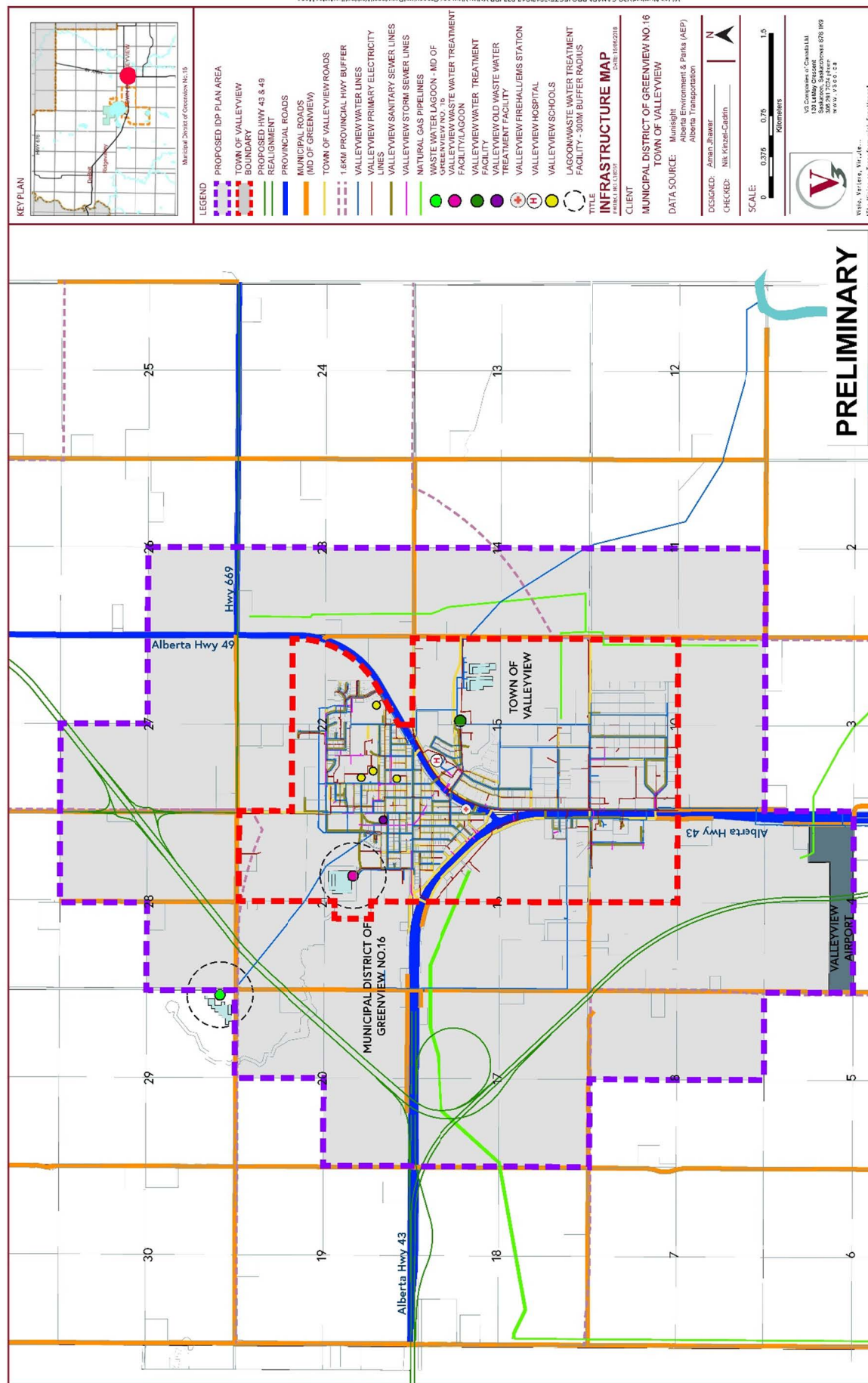
IDP Area has Fire, RCMP and Ambulance emergency services.

The Town and M.D. have a joint agreement in place for Fire services.

The RCMP is federally run, no joint agreement between the M.D. and Town.

Ambulance services is provincially run by Alberta Health Services.

Figure 5: Infrastructure Map



2.3.4 Environmentally Sensitive Areas

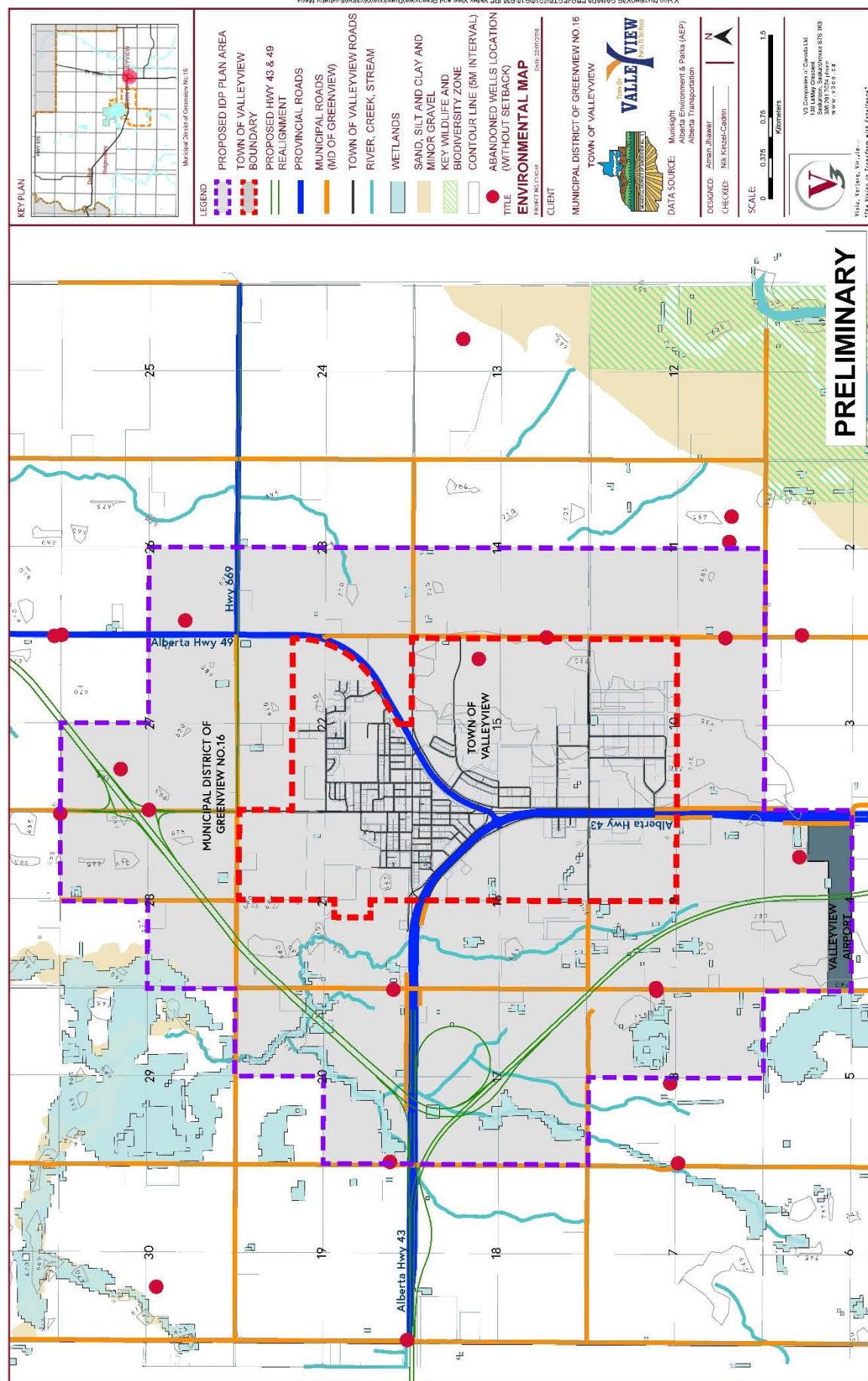
Several environmentally sensitive areas within the IDP area were identified during the baseline research and analysis. As shown on Figure 5, an active sewage lagoon and wastewater treatment facility are located within the boundaries of the proposed IDP. Both municipalities have stated that future development must adhere to policies within the Subdivision and Development Regulation. As such, minimum setback distances have been established for each of the aforementioned environmentally sensitive areas as indicated below:

Table 9: Environmentally Sensitive Areas within IDP Area

Environmentally Sensitive Area	Comments
Town of Valleyview Sewage Lagoon & Wastewater Treatment Facility	Located in the NW portion of the proposed IDP area, the active sewage lagoon presents opportunities and threats for future development. Residential, institutional and public use developments must be buffered by 300m from a sewage facility, and future land use maps need to incorporate this requirement. Development near the lagoon should focus on industrial and commercial opportunities.
Town of Valleyview Water Treatment Facility & Water Reservoirs	Located on the eastern side of the Town, the water treatment facility is not considered an environmentally sensitive, however, development adjacent to the facility and water reservoirs should consider the impact on the large public works.
Town of Valleyview Landfill	Although located outside of the proposed IDP area, policy regulations exist that buffer residential, institutional and public use development by 450m from an active landfill.

Also shown on the Environment Map (Figure 6) are locations of abandoned wells within the IDP boundary. Twelve (12) abandoned wells have been identified, but none are anticipated to impact future development within the IDP area. There are no known wildlife biodiversity zones within the IDP boundary, and almost all of the wetlands are located just outside the IDP area to the northwest.

Figure 6: Environmental Map



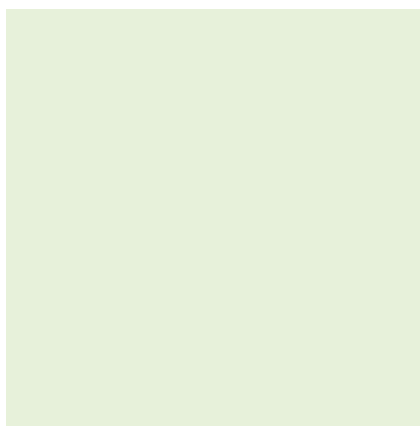
3.0 SWOT ANALYSIS

The following table (Table 10) is a high-level summary of the SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) to help inform the IDP process and guide discussion moving forward. Please note that this is not limited and subject to change.

Table 10: SWOT Analysis

Strengths	Weaknesses
<ul style="list-style-type: none"> - Expected economic and population growth over the next 10 years - Strategic location along provincial highway network - History of municipal collaboration (2009 IDP) - The region is resource rich (agriculture, oil/gas) - Existing facilities and community assets (park system, trails, recreational facilities, library, theatre, community hall, schools) - Airport - The relationship between the Town and M.D., large movement of people and goods between the two 	<ul style="list-style-type: none"> - Environmentally Sensitive Areas (sewage lagoon, water reservoir) limit growth opportunities on adjacent areas within the IDP boundary - Profile and image as a highway service centre, low amounts of tourism and extended stays
Opportunities	Threats
<ul style="list-style-type: none"> - Untapped tourism potential - To improve on existing agreements through further collaboration and joint decision making - Transportation corridor/airport - To gain savings and efficiencies for tax payers - To effectively manage land development costs - Industrial conglomerate between M.D. and County of Grande Prairie, will increase commuters and employment spinoffs in the area 	<ul style="list-style-type: none"> - Future highway bypass and its affect on land uses, the airport, and the Town's economy - Other communities competing for business - Political changes (all levels of government) - Economic shifts

Appendix B – Growth Forecast



Municipal District of Greenview and the Town of Valleyview Growth Forecasts

WORKING PAPER
INTERNAL DRAFT 3

Sep 10, 2018



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Executive Summary

This analysis assumes that future economic, employment and population growth in the Study Area (comprised of the Town of Valleyview and Municipal District of Greenview) will be led by a number of 'driver industries', defined to include Agriculture and Related, Support Activities for Oil Extraction, Retail Services, and Tourism. The remaining sectors of the Study Area economy are assumed to be 'support industries', and generally grow in tandem with population.

Assuming a moderate economic growth outlook that is generally in line with historical trends, the Study Area's population is expected to increase from 7,430 in 2017 to approximately 9,000 by 2027, representing an average annual growth rate of 1.9 per cent. Across the same time period, the total number of jobs located in the Study Area is projected to increase from 4,030 to about 4,800, representing an average annual growth rate of 1.8 per cent.

This analysis denotes a number of 'Intermunicipal Development' (IDP) areas, generally located around the municipal border of Valleyview. These IDP areas are primarily undeveloped as of 2017, but have been assigned a development type (residential, commercial, industrial, agricultural) intended for future use.

Using geographic and land use definitions and designations outlined in the Valleyview Intermunicipal Development Plan¹ (2009), this analysis finds that the IDP areas are expected to remain undeveloped until at least 2021, regardless of intended development type. Valleyview presently contains a significant amount of undeveloped urban reserve, which was found to be a more likely site for development relative to the IDP areas. Using these assumptions, this analysis found that population in IDP areas (residential) would reach approximately 550 by 2027. The total number of jobs in IDP areas (residential, commercial and industrial) would reach approximately 100 by 2027. While estimated residential and employment development capacities within the Town of Valleyview would be approached in this forecast, only a small portion of developable area is utilized in IDP areas. These IDP areas do not include the planned Big Mountain Industrial Park in the MD of Greenview or the Valleyview Airport.

The proposed realigning of Highways 43 and 49 does not impact forecasts of aggregate population and job growth. However, the realigning would likely impact the geographic prioritization of commercial and industrial development. Job growth would occur sooner in IDP areas close to the new highway location, with the timing of development and corresponding job growth in Valleyview's urban reserve slowing as a result. The timing of the highway realignment would obviously be a major factor in determining the timing of growth in these IDP areas. This adjusted forecast finds that total jobs in commercial and industrial IDP areas exceeds 300 by 2027, compared to about 75 jobs in the prior forecast. As a result, job growth in the rest of Valleyview slows to 0.8 per cent, from 1.7 per cent in the prior forecast.

Forecasts related to residential IDP areas are unaffected by the proposed highway realignment.

¹ Valleyview Intermunicipal Development Plan, April 2009. <http://mdgreenview.ab.ca/wp-content/uploads/2013/12/VV-IDP-Final.pdf>

Growth Scenarios

A population and employment forecasting model was used to project growth for each of three scenarios.

- ▶ **Low Scenario:** This scenario represents a continuation of the current slowdown in the economic growth in the region, including lower growth in the oil industry, which does not recover to the pre-oil price decline levels of 2014. Further, this scenario assumes that little to no action is taken in the region to encourage its potential as a tourism hub. Population growth in the region is assumed to continue to exhibit only minimal growth.
- ▶ **Base Scenario:** This scenario represents the 'best guess' as to the growth which can be expected for the region and assumes that energy prices recover to levels which will remain slightly below those that existed prior to the oil price declines of 2014. Further, this scenario assumes that the development guidelines introduced in the Town of Valleyview are somewhat successful in establishing the region as a tourism hub, bringing corresponding output and employment gains in the retail sector. Population growth is assumed to increase relative to recent trends, but remains below the projected provincial average.
- ▶ **High Scenario:** This scenario represents an 'optimistic' picture of future growth that can be expected for the region, including a return of oil prices to levels similar to those that existed prior to the oil price declines of 2014. Further, this scenario assumes that Valleyview is successful in establishing itself as a tourism hub; and that that a revitalized Valleyview commercial sector initiates a period of high growth in retail activity. Population growth in the region is assumed to increase substantially, driven primarily by employment-induced migration.

Base Year Profile

TOWN OF VALLEYVIEW

Between 2011 and 2016 the Town of Valleyview's population increased from 1,761 to 1,863 according to the Federal Census- an average annual growth rate of about 1.1%. Based on analyzing historical population trends, along with population projections completed by Alberta Treasury Board and Finance,² Valleyview's 2017 population was estimated to have not changed substantially from its 2016 level.

The median age of Valleyview's population in 2016 was 38.6 years, compared to the provincial average of 36.7 years. As well, according to the 2016 Federal Census Profiles,³ approximately 45% of Valleyview's labour force possessed a postsecondary certificate, diploma or degree, compared to the provincial average of 55%; and the town's participation rate was 67.8% (compared to the provincial average of 71.8%).

MUNICIPAL DISTRICT OF GREENVIEW

Between 2011 and 2016 the Municipal District (MD) of Greenview's population increased from 5,299 to 5,583 according to the Federal Census - an average annual growth rate of about 1.0%. Based on analyzing historical population trends, along with population projections completed by Alberta Treasury Board and Finance,⁴ the MD of Greenview's 2017 population was estimated to have not changed substantially from its 2016 level.

The median age of the MD of Greenview's population in 2016 was 39.9 years, compared to the provincial average of 36.7 years. As well, according to the 2016 Federal Census Profiles,⁵ approximately 41% of the MD of Greenview's labour force possessed a postsecondary certificate, diploma or degree, compared to the provincial average of 55%; and the district's participation rate was 72.7% (compared to the provincial average of 71.8%).

OTHER GEOGRAPHIES

Other geographies included in this analysis, which possess significant economic linkages with both Valleyview and the MD of Greenview, include the Town of Grande Cache, the Town of Fox Creek, Sturgeon Lake 154 (Reserve), the City of Grande Prairie, and the County of Grande Prairie. These economic linkages exist in the form of commuting relationships and retail spending overlap.

² Alberta Treasury Board and Finance, Alberta Population Projections (2017-2041), CD18 (Medium Scenario). <https://www.alberta.ca/population-statistics.aspx>

³ Statistics Canada. 2017. Valleyview, T [Census subdivision], Alberta and Alberta [Province] (table). Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017.

⁴ Alberta Treasury Board and Finance, Alberta Population Projections (2017-2041), CD18 (Medium Scenario). <https://www.alberta.ca/population-statistics.aspx>

⁵ Statistics Canada. 2017. Greenview No. 16, MD [Census subdivision], Alberta and Greenview No. 16, MD [Census subdivision], Alberta (table). Census Profile. 2016 Census. Statistics Canada Catalogue no. 98-316-X2016001. Ottawa. Released November 29, 2017.

2017 Population of Municipalities in the Economic Sub-Region

Geography	2017 Population Estimate
Valleyview	1,863
MD of Greenview	5,299
Grande Cache	3,571
Fox Creek	1,971
Sturgeon Lake 154	1,512
Grande Prairie	64,785
County of Grande Prairie	22,858

BASE LABOUR FORCE AND YEAR JOBS

The estimated labour force along with the number of jobs located in the Town of Valleyview and the MD of Greenview in the base year (2017) are shown in the tables below, according to 2-digit NAICS categories.

Labour force data by 2-digit NAICS were retrieved from 2016 Federal Census community profiles.⁶ These estimates represent the number of workers (by industry) residing in each geography. Commuting flow from geography of residence to geography of work was estimated using data derived from the Federal Census.⁷ The labour force composition of the geography of residence was used to estimate the industry for employment for commuters.

The difference between the labour force and jobs measures is that the former estimates the industry of employment for workers residing in the geography, while the latter estimates actual employment by industry in the geography.

The Town of Valleyview's labour force and job total were estimated at 985 and 1,750 respectively. This means that in total, there are 765 workers that commute to Valleyview to work each day (on a net basis).⁸

The MD of Greenview's labour force and job total were estimated at 3,110 and 2,280 respectively. This means that there are 830 workers in the MD that commute to another community for work each day (on a net basis).⁹

Note that these labour force estimates include only permanent residents of the municipalities, and do not consider work camps or mobile workers in the study area. A discussion of this non-permanent labour force is included later in this report.

⁶ Statistics Canada, Census Profiles, 2016, <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/prof/index.cfm?Lang=E>.

⁷ Statistics Canada, Commuting Flow from Geography of Residence to Geography of Work - Census Subdivisions. <https://www12.statcan.gc.ca/census-recensement/2016/dp-pd/dt-td/Rp-eng.cfm?APATH=3&DETAIL=0&DIM=0&FL=A&FREE=0&GC=0&GID=0&GK=0&GRP=1&LANG=E&PID=111332&PRID=10&PTYPE=109445&S=0&SHOWALL=0&SUB=0&THEME=125&Temporal=2016&VID=0&VNAME=&VNAMEF=>

⁸ Public administration employment in the Town of Valleyview represents jobs associated with federal, provincial, and municipal levels of government. As well, the jobs total would be reflective of the positions with the MD of Greenview that are located in the Town.

⁹ Public administration employment in the MD of Greenview represents jobs associated with federal, provincial, and municipal levels of government. As well, the jobs total would be reflective of the positions with the MD of Greenview that are located in the Town.

Town of Valleyview, Labour Force and Jobs Estimates by Industry, 2017¹⁰

Industry	Labour Force	Jobs	Net Commuters
11 Agriculture, forestry, fishing and hunting	30	56	26
21 Mining, quarrying, and oil and gas extraction	135	233	98
22 Utilities	25	25	0
23 Construction	90	242	152
31-33 Manufacturing	30	35	5
41 Wholesale trade	20	37	17
44-45 Retail trade	135	219	84
48-49 Transportation and warehousing	30	54	24
51 Information and cultural industries	15	15	0
52 Finance and insurance	25	28	3
53 Real estate and rental and leasing	0	19	19
54 Professional, scientific and technical services	15	35	20
55 Management of companies and enterprises	0	0	0
56 Administrative and support, waste management and remediation services	25	64	39
61 Educational services	55	59	4
62 Health care and social assistance	105	164	59
71 Arts, entertainment and recreation	10	22	12
72 Accommodation and food services	130	207	77
81 Other services (except public administration)	40	95	55
91 Public administration	70	142	72
All industry categories	985	1,750	765

¹⁰ Net Commuters is equal to the number of jobs in the community minus the local labour force. Where Net Commuters is positive, there is a net inflow of workers to the municipality. Where Net Commuters is negative, there is a net outflow of workers from the municipality.

MD of Greenview, Labour Force and Jobs Estimates by Industry, 2017¹¹

Industry	Labour Force	Jobs	Net Commuters
11 Agriculture, forestry, fishing and hunting	585	397	-188
21 Mining, quarrying, and oil and gas extraction	390	417	27
22 Utilities	45	29	-16
23 Construction	405	298	-107
31-33 Manufacturing	130	89	-41
41 Wholesale trade	90	60	-30
44-45 Retail trade	245	164	-81
48-49 Transportation and warehousing	225	154	-71
51 Information and cultural industries	0	2	2
52 Finance and insurance	35	23	-12
53 Real estate and rental and leasing	55	38	-17
54 Professional, scientific and technical services	110	77	-33
55 Management of companies and enterprises	0	0	0
56 Administrative and support, waste management and remediation services	80	59	-21
61 Educational services	170	110	-60
62 Health care and social assistance	180	116	-64
71 Arts, entertainment and recreation	25	18	-7
72 Accommodation and food services	85	55	-30
81 Other services (except public administration)	160	115	-45
91 Public administration	95	60	-35
All industry categories	3,110	2,280	-830

WORK CAMPS

Data regarding the development permits issued for work camps were collected from the meeting agendas and minutes of the MD of Greenview's Municipal Planning Commission.¹²

As of September 2018, as many as 64 work camps were estimated to be in operation in the MD of Greenview. The total capacity of these camps was almost 9,000 persons, with an average capacity of about 140 persons. Work camp capacity ranged from as high as 1,250 persons to as few as 2.

While the permitted capacities of these camps are known, the number of workers residing at each camp at any point in time is uncertain. Further, a camp is permitted to operate for a period of one year before renewal, but the duration of operation for each camp (whether the camp is in operation for the entirety of the year) is unknown. For these reasons, the figures provided for work camp capacities could be considered an upward limit of workers at any point in time.

¹¹ Net Commuters is equal to the number of jobs in the community minus the local labour force. Where Net Commuters is positive, there is a net inflow of workers to the municipality. Where Net Commuters is negative, there is a net outflow of workers from the municipality.

