



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

April 27, 2021

9:00 AM

Administration Building  
Valleyview, AB

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|    |  |    |
|----|--|----|
| #1 | CALL TO ORDER  |    |
| #2 | ADOPTION OF AGENDA   | 1  |
| #3 | MINUTES  |    |
|    | 3.1 Regular Council Meeting minutes held April 13, 2021    | 3  |
|    | 3.2 Business Arising from the Minutes                      |    |
| #4 | PUBLIC HEARING   |    |
| #5 | DELEGATION   |    |
| #6 | BYLAWS   |    |
|    | 6.1 Tax Rate Bylaw 21-874                                  | 12 |
| #7 | BUSINESS   |    |
|    | 7.1 2021 Capital & Operating Budgets                       | 19 |
|    | 7.2 Extend Audited Financial Statement Submission for 2020 | 30 |
|    | 7.3 Grande Cache Raw Waterline Replacement Contract Award  | 38 |
|    | 7.4 Nitehawk Additional Fund Request                       | 50 |
|    | 7.5 Appointment of Deputy Reeve                            | 55 |
|    | 7.6 Council Compensation                                   | 57 |

|     |  |     |
|-----|--|-----|
|     | 7.7 Intermunicipal Appeal Committee  | 60  |
|     | 7.8 Appointment of Weed & Pest Inspectors  | 62  |
|     | 7.9 Policy 1019 Digital Communications Tools   | 64  |
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|     | 7.12 Policy 4032 Facilities Maintenance  | 82  |
|     | 7.13 Policy 4033 Road Construction and Surfacing Priority  | 88  |
|     | 7.14 Policy 5001 FCSS Home Support   | 94  |
|     | 7.15 Policy 5002 FCSS Grants   | 100 |
|     | 7.16 Policy 5003 Miscellaneous Grant Sponsorship   | 113 |
|     | 7.17 Policy 7002 Financial Assistance for Achievement Recognition  | 117 |
|     | 7.18 Procedural Bylaw Amendment  | 123 |
| #8  | NOTICE OF MOTION   |     |
| #9  | CLOSED SESSION   |     |
|     | 9.1 Confidential Evaluations (FOIP, Section 19)  |     |
| #10 | MEMBERS<br>REPORTS/EXPENSE<br>CLAIMS   | 145 |
|     | <ul style="list-style-type: none"> <li>• Ward 4</li> <li>• Ward 6</li> <li>• Ward 7</li> <li>• Ward 8</li> <li>• Ward 9</li> </ul> |     |
| #11 | ADJOURNMENT  |     |

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta on Tuesday, April 13, 2021

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

Deputy Reeve Bill Smith called the meeting to order at 9:00AM

**Present**

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

**ATTENDING**

|                                      |                 |
|--------------------------------------|-----------------|
| Chief Administrative Officer         | Denise Thompson |
| Deputy Chief Administrative Officer  | Stacey Wabick   |
| Chief Financial Officer              | Aleks Nelson    |
| Director Infrastructure & Planning   | Roger Autio     |
| Interim Director, Community Services | Dennis Mueller  |
| Communications and Marketing Manager | Stacey Sevilla  |
| Recording Secretary                  | Wendy Holscher  |

**ABSENT**

|        |                        |
|--------|------------------------|
| Ward 5 | Reeve Dale Smith       |
| Ward 4 | Councillor Shawn Acton |

**#2**  
**AGENDA**

MOTION: 21.04.164 Moved by: COUNCILLOR TYLER OLSEN  
That Council adopt the April 13, 2021 Regular Council Meeting Agenda as amended.

- 7.21 Temporary Closure of Public Lands
- 9.2 Disclosure Harmful to Intergovernmental Relations (FOIP, Section 21)
- 9.3 Disclosure Harmful to Intergovernmental Relations (FOIP, Section 21)
- 9.4 Confidential Evaluations (FOIP, Section 19)

CARRIED

**#3  
MINUTES**

**MOTION: 21.04.165 Moved by: COUNCILLOR TOM BURTON**

That Council adopt the minutes of the Regular Council Meeting held on Tuesday, March 23, 2021, as amended.

- Add Councillor Burton as “for” in the recorded vote on Agenda Item 7.20 Rural Water Service within the Co-operatives and Enterprises.

**CARRIED**

**#3.1  
BUSINESS ARISING  
FROM THE MINUTES**

**3.1 BUSINESS ARISING FROM MINUTES**

- No business arising from the minutes

**#4 PUBLIC HEARING**

**4.0 PUBLIC HEARING**

**#5 DELEGATIONS**

**5.0 DELEGATIONS**

**#6  
BYLAWS**

**6.0 BYLAWS**

**6.1 BYLAW 20-856 REQUEST TO CLOSE UNDEVELOPED ROAD  
ALLOWANCE LYING BETWEEN NW-19-72-20-5 AND NE-24-72-21-5**

**BYLAW 20-856  
SECOND READING**

**MOTION: 21.04.166 Moved by: COUNCILLOR DALE GERVAIS**

That Council give Second Reading to Bylaw No. 20-856 to close 1.618 hectares ± of the undeveloped road allowance lying between NW-19-72-20-W5 and NE-24-72-21-W5 as shown on Schedule ‘A’ hereto.

**CARRIED**

**BYLAW 20-856  
THIRD READING**

**MOTION: 21.04.167 Moved by: COUNCILLOR ROXIE CHAPMAN**

That Council give Third Reading to Bylaw No. 20-856 to close 1.618 hectares ± of the undeveloped road allowance lying between NW-19-72-20-W5 and NE-24-72-21-W5 as shown on Schedule ‘A’ hereto.

**CARRIED**

**6.2 BYLAW 20-870 “FIREARMS RESTRICTIONS IN WARD 9, HAMLET OF  
GRANDE CACHE”**

**BYLAW 20-870  
SECOND READING**

**MOTION: 21.04.168 Moved by: COUNCILLOR DUANE DIDOW**

That Council give first reading to Bylaw 21-870 “Firearms Restrictions in Ward 9, Hamlet of Grande Cache.”

- Incorporate “cross bow” in definitions.

**CARRIED**

**BYLAW 20-870  
THIRD READING**

**MOTION: 21.04.169 Moved by: COUNCILLOR TOM BURTON**

That Council give second reading to Bylaw 21-870 “Firearms Restrictions in Ward 9, Hamlet of Grande Cache.”

- 3.1 to include other agencies required to carry or discharge firearms in the course of their duties.

**CARRIED**



**#7 NEW BUSINESS**

**7.0 NEW BUSINESS**

**FACILITY MAINT.  
SKID STEER**

**7.1 PURCHASE OF SKID STEER FOR FACILITY MAINTENANCE**

MOTION: 21.04.170 Moved by: COUNCILLOR TYLER OLSEN  
That Council approve the purchase of a Bobcat T66 skid steer with an upset limit of \$65,333.00 with finds to come from the Facility Maintenance 2021 Capital Budget.

CARRIED

**COMBO VAC UNIT**

**7.2 PURCHASE OF ONE USED SEWER COMBO VAC UNIT**

MOTION: 21.04.171 Moved by: COUNCILLOR TYLER OLSEN  
That Council approve the purchase of one used 2017 Kenworth Vactor 2100i from Joe Johnson Equipment of Nisku AB with an upset limit of \$416,109.98 with funds to come from the 2021 Operations Capital Budget.

CARRIED

**OPERATIONS WHEEL  
LOADER**

**7.3 PURCHASE OF ONE WHEEL LOADER FOR OPERATIONS WEST**

MOTION: 21.04.172 Moved by: COUNCILLOR WINSTON DELORME  
That Council approve the purchase of a 2021 Komatsu WA380-8 Wheel Loader from SMS Equipment with an upset limit of \$344,720.00 with funds to come from the Operations Capital Budget.

CARRIED

**SUNSET HOUSE/SWEAT  
HOUSE GRADER BEAT**

**7.4 2021 SUNSET HOUSE/SWEATHOUSE GRADER BEAT CONTRACT**

MOTION: 21.04.173 Moved by: COUNCILLOR TOM BURTON  
That Council award a service contract for road maintenance grading services in the Sunset House/Sweathouse area to Rutt Busters Road Maintenance for 3 years beginning on May 1, 2021 with funds to come from 'Operations' Operational Budget.

CARRIED

Reeve Dale Smith joined the meeting via conference call at 9:38 a.m.

**EVERGREEN  
FOUNDATION CAPITAL  
CONTRIBUTION**

**7.5 EVERGREENS FOUNDATION REQUISITIONS**

MOTION: 21.04.174 Moved by: COUNCILLOR WINSTON DELORME  
That Council approve a capital contribution in the amount of \$1,304,194.15 with funds to come from the Community Services Budget.

CARRIED

**EVERGREEN  
FOUNDATION  
OPERATING  
REQUISITION**

**MOTION: 21.04.175 Moved by: COUNCILLOR DUANE DIDOW**  
That Council approve an operating requisition contribution of \$896,865.63 to Evergreens Foundation with funds to come from Community Service Budget.

CARRIED

**7.6 FOX CREEK GREENVIEW MULTIPLEX – RECREATION FUNDING  
AGREEMENT**

**FOX CREEK MULTIPLEX  
ANNUAL FUNDING**

**MOTION: 21.04.176 Moved by: COUNCILLOR DALE GERVAIS**  
That Council approve funding in the amount of \$1,435,870.29 to the Town of Fox Creek, which represents 50% of the Fox Creek Greenview Multiplex facility deficits in the 2019 and 2020 calendar years, with funding to come from Community Service Budget.

CARRIED

**FOX CREEK MULTIPLEX  
3 YEAR AGREEMENT**

**MOTION: 21.04.177 Moved by: COUNCILLOR WINSTON DELORME**  
That Council authorize Administration to enter into a three-year Fox Creek Greenview Multiplex facility agreement with the Town of Fox Creek whereby Greenview will contribute operational funding in the amount of \$1,000,000.00 annually, additional funding in the amount of 60% of a Greenview approved capital project, in addition to include the establishment of a joint facility Advisory Board and regularly scheduled facility inspections.

CARRIED

**FOX CREEK  
COMMUNITY  
RESOURCE CENTRE**

**MOTION: 21.04.178 Moved by: COUNCILLOR TOM BURTON**  
That Council assume 60% ownership of the Community Resource Centre located in the Fox Creek Greenview Multiplex for the sum of one dollar.

CARRIED

**FOX CREEK RECREATION  
SERVICES  
MEMORANDUM OF  
AGREEMENT**

**MOTION: 21.04.179 Moved by: COUNCILLOR TYLER OLSEN**  
That Council authorize Administration to terminate the Memorandum of Agreement regarding Fox Creek recreation services with the Town of Fox Creek.

CARRIED

Reeve Dale Smith exited the meeting at 10:07 a.m.  
Deputy Reeve Bill Smith recessed the meeting at 10:07 a.m.  
Deputy Reeve Bill Smith reconvened the meeting at 10:17 a.m.

**7.7 GRANDE CACHE CAMPGROUND – CONTRACT CARETAKER TENDER  
AWARD**

**GRANDE CACHE  
CAMPGROUND**

**MOTION: 21.04.180** Moved by: COUNCILLOR DUANE DIDOW  
That Council award a three-year contract in the amount of \$51,993.36 annually plus GST for the Grande Cache Campground Caretaker services to H.Y. Cleaning Services, Wainwright, AB, with funds to come from the Recreation Services Budget.

CARRIED

**SHEEP CREEK  
USER FEES**

**7.8 SHEEP CREEK & SMOKY RIVER SOUTH – PROPOSED CAMPING FEES**

**MOTION: 21.04.181** Moved by: COUNCILLOR TYLER OLSEN  
That Council authorize Administration to implement a \$20.00 per night camping fee for Sheep Creek Provincial Recreation Area (NW – 32 – 58 – 7 – W6M).

CARRIED

**SMOKY RIVER SOUTH  
USER FEES**

**MOTION: 21.04.182** Moved by: COUNCILLOR TYLER OLSEN  
That Council authorize Administration to implement a \$20.00 per night camping fee for Smoky River South Provincial Recreation Area (N 1/2 – 32 – 56 – 8 – W6M, S 1/2 – 5 – 57 – 8 – W6M).

CARRIED

**SHUTTLE FLATS  
USER FEES**

**7.9 SHUTTLE FLATS PROVINCIAL RECREATION AREA – PROPOSED USER FEE**

**MOTION: 21.04.183** Moved by: DEPUTY REEVE BILL SMITH  
That Council authorize Administration to implement a \$50.00 per night user fee for Shuttle Flats Provincial Recreation Area (2- 67 – 11- W6M).

CARRIED

**PCBFA**

**7.10 PEACE COUNTRY BEEF & FORAGE ASSOCIATION**

**MOTION: 21.04.184** Moved by: COUNCILLOR ROXIE CHAPMAN  
That Council approve an upset limit of \$25,510.00 be included in the 2021 Agricultural Services budget to fund Peace Country Beef & Forage Association forage and pulse trials in the DeBolt and Fairview areas.

CARRIED

**AGRICULTURAL  
FIELDMAN**

**7.11 APPOINTMENT OF AGRICULTURAL FIELDMAN**

**MOTION: 21.04.185** Moved by: COUNCILLOR TOM BURTON  
That Council appoint Sheila Kaus as Agricultural Fieldman for the Municipal District of Greenview No. 16 under Section 8 of the Agricultural Service Board Act.

CARRIED

**MASKWA MEDICAL  
CENTRE GRANT**

**7.12 MASKWA MEDICAL CENTRE GRANT & LETTER OF SUPPORT REQUEST**

MOTION: 21.04.186 Moved by: COUNCILLOR WINSTON DELORME  
That Council approve a \$25,000.00 grant to the Maskwa Medical Centre Inc. to conduct a cost benefit analysis business plan, with funds to come from the Miscellaneous Grant to Organizations Budget.

CARRIED

**MASKWA MEDICAL  
CENTRE LETTER OF  
SUPPORT**

MOTION: 21.03.187 Moved by: COUNCILLOR ROXIE CHAPMAN  
That Council authorize Administration to provide a letter of support to the Maskwa Medical Centre Inc. in support of the cost benefit analysis business plan submission, and to direct Administration to invite them to a future Committee of the Whole meeting to present the concept.

CARRIED

**GROVEDALE CHILD  
CARE FACILITY**

**7.13 GROVEDALE COMMUNITY CLUB AGRICULTURAL SOCIETY**

MOTION: 21.04.188 Moved by: DEPUTY REEVE BILL SMITH  
That Council approve the request from the Grovedale Community Club Agriculture Society to waive the following fees; \$175.00 for the Approach Application; \$5000.00 for the installation of the paved approach; \$12,500.00 for the municipal water connection; \$12,500.00 for the municipal sewer connection for a total amount of \$30,175.00, for a child care facility.

CARRIED

**UNDEVELOPED ROAD  
ALLOWANCES**

**7.14 DRIVEWAYS BUILT IN UNDEVELOPED ROAD ALLOWANCES**

MOTION: 21.04.189 Moved by: COUNCILLOR TOM BURTON  
That Council direct Administration to upgrade the undeveloped road allowances at Township Road 692 North on Range Road 82 and Hwy 666 North on Range Road 63 that are being used as driveways and include them into the Greenview road networking system.

DEFEATED

**FARMLAND ACCESS**

**7.15 FARMLAND ACCESS REQUESTS**

MOTION: 21.04.190 Moved by: COUNCILLOR TYLER OLSEN  
That Council approve the farmland access request to access NW 20-73-21 W5M to be constructed in 2021, with funds to come from the 2021 Construction Budget, contingent on refusal of an application to AB Trans. for access off of Highway 49.

CARRIED

**FARMLAND ACCESS**

**MOTION: 21.04.191** Moved by: COUNCILLOR TOM BURTON  
That Council approve the farmland access request to access SW 31-74-24 W5 to be constructed in 2021, with funds to come from the 2021 Construction Budget.

DEFEATED

**CLAYSHOOT RECIPIENT**

**7.16 COUNCIL STAKEHOLDER EVENT 2021 DONATION RECIPIENT**

**MOTION: 21.04.192** Moved by: COUNCILLOR TYLER OLSEN  
That Council approve the 5 Food Banks servicing Greenview as the recipient(s) for the 2021 Stakeholder Event fundraiser.

- Fox Creek
- Valleyview
- DeBolt (East Smoky Recreation Board)
- Grovedale Ag. Society
- Grande Cache

CARRIED

**SENATE ELECTION**

**7.17 HOST SENATE ELECTION AND REFERENDUM VOTE ON BEHALF OF STURGEON LAKE CREE NATION**

Motion was withdrawn from the Agenda

Deputy Reeve Bill Smith recessed the meeting at 11:57 a.m.  
Deputy Reeve Bill Smith reconvened the meeting at 1:00 p.m.

**ROAD SYSTEMS**

**7.19 FEASIBILITY STUDY ON ROAD SYSTEMS IN THE CO-OPERATIVES AND ENTERPRISES**

**MOTION: 21.04.193** Moved by: COUNCILLOR WINSTON DELORME  
That Council direct Administration to engage in a feasibility study into acquiring the road systems in the Co-operatives and Enterprises to create a registered road right-of-way and registered road plans.

CARRIED

**TEMPORARY CLOSURES**

**7.21 TEMPORARY CLOSURE OF MUNICIPAL PROPERTY**

**MOTION: 21.04.194** Moved by: COUNCILLOR DUANE DIDOW  
That Council support the temporary closure of municipal property adjacent to food and beverage service locations; restaurants, bar and grill, coffee bars, etc, throughout Greenview.

CARRIED

**TEMPORARY CLOSURES**

**MOTION: 21.04.195** Moved by: COUNCILLOR TYLER OLSEN  
That Council delegate authority to Chief Administrative Officer or designate to temporarily close municipal property for the purpose of allowing food and beverage service locations to expand their outdoor dining areas or patios, due to Provincial COVID-19 restrictions, for a 6-month time period.

CARRIED

**FCM COMMITTEE**

**7.18 WESTERN CANADIAN “FCM” COMMITTEE**

**MOTION: 21.04.19.196** Moved by: COUNCILLOR LES URNESS  
That Council direct Administration to research the concept of polling the rural and small urban municipalities in British Columbia, Alberta, Saskatchewan, and Manitoba to form an association as a federal voice similar to FCM.

For: UNANIMOUS

CARRIED

**MANAGERS REPORTS**

**7.20 MANAGERS REPORTS**

**MOTION: 21.04.197** Moved by: COUNCILLOR TYLER OLSEN  
That Council accept the Managers Reports for information as presented.

CARRIED

**#8  
NOTICE OF MOTION**

**8.0 NOTICE OF MOTION**

Councillor Burton put forth a Notice of Motion to direct Administration to research the feasibility of providing more residential units in DeBolt Seniors Home with the Grande Spirit Foundation.

Councillor Olsen put forth a Notice of Motion to have Administration bring back the procedural bylaw to consider having votes recorded for each decision.

**#9  
CLOSED SESSION**

**9.0 CLOSED SESSION**

**MOTION: 21.04.198** Moved by: COUNCILLOR TOM BURTON  
That the meeting go to Closed Session, at 1:35 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

**9.1 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY**

(FOIP, Section 16)

**9.2 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS**

(FOIP, Section 21)

**9.3 DISCLOSURE HARMFUL TO INTERGOVERNMENTAL RELATIONS**

(FOIP, Section 21)

**9.4 CONFIDENTIAL EVALUATION**

(FOIP, Section 19)

**OPEN SESSION**

MOTION: 21.04.199 Moved by: COUNCILLOR TOM BURTON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:57 p.m.

CARRIED

**PUBLIC SALES  
AGREEMENT**

MOTION: 21.04.200 Moved by: COUNCILLOR TYLER OLSEN

That Council authorize Administration to negotiate a Public Sales Agreement with the Government of Alberta for the purchase of 1500 acres within the Greenview Industrial Gateway Area Structure Plan as identified in Bylaw No. 19-815/21-867.

CARRIED

**HIGHWAY 40  
PARTNERSHIP**

MOTION: 21.04.201 Moved by: DEPUTY REEVE BILL SMITH

Direct Administration to draft a letter on behalf of Council to the Minister of AB Trans. outlining our expectation to be communicated as a funding partner and recognized in correspondence and signage in relation to the twinning project of highway 40 to the 700 road.

CARRIED

**#10  
MEMBER REPORTS &  
EXPENSE CLAIMS**

**10.0 MEMBERS BUSINESS**

**MEMBERS BUSINESS**

There was no members business discussed.

**#11  
ADJOURNMENT**

**11.0 ADJOURNMENT**

MOTION: 21.04.202 Moved by: COUNCILLOR ROXIE CHAPMAN

That Council adjourn this Regular Council Meeting at 3:00 pm

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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CHAIR



# REQUEST FOR DECISION

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SUBJECT: **2021 Tax Rate Bylaw #21-874**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: April 27, 2021  
DEPARTMENT: FINANCE  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act Sec 353, 354 and 355*

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council give first reading to Bylaw 21-874, the 2021 Tax Rate Bylaw.**

**MOTION: That Council give second reading to Bylaw 21-874, the 2021 Tax Rate Bylaw.**

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## BACKGROUND/PROPOSAL:

Council passed interim Operating and Capital budgets in December 2020. Since that time, economic conditions along with the ongoing Corona virus outbreak have continued to impact both municipal and taxpayer financial circumstances. Administration met on several occasions to refine the interim budget to maintain and enhance service levels while not increasing the municipal tax burden on taxpayers. Council provided direction to maintain municipal tax rates at 2020 levels.

The tax rate bylaw has now been prepared for Council ratification. A summary of changes from 2020 to 2021 appears below:

1. The Rural residential municipal tax rate is the same at 2.4977%
2. The Grande Cache residential municipal tax rate is the same at 7.1748%
3. The Non-Residential municipal tax rate is the same at 6.6850%
4. The Residential Alberta School Foundation Fund requisition rate has decreased by 3% to 2.5262% (2020 2.5989%). This is primarily due to an increase in assessment value the prior year.
5. The Non-Residential Alberta School Foundation Fund requisition rate decreased by 7% to 3.5164% (2020 3.8001%). This is primarily due to an increase in assessment value from the prior year.
6. The senior's foundations requisition has increased 8% to .1278% (2020 .1186%), reflecting an increase in the operating funding requests from these organizations.
7. The Grande Cache debt repayment rate has decreased to 1.2384% (2020 1.2597%) reflecting an increase in assessment values.
8. The requisition allowance has decreased to 0.0185% (2020 .0187%) primarily due to increases in assessment values.



The following table illustrates an example of the proposed property tax for 2021 compared with the tax for 2020:

| <b>Residential Property-<br/>Assessed Value<br/>\$250,000. (Rural)</b> | <b>2020</b>       | <b>2021</b>       | <b>Increase (Decrease)</b> |
|--|-------------------|-------------------|----------------------------|
| Municipal Tax  | \$624.42          | \$624.42          | \$0.00                     |
| School   | \$649.72          | \$631.55          | (\$18.17)                  |
| School Allowance   | \$4.68            | \$4.63            | (\$.05)                    |
| Seniors Foundation   | \$29.65           | \$31.95           | \$2.30                     |
| <b>Total</b>   | <b>\$1,308.47</b> | <b>\$1,292.55</b> | <b>(\$15.92)</b>           |

| <b>Residential Property-<br/>Assessed Value<br/>\$250,000. (Grande<br/>Cache)</b> | <b>2020</b>       | <b>2021</b>       | <b>Increase (Decrease)</b> |
|---|-------------------|-------------------|----------------------------|
| Municipal Tax   | \$1,793.70        | \$1,793.70        | (\$0.00)                   |
| Special Tax   | \$314.92          | \$309.60          | (\$5.32)                   |
| School  | \$649.72          | \$631.55          | (\$18.17)                  |
| School Allowance  | \$4.68            | \$4.63            | (\$.05)                    |
| Seniors Foundation  | \$29.65           | \$31.95           | \$2.30                     |
| <b>Total</b>  | <b>\$2,792.67</b> | <b>\$2,771.43</b> | <b>(\$21.24)</b>           |

| <b>Non-Residential<br/>Property-Assessed<br/>Value \$1,000,000.</b> | <b>2020</b>        | <b>2021</b>        | <b>Increase (Decrease)</b> |
|---|--------------------|--------------------|----------------------------|
| Municipal Tax   | \$6,685.04         | \$6,685.04         | \$0.00                     |
| School  | \$3,800.06         | \$3,516.40         | (\$283.66)                 |
| School Allowance  | \$18.70            | \$18.50            | (\$0.20)                   |
| Seniors Foundation  | \$118.60           | \$127.80           | \$9.20                     |
| <b>Total</b>  | <b>\$10,622.40</b> | <b>\$10,347.74</b> | <b>(\$274.66)</b>          |

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**BENEFITS OF THE RECOMMENDED ACTION:**

- a. Council is required to pass a tax rate bylaw annually. By doing so Council will comply with the legislation.
- b. Administration will be able to send tax notices after the bylaw is passed.
- c. The bylaw supports the Operating and Capital budgets passed by Council.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council can choose not to give bylaw readings however there is no authorization to levy taxes to support the budget if there is no taxation bylaw.

**Alternative #2:** None

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FINANCIAL IMPLICATION:

Passing the bylaw will allow administration to levy taxes and send tax notices to the ratepayers. Taxation is the principle source of revenue to sustain municipal operations.

**Direct Costs:**

**Ongoing / Future Costs:**

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Council will need to give the bylaw third reading before it is final.

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ATTACHMENT(S):

- Municipal Government Act Sec 353, 354 and 355
- Bylaw 20-843

**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.

#### **Tax rates**

**354(1)** The property tax bylaw must set and show separately all of the tax rates that must be imposed under this Division to raise the revenue required under section 353(2).