¹² Municipal District of Greenview, MPC Minutes and Meeting Dates, <http://mdgreenview.ab.ca/governance/mpc-minutes-meeting-dates/>

Camp employment is generally associated with energy and forestry projects. Larger capacity camps (100+ persons) are primarily concentrated around the areas of Fox Creek, along Highway 40 between Grande Prairie and Grande Cache, and in the central part of the MD between Highways 40 and 43. These larger camps constitute the majority of total camp-based employment (about 90%).

The non-permanent employment associated with these camps is not included in the labour force and jobs estimates detailed in the section above.

Work Camps in the MD of Greenview

Operator	Coordinates	Capacity (Persons)	Renewal	Area
SEVEN GENERATIONS ENERGY LTD	2-11-64-4-W6	20		Kakwa
ORLEN UPSTREAM CANADA LTD	2-17-63-5-W6	10		Kakwa
OMERS ENERGY	NE-1-61-1-W6	2	YES	Simonette
MILLAR WESTERN FOREST PRODUCTS LTD	11-9-59-23-W5	25	YES	Berland
HORIZON NORTH CAMP & CATERING	NE-22-64-26-W5	179	YES	Simonette
CONOCOPHILLIPS CANADA OPERATIONS LTD	SW-31-60-2-W6	12		Resthaven
SUREWAY LOGGING	NW-30-68-6-W6	40	YES	Elmworth
TRILOGY RESOURCES LTD	5-15-63-19-W5	8	YES	Kaybob North
RIGHT CHOICE CAMPS AND CATERING LTD	NW-30-63-5-W6	250	YES	Kakwa
CHEVRON CANADA LIMITED	NE-26-61-21-W5	20		Kaybob South
MODERN RESOURCES INC	NE-9-62-8-W8	2	YES	Route
SEVEN GENERATIONS ENERGY LTD	SE-30-63-5-W6	144	YES	Kakwa
STRATH RESOURCES LTD	6-17-61-3-W6	304		Jayar
MODERN RESOURCES INC	SE-21-62-8-W6	20		Route
ATHABASCA OIL CORPORATION	15-19-62-22-W5	8	YES	Grizzly
MODERN RESOURCES INC	SE-29-63-8-W6	20		Red Rock
MODERN RESOURCES INC	SW-10-64-9-W6	20		Red Rock
MODERN RESOURCES INC	SW-3-65-9-W6	20		Red Rock
RIGHT CHOICE CAMPS & CATERING / JUPITER RESOURCES INC	4-16-60-2-W6	147		Resthaven
XTO ENERGY CANADA ULC	NE-20-60-20-W5	256		Kaybob
IRON PINE CONTRACTING LTD / WEYERHAEUSER CANADA	NE-10-62-6-W6	35		Kakwa
D & J ISLEY AND SONS CONTRACTING LTD / WEYERHAEUSER COMPANY LIMITED	NW-22-62-4-W6	25		Kakwa
PEACE COUNTRY LAND LTD / CHEVRON CANADA LIMITED	SW-32-62-23-W5	4		Waskahigan
RIGHT CHOICE CAMPS & CATERING LTD / COMPASS GROUP CANADA LTD	NW-5-64-1-W6	532		Latonnell
CHEVRON CANADA LIMITED	1-33-62-16-W5	42		Two Creeks
KEYERA ENERGY LTD	NE-6-63-25-W5	40		Simonette
HARVEST OPERATIONS CORP	SW-33-62-6-W6	6	YES	Kakwa
PEACE COUNTRY LAND LTD / CHEVRON CANADA LIMITED	NW-9-62-23-W5	46		Waskahigan
BLACK DIAMOND GROUP LIMITED PARTNERSHIP	SE-30-64-24-W5	234		Simonette
CARIBOU LAND SERVICES LTD / ENERPLUS CORPORATION	SW-36-66-24-W5	6	YES	Ante Creek
MCTAVES CAMP & CATERING LTD	NE-35-62-20-W5	250	YES	Kaybob South
HORIZON NORTH CAMPS & CATERING / DEVCO DEVELOPMENTS CORP	SE-34-67-5-W6	390		Gold Creek
ALTUS GEOMATICS / BLUE RIDGE LUMBER INC	SW-34-62-20-W5	60	YES	Kaybob South

Operator	Coordinates	Capacity (Persons)	Renewal	Area
PEMBINA PIPELINE CORPORATION	12-9-63-2-W6	2		Lator
HORIZON NORTH CAMP & CATERING	SW-16-67-7-W6	685	YES	Wapiti
HORIZON NORTH CAMPS & CATERING	10-3-63-19-W5	540	YES	Fox Creek
HORIZON NORTH CAMPS & CATERING	SE-5-64-5-W6	362	YES	Kakwa
CEQUENCE ENERGY LTD	12-13-62-27-W5	160	YES	Simonette
INTEGRITY LAND INC / RIFE RESOURCE LTD	14-8-62-4-W6	4	YES	Kakwa
WEYERHAEUSER COMPANY LIMITED	NW-27-63-12-W6	25	YES	Narrowway
RIGHT CHOICE CAMPS & CATERING LTD / MURPHY OIL COMPANY LTD	SE-10-63-25-W5	212		Simonette
RIGHT CHOICE CAMPS & CATERING LTD	NE-19-62-20-W5	300	YES	Kaybob South
ANCTIMBER LTD	SE-17-59-23-W5	12	YES	Berland
PEYTO EXPLORATION & DEVELOPMENT CORP	2-11-60-4-W6	6	YES	Smoky
ENCANA CORPORATION	NW-19-62-22-W5	1,250	YES	Grizzly
TIMBER PRO LOGGING LTD / CANADIAN FOREST PRODUCTS LTD	SE-11-63-27-W5	25	YES	Simonette
TOURMALINE OIL CORP	NW-28-61-6-W6	25	YES	Kakwa
TOURMALINE OIL CORP	12-15-62-6-W6	25	YES	Kakwa
TOURMALINE OIL CORP	7-7-61-4-W6	25	YES	Kakwa
TOURMALINE OIL CORP	7-10-62-6-W6	8	YES	Kakwa
MURPHY OIL COMPANY LTD	SW-23-64-18-W5	80	YES	Kaybob North
MURPHY OIL COMPANY LTD	NW-2-65-18-W5	80	YES	Kaybob North
DJ CATERING LTD	NW-10-63-25-W5	377	YES	Simonette
DJ CATERING LTD	04-15-59-23-W5	254		Berland
XTO ENERGY CANADA	SE-10-60-01-W6	15	YES	Wanyandie
SEVEN GENERATIONS ENERGY LTD	14-11-64-05-W6	20		Kakwa
SEVEN GENERATIONS ENERGY LTD	01-21-63-02-W6	3	YES	Lator
SEVEN GENERATIONS ENERGY LTD	NW-04-64-05-W6	304	YES	Kakwa
SEVEN GENERATIONS ENERGY LTD	02-11-64-04-W6	20	YES	Kakwa
SEVEN GENERATIONS ENERGY LTD	07-04-64-06-W6	2	YES	Kakwa
CEQUENCE ENERGY LTD	NW-13-62-27-W5	376		Simonette
SUREWAY LOGGING LTD	NW-33-69-06-W6	20	YES	Grovedale
RIGHT CHOICE CAMPS & CATERING LTD	SE-31-68-08-W6	532		Grovedale
LOW IMPACT INC	NE-17-70-22-W5	20	YES	Valleyview
TOTAL:		8,946		

Driver Industries

This section of the report provides information on the driver industries defined for the Town of Valleyview and the MD of Greenview, and rationales as to why these industries are expected to drive near-term job growth in the region. While the Town of Valleyview and the MD of Greenview differ from each other in terms of industry prevalence and economic strengths possessed, the high degree of interrelatedness between the two municipalities generally allows for mutually beneficial growth and a shared outlook.

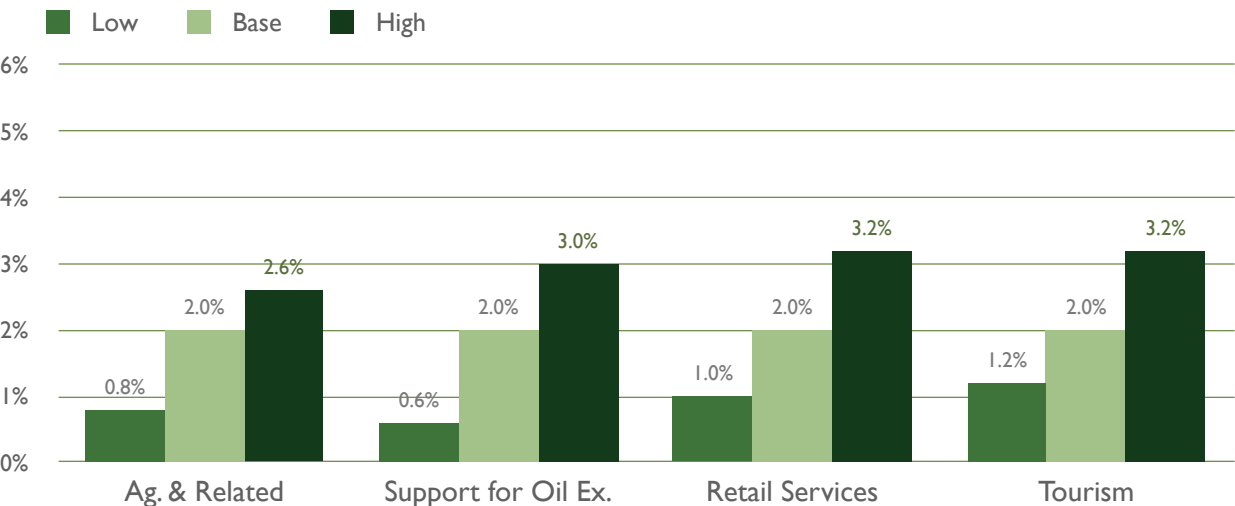
In general, the driver industry groups listed above act to support economic growth in both the Town of Valleyview and the MD of Greenview, with exceptions noted in the driver industry descriptions section below. It is also noted that the expected output and employment growth rates of these regional drivers are reliant to some extent on economic conditions which may be external to the region (i.e. oil prices, economic and labour market conditions in other regions of Alberta, etc.)

For each scenario, a series of growth rates were developed for the industries (or industry groups) that are expected to lead growth in the region – referred to as ‘Driver Industries’. For the Study Area, four Driver Industry groups have been identified as follows:

- ▶ Agriculture and Related
- ▶ Support Activities for Oil Extraction
- ▶ Retail Services
- ▶ Tourism

Each of the industries included as Driver Industries has been determined to have a particular level of influence on employment in the Town of Valley and/or the MD of Greenview. Growth of these industries has been determined to have an affect on the net migration of workers and their families to the region. The importance of each industry to either municipality is summarized in the following section. The information presented for each industry category has been based on research of publicly available information, with sources are provided as they are referenced below.

Scenario-Specific Driver Industry Employment Growth Rates (Average Annual)



The growth rates for each driver industry in each scenario have been based on a review of the historical growth patterns for these industries in the context of the expected growth of the region and province in the future.

AGRICULTURE AND RELATED

Agriculture is an important industry of employment in both the Town of Valleyview and the MD of Greenview. While the majority of the region's primary agriculture activity occurs in the MD of Greenview, a number of related and supporting and specialized sub-sectors provide opportunities for growth in the region as a whole. These sub-sectors are outlined below.

Agri-Tourism

Agri-tourism is a form of niche tourism involving any agriculturally based operation or activity that brings visitors to a farm or ranch. The sector could include employment in the agriculture, forestry, fishing and hunting as well as the food and accommodation sector.

Agri-tourism is growing in popularity internationally, as evidenced by nearby Smoky Lake's 2-day pumpkin festival which drew an estimated attendance of 5,000 people.¹³

An example of a business already operating in the region is Summer's Gold U-Pick Strawberries (Greenview).

Commercial Greenhouses

Valleyview and Greenview primarily rely on Freson Bros. and Co-op Foods (or larger grocers in Grande Prairie) for their produce, which source most of their fruit and vegetables from California and other major producing regions. This means that the produce must travel long distances to reach the area and can only provide a limited range of specialty food products. Commercial greenhouses are capable of providing higher-quality produce, niche food items, and crops that are native or popular in the region - with typically much lower transportation costs. Commercial greenhouses can also provide agri-tourism opportunities.

The aforementioned Summer's Gold (Greenview) is the only commercial greenhouse currently operating in the region- though there is significant evidence of growth potential with 230 commercial greenhouses operating in Alberta. A growth limitation in this sub-sector is that commercial greenhouses are only typically economically viable at a minimum size of 1-2 acres, with much larger operations exhibiting improved sustainability.

Agricultural Processing

Processing raw materials and intermediate products derived from the agricultural sector allows for significant value-added potential. Agri-processing includes activities such as meat and dairy processing, grain and oilseed milling, and fruit and vegetable preserving.

While the region hasn't yet exhibited strong gains in this sub-sector, food and beverage processing businesses is Alberta's third-largest manufacturing sector and employs 20,400 province-wide (17.7% of Alberta's manufacturing jobs). Alberta is also the third largest producer and exporter of agri-food products in Canada. Employment grew at a robust annual average of 3.2% nationally in this sub-sector between 2013 and 2016.

While the region does not yet exhibit a high degree of specialization in this sub-sector, an example of a business currently operating and offering specialized agriculture support services is Moore Seed Processors (Greenview).

Agri-Hubs

Agri-hubs are collections of agriculturally-focused businesses that support each other, and exist to promote growth in the industry. An agri-hub has already been formed in the region, with the Valleyview and Districts

¹³ Alberta Agriculture and Forestry, Agri-tourism: Rural Festivals and Special Events. [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex1364](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex1364)

Agricultural Society active since 1967. The Society organizes events such as an agricultural fair, horse show, and rodeo, and provides equipment and facilities for agricultural events.

At present, it has been estimated that approximately 80 of the jobs located in Valleyview are directly involved in the agriculture and related driver industry group (representing about 5% of total local jobs). In Greenview, about 380 jobs are associated with the agriculture and related industry group (representing about 17% of local jobs).

Employment in the region's agriculture and related driver industry group is expected to increase at an average annual rate of 2.0% in the base growth scenario; 2.6% in the high growth scenario; and 0.8% in the low growth scenario.

SUPPORT ACTIVITIES FOR OIL EXTRACTION

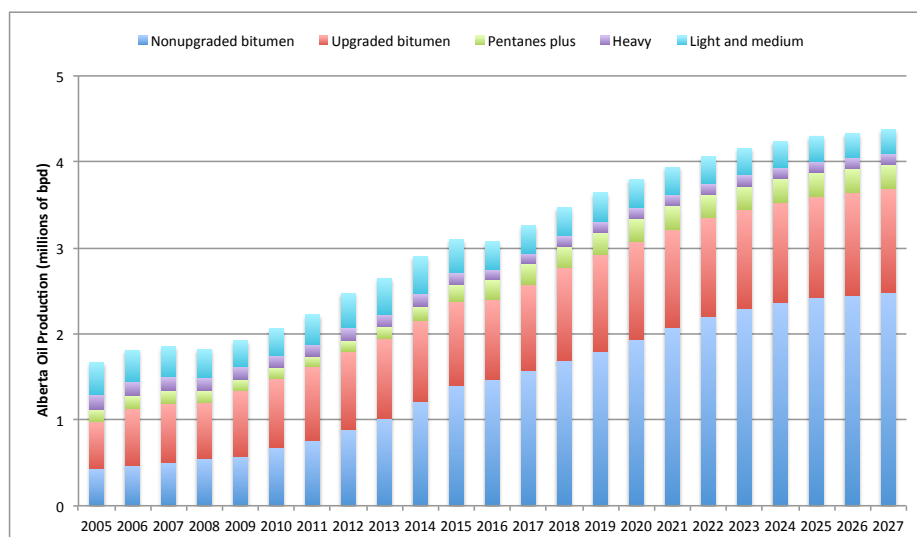
The support activities for oil extraction sector has played a significant part in the economic growth of the region. This driver industry group includes jobs across a variety of industries, including mining, quarrying and oil and gas extraction, construction, transportation and warehousing, and professional, scientific and technical services. For 2017, it has been estimated that there approximately 295 jobs related to support activities for oil extraction in the Town of Valleyview (representing about 17% of total jobs), and approximately 540 related jobs in the MD of Greenview (representing 24% of total jobs).

Resource extraction is the primary driver of Alberta's economy, including oil and gas fields along the eastern slope of the Rockies, oil sands to the north of Edmonton, and extensive mining operations in Alberta and the Northwest Territories. For Valleyview and Greenview, businesses in this industry are primarily involved in oil-related equipment rental as well as transportation services.

Based on the latest forecast from the Alberta Energy Regulator,¹⁴ crude oil production in Alberta is expected to increase from an average of 3.26 million barrels per day in 2017 to 4.38 million barrels per day by 2027, an average annual increase of about 3%. While this rate of production growth is below that observed in Alberta between 2007 and 2017 when crude production increased at an average annual rate of 5.8%, the industry has yet to fully recover from the price collapse that began in 2014 and capital investment in new, large-scale extraction projects has been limited. Historical and projected levels of provincial oil production (according to the type of oil produced) are shown in the chart below:

¹⁴ Alberta Energy Regulator, Alberta supply of crude oil and equivalent, Base case forecast, March 2018, https://www2.aer.ca/t/Production/views/ExecutiveSummaryFigure7Albertasupplyofcrudeoilandequivalent/Figure7Albertasupplyofcrudeoilandequivalent?embed=y&showShareOptions=true&display_count=no&showVizHome=no.

Alberta Oil Production by Type, Historical and Forecast, 2005 to 2027



The gradual stabilization of crude oil prices is a critical factor in achieving the increased production growth described above. In its 'base case' forecast,¹⁵ the Alberta Energy Regulator expects the benchmark price of West Texas Intermediate (WTI) to increase from the 2017 average of US\$50.95 to US\$84.47 by 2027. This price forecast supports the assumption of moderate production growth, with the 'breakeven' price for new projects estimated to be around US\$55.¹⁶ Forecasters are generally not optimistic that oil prices will soon return to the highs observed in previous years, when WTI reached a peak of US\$98.05 in 2013.

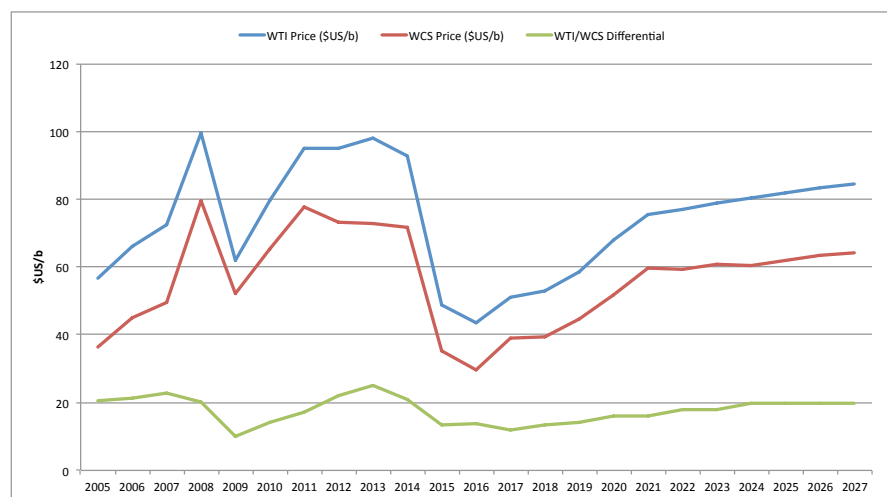
It is noted that producers of heavy oil in Alberta do not typically receive the WTI price for their product. Heavy oil prices are discounted for the extra costs required for transportation and upgrade. The benchmark price for Alberta producers is better reflected by the Western Canadian Select (WCS) benchmark, which typically trades at a US\$10-25 discount relative to WTI. While WCS traded at an average discount of about US\$12 in 2017, this differential is expected to widen to US\$20 by 2027, due primarily to pipeline capacity and upgrading constraints. While a provincial government initiative that intends to provide \$1 billion to bitumen upgrading investment between 2019 and 2027 could assist in narrowing the price gap,¹⁷ forecasters anticipate a widening of the WTI/WCS price differential - another factor likely to moderate growth in Alberta's oil sector relative to recent historical averages, and correspondingly limit growth somewhat in the supporting industries located in the region.

¹⁵ Alberta Energy Regulator; Price of WTI, Base case forecast, March 2018, https://www2.aer.ca/t/Production/views/ExecutiveSummaryFigure3PriceofWTI/ExecutiveSummaryFigure3PriceofWTI?embed=y&showShareOptions=true&display_count=no&showVizHome=no

¹⁶ Nia Williams, Canada's oil sands survive, but can't thrive in a \$50 oil world, Reuters, October 18, 2017.

¹⁷ Dean Bennett, Alberta to invest \$1B over 8 years on bitumen upgrading projects, Global News, February 26, 2018.

WTI and WCS Price and Differential per Barrel, Historical and Base Forecast, 2005 to 2027



This driver category includes a wide variety of sub-industries with support relationships to the oil sector, such as nonresidential maintenance and repair, services to buildings and dwellings, waste management and remediation, scenic and sightseeing transportation and support activities for transportation, commercial and industrial machinery and equipment rental and leasing. Direct support industries to the energy sector are also included in this driver category, such as mineral exploration, geophysical services and surveying. Industries related to manufacturing and distribution can also be included in this category, such as cutting and machine tool accessory, rolling mill, and other metalworking machinery manufacturing, material handling equipment manufacturing, valve and fittings other than plumbing, wholesale trade, and warehousing and storage.

Examples of businesses currently operating in the region that fall into this driver industry group include Direct Pressure (oilfield trucking) and Lukan 4 (oilfield maintenance) in Valleyview; and Debolt Contracting Ltd. (oilfield equipment supply) and Northland Tank and Heavy Haul Ltd. (oil-related tank transportation) in Greenview.

Employment in the region's support for oil extraction driver industry group is expected to increase at an average annual rate of 2.0% in the base growth scenario; 3.0% in the high growth scenario; and 0.6% in the low growth scenario.

RETAIL SERVICES

While growth in retail services activity is typically driven by local population growth, the Town of Valleyview's strategic location at Highways 43 and 49 allows for access to a market of non-local retail spending.

Highway traffic contributes to retail spending, with potential consumers who may be in Valleyview on a temporary (travelers passing through) or semi-temporary (tourists in the region) basis. A substantial number of workers in the oil and agricultural sectors also pass through Valleyview. It is estimated that traffic on Highway 43 has increased by more than 40% since 2009. These impermanent consumers represent a significant opportunity for output and employment growth in Valleyview's retail sector.

Proximity to Grande Prairie also serves as an opportunity for local retailers. While Grande Prairie retailers are competitors with Valleyview (with as much as 60% of Valleyview's retail spending estimated to flow into Grande Prairie), strategic specialization and expansion on part of local retailers could attract a greater number of consumers from the Grande Prairie area. Valleyview is strategically located in the southeastern area of Grande Prairie's 'Primary Trade Area'.¹⁸ Residents within a 45-minute drive time of Valleyview (many

¹⁸ Retail Market & Gap Analysis - City of Grande Prairie, Cushing Terrell Architecture Inc., 2016.

of whom lacking access to a variety of retail services in their own municipalities) represent a potential consumer base that is approximately 2.5 times larger than that which Valleyview presently serves.

Valleyview's capacity to attract consumer spending from outside of the municipality is supported by a 2016 inventory of retail space, which estimated a total of 165,000 square feet of space - significantly more than the estimated 90,000 square feet that would be required if Valleyview's resident spending were entirely self-contained.¹⁹

A comprehensive set of commercial development guidelines introduced in 2016 should assist Valleyview in attracting a greater amount of retail spending. These guidelines encourage the development and beautification of downtown Valleyview through aesthetic and accessibility improvements with an "aim to encourage design that communicates the traditional commercial and civic heart of the community, and enhances the character, pedestrian orientation and vitality of downtown and as an important community focal point."²⁰ The development guidelines also include a plan for highway commercial areas that aim to improve signage, landscaping, pedestrian accessibility, and safety. The downtown and highway commercial development guidelines should enhance Valleyview's ability to generate additional retail spending from all sources of non-local consumers.

The largest segment of the local retail sector is comprised of the "convenience" category, which includes grocery and specialty foods, personal services, pharmacy, alcohol and tobacco, and health services, representing 47% of utilized retail space. Notable growth potential exists in this sub-sector, as Valleyview is estimated to retain less than 50% of local resident spending in this category. Examples of highway commercial businesses that fall into this category include the recently developed Tim Hortons as well as the Shell Super Station.

The "comparison goods" category, which includes home furnishings, clothing and apparel, home improvement and garden, jewelry and accessories, sporting goods, toys and hobbies, and auto parts and accessories, represents 22.5% of utilized retail space. Valleyview retailers likely face significant competition in this category from larger Grande Prairie retailers. Specialization in this sub-sector could enhance downtown Valleyview's ability to attract inter-regional "destination retail" consumers. An example of a business currently operating in Valleyview that falls into this category is House of Treasures, a jewelry store focusing on rare/antique items.

The "food and beverage, entertainment" category, which includes entertainment and leisure and food and beverages, comprises just 18.2% of local utilized retail space. Growth in this sub-sector might be linked to the town's ability to increase tourism activity. An example of a business currently operating in Valleyview that falls into this category is the Western Valley Bar and Grill.

A vacancy rate of about 12.2% in Valleyview's retail space should allow for growth to occur throughout each retail sub-sector of this driver industry.

At present, it has been estimated that approximately 130 of the jobs located in Valleyview are directly involved in retail services (representing about 8% of total local jobs). Approximately 100 jobs in the MD of Greenview have been allocated to the retail services driver industry group, representing about 4% of local jobs in 2017.

Employment in Valleyview's retail services driver industry group is expected to increase at an average annual rate of 2.0% in the base growth scenario; 3.2% in the high growth scenario; and 1.0% in the low growth scenario.

¹⁹ Valleyview Economic Development Strategy, August 2017, Prepared by Modus and Urban Systems.

²⁰ Valleyview Development Guidelines, July 26, 2016, Prepared by Modus.
<http://valleyview.ca/wp-content/uploads/2016/10/FINAL-Valleyview-Development-Guidelines-v4.compressed.pdf>

TOURISM

Tourism is an already-important industry in the Town of Valleyview and MD of Greenview- and is a sector that possesses significant growth potential. Sub-sectors within this driver group include information and cultural industries, arts entertainment and recreation, accommodation and food services, retail trade, and agriculture (related to the agri-tourism sub-sector described earlier).

The outlook for tourism in the Valleyview and Greenview is correlated to some of the factors discussed in the prior section outlining the importance of retail as a driver industry. For example, Valleyview's location at the junction of Highways 43 and 49 generates the immediate potential to retain visitor traffic. Traffic volume patterns suggest that between 7,000 and 7,800 vehicles pass Valleyview on Highway 43 to the north, between 4,800 and 6,900 on Highway 43 to the south, and between 2,240 and 3,070 on Highway 49 to the northeast on a daily basis.²¹ Given the strategic highway location, along with very few other urban centres in close proximity, Valleyview has the potential to enhance its position as a tourism hub in the region, with surrounding Greenview benefiting.

Further supporting the potential for tourism growth in the region, the Valleyview Visitor Centre is acknowledged as being one of the most popular, high growth visitor centres in Alberta. The number of annual visits to the Centre increased rapidly from 17,170 visitors in 2014 to 21,900 in 2016. Visitor tracking data suggests that approximately 55% of the region's tourism-oriented visitors are Albertans, while 16% are from other parts of Canada and 8% are U.S. residents.

The region already has a total of 10 hotel/accommodations businesses, with 2 located in downtown Valleyview, 4 in Valleyview's highway commercial area, and 4 in Greenview. The recently constructed Paradise Inn and Suites adjacent to Highway 43 suggests that there remains the capacity for further growth in this sector.

Tourist attractions in the Valleyview include: the Red Willow Player's theatre company, the Valleyview Farmer's Market, a recently constructed indoor recreation centre, and a number of bars and restaurants. Tourism destinations are more outdoor-focused in Greenview, which include Young's Point Provincial Park, Snipe Lake, Swan Lake, Greenview Golf Resort, and a number of campgrounds and businesses supporting outdoor recreation (such as boat rentals and fishing/hunting supply stores).

Along with food and accommodation businesses and arts and recreation-oriented activities, tourism can also generate growth in more loosely-related sectors. For example, six pet boarding businesses already exist in the region- presumably to accommodate tourists.

In total, an estimated 300 jobs exist in this driver industry group (190 in Valleyview and 110 in Greenview), spread across a variety of industries; and representing approximately 7% of regional employment.

Employment in the region's tourism driver industry group is expected to increase at an average annual rate of 2.0% in the base growth scenario; 3.2% in the high growth scenario; and 1.2% in the low growth scenario.

Support Industries

While industries such as health and educational services are recognized as being important employers in the region, representing a combined 220 jobs in the Town of Valleyview and 230 in the MD of Greenview, the region possesses only a marginal ability to influence growth in these sectors through its own policy initiatives and strategies. Growth in these industries is more likely to be driven by demographic shifts in the region, with higher birth rates increasing the demand for education services, and an aging population increasing the demand for health services, as seniors tend to utilize a relatively greater amount of health care.

Of those other industrial sectors investigated, none were determined to be of sufficient significance in terms of direct employment in the region to be included as a Driver Industry for this study.

²¹ Valleyview Economic Development Strategy, August 2017, Prepared by Modus and Urban Systems.

The region's Support Industries include all of those that are not classified as being Driver Industries, and were estimated to represent approximately 2,200 jobs in the entire Study Area in 2017. Employment in these Support Industries is generally assumed to change in proportion with population, which is affected by migration (related to Driver Industry growth) and natural increase considerations.

Forecast Results

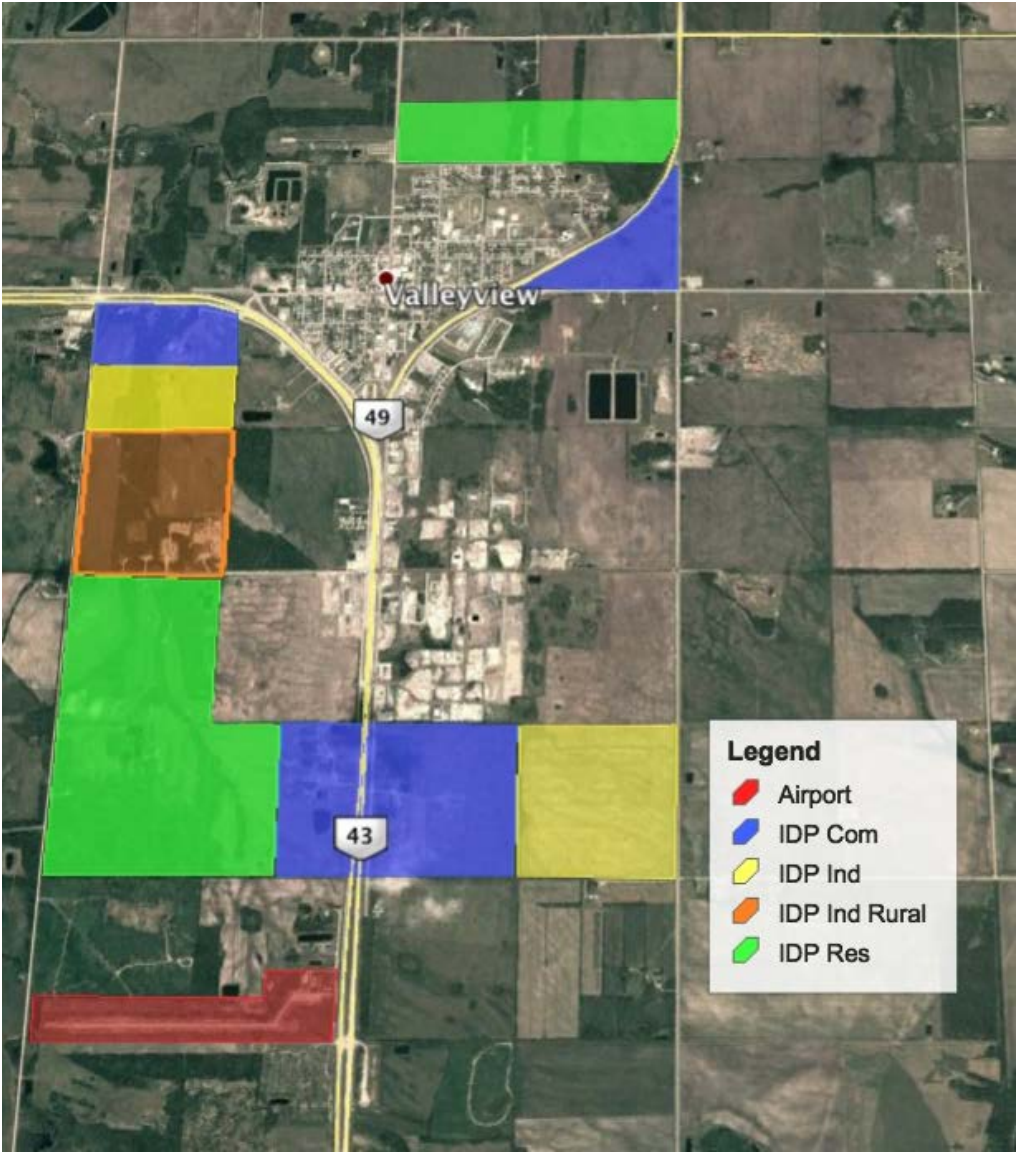
All results presented and discussed in this section of the report reflect the Base scenario. Forecast results associated with the High and Low scenarios can be found in the Appendix.

Geographies

For the purposes of this analysis, geographies in the Study Area have generally been disaggregated according to location and future land use. Geographies denoted as 'IDP' refer to sections of land adjacent to the Town of Valleyview, included in the 2009 Valleyview Intermunicipal Development Plan (IDP)²² with an assigned future land use (Residential, commercial, industrial or agricultural reserve). Lands designated in the IDP for future agricultural use were not disaggregated and were included as part of the 'Rest of MD of Greenview' geography. These IDP areas are shown on the map below.

²² Valleyview Intermunicipal Development Plan, April 2009. <http://mdgreenview.ab.ca/wp-content/uploads/2013/12/VVIDP-Final.pdf>

Map of Town of Valleyview with IDP Geography Overlay (2009 Designations)



Geographies Used in the Forecast, Base Year Information

Geography	Description	Population (2017)	Employment (2017)
Airport	Valleyview Airport	0	15
Rest of MD of Greenview	Greenview, excluding the Hamlets, IDP areas, and Industrial Park	4,787	1,946
Hamlets	Hamlets of Debolt, Grovedale, Landry Heights, Little Smoky, and Ridge Valley	778	319
IDP - Commercial	IDP areas designated for Commercial development	0	0
IDP - Industrial	IDP areas designated for Industrial development	0	0
IDP - Industrial (Rural)	IDP areas designated for Industrial development (not subject to future annexation applications)	0	0
IDP - Residential	IDP areas designated for Residential development	0	0
Industrial Park	Big Mountain Industrial Park	0	0
Rest of Valleyview	Town of Valleyview, excluding all IDP areas	1,865	1,750
Study Area Total	All Study Area geographies	7,430	4,030

Total base year (2017) population and employment estimates for each geography included in the analysis are presented in the table above. Note that in the base year (2017), it was assumed that no residential, commercial or industrial development had been started in any of the IDP areas. This assumption was supported by satellite images of the region retrieved from Google Earth.

Note that the hamlets located in the MD of Greenview have been disaggregated and assessed as a unique geography. These hamlets include Debolt, Grovedale, Landry Heights, Little Smoky, and Ridge Valley. Where available, informal population estimates were collected for each hamlet. In cases where a population estimate was not available, satellite images retrieved from Google Earth were used to approximate a hamlet's current population. In total, these hamlets were estimated to represent a population of 778 and a job base of 319.

Disaggregating the hamlets from the MD of Greenview was deemed necessary due to the relatively higher growth and development plans related to hamlets such as Grovedale. Per the hamlet's Area Structure Plan,²³ long-term population growth rates as high as 8.1 per cent were projected, with relatedly high rates of job growth associated with the nearby Big Mountain Industrial Park.²⁴ Such significant rates of population and employment growth are generally not anticipated in the rest of the MD of Greenview.

Population

Population forecasts were performed using 2017 as a base year and covered the period extending to 2027. Factors considered in the population include:

- Fertility rates: The ten-year (2007-16) average of birth rates according to age cohorts was calculated for Census Division 18 and applied to the Study Area to forecast the annual number of births.

²³ Grovedale Area Structure Plan, October 16, 2017 - Draft #2, Version #8, File #1320-01, <http://mdgreenview.ab.ca/wp-content/uploads/2013/12/GASP-October-16-2017-Draft2-Version8.pdf>

²⁴ Big Mountain Industrial Park Area Structure Plan, Opus Stewart Weir Ltd, June 2016, <http://mdgreenview.ab.ca/wp-content/uploads/2013/12/Big-Mountain-Industrial-Park-Area-Structure-Plan.pdf>

- **Mortality rates:** The five-year (2013-17) average of mortality rates according to specific age was calculated for Census Division 18 and applied to the Study Area to forecast the annual number of age-specific deaths.²⁵
- **Migration:** The amount of in-migration to the Study Area was projected relative to the expected level of job growth within the Study Area, and the ability of the existing local population to fill these positions. An age- and gender-specific migration profile was calculated based on the ten-year (2008-17) average of in-migration population growth in Census Division 18.²⁶
- **Population capacity:** In geographies containing population (or the potential for residential development), a 'full buildout' capacity was estimated based on the existing amount of residential development and population, the remaining amount of land available for development in the geography, and prevailing population density estimates. These capacities were used as a general limit to migration-based population growth, and is a 'soft' constraint in the sense that a geography's population may exceed this capacity in the case of natural growth.
- **Geography sequencing:** Residential geographies were assumed to grow in population according to a general sequence. For example, it was assumed that currently vacant land designated for residential purposes within the Town of Valleyview would be developed and approach a threshold close to its population capacity before residential development occurred in IDP geographies.
- **Growth status:** Growth status is used in this analysis to allocate and prioritize migration-based population growth. For example, the MD of Greenview (excluding its hamlets and IDP geographies) was assumed to receive no migration-based population growth, and grows only in accordance with its projected natural rate of increase (births minus deaths).

Total Population Forecast by Geography, 2017-2027

Geography	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	AAG
Airport	0	0	0	0	0	0	0	0	0	0	0	-
Rest of MD of Greenview	4,787	4,810	4,831	4,850	4,867	4,883	4,897	4,910	4,922	4,933	4,943	0.3%
Hamlets	778	782	786	795	863	933	1,003	1,072	1,144	1,217	1,290	5.2%
IDP - Commercial	0	0	0	0	0	0	0	0	0	0	0	-
IDP - Industrial	0	0	0	0	0	0	0	0	0	0	0	-
IDP - Industrial (Rural)	0	0	0	0	0	0	0	0	0	0	0	-
IDP - Residential	0	0	0	0	50	82	213	294	380	467	555	-
Industrial Park	0	0	0	0	0	0	0	0	0	0	0	-
Rest of Valleyview	1,865	1,869	1,873	1,879	1,927	1,975	2,024	2,072	2,121	2,171	2,200	1.7%
Study Area Total	7,430	7,461	7,490	7,524	7,707	7,872	8,137	8,348	8,567	8,787	8,989	1.9%

In the Base scenario, the total population in the Study Area is projected to increase from 7,430 in 2017 to 8,989 in 2027, representing an average annual growth rate of 1.9 per cent. The highest rate of population growth is expected to occur in the hamlets of the MD of Greenview, with an average annual growth rate of 5.2 per cent. Conversely, the remainder of the MD of Greenview is expected to grow at just 0.3 per cent

²⁵ Statistics Canada, CANSIM Table 17-10-0085-01, Components of population growth by census division, age group and sex, <https://www150.statcan.gc.ca/t1/tbl/en/tv.action?pid=1710008501>

²⁶ Ibid.

over the ten-year period, driven exclusively by a higher projected number of births relative to deaths. The Town of Valleyview is expected to reach its estimated population capacity of about 2,200 by the end of the forecast, with all existing developable residential land consumed. The gradually diminishing amount of developable residential land in Valleyview is expected to initiate development in the adjacent IDP area designated for residential use beginning in 2021, though it is unlikely that this geography will near its population capacity within the scope of this forecast, reaching approximately 555 by 2027. Residential development has not been assumed to occur in any other geography of the Study Area.

A more detailed forecast reporting the age and gender of each geography's population, as well as the components of population growth, can be found in the Appendix.

Employment

Employment forecasts were performed using 2017 as a base year and extending to 2027. Note that these employment forecasts reflect the respective job locations according to geography, rather than the location of the labour force employed in these occupations. Factors considered in this analysis include:

- ▶ Driver Industry growth: Driver Industry Groups and their respective scenario-specific rates of employment growth are described in an earlier section of this document. These Industry Groups can be generally thought of as the primary motivators of economic growth in the Study Area, spurring migration-based population growth as well as job growth in Support Industries.
- ▶ Support employment growth: Those industries designated as support in the Study Area are discussed in an earlier section of this document. Job growth in support industries is assumed to occur according to population growth.
- ▶ Participation rates: Labour force participation rates in the Study Area impact the ability of the local population to fill newly created jobs that are generated in Driver and Support Industries. The five-year (2013-17) average of labour force participation rates in Alberta were calculated according to age cohort²⁷ and applied in the forecast.
- ▶ Employment capacity: In geographies containing commercial or industrial activity (or the potential for development), a 'full buildout' capacity was estimated based on the existing amount of development and jobs, the remaining amount of land available for development in the geography, and prevailing employment density estimates.
- ▶ Employment profiles: These profiles are specific to NAICS, and reflect the type of jobs that would be expected to be located in a geography based on its designation. For example, a geography designated as industrial would contain a greater proportion of manufacturing jobs in its profile; while a residential or commercial geography would contain more retail-based jobs. These profiles can also impact the rate and timing of growth in different types of geographies. If the oil and gas sector is expected to exhibit a relatively higher rate of growth in the forecast, it would make sense that these jobs be located in industrial geographies.
- ▶ Geography sequencing: Geography-specific job growth was assumed to occur according to a general sequence. For example, it was assumed that currently vacant land designated for employment purposes within the Town of Valleyview would be developed and approach a threshold close to its capacity before development occurred in IDP geographies.

²⁷ Statistics Canada, CANSIM Table 14-10-0018-01, Labour force characteristics by sex and detailed age group, <https://www150.statcan.gc.ca/t1/tb1/en/tv.action?pid=1410001801>

Total Job Forecast by Geography, 2017 to 2027

Geography	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	AAG
Airport	15	15	15	15	16	16	17	18	18	19	19	2.6%
Rest of MD of Greenview	1,946	1,946	1,966	1,982	1,992	2,000	2,000	2,000	2,000	2,000	2,000	0.3%
Hamlets	319	342	353	367	384	413	443	473	503	533	563	5.9%
IDP - Commercial	0	0	0	0	0	1	2	11	15	20	25	-
IDP - Industrial	0	0	0	0	1	3	6	12	16	21	26	-
IDP - Industrial (Rural)	0	0	0	0	1	3	6	12	16	21	26	-
IDP - Residential	0	0	0	0	0	1	3	10	15	19	25	-
Industrial Park	0	0	0	0	2	6	12	23	31	41	51	-
Rest of Valleyview	1,750	1,779	1,793	1,809	1,829	1,870	1,910	1,951	1,993	2,034	2,075	1.7%
Study Area Total	4,030	4,082	4,127	4,173	4,226	4,314	4,398	4,509	4,607	4,708	4,811	1.8%

From an estimated base of just over 4,000, the total number of jobs in the Study Area is expected to reach 4,811 by 2027, representing an average annual growth rate of 1.8 per cent. Similar to the total population forecast described in the prior section of this document, the highest average annual rate of job growth is expected in the hamlets of the MD of Greenview (5.9 per cent). Job growth in the Big Mountain Industrial Park (expected to begin in 2021) is also related to high growth in the nearby Hamlet of Grovedale. Job growth in the rest of the MD of Greenview is minimal, reaching its estimated capacity of about 2,000 by 2022. Moderate job growth is anticipated in the Town of Valleyview at an average annual rate of 1.7 per cent, given the relatively abundant amounts of undeveloped commercial and industrial land available at present. Given the potential for job growth in Valleyview, it is unsurprising that commercial and industrial development in the adjacent IDP areas occurs at a relatively slow pace, beginning in 2021 but exhibiting only slight growth through 2027.

NAICS

The North American Industry Classification System (NAICS) is a commonly used method of classifying businesses according to type of economic activity performed. In this forecast, employment is analyzed and presented according to 2-digit NAICS, of which there are 20 categories.

Note that the employment results presented at the 2-digit NAICS level do not always conform to how one might view industries in the economy. For example, with respect to forestry, primary employment activity would be included in NAICS category 11 (Agriculture, forestry, fishing and hunting). However, other activities related to the forestry sector such as lumber production would be included in NAICS 31-33 (Manufacturing).

Total Job Forecast by NAICS, 2017 to 2027

NAICS	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	AAG
Accommodation and food services	262	266	270	274	279	285	291	298	304	311	317	1.9%
Administrative and support, waste management and remediation services	123	123	124	124	125	127	129	132	134	137	139	1.3%
Agriculture, forestry, fishing and hunting	453	462	471	481	491	500	510	521	531	542	553	2.0%
Arts, entertainment and recreation	41	41	42	43	44	45	46	47	48	49	50	2.0%
Construction	540	545	549	552	556	569	581	599	614	630	646	1.8%
Educational services	169	170	171	171	172	176	179	185	189	193	198	1.6%
Finance and insurance	51	51	51	52	52	53	54	55	56	58	59	1.4%
Health care and social assistance	280	282	283	284	285	291	296	304	310	317	323	1.4%
Information and cultural industries	17	17	17	18	18	18	19	19	19	20	20	2.0%
Management of companies and enterprises	0	0	0	0	0	0	0	0	0	0	0	-
Manufacturing	124	125	126	126	127	130	133	137	141	144	148	1.8%
Mining, quarrying, and oil and gas extraction	650	662	676	689	704	718	732	747	762	777	792	2.0%
Other services (except public administration)	210	211	212	213	214	219	223	230	235	241	246	1.6%
Professional, scientific and technical services	112	113	114	115	116	119	122	125	128	131	134	1.9%
Public administration	202	204	204	205	206	209	212	217	221	225	230	1.3%
Real estate and rental and leasing	57	57	57	57	58	59	60	61	62	63	64	1.3%
Retail trade	382	389	394	400	407	416	424	434	444	453	463	1.9%
Transportation and warehousing	208	210	213	216	218	223	228	234	239	245	250	1.9%
Utilities	54	55	55	55	55	57	58	60	61	63	65	1.8%
Wholesale trade	97	97	98	99	99	101	103	106	109	111	114	1.6%
Total	4,030	4,082	4,127	4,173	4,226	4,314	4,398	4,509	4,607	4,708	4,811	1.8%

The table above presents a total job forecast in the entire Study Area by the 20 2-digit NAICS categories.

As might be expected, the highest rates of average annual job growth are observed in those industries closely correlated with the Driver Industry groups described earlier in this document. Industries including agriculture, forestry, fishing and hunting (Agriculture and Related), arts, entertainment and recreation (Tourism), information and cultural industries (Tourism), mining, quarrying, and oil and gas extraction (Support Activities for Oil Extraction), and retail trade (Retail Trade Services) generally exhibit the highest rates of average annual job growth of around 2.0 per cent.