(2) A tax rate must be set for each assessment class or sub-class referred to in section 297

(3) The tax rate may be different for each assessment class or sub-class referred to in section 297. (3.1) Despite subsection (3), the tax rate for the class referred to in section 297(1)(d) and the tax rate for the sub-classes referred to in section 297(2.1) must be set in accordance with the regulations.

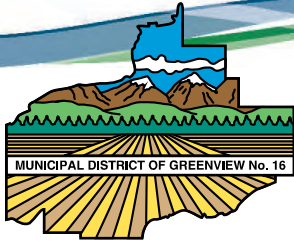
(4) The tax rates set by the property tax bylaw must not be amended after the municipality sends the tax notices to the taxpayers unless subsection (5) applies.

(5) If after sending out the tax notices the municipality discovers an error or omission that relates to the tax rates set by the property tax bylaw, the municipality may (a) amend the property tax bylaw to the extent necessary to correct the error or omission, and (b) send out amended tax notices, if required as a result of the corrections to the property tax bylaw.

(6) A municipality must, within 30 days after passing a property tax bylaw amendment under subsection (5), provide the Minister with a copy of the amended bylaw.

#### **Calculating tax rates**

**355** A tax rate is calculated by dividing the amount of revenue required by the total assessment of all property on which that tax rate is to be imposed.



## BYLAW NO. 21-874 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 2021 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, 2021; and

**Whereas** the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2021 total \$ 196,381,505; and

**Whereas** the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 104,477,789 and the balance of \$ 91,903,716 is to be raised by general municipal taxation; and

**Whereas**, the requisitions are:

|  |            |
|--|------------|
| Alberta School Foundation Fund (ASFF)        |            |
| Residential/Farmland                         | 2,544,748  |
| Non-Residential                              | 24,838,526 |
| Opted Out School Boards                      |            |
| Residential/Farmland                         | 104,775    |
| Non-Residential                              | 1,168      |
| Requisition Allowance MGA (359(2))           | 150,000    |
| Seniors Foundation                           | 1,816,324  |
| Designated Industrial Properties Requisition | 980,903    |

**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 Municipality of Alberta as shown on the assessment roll is:

|                                    | <u>Assessment</u>  |
|------------------------------------|--------------------|
| Residential/Farmland               | 778,052,970        |
| Residential Muni Only              | 4,090,100          |
| Residential Grande Cache           | 270,665,610        |
| Residential Grande Cache Muni Only | 3,830,420          |
| DIP Residential/Farmland           | 100,680            |
| Non-Residential                    | 217,968,760        |
| Non-Residential Muni Only          | 1,697,440          |
| Non-Residential Grande Cache       | 119,305,900        |
| DIP Non-Residential                | 6,726,613,460      |
| Machinery & Equipment              | 16,377,420         |
| DIP Machinery & Equipment          | 5,972,174,830      |
| DIP- Power Generation              | <u>106,737,540</u> |
| Total                              | 14,217,615,130     |

**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:

|  | <b>Tax Levy</b> | <b>Assessment</b> | <b>Tax Rate</b> |
|--|-----------------|-------------------|-----------------|
| <b>General Municipal</b>                               |                 |                   |                 |
| <b>Residential/Farmland</b>                            | 1,953,810       | 782,243,750       | 2.4977          |
| <b>Residential GC</b>                                  | 1,969,454       | 274,496,030       | 7.1748          |
| <b>Non-Residential</b>                                 | 87,980,452      | 13,160,875,350    | 6.6850          |
| <b>Grande Cache Properties Special Tax (Borrowing)</b> |                 |                   |                 |
| <b>Residential/Non-Residential</b>                     | 487,670         | 393,801,930       | 1.2384          |

#### ASFF/Opted-Out School Boards

|   |            |                |        |
|---|------------|----------------|--------|
| <b>Residential/Farm land</b>            | 2,649,524  | 1,048,819,260  | 2.5262 |
| <b>Non-residential</b>                  | 24,839,694 | 7,063,888,120  | 3.5164 |
| <b>Requisition Allowance</b>            | 150,000    | 8,112,707,380  | .0185  |
| <b>Seniors Foundations</b>              | 1,816,324  | 14,207,997,170 | 0.1278 |
| <b>Designated Industrial Properties</b> | 980,903    | 12,805,525,830 | 0.0766 |

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 30<sup>th</sup>, 2021.
  - b) Residential/Farmland taxes are due and payable on November 15<sup>th</sup>, 2021.
3. In the event of any current taxes remaining unpaid for Non-Residential after September 30<sup>th</sup>, 2021, there shall be levied a penalty of 8%, on October 1<sup>st</sup>, 2021.
4. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15<sup>th</sup>, 2021, there shall be levied a penalty of 8%, November 16, 2021
  - a) In the event of any current taxes remaining unpaid after December 31<sup>st</sup>, 2021, there shall be levied a penalty of 10% on January 1<sup>st</sup>, 2022.
  - b) In the event of any arrear's taxes remaining unpaid after December 31<sup>st</sup>, 2021, there shall be levied a penalty of 18% on January 1<sup>st</sup>, 2022 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.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



# REQUEST FOR DECISION

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SUBJECT: **2021 Capital and Operating Budgets Approval**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 27, 2021 CAO: DT MANAGER:  
DEPARTMENT: FINANCE GM: AN PRESENTER:  
STRATEGIC PLAN: Level of Service LEG: DL

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act Sec. 242 & 245

**Council Bylaw/Policy** (cite) –

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## RECOMMENDED ACTION:

**MOTION:** That Council passes the final 2021 Operating Budget as presented showing Revenue of \$140,215,442. and Expenses of \$174,073,629. with \$33,858,187. to be funded from reserves.

**MOTION:** That Council passes the 2021-2025 Capital Budget as presented showing Expenditures in 2021 of \$52,744,320. to be funded from reserves.

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## BACKGROUND/PROPOSAL:

Administration has prepared the Operating and Capital budgets as required and directed by Council.

### 2021 Operating Budget:

In December of 2020, Council met and passed interim operating and capital budgets for 2021. There are a few proposed adjustments made to the budget which are shown on the attachments to this RFD. Highlights include the following:

- Adjustments to the operating budget reflect a (net) \$999,027. increase in expenses to the interim budget
- The MD will pay the province \$25 million in 2021 to help with the twinning of Highway 40.
- The County of Grande Prairie has committed to assisting the MD with this expense and will be paying the MD \$3.33 million in each of the next 3 years (2021, 2022 & 2023).
- The difference (\$21.66 million) between the amount paid to the province and the amount received from the County will be funded from restricted reserves.
- The remaining deficit (\$12.19 million) will also be funded from restricted reserves in order to result in no increase over 2020 to the municipal tax rates.
- Amortization expense in the amount of \$23.5 million is included in the 2021 operating budget.

## **2021-2025 Capital Budget**

- Adjustments to the capital budget reflect an increase of \$2,639,079 to the capital budget.

The 2021 Capital Budget has been reduced from prior years and in 2021, the MD expects to complete \$52.7 million in capital projects. The capital budget is funded by existing restricted reserves.

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### **BENEFITS OF THE RECOMMENDED ACTION:**

Compliance with the Municipal Government Act.

Will allow administration to prepare the 2021 Tax Rate Bylaw.

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### **DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

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### **ALTERNATIVES CONSIDERED:**

**Alternative #1:** None

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### **FINANCIAL IMPLICATION:**

**Direct Costs: Included in 2021 Operating and Capital Budgets**

STAFFING IMPLICATION: None

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### **PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

### **INCREASING LEVEL OF PUBLIC IMPACT**

Inform

### **PUBLIC PARTICIPATION GOAL**

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

### **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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### **FOLLOW UP ACTIONS:**

The 2021 Tax Rate bylaw has been prepared based on the budgets presented. First and second readings of the bylaw are scheduled for the April 27, 2021 Regular Council Meeting. Once the bylaw is passed, tax notices will be sent.

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### **ATTACHMENT(S):**

- 2021 Final Operating Budget



- Capital Budget 2021-2025

**Municipal Government Act Sections 242, 245, 283.1**

**Adoption of operating budget**

**242**(1) Each council must adopt an operating budget for each calendar year.

(2) A council may adopt an interim operating budget for part of a calendar year.

(3) An interim operating budget for a part of a calendar year ceases to have any effect when the operating budget for that calendar year is adopted.

**Adoption of capital budget**

**245** Each council must adopt a capital budget for each calendar year.

| MD of Greenville No 16<br>Capital Budget Summary 2021-2025 |        |               |               |               |               |               |               |      |           |
|--|--------|---------------|---------------|---------------|---------------|---------------|---------------|------|-----------|
|  | Page # | Carry Forward | 2021          | 2022          | 2023          | 2024          | 2025          |      |           |
| Total CAO Services   | 1      | \$ -          | \$ 48,000     | \$ -          | \$ -          | \$ -          | \$ -          | \$ - | -         |
| Total Communications                                       | 1      | \$ -          | \$ 725,000    | \$ -          | \$ -          | \$ -          | \$ -          | \$ - | -         |
| Total Information Systems                                  | 1      | \$ 16,000     | \$ 442,000    | \$ 250,000    | \$ 30,000     | \$ 20,000     | \$ -          | \$ - | 115,000   |
| Total Roads  | 1-2    | \$ 3,852,312  | \$ 11,071,366 | \$ 5,847,000  | \$ 18,244,846 | \$ 13,789,964 | \$ 12,585,000 | \$ - | 2,831,000 |
| Total Bridges  | 2      | \$ 844,965    | \$ 2,689,965  | \$ 520,000    | \$ 1,845,000  | \$ 2,950,500  | \$ 2,831,000  | \$ - | -         |
| Total Surfacing (Paving)                                   | 2      | \$ 1,600,000  | \$ 2,452,926  | \$ 14,000,000 | \$ 7,120,000  | \$ 14,810,000 | \$ -          | \$ - | -         |
| Total Drainage   | 2-3    | \$ 1,052,366  | \$ 2,562,366  | \$ 8,110,000  | \$ 573,000    | \$ 2,370,000  | \$ -          | \$ - | -         |
| Total Planning & Development                               | 3      | \$ -          | \$ -          | \$ -          | \$ 60,800     | \$ -          | \$ -          | \$ - | -         |
| Total Environmental Services                               | 3      | \$ -          | \$ 47,200     | \$ 438,787    | \$ 156,114    | \$ 296,352    | \$ 482,638    | \$ - | -         |
| Total Water Supply   | 3-4    | \$ 10,948,456 | \$ 11,750,099 | \$ 1,250,000  | \$ 620,000    | \$ 100,000    | \$ -          | \$ - | -         |
| Total Wastewater   | 4      | \$ 8,028,576  | \$ 12,174,394 | \$ 5,528,572  | \$ 100,000    | \$ 100,000    | \$ -          | \$ - | -         |
| Total Solid Waste  | 4      | \$ 100,814    | \$ 150,814    | \$ 8,186,100  | \$ -          | \$ 100,000    | \$ -          | \$ - | -         |
| Total Operations   | 5-6    | \$ 650,000    | \$ 1,500,000  | \$ 1,414,000  | \$ 1,494,500  | \$ 4,046,800  | \$ 1,847,350  | \$ - | -         |
| Total Facility Maintenance                                 | 6-7    | \$ 580,000    | \$ 1,819,500  | \$ 471,000    | \$ 421,700    | \$ 476,500    | \$ 338,800    | \$ - | -         |
| Total Community Services                                   | 7      | \$ -          | \$ -          | \$ -          | \$ -          | \$ 60,000     | \$ -          | \$ - | -         |
| Total Economic Development                                 | 7      | \$ -          | \$ 200,000    | \$ 6,050,000  | \$ 3,300,000  | \$ -          | \$ 63,700     | \$ - | -         |
| Total Recreation   | 7-8    | \$ 100,000    | \$ 1,533,175  | \$ 2,666,000  | \$ 2,105,000  | \$ 2,287,717  | \$ 473,000    | \$ - | -         |
| Total Protective Services                                  | 8-9    | \$ 2,983,731  | \$ 3,248,731  | \$ 870,000    | \$ 1,015,000  | \$ 1,130,000  | \$ 842,100    | \$ - | -         |
| Total Agricultural Services                                | 9-10   | \$ 188,284    | \$ 315,784    | \$ 157,300    | \$ 344,840    | \$ 513,800    | \$ 903,900    | \$ - | -         |
| Total Comm Peace Officer                                   | 10     | \$ -          | \$ 13,000     | \$ -          | \$ 300,000    | \$ -          | \$ -          | \$ - | -         |
| Total by Year  |        | \$ 30,945,504 | \$ 52,744,320 | \$ 55,758,759 | \$ 37,730,800 | \$ 43,051,633 | \$ 20,482,488 | \$ - | -         |
|  |        |               |               |               |               |               |               |      |           |
|  |        |               |               |               |               |               |               |      |           |
|  |        |               |               |               |               |               |               |      |           |
| FINAL PROPOSED CAPITAL                                     |        | \$ 30,945,504 | \$ 52,744,320 | \$ 55,758,759 | \$ 37,730,800 | \$ 43,051,633 | \$ 20,482,488 | \$ - | -         |
| INTERIM CAPITAL TOTAL                                      |        | \$ 28,883,160 | \$ 50,105,241 | \$ 55,958,759 | \$ 37,730,800 | \$ 43,051,633 | \$ 20,552,588 | \$ - | -         |
| EXPENSE CHANGE   |        | \$ 2,062,344  | \$ 2,639,079  | \$ -200,000   | \$ -          | \$ -          | \$ -70,100    | \$ - | -         |

| ADDITIONS TO 2021 CAPITAL BUDGET  | 2020 C/O           | 2021               | 2022              | 2023 | 2024 | 2025             |
|---|--------------------|--------------------|-------------------|------|------|------------------|
| PS25004 Fire Engine Replacement F61 - Grande Cache is now PS25003   |                    |                    |                   |      |      |                  |
| Two new Sub Jobs from the budget of RD20002 Block Funding<br>RD20002A & RD20002B (\$650,000 total)  |                    | \$0                |                   |      |      |                  |
| FC21001 GC FCSS Vehicle (SUV) is now CAO21001<br>With an increase of \$3,000  |                    | \$3,000            |                   |      |      |                  |
| <b>MOTION: 21.01.021.</b> Moved by: COUNCILLOR DUANE DIDOW That Council approve funding in the amount of \$246 275.00 and 10% contingency of \$90 460.00 (plus GST) for the implementation and installation of a combined heat and power generation system at the Grande Cache Recreation Centre, with funds to come from contingency reserve. CARRIED  |                    |                    |                   |      |      |                  |
| NEW PROJECT RE21008 - Heat & Power Generation System  |                    | \$336,735          |                   |      |      |                  |
| <b>MOTION: 21.03.117</b> Moved by: COUNCILLOR TOM BURTON<br>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 |                    |                    |                   |      |      |                  |
| NEW PROJECT PS21003 - GC Fire Training Center   |                    | \$125,000          |                   |      |      |                  |
| PS25003 - 3/4 Ton Truck Replacement (A143) REMOVED<br>duplicate to RE22004 - 1/2 Ton Truck Replacement A143   |                    |                    |                   |      |      | -70,100          |
| RE21001 - Fitness Equipment Enhancement REMOVED   |                    | -\$25,000          |                   |      |      |                  |
| RE21009 Cross Tandem Trailer replacement of stolen trailer  |                    | \$21,000           |                   |      |      |                  |
| RE21010 Spyder Crane - replace stolen unit  |                    | \$111,000          |                   |      |      |                  |
| FM21010 Hamlet of DeBolt shop Addition is now FM20013<br>This project started in 2020 w/budget of \$550,000. Carryover amount into 2021 is \$435,000  | \$435,000          | -\$115,000         |                   |      |      |                  |
| FM20004 I&P New Building – add 400,000 for new roof   |                    | \$400,000          |                   |      |      |                  |
| <b>MOTION: 21.03.150</b> RE20002 Curling Rink Retaining Wall reduce   |                    | -\$165,000         |                   |      |      |                  |
| BF75355 - additional \$120,000 based on quote   |                    | \$120,000          |                   |      |      |                  |
| RD20008 - TWP 692 - Grovedale Industry Road West of 666<br>Decrease 1.2M in 2022 by \$200,000 & put in 2021.  |                    | \$200,000          | -\$200,000        |      |      |                  |
| BF76902 Tributary to Clouston Creek added carryover   | \$16,000           | \$16,000           |                   |      |      |                  |
| DR19001 Sunset House Flood Control added Carryover o  | \$1,052,366        | \$1,052,366        |                   |      |      |                  |
| RD15005 Goodwin Rd Phase II - added carryover   | \$558,978          | \$558,978          |                   |      |      |                  |
| <b>TOTAL</b>  | <b>\$2,062,344</b> | <b>\$2,639,079</b> | <b>-\$200,000</b> |      |      | <b>-\$70,100</b> |



MD of Greenview No. 16 2021 Operating Budget

|  | Interim<br>2021 Budget | Revenue<br>Change | Expense<br>Changes | Final<br>Budget    |                              |
|--|------------------------|-------------------|--------------------|--------------------|------------------------------|
| <b>REVENUE</b>                             |                        |                   |                    |                    |                              |
| <b>CAO Services</b>                        |                        |                   |                    |                    |                              |
| Corporate Services Administration          | 0                      | 0                 |                    | 0                  |                              |
| <b>Total CAO SERVICES</b>                  | <b>0</b>               | <b>0</b>          |                    | <b>0</b>           |                              |
| <b>Conditional Grants</b>                  |                        |                   |                    |                    |                              |
| Conditional Grant - AG Services            | 123,907                | 0                 |                    | 123,907            |                              |
| Conditional Grant - PS                     | 0                      | 0                 |                    | 0                  |                              |
| Conditional Grants - FCSS                  | 387,161                | 0                 |                    | 387,161            |                              |
| Conditional Grants - MSI CAP               | 3,000,000              | 0                 |                    | 3,000,000          |                              |
| <b>Total Conditional Grants</b>            | <b>3,511,068</b>       | <b>0</b>          |                    | <b>3,511,068</b>   |                              |
| <b>Grants and Shared Funding</b>           |                        |                   |                    |                    |                              |
| Conditional Grants - Admin                 | 0                      | 1,336,767         |                    | 1,336,767          | Various Grants for Operating |
| Conditional Grants - Eco. Dev.             | 4,000                  | 0                 |                    | 4,000              |                              |
| Shared Funding Revenue                     | 193,239                | 0                 |                    | 193,239            |                              |
| <b>Total Grants and Shared Funding</b>     | <b>197,239</b>         | <b>1,336,767</b>  |                    | <b>1,534,006</b>   |                              |
| <b>Infrastructure &amp; Planning</b>       |                        |                   |                    |                    |                              |
| Infrastructure & Planning Adminis          | 0                      | 0                 |                    | 0                  |                              |
| <b>Total Infrastructure &amp; Planning</b> | <b>0</b>               | <b>0</b>          |                    | <b>0</b>           |                              |
| <b>Protective Services</b>                 |                        |                   |                    |                    |                              |
| Ambulance Services                         | 0                      | 0                 |                    | 0                  |                              |
| <b>Total Protective Services</b>           | <b>0</b>               | <b>0</b>          |                    | <b>0</b>           |                              |
| <b>Revenue-Other</b>                       |                        |                   |                    |                    |                              |
| Economic Development Revenue               | 3,415,033              | 0                 |                    | 3,415,033          |                              |
| Greenview Regional Multiplex Reve          | 529,500                | 0                 |                    | 529,500            |                              |
| Other Revenue From Own Sources             | 3,013,500              | 0                 |                    | 3,013,500          |                              |
| Recreation - Pool Revenue                  | 29,000                 | 0                 |                    | 29,000             |                              |
| <b>Total Revenue Other</b>                 | <b>6,987,033</b>       | <b>0</b>          |                    | <b>6,987,033</b>   |                              |
| <b>Tax Revenue</b>                         |                        |                   |                    |                    |                              |
| Other Tax Revenue                          | 0                      | 0                 |                    | 0                  |                              |
| Property Taxes Revenue                     | 122,345,976            | 0                 |                    | 122,345,976        |                              |
| <b>Total Tax Revenue</b>                   | <b>122,345,976</b>     | <b>0</b>          |                    | <b>122,345,976</b> |                              |
| <b>Sale of Municipal Services</b>          |                        |                   |                    |                    |                              |
| Administrative Revenue                     | 13,650                 | 0                 |                    | 13,650             |                              |
| Agricultural Services Revenue              | 60,650                 | 0                 |                    | 60,650             |                              |
| Airport Revenue                            | 4,000                  | 0                 |                    | 4,000              |                              |
| Community Services Revenue                 | 366,310                | 0                 |                    | 366,310            |                              |
| Environmental Services Revenue             | 3,792,634              | 0                 |                    | 3,792,634          |                              |
| FCSS Revenue                               | 99,500                 | 0                 |                    | 99,500             |                              |
| Operations Service Revenue                 | 919,400                | 0                 |                    | 919,400            |                              |
| Planning & Development Service Re          | 74,600                 | 0                 |                    | 74,600             |                              |
| Protective Services Revenue                | 200,000                | 0                 |                    | 200,000            |                              |
| Recreation Services Revenue                | 306,615                | 0                 |                    | 306,615            |                              |
| <b>Total Sale of Municipal Services</b>    | <b>5,837,359</b>       | <b>0</b>          |                    | <b>5,837,359</b>   |                              |
| <b>Total Revenue</b>                       | <b>138,878,675</b>     | <b>1,336,767</b>  |                    | <b>140,215,442</b> |                              |

Expenses

**MD of Greenview**

**Agricultural Services**

|                                   |           |        |           |
|-----------------------------------|-----------|--------|-----------|
| Pest Control                      | 119,640   | 0      | 119,640   |
| AG Rental Equipment Program       | 45,150    | 0      | 45,150    |
| Agricultural Services Administrat | 1,656,088 | 0      | 1,656,088 |
| Agriculture Service Board         | 59,350    | 0      | 59,350    |
| Beautification Program            | 76,650    | 0      | 76,650    |
| Extension and Outreach            | 175,800   | 25,000 | 200,800   |
| Vegetation Management             | 320,950   | 0      | 320,950   |
| Veterinary Services               | 140,500   | 0      | 140,500   |

Peace Country Beef Forage Association

**Total Agricultural Services**

**CAO Services**

|                                   |            |            |            |
|-----------------------------------|------------|------------|------------|
| Amortization                      | 23,500,000 | 0          | 23,500,000 |
| ASSESSMENT SERVICES               | 1,423,923  | 0          | 1,423,923  |
| CAO Services Administration       | 2,620,250  | 1,015,000  | 3,635,250  |
| COMMUNICATIONS                    | 857,569    | 0          | 857,569    |
| CORPORATE SERVICES                | 4,309,844  | 0          | 4,309,844  |
| Corporate Services Administration | 0          | 0          | 0          |
| EDUCATION REQUISITIONS            | 28,879,000 | -1,389,783 | 27,489,217 |
| HEALTH & SAFETY                   | 647,297    | 0          | 647,297    |
| HUMAN RESOURCES                   | 904,916    | 0          | 904,916    |
| INFORMATION SYSTEMS               | 2,101,893  | 35,000     | 2,136,893  |

\$1m for Write Offs, furniture & office supplies

Actual amounts lower than estimated.

IT for 3 PSB & CAO Serv meeting room

**Total CAO Services**

**Community Police Officer Program**

|                                 |           |   |           |
|---------------------------------|-----------|---|-----------|
| Community Peace Officer Program | 1,019,765 | 0 | 1,019,765 |
|---------------------------------|-----------|---|-----------|

**Community Police Officer Program**

**Community Services**

|                                   |           |        |           |
|-----------------------------------|-----------|--------|-----------|
| Airport Agreements                | 2,500     | 0      | 2,500     |
| Community Services Administration | 820,612   | 0      | 820,612   |
| Fox Creek Medical Clinic          | 12,000    | 0      | 12,000    |
| GC Community Bus                  | 0         | 0      | 0         |
| Other Buildings                   | 1,450     | 0      | 1,450     |
| Seniors Foundation                | 3,505,000 | 36,607 | 3,541,607 |
| Seniors Programs                  | 0         | 0      | 0         |
| Valleyview Medical Clinic         | 111,800   | 0      | 111,800   |

Actual amounts higher than estimated.