Conversely, jobs in industries that are more closely related to Support Industries, such as public administration, real estate and rental and leasing, and health care and social assistance, generally exhibit lower rates of average annual growth. Job growth in these Support Industries is correlated with population growth in the region, but in some cases may increase at a rate less than that of population. These Support Industry growth trends are based on the analysis of historical trends in Alberta.

Estimated Jobs by NAICS and Geography, Base Year (2017)

NAICS	Airport	Greenville	Hamlets	IDP Com	IDP Ind	IDP Ind Rural	IDP Res	Ind Park	Valleyview	Total
Accommodation and food services	0	48	8	0	0	0	0	0	207	262
Administrative and support, waste management and remediation services	0	50	8	0	0	0	0	0	64	123
Agriculture, forestry, fishing and hunting	0	341	56	0	0	0	0	0	56	453
Arts, entertainment and recreation	0	16	3	0	0	0	0	0	22	41
Construction	0	256	42	0	0	0	0	0	242	540
Educational services	0	94	15	0	0	0	0	0	59	169
Finance and insurance	0	20	3	0	0	0	0	0	28	51
Health care and social assistance	0	100	16	0	0	0	0	0	164	280
Information and cultural industries	0	1	0	0	0	0	0	0	15	17
Management of companies and enterprises	0	0	0	0	0	0	0	0	0	0
Manufacturing	0	76	13	0	0	0	0	0	35	124
Mining, quarrying, and oil and gas extraction	0	358	59	0	0	0	0	0	233	650
Other services (except public administration)	0	99	16	0	0	0	0	0	95	210
Professional, scientific and technical services	0	66	11	0	0	0	0	0	35	112
Public administration	0	52	8	0	0	0	0	0	142	202
Real estate and rental and leasing	0	32	5	0	0	0	0	0	19	57
Retail trade	0	141	23	0	0	0	0	0	219	382
Transportation and warehousing	15	119	20	0	0	0	0	0	54	208
Utilities	0	25	4	0	0	0	0	0	25	54
Wholesale trade	0	52	8	0	0	0	0	0	37	97
Total	15	1,946	319	0	0	0	0	0	1,750	4,030

Jobs Forecast by NAICS and Geography, End of Forecast (2027)

NAICS	Airport	Greenvie w	Hamlets	IDP Com	IDP Ind	IDP Ind Rural	IDP Res	Ind Park	Valleyvie w	Total
Accommodation and food services	0	49	14	3	0	0	2	0	249	317
Administrative and support, waste management and remediation services	0	51	13	1	0	0	0	0	74	139
Agriculture, forestry, fishing and hunting	0	356	105	0	6	6	0	12	69	553
Arts, entertainment and recreation	0	16	5	0	0	0	0	0	27	50
Construction	0	260	71	2	7	7	0	14	284	646
Educational services	0	95	25	3	0	0	6	0	69	198
Finance and insurance	0	20	5	1	0	0	1	0	32	59
Health care and social assistance	0	101	27	3	0	0	3	0	190	323
Information and cultural industries	0	1	0	0	0	0	0	0	18	20
Management of companies and enterprises	0	0	0	0	0	0	0	0	0	0
Manufacturing	0	78	21	0	2	2	0	4	41	148
Mining, quarrying, and oil and gas extraction	0	374	110	0	6	6	0	12	285	792
Other services (except public administration)	0	100	27	5	0	0	5	0	110	246
Professional, scientific and technical services	0	67	19	1	1	1	0	3	42	134
Public administration	0	52	13	1	0	0	0	0	163	230
Real estate and rental and leasing	0	33	9	0	0	0	1	0	22	64
Retail trade	0	146	42	4	0	0	8	0	264	463
Transportation and warehousing	19	123	36	0	2	2	0	4	64	250
Utilities	0	25	7	0	2	2	0	0	29	65
Wholesale trade	0	52	14	1	1	1	0	2	43	114
Total	19	2,000	563	25	26	26	25	51	2,075	4,811

The tables above report the estimated number of jobs, by geography and NAICS, in both 2017 and 2027.

DRIVER AND SUPPORT INDUSTRIES

In this analysis, industries are allocated in proportions to Driver and Support groups. Employment in Driver Industries is driven by scenario-specific rates of job growth; and Support employment is generally driven by

regional population growth. A description of how Driver Industries were designed and used in this analysis can be found in an earlier section of this document.

Total Driver Industry Jobs by Industry Group, 2017 to 2027

Driver Industry Group	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	AAG
Agriculture and Related	462	471	480	490	500	510	520	530	541	552	563	2.0%
Support Activities for Oil Extraction	841	858	875	893	911	929	948	967	986	1,006	1,026	2.0%
Retail Services	229	234	239	244	248	253	258	264	269	274	280	2.0%
Tourism	298	304	310	316	323	329	336	342	349	356	363	2.0%
Total	1,831	1,867	1,905	1,943	1,982	2,021	2,062	2,103	2,145	2,188	2,232	2.0%

The table above shows the total number of jobs in the Study Area related to Driver Industries through the forecast. From a base of 1,831 in 2017, Driver Industry jobs increase across all groups at an average annual rate of 2.0 per cent to reach a total of 2,232 by 2027.

Total Support Jobs by NAICS, 2017 to 2027

NAICS	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	AAG
Accommodation and food services	79	79	80	80	80	82	84	87	89	91	94	1.8%
Administrative and support, waste management and remediation services	123	123	124	124	125	127	129	132	134	137	139	1.3%
Agriculture, forestry, fishing and hunting	0	0	0	0	0	0	0	0	0	0	0	-
Arts, entertainment and recreation	0	0	0	0	0	0	0	0	0	0	0	-
Construction	486	490	492	494	497	509	520	537	551	565	580	1.8%
Educational services	169	170	170	171	172	176	179	185	189	193	198	1.6%
Finance and insurance	51	51	51	52	52	53	54	55	56	58	59	1.4%
Health care and social assistance	280	282	283	283	285	291	296	304	310	317	323	1.4%
Information and cultural industries	0	0	0	0	0	0	0	0	0	0	0	-
Management of companies and enterprises	0	0	0	0	0	0	0	0	0	0	0	-
Manufacturing	111	112	113	113	114	117	119	123	126	130	133	1.8%
Mining, quarrying, and oil and gas extraction	0	0	0	0	0	0	0	0	0	0	0	-
Other services (except public administration)	210	211	212	213	214	219	223	230	235	241	246	1.6%
Professional, scientific and technical services	73	73	73	74	74	76	78	80	82	84	87	1.8%
Public administration	202	203	204	204	206	209	212	217	221	225	230	1.3%
Real estate and rental and leasing	57	57	57	57	58	59	60	61	62	63	64	1.3%
Retail trade	115	116	116	117	117	120	123	127	130	133	137	1.8%
Transportation and warehousing	104	105	105	105	106	109	111	115	118	121	124	1.8%
Utilities	54	55	55	55	55	57	58	60	61	63	65	1.8%
Wholesale trade	87	88	88	88	89	91	92	95	97	100	102	1.6%
Total	2,199	2,215	2,223	2,230	2,244	2,293	2,336	2,407	2,463	2,521	2,579	1.6%

A forecast of job growth across Support Industries is shown in the table above. Support jobs represent 2,199 positions in 2017, and increase at an average annual rate of 1.6 per cent to reach 2,579 jobs by 2027.

Support job growth is strongest in industries such as retail trade, construction, and transportation and warehousing (1.8 per cent). Support jobs in industries such as public administration, real estate and rental and leasing, and administrative and support, waste management and remediation services grow at a relatively lower rate (1.3 per cent).

Note that some 2-digit NAICS do not report any employment categorized as Support - this is because the entirety of that industry was assumed to a Driver in this analysis.

Proposed Highway Realignment

Economic growth associated with development along Highways 43 and 49 is an important consideration within the Study Area. As such, the proposed realignment of these highways has the potential to impact the economic forecasts discussed in this report.

The proposed realigning of Highways 43 and 49 does not impact forecasts of aggregate population and job growth. However, the realigning would likely impact the geographic prioritization of commercial and industrial development. Job growth would occur sooner in IDP areas close to the new highway location, with the timing of development and corresponding job growth in Valleyview's urban reserve slowing as a result.

This analysis assumes that commercial and industrial development in the relevant IDP areas would occur one year sooner (2020), relative to the forecast results discussed earlier in this report. The timing and construction details of the highway realignment project would obviously impact this assumption. Note that job growth in the residential IDP areas is unaffected by the highway realignment, as this job growth is correlated to population growth in the respective area(s). Population forecasts related to residential IDP areas are unaffected by the proposed realignment.

A total job forecast by geography is shown in the table below. Total jobs in commercial and industrial IDP areas reaches just over 300 by 2027 in this forecast, compared to a total of 77 in the forecast where highway realignment was not considered. The higher rate of job growth in IDP areas has the effect of reducing the amount of new jobs created in the rest of Valleyview, which reaches about 1,900 (average annual growth of 0.8 per cent), compared to a total of 2,075 in the prior forecast (average annual growth of 1.7 per cent).

Total Job Forecast by Geography, 2017 to 2027 (Highway Realignment)

Geography	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	AAG
Airport	15	15	15	15	16	16	17	18	18	19	19	2.6%
Rest of MD of Greenview	1,946	1,946	1,966	1,982	1,992	2,000	2,000	2,000	2,000	2,000	2,000	0.3%
Hamlets	319	342	353	367	384	413	443	473	503	533	563	5.9%
IDP - Commercial	0	0	0	0	0	8	13	47	64	81	99	-
IDP - Industrial	0	0	0	5	10	24	39	52	68	85	103	-
IDP - Industrial (Rural)	0	0	0	5	10	24	39	52	68	85	103	-
IDP - Residential	0	0	0	0	0	1	3	10	15	19	25	-
Industrial Park	0	0	0	0	0	0	0	0	0	0	0	-
Rest of Valleyview	1,750	1,779	1,793	1,800	1,814	1,829	1,843	1,857	1,871	1,886	1,900	0.8%
Study Area Total	4,030	4,082	4,127	4,173	4,226	4,314	4,398	4,509	4,607	4,708	4,811	1.8%





REQUEST FOR DECISION

SUBJECT: **Internet Services for Members of Council**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: March 23, 2021 CAO: DT MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER: PS
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 1009 “Internet Services for Members of Council” as presented.

BACKGROUND/PROPOSAL:

Definitions were added to the policy. 2.6 was reworded to include the purchase of SIM cards for use in Greenview equipment.

PRC recommended that “high speed” internet be change to “effective” to reflect the reality of rural/northern internet service.

BENEFITS OF THE RECOMMENDED ACTION:

1. The internet service policy will be updated.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. 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 1009
- Revised Policy 1009

Title: INTERNET SERVICES FOR MEMBERS OF COUNCIL

Policy No: 1009

Approval: Council

Effective Date: March 28, 2017

Motion: 17.03.116

Supersedes Policy No: 1009



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement The Municipal District of Greenview No. 16 (Greenview) will establish the parameters for providing high speed internet connections for Members of Council at their Greenview primary residence.

Purpose: The purpose is to ensure that the Member of Council can communicate and exchange information and files at an effective speed.

Principles:

1. Internet, email and social media are essential tools for Members of Council
2. Each Member of Council will have access to an effective internet connection from their Greenview primary residence.

Regulations:

1. Greenview will reimburse a Member of Council for 100% of the monthly costs of an appropriate internet service and 100% of the installation costs and required hardware directly related to the connection to the Internet Service Provider. If a Councillor wishes to obtain a higher cost service Greenview will reimburse the Councillor for an amount equivalent to the lower cost alternative.
2. Personal use of an internet connection is expected but any additional charges generated by personal use will not be eligible for reimbursement.
3. The internet service will be established and paid for by the Member of Council. Greenview will provide assistance in establishing the service.
4. If a Member of Council ceases to hold office before the end of a four year term, installation costs will be repaid on a prorated basis over a three year period. Council may waive the repayment by motion.
5. If a Member of Council already has high speed internet service, monthly costs will be reimbursed from the date which Digital Communication Tools (such as; Laptop, IPad, iPhones) were issued by Greenview to Council members. Council members will be reimbursed for any SIM cards purchased since this time, for use in Greenview issued electronic equipment.

6. Expenses for an appropriate internet service may be claimed by the Member of Council as a part of regular expense claims. At the time that the service or the claim is initiated a copy of the bill shall be submitted. Subsequent expense claims do not require a copy of the current internet service bill unless the cost of the service changes, or a copy of the current bill is requested.

Revisions approved:

Title: Internet Services for Members of Council

Policy No: 1009

Effective Date:

Motion Number:

Supersedes Policy No:

Review Date:



Purpose: Greenview will establish the parameters for providing high-speed **effective** internet for Members of Council at their primary residence within Greenview to ensure that Members of Council can communicate and exchange information and files at an effective speed.

1. DEFINITIONS

- 1.1. **Digital Communication Tools** means Greenview issued electronic equipment, including but not limited to: cellphones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the Chief Administrative Officer.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Primary Residence** means the address within Greenview where the Member spends the majority of the year.

2. POLICY

- 2.1. Internet, email and social media are essential tools for Members of Council.
- 2.2. Each Member of Council will have access to an effective internet connection from their primary residence.
- 2.3. Greenview will reimburse Members of Council for 100% of the monthly costs of an appropriate internet service and 100% of the installation costs and required hardware directly related to the connection to the Internet Service Provider. If a Councillor wishes to obtain a higher cost service, Greenview will reimburse the Councillor for an amount equivalent to the lower cost alternative.
- 2.4. Personal use of an internet connection is expected, but any additional charges generated by personal use will not be eligible for reimbursement.
- 2.5. If a Member of Council resigns **their position in** office before the end of the four-year term, installation costs shall be repaid on a prorated bases over a three year period. Council may waive the repayment by motion.

- 2.6. If a Member of Council already has ~~high-speed~~ **effective** internet service, monthly costs will be reimbursed from the date where Digital Communication Tools (laptop, iPad/tablet, iPhones, etc.) were issued by Greenview to Council Members. **Council Members will be reimbursed for any SIM cards purchased by the Member from the same date, for use in Greenview issued electronic equipment.**
- 2.7. Expenses for an appropriate internet service may be claimed by the Member of Council as part of regular expense claims. At the time that the service or the claim is initiated, a copy of the bill shall be submitted. Subsequent expense claims do not require a copy of the internet service bill, unless the cost of the service changes, or a copy of the current bill is requested.

UNAPPROVED



REQUEST FOR DECISION

SUBJECT: **Policy 1031 Cyber Security**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 23, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1031 “Cyber Security” as presented.

BACKGROUND/PROPOSAL:

Minor updates were made to the language of the policy. Passwords are required to be changed every 90 days instead of annually.

BENEFITS OF THE RECOMMENDED ACTION:

1. The cyber security policy will be updated and adapted to respond to increased cyber security threats.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. 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 1031
- Revised Policy 1031

Title: CYBER SECURITY POLICY

Policy No: 1031

Effective Date: June 10, 2019

Motion Number: 19.06.446

Supersedes Policy No: (None)

Review Date: June 10, 2022



Purpose:

The purpose of this policy is to detect, describe and educate users about cyber security in order to prevent cyber-attacks and maximize Greenview's online security. The cyber security policy of Greenview outlines guidelines to protect data and technology infrastructure against human errors, hacker attacks and system malfunctions.

DEFINITIONS

IS means Information Systems.

IT means Information Technology.

Corporate Technology means any computer hardware or software, network service, and any electronic or digital device supported by the Information Systems, including (but not limited to): laptops, desktops, VoIP, smartphones, etc.

Cybersecurity is the practice of protecting systems, networks, and programs from digital attacks. These attacks are usually aimed at accessing, changing, or destroying sensitive information; extorting money from users; or interrupting normal business processes.

Common Threats: Phishing, Pharming, Spoofing, Botnets, Distributed denial-of-service, Hacking, Malware, Ransomware, Spam, Spyware, Trojan Horses, Viruses, Wi-Fi Eavesdropping, Worms.

Users means all individuals authorized by Greenview to use Greenview's corporate technology, which includes access to the Internet.

Guiding Principles:

1. Cyber Security is everyone's responsibility.
2. Cyber Security is a process, not a product.
3. Cyber Security requires a multi-layered defence strategy.

POLICY STATEMENT

1. The Internet has become an essential part of everyday life, but it is also a breeding ground for criminal activity, where corporate technology can be monitored and information compromised. Corporate technology is frequently used in critical operations to collect and store sensitive and personal information.

2. Therefore, Greenview corporate technology users must common threats, risks, and implement IT procedures. The IS Officer will maintain cyber security to the best of their ability; however, it is every user's responsibility to maintain and maximize cyber security.

PROCEDURES

1. Corporate and personal devices configured to access Greenview email are automatically configured to require passwords.
2. Corporate user account password expires every year.
3. Workstations will lock and logout after 30 minutes of inactivity.
4. Meeting room workstations will lock themselves after 60 minutes of inactivity.
5. The IS Officer may change an employee's password (with proper notification) to perform system maintenance and support.

RESPONSIBILITIES

6. Employees and Council Members

- 6.1. Be aware of and adhere to the cyber security policy.
- 6.2. Reset your passwords when prompted.
- 6.3. Report any activity to the IS Officer or delegate that seems suspicious, such as spam emails.
- 6.4. Ensure the off-site physical security of Greenview issued technology.
- 6.5. Promptly report the loss or theft of corporate devices, or personal devices configured to access Greenview's email.
- 6.6. Do not share your password with anyone for any reason. Any request for your password should be reported to the IT Officer or delegate.
- 6.7. Do not write passwords in a place that is easy to find.
- 6.8. Do not apply any IS unauthorized applications, functionality, or components to corporate technology.
- 6.9. Do not tamper with corporate technology, such as modifying the operating system or installing software to circumvent security controls.
- 6.10. Do not use compromised technology to connect to the corporate network or information systems.
- 6.11. Do not connect personal devices or network equipment to the wired network.
- 6.12. Do not use unfamiliar storage devices, click on links or open attachments from unfamiliar emails, as these activities may result in Viruses or other digital threats.
- 6.13. Lock corporate devices (CTR-Alt-Delete) when leaving equipment unattended for any period.
- 6.14. Corporate devices must be restarted or logged off versus shutdown to enable IS to provide remote support and maintenance.
- 6.15. Corporate information must be stored on the network storage options provided to employees, and not locally on any device.

7. Department Managers

- 7.1. Ensure all employees are aware of their responsibilities to manage cyber security.

8. Information Systems Officer:

- 8.1. Protect the corporate environment from abuse and security breaches to maintain the safety, effectiveness, stability, as well as the confidentiality of Greenview's information.
- 8.2. Develop corporate technology security and put protocols and procedures in place to protect the IT environment.
- 8.3. Secure, manage and monitor Greenview technology infrastructure to guard against inappropriate use, system intrusion or failure.
- 8.4. Approve, document, and maintain any exception to this policy.

Title: Cyber Security

Policy No: 1031

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No:

Review Date: (3 Years from date approved by Council)



Purpose: The purpose of this policy is to detect, describe and educate users about cyber security in order to prevent cyber-attacks and maximize Greenview's online security. The cyber security policy of Greenview outlines guidelines to protect data and technology infrastructure against human errors, hacker attacks and system malfunctions.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **Corporate Technology** means any computer hardware or software, network service, and any electronic or digital device supported by the Information Systems, including (but not limited to): laptops, desktops, VoIP, smartphones, etc.
- 1.3. **Cybersecurity** means the practice of protecting systems, networks, and programs from digital attacks. These attacks are usually aimed at accessing, changing, or destroying sensitive information; extorting money from users; or interrupting normal business processes.
- 1.4. **Common Threats** means Phishing, Pharming, Spoofing, Botnets, Distributed denial-of-service, Hacking, Malware, Ransomware, Spam, Spyware, Trojan Horses, Viruses, Wi-Fi Eavesdropping, Worms.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16.
- 1.6. **IS** means Information Systems.
- 1.7. **IT** means Information Technology.
- 1.8. **Users** means all individuals authorized by Greenview to use Greenview's corporate technology, which includes access to the Internet.

2. POLICY

- 2.1. Guiding Principles:
 - A) Cyber Security is everyone's responsibility.
 - B) Cyber Security is a process, not a product.

C) Cyber Security requires a multi-layered defence strategy.

- 2.2. The Internet has become an essential part of everyday life, but it is also a breeding ground for criminal activity, where corporate technology can be monitored and information compromised. Corporate technology is frequently used in critical operations to collect and store sensitive and personal information.
- 2.3. Greenview corporate technology users must **be aware of** common threats, risks, and implement IT procedures. The IS **Department** will maintain cyber security to the best of their ability; however, it is every user's responsibility to maintain and maximize cyber security.

3. PROCEDURE

- 3.1. Corporate devices that access Greenview email are automatically configured to require passwords.
- 3.2. Corporate user account passwords expire every **ninety (90) days**.
- 3.3. Workstations will lock and logout after thirty (30) minutes of inactivity.
- 3.4. Meeting room workstations will lock themselves after sixty (60) minutes of inactivity.
- 3.5. The IS **Department** may change an employee's password (with proper notification) to perform system maintenance and support.

4. EMPLOYEE AND COUNCILLOR RESPONSIBILITIES

- 4.1. Be aware of and adhere to this policy.
- 4.2. Reset passwords when prompted.
- 4.3. Report any activity to the IS Department that seems suspicious, such as spam emails.
- 4.4. Ensure the off-site physical security of Greenview issued technology.
- 4.5. Promptly report the loss or theft of corporate devices, or personal devices configured to access Greenview's email, to a Supervisor or manager, or in the case of a Council Member, to the CAO.
- 4.6. Do not share passwords with anyone for any reason. Any request for an employee password should be reported to the IS Department or the contracted support team.
- 4.7. Do not write passwords in a place that is easy to find.
- 4.8. Do not apply any unauthorized applications, functionality, or components to corporate technology.
- 4.9. Do not tamper with corporate technology, such as modifying the operating system or

installing software to circumvent security controls.

- 4.10. Do not use compromised technology to connect to the corporate network or information systems.
- 4.11. Do not connect personal devices or network equipment to the wired network.
- 4.12. Do not use unfamiliar storage devices, click on links or open attachments from unfamiliar emails, as these activities may result in Viruses or other digital threats.
- 4.13. Lock corporate devices when leaving equipment unattended for any period.
- 4.14. Corporate devices must be restarted or logged off versus shutdown to enable IS to provide remote support and maintenance.
- 4.15. Corporate information must be stored on the network storage options provided to employees, and not locally on any device.

5. MANAGER AND DIRECTOR RESPONSIBILITIES

- 5.1. Ensure employees are aware of their responsibilities to manage cyber security.

6. IS **DEPARTMENT** RESPONSIBILITIES

- 6.1. Protect the corporate environment from abuse and security breaches to maintain the safety, effectiveness, stability, as well as the confidentiality of Greenview's information.
- 6.2. Develop corporate technology security and put protocols and procedures in place to protect the IT environment.
- 6.3. Secure, manage and monitor Greenview technology infrastructure to guard against inappropriate use, system intrusion or failure.
- 6.4. Approve, document, and maintain any exception to this policy.



REQUEST FOR DECISION

SUBJECT:	Policy 1037 Candidate Listing for Municipal Elections		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 2021	CAO: DT	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM:	PRESENTER: DL
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Local Authorities Election Act, R.S.A. 2000, Chapter L-21, Section 28(10).

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1037 “Candidate Listing for Municipal Elections” as presented.

BACKGROUND/PROPOSAL:

Greenview is holding Municipal Elections on October 18, 2021 and the Local Authorities Election Act, R.S.A. 2000, Chapter L-21, Section 28(10) states “within 48 hours of the close of nominations on nomination day, the names of all candidates that have been nominated and the offices for which they were nominated be posted”. Greenview is able to exceed the requirements of the Act and post a running list of names periodically throughout the nomination period.

This policy is designed to provide guidelines for the type of information Greenview’s website discloses on election candidates and the frequency which it is updated in accordance with the LAEA requirements. Bylaw 20-862 Municipal Elections does not cover the disclosure of candidate personal information.

PRC had no recommended changes to the policy.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an overarching policy governing the disclosure of candidate information for all future Municipal Elections.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may 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 update the policy register.

ATTACHMENT(S):

- Policy 1037
- Consent Form for Disclosure of Personal Information

Title: Candidate Listing for Municipal Elections

Policy No: 1037

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: NONE

Review Date: (3 Years from date approved by Council)



Purpose: The purpose of this policy is to provide guidelines for the regular updating of the names of candidates that have filed nomination papers on Greenview's website for the municipal election.

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **LAEA** means the Local Authorities Election Act, R.S.A. 2000, Chapter L-21, as amended.
- 1.3. **Nomination Day** means the day 4 weeks before election day, where candidates can submit nomination papers before 12:00 Noon.
- 1.4. **Nomination Period** means the period from January 1 to 12:00 Noon on Nomination day in an election year, where candidates can file nomination papers.

2. POLICY

- 2.1. The LAEA requires municipalities to post a list of names of candidates that have filed nomination forms forty-eight (48) hours after the close of Nomination Day. Municipalities may exceed this requirement and provide a regularly updated list on the municipality's website throughout the Nomination Period.
- 2.2. Greenview will post the first and last names of individuals that have submitted nomination papers, along with the Ward in which they are running, on the Greenview website.
- 2.3. The website will be updated on the last Friday of each month through July 31, and weekly on Fridays from August 1 until Nomination Day.
- 2.4. A final list of candidates will be posted on the website within forty-eight (48) hours of the close of Nominations on Nomination Day, in accordance with the LAEA.
- 2.5. Candidates will be required to sign a Consent Form for Disclosure of Personal Information to allow the posting of their names to the website. Candidates who refuse to sign the form will not have their names posted on the website until the Returning Officer, or designate is required to do so under the LAEA, forty-eight (48) hours after the close of Nominations on Nomination Day.



REQUEST FOR DECISION

SUBJECT:	Policy 4010 Road Access Approaches		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 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 approve Policy 4010 “Road Access Approaches” as presented.

BACKGROUND/PROPOSAL:

Administration has been requested by Council to bring Policy 4010 to PRC for discussion. Some Councillors wish to discuss providing additional approaches. Currently the Policy provides for one approach to be provided per quarter section on the condition that no other approach exists. An additional approach may be considered if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels.

Administration updated the policy to current standards and updated position references and language. Modifications were made to temporary approaches and subdivision approaches to include municipal servicing standards.

PRC recommended administration clarify the language in sections 4, 4.1 and 2.1. As well as include the Development Guidelines and Municipal Servicing Standards that reference the specific circumstances under which additional approaches may be added. Administration retains the ability to approve a second approach if the parcel is severed. Additional approaches due to safety reasons or because of a second road adjacent to the parcel are subject to Council approval. At the second review of the Policy at PRC, PRC recommended that landowner be used throughout and General Manager be replaced with Director.

BENEFITS OF THE RECOMMENDED ACTION:

1. The Access Approach Policy will be updated and reflect the current desires of Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

FINANCIAL IMPLICATION:

There are no additional 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):

- Revised policy 4010
- Current policy 4010

Title: ROAD ACCESS APPROACHES

Policy No: 4010

Effective Date: January 8, 2018

Motion Number: 18.01.20

Supersedes Policy No: (OP-03)

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The revised Road Access Approaches Policy provides further guidelines for administering general approach requests.

DEFINITIONS

Development Guidelines & Municipal Servicing Standards means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.

Schedule of Fees means Bylaw 17-784 outlining the amounts the Municipal District of Greenview No. 16 may charge for the supply of information, goods and services.

POLICY

One access approach per quarter section of land along developed roads will be provided when deemed feasible on the condition that no other approach exists.

1. The Municipal District of Greenview may provide additional approaches to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels.
2. The General Manager of Infrastructure & Planning or his/her designate will determine the size and location of the approach, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards.
3. If a quarter section of land has one existing approach, the applicant may apply to upgrade the approach subject to the cost established by Council in the Schedule of Fees.
4. Upon receipt of a fully completed Greenview approach application and accompanied by a non-refundable Request Fee established in the Schedule of Fees, the General Manager of Infrastructure and Planning or his/her designate may approve the installation of an additional approach on an existing roadway, The approach application fees are established by Council within the Schedule of Fees Bylaw.
5. If an approach is approved and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a

reasonable time period.

6. The General Manager of Infrastructure and Planning or his/her designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
7. The applicant will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
8. The General Manager of Infrastructure and Planning or his/her designate may allow landowners or respective companies to construct temporary approaches, which must be removed within 6 months.
9. All approaches will be under the authority and control of the Municipal District of Greenview, except for temporary approach installations.

Title: Road Access Approaches

Policy No: 4010

Effective Date:

Motion Number:

Supersedes Policy No:

Review Date:



Purpose: The Road Access Approaches Policy provides further guidelines for administering general approach requests.

1. DEFINITIONS

- 1.1. **Development Guidelines & Municipal Servicing Standards** means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16
- 1.3. **Schedules of Fees** means the Bylaw outlining the amounts Greenview may charge for the supply of information, goods and services.

2. POLICY

- 2.1. One access approach per quarter section of land along **municipally** developed roadways will be provided when deemed feasible on the condition that no other approach exists.
- 2.2. ~~The General Manager of Infrastructure & Planning or his/her designate will determine the size and~~ Greenview may provide **an** additional approach(s) to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. **Subject to Council approval, additional approaches may be added under the following circumstances:**
 - A) **Public Safety reasons;**
 - B) **If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedules of Fees.**
- 2.3. Location of the approach **will be determined**, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards **and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15**

meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.

- 2.4. All approaches will be under the authority and control of Greenview, except for temporary approach installations.

3. PROCEDURE

- 3.1. ~~Upon receipt of a fully completed Greenview approach application and accompanied by a non-refundable Request Fee established in the Schedule of Fees, the General Manager of Infrastructure and Planning or his/her designate may approve the installation of an additional approach on an existing roadway. The approach application fees are established by Council within the Schedule of Fees Bylaw.~~ **Approach application fees are established by Council within the Schedules of Fees Bylaw.**
- 3.2. If an approach is approved, and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a reasonable time period.
- 3.3. The ~~General Manager~~ **Director** of Infrastructure and Planning or their designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
- 3.4. The ~~applicant~~ **landowner** will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
- 3.5. ~~The General Manager of Infrastructure and Planning or his/her designate may allow landowners or respective companies to construct temporary approaches, which must be removed within 6 months.~~ **Temporary approaches must be built to all engineering standards and have a non-refundable fee of \$100.00. If the approach is not removed within six (6) months, Greenview can remove it at the Landowners expense. The applicant landowner may apply for an additional six (6) months with a \$3000.00 non-refundable fee. Only one extension will be granted. The approach will be removed after one (1) year.**

4. DEVELOPMENT & SUBDIVISION APPROACHES

- 4.1. Construction of **development & subdivision** approaches is the sole responsibility of the developer, **in accordance with Greenview's Development Guidelines & Municipal Servicing Standards, any applicable agreements, and/or conditions of a subdivision or development approval. A developer that receives an agreement or condition of approval requiring the construction or upgrade of an approach must arrange with Greenview for approach construction.**
- 4.2. In all cases where the subdivision plan is to be endorsed prior to completion of the approach, a security deposit is required. The standard deposit will be set out annually in the Schedules of Fees and differential rates will be applied for surfaced and non surfaced

approaches. Greenview reserves the right to modify the required security to protect the interests of Greenview.

- 4.3. Installations that do not meet the requirements of the Development Guidelines & Municipal Servicing Standards must be replaced by the developer at their cost. All pre-existing approaches required for the subdivision approval are to be upgraded to meet current engineering standards.
- 4.4. Upon satisfactory completion and acceptance of the approaches by the Director of Infrastructure & Planning or designate. All approaches will transfer to the authority and control of Greenview, except for temporary installation.

UNAPPROVED



REQUEST FOR DECISION

SUBJECT:	Policy 4029 Greenview Aggregate Material		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 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 approve Policy 4029 “Greenview Aggregate Material” as presented.

MOTION: That Council repeal Policy OP 33 “Use of MD Aggregate Materials”.

BACKGROUND/PROPOSAL:

Minor updates were made to the Greenview Aggregate Materials Policy to update the template, policy number and language.

PRC recommended that a provision be added that stipulated that Greenview may grant organizations a donation of aggregate material, subject to Council approval. They also requested that a definition of aggregate be added.

OP 33 is recommended for repeal.

BENEFITS OF THE RECOMMENDED ACTION:

1. The Greenview Aggregate Material Policy will be current.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may 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

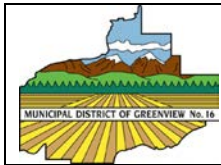
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

The policy register will be updated.

ATTACHMENT(S):

- Policy OP 33
- Policy 4029



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

Section:
OPERATIONS

POLICY NUMBER: OP 33

POLICY TITLE: USE OF MD AGGREGATE MATERIALS

Page 1 of 1

Date Adopted by Council / Motion Number:

11.10.562

PURPOSE:

To define direction for ratepayers and MD of Greenview staff in the use of MD aggregate materials.

POLICY:

MD of Greenview aggregate materials will not be sold to the public due to provincial gravel lease acquisition rules.

In the interest of co-operation with our neighbouring towns of Grande Cache, Fox Creek and Valleyview, aggregate may be provided to the Towns at the MD's cost, upon written request.

REEVE

C.A.O.

Title: Use **Greenview** Aggregate Material

Policy No: 4029

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: OP 33

Review Date: (3 Years from date approved by Council)



Purpose: To ~~define~~ **provide** direction for ratepayers and MD of Greenview Staff in the use of **Greenview** ~~MD~~ aggregate materials.

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Aggregate** means coarse to medium-grained particulate material used in construction, including sand, gravel, crushed stone, slag, recycled concrete and geosynthetic aggregates.

2. POLICY STATEMENT

- 2.1. ~~MD of~~ Greenview aggregate materials will not be sold to the public due to provincial gravel lease acquisition rules.
- 2.2. In the interest of co-operation with our neighbouring towns of ~~Grande Cache~~, Fox Creek and Valleyview, aggregate may be provided to the towns at the ~~MD's~~ **Greenview's** cost, upon written request and approval from Council.
- 2.3. **Greenview aggregate materials shall be used** specifically for the maintenance and construction of all Greenview road network and projects.
- 2.4. **Greenview may grant organizations a donation of aggregate material subject to Council approval.**



REQUEST FOR DECISION

SUBJECT: **Policy 4030 Seismic Operations**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 23, 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 Policy Review Committee recommend Council approval Policy 4030 “Seismic Operations” as presented.

MOTION: That Council repeal Policy PW 23 “Seismic Operations”.

BACKGROUND/PROPOSAL:

Minor updates were made to the policy. The policy was reordered to follow the current policy template. References to the Schedules of Fees were added.

Policy PW 23 is recommended for repeal.

PRC recommended minor formatting amendments.

BENEFITS OF THE RECOMMENDED ACTION:

1. The policy will be current.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. 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 PW 23
- Policy 4030



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

Section:
PUBLIC WORKS

POLICY NUMBER: PW 23

POLICY TITLE: SEISMIC OPERATIONS

Page 1 of 1

Date Adopted by Council / Motion Number:

03.04.184

PURPOSE:

The M.D. of Greenview may authorize licensed seismic operations access to M.D. property.

POLICY

To provide procedures when seismic activities are required to be within municipal right-of-ways or other properties.

PROCEDURES:

1.0 All seismic operations will be carried out in accordance with provincial regulations and be approved by the Municipal District of Greenview Municipal Manager or designate.

2.0 No seismic operations will be permitted on oiled or paved surfaces.

3.0 Operations using non-destructive methods may be approved on gravel surfaces and require written approval prior to commencement.

4.0 An inspection of the municipal property or right of way involved in the seismic activity shall be carried out by the Municipal District Superintendent of Public Works or designate and a representative of the seismic company **prior to and immediately** following seismic operations. A fee will be charged for this activity in accordance with provincial guidelines.

5.0 All debris and damage within the road right-of-way resulting from seismic operations shall be cleaned up and repaired by the seismic contractor to the satisfaction of the Superintendent of Public Works or his/her designate. The seismic contractor **will be invoiced for damages** not completed to the satisfaction of the Superintendent.

6.0 When seismic operations are adjacent to residents, all residents shall be notified and clearing operations shall be minimized.

7.0 When operations are adjacent to undeveloped quarter sections the clearing will be in accordance with regulations. Natural drainage shall be maintained unless an approval has been granted by Alberta Environmental Protection.

8.0 When operations are on reserve lands or municipally owned properties they will be approved by Council. A concerted effort will be made to minimize environmental impact and clearing. Payment for activities on reserve or municipally owned lands shall be consistent with rates paid to adjacent landowners.

REEVE

C.A.O.

Title: Seismic Operations

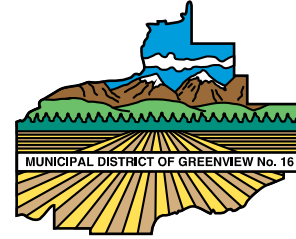
Policy No: 4030

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: PW 23

Review Date: (3 Years from date approved by Council)



Purpose: The M.D. of Greenview may authorize licensed seismic operations access to Greenview property.

1. DEFINITIONS

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

2. POLICY STATEMENT

- 2.1. To provide procedures when seismic activities are required to be within Greenview rights-of-way or other properties.

3. PROCEDURE

- 3.1. All Seismic operations will be carried out in accordance with provincial regulations and be approved by the Chief Administrative Officer or designate.
- 3.2. No seismic operations will be permitted on oiled or paved surfaces.
- 3.3. Operations using non-destructive methods may be approved on gravel surfaces and require written approval prior to commencement.
- 3.4. An inspection of the Greenview property or right-of-way involved in the seismic activity shall be carried out by Greenview's Director, of Infrastructure and Planning, or designate, and a representative of the seismic company prior to, and immediately following, seismic operations. A fee will be charged for this activity in accordance with the **Schedules of Fees**.
- 3.5. All debris and damage within the road right-of-way resulting from seismic operations shall be cleaned up and repaired by the seismic contractor to the satisfaction of the ~~Director of~~ Infrastructure and Planning or designate. The seismic contractor will be invoiced for damages not completed to the satisfaction of the Director of Infrastructure and Planning or designate.
- 3.6. When seismic operations are adjacent to residents, all residents shall be notified and clearing operations shall be minimized.

- 3.7. When operations are adjacent to undeveloped quarter sections the clearing will be in accordance with regulations. Natural drainage shall be maintained unless an approval has been granted by Alberta Environment and Parks.
- 3.8. A concerted effort will be made to minimize environmental impact.

UNAPPROVED



REQUEST FOR DECISION

SUBJECT: **Policy 8002 Community Grants**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 23, 2021
DEPARTMENT: ECONOMIC DEVELOPMENT
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: DT
GM: DM
LEG: DL
MANAGER: KK
PRESENTER: LL

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) –Policy 8002 Community Grants

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8002 “Community Grants” as presented.

BACKGROUND/PROPOSAL:

Administration has made a few updates to the Community Grants policy. The language was updated, and the policy was converted to the current template. Much of the policy is the same, although a number of provisions were re-organized in the new template.

The policy now specifies that Grant Application Forms and Outcome Reports must now be filed electronically through the Greenview website. The requirements of the Outcome Report have been removed as they will be available on the electronic form.

PRC recommended the definition of Greenview be revised to be consistent.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a clear grants policy for community members and groups to follow.

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 policy or add additional criteria.

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 8002
- Revised Policy 8002

Title: Community Grants

Policy No: 8002

Effective Date: March 9, 2020

Motion Number: 20.03.158

Supersedes Policy No: Co 20

Review Date: March 10, 2023



Purpose: The purpose of the Community Grants Policy is to provide a framework that ensures grant applications are assessed and awarded in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community.

DEFINITIONS

Community Grant Application form means the application form available through Greenview Administration and on Greenview's website.

Grant Cycle means the period covering one full calendar year in which there are two opportunities for grant applications.

Greenview means the municipal corporation of the Municipal District of Greenview No. 16.

POLICY

1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help make the best use of limited funds.

2. Greenview will establish guidelines for responding to requests for community grants for non-profit organizations or registered societies in a manner that will maximize the benefits for the Greenview community.

3. Principles

3.1 **Accountability:** Greenview requires all Community Grant recipients to be accountable for the Community Grant funds awarded to their not-for-profit organization or society.

3.2 **Recognition:** Greenview requires successful Community Grant applicants to provide recognition of the Community Grant funding in an acceptable manner, as per the tier on Schedule A.

3.3 **Social and Economic Viability:** Greenview may award Community Grant funding to projects or programs that provide a social / economic benefit to the community.

3.4 **Application Submissions:** Greenview Community Grant funding will be awarded

within 90 days of the application deadline for submission.

3.5 **Other Revenue Sources:** Greenview Community Grant applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

4. Community Grant requests directed to Greenview must meet a number of criteria in order to be accepted. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.

4.1 The applicant is **ineligible** to receive a grant if any of the following conditions exist:

- The grant application is not complete.
- A current financial statement is not included.
- A detailed budget for the grant expenditure is not included.
- A final report remains outstanding from a previous grant application.

5. Program Parameters

5.1 Applicants must be registered under the Ag Societies Act, the Societies Act or the Canadian Corporations Act (non-profit sector).

6. Discretionary Considerations

6.1 In consideration of public interest, Greenview may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.

6.2 Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

7. Funding Conditions

7.1 Generally, funding should not be used to fund private or commercial sector facilities.

7.2 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area of facility is under its jurisdiction.

7.3 The applicant bears ultimate development and operational responsibility for the project. All permits and contracts are the responsibility of the applicant.

7.4 The Community Grant recipient may be required to repay Greenview a portion or all of the grant amount if the facility is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Greenview if either of these circumstances occurs.

7.5 Applicants must provide recognition of Greenview's contribution to the project.

7.6 The grant recipient must establish and maintain proper accounting records of the project.

7.7 The applicant must request approval in writing if the nature of the approved project in the original application changes.

8. Application Deadlines

8.1 Greenview will review Community Grant applications semi-annually.

8.2 The first application deadline is October 15th.

8.3 The second application deadline will be April 15th.

9. Greenview Notification Requirement

- 9.1 Greenview Administration will notify applicants of their status within 90 days of the application deadline.

10. Council Approval

- 10.1 Community Grants are subject to Council Approval.
- 10.2 Once Council has made the decision to approve, deny or vary a community grant that decision is final.
- 10.3 Applicants may only submit one application each year. Should the applicant desire additional grant funding, or wish to re-apply for grant funding that was denied, they must wait a full grant cycle before resubmitting an application.
 - 10.3.1 Applicants that submitted an application for the October 15 deadline must wait to resubmit an application for the following October 15 deadline.
 - 10.3.2 Applicants that submitted an application for the April 15 deadline must wait to resubmit an application for the following April 15 deadline.

11. Freedom of Information and Protection of Privacy Act

- 11.1 The information that you provide for the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. The applicant's personal information is protected by *Alberta's Freedom of Information and Protection of Privacy Act*.

12. Depositing of funds

- 12.1 Applicants who do not deposit awarded funds within 90 days will have funds frozen.
- 12.2 If grant funds are unutilized or unaccounted for or an application for extension was not received, funds will be requested to be returned and a new application will be required.

13. Accounting of Funds

- 13.1 Recipients of funds must file a statement of grant fund expenditures with Greenview upon completion one year from the date of grant approval. If the project is not completed within the required one year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Greenview Administration Office and the decision on these requests will be communicated in writing to the applicant.
- 13.2 The accounting must be signed by two authorized representatives having legal and /or financial signing authority for the organization and must show how the Community Grant was expended.
- 13.3 If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or sent in to the Greenview Administration Office a cheque payable to Greenview for the remaining unexpended funds once the final amount has been confirmed by the Greenview Administration Office.
- 13.4 Future year applications will require all prior grant requirements to be completed.

14. Recognition

- 14.1 Greenview requires successful Grant applicants to provide recognition of the grant funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorships Policy 1026.

Procedure

1. Instructions

- 1.1 All grant applicants will be required to file a Grant Application Form, which is available through Greenview's website: <http://mdgreenview.ab.ca/programs-services/departments/community-services/community-grants-program/> or at any Greenview Administration Office.
- 1.2 The applicant shall retain a complete copy of the grant application for their records.
- 1.3 The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching their backup documents with the application.

2. Application Requirements

2.1 Name of Organization

- 2.1.1 Full legal name of the organization as registered under Corporate Registries or the Societies Act.

2.2 Mailing Address of Organization

- 2.2.1 This should include full address and postal code.

2.3 Contact Name(s)

- 2.3.1 First and last name of contact(s). This should be a person who has worked on the application and is readily available to answer questions.

2.4 Contact Telephone Number(s)

- 2.4.1 Please include a phone number with message capabilities, cell phone or work number if possible since most calls from Greenview will come during the day.

2.5 Position Held

- 2.5.1 The person making the application should normally be a member of the executive of the organization or be specifically appointed by way of motion.

2.6 Purpose of the Organization

- 2.6.1 Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

2.7 Purpose of the Application

- 2.7.1 Outline in a few sentences the intended use of the funds and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied. If your organization is not the registered titleholder, you must include a letter of support from the registered titleholder of the facility.

2.8 Project Budget

- 2.8.1 If there is an existing operating surplus or other funding sources available, explain why they are not being allocated to this project. All revenues must be supported by your financial statements and letters from funders. No retroactive funding is permitted for costs that have already been incurred prior to application submission deadline. All anticipated expenses must be supported through quotes and/or sources of estimates. Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.

2.9 Mandatory Attachments

- 2.9.1 Quotes, estimates. If these are not available, provide sources of estimates.
- 2.9.2 You must include a signed Community Grant agreement.
- 2.10 **Social and Economic Viability**
 - 2.10.1 Outline in a few sentences the social and economic benefit the grant will provide to the Greenview community.
- 2.11 **Recognition**
 - 2.11.1 Outline in a few sentences the manner Greenview will be recognized for their contribution in accordance with Greenview's Sponsorships Policy 1026.
 - 2.11.2 Recipients of community grants will provide Greenview a vector or print ready copy of their logo, if available.
- 2.12 **Past Financial Statements**
 - 2.12.1 Provide a current approved copy of your most recent financial statements. If statements are not audited, they must be signed by two Board Members and include a copy of your most recent bank statement
- 2.13 **Funding Sources that Denied this Application**
 - 2.13.1 List other funding sources applied to that denied this application. Greenview encourages applicants to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
- 2.14 **Previous Grant and Reporting History (if applicable)**
 - 2.14.1 List all grants received from Greenview within the last two (2) years, including purpose and amount. Final reports must be filed with Greenview within one (1) year of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

3. Final Report Content

- 3.1 Within one (1) year of the completion of the grant expenditure, a report must be filed with Greenview verifying expenditure of the grant. This report should include:
 - 3.1.1 Name of the organization.
 - 3.1.2 A summary of actual expenditures of grant funds compared to submitted budget.
 - 3.1.3 Include the method Greenview was recognized for their contribution.

- 3.1.4 A short written description of activities, number of participants, successes etc.
- 3.1.5 Signatures of two members of the organization's executive.
- 3.1.6 Failure to provide final report requirements will require repayment of funds to Greenview 3 months after award anniversary date (or 15 months following award).