**Total Community Services**

**Community Services Grant Program**

|                                  |           |         |           |
|----------------------------------|-----------|---------|-----------|
| Agricultural Societies           | 0         | 0       | 0         |
| Community Development Agreements | 5,113,000 | 0       | 5,113,000 |
| Community Services Grants        | 0         | 0       | 0         |
| Multipurpose Facility Grants     | 0         | 0       | 0         |
| Recreation Boards                | 860,000   | 230,870 | 1,090,870 |
| Valleyview Recreation Grants     | 0         | 0       | 0         |

Fox Creek Greenview Multiplex - shortfall

|  | Interim<br>2021 Budget | Revenue<br>Change | Expense<br>Changes | Final<br>Budget |
|--|------------------------|-------------------|--------------------|-----------------|
| Total Community Services Grant Program | 5,973,000              |                   | 230,870            | 6,203,870       |

|  | Interim<br>2021 Budget | Revenue<br>Change | Expense<br>Changes | Final<br>Budget   |                                      |
|--|------------------------|-------------------|--------------------|-------------------|--------------------------------------|
| <b>Council</b>                                   |                        |                   |                    |                   |                                      |
| Council  | 1,373,482              |                   | 39,000             | 1,412,482         | Councillor Orientation               |
| Municipal Elections                              | 60,000                 |                   | 0                  | 60,000            |                                      |
| <b>Total Council</b>                             | <b>1,433,482</b>       |                   | <b>39,000</b>      | <b>1,472,482</b>  |                                      |
| <b>Cultural &amp; Historical Buildings</b>       |                        |                   |                    |                   |                                      |
| Cemeteries                                       | 0                      |                   | 0                  | 0                 |                                      |
| Community Halls                                  | 0                      |                   | 0                  | 0                 |                                      |
| Cultural & Historical Buildings                  | 638,500                |                   | 0                  | 638,500           |                                      |
| Museums  | 0                      |                   | 0                  | 0                 |                                      |
| <b>Total Cultural &amp; Historical Buildings</b> | <b>638,500</b>         |                   | <b>0</b>           | <b>638,500</b>    |                                      |
| <b>Economic Development</b>                      |                        |                   |                    |                   |                                      |
| Agricultural Societies                           | 396,000                |                   | 0                  | 396,000           |                                      |
| Cemeteries                                       | 18,000                 |                   | 0                  | 18,000            |                                      |
| Community Development Agreements                 | 0                      |                   | 0                  | 0                 |                                      |
| Community Halls                                  | 142,500                |                   | 0                  | 142,500           |                                      |
| Economic Development Grants                      | 26,115,000             |                   | 0                  | 26,115,000        |                                      |
| Economic Development Program                     | 2,292,449              |                   | 232,000            | 2,524,449         | Use of Coal Transition grant funds   |
| Multipurpose Facility/Recreation                 | 1,207,500              |                   | 750,000            | 1,957,500         | Nite Hawk Ski Hill 750,000           |
| Museums  | 289,000                |                   | 0                  | 289,000           |                                      |
| Seniors Programs                                 | 41,000                 |                   | 8,000              | 49,000            | Red Willow Lodge communication costs |
| <b>Total Economic Development</b>                | <b>30,501,449</b>      |                   | <b>990,000</b>     | <b>31,491,449</b> |                                      |
| <b>Environmental Services</b>                    |                        |                   |                    |                   |                                      |
| Environmental Services Administra                | 1,965,615              |                   | 3,000              | 1,968,615         | Training                             |
| Solid Waste Collection & Disposal                | 2,048,282              |                   | 0                  | 2,048,282         |                                      |
| Wastewater Collection & Disposal                 | 473,109                |                   | 593,100            | 1,066,209         | GC WW Lagoon repairs                 |
| Water Supply                                     | 958,851                |                   | 0                  | 958,851           |                                      |
| <b>Total Environmental Services</b>              | <b>5,445,857</b>       |                   | <b>596,100</b>     | <b>6,041,957</b>  |                                      |
| <b>Facility Maintenance</b>                      |                        |                   |                    |                   |                                      |
| DeBolt Maintenance Shop                          | 2,175                  |                   | 0                  | 2,175             |                                      |
| DeBolt Public Service Building                   | 56,500                 |                   | 0                  | 56,500            |                                      |
| Facility Maintenance Administrati                | 2,602,629              |                   | 150,000            | 2,752,629         | Security System                      |
| FCSS CRC Building Maintenance                    | 33,000                 |                   | 0                  | 33,000            |                                      |
| FM Valleyview Medical Clinic                     | 0                      |                   | 0                  | 0                 |                                      |
| GC - Facilities Maintenance                      | 427,900                |                   | 0                  | 427,900           |                                      |
| Grovedale Maintenance Shop                       | 21,450                 |                   | 0                  | 21,450            |                                      |
| Grovedale Public Service Building                | 56,500                 |                   | 0                  | 56,500            |                                      |
| Valleyview Ambulance Building Mai                | 6,000                  |                   | 0                  | 6,000             |                                      |
| Valleyview Fire Hall Building Mai                | 7,500                  |                   | 0                  | 7,500             |                                      |
| Valleyview Vet Clinic - Building                 | 10,000                 |                   | 0                  | 10,000            |                                      |
| <b>Total Facility Maintenance</b>                | <b>3,223,654</b>       |                   | <b>150,000</b>     | <b>3,373,654</b>  |                                      |

|  | Interim<br>2021 Budget | Revenue<br>Change | Expense<br>Changes | Final<br>Budget  |   |
|--|------------------------|-------------------|--------------------|------------------|---|
| <b>FCSS</b>                                |                        |                   |                    |                  |   |
| Community Resource Centre                  | 53,100                 |                   | 0                  | 53,100           |   |
| FCSS Administration                        | 1,665,133              |                   | 0                  | 1,665,133        |   |
| FCSS Board                                 | 43,000                 |                   | 0                  | 43,000           |   |
| FCSS Programs                              | 46,300                 |                   | 0                  | 46,300           |   |
| Grants to Individual Organization          | 97,820                 |                   | 0                  | 97,820           |   |
| Home Support                               | 99,000                 |                   | 0                  | 99,000           |   |
| Liaison Worker Program                     | 45,000                 |                   | 0                  | 45,000           |   |
| Other FCSS Programs                        | 0                      |                   | 0                  | 0                |   |
| Outreach Coordinator Program               | 3,000                  |                   | 0                  | 3,000            |   |
| Support Coordinator Program                | 2,500                  |                   | 0                  | 2,500            |   |
| <b>Total FCSS</b>                          | <b>2,054,853</b>       |                   | <b>0</b>           | <b>2,054,853</b> |   |
| <b>Greenview Regional Multiplex</b>        |                        |                   |                    |                  |   |
| Greenview Regional Multiplex               | 2,702,188              |                   | -52,000            | 2,650,188        | Savings due to maintenance contract         |
| <b>Total Greenview Regional Multiplex</b>  | <b>2,702,188</b>       |                   | <b>-52,000</b>     | <b>2,650,188</b> |   |
| <b>Infrastructure &amp; Planning</b>       |                        |                   |                    |                  |   |
| Bridges                                    | 750,000                |                   | 0                  | 750,000          |   |
| Drainage                                   | 1,340,000              |                   | 0                  | 1,340,000        |   |
| Infrastructure & Planning Adminis          | 1,456,908              |                   | 110,000            | 1,566,908        | Energy Program                              |
| Roadways                                   | 1,785,000              |                   | 0                  | 1,785,000        |   |
| Surfacing                                  | 1,000,000              |                   | 0                  | 1,000,000        |   |
| <b>Total Infrastructure &amp; Planning</b> | <b>6,331,908</b>       |                   | <b>110,000</b>     | <b>6,441,908</b> |   |
| <b>Operations</b>                          |                        |                   |                    |                  |   |
| Fleet & Shop Grovedale                     | 393,250                |                   | 0                  | 393,250          |   |
| Fleet & Shop - Grande Cache                | 232,000                |                   | 0                  | 232,000          |   |
| Fleet & Shop Valleyview                    | 932,000                |                   | 43,000             | 975,000          | Extended Warranty for 2 Kubota Tractors     |
| Operations - Grande Cache                  | 256,165                |                   | 0                  | 256,165          |   |
| Operations Administration                  | 6,379,860              |                   | 0                  | 6,379,860        |   |
| Operations Grovedale                       | 132,150                |                   | -45,000            | 87,150           |   |
| Operations - DeBolt                        | 0                      |                   | 45,000             | 45,000           |   |
| Street Lights                              | 285,000                |                   | 0                  | 285,000          |   |
| <b>Total Operations</b>                    | <b>8,610,425</b>       |                   | <b>43,000</b>      | <b>8,653,425</b> |   |
| <b>Planning &amp; Development</b>          |                        |                   |                    |                  |   |
| Grovedale Area Structure Plan              | 0                      |                   | 0                  | 0                |   |
| Municipal Planning Commission              | 58,800                 |                   | 0                  | 58,800           |   |
| Planning & Development Administration      | 1,174,608              |                   | 257,000            | 1,431,608        | Operational changes in capacity/development |
| Public Engagement                          | 9,800                  |                   | 0                  | 9,800            |   |
| Subdivision & Development Appeal           | 14,500                 |                   | 0                  | 14,500           |   |
| Subdivision and Appeal Board               | 0                      |                   | 0                  | 0                |   |
| Subdivisions - Land Purchase               | 48,000                 |                   | 0                  | 48,000           |   |
| <b>Total Planning &amp; Development</b>    | <b>1,305,708</b>       |                   | <b>257,000</b>     | <b>1,562,708</b> |   |



|  | Interim<br>2021 Budget | Revenue<br>Change | Expense<br>Changes | Final<br>Budget     |                        |
|--|------------------------|-------------------|--------------------|---------------------|------------------------|
| <b>Protective Services</b>                   |                        |                   |                    |                     |                        |
| Ambulance Services                           | 0                      |                   | 0                  | 0                   |                        |
| Disaster Services                            | 40,000                 |                   | 0                  | 40,000              |                        |
| Fire Protection DeBolt                       | 214,500                |                   | 0                  | 214,500             |                        |
| Fire Protection Fox Creek                    | 100,000                |                   | 0                  | 100,000             |                        |
| Fire Protection Grande Cache                 | 225,500                |                   | 0                  | 225,500             |                        |
| Fire Protection Grovedale                    | 224,000                |                   | 0                  | 224,000             |                        |
| Fire Protection Valleyview                   | 135,000                |                   | 0                  | 135,000             |                        |
| Protective Services Administratio            | 2,058,499              |                   | 250,000            | 2,308,499           | Fire Training Facility |
| PS GC History                                | 0                      |                   | 0                  | 0                   |                        |
| <b>Total Protective Services</b>             | <b>2,997,499</b>       |                   | <b>250,000</b>     | <b>3,247,499</b>    |                        |
| <b>Recreation Enhancement Program</b>        |                        |                   |                    |                     |                        |
| Community Bus - Grande Cache                 | 23,600                 |                   | 0                  | 23,600              |                        |
| GC - Arena & Curling Club                    | 512,850                |                   | 0                  | 512,850             |                        |
| GC - Campground                              | 82,500                 |                   | 0                  | 82,500              |                        |
| GC - Programs                                | 44,600                 |                   | 0                  | 44,600              |                        |
| GC - Recreation Admin                        | 3,195,569              |                   | 0                  | 3,195,569           |                        |
| GC Outdoor Recreation                        | 61,030                 |                   | 0                  | 61,030              |                        |
| GC Recreation - Pools                        | 143,300                |                   | 0                  | 143,300             |                        |
| Recreation and Tourism Partnershi            | 45,187                 |                   | 0                  | 45,187              |                        |
| Recreation Facilities Operations             | 271,725                |                   | 0                  | 271,725             |                        |
| V V Recreation Administration                | 621,399                |                   | 0                  | 621,399             |                        |
| <b>Total Recreation Enhancement Program</b>  | <b>5,001,760</b>       |                   | <b>0</b>           | <b>5,001,760</b>    |                        |
| <b>Road Maintenance &amp; Services</b>       |                        |                   |                    |                     |                        |
| Brushing Program                             | 356,500                |                   | 0                  | 356,500             |                        |
| Forestry Trunk Road                          | 7,299,750              |                   | 0                  | 7,299,750           |                        |
| Gravelling Program                           | 9,642,355              |                   | 0                  | 9,642,355           |                        |
| Mowing Program                               | 48,500                 |                   | 0                  | 48,500              |                        |
| Pit Reclamation                              | 10,000                 |                   | 0                  | 10,000              |                        |
| Road Maintenance & Inspection Adm            | 3,076,500              |                   | 0                  | 3,076,500           |                        |
| Road Services                                | 1,772,000              |                   | 0                  | 1,772,000           |                        |
| <b>Total Road Maintenance &amp; Services</b> | <b>22,205,605</b>      |                   | <b>0</b>           | <b>22,205,605</b>   |                        |
| <b>Total Expenses</b>                        | <b>171,737,835</b>     | <b>1,336,767</b>  | <b>2,335,794</b>   | <b>174,073,629</b>  |                        |
| <b>Net Total</b>                             | <b>(32,859,160)</b>    |                   |                    | <b>(33,858,187)</b> |                        |

|             |     |               |                           |
|-------------|-----|---------------|---------------------------|
| Deficit     | -\$ | 33,858,187.00 |                           |
| Highway 40  | \$  | 21,666,666.00 | Funded From Road Reserves |
| Net Deficit | -\$ | 12,191,521.00 | Funded From Reserves      |



# REQUEST FOR DECISION

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|                 |   |                                      |               |
|-----------------|---|--------------------------------------|---------------|
| SUBJECT:        | <b>Extend Audited Financial Statement Submission for 2020</b> |                                      |               |
| SUBMISSION TO:  | REGULAR COUNCIL MEETING                                       | REVIEWED AND APPROVED FOR SUBMISSION |               |
| MEETING DATE:   | April 27, 2021  | CAO: DT                              | MANAGER:      |
| DEPARTMENT:     | FINANCE   | GM: AN                               | PRESENTER: AN |
| STRATEGIC PLAN: | Choose an item.   | LEG:                                 |               |

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act (MGA) Sec 278; 605

**Council Bylaw/Policy** (cite) –

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## RECOMMENDED ACTION:

**MOTION:** That administration is authorized to request an extension, from the Minister of Municipal Affairs, to submit the 2020 Audited Financial Statements and 2020 Financial Information Return to May 31, 2021.

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## BACKGROUND/PROPOSAL:

The finance department has been working tirelessly to meet the legislated deadline of May 1, 2021 to submit the 2020 Audited Financial Statements and Financial Information return, however, will be unable to meet that requirement for several reasons including:

- A key member of the audit team was absent due to health issues for the audit preparation period.
- Numerous errors from prior years that needed to be identified and corrected have prolonged the process.

The Minister deals with requests of this kind annually and there is a provision in the Municipal Government Act for the submission date to be altered.

Four of the past five years of audited financial statements have been submitted later than the legislated date of May 1.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. With Ministerial approval, Greenview will remain compliant with the financial statement submission date.
  2. Will prevent Greenview from triggering the Municipal Indicator covering “On Time Financial Reporting”.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council could take no action; in that case the Indicator will be triggered and subsequently reported to the public, which could have a negative effect on Greenview's reputation.

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FINANCIAL IMPLICATION:

None

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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FOLLOW UP ACTIONS:

An email to the Minister will be drafted requesting the May 1, 2021 date be extended to May 31, 2021.

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ATTACHMENT(S):

- MGA Sections 278, 605
- Municipal Indicators

**Returns and reports to Minister**

**278** Each municipality must submit

- (a) its financial information return and the auditor's report on the financial information return, and
- (b) its financial statements and the auditor's report on the financial statements to the Minister by May 1 of the year following the year for which the financial information return and statements have been prepared.

**Altering dates and time periods**

**605(1)** When this Act, the regulations or a bylaw specifies a certain number of days or a day on or by which

(a) something is to be done, or

(b) certain proceedings are to be taken, and the day that the thing is to be done or proceedings are to be taken is a holiday, the thing or proceedings must be done or taken on or by the next day that is not a holiday.

(2) When this Act or the regulations specify a certain number of days or a day on or by which

(a) something is to be done, or

(b) proceedings are to be taken, the Minister may by order specify another number of days or another day for doing it or taking proceedings.

(3) An order under subsection (2) may be made at any time before or after the day that the thing is to be done or proceedings are to be taken and the time for doing any other thing that is determined in relation to that day is subject to a like delay.

(4) Anything done or proceedings taken within the number of days or by the day specified in an order under subsection (2) is as valid as if it had been done or taken within the number of days or by the day specified in this Act or the regulations.

# Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result.

| Indicator and Description  | Expected Result  | What It Means  | Suggested Follow Up For Exceptions  |
|--|--|--|---|
| <b>Audit Outcome</b><br>Audit report in the municipality's audited annual financial statements.  | The audit report does not identify a going concern risk or denial of opinion.  | The municipal auditor has been able to complete the audit and express an opinion, and has not identified a specific concern about the ability of the municipality to meet its financial obligations.   | Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues. |
| <b>Legislation-Backed Ministry Interventions</b><br>Interventions authorized by the Minister of Municipal Affairs in accordance with the Municipal Government Act, such as a viability review, or where directives have been issued pursuant to an inspection. | The municipality has not been the subject of a Municipal Affairs intervention. | Municipal Affairs is not undertaking formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident. | Complete Minister-directed processes and actions.   |

See the indicator results at [alberta.ca/municipal-indicators.aspx](https://alberta.ca/municipal-indicators.aspx)

| Indicator and Description   | Expected Result  | What It Means   | Suggested Follow Up For Exceptions  |
|---|--|---|---|
| <b>Tax Base Ratio</b><br>Tax base ratio is the proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes. | The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue.  | The municipality is able to rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farm properties. | Ensure taxes on residential and farm properties are sufficient to meet budgeted expenditure requirements. |
| <b>Tax Collection Rate</b><br>The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, well drilling equipment taxes, and grants-in-place-of-taxes.                  | The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.   | The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.   | Review tax collection and recovery policies and processes.  |
| <b>Population Change</b><br>The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.  | The population has not declined by more than 20 per cent over a ten-year period. Summer villages and improvement districts are excluded from this measure because they typically have little or no permanent population. | The population of the municipality is stable or growing.  | Consider how services and infrastructure can be scaled down to accommodate reduced demands.               |

| Indicator and Description  | Expected Result  | What It Means  | Suggested Follow Up For Exceptions   |
|--|--|--|--|
| <b>Current Ratio</b><br>The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings). | The ratio of current assets to current liabilities is greater than one. This indicator is not measured if the municipality's total assets exceed current assets by a factor of two or more; these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets. | The municipality is able to pay for its current financial obligations using cash or near-cash assets.  | Consider increasing revenues or reducing costs to provide additional working capital.                      |
| <b>Accumulated Surplus</b><br>The total assets of the municipality net of total debt, excluding tangible capital property and debts related to tangible capital property.  | The municipality has a positive (above zero) surplus.<br>An accumulated deficit is a violation of Section 244 of the Municipal Government Act.<br>Municipalities in a deficit position are required to recover the shortfall in the next year.   | The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues. | Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital. |
| <b>On-Time Financial Reporting</b><br>Whether the municipality has completed submission its annual financial statements and financial information returns to Municipal Affairs by the legislated due date.                     | The municipality's financial statements and financial information returns for the preceding calendar year are received by Municipal Affairs no later than May 1.<br>Financial reporting is an important aspect of municipal accountability to its residents and businesses.  | The municipality is preparing its audited financial reports on a timely basis.   | Consider additional resources to complete year end accounting on a timely basis.                           |

| Indicator and Description   | Expected Result   | What It Means   | Suggested Follow Up For Exceptions  |
|---|---|---|---|
| <b>Debt to Revenue Percentage</b><br>The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.   | The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.             | The municipality has maintained reasonable levels of borrowing debt.  | Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.  |
| <b>Debt Service to Revenue Percentage</b><br>The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.  | The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue. | The municipality has assumed a reasonable level of borrowing repayment obligations.   | Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.  |
| <b>Infrastructure Investment – Asset Sustainability Ratio</b><br>The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average. | The municipality's average capital additions exceed the average amortization (depreciation).  | <p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p> | Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met. |



| Indicator and Description  | Expected Result  | What It Means   | Suggested Follow Up For Exceptions   |
|--|--|---|--|
| <b>Infrastructure Age – Net Book Value of Tangible Capital Assets</b><br>The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation). | The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost. | The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanded facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent. | Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met. |
| <b>Interest in Municipal Office</b><br>The number of candidates running in the most recent municipal election relative to the total number of councillor positions up for election.  | The number of candidates exceeded the number of councillor positions.  | The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.  | Consider increased focus on community engagement.  |



# REQUEST FOR DECISION

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|                 |  |                                      |               |
|-----------------|--|--------------------------------------|---------------|
| SUBJECT:        | <b>Grande Cache Raw Waterline Replacement Contract Award</b> |                                      |               |
| SUBMISSION TO:  | REGULAR COUNCIL MEETING                                      | REVIEWED AND APPROVED FOR SUBMISSION |               |
| MEETING DATE:   | April 27, 2021   | CAO: DT                              | MANAGER: DB   |
| DEPARTMENT:     | ENVIRONMENTAL SERVICES                                       | GM: RA                               | PRESENTER: DB |
| STRATEGIC PLAN: | Infrastructure   | LEG: DL                              |               |

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

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

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## RECOMMENDED ACTION:

**MOTION: That Council award the Grande Cache Raw Waterline Replacement contract to Thompson Infrastructure Ltd., in the amount of \$1,891,966.51 with funds to come from the 2021 Environmental Services Capital Budget.**

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## BACKGROUND/PROPOSAL:

The Hamlet of Grande Cache has two raw water intakes within Victor Lake, two raw water pumphouses, and twin 200 mm diameter raw water transmission lines (RWL). The original raw water pumphouse (No.1) and transmission line RWL-2 have been decommissioned for approximately 20 years. The Hamlet currently uses the other pumphouse (No.2) to meet its raw water needs.

Raw water drawn from Victor Lake is transferred via an approximately 1.4 km long, 200 mm diameter, carbon steel transmission line (RWL-1), which was built in 1980, from the pumphouse No.2 to the WTP.

The forty-year-old carbon steel pipe is approaching the end of its life expectancy. If breaks were to occur, costly emergency repairs would be required to ensure that potable water delivery and fire flow protection would continue to be provided to the Grande Cache Institution and residents.

Associated Engineering determined that the existing 200 mm diameter RWL-2 steel pipe including its ancillary appurtenances should be demolished and removed prior to installing a new raw waterline.

A new raw waterline was proposed to be installed in parallel to the operating RWL-1, at a minimum depth of 3.0 m cover, within the existing 15 m right-of way (Plan 2986RS) from the existing raw water pumphouse to the WTP as shown in Figure 4-1. The existing RWL-1 waterline will be abandoned in place once the proposed raw water transmission line has been successfully commissioned.

Tender and Contract documents for the Grande Cache Raw Waterline Replacement, as well as an invitation to bid were posted to Associated Engineering's Bids & Tenders and Alberta Purchasing Connection (APC) site on March 16<sup>th</sup>, 2021.

Due to rising material costs Greenview sourced the pipe material in advance. 3 quotes were received and evaluated. The final award for the pipe material went to the lowest bidder ISCO AH McElroy for a total of \$340,625.00. Because of this purchase, an addendum was made to the tender removing the purchasing of 1508m of HDPE DR 7 pipe materials.

The following 8 tender bids were received as of the tender closing at 2:00pm April 8<sup>th</sup>.

The tender required that bidders submit either or both base bids: A1 – Combination of Trenchless and Open Cut and A2 – Open Cut. Table 1 below summarizes the overall prices of the received bids, excluding GST. All tenders have been checked for arithmetic errors, and the amounts shown in the summary have been found to be correct.

**Table 1 - Summary of Received Bids**

| No. | Contractor  | A1: Trenchless and Open Cut | A2: Open Cut   |
|-----|---|-----------------------------|----------------|
| 1   | Thompson Infrastructure Ltd.                      | No Submission               | \$1,891,966.51 |
| 2   | Whissell Enterprises                              | No Submission               | \$1,896,990.00 |
| 3   | 1998372 AB Ltd. (Elite Site Services)             | \$2,291,650.00              | \$2,099,150.00 |
| 4   | Transcendent Mining and Mobilization Inc.         | No Submission               | \$2,105,470.00 |
| 5   | In-Line Contracting Partnership                   | \$2,447,450.00              | \$2,415,750.00 |
| 6   | Weaver Group Ltd                                  | \$2,561,025.00              | \$2,473,275.00 |
| 7   | Wapiti Gravel Suppliers a Division of N.P.A. Ltd. | No Submission               | \$2,489,319.53 |
| 8   | Terrafirma Resources                              | No Submission               | \$3,635,009.62 |

The low bid of \$2,291,650.00 for Option A1 (Trenchless and Open Cut) was submitted by Elite Site Services. Elite Site Services has been in business for 40 years. Elite's relevant experience includes the Gregoire Lake Water Distribution at Gregoire Lake Provincial Park, Dapp Booster Station for Westlock County, and the Deerhaven Water Distribution System for Rocky View County.

The low bid of \$1,891,966.51 for Option A2 (Open Cut) was submitted by Thompson Infrastructure Ltd. Thompson Infrastructure Ltd has been in business for 6 years, and its parent company Thompson Construction Group was established in 1964. Thompson Infrastructure has completed recent water transmission line construction projects in Alberta where AE was the consultant including the Water Distribution System Phase 2 project for Goodfish Lake, the Landry Heights Water System – Contract 4 project for Grovedale, the Smoky Lake to Bellis Water Line in Smoky Lake, and the Kehewin Transmission Line – Contract 3 for Kehewin Cree Nation. All projects were successfully completed.

Based upon our analysis, the low bidder for either option satisfies the project criteria.

### Option A1 (Trenchless and Open Cut)

Elite Site Services may be awarded the project to undertake construction via Option A1 (Trenchless and Open Cut) for the bid price of \$2,291,650.00, excluding GST. The Owner supplied pipe material include an additional \$340,625.00 supplied by ISCO-AH McElroy, and tree clearing of the right of way \$36,219. We further recommend a 10% construction and material supply contingency and an additional 5% Contingency for unknowns related to Covid during construction. Table 2 summarizes the total anticipated project costs for this project if Greenview selects Option A1. Based on the geotechnical investigation from the site, the area is predominantly sand and gravels with occasional cobbles which can make the trenchless installation of the pipe across roads technically challenging and difficult.

### Option A2 (Open Cut)

Thompson Infrastructure Ltd. may be awarded the project to undertake construction via Option A2 (Open Cut) for the bid price of \$1,891,966.51, excluding GST. The Owner supplied pipe material include an additional \$340,625.00 supplied by ISCO-AH McElroy, and tree clearing of the right of way \$36,219. We further recommend a 10% construction and material supply contingency and an additional 5% Contingency for unknowns related to Covid during construction. Table 2 summarizes the total anticipated project costs for this project if Greenview selects Option A2.