Title: Community Grants

Policy No: 8002

Effective Date:

Motion Number:

Supersedes Policy No: Co 20

Review Date:



Purpose: The purpose of the Community Grants Policy is to provide a framework that ensures grant applications are assessed and awarded in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community.

1. DEFINITIONS

- 1.1. **Community Grant Application form** means the application form available through Greenview Administration and on Greenview's website.
- 1.2. **Grant Cycle** means the period covering one full calendar year in which there are two opportunities for grant applications.
- 1.3. **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help make the best use of limited funds.
- 2.2. Greenview will establish guidelines for responding to requests for community grants for non-profit organizations or registered societies in a manner that will maximize the benefits for the Greenview community.

3. PRINCIPLES

- 3.1. **Accountability:** Greenview requires all Community Grant recipients to be accountable for the Community Grant funds awarded to their not-for-profit organization or society.
- 3.2. **Recognition:** Greenview requires successful Community Grant applicants to provide recognition of the Community Grant funding in an acceptable manner, as per the tier on Schedule A.
- 3.3. **Social and Economic Viability:** Greenview may award Community Grant funding to projects or programs that provide a social / economic benefit to the community.
- 3.4. **Application Submissions:** Greenview Community Grant funding will be awarded within 90 days of the application deadline for submission.
- 3.5. **Other Revenue Sources:** Greenview Community Grant applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

3.6. Community Grant requests directed to Greenview must meet a number of criteria in order to be accepted. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.

- A) The applicant is ineligible to receive a grant if any of the following conditions exist:
- The grant application is not complete.
 - A current financial statement is not included.
 - A detailed budget for the grant expenditure is not included.
 - A final report remains outstanding from a previous grant application.

4. PROGRAM PARAMETERS

4.1. Applicants must be registered under the Ag Societies Act, the Societies Act or the Canadian Corporations Act (non-profit sector).

5. DISCRETIONARY CONSIDERATIONS

5.1. In consideration of public interest, Greenview may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.

5.2. Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

6. FUNDING CONDITIONS

6.1. Generally, funding should not be used to fund private or commercial sector facilities.

6.2. The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area of facility is under its jurisdiction.

6.3. The applicant bears ultimate development and operational responsibility for the project. All permits and contracts are the responsibility of the applicant.

6.4. The Community Grant recipient may be required to repay Greenview a portion or all of the grant amount if the facility is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Greenview if either of these circumstances occurs.

6.5. Applicants must provide recognition of Greenview's contribution to the project.

6.6. The grant recipient must establish and maintain proper accounting records of the project.

6.7. The applicant must request approval in writing if the nature of the approved project in the original application changes.

7. APPLICATION DEADLINES

7.1. Greenview will review Community Grant applications semi-annually.

7.2. The first application deadline is October 15th.

7.3. The second application deadline will be April 15th.

8. GREENVIEW NOTIFICATION REQUIREMENT

8.1. Greenview Administration will notify applicants of their status within 90 days of the application deadline.

9. COUNCIL APPROVAL

9.1. Community Grants are subject to Council Approval.

9.2. Once Council has made the decision to approve, deny or vary a community grant that decision is final.

9.3. Applicants may only submit one application each year. Should the applicant desire additional grant funding, or wish to re-apply for grant funding that was denied, they must wait a full grant cycle before resubmitting an application.

- A) Applicants that submitted an application for the October 15 deadline must wait to resubmit an application for the following October 15 deadline.
- B) Applicants that submitted an application for the April 15 deadline must wait to resubmit an application for the following April 15 deadline.

10. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

10.1. The information that you provide for the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. The applicant's personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act.

11. DEPOSITING OF FUNDS

- 11.1. Applicants who do not deposit awarded funds within 90 days will have funds frozen.
- 11.2. If grant funds are unutilized or unaccounted for or an application for extension was not received, funds will be requested to be returned and a new application will be required.

12. ACCOUNTING OF FUNDS

- 12.1. Recipients of funds must file a statement of grant fund expenditures with Greenview upon completion one year from the date of grant approval. If the project is not completed within the required one year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Greenview Administration Office and the decision on these requests will be communicated in writing to the applicant.
- 12.2. The accounting must be signed by two authorized representatives having legal and /or financial signing authority for the organization and must show how the Community Grant was expended.
- 12.3. If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or sent in to the Greenview Administration Office a cheque payable to Greenview for the remaining unexpended funds once the final amount has been confirmed by the Greenview Administration Office.
- 12.4. Future year applications will require all prior grant requirements to be completed.

13. RECOGNITION

- 13.1. Greenview requires successful Grant applicants to provide recognition of the grant funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorships Policy 1026.

14. PROCEDURE

- 14.1. Instructions
 - A) All grant applicants will be required to file a Grant Application Form **electronically, which is available through Greenview's website.**
 - B) The applicant shall retain a complete copy of the grant application for their records.
 - C) The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching their backup documents with the application.

14.2. Application Requirements

- A) Name of Organization
 - Full legal name of the organization as registered under Corporate Registries or the Societies Act.
- B) Mailing Address of Organization
 - This should include full address and postal code.
- C) Contact Name(s)
 - First and last name of contact(s). This should be a person who has worked on the application and is readily available to answer questions.
- D) Contact Telephone Number(s)
 - Please include a phone number with message capabilities, cell phone or work number if possible since most calls from Greenview will come during the day.
- E) Position Held
 - The person making the application should normally be a member of the executive of the organization or be specifically appointed by way of motion.
- F) Purpose of the Organization
 - Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.
- G) Purpose of the Application
 - Outline in a few sentences the intended use of the funds and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied. If your organization is not the registered titleholder, you must include a letter of support from the registered titleholder of the facility.
- H) Project Budget
 - If there is an existing operating surplus or other funding sources available, explain why they are not being allocated to this project. All revenues must be supported by your financial statements and letters from funders. No retroactive funding is permitted for costs that have already been incurred prior to application submission deadline. All anticipated expenses must be supported through quotes and/or sources of estimates. Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.
- I) Mandatory Attachments
 - Quotes, estimates. If these are not available, provide sources of estimates.
 - You must include a signed Community Grant agreement.
- J) Social and Economic Viability
 - Outline in a few sentences the social and economic benefit the grant will provide to the Greenview community.
- K) Recognition
 - Outline in a few sentences the manner Greenview will be recognized for their contribution in accordance with Greenview's Sponsorships Policy 1026.
 - Recipients of community grants will provide Greenview a vector or print ready copy of their logo, if available.
- L) Past Financial Statements
 - Provide a current approved copy of your most recent financial statements. If statements are not audited, they must be signed by two Board Members and include a copy of your most recent bank statement

M) Funding Sources that Denied this Application

- List other funding sources applied to that denied this application. Greenview encourages applicants to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

N) Previous Grant and Reporting History (if applicable)

- List all grants received from Greenview within the last two (2) years, including purpose and amount. Final reports must be filed with Greenview within one (1) year of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

14.3. Final Report Content

- A) Within one (1) year of the completion of the grant expenditure, an outcome report must be **filed electronically** with Greenview, verifying expenditure of the grant. This report is available on the Greenview website.

UNAPPROVED



REQUEST FOR DECISION

SUBJECT: Lemonade Day- Sponsorship Request

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 23, 2021

DEPARTMENT: ECONOMIC DEVELOPMENT

STRATEGIC PLAN: Quality of Life

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM: DM

LEG: DL

MANAGER: KK

PRESENTER: LL

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 8004 Greenview Sponsorships and Donations

RECOMMENDED ACTION:

MOTION: That Council approve sponsorship in the amount of \$500.00 to Community Futures West Yellowhead for their Lemonade Day event hosted in Grande Cache on June 19, 2021, with funds to come from the Economic Development Miscellaneous Grants to Organizations budget.

BACKGROUND/PROPOSAL:

Northern Alberta Lemonade Day is a not-for-profit organization with all funds collected through local donations and sponsorship used directly to support Northern Alberta Lemonade Day. Lemonade Day is an event that teaches kids the skills they need to be successful in life. Kids learn to set goals, develop a business plan, establish a budget, seek investors, provide customer service, save for the future and give back to their communities.

Northern Alberta Lemonade Day is the perfect opportunity for communities to get engaged, demonstrate passion and show kids they care while training the next generation of entrepreneurs through a free, fun, engaging and empowering activity. Youth of all ages, from pre-kindergarten to high school are encouraged to register and set up an official lemonade stand on June 19, 2021. Along with registration, children will receive a backpack filled with an informational workbook that outlines steps needed to start a business; from setting a goal, creating a business plan, forming a budget, finding an investor, to saving money and donating a portion back to their community.

This year, Grande Cache is being added as a location for the Lemonade Day event. This event will benefit 100 kids in the West Yellowhead region, with 20 kids participating from the Grande Cache area. The West Yellowhead region (Hinton, Edson, Jasper, Yellowhead County, hamlet of Grande Cache and surrounding cooperatives and enterprises) are looking for sponsors, mentors and volunteers to make Lemonade Day a success. Sponsorship packages are as follows:

Regional Sponsorship \$10,000.00, Community Sponsorship \$2,500.00, Contest Sponsorships \$500.00 for

either sponsoring the Local Entrepreneur of the year, Local Best Stand or Local Best Tasting Lemonade and a Participant sponsor for \$50.00. This year's sponsorship goal is \$7,500.00 and as of March 9, 2021 \$1,800.00 in sponsorship has been received. Community Futures West Yellowhead is requesting Greenview sponsor the Best Entrepreneur of the Year in Grande Cache at a cost of \$500.00.

Greenview Council approved a \$500.00 sponsorship for this event in 2020, however the event was cancelled due to the pandemic and funds were returned to Greenview.

The Economic Development Miscellaneous Grants to Organizations budget as of March 22, 2021 totals \$361,049.38.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview would be supporting a youth event in Grande Cache that encourages our community's youth to learn life and career building skills while giving back to their communities.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

Direct Costs: \$500.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise Community Futures West Yellowhead of Council's Decision.

ATTACHMENT(S):

- Community Futures West Yellowhead's Sponsorship Request

221 Pembina Avenue T 780 865 1224 F 780 865 1227
Hinton, Alberta T7V 2B3 T 800 263 1716 F 877 865 1227



Received March 4, 2021

March 4, 2021

Mayor and Council
Municipal District of Greenview

Attn: Denise Thompson

Re: Lemonade Day 2021

Good morning Ms. Thompson

Community Futures West Yellowhead is excited to once again host Lemonade Day 2021 in the West Yellowhead and this year we are adding Grande Cache as a location! Lemonade Day is an opportunity for children ages pre-K to high school to set up a lemonade day stand in their community on June 19, 2021 to promote entrepreneurship in their community while having fun. This event is free to all participants and the cost of the event is covered by Community Futures West Yellowhead and local sponsors. It is our hope that the Municipal District of Greenview will sponsor the Local Entrepreneur of the Year Contest Sponsor for Grande Cache which will highlight the most creative business model for the day.

We have attached a sponsorship package for review and hope to count on your support for 2021!

Sincerely,

A handwritten signature in blue ink, appearing to be "Nancy Robbins", with a long horizontal line extending to the right.

Nancy Robbins
General Manager
Community Futures West Yellowhead

Growing communities one idea at a time.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 60 days prior to the planned event.

Organization or Person Requesting Funds: <u>Community Futures West Yellowhead</u>	
Date of Application: <u>3/9/21</u>	Date of Event: <u>3/9/21</u>
Contact Name: <u>Nancy Robbins</u>	Phone: (h) <u>780-865-1224</u> (c) <u>780-740-3409</u>
Email Address: <u>nrobbins@albertacf.com</u>	
Mailing Address: <u>221 Pembina Avenue Hinton AB T7V 2B3</u>	
Funding Request Total: <u>\$500</u>	

Type of sponsorship requested (check all that apply):

- ☒ Event
- ☐ Table
- ☐ Conference
- ☐ Gifts-in-kind (e.g. silent auction items)

Briefly describe your organization (non-profit, for profit):

Community Futures West Yellowhead (CFWY) is a non-profit organization offering the Community Futures program to the municipalities of Jasper, Hinton, Edson, Yellowhead County and the hamlet of Grande Cache and surrounding cooperatives and enterprises in the Municipal District of Greenview. One of the 27 offices in the province of Alberta, CFWY offers business coaching, training, financing and economic development to the West Yellowhead region and is governed by a Board of Directors consisting of municipal councilors from the five municipalities it serves.

Please indicate the intended purpose for the funds.

Lemonade Day is an event that teaches kids the skills they need to be successful in life. Kids learn to set goals, develop a business plan, establish a budget, seek investors, provide customer service, save for the future, and give back to the community. Lemonade Day is offered throughout northern Alberta through the Community Futures program and we are thrilled to offer it in the West Yellowhead region. It is the perfect opportunity for our community to get engaged, demonstrate passion, and show kids they care as well as train the next generation of entrepreneurs through a free, fun, engaging and empowering activity.

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

The direct goal of the event is to teach children entrepreneurship through a fun activity. Once a child is registered they receive a backpack with an informational workbook that outlines the steps needed to start a business: from setting a goal, creating a business plan, forming a budget, finding an investor, to saving money and donating a portion of it back to their community.

Where and when is the project/event taking place?

June 19th in Grande Cache and throughout the West Yellowhead region

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

100 total with approximately 20 in Grande Cache

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

This is a wonderful event to allow residents and participants to take part in a COVID-19 safe event where children learn new skills, share their excitement with the community, and share some of their profits with an organization and/or charity of their choice in their home community.

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

\$7500 in sponsorships is our goal. We currently have received \$1800 to date. We are requesting that the MD of Greenview sponsor the Best Entrepreneur of the Year in Grande Cache for a \$500 sponsorship.

Please provide any additional information that will assist to support a funding decision.

Our sponsorship information is attached to this application.

Please provide the planned sponsorship/donation recognition methods for the acquired funds.

Recognition of the MD of Greenview through event signage, marketing materials and social media promotion in the area.

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

The Municipal District of Greenview sponsored Lemonade Day 2020 however due to the pandemic we were forced to cancel the event and CFYW returned the funds to the MD.

You may attach a separate document if additional space is required.

Greenview will provide banners for events, please contact the Community Service Coordinator at 780.524.7647 or email: greenviewgivesback@mdgreenview.ab.ca

Policy 8004 – Greenview Sponsorships and Donations

Reporting can be submitted via one of the following:

1. Click the submit button on the form for electronic submission
2. Mail: MD of Greenview, 4806- 36 Avenue, PO Box 1079, Valleyview AB T0H 3N0
3. In person delivery: Any Greenview office
4. For questions, please email greenviewgivesback@mdgreenview.ab.ca

Click to Submit



*Lemonade Day!*TM

20
21

**SPONSORSHIP
PACKAGE**



A young girl with blonde hair, wearing a yellow and pink hoodie, is smiling and squeezing lemons into a measuring cup. She is standing behind a lemonade stand. In the background, there is a sign for 'Lemonade Stand' and a sign for 'Community Futures'. The sign for 'Community Futures' has the text 'Community Futures' and 'West Yellowhead'.

OUR MISSION...

To help today's youth become the business leading, social advocated, community volunteers and forward-thinking citizens of tomorrow.

Lemonade Day!®



NORTHERN ALBERTA

Saturday
June 22, 2019



Community
Futures  West Yellowhead

What is Lemonade Day?

Lemonade Day is an event that teaches kids the skills they need to be successful in life. Kids learn to set goals, develop a business plan, establish a budget, seek investors, provide customer service, save for the future, and give back to the community. Northern Alberta Lemonade Day is the perfect opportunity for our community to get engaged, demonstrate passion and show kids they care as well as train the next generation of entrepreneurs through a free, fun, engaging, and empowering activity.

When is it?

Northern Alberta Lemonade Day will take place on Saturday, June 19, 2021.

Who can participate?

Youth of all ages, from pre-k through high school, can register to set up an official Northern Alberta Lemonade Day stand. Registration will commence on March 1, 2021 and will close June 1, 2021. In addition, community support from schools, youth organizations, and local businesses is essential to the success of Northern Alberta Lemonade Day.

How does it work?

Once a child is registered they receive a backpack with an informational workbook that outlines the steps needed to start a business: from setting a goal, creating a business plan, forming a budget, finding an investor, to saving money, and donating a portion back to their community.

Resources for Success



Child Workbooks: These fun and informative workbooks include easy to follow lessons to help you create, build, and run a successful business.



Mentor Workbooks: Following the lesson plan outlined in the children's workbooks, these Mentor guide books make it easy for parents to help make their child's Lemonade Day a huge success!



Mentor Sessions: Join us at 2 scheduled Mentor Sessions and get one-on-one help from a local entrepreneur.



YouTube: Lookup "Lemonade Day" on YouTube where there is a collection of great videos for training and ideas.

App: Download the Lemonade Day App to walk you through all the lessons of Lemonade Day with fun videos!

Mark Your Calendar!



Mar 1	● Registration opens
June 1	● Last day to register

Hinton / Edson / Grande Cache /
Jasper / Wildwood



How Can I Get Involved?

Everyone is welcome to be involved with Northern Alberta Lemonade Day!

In West Yellowhead, our organizing committee is looking for sponsors, mentors, and volunteers to make Lemonade Day a success! We are currently seeking support for all levels of sponsors, including contest sponsors and participant sponsors. Each level also offers individual benefits and exposure opportunities. We make sure that all of our sponsors are recognized for their contribution, on a wide scale.

Lemonade Day entrepreneurs, the kids in our community, will be looking for investors, a place to setup their lemonade stands and customers to support their first business! Northern Alberta Lemonade Day is a not-for-profit organization with all funds collected through local donations and sponsorship used directly to support Northern Alberta Lemonade Day.

Thank you for your consideration. We're excited to begin working with you!

Please contact:

Nancy Robbins

Community Futures West Yellowhead

221 Pembina Avenue, Hinton, Alberta

780 865 1224



CONTEST SPONSORSHIPS

\$500

LOCAL ENTREPRENEUR OF THE YEAR CONTEST SPONSOR

- Recognition as presenting sponsor of Area Entrepreneur of the Year Award through event signage, marketing materials, social media promotion in area.
- Logo on Northern Alberta website.

\$500

LOCAL BEST STAND LEMONADE CONTEST

- Recognition as presenting sponsor of Best Lemonade Stand Award through event signage, marketing materials, social media promotion in area.
- Logo on Northern Alberta website.

\$500

LOCAL BEST TASTING LEMONADE CONTEST SPONSOR

- Recognition as presenting sponsor of Best Tasting Lemonade Award through event signage, marketing materials, social media promotion in area.
- Logo on Northern Alberta website.

PARTICIPANT SPONSORSHIP

\$50

SPONSOR A PARTICIPANT

- Give a youth the chance to participate in our program!
- There are no registration fees for a participant to attend and we want to keep it that way!
- The continuation of our program into the future, depends on support from businesses like you!

REGIONAL SPONSORSHIP

\$10,000

WEST YELLOWHEAD REGIONAL SPONSOR

- Recognition as Regional Sponsor through event signage, marketing materials, social media promotion in area.
- Logo on Northern Alberta website.
- There are no registration fees for a participant to attend and we want to keep it that way!
- The continuation of our program into the future, depends on donations like this.

COMMUNITY SPONSORSHIP

\$2,500

COMMUNITY SPONSOR

- Recognition as Community Sponsor through event signage, marketing materials, social media promotion in area.
- Logo on Northern Alberta website.
- There are no registration fees for a participant to attend and we want to keep it that way!
- The continuation of our program into the future, depends on donations like this.



The success of Lemonade Day relies on members of the community coming together for a common purpose – to train the next generation of entrepreneurs, civic leaders and engaged citizens.

**THANK YOU FOR
YOUR SUPPORT**





REQUEST FOR DECISION

SUBJECT: Little Smoky Ski Area Grant Request

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 23, 2021

DEPARTMENT: ECONOMIC DEVELOPMENT

STRATEGIC PLAN: Regional Cooperation

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

MANAGER: KK

GM: DM

PRESENTER: LL

LEG: DL

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve a funding in the amount of \$9,535.68 to the Municipal District of Smoky River No. 130 for the Little Smoky Ski area, with funds to come from the Economic Development Miscellaneous Grants to Organizations Budget.

BACKGROUND/PROPOSAL:

The Municipal District of Smoky River No. 130 is requesting assistance from Greenview and Big Lakes County to assist with costs incurred by the Little Smoky Ski area with regards to COVID-19. The ski hill incurred additional expenses during the 2020/2021 calendar year in the amount of \$28,607.04 due to COVID-19 related expenses. The three municipalities, Greenview, Big Lakes and Smoky River have a cost share partnership agreement for the Little Smoky Ski area and are part of the governing board. Greenview has budgeted a 2021 operating grant of \$190,000.00 for the Little Smoky Ski Area.

The request from the Municipal District of Smoky River No. 130 suggested that each municipality use their Municipal Operating Support Transfer (MOST) grant, however, to-date Greenview has exhausted their allotted funds available within the program. Administration is recommending that if Greenview was to support this request that the funds may be available within the Economic Development Grants to Organizations Budget.

The Economic Development Miscellaneous Grants to Organizations budget as of March 22, 2021 totals \$361,049.38.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting the wellbeing of a regional recreation area, utilized by residents of Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter the grant amount or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$9,535.68

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the Municipal District of Smoky River of Council's decision.

ATTACHMENT(S):

- Municipal District of Smoky River – Request Letter



Municipal District of Smoky River No. 130

P.O. Box 210 FALHER, ALBERTA T0H 1M0

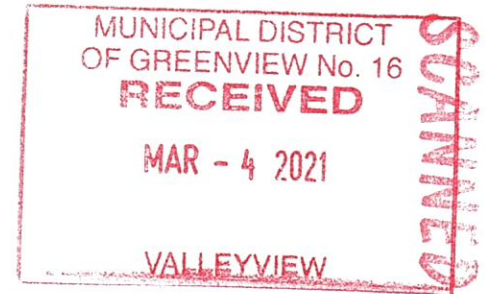
Phone: (780) 837-2221

Fax: (780) 837-2453

February 26th, 2021

Big Lakes County
P.O. Box 239
High Prairie, AB T0G 1E0

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



Dear Councillors:

RE: Little Smoky Ski Area COVID-19 expenses

The Little Smoky Ski Area Board met on February 26th, 2021 for its regular monthly meeting. Included in the discussion was the incurred 2020-2021 COVID-19 expenses and how they were to be funded.

It was suggested that each municipality use their Municipal Operating Support Transfer (MOST) grant to fund these eligible expenses. With the grant deadline quickly approaching, a decision regarding funding is required soon.

The ski hill incurred additional expenses of \$28,607.04 as a result of COVID-19; if the expenses were to be divided per municipality according to our agreement, each municipality would be responsible for \$9,535.68. We have enclosed a list of the eligible expenses for your review.

The Municipal District of Smoky River No. 130 Council has committed to using our MOST grant for our share of the expenses and is requesting that Big Lakes County and the Municipal District of Greenview No. 16 considers this option as well. We realize that everyone is experiencing financial strain and see this as an opportunity to alleviate some of the budget pressures as the MOST funding would reduce our 2021 requisitions.

We appreciate your consideration to our request. If you have any questions or concerns, please feel free to contact me at (780) 837-2221 extension 103.