**Table 2: Anticipated Project Costs for Options A1 & A2**

| Description   | Budget (Option A1)               | Budget (Option A2) |
|---|----------------------------------|--------------------|
| <b>Construction</b>   | <b>Trenchless &amp; Open Cut</b> | <b>Open Cut</b>    |
| Tender (Low Bid)  | \$2,291,650                      | \$1,891,967        |
| Owner Supplied Material (PO# 50966)                                   | \$340,625                        | \$340,625          |
| Owner Tree Clearing (With survey)                                     | \$36,219                         | \$36,219           |
| Additional Construction & Material Contingency (10%)                  | \$263,228                        | \$223,259          |
| Additional Contingency Covid (5%)                                     | \$114,583                        | \$94,598           |
| <b>Construction Subtotal (</b>  | <b>\$3,046,304</b>               | <b>\$2,586,668</b> |
| <b>Engineering Services (Estimate)</b>                                |                                  |                    |
| Preliminary, Detailed Design and Tender (Lump Sum) <sup>(1)</sup>     | \$126,400                        | \$126,400          |
| Additional Regulatory Approvals (Provisional)                         | \$27,000                         | \$27,000           |
| Construction Services (Time & Disbursements) <sup>(2)</sup>           | \$114,700                        | \$114,700          |
| Additional Construction Services Budget Based on Contractors schedule | \$104,432                        | \$53,311           |
| <b>Engineering Subtotal</b>   | <b>\$372,532</b>                 | <b>\$321,411</b>   |
| <b>Subconsultants</b>   |                                  |                    |
| Geotechnical Investigation - Parkland Geo (Lump Sum) <sup>(3)</sup>   | \$47,000                         | \$47,000           |
| Material Testing (Allowance)  | \$10,000                         | \$10,000           |
| Land Requirements - Bear Land Services (Lump Sum)                     | \$7,000                          | \$7,000            |
| Survey - Helix Engineering (Lump Sum)                                 | \$8,500                          | \$8,500            |
| <b>Subconsultants Subtotal</b>  | <b>\$72,500</b>                  | <b>\$72,500</b>    |
| <b>Engineering &amp; Subconsultants Subtotal</b>                      | <b>\$445,032</b>                 | <b>\$393,911</b>   |
| <b>Estimated Project Cost <sup>(4)</sup></b>                          | <b>\$3,491,336</b>               | <b>\$2,980,579</b> |

The proposed raw waterline will be constructed from the raw water pump house to the water treatment plant paralleling and crossing the Victor Lake road. Open cut is the preferred installation method for the proposed raw waterline since it is more suitable for the site surface and subsurface conditions. HDD is only considered to be used in the locations where surface disturbance is not desirable.

Administration recommends proceeding with Option A2 (Open Cut) and awarding the project to Thompson Infrastructure Ltd. for a total of \$1,891,966.51 with funds to come for the 2021 Environmental Services Capital Budget.

The overall 2021 Capital Budget for this project was set at \$3,348,100.00.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion, Option A2 (Open Cut) is the preferred installation method and most cost-effective solution for the proposed raw waterline, and it is more suitable for the site surface and subsurface conditions while staying within budget.
2. The benefit of Council accepting the recommended motion is we complete the project as approved in Capital budget, utilize the pipe materials already secured for the project, and secure the source water for residents in Grande Cache.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of proceeding with Option A2 Vs Option A1 is open cutting into the newly upgraded Victor Lake Road and going slightly over budget.

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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to proceed with Option A1 (Trenchless and Open Cut) and award the Grande Cache Raw Waterline Replacement to 1998372 AB Ltd. (Elite Site Services) for a total of \$2,291,650 with funds to come from the 2021 Environmental Services Capital Budget.

**Alternative #2:** Council has the alternative to re-tender the Grande Cache Raw Waterline Replacement Project. This is not recommended as the bids could come in higher, the project could be delayed further, and the project would require significant modification to allow it to be tendered again.

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**FINANCIAL IMPLICATION:**

**Direct Costs:** \$2,586,668 Construction Total (includes Contractor, owner supplies materials, 15% contingency), \$393,911 Engineering and Sub Consultants. Total Estimated Project Cost \$2,980,579

**Ongoing / Future Costs:** N/A

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Notice of Award letter to be sent to Thompson Infrastructure Ltd.

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**ATTACHMENT(S):**

- Recommendation for Award- AE

April 14, 2021  
File: 2014-3013-04

Doug Brown  
Acting Manager, Environmental Services  
Municipal District of Greenview  
P.O. Box 1079  
Valleyview, Alberta T0H 3N0

**Re: BID EVALUATION - HAMLET OF GRANDE CACHE RAW WATERLINE REPLACEMENT FROM VICTOR LAKE  
RECOMMENDATION FOR AWARD OF CONTRACT**

Dear Doug:

Bids for the "Grande Cache Raw Waterline Replacement from Victor Lake" project were received through the Bids and Tenders website at 2:00 pm on April 8, 2021. Eight (8) bids were received and the unofficial bid results were sent to all bidders via email following tender close.

The tender required that bidders submit either or both base bids: **A1** – Combination of Trenchless and Open Cut and **A2** – Open Cut. **Table 1** below summarizes the overall prices of the received bids, excluding GST. All tenders have been checked for arithmetic errors, and the amounts shown in the summary have been found to be correct.

**Table 1 - Summary of Received Bids**

| No. | Contractor  | A1: Trenchless and Open Cut | A2: Open Cut   |
|-----|---|-----------------------------|----------------|
| 1   | Thompson Infrastructure Ltd.                      | No Submission               | \$1,891,966.51 |
| 2   | Whissell Enterprises                              | No Submission               | \$1,896,990.00 |
| 3   | 1998372 AB Ltd. (Elite Site Services)             | \$2,291,650.00              | \$2,099,150.00 |
| 4   | Transcendent Mining and Mobilization Inc.         | No Submission               | \$2,105,470.00 |
| 5   | In-Line Contracting Partnership                   | \$2,447,450.00              | \$2,415,750.00 |
| 6   | Weaver Group Ltd                                  | \$2,561,025.00              | \$2,473,275.00 |
| 7   | Wapiti Gravel Suppliers a Division of N.P.A. Ltd. | No Submission               | \$2,489,319.53 |
| 8   | Terrafirma Resources                              | No Submission               | \$3,635,009.62 |

The enclosed **Table A-1** provides the detailed cost breakdown of the received bids for Option **A1**, and **Table A-2** provides the breakdown for Option **A2**.

April 14, 2021  
Doug Brown  
Municipal District of Greenview  
- 2 -

Bidders were required to submit the following supplements to the bid form:

- Bid Bond;
- Substitution List;
- Subcontract List;
- Construction Schedule;
- Bidder's Qualifications;
- Consent of Surety Company;
- COR Certificate;
- Acknowledgment of Addenda 1, 2 and 3.

All bidders provided these mandatory requirements, except for:

- Whissel Enterprises:
  - The project listed for 'Water Transmission Pipeline Experience' under Bidder's Qualifications Section was dated 1980 and no references were provided.
- In-Line Contracting Partnership:
  - Provided a separate list for Underground Previous Projects under Bidder's Qualifications Section. Projects do not appear to include a transmission waterline. The other requirements of the Bidder's Qualifications section were not provided.

The low bid of \$2,291,650.00 for Option **A1** (Trenchless and Open Cut) was submitted by Elite Site Services. Elite Site Services has been in business for 40 years. Elite's relevant experience includes the Gregoire Lake Water Distribution at Gregoire Lake Provincial Park, Dapp Booster Station for Westlock County, and the Deerhaven Water Distribution System for Rocky View County.

Elite Site Services identified the subcontractors below. Note that a mechanical subcontractor was not listed for the raw water pumphouse alterations.

- **Pipe Ramming / Augering:** Total Trenchless
- **Guardrail:** Frontier Fence & Guardrail Ltd.

The low bid of \$1,891,966.51 for Option **A2** (Open Cut) was submitted by Thompson Infrastructure Ltd. Thompson Infrastructure Ltd has been in business for 6 years, and its parent company Thompson Construction Group was established in 1964. Thompson Infrastructure has completed recent water transmission line construction projects in Alberta where AE was the consultant including the Water Distribution System Phase 2 project for Goodfish Lake, the Landry Heights Water System – Contract 4 project for Grovedale, the Smoky Lake to Bellis Water Line in Smoky Lake, and the Kehewin Transmission Line – Contract 3 for Kehewin Cree Nation. All projects were successfully completed.



**BEST  
MANAGED  
COMPANIES**

Platinum  
member



April 14, 2021  
Doug Brown  
Municipal District of Greenview  
- 3 -

Thompson Infrastructure Ltd. identified the following subcontractors:

- **Mechanical:** Rail Shop Services Inc.
- **Paving:** Blondin's Paving
- **Guardrail:** Frontier Fence & Guardrail Ltd.
- **Structural:** Jutras Construction

Based upon our analysis, the low bidder for either option satisfies the project criteria.

#### Option A1 (Trenchless and Open Cut)

**Elite Site Services** may be awarded the project to undertake construction via Option **A1** (Trenchless and Open Cut) for the bid price of **\$2,291,650.00**, excluding GST. The Owner supplied pipe material include an additional **\$340,625.00** supplied by ISCO-AH McElroy, and tree clearing of the right of way **\$36,219**. We further recommend that a 10% construction and material supply contingency and an additional 5% Contingency for unknowns related to Covid during construction. **Table 2** summarizes the total anticipated project costs for this project if the MD of Greenview selects Option **A1**. Based on the geotechnical investigation from the site, the area is predominantly sands and gravels with occasional cobbles which can make the trenchless installation of the pipe across roads technically challenging and difficult.

#### Option A2 (Open Cut)

**Thompson Infrastructure Ltd.** may be awarded the project to undertake construction via Option **A2** (Open Cut) for the bid price of **\$1,891,966.51**, excluding GST. The Owner supplied pipe material include an additional **\$340,625.00** supplied by ISCO-AH McElroy, and tree clearing of the right of way **\$36,219**. We further recommend that a 10% construction and material supply contingency and an additional 5% Contingency for unknowns related to Covid during construction. **Table 2** summarizes the total anticipated project costs for this project if the MD of Greenview selects Option **A2**.

April 14, 2021  
 Doug Brown  
 Municipal District of Greenview  
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**Table 2: Anticipated Project Costs for Options A1 & A2**

| Description   | Budget (Option A1)               | Budget (Option A2) |
|---|----------------------------------|--------------------|
| <b>Construction</b>   | <b>Trenchless &amp; Open Cut</b> | <b>Open Cut</b>    |
| Tender (Low Bid)  | \$2,291,650                      | \$1,891,967        |
| Owner Supplied Material (PO# 50966)                                   | \$340,625                        | \$340,625          |
| Owner Tree Clearing (With survey)                                     | \$36,219                         | \$36,219           |
| Additional Construction & Material                                    | \$263,228                        | \$223,259          |
| Contingency (10%)   |                                  |                    |
| Additional Contingency Covid (5%)                                     | \$114,583                        | \$94,598           |
| <b>Construction Subtotal (</b>  | <b>\$3,046,304</b>               | <b>\$2,586,668</b> |
| <b>Engineering Services (Estimate)</b>                                |                                  |                    |
| Preliminary, Detailed Design and Tender (Lump Sum) <sup>(1)</sup>     | \$126,400                        | \$126,400          |
| Additional Regulatory Approvals (Provisional)                         | \$27,000                         | \$27,000           |
| Construction Services (Time & Disbursements) <sup>(2)</sup>           | \$114,700                        | \$114,700          |
| Additional Construction Services Budget Based on Contractors schedule | \$104,432                        | \$53,311           |
| <b>Engineering Subtotal</b>   | <b>\$372,532</b>                 | <b>\$321,411</b>   |
| <b>Subconsultants</b>   |                                  |                    |
| Geotechnical Investigation - Parkland Geo (Lump Sum) <sup>(3)</sup>   | \$47,000                         | \$47,000           |
| Material Testing (Allowance)  | \$10,000                         | \$10,000           |
| Land Requirements – Bear Land Services (Lump Sum)                     | \$7,000                          | \$7,000            |
| Survey – Helix Engineering (Lump Sum)                                 | \$8,500                          | \$8,500            |
| <b>Subconsultants Subtotal</b>  | <b>\$72,500</b>                  | <b>\$72,500</b>    |
| <b>Engineering &amp; Subconsultants Subtotal</b>                      | <b>\$445,032</b>                 | <b>\$393,911</b>   |
| <b>Estimated Project Cost <sup>(4)</sup></b>                          | <b>\$3,491,336</b>               | <b>\$2,980,579</b> |

**Notes:**

- (1) Includes Scope Change 1 (\$12,500 – HDD Detailed Design) and Scope Change 2 (\$17,500).
- (2) Our proposal assumed a construction duration of 8 weeks and included an allowance for full time site inspection of 6 weeks (6 days/week; 10 hours/day). Elite's proposed schedule (Option A1) is approximately 12 weeks. Thompson's proposed schedule (Option A2) is approximately 10 weeks. A scope change will be required to increase the Construction Services budget, based on the successful bidder's schedule.
- (3) Includes Scope Change 1 (\$27,000 – Geotechnical Investigation).
- (4) GST not included in costs.

April 14, 2021  
Doug Brown  
Municipal District of Greenview  
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Based on the total anticipated project budgets noted in **Table 2**, approval by the Municipal District of Greenview may be required. In accordance with Article 1.10 of the Instructions to Bidders, the bids will remain open until **June 7, 2021**, 60 days after the bid closing date.

In accordance with the Contract Documents, a Notice of Award should be provided to the successful bidder within sixty (60) days of the bid closing. For your convenience, we have enclosed a draft Notice of Award to be retyped on your letterhead. We included two copies of the letter; one addressed to Thompson Infrastructure Ltd. and the other addressed to Elite Site Services. Please provide a copy of the issued letter to us for our records. The Notice of Award letter includes the condition that the successful bidder must sign the novation agreement for Owner supplied pipe material.

If you have any questions, please contact the undersigned.

Yours truly,



Sean Nicoll, P.Eng  
Regional Client Service Manager  
CP/ib



Chad Maki, P.Eng  
Division Manager, Municipal Infrastructure

| Client  |  |      | Municipal District of Greenview No. 16                  |                                 |                |
|---|--|------|---|---------------------------------|----------------|
| Project   |  |      | Grande Cache Raw Waterline Replacement from Victor Lake |                                 |                |
| Proj. No. 2014-3013-04<br>Date: 08-Apr-21   |  |      | 1998372 AB Ltd. (Elite Site Services)                   |                                 |                |
| Item  | Description  | Unit | Quantity  | In-Line Contracting Partnership |                |
|   |  |      |   | Unit Price                      | Extension      |
| 1   | Mobilization and Demobilization]                     | LS   | 1   | \$ 400,000.00                   | \$ 400,000.00  |
| 2   | Topsoil Stripping and Replacement                    | ha   | 2.2   | \$ 6,000.00                     | \$ 13,200.00   |
| 3   | Gravel Road Structure Removal and Disposal           | sq.m | 350   | \$ 5.00                         | \$ 1,750.00    |
| 4   | Remove and Dispose Existing Waterline                | sq.m | 1470  | \$ 75.00                        | \$ 110,250.00  |
| 5   | Pipe Removal Inside Ex. Valve Chamber                | m    | 1   | \$ 2,500.00                     | \$ 2,500.00    |
| 6   | Rock Excavation and Disposal                         | LS   | 100   | \$ 100.00                       | \$ 10,000.00   |
| 7   | Over Excavation and Place Base Gravel                | cu.m | 330   | \$ 100.00                       | \$ 33,000.00   |
| 8   | Special Foundation                                   | cu.m | 735   | \$ 100.00                       | \$ 73,500.00   |
| 9   | Water Main 450 mm HDPE DR7 - Open Cut                | m    | 1215  | \$ 250.00                       | \$ 303,750.00  |
| 10  | Water Main 450 mm HDPE DR7 - Down the Hole           | m    | 50  | \$ 5,000.00                     | \$ 250,000.00  |
| 11  | Hammer c.w 750 mm Steel Casing (2 locations)         | m    | 175   | \$ 300.00                       | \$ 52,500.00   |
| 12  | Water Main 450 mm HDPE DR7 - Vertical Trench         | m    | 15  | \$ 600.00                       | \$ 9,000.00    |
| 13  | Water Main 200 mm PVC DR18 - Open Cut                | m    | 1   | \$ 2,500.00                     | \$ 2,500.00    |
| 14  | Gate Valve 100 mm Dia.                               | ea   | 1   | \$ 3,500.00                     | \$ 3,500.00    |
| 15  | Gate Valve 200 mm Dia.                               | ea   | 2   | \$ 5,000.00                     | \$ 10,000.00   |
| 16  | Gate Valve 300 mm Dia.                               | ea   | 5   | \$ 210.00                       | \$ 1,050.00    |
| 17  | Pipe Insulation                                      | m    | 1470  | \$ 308,700.00                   | \$ 451,989.00  |
| 18  | Concrete Trench Cutoff Wall                          | ea   | 7   | \$ 35,000.00                    | \$ 245,000.00  |
| 19  | Combination Air Valve Chamber                        | LS   | 1   | \$ 60,000.00                    | \$ 60,000.00   |
| 20  | Blowoff  | LS   | 1   | \$ 30,000.00                    | \$ 30,000.00   |
| 21  | Tie-in Detail A - 300 mm Steel Raw Waterline         | LS   | 1   | \$ 50,000.00                    | \$ 50,000.00   |
| 22  | Tie-in Detail B - 200 mm PVC Raw Waterlines          | LS   | 1   | \$ 25,000.00                    | \$ 25,000.00   |
| 23  | Gravel Road Structure Restoration                    | sq.m | 350   | \$ 100.00                       | \$ 35,000.00   |
| 24  | CSP Culvert Replacement - 500 mm Dia. (Provisional)* | sq.m | 30  | \$ 500.00                       | \$ 15,000.00   |
| 25  | Guardrails   | m    | 500   | \$ 100,000.00                   | \$ 50,000.00   |
| 26  | Seeding  | m    | 2.2   | \$ 22,000.00                    | \$ 48,400.00   |
| 27  | Pipeline Marker Signs                                | ha   | 24  | \$ 12,000.00                    | \$ 288,000.00  |
| 28  | Hydrostatic Testing                                  | ea   | 1   | \$ 500.00                       | \$ 500.00      |
| 29  | Swabbing and Flushing                                | LS   | 1   | \$ 10,000.00                    | \$ 10,000.00   |
| 30  | Disinfection   | LS   | 1   | \$ 10,000.00                    | \$ 10,000.00   |
| 31  | Pump Discharge Header to Existing                    | LS   | 1   | \$ 75,000.00                    | \$ 75,000.00   |
| 32  | Line Connection                                      | LS   | 1   | \$ 100,000.00                   | \$ 100,000.00  |
| 33  | Dewatering (Cash Allowance)**                        | CA   | 1   | \$ 100,000.00                   | \$ 100,000.00  |
| 34  | Blasting (Cash Allowance)**                          | CA   | 1   | \$ 100,000.00                   | \$ 100,000.00  |
| 35  | TOTAL BID  |      |   | \$2,291,650.00                  | \$2,447,450.00 |
| **Thompson Infrastructure, Whissell Enterprises, Transcendent Mining and Mobilization Inc., Wapiti Gravel Suppliers, Terrairma Resources did not submit a bid for Option A1 |  |      |   |                                 |                |
| SUPPLEMENTS TO BID FORM   |  |      |   |                                 |                |
| 00433- Bid Bond   |  |      |   |                                 |                |
| 00436 - Substitution List   |  |      |   |                                 |                |
| 00437- Subcontract List   |  |      |   |                                 |                |
| 00442- Construction Schedule  |  |      |   |                                 |                |
| 00451- Bidder's Qualifications  |  |      |   |                                 |                |
| 00611- Consent of Surety Company  |  |      |   |                                 |                |
| Certificate of Recognition  |  |      |   |                                 |                |
| Addenda 1,2,3   |  |      |   |                                 |                |

| Associated Engineering            |  |      | Client   |                | Municipal District of Greenview No. 16 |                |               |                |                      |               |               |                |                                       |               |               |               | Proj. No.<br>2014-3013-04<br>Date: 08-Apr-21 |               | Table A-2 - Tender Evaluation (A-2: Open Cut) |               |                                 |               |                 |               |                  |               |                 |               |   |               |                 |              |                      |  |  |  |
|-----------------------------------|--|------|--|----------------|--|----------------|---------------|----------------|----------------------|---------------|---------------|----------------|---------------------------------------|---------------|---------------|---------------|--|---------------|---|---------------|---------------------------------|---------------|-----------------|---------------|------------------|---------------|-----------------|---------------|---|---------------|-----------------|--------------|----------------------|--|--|--|
| GLOBAL PERSPECTIVE<br>LOCAL FOCUS |  |      | Project<br>Grande Cache Raw Waterline Replacement from Victor Lake |                | Thompson Infrastructure Ltd.           |                |               |                | Whissell Enterprises |               |               |                | 1998372 AB Ltd. (Elite Site Services) |               |               |               | Transcendent Mining and Mobilization Inc.    |               |   |               | In-Line Contracting Partnership |               |                 |               | Weaver Group Ltd |               |                 |               | Wapiti Gravel Suppliers a Division of N.P.A. Ltd. |               |                 |              | Terraforma Resources |  |  |  |
| Item                              | Description                                  | Unit | Quantity   | Unit Price     | Extension                              | Unit Price     | Extension     | Unit Price     | Extension            | Unit Price    | Extension     | Unit Price     | Extension                             | Unit Price    | Extension     | Unit Price    | Extension                                    | Unit Price    | Extension                                     | Unit Price    | Extension                       | Unit Price    | Extension       | Unit Price    | Extension        | Unit Price    | Extension       | Unit Price    | Extension   | Unit Price    | Extension       |              |                      |  |  |  |
| 1                                 | Mobilization and Demobilization              | LS   | 1  | \$ 139,234.03  | \$ 139,234.03                          | \$ 166,800,000 | \$ 166,800.00 | \$ 400,000.00  | \$ 400,000.00        | \$ 110,000.00 | \$ 110,000.00 | \$ 100,000,000 | \$ 100,000.00                         | \$ 250,000.00 | \$ 250,000.00 | \$ 638,300.00 | \$ 638,300.00                                | \$ 193,050.00 | \$ 193,050.00                                 | \$ 193,050.00 | \$ 193,050.00                   | \$ 193,050.00 | \$ 193,050.00   | \$ 193,050.00 | \$ 193,050.00    | \$ 193,050.00 | \$ 193,050.00   | \$ 193,050.00 | \$ 193,050.00                                     | \$ 193,050.00 | \$ 193,050.00   |              |                      |  |  |  |
| 2                                 | Topsoil Stripping and Replacement            | ha   | 2.2  | \$ 48,622.6700 | \$ 106,969.87                          | \$ 3,500,000   | \$ 7,700.00   | \$ 13,200.00   | \$ 13,200.00         | \$ 36,300.00  | \$ 36,300.00  | \$ 44,000.00   | \$ 44,000.00                          | \$ 40,000.00  | \$ 40,000.00  | \$ 7,197.01   | \$ 15,833.42                                 | \$ 55,229.38  | \$ 121,504.64                                 | \$ 55,229.38  | \$ 121,504.64                   | \$ 55,229.38  | \$ 121,504.64   | \$ 55,229.38  | \$ 121,504.64    | \$ 55,229.38  | \$ 121,504.64   | \$ 55,229.38  | \$ 121,504.64                                     | \$ 55,229.38  | \$ 121,504.64   |              |                      |  |  |  |
| 3                                 | Asphalt Removal and Disposal                 | sq.m | 150  | \$ 18.7700     | \$ 2,815.50                            | \$ 15,000      | \$ 4,500.00   | \$ 25,000      | \$ 3,750.00          | \$ 3,480.00   | \$ 3,480.00   | \$ 15,000      | \$ 15,000.00                          | \$ 100.00     | \$ 15,000.00  | \$ 22.45      | \$ 3,367.50                                  | \$ 3,367.50   | \$ 3,255.00                                   | \$ 3,255.00   | \$ 3,255.00                     | \$ 3,255.00   | \$ 3,255.00     | \$ 3,255.00   | \$ 3,255.00      | \$ 3,255.00   | \$ 3,255.00     | \$ 3,255.00   | \$ 3,255.00                                       | \$ 3,255.00   | \$ 3,255.00     |              |                      |  |  |  |
| 4                                 | Gravel Road Structure Removal and Disposal   | sq.m | 600  | \$ 15.1300     | \$ 9,078.00                            | \$ 7,500       | \$ 4,500.00   | \$ 5,000       | \$ 3,000.00          | \$ 8,700.00   | \$ 8,700.00   | \$ 6,000       | \$ 6,000.00                           | \$ 35.00      | \$ 21,000.00  | \$ 7.90       | \$ 4,740.00                                  | \$ 4,740.00   | \$ 20,940.00                                  | \$ 20,940.00  | \$ 20,940.00                    | \$ 20,940.00  | \$ 20,940.00    | \$ 20,940.00  | \$ 20,940.00     | \$ 20,940.00  | \$ 20,940.00    | \$ 20,940.00  | \$ 20,940.00                                      | \$ 20,940.00  | \$ 20,940.00    |              |                      |  |  |  |
| 5                                 | Remove and Dispose Existing Waterline        | m    | 1470   | \$ 43.1400     | \$ 63,415.80                           | \$ 20,000      | \$ 29,400.00  | \$ 110,250.00  | \$ 110,250.00        | \$ 272,685.00 | \$ 272,685.00 | \$ 294,000.00  | \$ 294,000.00                         | \$ 85.00      | \$ 124,950.00 | \$ 16.56      | \$ 24,343.20                                 | \$ 24,343.20  | \$ 494,566.80                                 | \$ 494,566.80 | \$ 494,566.80                   | \$ 494,566.80 | \$ 494,566.80   | \$ 494,566.80 | \$ 494,566.80    | \$ 494,566.80 | \$ 494,566.80   | \$ 494,566.80 | \$ 494,566.80                                     | \$ 494,566.80 | \$ 494,566.80   |              |                      |  |  |  |
| 6                                 | Pipe Removal Inside Ex. Valve Chamber        | m    | 1  | \$ 4,890.9600  | \$ 4,890.96                            | \$ 2,200.00    | \$ 2,200.00   | \$ 2,500.0000  | \$ 2,500.00          | \$ 11,000.00  | \$ 11,000.00  | \$ 10,000.00   | \$ 10,000.00                          | \$ 7,500.00   | \$ 7,500.00   | \$ 13,744.47  | \$ 13,744.47                                 | \$ 4,814.00   | \$ 4,814.00                                   | \$ 4,814.00   | \$ 4,814.00                     | \$ 4,814.00   | \$ 4,814.00     | \$ 4,814.00   | \$ 4,814.00      | \$ 4,814.00   | \$ 4,814.00     | \$ 4,814.00   | \$ 4,814.00                                       | \$ 4,814.00   | \$ 4,814.00     |              |                      |  |  |  |
| 7                                 | Rock Excavation and Disposal                 | cu.m | 100  | \$ 50.0000     | \$ 5,000.00                            | \$ 15,000.00   | \$ 15,000.00  | \$ 100,000.00  | \$ 100,000.00        | \$ 4,725.00   | \$ 4,725.00   | \$ 10,000.00   | \$ 10,000.00                          | \$ 400.00     | \$ 40,000.00  | \$ 89.84      | \$ 8,984.00                                  | \$ 104.58     | \$ 10,458.00                                  | \$ 104.58     | \$ 10,458.00                    | \$ 104.58     | \$ 10,458.00    | \$ 104.58     | \$ 10,458.00     | \$ 104.58     | \$ 10,458.00    | \$ 104.58     | \$ 10,458.00                                      | \$ 104.58     | \$ 10,458.00    | \$ 104.58    |                      |  |  |  |
| 8                                 | Over Excavation and Place Base Gravel        | cu.m | 330  | \$ 69.0900     | \$ 22,799.70                           | \$ 14,850.00   | \$ 49,850.00  | \$ 33,500.00   | \$ 33,500.00         | \$ 23,265.00  | \$ 23,265.00  | \$ 41,250.00   | \$ 41,250.00                          | \$ 65.00      | \$ 21,450.00  | \$ 133.22     | \$ 43,962.60                                 | \$ 93.63      | \$ 30,897.90                                  | \$ 93.63      | \$ 30,897.90                    | \$ 93.63      | \$ 30,897.90    | \$ 93.63      | \$ 30,897.90     | \$ 93.63      | \$ 30,897.90    | \$ 93.63      | \$ 30,897.90                                      | \$ 93.63      | \$ 30,897.90    | \$ 93.63     |                      |  |  |  |
| 9                                 | Special Foundation                           | m    | 735  | \$ 26,533.50   | \$ 19,498.50                           | \$ 55,000      | \$ 40,425.00  | \$ 100,000     | \$ 73,500.00         | \$ 49,980.00  | \$ 49,980.00  | \$ 220,500.00  | \$ 220,500.00                         | \$ 30.00      | \$ 22,050.00  | \$ 48.62      | \$ 35,735.70                                 | \$ 38.41      | \$ 28,331.35                                  | \$ 38.41      | \$ 28,331.35                    | \$ 38.41      | \$ 28,331.35    | \$ 38.41      | \$ 28,331.35     | \$ 38.41      | \$ 28,331.35    | \$ 38.41      | \$ 28,331.35                                      | \$ 38.41      | \$ 28,331.35    | \$ 38.41     |                      |  |  |  |
| 10                                | Water Main 450 mm HDPE DR7 - Open Cut        | m    | 1265   | \$ 359,639.50  | \$ 451,965.00                          | \$ 595,000     | \$ 752,675.00 | \$ 316,250.00  | \$ 316,250.00        | \$ 481,965.00 | \$ 481,965.00 | \$ 506,000.00  | \$ 506,000.00                         | \$ 570.00     | \$ 721,050.00 | \$ 646.23     | \$ 817,480.95                                | \$ 1,144.97   | \$ 1,448,387.05                               | \$ 1,144.97   | \$ 1,448,387.05                 | \$ 1,144.97   | \$ 1,448,387.05 | \$ 1,144.97   | \$ 1,448,387.05  | \$ 1,144.97   | \$ 1,448,387.05 | \$ 1,144.97   | \$ 1,448,387.05                                   | \$ 1,144.97   | \$ 1,448,387.05 | \$ 1,144.97  |                      |  |  |  |
| 11                                | Water Main 450 mm HDPE DR7 - Vertical Trench | m    | 175  | \$ 418.0600    | \$ 73,160.50                           | \$ 645,000     | \$ 112,875.00 | \$ 52,500.00   | \$ 52,500.00         | \$ 112,000.00 | \$ 112,000.00 | \$ 150,000.00  | \$ 150,000.00                         | \$ 700.00     | \$ 122,500.00 | \$ 614.41     | \$ 107,521.75                                | \$ 1,068.83   | \$ 187,045.25                                 | \$ 1,068.83   | \$ 187,045.25                   | \$ 1,068.83   | \$ 187,045.25   | \$ 1,068.83   | \$ 187,045.25    | \$ 1,068.83   | \$ 187,045.25   | \$ 1,068.83   | \$ 187,045.25                                     | \$ 1,068.83   | \$ 187,045.25   | \$ 1,068.83  |                      |  |  |  |
| 12                                | Water Main 200 mm PVC DR18 - Open Cut        | m    | 15   | \$ 399.7900    | \$ 5,996.85                            | \$ 225,000     | \$ 3,375.00   | \$ 600,000     | \$ 90,000.00         | \$ 6,540.00   | \$ 6,540.00   | \$ 15,000.00   | \$ 15,000.00                          | \$ 765.00     | \$ 11,475.00  | \$ 509.56     | \$ 7,643.40                                  | \$ 1,922.00   | \$ 28,830.00                                  | \$ 1,922.00   | \$ 28,830.00                    | \$ 1,922.00   | \$ 28,830.00    | \$ 1,922.00   | \$ 28,830.00     | \$ 1,922.00   | \$ 28,830.00    | \$ 1,922.00   | \$ 28,830.00                                      | \$ 1,922.00   | \$ 28,830.00    | \$ 1,922.00  |                      |  |  |  |
| 13                                | Gate Valve 100 mm Dia.                       | ea   | 1  | \$ 4,466.0500  | \$ 4,466.05                            | \$ 2,150.00    | \$ 2,150.00   | \$ 2,500.0000  | \$ 2,500.00          | \$ 4,850.00   | \$ 4,850.00   | \$ 5,000.00    | \$ 5,000.00                           | \$ 4,500.00   | \$ 4,500.00   | \$ 1,372.88   | \$ 1,372.88                                  | \$ 768.70     | \$ 768.70                                     | \$ 768.70     | \$ 768.70                       | \$ 768.70     | \$ 768.70       | \$ 768.70     | \$ 768.70        | \$ 768.70     | \$ 768.70       | \$ 768.70     | \$ 768.70   | \$ 768.70     | \$ 768.70       | \$ 768.70    |                      |  |  |  |
| 14                                | Gate Valve 200 mm Dia.                       | ea   | 2  | \$ 5,319.7900  | \$ 10,639.58                           | \$ 6,460.0000  | \$ 12,920.00  | \$ 3,500.0000  | \$ 7,000.00          | \$ 10,600.00  | \$ 10,600.00  | \$ 12,000.00   | \$ 12,000.00                          | \$ 6,500.00   | \$ 13,000.00  | \$ 2,372.96   | \$ 4,745.92                                  | \$ 1,737.11   | \$ 3,474.22                                   | \$ 1,737.11   | \$ 3,474.22                     | \$ 1,737.11   | \$ 3,474.22     | \$ 1,737.11   | \$ 3,474.22      | \$ 1,737.11   | \$ 3,474.22     | \$ 1,737.11   | \$ 3,474.22                                       | \$ 1,737.11   | \$ 3,474.22     | \$ 1,737.11  |                      |  |  |  |
| 15                                | Gate Valve 300 mm Dia.                       | ea   | 5  | \$ 7,942.7000  | \$ 39,713.50                           | \$ 21,450.0000 | \$ 107,250.00 | \$ 5,000.0000  | \$ 25,000.00         | \$ 29,250.00  | \$ 29,250.00  | \$ 40,000.00   | \$ 40,000.00                          | \$ 12,000.00  | \$ 60,000.00  | \$ 4,200.16   | \$ 21,000.80                                 | \$ 3,776.73   | \$ 18,883.65                                  | \$ 3,776.73   | \$ 18,883.65                    | \$ 3,776.73   | \$ 18,883.65    | \$ 3,776.73   | \$ 18,883.65     | \$ 3,776.73   | \$ 18,883.65    | \$ 3,776.73   | \$ 18,883.65                                      | \$ 3,776.73   | \$ 18,883.65    | \$ 3,776.73  |                      |  |  |  |
| 16                                | Pipe Insulation                              | m    | 1470   | \$ 130.2300    | \$ 191,438.10                          | \$ 20,000      | \$ 29,400.00  | \$ 210,000     | \$ 308,700.00        | \$ 159,000    | \$ 159,000    | \$ 147,000.00  | \$ 147,000.00                         | \$ 90.00      | \$ 132,300.00 | \$ 34.54      | \$ 50,773.80                                 | \$ 175.21     | \$ 257,558.70                                 | \$ 175.21     | \$ 257,558.70                   | \$ 175.21     | \$ 257,558.70   | \$ 175.21     | \$ 257,558.70    | \$ 175.21     | \$ 257,558.70   | \$ 175.21     | \$ 257,558.70                                     | \$ 175.21     | \$ 257,558.70   | \$ 175.21    |                      |  |  |  |
| 17                                | Concrete Trench Cutoff Wall                  | ea   | 7  | \$ 94.534.30   | \$ 661,740.10                          | \$ 3,250,000   | \$ 17,500.00  | \$ 50,000.000  | \$ 35,000.00         | \$ 25,550.00  | \$ 25,550.00  | \$ 35,000.00   | \$ 35,000.00                          | \$ 10,000.00  | \$ 70,000.00  | \$ 2,647.83   | \$ 18,534.81                                 | \$ 5,343.90   | \$ 36,707.30                                  | \$ 5,343.90   | \$ 36,707.30                    | \$ 5,343.90   | \$ 36,707.30    | \$ 5,343.90   | \$ 36,707.30     | \$ 5,343.90   | \$ 36,707.30    | \$ 5,343.90   | \$ 36,707.30                                      | \$ 5,343.90   | \$ 36,707.30    | \$ 5,343.90  |                      |  |  |  |
| 18                                | Combination Air Valve Chamber                | LS   | 1  | \$ 58,264.3600 | \$ 58,264.36                           | \$ 32,250.00   | \$ 32,250.00  | \$ 60,000.0000 | \$ 60,000.00         | \$ 44,350.00  | \$ 44,350.00  | \$ 50,000.00   | \$ 50,000.00                          | \$ 60,000.00  | \$ 60,000.00  | \$ 37,577.24  | \$ 37,577.24                                 | \$ 53,456.60  | \$ 53,456.60                                  | \$ 53,456.60  | \$ 53,456.60                    | \$ 53,456.60  | \$ 53,456.60    | \$ 53,456.60  | \$ 53,456.60     | \$ 53,456.60  | \$ 53,456.60    | \$ 53,456.60  | \$ 53,456.60                                      | \$ 53,456.60  | \$ 53,456.60    | \$ 53,456.60 |                      |  |  |  |
| 19                                | Blowoff                                      | LS   | 1  | \$ 28,087.0900 | \$ 28,087.09                           | \$ 12,800.00   | \$ 12,800.00  | \$ 30,000.0000 | \$ 30,000.00         | \$ 19,500.00  | \$ 19,500.00  | \$ 20,000.00   | \$ 20,000.00                          | \$ 20,000.00  | \$ 20,000.00  | \$ 33,487.89  | \$ 33,487.89                                 | \$ 20,287.35  | \$ 20,287.35                                  | \$ 20,287.35  | \$ 20,287.35                    | \$ 20,287.35  | \$ 20,287.35    | \$ 20,287.35  | \$ 20,287.35     | \$ 20,287.35  | \$ 20,287.35    | \$ 20,287.35  | \$ 20,287.35                                      | \$ 20,287.35  | \$ 20,287.35    | \$ 20,287.35 |                      |  |  |  |
| 20                                | Tie-in Detail A - 300 mm Steel Raw Waterline | LS   | 1  | \$ 38,294.4300 | \$ 38,294.43                           | \$ 29,795.0000 | \$ 29,795.00  | \$ 50,000.0000 | \$ 50,000.00         |               |               |                |                                       |               |               |               |  |               |   |               |                                 |               |                 |               |                  |               |                 |               |   |               |                 |              |                      |  |  |  |



# REQUEST FOR DECISION

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**SUBJECT: Nitehawk – Additional Fund Request**

**SUBMISSION TO: REGULAR COUNCIL MEETING**

**MEETING DATE: April 27, 2021**

**DEPARTMENT: COMMUNITY SERVICES**

**STRATEGIC PLAN: Level of Service**

**REVIEWED AND APPROVED FOR SUBMISSION**

**CAO: DT**

**GM: DM**

**LEG:**

**MANAGER:**

**PRESENTER: DM**

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**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – N/A**

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**RECOMMENDED ACTION:**

**MOTION: That Council lift deferred motion #21.03.146, Nitehawk Funding Request for the Installation of a T-Bar Lift.**

**MOTION: 21.03.146**

**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.**

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**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.

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. Nitehawk Administration stated that the proposed ski lift project is vital to the future of the ski hill being able to continue operations.

The proposed capital funding model consists of contributions of fifty percent Greenview (\$750,000.00), twenty five percent City of Grande Prairie (\$375,000.00) and twenty five percent for the County of Grande Prairie (\$375,000.00). To-date Administration has confirmed that the City of Grande Prairie and the County of Grande Prairie have approved funding in the amount of \$375,000.00 respectively for the ski lift capital project contribution in the 2021 calendar year.

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.

At the March 9, 2021 Council Meeting the Nitehawk request for additional funds was deferred until additional information could be brought forth for Council's consideration. Administration provided additional information to Council at the March 23<sup>rd</sup> Council Meeting where upon the motion was again deferred. Council has requested that Administration contact the City of Grande Prairie and the County of Grande Prairie to come up with a funding agreement in regard to Nitehawk Year-Round Adventure Park.

Administration has been in contact with both the City of Grande Prairie and the County of Grande Prairie in regard to their financial contributions to the Nitehawk facility.

- The City of Grande Prairie provides an operating grant to Nitehawk from the Community Group Funding in the amount of \$48,000.00 and a capital contribution of \$123,400.00 for the 2021 calendar year. The City has not committed to funding contributions beyond 2021. The City of Grande Prairie has committed \$375,000.00 towards the ski lift installation.

- The County of Grande Prairie is providing an annual operating assistance grant of \$50,000 a year (2019-2022). The capital grant for equipment replacement contributions from the County include: 2019- \$133,500, 2020- \$113,250, 2021-\$101,500 and 2022-\$101,000. The County has committed \$375,000.00 towards the ski lift installation.

Greenview Administration will collaboratively review various options for a funding agreement with the City of Grande Prairie and the County of Grande Prairie, however the ratification of an agreement may not be within Nitehawk's timeframe.

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.

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**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.

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**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.

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**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.

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**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.

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**STAFFING IMPLICATION:**

N/A

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**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.

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**FOLLOW UP ACTIONS:**

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

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**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 19<sup>th</sup>, 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



# REQUEST FOR DECISION

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SUBJECT: **Appointment of Deputy Reeve**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: April 27, 2021  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – *Municipal Government Act*, R.S.A. 2000, Chapter M-26, Section 152 and 156.

**Council Bylaw/Policy** (cite) – Bylaw 19-809 Procedural Bylaw.

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## RECOMMENDED ACTION:

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

Reeve Smith called a second time for nominations for the election of Deputy Reeve.

Reeve Smith called a third and final time for nominations for the election of Deputy Reeve.

**MOTION: That Council cease nominations for Deputy Reeve of the Municipal District of Greenview.**

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

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

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## BACKGROUND/PROPOSAL:

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

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

Section 5.1.1.c. of the Procedural Bylaw governs the appointment process of the Deputy Reeve.

- i. The appointment of Deputy Reeve will be made at the annual Organizational Meeting.
- ii. The appointment of Deputy Reeve will be for a period of six (6) months and will rotate between Council members.
- iii. The order of appointment for the duration of the election term will be determined at the first Organizational Meeting following an election. To determine the order of appointment, Council

- Members names will be drawn by the CAO from an appropriate receptacle. The appointments will occur in the order that the names are drawn and the order will be noted in the Minutes.
- iv. A Member of Council is not obligated to serve as Deputy Reeve. In a case where the Councillor declines their turn as Deputy Reeve, the appointment will pass to the next Councillor in the order.
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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The Deputy Reeve will be appointed in accordance with the Procedural Bylaw.
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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no perceived disadvantages to the recommended motion.
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**ALTERNATIVES CONSIDERED:**

**Alternative #1:** N/A

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**FOLLOW UP ACTIONS:**

The Oath of Office will be administered.

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**ATTACHMENT(S):**

- NONE



# REQUEST FOR DECISION

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SUBJECT: **Council Compensation**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: April 27, 2021

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM:

LEG: DL

MANAGER:

PRESENTER: DL

---

RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –Policy 1008 Council and Board Member Remuneration.

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RECOMMENDED ACTION:

**MOTION: That Council extend the interim supplementary salary through August 24, 2021 due to the ongoing pandemic and review the compensation at the August 24, 2021 Regular Council Meeting.**

---

BACKGROUND/PROPOSAL:

On April 14, 2020 Council made the following Motion:

MOTION: 20.04.238. Moved by: COUNCILLOR WINSTON DELORME

That Council approve the 2019 per diem average of \$3,717.00 per month along with the regular monthly honorarium of each Councillor and the Reeve, retroactive to March 1, 2020 and continuing until restrictions are lifted on public meetings due to the Coronavirus Pandemic.

On December 14, 2020, Council reviewed the compensation and made the following motion:

MOTION: 20.12.630. Moved by: COUNCILLOR ROXIE RUTT

That Council continue the interim supplementary salary through to April 1, 2021 and review the method of compensation in April 2021.

Reeve Dale Smith requested a recorded vote.

For: Councillor Dale Gervais, Deputy Reeve Bill Smith, Councillor Tom Burton, Councillor Shawn Acton, Councillor Tyler Olsen, Councillor Winston Delorme, Councillor Duane Didow, Councillor Les Urness.

Opposed: Reeve Dale Smith, Councillor Roxie Rutt.

This alternative method of compensation was implemented to allow for predictable compensation for Councillors during the pandemic as many meetings were cancelled in the initial months. At the time, it was intended as a temporary measure.

Administration is requesting Council review the interim supplementary salary, in accordance with Motion 20.12.630, and determine whether the program should continue, and for how long, or if Council would like

to go back to the compensation method outlined in Policy 1008 at this time. The proposed date is August 24, 2021; however, this is at the discretion of Council.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. Council will continue receiving predictable compensation through the ongoing pandemic.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The interim salary is contrary to Policy 1008.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may make the following motions:

**ALT MOTION 1: That Council revert back to the compensation structure outlined in Policy 1008.**

**ALT MOTION 2: That Council continue the interim supplementary salary indefinitely until restrictions are lifted on public meetings due to the Coronavirus pandemic.**

**ALT MOTION 3: That Council move to a salary based compensation and review Policy 1008 to reflect this change.**

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

There are no follow up actions to the recommended motion.

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ATTACHMENT(S):

- NONE



# REQUEST FOR DECISION

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|                 |  |                                      |               |
|-----------------|--|--------------------------------------|---------------|
| SUBJECT:        | <b>Appointment of Members to the Intermunicipal Weed and Pest Appeal Board</b> |                                      |               |
| SUBMISSION TO:  | REGULAR COUNCIL MEETING  | REVIEWED AND APPROVED FOR SUBMISSION |               |
| MEETING DATE:   | April 27, 2021   | CAO: DT                              | MANAGER: SK   |
| DEPARTMENT:     | AGRICULTURE  | GM: DM                               | PRESENTER: SK |
| STRATEGIC PLAN: | Regional Cooperation   | LEG: DL                              |               |

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Alberta Agricultural Pests Act, Chapter A-8, RSA 2000, section 14(5), and Alberta Weed Control Act, Chapter W-5.1, RSA 2008, Part 4, 19(1)

**Council Bylaw/Policy** (cite) – Weed Control Policy 6303-01 and Pest Control Policy 6316.

---

## RECOMMENDED ACTION:

**MOTION:** That Council appoint the following individuals to the Intermunicipal Weed and Pest Appeal Board as members for the 2021 calendar year: Richard Brochu, Stephen Lewis, Mark Pellerin, Larry Smith, and Warren Wohlgemuth, Arie Loogman, Brenda Yasinski, Brent Reese, James McCracken, Terry Ungarian, Linda Halabisky, Cheryl Anderson, Doug Meneice, Duane Nichols, Lorne Pratt, George Blackhurst, Bryan Gacek, Simon Lavoie, and Matt Kolebaba.

---

## BACKGROUND/PROPOSAL:

Greenview is a member of the Intermunicipal Weed and Pest Appeal Board which primary function is to allow for prompt, impartial appeal hearings to producers wishing to appeal a weed or pest notice. The board consists of municipal partners Big Lakes County, County of Northern Lights and Northern Sunrise County whereby each respective municipality would put forth candidates which would be appointed annually to be on the appeal board. To be compliant with the related legislation, all members of the Intermunicipal Appeal Board must be appointed by each of the participating municipalities.

Administration is very supportive of the establishment of the appeal board as it is a valuable and impartial asset in addressing weed or pest notice appeals.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Greenview will be compliant with the applicable legislation as related to the appeal board.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

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**Alternative #1:** Greenview Council has the alternative to alter or deny the recommended motion, however, Greenview may not be in compliance with the applicable legislation which may result in the default on notice appeals.

---

**FINANCIAL IMPLICATION:**

The only financial implication will be the per diem of the board members which may sit on the appeal board.

---

**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:**

N/A

---

**ATTACHMENT(S):**

- N/A



# REQUEST FOR DECISION

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SUBJECT: **Appointment of Weed and Pest Inspectors**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 27, 2021 CAO: DT MANAGER: SK  
DEPARTMENT: AGRICULTURE GM: DM PRESENTER: SK  
STRATEGIC PLAN: Level of Service

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Agricultural Pests Act Chapter A-8 RSA 2000  
Weed Control Act Chapter W-5.1 RSA 2008

Section 10 of the Agricultural Pests Act provides as follows:

### **Municipal Inspectors**

**10(1)** The local authority of a municipality shall appoint a sufficient number of inspectors to carry out this Act and the regulations within the municipality.

Section 7 of the Weed Control Act provides as follows:

### **Municipal Inspectors**

**7(1)** A local authority shall appoint inspectors to enforce and monitor compliance with this Act within the municipality.

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Greenview Council appoint the following employees as Pest and Weed inspectors under Section 10 of the Agricultural Pests Act and Section 7 of the Weed Control Act for the term of their employment: Dennis Haglund, Madeline Clough, Michala Serediak, Sierra Coy, Andonia Reynolds, MacKenna Kohlman, Casey Klassen, Jennekah Olsen, Jennifer Hammel, Terri Hoddinott, Brenda Jantz, Sue Lepage, Cheylin Patenuade, Kristin King, Jessica McCormick, and Ben Brochu.

---

## BACKGROUND/PROPOSAL:

Greenview must appoint pest inspectors under the Agricultural Pests Act A-8 and weed inspectors under the Weed Control Act W-5.1 on an annual basis in order to be compliant with the applicable legislation. The inspectors typically are employed from May to October and functions are to inspect for the species listed in the Pest and Nuisance Control Regulation AR/184 2001 and Weed Control Regulation AR 19/2010.

Administration is confident that the above-mentioned employees will fulfill all the applicable duties associated with Greenview's Weed and Pest Control Program.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Greenview will be appointing qualified employees to be compliant with the Agricultural Pests Act and Weed Control Act.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Greenview has the alternative to alter or deny the recommended motion, however Administration is recommending that the noted employees be appointed.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended action.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended action.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will proceed with all administrative functions required upon the recommended motions outcome.

---

**ATTACHMENT(S):**

- N/A



# REQUEST FOR DECISION

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SUBJECT: **Policy 1019 Issuance of Digital Communications Tools**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 27, 2021 CAO: DT MANAGER:  
DEPARTMENT: CAO SERVICES GM: PRESENTER: PS/DL  
STRATEGIC PLAN: Level of Service LEG: DL

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 215

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 1019 “Issuance of Digital Communications Tools” as presented.**

---

## BACKGROUND/PROPOSAL:

This policy has been updated to the current policy template. The provision docking pay has been removed from 3.8. Greenview will also pay/reimburse work-related electronic accessories for staff and Councillors.

Additionally, provisions allowing for the garnishment of wages for lost or broken DCT were amended as an employer cannot garnish wages for these offences. Greenview’s only recourse in these incidences is to take disciplinary action in accordance with Greenview’s policies.