Yours truly,



Rita Therriault
Chief Administrative Officer

RT/klf

Enclosure

C.C: Big Lakes County and Municipal District of Greenview No. 16



Little Smoky Ski Area COVID-19 Expenses

Vendor	Invoice #	Date	Amount
2020 Expenses			
Chemfax Products Ltd	IN0184745	2020-11-13	\$3,475.00
Falher I.D.A	513847	2020-11-05	\$49.98
United Floors	CG004735	2020-11-12	\$1,919.83
Caribou Cresting	79448	2020-12-04	\$850.00
Pops Home Hardware	AU7008	2020-12-30	\$416.91
Pops Home Hardware	AU7019	2020-12-30	\$1,839.20
RAP Trading	1861	2020-12-04	\$1,250.00
Rebel (website)	30002932975	2020-11-26	\$87.09
Green Geeks (website)			\$281.73
2020 Total			\$10,169.74
2021 Expenses			
Venture Parts Supply	637633	2021-01-08	\$737.24
Inter-Mtn Enterprises	20-1121-1	2021-01-29	\$503.30
Karves Construction Ltd	1230	2021-02-02	\$1,500.09
Karves Construction Ltd	1231	2021-02-02	\$364.55
Hi Tech	1604071	2021-01-28	\$640.00
Hi Tech	1602112	2021-01-15	\$240.00
East Peace Gas	3950	2021-01-07	\$10,967.74
J& G Glass	61594	2021-01-04	\$504.00
RAP Trading	1868	2020-02-01	\$1,513.77
Caribou Cresting	80053	2021-02-18	\$425.00
United Flooring	CG102358	2021-18-02	\$447.72
Home Hardware	AV0833	2021-21-02	\$593.89
2021 Total			\$18,437.30
		Expenses 2020	\$10,169.74
		Expenses 2021	\$18,437.30
TOTAL			\$28,607.04



REQUEST FOR DECISION

SUBJECT:	Stollery Children's Hospital Donation Request		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 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) – Policy 8004 Greenview Sponsorships and Donations

RECOMMENDED ACTION:

MOTION: That Council approve a \$2,000.00 donation to the Stollery Children's Hospital, with funds to come from the Economic Development Miscellaneous Grants to Organizations Budget.

BACKGROUND/PROPOSAL:

ATB Financials' 22nd Annual Teddy for a Toonie Campaign is scheduled for May 2021. At the heart of the campaign is a teddy bear, designed and chosen by children in the hospitals each year, that is sold and raffled at each ATB branch. A silent auction and raffle via Facebook are another part of the campaign. This campaign raises funds for the Stollery Children's Hospital in Edmonton and the Alberta Children's Hospital in Calgary. To date this campaign has raised over \$10 million for Alberta's Children's Hospitals, including \$311,000.00 in 2020.

Thousands of children from the Peace Region and Northern Alberta visit the Stollery Children's Hospital each year for serious injuries and treatments of terminal illness. In 2020 over 250,000 children were treated at the Children's Hospitals, many from the Peace Region and Northern Alberta. The past 2 years have been focused on Children's Mental Health and now more than ever Children will need access to Mental Health Programs and facilities.

This year's campaign will consist of a virtual silent auction/raffle via Facebook and a community event, pending provincial restrictions. The Stollery Children's Hospital is requesting an in-kind donation from Greenview in the amount of \$2000.00 to support the silent auction/raffle campaign scheduled for May 2021.

Administration recommends if Council is supportive of providing a sponsorship that it be made directly to the Stollery Hospital Foundation rather than supporting this ATB campaign hosted by a for profit entity. There are no previous requests for Greenview to support this campaign in previous years.

The Economic Development Miscellaneous Grants to Organizations budget as of March 22, 2021 totals \$361,049.38.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting the only specialized hospital for infants, children and youth in central and northern Alberta and will help to increase the quality of life of children residing in Greenview and throughout central and northern Alberta.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

Direct Costs: \$2,000.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the Stollery Children's Hospital of Council's decision.

ATTACHMENT(S):

- Stollery Children's Hospital Sponsorship Request
- Teddy for a Toonie Campaign Letter



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 60 days prior to the planned event.

Organization or Person Requesting Funds: _____

Date of Application: _____ Date of Event: _____

Contact Name: _____ Phone: (h) _____ (c) _____

Email Address: _____

Mailing Address: _____

Funding Request Total: _____

Type of sponsorship requested (check all that apply):

Event

Table

Conference

Gifts-in-kind (e.g. silent auction items)

Briefly describe your organization (non-profit, for profit):

Please indicate the intended purpose for the funds.

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

Where and when is the project/event taking place?

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

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

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

Please provide any additional information that will assist to support a funding decision.

Please provide the planned sponsorship/donation recognition methods for the acquired funds.

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

You may attach a separate document if additional space is required.
Greenview will provide banners for events, please contact the Community Service Coordinator
at 780.524.7647 or email: greenviewgivesback@mdgreenview.ab.ca
Policy 8004 – Greenview Sponsorships and Donations

Reporting can be submitted via one of the following:

1. Click the submit button on the form for electronic submission
2. Mail: MD of Greenview, 4806- 36 Avenue, PO Box 1079, Valleyview AB T0H 3N0
3. In person delivery: Any Greenview office
4. For questions, please email greenviewgivesback@mdgreenview.ab.ca

January 30, 2021



**TEDDY FOR A
TOONIE**

2021 Teddy for a Toonie Silent Auction / Raffle

To Whom It May Concern,

The past year, more children have suffered from depression, anxiety and mental crisis then in previous years and have been deprived of just being a kid. The Stollery Children's hospital is vital to us in the peace region as many children suffering serious injury, sickness or terminal illness will need this facility for treatment. The Stollery is also focusing on Mental Health recognizing that 1 in 5 do not get the treatment they desperately need.

That is why we invite you to **HELP SAVE THE DAY** for these children and families across Alberta by donating an **ITEM /CASH/CHEQUE** to our **(Raffle / Silent Auction)**.

OVER 250,000 CHILDREN WERE TREATED IN 2020, many from our own backyard in the peace and Northern Alberta.

2021 marks the 22nd anniversary of the fundraising campaign that supports the Stollery Children's Hospital in Edmonton and the Alberta Children's Hospital in Calgary.

2020 ATB raised **\$311,000** for the two hospital foundations and **The Grande prairie Market** raised over **\$20,000** of that, **proving once again that the generosity of the gRande prairie Community really shines when it comes to raising funds for our children.**

To date the **ATB Financial Teddy for a Toonie** campaign has raised **OVER \$10 Million** thanks to our staff, customers and especially by businesses and partners like you.

Our **Raffle / Silent Auction** will take place **the month of MAY and at this time will tentatively be held VIA FACEBOOK. We would also like to plan a community event, however this is dependent on provincial restrictions.**

Deadline for **Donations is April 16th. TAX RECEIPTS CAN BE ISSUED FOR ELIGIBLE DONATIONS BY THE STOLLERY (PLEASE PROVIDE AN INVOICE TO SUBMIT).**

We value our relationship with the community and hope you can be a part of our mission to support this great cause and make a difference in a child's life. We thank you for your time and consideration and look forward to hearing from you.

For more information about ATB Financial's Teddy for Toonie campaign, please visit **ATB.com/Teddy**,

Stay up to date on activities, progress and auction items by visiting our Facebook page: www.facebook.com/Atbwestview/

Sincerely, Charlene Johnson, Stollery Ambassador, ATB360 Advisor

cjohnson@atb.com 780-357-2920. 9907 106A Street Grande Prairie, AB. T8V8E9



REQUEST FOR DECISION

SUBJECT: **Sturgeon Lake Bible Camp Donation Request**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 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) – Policy 8004 Greenview Sponsorships and Donations

RECOMMENDED ACTION:

MOTION: That Council approve an in-kind donation valued at \$300.00 to the Sturgeon Lake Bible Camp, with funds to come from the Economic Development Miscellaneous Grants to Organizations Budget.

BACKGROUND/PROPOSAL:

The Sturgeon Lake Bible Camp is holding their annual fundraiser from April 10th to April 11th. The 2021 fundraiser will be an online silent auction to raise funds for the upcoming camp season. This camp is not receiving government funding and limited funding is anticipated from private and individual donations. Funds will be used to pay for operational and staffing costs and upgrades to facilities and equipment.

The Sturgeon Lake Bible Camp is a summer camp attended by families and children within DeBolt, Valleyview, High Prairie, Little Smoky and surrounding communities. The Sturgeon Lake Bible Camp provides a safe and fun environment for activities, a rustic camping experience and a support system for campers and their families.

The Economic Development Miscellaneous Grants to Organizations budget as of March 22, 2021 totals \$361,049.38.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will supporting a summer camp attended by residents from various Greenview communities.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter the donation in-kind amount or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$300.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

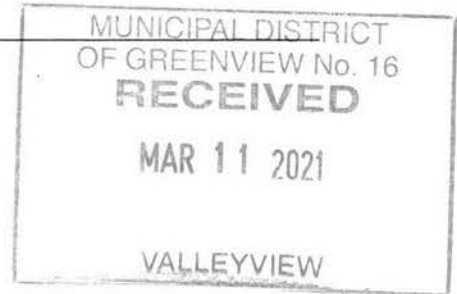
Administration will advise the Sturgeon Lake Bible Camp of Council's decision.

ATTACHMENT(S):

- Sturgeon Lake Bible Camp Donation Request



Box 1469, Valleyview, AB T0H 3N0
admin@sturgeonlakebiblecamp.com



Feb 24, 2021

To Whom it May Concern,

I am writing on behalf of Sturgeon Lake Bible Camp (SLBC) to invite you to join with us as we raise money to pay for the operational and staffing costs of the upcoming camp season. In addition, we would like to upgrade some of our facilities and equipment for the camp. As we prepare for a camp season amidst the unknowns of COVID-19, we are hopeful that we will be able to provide a memorable camp experience within the given health and safety parameters this coming summer. As always, we strive to keep our camp fees minimal to allow children and families from all financial backgrounds to be able to come to camp.

As things look a little different these days regarding in-person gatherings, our annual fundraiser has moved to an online silent auction. The auction will run from Saturday, April 10 to Sunday, April 11th. If you would like to donate an item, please contact Carla Forgie 780-897-0090 or Conny Reeves 780-524-9258. All items need to be received by Sunday, April 4, 2021.

We would greatly appreciate any donation you can make. If you have questions or need further information, please contact those listed above. On behalf of all campers, staff and board members of SLBC, thank you for your consideration. We invite you to join us for the online auction in April.

Warm regards,

Sturgeon Lake Bible Camp



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 60 days prior to the planned event.

Organization or Person Requesting Funds: <u>Sturgeon Lake Bible Camp</u>	
Date of Application: <u>3/11/21</u>	Date of Event: <u>4/10/21</u>
Contact Name: <u>Carla Forgie</u>	Phone: (h) _____ (c) <u>7808970090</u>
Email Address: <u>theforgies@gmail.com</u>	
Mailing Address: <u>Box 37 Little Smoky, AB T0H 3Z0</u>	
Funding Request Total: _____	

Type of sponsorship requested (check all that apply):

- ☐ Event
- ☐ Table
- ☐ Conference
- ☒ Gifts-in-kind (e.g. silent auction items)

Briefly describe your organization (non-profit, for profit):

Non-profit summer camp organization.

Please indicate the intended purpose for the funds.

Funds from the online silent auction will be used for site maintenance and projects ie// installing A/C, pouring concrete walkways, general upkeep.

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

The online silent auction is our annual fundraising event for the camp; we run solely on donations.

Where and when is the project/event taking place?

The online silent auction will run April 10-11, 2021

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

Families and children within communities from Debolt to Valleyview to High Prairie to Little Smoky attend this summer camp; the benefits are far-reaching for the families in the MD of Greenview.

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

SLBC is a safe and fun environment for children and family to spend time outdoors together, enjoying the lake and experiencing a rustic camping experience. It also provides a great atmosphere for socializing and also provides a support system for campers/and their families. Having adequate funding ensures our property is maintained, that camps can operate and helps to ~~keep our costs from minimal to allow children and families from all financial backgrounds to be able~~

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

Currently not receiving any other gov't funding. Income is anticipated by private/individual donations.

Please provide any additional information that will assist to support a funding decision.

Please provide the planned sponsorship/donation recognition methods for the acquired funds.

We recognize all our donors within our organization and donors will have the choice to be recognized at the event (silent auction)

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

N/A

You may attach a separate document if additional space is required.
Greenview will provide banners for events, please contact the Community Service Coordinator
at 780.524.7647 or email: greenviewgivesback@mdgreenview.ab.ca
Policy 8004 – Greenview Sponsorships and Donations

Reporting can be submitted via one of the following:

1. Click the submit button on the form for electronic submission
2. Mail: MD of Greenview, 4806- 36 Avenue, PO Box 1079, Valleyview AB T0H 3N0
3. In person delivery: Any Greenview office
4. For questions, please email greenviewgivesback@mdgreenview.ab.ca

Click to Submit



REQUEST FOR DECISION

SUBJECT: Nitehawk – Additional Fund Request

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 23, 2021

DEPARTMENT: RECREATION

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM: DM

LEG:

MANAGER:

PRESENTER: DM

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council lift deferred motion #21.03.105, Nitehawk Additional Funds.

MOTION: 21.03.105

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.

MOTION: That Council approve grant funding in the amount of \$750,000.00 to Nitehawk Year-Round Adventure Park for the installation of a T-Bar Lift subject to Nitehawk entering into a capital asset agreement, with funds to come from the 2021 Community Services Operating Budget.

BACKGROUND/PROPOSAL:

Administration from the Nitehawk Year-Round Adventure Park made a verbal presentation at the Committee of the Whole Meeting, dated January 19, 2021. The presentation included the manufacturing, engineering and installation of a T-Bar Lift at the facility (located in Greenview), as the existing lift was severely damaged as a result of a land slide in the summer of 2020.

At the March 9, 2021 Council Meeting Administration presented the funding request for Council's consideration and the following motion was deferred:

Motion #21.03.105, "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."

Administration is requesting that Council lift the deferred motion, defeat it, and consider the new recommended motion.

Nitehawk has obtained quotations (electrical services, grading of tow track, Geotech work, special foundations, site prep., load and unload ramps, and removal of any interfering structures) to install the T-Bar Lift 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 proposed ski lift project 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 it does appear that they are operating a successful facility with the unfortunate circumstances in the summer of 2020 leading to a very expensive, major capital expenditure and funding request.

At the March 9, 2021 Council Meeting, the following items were brought forth for discussion:

- Discussions occurred regarding if there would be any advantage of having Greenview co-listed on the recreation lease with Alberta Parks and Recreation.
 - Administration is recommending that Greenview not be co-listed on the recreational lease as this may lead to major liability issues in the future (example: if Nitehawk discontinued operations the site may have to be reclaimed etc. resulting in Greenview being responsible for all applicable costs).
- Discussion occurred regarding if Greenview contributed to capital costs could a portion of those costs be recovered if Nitehawk sold the facility to a third-party or ceased operations.
 - Administration is recommending that Nitehawk be approached to enter into an agreement protecting Greenview's interest in recovering Greenview's portion of the depreciated capital costs.
- Discussion occurred regarding the present funding formula of Greenview contributing 50%, the City of Grande Prairie and the County of Grande Prairie contributing 25% respectively. A four-year business plan from 2014 to 2018 was submitted by Nitehawk and approved by the municipal partners. It should be noted: that no formal agreement was adopted or is in place at the present time.
 - Administration is recommending that if Council considers this an issue then discussions should occur between Nitehawk and the three municipal jurisdictions as to a resolution.
- Discussion occurred regarding if Greenview should continue funding Nitehawk and as to what level of funding to commit. The Nitehawk facility is located within Greenview, however a large majority of the users are from outlying municipalities.
 - Administration suggests that the Nitehawk Ski facility is a great asset for Greenview residents to access as well as it does act as an economic development asset in attracting future residents to the area. Council will have to determine as to the level of support that they are willing to commit to this recreation facility. Administration is recommending that a four-year strategic

business plan outlining operational and capital expenditures be drafted by Nitehawk and presented to Greenview for consideration.

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:	Council Chamber Multimedia Upgrades		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 2021	CAO: DT	MANAGER: PS
DEPARTMENT:	CAO SERVICES	ACAO SW	PRESENTER: PS
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to award the tender for Council Chamber Multimedia Upgrades to Inland Audio Visual, Edmonton, Alberta at a cost of \$142,230.60, with funds to come from the Information Systems 2021 Capital Budget.

BACKGROUND/PROPOSAL:

Since 2011, the multimedia equipment in the Administration Building Council Chamber has been operational to serve regular Council Meetings and other public meetings. The multimedia equipment includes microphones, monitors, projection equipment and streaming facilities. Over the last few years there have been modest upgrades implemented to improve meeting services.

It has been proposed to install state of the art audio/visual and network facilities in the Council Chamber for the following;

- 1 x Chairman position touch screen microphone unit with chairman override and voting ability.
- 10 x Council member position touch screen microphone units with voting ability.
- 4 x Senior Leadership Team position touch screen microphone units (non-voting).
- 1 x Recording Secretary position touch screen microphone unit (voting disabled).
- 2 x Delegate position touch screen microphone unit (non-voting)
- 1 x Spare position touch screen microphone unit (non-voting)

Each microphone unit has a built-in webcam that will allow the system to focus on the speaker when it is their turn.

- Digital Congress System Controller unit.
- Video encoder for any external HDMI video source to be shown on the monitors including teleconferencing applications.

- Video decoder for providing webcam and screen sharing output from the system including live streaming.
- Switching equipment to enable the Recording Secretary to display the camera feed simultaneously with the meeting agenda from their position onto the existing projection system.

Administration posted a Request for Tender (RFT) for Council Chamber Multimedia Upgrades on the Alberta Purchasing Connection inviting interested parties to provide tender pricing for specified multimedia equipment essential for the project's completion. The tender request is for the multimedia equipment only and does not consider the furniture installation portion of the Council Chamber upgrade.

At the closing of the tender submissions on Friday, March 5th, 2021 there was only one submission received from Inland Audio Visual who are based in Edmonton, Alberta. Inland Audio Visual's bid has been fully inspected and meets the specifications set out in the Request for Tender. Furthermore, the submission bid comes in under budget (Capital budget was set at \$150,000.00 for this project).

Inland Audio Visual has prior experience with the initial installation of the multimedia equipment into the Greenview Council Chambers back in 2011. They also have experience with other Council Chamber installs throughout Alberta.

It is the recommendation of Administration that Inland Audio Visual is awarded the contract to complete the Council Chamber Multimedia Upgrades.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of authorizing Administration to award the contract to Inland Audio Visual is that the Council Chamber will be fully upgraded with state-of-the-art multimedia equipment with communication in mind.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Council has the alternative to direct Administration to resubmit the Request for Tender to try to receive more submissions. Administration does not recommend this action because of the time constraints in ordering the equipment and project planning to meet the completion date of the end of August, 2021.

FINANCIAL IMPLICATION:

Direct Costs: **\$142,230.60 (GST excluded)**
Ongoing / Future Costs: **\$4536.63 per year for hardware and software support.**

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:

Following Council decision on this RFT, Administration plan to proceed with a contract between Greenview and the successful tender bidder, based on a completion date by the end of August 2021.

ATTACHMENT(S):

There are no applicable attachments associated with this Request for Decision.



REQUEST FOR DECISION

SUBJECT: Grande Cache Recreation Centre – Curling Rink Retaining Wall

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: March 23, 2021 CAO: DT MANAGER: KG

DEPARTMENT: RECREATION GM: DM PRESENTER: KG

STRATEGIC PLAN: Infrastructure LEG: DL

RELEVANT LEGISLATION:

Provincial (cite) N/A

Council Bylaw/Policy (cite) Policy 1018 “Expenditure and Disbursement”

RECOMMENDED ACTION:

MOTION: That Council award the Grande Cache Curling Rink Retaining Wall tender to Paving Stone Plus Ltd from Edmonton, Alberta in the amount of \$163,983.75 plus GST, with funds to come from the 2021 Capital Budget.

MOTION: That Council approve a 10% contingency for the Grande Cache Curling Rink Retaining Wall project, with funds to come from the 2021 Capital Budget.

BACKGROUND/PROPOSAL:

The Grande Cache curling rink retaining wall was originally constructed with used railroad ties. This wall is imperative to support the earthworks from the parking lot located between the Grande Cache Recreation Centre and the Grande Cache Community High School. The wall is presently collapsing and has been identified as a hazard. There presently is \$365,000.00 allocated in the 2021 Capital Budget for this project with the amount originally derived from a previous cost estimate in 2020.

Precision Engineering has completed a geotechnical survey and specifications outlining the project proposed requirements. A request to tender was posted to the Alberta Purchasing Connection, which closed on February 25th, 2021.

Administration received seven (7) compliant bid packages with the low bidder being Paving Stone Plus Ltd.

SUMMARY

Bidder (Listed Alphabetically)	Bid Amount	Ranking based on Price
Canadian Erosion & Containment Ltd.	\$352,112.25	5
DDS Consulting Ltd.	\$261,807.00	3
JMS Construction	\$260,014.44	2
Kichton Contracting Ltd.	\$370,650.00	6

Paving Stone Plus Ltd.	\$163,983.75	1
Roadbridge Services Ltd.	\$467,373.90	7
Urban Life Solutions	\$311,037.00	4

Administration has done due diligence in determining that Paving Stones Plus Ltd. is capable of fulfilling the project requirements.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that a competent contractor will be awarded the tender for the project at an acceptable cost.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny or alter the recommended motions.

FINANCIAL IMPLICATION:

Direct Cost: \$163,983.75 plus GST and 10% contingency to come from the 2021 Capital Budget.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will notify the proponents as to the successful awarded tender applicant.

ATTACHMENT (S): N/A



REQUEST FOR DECISION

SUBJECT: Tax Due Date-Non-Residential Classes

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 23, 2021

DEPARTMENT: CORPORATE SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM: AN

LEG: DL

MANAGER:

PRESENTER: AN

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act Sec 334; 353.

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That the 2021 Tax Rate Bylaw is prepared reflecting a due date of:

September 30, 2021 for Class 2-Non-Residential property and Class 4-Machinery & Equipment and November 15, 2021 for Class 1-Residential and Class 3 Farmland.

BACKGROUND/PROPOSAL:

Prior to 2020, the due date for non-residential taxes has been June 30 annually. In 2020, due to economic circumstances, the provincial government asked municipalities to defer the due date for payment of non-residential taxes. Greenview deferred the date from June 30 to September 30. A similar request from the province has not been made to date for 2021, however, Council may once again extend the due date for non-residential taxes for 2021.

Administration is requesting direction so the tax rate bylaw can be properly prepared.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is it will demonstrate continued Greenview support for the non-residential property taxpayer.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is there will be a loss of interest revenue for a period of 3 months.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to revert to a June 30 deadline for non-residential taxpayers.

FINANCIAL IMPLICATION:

Direct Costs: Loss of interest revenue approx. \$100,000.

Ongoing / Future Costs: There are no ongoing/future costs.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will prepare the tax rate bylaw for presentation to Council in April 2021

ATTACHMENT(S):

- **Contents of tax notice**

334(1) A tax notice must show the following: (a) the same information that is required to be shown on the tax roll; (b) the date the tax notice is sent to the taxpayer; (c) the amount of the requisitions, any one or more of which may be shown separately or as part of a combined total; (d) except when the tax is a property tax, the date by which a complaint must be made, which date must not be less than 30 days after the tax notice is sent to the taxpayer; (e) the name and address of the designated officer with whom a complaint must be filed; (f) the dates on which penalties may be imposed if the taxes are not paid; (f.1) information on how to request a receipt for taxes paid; (g) any other information considered appropriate by the municipality.

(2) A tax notice may show (a) one tax rate that combines all of the tax rates set by the property tax bylaw, or (b) each of the tax rates set by the property tax bylaw.

- (3) Despite subsection (2), a tax notice must show, separately from all other tax rates shown on the notice, the tax rates set by the property tax bylaw to raise the revenue to pay the requisitions referred to in section 326(1)(a)(ii) or (vi).

- **Property tax bylaw**

353(1) Each council must pass a property tax bylaw annually.

(2) The property tax bylaw authorizes the council to impose a tax in respect of property in the municipality to raise revenue to be used toward the payment of (a) the expenditures and transfers set out in the budget of the municipality, and (b) the requisitions.

(3) The tax must not be imposed in respect of property (a) that is exempt under section 351, 361 or 362, or (b) that is exempt under section 363 or 364, unless the bylaw passed under that section makes the property taxable.