PRC recommended administration combines provisions 2.3 and 2.4 to reduce redundancy. Administration clarified the spelling of cell phone throughout and added that lost or stolen Councillor cell phones will be charged to the appropriate Council GL code.

Provision 3.10 was debated at PRC. Senior Administration recommended leaving the provision in, as they felt this was a beneficial program to offer staff & council members, with a zero-net cost to the Municipality. The PRC accepted this recommendation and determined that it would be a decision of Council.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The policy will be current and in the correct format.
- 

## 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 to the policy.

---

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

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 1019
- Revised Policy 1019

**Title: Issuance of Digital Communications Tools**

**Policy No: 1019**

**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No:**

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



**Purpose:** To establish policy and procedures pertaining to Greenview's Information Systems Department (IS) purchase and issuance of Digital Communication Tools (DCT) to/for Councillors and Employees to enable them to efficiently perform their job duties in the office and/or the field.

## 1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **Digital Communication Tools** means Greenview issued electronic equipment, including but not limited to: cell phones, 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 CAO.
- 1.3. **Employees** means an employee of Greenview, and includes paid staff and contractors.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **User Authorization Agreement** means an agreement between Greenview's Information System Functional Area and Councillors and/or Employees which requires Digital Communication Tools. All users must follow federal and provincial law as well as Greenview based terms, conditions, plan limitations, policy and procedures pertaining to Digital Communication Tools usage; violation shall be investigated and could result in disciplinary action, termination and/or criminal prosecution.

## 2. POLICY STATEMENT

- 2.1. **Information Systems Department** shall purchase and issue Digital Communication Tools to Councillors and Employees so they may efficiently perform their job duties. Any replacement due to loss or breakage will be replaced by the IS department and charged to the staff member's department **or Councillor's GL code**. ~~Replacement costs may also be charged to the responsible staff member and garnished from their wages.~~
- 2.2. **Information Systems Department** shall propose Digital Communication Tools lifecycles and establish minimum specifications to be purchased and issued to Councillors and Employees.

- ~~2.3. Councillors shall be issued, at the commencement of their term and within recommended Digital Communication Tools lifecycles, a cellphone, and a choice of a laptop and/or a tablet.~~
- 2.4. Councillors and Employees shall be issued, at the commencement of their position and within the recommended Digital Communication Tools lifecycles, with any Digital Communication Tools required for their position to perform their job duties efficiently in the office or the field as approved by their supervisor or the Chief Administrative Officer. **Councillors shall be issued a cell phone, and a laptop and/or a tablet.**
- 2.5. Digital Communication Tools issued to Councillors and or Employees are the property of Greenview and shall be returned to the Information Systems Department upon termination of the individual's position, ~~(except as noted in paragraph 2 of this Section)~~ or at any time, when requested, for the purposes of upgrading, repair or replacement.
- 2.6. That Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor's Greenview phone will be removed from Greenview's list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to Greenview's IS Department to be wiped of all Greenview information before transfer of ownership.
- 2.7. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer. **This includes, but is not limited to, charge cords, power adapters, phone cases, iPad cases, etc.**
- 2.8. Councillors and Employees are required to use Digital Communication Tools in accordance with User Authorization Agreements.
- 2.9. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
- 2.10. Expired, surplus Digital Communication Tools shall be listed and presented to Council for approval to be donated, sold or otherwise disposed of.

### 3. PROCEDURE

- 3.1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
- 3.2. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued to.
- 3.3. Councillors and Employees shall consult the Information Systems Department when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
- 3.4. The Information Systems Department will not provide technical support for any software that is not work-related.

- 3.5. Councillors and Employees shall **provide 2 weeks' notice** to the Information Systems Department and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.
- 3.6. The Information Systems Department shall record all issuances of Digital Communication Tools and monitor usage in accordance with User Authorization Agreements.
- 3.7. The Information Systems Department shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the CAO.
- 3.8. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the Information Systems Department and the Employee's supervisor.
  - A) The Information Systems Department shall respond to these situations in accordance with direction received from the Employee's supervisor.
  - B) ~~Greenview reserves the right to garnish an Employee's wages for the replacement cost of lost, stolen or damaged Digital Communication Tools.~~ **Disciplinary action may be taken in response to lost, stolen, or damaged Digital Communications Tools due to employee negligence or willful misconduct.**
- 3.9. Any personal identification or information associated with the Digital Communication Tools shall be removed and applicable passwords provided to the Information Systems Department to ensure that the Digital Communication Tools may be properly reset.
- 3.10. Councillors and Employees may purchase items such as computers, tablets, printers through the Corporate Services Department, with the assistance of the Information Systems Department upon entering into a repayment agreement with Greenview.
- 3.11. When required, Councillors may be issued up to two (2) cell booster or equivalent communication devices to enable cell phone use within Greenview.



**Title: ISSUANCE OF DIGITAL COMMUNICATIONS TOOLS: COUNCIL AND EMPLOYEES**

**Policy No: 1019**

**Effective Date: January 8, 2018**

**Motion Number: 18.01.15**

**Supersedes Policy No: 1017**



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

**Purpose:** To establish policy and procedures pertaining to Greenview's Information Systems Department (IS) purchase and issuance of Digital Communication Tools (DCT) to/for Councillors and Employees to enable them to efficiently perform their job duties in the office and/or the field.

## DEFINITIONS

**Digital Communication Tools (DCT)** include 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.

**Employees** include paid staff and contractors of Greenview.

**User Authorization Agreement** an agreement between Greenview's Information System Functional Area and Councillors and/or Employees which requires Digital Communication Tools. All users must follow federal and provincial law as well as Greenview based terms, conditions, plan limitations, policy and procedures pertaining to Digital Communication Tools usage; violation shall be investigated and could result in disciplinary action, termination and/or criminal prosecution.

## POLICY

1. Information Systems Technician shall purchase and issue Digital Communication Tools to Councillors and Employees so they may efficiently perform their job duties.
2. Information Systems Technician shall propose Digital Communication Tools lifecycles and establish minimum specifications to be purchased and issued to Councillors and Employees.
3. Councillors shall be issued, at the commencement of their term and within recommended Digital Communication Tools lifecycles, a cellphone, and a choice of a laptop and OR a tablet.
4. Councillors and Employees shall be issued, at the commencement of their position and within the recommended Digital Communication Tools lifecycles, with any Digital Communication Tools required for their position to perform their job duties efficiently in the office or the field as approved by their supervisor or the Chief Administrative Officer.
5. Digital Communication Tools issued to Councillors and or Employees are the property of

Greenview and shall be returned to the Information Systems Technician upon termination of the individual's position, (except as noted in paragraph 2 of this Section) or at any time, when requested, for the purposes of upgrading, repair or replacement.

That Councillors may purchase the Greenview digital communication tools they have been assigned at 75% of the purchase price within the first year of service, or 10% of the purchase price after the first year of service. The cell phone number that has been assigned to the Councillor's Greenview phone will be removed from Greenview's list of phone numbers, upon the retirement of the Councillor. All digital communication tools will be returned to Greenview's IT Department to be wiped of all Greenview information before transfer of ownership.

6. Greenview shall pay/reimburse Councillors and Employees for work-related expenses incurred and related to Digital Communication Tools when authorized by the Chief Administrative Officer.
7. Councillors and Employees are required to use Digital Communication Tools in accordance with User Authorization Agreements.
8. Employees may be held responsible at the discretion of the Chief Administrative Officer, for the cost of lost, stolen or damaged Digital Communication Tools while in their care.
9. Expired, surplus Digital Communication Tools shall be listed and presented to Council for approval to be donated, sold or otherwise disposed of.

## **PROCEDURE**

1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
2. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued to.
3. Councillors and Employees shall consult the Information Systems Technician when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
4. Information Systems Technician will not provide technical support for any software that is not work-related.
5. Councillors and Employees shall notify the Information Systems Technician, their supervisor and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.
6. The Information Systems Technician shall record all issuances of Digital Communication Tools and monitor usage in accordance with User Authorization Agreements.
7. The Information Systems Technician shall review monthly billings to identify any Digital Communication Tool usage concerns, relaying concerns to the appropriate supervisor and/or the Chief Administrative Officer.
8. Lost, stolen or damaged Digital Communication Tools shall be immediately reported to the

Information Systems Technician and the Employee's supervisor.

- a) The Information Systems Technician shall respond to these situations in accordance with direction received from the Employee's supervisor.
  - b) Greenview reserves the right to garnish an Employee's wages for the replacement cost of lost, stolen or damaged Digital Communication Tools.
9. Any personal identification or information associated with the Digital Communication Tools shall be removed and applicable passwords provided to the Information Systems Technician to ensure that the Digital Communication Tools may be properly reset.
  10. Councillors and Employees may purchase items such as computers, tablets, printers through the Corporate Services Department, with the assistance of the Information Systems Technician upon entering into a repayment agreement with Greenview.
  11. When required, Councillors may be issued up to two (2) cell booster or equivalent communication devices to enable cell phone use within Greenview.

**Revisions approved:**



# REQUEST FOR DECISION

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**SUBJECT:** Policy 4003 Traffic Control Devices

**SUBMISSION TO:** REGULAR COUNCIL MEETING

**MEETING DATE:** April 27, 2021

**DEPARTMENT:** INFRASTRUCTURE & PLANNING

**STRATEGIC PLAN:** Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM: RA

LEG: DL

MANAGER:

PRESENTER: RA

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**RELEVANT LEGISLATION:**

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Bylaw 99-273 General Traffic Bylaw.

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**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 4003 “Traffic Control Devices” as presented.**

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**BACKGROUND/PROPOSAL:**

This policy was converted to the current policy format. Definitions were added. Provisions were added stating traffic control devices will be placed in accordance with Alberta Transportation guidelines and engineering best practices, to evaluate existing and propose traffic control devices.

PRC recommended Administration replaces any reference to municipality/municipalities with Greenview.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. Greenview will have an updated policy that follows a single set of guidelines, ensuring consistency with existing and proposed traffic control devices.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

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**ALTERNATIVES CONSIDERED:**

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

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will update the policy register.

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**ATTACHMENT(S):**

- Current Policy 4003
- Revised Policy 4003

**Title: Traffic Control Devices**

**Policy No: 4003**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:**

**Review Date:**



**Purpose:** To provide guidance to Greenview Administration on the placement and maintenance of traffic control devices throughout Greenview to regulate, warn, and guide both vehicular and pedestrian traffic.

## 1. DEFINITIONS

- 1.1. **Greenview means** Municipal District of Greenview No. 16.
- 1.2. **Traffic Control Device means** a sign, signal, pavement marking or other device, placed on, over or adjacent to the road by the Municipality Greenview to support the legal and safe operation of traffic, pedestrians, and the transportation network.

## 2. POLICY STATEMENT

- 2.1. Traffic Control Devices will be provided to enhance operational and safety service levels at locations where devices are appropriate and beneficial according to national best practices and engineering guidelines.
- 2.2. Greenview is responsible to provide traffic accommodations that promote safe travel in a well-defined manner.
- 2.3. The relative priority between traffic streams, vehicular and pedestrian traffic will be defined at all intersections and at all locations where necessary.
- 2.4. Plans will be prepared and implemented to eliminate or minimize the need for reduced speed zones and a hierarchy of pedestrian crossing facilities will be implemented, having regard to nationally accepted criteria.
- 2.5. Construction on ~~municipal~~ **Greenview** road rights-of-way undertaken by Greenview, consultants, contractors, or other agencies are to conform to the requirements of the Development Guidelines and Municipal Servicing Standards.

## 3. REGULATIONS

- 3.1. Traffic control devices will be approved and erected by the direction of the Chief Administrative Officer or designate, in accordance with **Greenview's Bylaws and Policies**.

~~3.2. The following documents will be used to evaluate existing and proposed traffic control devices in order to ensure consistency throughout Greenview.~~

- ~~A) Uniform Traffic Control Devices for Canada (MUTCDC) published by the Council on Uniform Traffic Control Devices for Canada.~~
- ~~B) Traffic Signal Control Display Standardization and Guidelines by Underwood McClellan Ltd. And published by Alberta Transportation.~~
- ~~C) Highway Capacity Manual published by the Institute of Transportation Engineering (ITE).~~
- ~~D) Canadian Capacity Guide of Signalized Intersections published by the Transportation Association of Canada (TAC).~~
- ~~E) Various handbooks such as those published from time to time by the Transportation Association of Canada and the Institute of Transportation Engineers.~~

3.2 Alberta Transportation guidelines will be used to evaluate existing and proposed traffic control devices in order to ensure consistency throughout Greenview.

3.3 All Federal and Provincial guidelines will be used to evaluate existing and proposed traffic control devices in order to ensure consistency throughout Greenview.

## 5. ADMINISTRATION RESPONSIBILITIES

5.1 Administration will ensure the policy requirements are met and updated as required.

**Title:** Traffic Control Devices

**Policy No:** 4003

**Approval:** Council

**Effective Date:** February 25, 2014

**Supersedes Policy No:** (EES 13)



**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**

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

**Policy Statement:** Greenview is responsible to provide traffic accommodations that promote safe travel in a well-defined manner.

**Purpose:** To provide guidance to Greenview Administration on the placement and maintenance of traffic control devices throughout Greenview to regulate, warn, and guide both vehicular and pedestrian traffic.

**Principles:**

1. The relative priority between traffic streams, vehicular and pedestrian traffic will be defined at all intersections and at all other location where necessary.
2. Plans will be prepared and implemented to eliminate or minimize the need for reduced speed zones and a hierarchy of pedestrian crossing facilities will be implemented, having regard to nationally accepted criteria.

**Regulations:**

1. Traffic control devices will be approved and erected by the direction of the Chief Administrative Officer or designate, in accordance with Greenview's Traffic & Fines bylaw.
2. The following documents will be used to evaluate existing and proposed traffic control devices in order to ensure consistency throughout Greenview.
  - a) Uniform Traffic Control Devices for Canada (UTCDC) published by the Council on Uniform Traffic Control Devices for Canada.
  - b) Traffic Signal Control Display Standardization and Guidelines by Underwood McClellan Ltd. and published by Alberta Transportation.
  - c) Highway Capacity Manual published by the Institute of Transportation Engineering (ITE).
  - d) Canadian Capacity Guide of Signalized Intersections published by the Transportation Association of Canada (TAC).
  - e) Various handbooks such as those published from time to time by the Transportation Association of Canada and the Institute of Transportation Engineers.

Approved: 14.02.98





# REQUEST FOR DECISION

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|                 |  |                                      |               |
|-----------------|--|--------------------------------------|---------------|
| SUBJECT:        | <b>Policy 4031 Right-of-Way Acquisitions</b> |                                      |               |
| SUBMISSION TO:  | REGULAR COUNCIL MEETING                      | REVIEWED AND APPROVED FOR SUBMISSION |               |
| MEETING DATE:   | April 27, 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) – Policy EES 17 Municipal Engineering Standards (Development Guidelines and Municipal Servicing Standards).

---

## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 4031 “Right-of-Way Acquisitions as presented.**

**MOTION: That Council repeal Policy EES 16 “Right-of-Way Acquisitions”.**

---

## BACKGROUND/PROPOSAL:

This policy was converted to the current format. Additional responsibilities were added by Administration to ensure all documentation is correct.

This policy also allows for a condition of road widening and future acquisition of land for subdivision applications that are adjacent to a 30-meter widened road right-of-way.

Policy EES 16 is recommended for repeal.

PRC recommended Administration remove the provision in 3.1 limiting purchasing additional rights-of-way to sufficient funds in the annual budget. As well as change any reference to municipality to Greenview throughout.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated policy and increased discretion to acquire right-of-ways.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

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

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will update the policy register.

---

**ATTACHMENT(S):**

- Policy EES 16
- Policy 4031

**Title: Right-of-Way Acquisitions**

**Policy No: 4031**

**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No: EES 16**

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



**Purpose:** To authorize Administration to acquire right-of-way for road construction, and maintenance ~~or~~ and drainage purposes.

## 1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview.
- 1.2. **Right-of-Way** means the right to build and operate a road or utility on land belonging to Greenview. ~~means an agreement that confers on the municipality~~ Greenview the right to use the land for the construction of a public road.

## 2. POLICY STATEMENT

- 2.1. Administration is authorized to purchase land for right-of-way as necessary.

## 3. PROCEDURE

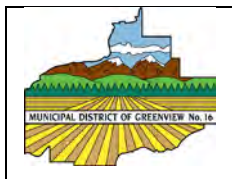
- 3.1. ~~Upon approval of the three-year road construction program, Administration will have the authority to negotiate the purchasing of additional right-of-way as necessary. provided sufficient funds have been approved for land purchases within the annual budget. Right-of-way standards will typically be those described in the Municipal Engineering, Design and Construction Standards Manual~~ Development Guidelines & Municipal Servicing Standards.
- 3.2. When a subdivision is being removed from a parcel of land that is adjacent to a 30-metre widened road right-of-way and a road widening may be required in the opinion of the Director of Infrastructure and Planning, or designate, an agreement for the future acquisition of land for road widening and corner cuts and shall be put in place as a condition of the subdivision.
- 3.3. Any supplementary payments resulting from special damages, injurious affection, or extenuating circumstances will be in addition to the general compensation.

## 4. ADMINISTRATION RESPONSIBILITIES

- 4.1 Administration will purchase right-of-way as authorized by Council as noted in the Schedules of Fees Bylaw.

- 4.2 Administration will ensure the appropriate documentation is executed and registered at the Land Titles Office to secure on title the road widening interest acquired by Greenview.
- 4.3 Administration will review and evaluate all roads, together with land use information, traffic demands, and economical/financial information to form the basis for classification of roads and upgrading programs.
- 4.4 Administration will review subdivision applications and provide recommendations to the Planning and Development department on required roads and provide any necessary alignment plans and proposed upgrading if the required road exceeds the 5 or 10 metres.

UNAPPROVED



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

Section:  
**ENGINEERING &  
ENVIRONMENTAL  
SERVICES**

**POLICY NUMBER: EES 16**

**POLICY TITLE: RIGHT-OF-WAY ACQUISITION**

**Page 1 of 1**

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

**09.12.661**

**PURPOSE:**

To authorize administration to acquire right-of-way for road construction and maintenance or drainage purposes.

**POLICY:**

- 1.0 Administration is authorized to purchase land for right-of-way as necessary.
- 2.0 Upon approval of the three year road construction program, Administration shall have the authority to negotiate the purchasing of additional right-of-way as necessary provided sufficient funds have been approved for land purchases within the annual budget. Right-of-way standards will typically be those described in the Municipal Engineering, Design and Construction Standards Manual.
- 3.0 Administration will purchase right-of-way as authorized by Council as noted in the "Schedule of Fees".
- 4.0 Any supplementary payments resulting from special damages, injurious affection, or extenuating circumstances will be in addition to the general compensation.

---

REEVE

---

C.A.O.



# REQUEST FOR DECISION

---

**SUBJECT: Policy 4032 Facilities Maintenance**

**SUBMISSION TO: REGULAR COUNCIL MEETING**

**MEETING DATE: April 27, 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) – Safety Codes Act, R.S.A. 2000, Chapter S-1.

**Council Bylaw/Policy** (cite) – N/A

---

**RECOMMENDED ACTION:**

**MOTION: That Council approve Policy 4032 “Facilities Maintenance” as presented.**

**Motion: That Council repeal Policy EES 20 “Facilities Maintenance”.**

---

**BACKGROUND/PROPOSAL:**

This policy has been updated to the current policy template and minor edits were made for clarity.

Policy EES 20 is recommended for repeal.

PRC recommended no changes.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The policy will be current and in the correct format.

---

**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 to the policy.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will update the policy register.

---

ATTACHMENT(S):

- Policy EES 20
- Policy 4032

**Title: Facilities Maintenance**

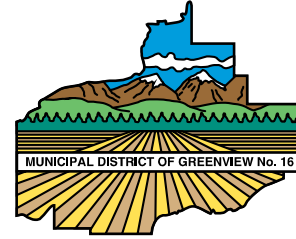
**Policy No: 4032**

**Effective Date: Date passed in Council**

**Motion Number:**

**Supersedes Policy No: EES 20**

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



**Purpose:** The policy defines the maintenance program for Greenview's structural facilities.

## 1. DEFINITIONS

- 1.1. **Backlog Maintenance means** maintenance that is necessary to prevent the deterioration of an asset or its function, but which has not been carried out.
- 1.2. **Corrective Maintenance means** maintenance that is required to bring an item back to working order when it has failed or worn out.
- 1.3. **Greenview means** Municipal District of Greenview No. 16
- 1.4. **Preventative Maintenance means** maintenance which is carried out to prevent an item from failing or wearing out by providing systematic inspection, detection and prevention of incipient failure. Preventative Maintenance is usually programmed.

## 2. POLICY STATEMENT

- 2.1. MD of Greenview facilities will be maintained to the best standard feasible. Maintenance requests will be prioritized in consideration of the following factors: compliance, workplace, health and safety and asset life cycle.

## 3. PROCEDURE

- 3.1. All facilities will be allocated an Importance Rating of 1-5 (1 being the lowest). Maintenance standards will vary depending on the importance of the facility as per guide below.
  1. Not important – carry out only essential maintenance.
  2. Low importance – defer non-essential maintenance, where possible.
  3. Fair importance – carry out maintenance based on risk assessment.
  4. Important – maintain to the best standard that resource allow.
  5. Very important – maintain to a high standard.

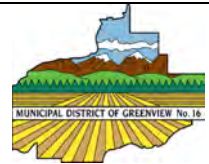
## 5. ADMINISTRATION RESPONSIBILITIES

- 5.1 Preventative maintenance tasks and work orders are automatically generated for Facilities Maintenance Staff as required. Preventative maintenance work is prioritized to undertake intervention to reduce failure of equipment before it wears out.



- 5.2 Statutory maintenance – The Safety Codes Act of Alberta require annual maintenance of applicable systems. It is the building owner’s responsibility to ensure these regulations are complied with.
- 5.3 Corrective maintenance is handled through the ~~Engineering and Environmental Services work request system~~ department Task List. Staff is asked to provide information with relation to corrective actions required within ~~MD~~ **Greenview** facilities.
- 5.4 Backlog maintenance will be estimated each year. An annual Deferred Maintenance Program has been set up to address high priority backlog maintenance items in the upcoming budget year. The Deferred Maintenance Program will be used to replace building elements that are at an end of their life cycle; e.g. air conditioning system, leaking and rusted roofs, etc., and other items of a capital nature.
- 5.5 Work requests received ~~via~~ **through** the Task List will be assessed for priority. Maintenance personnel will determine the priority based on information received from the requestor, and related safety or operational impact, or asset detriment factors.

UNAPPROVED

|   |   |   |
|---|---|---|
|  | <b><i>M. D. OF GREENVIEW NO. 16</i></b><br><b><i>POLICY &amp; PROCEDURES MANUAL</i></b> | Section:<br><b>ENGINEERING &amp;<br/>ENVIRONMENTAL<br/>SERVICES</b> |
|---|---|---|

**POLICY NUMBER: EES 20**

|  |                    |
|--|--------------------|
| <b>POLICY TITLE:      FACILITIES MAINTENANCE</b> | <b>Page 1 of 2</b> |
| <b>Date Adopted by Council / Motion Number:</b>  | <b>11.10.550</b>   |

**PURPOSE:**

The policy defines the maintenance program for the Municipal District's structural facilities.

**POLICY:**

MD of Greenview facilities will be maintained to the best standard feasible. Maintenance requests will be prioritized in consideration of the following factors: compliance, workplace, health and safety and asset life cycles.

All facilities will be allocated an Importance Rating of 1-5 (1 being the lowest). Maintenance standards will vary depending on the importance of the facility as per the guide below:

1. Not important – carry out only essential maintenance.
2. Low importance – defer non-essential maintenance, where possible.
3. Fair importance – carry out maintenance based on risk assessment.
4. Important – maintain to the best standard that resources allow.
5. Very important – maintain to a high standard.

**Maintenance Categories:**

1. **Preventive maintenance** is maintenance which is carried out to prevent an item failing or wearing out by providing systematic inspection, detection and prevention of incipient failure. Preventative maintenance is usually programmed.
2. **Statutory maintenance** is when facilities such as lifts, fire systems, heating systems and air conditioning systems are serviced and maintained in accordance with status requirements.
3. **Corrective maintenance** can be defined as maintenance that is required to bring an item back to working order when it has failed or worn out.
4. **Backlog maintenance** is maintenance that is necessary to prevent the deterioration of an asset or its function, but which has not been carried out.

POLICY TITLE: FACILITIES MAINTENANCE

Page 1 of 2

Date Adopted by Council / Motion Number:

11.10.550

**Maintenance Strategies:**

1. **Preventive maintenance** – tasks and work orders are automatically generated for Maintenance Staff as required. Preventive maintenance work is prioritized to undertake intervention to reduce failure of equipment before it wears out.
2. **Statutory maintenance** – **The Safety Codes Act of Alberta** require annual maintenance of applicable systems. It is the building owner's responsibility to ensure these regulations are complied with.
3. **Corrective maintenance** – this is handled through the Engineering & Environmental Services work request system (task list). Staff is asked to provide information with relation to corrective actions required within MD facilities.
4. **Backlog Maintenance** – The MD of Greenview's backlog maintenance liability will be estimated each year. An annual **Deferred Maintenance Program** has been set up to address high priority backlog maintenance items in the upcoming budget year. The Deferred Maintenance Program will be used to replace building elements that are at an end of their life cycle; e.g. air conditioning systems, leaking and rusted roofs, etc., and other items of a capital nature.

**Maintenance Priorities:**

1. Work requests received via the Task List will be assessed for priority. Maintenance personnel will determine the priority based on information received from the requestor, and related safety or operational impact, or asset detriment factors.

---

REEVE

---

C.A.O.



# REQUEST FOR DECISION

---

SUBJECT: **Policy 4033 Road Construction and Surfacing Priority**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 27, 2021 CAO: DT MANAGER:  
DEPARTMENT: INFRASTRUCTURE & PLANNING GM: RA PRESENTER: RA  
STRATEGIC PLAN: Level of Service LEG: DL

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## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy EES 17- Municipal Engineering Standards (Development Guidelines and Municipal Servicing Standards).

---

## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 4033 “Road Construction and Surfacing Priority” as presented.**

**MOTION: That Council repeal Policy EES 19 “Road Construction and Surfacing Priority”.**

---

## BACKGROUND/PROPOSAL:

This policy has been updated to the current template and reformatted with minor changes for clarity and grammar.

The scope of surfacing developers may be required to complete for subdivision approval now includes constructing roads and/or surfacing approaches connecting to Greenview’s roads. As well, they must follow the Development Guidelines & Municipal Servicing Standards

Policy EES 19 is recommended for repeal.

PRC recommended Administration clarify wording in 4.2 and remove new residential access from the types of roads that will be considered in the development of potential projects.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated policy with clear guidelines.
- 

## 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 to the policy.

---

**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):**

- EES 19
- Policy 4033

**Title: Road Construction and Surfacing Priority**

**Policy No: 4033**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: EES 19**

**Review Date:**



**Purpose:** The purpose is to identify and establish a three-year priority program for road construction and surfacing projects.

## 1. DEFINITIONS

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

## 2. POLICY STATEMENT

2.1. Council will establish a road construction program based on proposed and anticipated land-use patterns and traffic demands and other relevant criteria.

## 3. PROCEDURE

3.1. Greenview may receive road requests from ratepayers, school divisions, Council, Administration, and others.

3.2. ~~The identification of potential projects will take into account, but is not limited to: the following factors:~~ **The following factors will be considered in the development of potential projects:**

- A) Type of road (local, collector, **access roads**, ~~new residential access~~);
- B) Traffic type and volumes;
- C) Safety elements and existing road conditions;
- D) Road maintenance problems and costs associated with increased maintenance;
- E) Network importance;
- F) Construction feasibility;
- G) Ratepayer consensus; and
- H) Environmental and social concerns.

### 3.3. Surfaced Roadways

- A) Projects will be rated for priority in accordance with the Council approved ratings system. Special considerations such as critical importance to the network or chronic safety concerns may advance the need for surfacing.
- B) ~~Additionally, Country Residential development may be required to provide surfacing during the subdivision approval process.~~ **Developers may be required to provide surfacing as a condition of subdivision approval, including the construction of an**

internal road and/or surfacing on all approaches connecting the subdivision to the Greenview road network.

- C) Surfacing standards will be specified in the ~~Engineering and Design Standards Manual~~ **Development Guidelines & Municipal Servicing Standards**, as updated from time to time.

3.4. All parties submitting road requests not identified in the three-year program will be notified (i.e. ratepayers, Councillors and staff).

## 4. COUNCIL RESPONSIBILITIES

4.1 Council is to establish an annual budget for road construction and surfacing within the Capital Budget.

4.2 Council will ~~schedule~~ **attend** a road tours **of all of Greenview** and/or priority meeting to ~~view the proposed annual road construction and surfacing program~~ **in the spring and/or fall.**

~~4.3 Upon annual review, Council may approve or modify the proposed program.~~

4.4 No additional projects will be undertaken without Council approval. Council may consider urgent requests as necessary, provided budget considerations and requirements can be met.


## 5. ADMINISTRATION RESPONSIBILITIES

~~5.1 In September of each year~~ **During annual budget deliberations**, Administration will identify proposed road construction and surfacing projects.

5.2 Administration will present an evaluation of each road request to Council and submit a proposed three-year program annually.

5.3 Upon adoption of a three-year program, Administration will carry out the necessary requirements to undertake the annual program and begin design, surveys, and right-of -way acquisitions for years two and three.

5.4 Administration will provide annual updates of the three-year plan in accordance with this policy.

|   |   |   |
|---|---|---|
|  | <b><i>M. D. OF GREENVIEW NO. 16</i></b><br><b><i>POLICY &amp; PROCEDURES MANUAL</i></b> | Section:<br><br><b>ENGINEERING &amp;<br/>ENVIRONMENTAL<br/>SERVICES</b> |
|---|---|---|

**POLICY NUMBER: EES 19**

|   |                    |
|---|--------------------|
| <b>POLICY TITLE:      ROAD CONSTRUCTION AND SURFACING<br/>PRIORITY (3 YEAR)</b> | <b>Page 1 of 2</b> |
| <b>Date Adopted by Council / Motion Number:</b>                                 | <b>11.10.551</b>   |

**PURPOSE:**

The purpose of this policy is to identify and establish a three-year priority program for road construction and surfacing projects.

**POLICY:**

Council will establish a road construction program based on proposed and anticipated land-use patterns and traffic demands and other relevant criteria.

1. Council will establish an annual budget for road construction and surfacing within their Capital Budget.
2. The M.D. may receive road requests from ratepayers, school divisions, Council, Administration, and others.
3. In September of each year, Administration will identify proposed road construction and surfacing projects.
4. The identification of potential projects will take into account, but is not limited to, the following factors:
  - a) Type of road (local, collector, access, new residential access);
  - b) Traffic type and volumes;
  - c) Safety elements and existing road conditions;
  - d) Road maintenance problems and costs associated with increased maintenance;
  - e) Network importance;
  - f) Construction feasibility;
  - g) Ratepayer consensus; and
  - h) Environmental and social concerns.

The attached criteria will be used for assessment purposes and will be updated by motion as required.



**POLICY TITLE: ROAD CONSTRUCTION AND SURFACING  
PRIORITY (3 YEAR)**

**Page 2 of 2**

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

**11.10.551**

5. Surfaced Roadways
  - i) Projects will be rated for priority in accordance with the Council approved ratings system. Special considerations such as critical importance to the network or chronic safety concerns may advance the need for surfacing.
  - ii) Additionally, Country Residential development may be required to provide surfacing during the subdivision approval process.
  - iii) Surfacing standards will be specified in the Engineering and Design Standards Manual, as updated from time to time.
6. Administration will present an evaluation of each road request to Council and submit a proposed three-year program annually.
7. Council will schedule a road tour and/or priority meeting to view the proposed annual road construction and surfacing program.
8. Upon annual review, Council may approve or modify the proposed program.
9. Upon adoption of a three-year program, Administration will carry out the necessary requirements to undertake the annual program and begin design, surveys, and right-of-way acquisitions for years two and three.
10. No additional projects will be undertaken without Council approval. Council may consider urgent requests as necessary, provided budget considerations and requirements can be met.
11. Administration will provide annual updates of the three-year plan in accordance with this policy.
12. All parties submitting road requests not identified in the three year program will be notified (i.e. ratepayers, Councillors and staff).

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REEVE

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C.A.O.



# REQUEST FOR DECISION

SUBJECT: **Policy 5001 Home Support**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: April 27, 2021  
DEPARTMENT: FCSS  
STRATEGIC PLAN: Level of Service

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

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Family and Community Support Services Act, R.S.A. 2000, Chapter F-3. Family and Community Support Services Regulation, 218/94.

**Council Bylaw/Policy** (cite) –N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 5001 “Home Support” as presented.**

---

## BACKGROUND/PROPOSAL:

This policy was converted to the new policy format. Additional definitions were added for clarity and 2.2 was removed.

The FCSS Board has approved and recommended the changes to PRC and Council.

PRC recommend administration correct a spelling mistake in 1.4.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Greenview will have an updated and current FCSS Home Support policy.

---

## 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 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 5001
- Revised Policy 5001

**Title: Home Support**

**Policy No: 5001**

**Effective Date: June 10, 2019**

**Motion Number: 19.06.441**

**Supersedes Policy No: 5001-01**

**Review Date: June 10, 2021**



**Purpose:** The purpose of the Home Support Policy is to provide guidelines on how to administer the Green View Home Support program.

## DEFINITIONS

**Essential Services** means grocery shopping, medical appointments and banking.

**Minimal Respite Care** means care provided on a short term basis that is provided during regular work day hours.

**The Board** means the Green View Family and Community Support Services Board.

## POLICY

1. Green View FCSS believes it is appropriate to provide home support service based on a variable cost associated with the independent needs assessment to allow people to remain in their own homes.
2. The Green View FCSS board may make policy recommendations to Greenview Council. Greenview Council must approve any recommended policy before they come into effect.
3. Annually, the Board will establish a budget for the Home Support Program.
4. To protect staff and the municipalities from liability, Home Support workers may not provide current Green View Home Support clients service outside of agreed upon number of hours per week.
5. All services will be provided based on a maximum of 4 hours per week per client. Requests for additional hours may be approved by the Home Support Coordinator or the FCSS Manager.

## PROCEDURE

1. Eligibility of clients is based on, but not limited to, the following factors:
  - a. Individual needs assessment
  - b. Availability and/or access to other resources

2. Services to be provided may include, but are not limited to:
  - a. Assistance with light housekeeping
  - b. Minimal respite
  - c. Meal preparation
  - d. Travel to essential services
3. Responsibilities
  - 3.1. Staff
    - 3.1.1. The Home Support Coordinator will advertise and promote Home Support services through newsletters, brochures, health agencies and other community groups.
    - 3.1.2. The Home Support Coordinator will conduct an interview and complete an assessment form, which will include, but not be limited to, the following:
      - a. income
      - b. living and medical expenses
      - c. insurance and utilities
      - d. vehicle expenses
    - 3.1.3. When a client is approved for the program, the Home Support Coordinator will coordinate services with the Home Support Worker.
    - 3.1.4. The Manager of FCSS will report to the Board on the number of clients, types of services provided, and hours worked in the Home Support Program.
    - 3.1.5. The Home Support Coordinator will provide the client with written notice prior to removing them from the program.
  - 3.2. Board
    - 3.2.2. The Board will, within thirty (30) days, meet to hear any appeals from clients who have been removed from the program. The Board's decision is final and binding to all parties.
    - 3.2.3. The Home Support fee is to be reviewed and approved annually by the Board.
  - 3.3. Members of the Public
    - 3.3.2. Individuals or family members may request support through this program by contacting the Home Support Coordinator.
    - 3.3.3. In the event a client is removed from the program and disagrees with the decision of the Home Support Coordinator, they may appeal in writing to the Board within seven (7) days of the discontinued service.

**Title: Home Support**

**Policy No: 5001**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:**

**Review Date:**



**Purpose:** The purpose of the Home Support Policy is to provide guidelines on how to administer the Green View Home Support program

## 1. DEFINITIONS

- 1.1. **Essential Services** means grocery shopping, medical appointments, and banking.
- 1.2. **Green View FCSS** means Family and Community Support Services provided by the M.D. of Greenview in partnership with the Town of Valleyview.
- 1.3. **Minimal Respite Care** means care provided on a short term ~~basis~~ **basis** that is provided during regular work day hours.
- 1.4. **The Board** means the Green View Family and Community Support Services Board.

## 2. POLICY

- 2.1. Green View FCSS believes it is appropriate to provide home support service based on a variable cost associated with the independent needs assessment to allow people to remain in their own homes.
- 2.2. ~~The Green View FCSS board may make policy recommendations to Greenview Council. Greenview Council must approve any recommended policy before they come into effect.~~
- 2.3. Annually, the Board will establish a budget for the Home Support Program.
- 2.4. To protect staff and the municipalities from liability, Home Support workers may not provide current Green View Home Support clients service outside of agreed upon number of hours per week.
- 2.5. All services will be provided based on a maximum of 4 hours per week per client. Requests for additional hours may be approved by the Home Support Coordinator or the FCSS Manager.

### 3. PROCEDURE

3.1. Eligibility of clients is based on, but not limited to, the following factors:

- A) Individual needs assessment
- B) Availability and/or access to other resources

3.2. Services to be provided may include, but are not limited to:

- A) Assistance with light housekeeping
- B) Minimal respite
- C) Meal preparation
- D) Travel to essential services

### 4. Responsibilities

#### 4.1. Staff

- A) The Home Support Coordinator will advertise and promote Home Support services through newsletters, brochures, health agencies and other community groups.
- B) The Home Support Coordinator will conduct an interview and complete an assessment form, which will include, but not be limited to, the following:
  - i. Income
  - ii. living and medical expenses
  - iii. insurance and utilities
  - iv. vehicle expenses
- C) When a client is approved for the program, the Home Support Coordinator will coordinate services with the Home Support Worker
- D) The Manager of FCSS will report to the Board on the number of clients, types of services provided, and hours worked in the Home Support Program.
- E) The Home Support Coordinator will provide the client with written notice prior to removing them from the program.

#### 4.2. Board

- A) The Board will, within thirty (30) days, meet to hear any appeals from clients who have been removed from the program. The Board's decision is final and binding to all parties.
- B) The Home Support fee is to be reviewed and approved annually by the Board.

#### 4.3. Members of the Public

- A) Individuals or family members may request support through this program by contacting the Home Support Coordinator.
- B) In the event a client is removed from the program and disagrees with the decision of the Home Support Coordinator, they may appeal in writing to the Board within seven (7) days of the discontinued service.



# REQUEST FOR DECISION

SUBJECT: **Policy 5002 FCSS Grants**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: April 27, 2021  
DEPARTMENT: FCSS  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Family and Community Support Services Act, R.S.A. 2000, Chapter F-3. Family and Community Support Services Regulation, 218/94.

**Council Bylaw/Policy** (cite) –N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 5002 “FCSS Grants” as presented.**

---

## BACKGROUND/PROPOSAL:

This policy was converted to the new policy format. An additional definition was added for clarity.

FCSS has approved and recommended the changes to PRC and Council.

PRC recommended administration make no changes.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that the FCSS grants policy will be updated to the new format.

---

## 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:

FCSS grants will be budgeted for annually.

---

## 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 5002
- Revised Policy 5002

**Title:** FCSS Grants

**Policy No:** 5002

**Effective Date:** March 15, 2017

**FCSS Motion:** 17.03.31

**Supersedes Policy No:** None



**Purpose:** The purpose of the policy is to provide guiding principles to the Green View Family and Community Support Services Board in providing funding to non-profit organizations that meet the overarching goal of enhancing the social well-being of individuals, families and community through prevention.

## POLICY

1. Green View Family and Community Support Services Board may provide funding to assist non-profit organizations to implement programs and services that meet the overarching goal of enhancing the social well-being of individuals, families and community through prevention.

## PROCEDURE

1. Grant Application Guidelines
  - 1.1 Grant applications may be submitted between July 1 and August 31 of each calendar year. Grant application forms will be available at the Green View Family and Community Support Services Administration Office as well as on the Greenview municipal website.
  - 1.2 Grant applications will only be received on the prescribed form by the dates specified.
  - 1.3 Grant applications must meet the eligibility requirements as outlined on the grant application form.
  - 1.4 Eligible grant applications will be reviewed by the Green View Family and Community Support Services Board annually as to the status of their funding request.
  - 1.5 Grant applications in the amount of \$2,500.00 or more will be required to make a presentation to the Green View Family and Community Support Services Board.
2. Reporting Requirements
  - 2.1 Grant recipients will be required to submit a final expense and outcomes report. The report shall consist but not be limited to the following:
    - a. Project objectives and outcomes achieved.
    - b. Number of volunteer hours.
    - c. Detailed accounting of grant funds.
    - d. Applicable statistics.
  - 2.2 Expense and outcome reports must be submitted to Green View Family and Community Support Service annually or within 30 days of the completion of the program/project. Failure to submit the appropriate documentation may lead to the organization being ineligible to apply for future grant funding.

- 2.3 Successful grant applicants will be required to only utilize the grant funding for the purposes intended unless authorized in writing by the Green View Family and Community Support Services Board.

## **GREEN VIEW FCSS GRANTS PROGRAM**

### **Guidelines and Eligibility Criteria**

Grants are accepted by the Green View FCSS Board between July 1<sup>st</sup> and August 31<sup>st</sup> of each year.

#### **Eligibility**

To qualify for support under this program, the proposed project shall be preventive in nature in order to:

- ➔ Enhance, strengthen and stabilize family and community life;
- ➔ Improve the ability of persons to identify and act on their own social needs;
- ➔ Help avert family or community social breakdown;
- ➔ If early symptoms of a social breakdown appear; help prevent the development of a crisis that may require major intervention or rehabilitative measures; or
- ➔ Promote, encourage and facilitate voluntarism and the use of volunteers.

#### **Ineligibility**

Projects are not eligible for support if they:

- ➔ Primarily provide for the recreation needs or leisure time pursuits of individuals;
- ➔ Are primarily rehabilitative in nature;
- ➔ Offer direct financial assistance to sustain individuals or families; or
- ➔ Duplicate existing services in the community.

#### **Reporting Requirements**

Grant recipients are required to submit a final expense and outcomes report that shall consist but not be limited to the following:

- a) Project objectives and outcomes achieved.
- b) Number of volunteer hours.
- c) Detailed accounting of grant funds.
- d) Applicable statistics.

Expenses and outcomes reports must be submitted to Green View FCSS annually or within 30 days of the completion of the program/project. Failure to submit the appropriate documentation may lead to the organization being ineligible to apply for future grant funding.

Successful grant applicants will be required to only utilize the grant funding for the purposes intended unless authorized in writing by the Green View FCSS Board.





Green View FCSS  
Municipal District of Greenview No. 16  
Box 1079, Valleyview, AB T0H 3N0  
Phone: 780.524.7603 Fax: 780.524.4130

## GREEN VIEW FCSS GRANT APPLICATION

### ORGANIZATION INFORMATION

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Name of Organization

Address of Organization

Contact Name

Phone Number

Purpose of Organization

Is your organization non-profit? yes ☐ no ☐ Does your organization have a charitable status? yes ☐ no ☐

### Applicant's Information

---

Name

Position

Address

Phone Number (H)

(W)

(C)

E-mail address

Signature

Date

Please attach additional documentation that supports your application and include work description or details, other funds source, event or program timeline, estimates, a detailed budget, expected results and benefits to the Municipality in relation to this project.

**By signing this application, I/we concur with the following statements:**

- \* The grant application is complete and includes all supporting documentation, including most recent financial statements based on legislative requirements of our organization, balance sheet, current bank balances and current year detailed operating budget.
- \* The grant shall be used for only those purposes for which the application was made. If the original grant application or purposes for which the grant requested have been modified by the Green View FCSS board; the grant will be used for those varied purposes only.
- \* The organization will provide a written outcomes report to the Green View FCSS office, along with an expense report, within 30 days of completion of the grant.
- \* The organization agrees to submit to an evaluation of the project related to the grant.
- \* The organization will return any unused portion of the grant funds to Green View FCSS or to request approval from the FCSS Board to use the funds for an optional project.

## GRANT INFORMATION

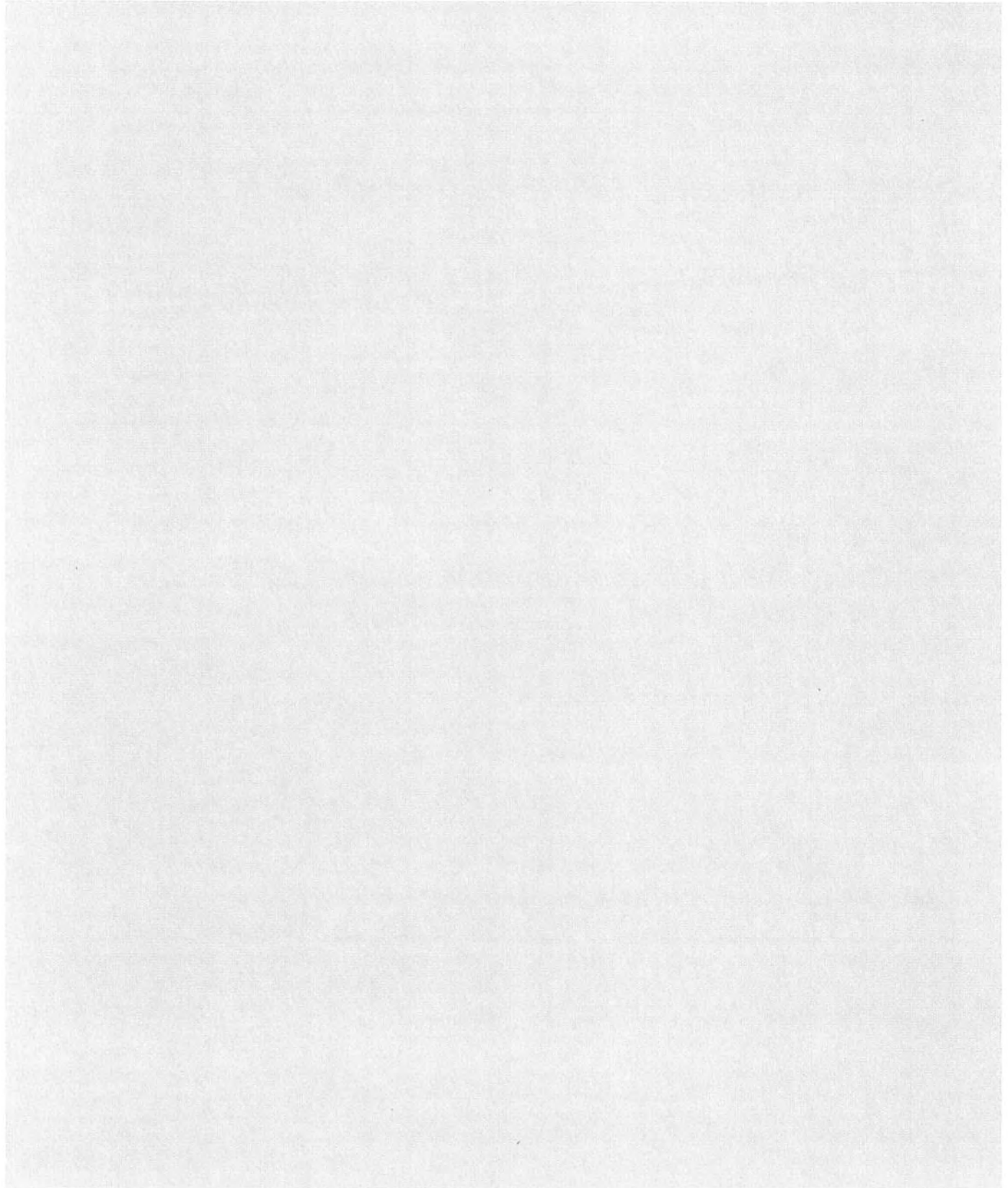
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### Total Amount Requested

*Please note for all grant applications over \$2,500, the applicant must make a presentation to the FCSS Board.*

### Proposed Project

**How will this project be preventative in nature?**





Who will be served by the project/ program and how many people do you expect will attend this event (if relevant)?

How will this program benefit the community?



How will you recognize the contribution from Green View FCSS to your organization and in the community?

How will this program be measured for success?

## ADDITIONAL INFORMATION

Have you previously applied for a grant from the Green View FCSS grants program?

yes ☐ no ☐

List the year, amount and purpose of the last two grants your organization has received from the Green View FCSS Grants Program:

1. Grant Amount

Year grant was received

Did you provide an expense report?

yes ☐ no ☐

Purpose of Grant

2. Grant Amount

Year grant was received

Did you provide an expense report?

yes ☐ no ☐

Purpose of Grant

Have you applied for grant funds from sources **other** than the Green View FCSS grants program?

yes ☐ no ☐

Have you received grant funds from sources other than the Green View FCSS grants program?

yes ☐ no ☐

If yes, please describe when, who, purpose and amount.

**IMPORTANT:** Save a copy of your application before you print or submit it. This form will reset after printing and/or submitting your application.

**PLEASE ATTACH EXPENSE REPORT WITH YOUR APPLICATION**

**Title:** FCSS Grants

**Policy No:** 5002

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:**

**Review Date:**



**Purpose:** The purpose of the policy is to provide guiding principles to the Green View Family and Community Support Services Board in providing funding to non-profit organizations that meet the overarching goal of enhancing the social well-being of individuals, families and community through prevention.

## 1. DEFINITIONS

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

## 2. POLICY STATEMENT

- 2.1. Green View Family and Community Support Services Board may provide funding to assist non-profit organizations to implement programs and services that meet the overarching goal of enhancing the social well-being of individuals, families and community through prevention.

## 3. PROCEDURE

### 3.1. Grant Application Guidelines

- A) Grant applications may be submitted between July 1 and August 31 of each calendar year. Grant application forms will be available at the Green View Family and Community Support Services Administration Office as well as on the Greenview municipal website.
- B) Grant applications will only be received on the prescribed form by the dates specified.
- C) Grant applications must meet the eligibility requirements as outlined on the grant application form.
- D) Eligible grant applications will be reviewed by the Green View Family and Community Support Services Board annually as to the status of their funding request.
- E) Grant applications in the amount of \$2,500.00 or more will be required to make a presentation to the Green View Family and Community Support Services Board.

### 3.2. Reporting Requirements

- A) Grant recipients will be required to submit a final expense and outcomes report. The report shall consist but not be limited to the following:
  - i. Project objectives and outcomes achieved.

- ii. Number of volunteer hours.
  - iii. Detailed accounting of grant funds.
  - iv. Applicable statistics.
- 3.3. Expense and outcome reports must be submitted to Green View Family and Community Support Service annually or within 30 days of the completion of the program/project. Failure to submit the appropriate documentation may lead to the organization being ineligible to apply for future grant funding.
- 3.4. Successful grant applicants will be required to only utilize the grant funding for the purposes intended unless authorized in writing by the Green View Family and Community Support Services Board.