REQUEST FOR DECISION

SUBJECT:	Razor Energy Corporation Property Tax Payment Proposal		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 2021	CAO: DT	MANAGER: EK
DEPARTMENT:	FINANCE	GM: AN	PRESENTER: MJ
STRATEGIC PLAN:	Level of Service	LEG:	

RELEVANT LEGISLATION:

Provincial (cite) – In accordance with Section 347(1) of the Municipal Government Act.

Council Bylaw/Policy (cite) – Bylaw 20-843 “Tax Rate 2020”.

RECOMMENDED ACTION:

MOTION: That Council take no action on the proposed payment plan from Razor Energy Corporation, for their 2020 property taxes, 2020 penalties and future penalties.

BACKGROUND/PROPOSAL:

On February 23, 2021 Administration received an email from the Chief Financial Officer of Razor Energy Corporation proposing a payment plan to pay off the 2020 property taxes and penalties. Subsequently, a revised payment plan was submitted. This RFD references the revised plan.

The CFO states due to the extremely challenging oil and gas environment in 2020 the company was not able to pay their property taxes. The CFO further states “the business environment is improving and they would like to work towards paying what is owing for 2020 with the following conditions”:

- Razor Energy Corporation will accept and pay the 2020 taxes and penalties.
 - As long as Razor Energy Corporation meets its payment obligations under the attached payment plan, there will be no further penalties levied.
 - Razor Energy Corporation commits to enroll in the Tax Installment Payment Plan starting in January of 2023.
 - The CFO also states that Razor Energy Corporation has similar agreements with other Counties in Alberta and they look forward to setting up a payment plan with Greenview.
-

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have upheld Council’s bylaw and will have treated all ratepayers equally.
 2. A second benefit of the recommended action is that Council will avoid creating a precedence by going against Council’s bylaw.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. A possible disadvantage to the recommended action is the 2020 property taxes and penalties for Razor Energy Corporation and future property taxes may not get paid.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to accept Razor Energy Corporation's proposal, however due to the precedence this may set with other companies making similar requests, Administration does not recommend this solution.

Alternative #2: If Council decides to accept Razor Energy Corporation's proposal the estimated future penalties that would have to be waived will be about \$55,000.00.

FINANCIAL IMPLICATION:

N/A

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 notify Razor Energy Corporation of Council's decision.

ATTACHMENT(S):

- Request from Razor Energy Corporation
- Proposed Payment Plan

- MGA Section 347(1)
- Bylaw 20-843

Marilyn Jensen

From: Kevin Braun <kbraun@razor-energy.com>
Sent: Tuesday, February 23, 2021 3:24 PM
To: Aleks Nelson
Cc: Marilyn Jensen
Subject: Razor Energy - payment proposal for outstanding property taxes
Attachments: Razor and MD Greenview tax payment plan proposal 2021 02 23.xlsx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Aleks,

I just spoke with Marilyn and she suggested I contact you on this matter.

Due to the extremely challenging oil and gas environment in 2020, Razor Energy fell behind on amounts owing to the MD of Greenview. However, the business environment is improving and we would like to work towards payment of amounts owing to the county.

Attached is a spreadsheet which outlines our proposed plan to pay off amounts owing, along with other key conditions of the plan:

- Razor will accept penalties levied in 2020
- As long as Razor meets its payment obligations under the plan, there will be no further penalties levied
- Razor commits to enrol in the Tax Installment Payment Plan program starting in January of 2023

Razor Energy has similar agreements with other counties in the province and we look forward to setting up a payment plan with the MD of Greenview.

I understand this proposal will need to be approved by council and we await further information from you.

Best regards,
Kevin

Kevin Braun, CPA, CA
CFO



Razor Energy Corp
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W: www.razor-energy.com

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Razor Energy Corp.
MD Greenview - payment plan proposal

	Opening	Tax Levy	Payment	Closing	Notes
2021-03-31	266,587.94		32,000.00	234,587.94	
2021-04-30	234,587.94		32,000.00	202,587.94	
2021-05-31	202,587.94		32,000.00	170,587.94	
2021-06-30	170,587.94	225,000.00	32,000.00	363,587.94	2021 Tax Levy (Estimated based on 2020)
2021-07-31	363,587.94		32,000.00	331,587.94	
2021-08-31	331,587.94		32,000.00	299,587.94	
2021-09-30	299,587.94		32,000.00	267,587.94	
2021-10-31	267,587.94		32,000.00	235,587.94	
2021-11-30	235,587.94		32,000.00	203,587.94	
2021-12-31	203,587.94		32,000.00	171,587.94	
2022-01-31	171,587.94		32,000.00	139,587.94	
2022-02-28	139,587.94		32,000.00	107,587.94	
2022-03-31	107,587.94		32,000.00	75,587.94	
2022-04-30	75,587.94		32,000.00	43,587.94	
2022-05-31	43,587.94		32,000.00	11,587.94	
2022-06-30	11,587.94	225,000.00	32,000.00	204,587.94	2022 Tax Levy (Estimated based on 2020)
2022-07-31	204,587.94		32,000.00	172,587.94	
2022-08-31	172,587.94		35,000.00	137,587.94	
2022-09-30	137,587.94		35,000.00	102,587.94	
2022-10-31	102,587.94		35,000.00	67,587.94	
2022-11-30	67,587.94		35,000.00	32,587.94	
2022-12-31	32,587.94		32,587.94	0.00	

Notes:

Payment on December 31, 2022 will be adjusted for changes in actual tax levies in 2021 and 2022.

Starting in January 2023, Razor will enter into the Tax Installment Payment Plan program.

No future penalties will be applied as long as Razor follows this payment schedule.

Projected Tax Installment Payment Plan monthly payment:

Estimated 2023 levies	225,000.00	(Estimated based on 2020)
Monthly TIPP payment	18,750.00	

(3) The penalty must not be imposed sooner than January 1 of the year following the year in which the tax was imposed or any later date specified in the bylaw.

1994 cM-26.1 s345

Penalties

346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

1994 cM-26.1 s346

Cancellation, reduction, refund or deferral of taxes

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

1994 cM-26.1 s347

Tax becomes debt to municipality

348 Taxes due to a municipality

- (a) are an amount owing to the municipality,
- (b) are recoverable as a debt due to the municipality,
- (c) take priority over the claims of every person except the Crown, and
- (d) are a special lien
 - (i) on land and any improvements to the land, if the tax is a property tax, a community revitalization levy, a special tax, a local improvement tax or a community aggregate payment levy, or
 - (ii) on goods, if the tax is a business tax, a community revitalization levy, a well drilling equipment tax, a community aggregate payment levy or a property tax imposed in respect of a designated manufactured home in a manufactured home community.

RSA 2000 cM-26 s348:2005 c14 s12

Fire insurance proceeds

349(1) Taxes that have been imposed in respect of improvements are a first charge on any money payable under a fire insurance policy for loss or damage to those improvements.

(2) Taxes that have been imposed in respect of a business are a first charge on any money payable under a fire insurance policy for loss or damage to any personal property

- (a) that is located on the premises occupied for the purposes of the business, and
- (b) that is used in connection with the business and belongs to the taxpayer.

1994 cM-26.1 s349

Tax certificates

350 On request, a designated officer must issue a tax certificate showing

- (a) the amount of taxes imposed in the year in respect of the property or business specified on the certificate and the amount of taxes owing, and



BYLAW NO. 20-843
of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to authorize the rates of taxation to be levied against assessable property within the Municipal District of Greenview No. 16 for the 2020 taxation year

WHEREAS, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on April 27, 2020; and

WHEREAS, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2020 total \$222,623,797.; and

WHEREAS, at \$133,299,962. and the balance of \$89,323,835. is to be raised by general municipal taxation; and

WHEREAS, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	2,575,774
2019 Under levy	40,955
Non-Residential	24,838,470
2019 Under Levy	1,651,347
Opted Out School Boards	
Residential/Farmland	74,071
Non-Residential	1,224
Requisition Allowance MGA(359(2))	150,000
Seniors Foundation	1,638,462
Designated Industrial Properties Requisition	941,580

WHEREAS, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

WHEREAS, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

WHEREAS, the assessed value of all property in the Municipal District of Greenview as shown on the assessment roll is:

	<u>Assessment</u>
Residential/Farmland	765,105,040
Residential Muni Only	3,685,360
Residential Grande Cache	270,165,460
Residential Grande Cache Muni Only	2,481,590
DIP Residential/Farmland	102,330
Non-Residential	260,057,460
Non-Residential Muni Only	1,697,750
Non-Residential Grande Cache	114,471,440
DIP Non-Residential	6,596,689,630
Machinery & Equipment	16,414,180
DIP Machinery & Equipment	5,712,795,520
DIP-Power Generation	<u>79,726,580</u>
Total	13,823,392,340

THEREFORE, under the authority of the Municipal Government Act, the Council of the Municipal District of Greenview, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Greenview No. 16:

	Tax Levy	Assessment	Tax Rate
General Municipal			
Residential/Farmland	1,920,462	768,892,730	2.4977
Residential GC	1,956,192	272,647,050	7.1748
Non-Residential	85,447,181	12,781,852,560	6.6850
Grande Cache Properties Special Tax (Borrowing)			
Residential/Non-Residential	487,641	387,118,490	1.2597

ASFF/Opted-Out School Boards

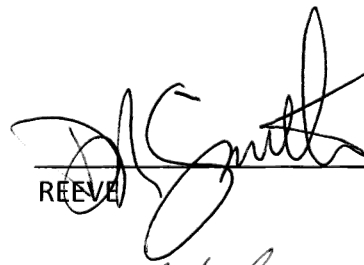
Residential/Farmland	2,690,800	1,035,372,830	2.5989
Non-residential	26,491,041	6,971,218,530	3.8001
Requisition Allowance	150,000	8,006,591,360	0.0187
Seniors Foundations	1,638,462	13,815,527,640	0.1186
Designated Industrial Properties	941,580	12,389,211,730	0.0760

2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
 - a) Non-Residential taxes are due and payable on September 30th, 2020.
 - b) Residential/Farmland taxes are due and payable on November 15th, 2020.
3. In the event of any current taxes remaining unpaid for Non-Residential after September 30th, 2020, there shall be levied a penalty of 8%, on October 1st, 2020.
4. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15th, 2020, there shall be levied a penalty of 8%, on November 16, 2020.
 - a) In the event of any current taxes remaining unpaid after December 31st, 2020, there shall be levied a penalty of 10% on January 1st, 2021.
 - b) In the event of any arrears taxes remaining unpaid after December 31st, 2020, there shall be levied a penalty of 18% on January 1st, 2021 and in each succeeding year thereafter, so long as the taxes remain unpaid.
5. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.
6. This Bylaw shall come into force and effect upon the day of the third and final reading.

Read a first time this 27th day of April, 2020

Read a second time this 27th day of April, 2020

Read a third and final time this 11th day of May, 2020



REEVE



CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: 2021 GREENVIEW RATEPAYER BBQ'S

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 23, 2021

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Quality of Life

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM:

LEG: DL

MANAGER: SS

PRESENTER: KM

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council cancel the 2021 Ratepayers BBQs due to the COVID-19 pandemic and the present public health restrictions.

BACKGROUND/PROPOSAL:

COVID-19 remains a public health threat. Social gatherings remain the top source of community transmission, and the Province of Alberta has not lifted mandatory restrictions. Currently, all indoor public and private social gatherings are prohibited (effective December 8, 2020). Outdoor social gatherings are limited to 10 people maximum, and must not have an indoor component (effective January 18, 2021).

Along with the present provincewide mandatory restrictions that are in place for indoor and outdoor gatherings, the Province of Alberta has received a limited initial vaccine supply. The COVID-19 immunization program for the general population is not anticipated to roll-out until Step 3 in the spring/summer of 2021, with the second vaccine now estimated to be available 4 months later. As the BBQs are scheduled for June and July, some residents will be just receiving their first initial dose of the vaccine.

We must continue to follow mandatory, provincewide restrictions to protect the health system and slow the spread of COVID-19.

As of March 10, 2021:

- 317,574 doses have been administered
- 7,181.9 doses per 100,000 population
- 91,366 Albertans fully immunized (2 doses)

The population of Alberta in 2021 is approximately 4.4 million, and as of March 10, 2021, 317,574 doses have been administered, which means that only .072% of Alberta's have had a single dose to date.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be in compliance with the provincial restrictions and recommendations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1:

Council has the option to rescind motion 20.10.504 Greenview Ratepayer BBQ's and hold the event in 2022.

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:

Upon Council's decision, Administration will cancel the 2021 Ratepayers BBQ's.

ATTACHMENT(S):

- COVID-19 Vaccination Schedule



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 23, 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:	Potable Water Point at Nose Creek		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 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 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:	Rural Water Service within the Co-operatives and Enterprises		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 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:	Development Permit Application D21-130		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 23, 2021	CAO: DT	MANAGER: SAR
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: RA	PRESENTER: PL
STRATEGIC PLAN:	Development	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

Council Bylaw/Policy (cite) – Grande Cache Land Use Bylaw No. 799

RECOMMENDED ACTION:

MOTION: That Council refuse development permit application D21-130 for the development of a retail store on the lot legally described as Plan 0425096 Block 38 Lot 11.

BACKGROUND/PROPOSAL:

Greenview has received a development permit application to locate a retail store in the Direct Control (DC) District in the Hamlet of Grande Cache. The applicant intends to sell coffee, woodwork, and local handmade items. The building in which the development is proposed currently accommodates offices in the front and warehouse space to the rear. It does not appear that there are any other comparable retail stores on the surrounding C-3 district lots.

The Direct Control district does not have any development regulations, standards or uses listed. The purpose of this District is to enable a comprehensively planned development to be reviewed and decided upon directly by the Council. As a result, Council is the Development Authority. The property is in the heart of the Highway Corridor Commercial (C-2) and Commercial and Industrial Service (C-3) Districts. Due to its location, it is recommended that Council treat the property as a C-3 lot.

The following is taken from the Grande Cache Land Use Bylaw, with the highlighted areas essential to understanding the purpose of the C-3 district:

*This land use district is generally intended to provide for a wide variety of **service oriented commercial outlets, which require larger tracts of land for outside storage and display of goods and services**, at lower densities than would be found under the C-1 District. This land use district is also generally intended **to establish an area of light industrial uses as well as those commercial uses which provide service to industrial uses**. The uses prescribed in this land use district will not cause any objectionable or dangerous conditions beyond the confines of the building and the site upon which they are located. Storage areas must be screened from the view of the general public beyond the boundary of the site.*

Purely retail commercial uses may be allowed on a limited basis in this land use district, with restrictions applying to the amount of floor space, if it can be demonstrated to the satisfaction of the Town that this is the most viable location for the business. It must also be demonstrated such uses can co-exist with surrounding industrial uses. Retail commercial uses which would be more appropriately located in the C-1 District shall not be permitted in this land use district.

The development is better located in the Town Centre Commercial (C-1) District. Beyond the purpose of the district, the current mix of tenants in the building also implies a different clientele and frequency of visits. Currently, the Land Use Bylaw permits the following uses in the C-3 district, which would also be better suited to other buildings:

- Restaurant as a discretionary use;
- Licenced drinking establishment as a discretionary use; and
- Adult entertainment as a discretionary use.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to allow for development to be located in areas conducive to its successful operation.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that a new local business will have to find a new location and pushback their official opening date.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative approve the application with the following conditions:

1. This permit indicates that only the development to which it relates is authorized pursuant to the provisions of the Land Use Bylaw. Compliance with the provisions of Land Use Bylaw 799 does not exempt the applicant from compliance with any provincial, federal or other municipal legislation.
2. All development must conform to the conditions of this development permit and the approved plans. Any subsequent changes, amendments, or additions to this development permit shall require a new development permit application, including but not limited to an expansion or intensification of the use.
3. Prior to construction or commencement of any development it is the responsibility of the applicant to ensure they obtain all necessary permits required by Alberta Safety Codes Authority, including but not limited to Building, Gas, Plumbing and Electrical Permits, in accordance with the Safety Codes Act of Alberta.
4. This development permit is valid upon the decision being advertised and no appeal against said decision being successful.

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:

Following Council's decision, staff will advertise the permit on Greenview's website.

ATTACHMENT(S):

- Development Permit Application D21-130
- Town of Grande Cache Land Use District Map



APPLICATION FOR DEVELOPMENT PERMIT

Municipal District of Greenview No. 16

4806 - 36 Avenue, Box 1079, Valleyview AB T0H 3N0

T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608

www.mdgreenview.ab.ca

RECEIVED GREENVIEW

FEB 17, 2021

Roll # 392112

D21-130

I / We understand that this application will only be processed if submitted in complete form and accompanied by the applicable fee. A completed application includes the forms completely filled out, signatures, plot plan, fees and any other information the development authority deems necessary to make an informed decision.

Applicant Information

Spruce & Bean - Business Operating Name

Name of Applicant(s): Kathryn Leannon Couture & Loree-Son Marie Couture
Mailing Address: [REDACTED] City: Grande Cache Postal Code: T0E0V0
Primary Phone: [REDACTED] Other Phone: [REDACTED]
Email: [REDACTED] (By providing email address you authorize Planning and Development Services to contact you via email)

(Complete if different from applicant)

Registered Landowner(s) or Leaseholder(s): Eagle Rock Holdings Ltd.
Mailing Address: [REDACTED] City: Grande Cache Postal Code: T0E0V0
Primary Phone: [REDACTED] Other Phone: [REDACTED]
Email: [REDACTED] (By providing email address you authorize Planning and Development Services to contact you via email)

Land Information

Legal description of proposed development site: LSD/QTR. _____ SEC. _____ TWP. _____ RGE. _____ M. _____

Registered plan: Block 28 Lot 11 UNIT 102 MLL/MSL/LEASE NO.: _____

Property size: Hectares: _____ Acres: _____ Description of the existing use of the land: general office

0425096

The land is adjacent to: ☐ Highway _____ ☐ District Road _____ ☐ LOC# _____

How is the site to be accessed? ☒ Existing approach ☐ Proposed approach (please fill out and submit an approach application)

Do you have a rural address? ☒ Yes Address: [REDACTED] ☐ No

FOR ADMINISTRATIVE USE

☐ PERMITTED USE

☐ VARIANCE

☒ DISCRETIONARY USE

☐ PROHIBITED USE

ROLL NO.: 392112

APPLICATION NO.: D21-130

FEES: \$50.00

DATE PAID:

RECEIPT NO.:

DEEMED COMPLETE:

LAND USE DISTRICT: DC Direct Control

PROPOSED USE: Retail Sales - Coffee & Handmade Goods

COMMENTS: Price Leurebourg



APPLICATION FOR DEVELOPMENT PERMIT

Municipal District of Greenview No. 16

4806 - 36 Avenue, Box 1079, Valleyview AB T0H 3N0

T 780.524.7600 F 780.524.4307 Toll Free 1.866.524.7608

www.mdgreenview.ab.ca

Development Information

Describe your proposed development: (If additional space is required please attach sheet)

Coffee sales, wood work, local handmade items
(small store front)

Size of the proposed development:

Length

☐ metres

☒ feet

Width

☐ metres

☒ feet

Building height

☐ metres

☒ feet

Accessory building:
(if applicable)

Total Floor area

☐ Sq. metres

☒ Sq. feet

Height

☐ Metres

☐ Feet

☐ Attached

☐ Detached

Secondary suite information:
(if applicable)

☐ Existing suite

☐ New suite

☐ Attached

☐ Detached

Total floor area of
primary residence:

☐ Sq. metres

☐ Sq. feet

Indicate the proposed setback from the property line:

Front yard ☐ metres
☐ feet

Rear yard ☐ metres
☐ feet

Side yard (1) ☐ metres
☐ feet

Side Yard (2) ☐ metres
☐ feet

Does this development require a variance?

☐ Yes, explain

☒ No

(If yes, please submit a Variance Request Form)

Construction Start Date: Mar 15, 21

End Date: Apr 6, 21 - bus.

Completed Project Cost: \$ \$3500

Has the development commenced?

☐ Yes

☐ No

Existing building

Manufactured Home

Manufacturer:

Model:

Year:

Sewage System

Type of sewage system:

Abandoned Well Information

ALL development permit applications require a printout of a map from Alberta Energy Regulator (AER, previously known as ERCB). This can be obtained via website, phone, email, fax or mail.

Is there an abandoned well or pipeline on the property? ☐ Yes

☒ No (printout must still be provided)

Licensee name:

If you require any assistance or do not have access to the internet please contact AER at 1.855.297.8311

The location of all abandoned oil and gas well sites as well as the setback distances in relation to existing or proposed building sites must be shown on all applications. Please note: The Development Authority cannot approve a development application if the lot(s) do(es) not comply with the setback directed by the ERCB Directive 079. Abandoned well site information must be provided by the applicant and can be obtained by contacting Alberta Energy Regulator.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Dale Gervais Ward 2		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/9/2021	Regular Council Meeting	
3/9/2021	Other	Valleyview IDP Meeting
3/16/2021	RMA	RMA Spring Convention
3/17/2021	RMA	RMA Spring Convention



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
03/09/2021	Regular Council Meeting	
03/09/2021	Other	Valleyview IDP Meeting
03/10/2021	Policy Review Committee	
03/16/2021	RMA	Spring Convention
03/16/2021	Fox Creek Library Board	
03/16/2021	Joint Council Meeting	Fox Creek
03/17/2021	RMA	Spring Convention
03/17/2021	Valleyview Library Board	



Employee # : _____
Department: Council

Claimant	_____	_____	_____
Date	_____	Approved	Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/9/2021	Regular Council Meeting	
3/9/2021	AHS COVID-19 Community Conversation – North Zone	
3/9/2021	Valleyview Intermunicipal Development Plan – Public Hearing	
3/10/2021	Policy Review Committee	
3/13/2021	MD of Greenview Library Board	
3/15/2021	East Smoky Recreation Board	
3/16/2021	Joint Council Meeting with the Town of Fox Creek	
3/16-17/2021	RMA Spring Conference	
1/1/2021	Choose an item.	



NAME:	Tom Burton	Employee # :	378
ADDRESS :	Box 419, DeBolt, Alberta T0H 1B0	Department:	Council

[illegible]

Claimant

Approved

Date

Date



Employee # : _____
Department: 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
3/9/2021	Regular Council Meeting	
3/9/2021	Other	Public hearing for VVIDP
3/10/2021	Policy Review Committee	
3/13/2021	MD of Greenview Library Board	Regular board meeting
3/16/2021	RMA	
3/17/2021	RMA	
3/18/2021	The River of Death and Discovery Dinosaur Museum Society	Regular board meeting
3/15/2021	Community Futures West Yellowhead	Special meeting
1/1/2021	Choose an item.	



Council

Claimant

Date

Approved

Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
3/9/2021	Regular Council Meeting	Highlights on website
3/9/2021	Joint Council Meeting	Reviewed Draft Valleyview and MD Intermunicipal Development Plan
3/10/2021	Policy Review Committee	Reviewed Policies: 4010 Road Access Approaches, 4028 Man-Lift Usage, 4029 Greenview Aggregate Materials, 4030 Seismic Operations, 8002 Community Grants, 1009 Internet Services for Members of Current Council, 1031 Cyber Security, 1037 Candidate Listing for Municipal Elections, & 2014 Staff Training and Professional Development
3//15/2021	Community Futures West Yellowhead	Board meeting - Increased borrowing from the Regional Relief and Recovery Fund to loan out to more businesses in area
3/17/2021	FCSS	Regular Board meeting: The office in Valleyview closed on February 17 due to a Covid-19 compromise, reopened March 8 th . Administration worked from home, and most services to the public were not affected. Community Volunteer Income Tax program will resume in March and April.



Employee # : _____
Department: Council

Duane Didow _____
Claimant

March 15, 2021 _____
Date

Approved _____
Date