UNAPPROVED



# REQUEST FOR DECISION

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SUBJECT: **Policy 5003 Miscellaneous Grant Sponsorship**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: April 27, 2021 CAO: DT MANAGER: LH  
DEPARTMENT: FCSS GM: DM PRESENTER: LH  
STRATEGIC PLAN: Level of Service LEG: DL

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## RELEVANT LEGISLATION:

**Provincial** (cite) – Family and Community Support Services Act, R.S.A. 2000, Chapter F-3. Family and Community Support Services Regulation, 218/94.

**Council Bylaw/Policy** (cite) –N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 5003 “FCSS Miscellaneous Grant Sponsorship” as presented.**

---

## BACKGROUND/PROPOSAL:

This policy was converted to the new policy format. Additional definitions were added for clarity.

FCSS has approved and recommended the changes to PRC and Council.

PRC recommend administration make no changes.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that the FCSS Miscellaneous Grant Sponsorship policy will be updated to the new format.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

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## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may make additional recommendations.

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## FINANCIAL IMPLICATION:

Miscellaneous Grants will be captured in the annual budget.

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## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will update the policy register.

---

**ATTACHMENT(S):**

- Current Policy 5003
- Revised Policy 5003

**Title: MISCELLANEOUS GRANT SPONSORSHIP**

**Policy No: 5003**

**Effective Date: February 2017**

**FCSS Motion: 17.01.06**

**Supersedes Policy: 5003 FCSS  
School Liaison**



**Purpose:** To authorize FCSS Manager to provide grant sponsorship to various community partners for miscellaneous special community projects which do not exceed \$1000.00.

## POLICY

1. Green View FCSS may partner with other community agencies to provide resources for miscellaneous special community projects, and those agencies will be encouraged to demonstrate how they will recognize FCSS as a partner. The FCSS manager will have the authority to provide a maximum of \$1000.00 per event to community organizations to sponsor various events and or programs, as per annual budget approval.

## PROCEDURE

1. Community partners may forward a letter to the FCSS Manager, outlining the intent of the community event and the type of partnership requested (staff time, advertising, food costs).

**Title:** Miscellaneous Grant Sponsorship

**Policy No:** 5003

**Effective Date:**

**Motion Number:**

**Supersedes Policy No:**

**Review Date:**



**Purpose:** To authorize FCSS Manager to provide grant sponsorship to various community partners for miscellaneous special community projects which do not exceed \$1000.00.

## 1. DEFINITIONS

- 1.1. **Green View FCSS** means Family and Community Support Services provided by the M.D. of Greenview in partnership with the Town of Valleyview.

## 2. POLICY STATEMENT

- 2.1. Green View FCSS may partner with other community agencies to provide resources for miscellaneous special community projects, and those agencies will be encouraged to demonstrate how they will recognize FCSS as a partner. The FCSS manager will have the authority to provide a maximum of \$1000.00 per event to community organizations to sponsor various events and or programs, as per annual budget approval.

## 3. PROCEDURE

- 3.1. Community partners may forward a letter to the FCSS Manager, outlining the intent of the community event and the type of partnership requested (staff time, advertising, food costs).





# REQUEST FOR DECISION

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|                 |   |                                      |               |
|-----------------|---|--------------------------------------|---------------|
| SUBJECT:        | <b>Policy 7002 Financial Assistance for Achievement Recognition</b> |                                      |               |
| SUBMISSION TO:  | REGULAR COUNCIL MEETING   | REVIEWED AND APPROVED FOR SUBMISSION |               |
| MEETING DATE:   | April 27, 2021  | CAO: DT                              | MANAGER:      |
| DEPARTMENT:     | COMMUNITY SERVICES  | GM: DM                               | PRESENTER: LL |
| STRATEGIC PLAN: | Level of Service  | LEG: DL                              |               |

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## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –N/A

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## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 7002 “Financial Assistance for Achievement Recognition” as presented.**

**MOTION: That Council repeal Policy AD 14 “Financial Assistance for Achievement Recognition”.**

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## BACKGROUND/PROPOSAL:

The policy has been updated to the current template. Additional procedures and responsibilities were added for clarity and consistency among all of the current and future grant policies.

The policy now specifies that individuals may be able to apply for financial assistance, it is no longer limited to teams or groups.

Policy AD 14 will be recommended for repeal.

PRC recommend administration change the word “will” to “may” in 2.1. and 5.1.

Administration made some minor wording changes and removed a couple redundant provisions. Additionally, “you” was removed from a number of provisions and replaced with “the applicant”.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that the Financial Assistance for Achievement Recognition Policy will be in the updated format and have more information for those seeking financial assistance.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council can make additional recommendations to the policy.

---

FINANCIAL IMPLICATION:

The financial assistance for achievement will be captured in the annual 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 update the policy register.

---

ATTACHMENT(S):

- Current Policy AD 14
- Revised Policy 7002
- Financial Assistance for Achievement Recognition Grant Application



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

Section:  
**ADMINISTRATION**

**POLICY NUMBER: AD 14**

**POLICY TITLE: FINANCIAL ASSISTANCE FOR ACHIEVEMENT  
RECOGNITION**

**Page 1 of 1**

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

**11.05.292**

**PURPOSE:**

To provide a guideline when awarding financial assistance to non-profit organizations and school participants in offsetting costs when participating in provincial, national or international events.

**POLICY:**

The Municipal District of Greenview will financially assist non-profit organizations and school groups or individuals when they qualify to compete at provincial, national and/or international levels to recognize their significant achievement.

1. Non-profit organizations and school participants can apply for financial assistance from the M.D.
2. Applicants must be a member of a recognized non-profit organization or school group to qualify.
3. Council will provide funding to individuals or teams that compete at provincial, national and/or international competitions.
4. Participants must be a resident of the M.D. or of the incorporated municipalities within the M.D.
5. The C.A.O. may authorize the payment of a base grant of \$200 plus \$100 per participant, to a maximum of \$2,000 subject to available funds in the established annual budget.
6. The C.A.O. will inform Council of all payments made under this policy.

---

REEVE

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C.A.O.

**Title: Financial Assistance for Achievement Recognition**

**Policy No: 7002**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: AD 14**

**Review Date:**



**Purpose:** To provide a guideline when awarding financial assistance to non-profit organizations, school participants or **groups, or individuals not associated with a school or non-profit group** in offsetting costs when participating in provincial, national or international events.

## 1. DEFINITIONS

- 1.1. **CAO** means Chief Administrative Officer of Greenview.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.

## 2. POLICY STATEMENT

- 2.1. ~~The Municipal District of Greenview will~~ **may** financially assist non-profit organizations and school groups or individuals when they qualify to compete at provincial, national and/or international levels to recognize their significant achievement.
- 2.2. **Individuals not associated with** non-profit organizations **or** school groups **may also** apply for financial assistance from ~~the M.D. Greenview.~~

## 3. PROGRAM PARAMETERS

- 3.1. ~~Applicants must be a member of a recognized non-profit organization or school group to qualify.~~
- 3.2. ~~Participants~~ **Applicants** must be a resident of ~~the M.D. Greenview~~ or of the incorporated municipalities within ~~the M.D. Greenview.~~
- 3.3. **Applicants must be attending a recognized provincial, national or international event.**

## 4. GREENVIEW NOTIFICATION REQUIREMENT

- 4.1. **Greenview Administration will notify applicants of their status within 90 days of receiving the application.**

## 5. COUNCIL RESPONSIBILITIES

- 5.1. Council ~~will~~ **may** provide funding to individuals or teams that compete at provincial, national and/or international competitions.
- 5.2. Grant applications over \$2,000.00 are subject to Council approval.

## 6. ADMINISTRATION RESPONSIBILITIES

- 6.1. The CAO will inform Council of all payments made under this policy.
- 6.2. The CAO may authorize the payment of a base grant of \$200.00 plus \$100.00 per participant, to a maximum of \$2,000.00 subject to available funds in the established annual budget.

## 7. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

- 7.1. The information that the applicant provides for the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Section 33(c). Information gathered will be utilized to assess the application. The applicant's personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act.

## 8. DEPOSITING OF FUNDS

- 8.1. If grant funds are unutilized or unaccounted for or an application for extension was not received, funds shall be returned to Greenview, and a new application will be required.

## 9. PROCEDURE

### 9.1. Instructions

- A) All grant applicants will be required to submit electronically a Financial Assistance for Achievement Recognition Grant Application, which is available through the Greenview 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 or individual's legal name to facilitate matching their backup documents with the application.



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## Grant Application

### Financial Assistance for Achievement Recognition

Application is hereby made to the Municipal District of Greenview No. 16 for a grant to be awarded to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Street / Box No.

City and Postal Code

This application is being made in accordance with the M.D. of Greenview's "Financial Assistance for Achievement Recognition" Policy.

The achievement level I/we have reached is:

\_\_\_\_\_

The level of competition I/we will be participating is (provincial, national, international):

\_\_\_\_\_

The area/district/team I/we will be representing is:

\_\_\_\_\_

The amount of grant I/we am/are seeking is: \$ \_\_\_\_\_

Financial information (to be supplied by the applicant):

| Income Sources | Amount | Expenses      | Amount |
|----------------|--------|---------------|--------|
| Donations      |        | Registration  |        |
| Sponsorship    |        | Travel        |        |
|                |        | Meals         |        |
|                |        | Accommodation |        |

| Names of Participants | Residency (Greenview, Town, etc.) |
|-----------------------|-----------------------------------|
|                       |                                   |
|                       |                                   |
|                       |                                   |
|                       |                                   |
|                       |                                   |
|                       |                                   |

I/we hereby agree to the following terms and conditions of receiving a grant for this purpose: The grant shall be used only for those purposes for which the application was made. If the original application purpose is altered in any way, the applicant will inform the M.D. immediately. Evidence of expenditures to the satisfaction of the M.D. will be provided upon request. I/we agree to submit an evaluation of the achievement upon completion. Any unexpended funds will be refunded to the M.D.

AGREED TO THIS \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature of Applicant(s)

Any personal information that the M.D. of Greenview may collect on this form is in compliance with Section 32 of the Freedom of Information and Protection of Privacy Act, and is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of our grant program. If you have any questions about the collection, please contact the Freedom of Information and Protection of Privacy Records Management Administrative Support Staff at 780.524.7600.



# REQUEST FOR DECISION

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SUBJECT: **Procedural Bylaw Amendment**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: April 27, 2021

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: DT

GM:

LEG: DL

MANAGER:

PRESENTER:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 145.

**Council Bylaw/Policy** (cite) – Bylaw 19-809 “Procedural Bylaw.”

---

RECOMMENDED ACTION:

**MOTION:** That Council direct Administration to bring back the procedural bylaw to consider having votes recorded for each decision.

---

BACKGROUND/PROPOSAL:

At the April 13, 2021 Regular Council Meeting, Councillor Tyler Olsen made the following Notice of Motion; *Councillor Olsen put forth a Notice of Motion to have Administration bring back the procedural bylaw to consider having votes recorded for each decision.*

---

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is the procedural bylaw will meet the needs of Council for the conduct of Council meetings.

---

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 bring back the procedural bylaw.

---

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:**

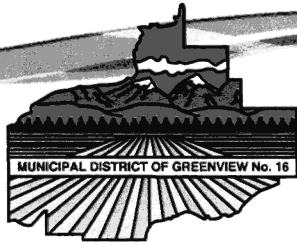
Upon Council's approval Administration will bring the Procedural Bylaw forward for consideration. Administration will also have a few recommended changes to bring forward at the same time.

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**ATTACHMENT(S):**

- Bylaw 19-809 Procedural Bylaw.
- Bylaw 20-846 Procedural Bylaw Amendment





## BYLAW NO. 19-809 of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the orderly proceedings of meetings of Council, Council Committees and other bodies established by Council.**

**Whereas**, pursuant to section 145 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may pass bylaws in relation to the establishment and functions of Council Committees, and the procedure and conduct of Council and Council Committees;

**And Whereas**, pursuant to section 203 of the *Municipal Government Act*, R.S.A 2000, c. M-26, Council may, by bylaw, delegate its powers, duties and functions to a Council Committee;

**And Whereas**, the *Municipal Government Act* governs the conduct of Councils, Councillors, Council Committees; municipal organization and administration; public participation; and the powers of a municipality;

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

### 1 Short Title

- 1.1 This bylaw shall be cited as the "Procedural Bylaw."

### 2 Definitions

- 2.1 **Acting Reeve** means the Member, selected by Council, to preside at a meeting in the absence or incapacity of both the Reeve and Deputy Reeve.
- 2.2 **Administration** means the Chief Administrative Officer (CAO) or any employee of Greenview who is accountable to the CAO.
- 2.3 **Agenda** means the order of items of business for a meeting and the associated reports, bylaws and other documents.
- 2.4 **Annual Organizational Meeting** means the annual organizational meeting held in October as required under the *Municipal Government Act*.
- 2.5 **Business Day** means a day in which Greenview Administration Offices are open to the public, typically Monday through Friday, with the exception of Statutory Holidays.
- 2.6 **Call for the Order of the Day** means to demand to take up the proper business in order.

- 2.7 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the M.D of Greenview duly appointed by Council as the head of Greenview Administration under Section 205 of the *Municipal Government Act*.
- 2.8 **Chief Elected Official (CEO)** means the person appointed by Council as Reeve of the M.D of Greenview under Section 150 of the *Municipal Government Act*.
- 2.9 **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 2.10 **Committee of the Whole (COW)** means a Council Committee comprised of all Members of Council.
- 2.11 **Council** means the Reeve and Councillors duly elected in the M.D of Greenview and who continue to hold office.
- 2.12 **Council Committee** means a committee established by Council containing the entirety of Council Members, including Committee of the Whole and Municipal Planning Commission. These Committees make recommendations to Council.
- 2.13 **Delegation** means an individual or group making a presentation to Council or Council Committee.
- 2.14 **Deputy Reeve** the Councillor appointed by Council, pursuant to the Municipal Government Act to act as Chief Elected Official in the absence or incapacity of the Reeve.
- 2.15 **Electronic Meeting** means a meeting conducted through electronic communications.
- 2.16 **Freedom of Information and Protection of Privacy Act (FOIP)** means the *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended.
- 2.17 **Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.
- 2.18 **Inaugural Organizational Meeting** means the first organizational meeting following a general election in accordance with requirements under the *Municipal Government Act*.
- 2.19 **Member** means either Council, Council Committee or Board Members.
- 2.20 **Municipal Government Act (MGA)** means the *Municipal Government Act*, RSA 2000, Chapter M-26, as amended.
- 2.21 **Pecuniary Interest** means a pecuniary interest within the meaning of the *Municipal Government Act*.
- 2.22 **Point of Information** means a request to a Member or an Administration, for information relevant to the business at hand, but not related to a point of procedure.
- 2.23 **Point of Order** means a demand that the Chair enforce the rules of procedure.

- 2.24 **Point of Privilege** means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
- a. Organization or existence of Council;
  - b. Comfort of Councillors;
  - c. Conduct of administrative employees or members of the public in attendance at the meeting;
  - d. Accuracy of the reports of Council's proceedings;
  - e. Reputation of Councillors or Council.
- 2.25 **Point of Procedure** means a request made to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of the motion.
- 2.26 **Privileged Motion** means motions that cannot be debated including
- a. A motion to recess;
  - b. A motion to adjourn;
  - c. A motion to set a time for adjournment; or
  - d. A point of privilege.
- 2.27 **Quorum** means the majority of all Members that comprise the Council or the Board pursuant to the *Municipal Government Act*.
- 2.28 **Recess** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.
- 2.29 **Reeve** means the person elected or appointed as chief elected official under Section 150 of the *Municipal Government Act*.
- 2.30 **Request for Information** means a request from a Member of Council regarding items on the Council meeting or Committee of the Whole meeting Agenda.

### 3 Application

- 3.1 Bylaw 13-692 "Meeting Procedure Bylaw", Bylaw 13-699 "Procedural Bylaw Amendment", Bylaw 13-713 "Public Hearing Procedure Bylaw" are hereby repealed.
- 3.2 This Bylaw applies to all meetings of Council and Committees and shall be binding on all Councillors and Committee Members.
- 3.3 This Bylaw shall will prevail over any other Bylaw of the Municipal District of Greenview No. 16.

### 4 Interpretation

- 4.1 When a matter arises relating to proceedings not covered by a provision of this Bylaw, the matter shall be decided by reference to the most recent edition of Robert's Rules of Order.

- 4.2 Procedure is a matter of interpretation by the Chair.
  - 4.2.1 In the event of a conflict between Robert's Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.
  - 4.2.2 In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote), except:
    - a. The provisions about statutory hearings; and
    - b. The provisions for amending or repealing this Bylaw.

## 5 Meetings

- 5.1 An Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.
  - 5.1.1 Appointment of Reeve
    - a. The CAO or their designate will:
      - i. Call the meeting to order
      - ii. Issue the oaths of office as the first order of business at the first Organizational Meeting following a General Election;
      - iii. Preside over the election of Reeve by secret ballot;
      - iv. Issue the oath of Reeve.
    - b. The Reeve will:
      - i. Preside over the election of Deputy Reeve for a period of six (6) months by secret ballot, after which the CAO will administer the Oath of Deputy Reeve; and
      - ii. Preside over the remainder of the meeting.
    - c. Appointment of Deputy Reeve
      - i. The Appointment of Deputy Reeve will be made at the annual Organizational Meeting.
      - ii. The Appointment of Deputy Reeve will be for a period of six (6) months and will rotate between Council Members.
      - iii. The order of appointment for the duration of the election term will be determined at the first Organizational Meeting following an election. To determine the order of appointment, Council Members names will be drawn by the CAO from an appropriate receptacle. The appointments will occur in the order that the names are drawn and the order will be noted in the Minutes.
      - iv. A Member of Council is not obligated to serve as Deputy Reeve. In a case where the Councillor declines their turn as Deputy Reeve, the appointment will pass to the next Councillor in the order.
    - d. In the case of tied votes for either Reeve or in the appointment of a Board Member, the CAO will write the names of the individuals in question on slips of paper of equal size and place them in an

appropriate receptacle. The CAO will then draw a name from the receptacle and shall declare the name of the individual written on the withdrawn slip of paper.

- 5.1.2 Establish the dates, times and places for regular meetings of Council, Committee of the Whole, and the Municipal Planning Commission.
  - 5.1.3 Appoint Council Committee and Board Members.
  - 5.1.4 Conduct other business as identified within the organizational meeting agenda.
- 5.2 Regular Council Meeting
- 5.2.1 When a meeting falls on a Statutory Holiday, the meeting will be held the next business day and any other affected meetings shall be rescheduled to the following business day.
  - 5.2.2 All Regular Council meetings will be open to the public with the exception of Closed Session portions of the meeting.
  - 5.2.3 All Regular Council Meetings will be held in Council Chambers in Valleyview, Alberta unless otherwise resolved by Council.
  - 5.2.4 Council, by resolution, can establish additional meeting dates.
- 5.3 Special Council Meeting
- 5.3.1 The Reeve may call a Special Council Meeting at any time, and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.
  - 5.3.2 A Special Council Meeting must be held within fourteen (14) days of receiving the request.
  - 5.3.3 The Reeve calls a Special Council Meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting, as well as the time and location where it will be held.
- 5.4 Committee of the Whole
- 5.4.1 The Deputy Reeve will Chair Committee of the Whole Meetings. In the absence of the Deputy Reeve, the Reeve will assume the role of Chair.
  - 5.4.2 Delegations will present at Committee of the Whole Meetings unless otherwise directed by majority vote of Council.

## 5.5 Closed Session Meeting

- 5.5.1 The *Municipal Government Act* permits Council or Council Committee to close all or part of the meeting to the public if a matter to be discussed is within one of the exceptions to disclose contained in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.
- 5.5.2 A Subdivision Development Appeal Board may deliberate and make its decisions in meetings closed to the public.
- 5.5.3 When a meeting is held in Closed Session, Council or Council Committee may invite any person or persons to attend the Closed Session Meeting, as Council or Committee deems appropriate.
- 5.5.4 A Meeting held in Closed Session may, but will not generally, exclude Administration, but not Members as long as the Member is not disqualified from participating in the discussion due to Pecuniary Interest.
- 5.5.5 When a meeting is in Closed Session no resolutions may be passed at the meeting, except a resolution to revert to a meeting held in public.

## 5.6 Electronic Meetings

- 5.6.1 Pursuant to the *Municipal Government Act* a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:
  - a. Notice is given to the public of the meeting, including the way in which it will be conducted;
  - b. The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and
  - c. The facilities enable all the meetings participants to watch and/or hear each other.
  - d. Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.
- 5.6.2 Members of Council or Committees may participate in meetings through electronic means or other communication facilities if:
  - a. There is a quorum of Council or Committee, including those attending through electronic means, with at least half the Members present in person in the actual meeting place; and
  - b. The Chief Administrative Officer or their designate is present at the place specified in the notice to the public about this meeting.

- 5.6.3 When a meeting goes into Closed Session, a Member of Council or Council Committee who is attending a meeting through electronic means must make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting.
- 5.6.4 Any person who wants to utilize electronic means or communication facilities to attend a meeting must:
  - a. Notify the Reeve or Chair of the Committee, and the CAO or their designate, that he or she intends to participate in the meeting through electronic means or communication facility;
  - b. Provide to the Reeve or Chair the reason that they cannot attend the meeting at the scheduled location; and
  - c. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting.
- 5.7 Public Hearing
  - 5.7.1 A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.
  - 5.7.2 A motion to go into Public Hearing is required before the subject matter is discussed.
  - 5.7.3 The public, or a representative, may address Council on a planning matter or other matter directed by Council subject to:
    - a. The speaker being acknowledged by the Chair.
    - b. Generally a ten (10) minute time limit will be imposed on anyone making a presentation, although additional time may be granted at the discretion of the Chair.
    - c. The presentation must be given in a respectful manner and otherwise in accordance with this Bylaw.
    - d. A presenter will generally be allowed to only speak once on an item, although additional opportunities to speak may be granted by the Chair.
    - e. Discussion shall only be regarding the matter identified on the agenda.
  - 5.7.4 Council members will not debate issues with any speaker, but each Member of Council may ask questions for clarification of each speaker. All questions will be directed through the Chair.
  - 5.7.5 Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.

- 5.7.6 Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 5.7.7 Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.
- 5.7.8 Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 5.7.9 Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.
- 5.7.10 At the discretion of Greenview Administration, no late submissions from the public are accepted unless the individual or group addresses Council at the Public Hearing.
- 5.7.11 In accordance with the Municipal Government Act, a Public Hearing:
- a. Shall hear any person, or group of persons, or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by the Council; and
  - b. May hear any other person who wishes to make a representation and whom the Council agrees to hear.
- 5.7.12 Individuals of the public attending a Public Hearing shall conduct themselves in accordance with this Bylaw.
- 5.7.13 The Order of Business for each item of the Public Hearing shall be:
- a. Presentations from Administration and questions for clarification;
  - b. Public Hearing Presentations by:
    - i. Those speaking in favour;
    - ii. Those speaking against;
    - iii. Follow-up questions from Council may be asked throughout the presentations and will be directed through the Chair;
  - c. Motions
- 5.7.14 All presentations should be made from the delegate table where possible.
- 5.7.15 A Council Member who is absent from the whole of a Public Hearing, is not entitled to vote on the matter and shall leave the meeting before the vote is taken.
- 5.7.16 When all persons who want to speak to an issue have been given their opportunity to speak, the Chair shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial public Hearing in accordance with the *Municipal Government Act*.



## 6 Agendas and Records of Meetings

### 6.1 Agendas

#### 6.1.1 Preparation

- a. Prior to each Council or Committee meeting, the Chief Administrative Officer, or their designate, shall prepare an Agenda of all business to be brought forward at the meeting, including input from participants, Administration, and previous meetings.
- b. Submissions to the Agenda, including those from delegations and Administration, shall be received by the Chief Administrative Officer, or their designate, no later than ten days preceding the meeting.
- c. Councillors wishing to add an item on the Regular Council Meeting or Committee of the Whole Meeting Agenda must submit an "Agenda Item Request" form to Administration in order for Administration to prepare the Request for Decision (RFD) for Council consideration.

#### 6.1.2 Distribution

- a. Meeting Agendas, and all supporting materials, should be placed at the disposal of each member of Council, or Committee not later than 4:30 p.m. five (5) days prior to the meeting.
- b. The CAO, or their designate, shall post the Council or Council Committee Agendas on Greenview's public website and make copies of the agenda and supplementary materials available to the public (unless these must be, or may be, withheld under the *Municipal Government Act* or other legislation) five (5) days prior to the Meeting.

#### 6.1.3 Late Submissions

- a. Administrative reports and submissions received too late to be added to the regular Agenda shall be included on the next Council Agenda.
- b. In exceptional circumstances, at the discretion of the CAO or their designate, submissions received too late to be included in the regular Council Agenda may be presented at the meeting as an emergent business item.

#### 6.1.4 Additions or Deletions

- a. The addition or deletion of agenda items after the agenda has been published requires a resolution of Council.
- b. The addition or deletion of agenda items after the agenda has been adopted requires a unanimous vote of Council.

## 6.2 Order of Business

6.2.1 Council or Council Committee Meetings shall use the following order of business for meetings unless changed by unanimous consent:

- a. Call to Order
- b. Adoption of the Agenda
- c. Minutes
- d. Public Hearing
- e. Delegation
- f. Bylaws
- g. Business
- h. Members' Business Report
- i. Correspondence
- j. Closed Session
- k. Adjournment

## 6.3 Minutes

6.3.1 Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:

- a. All decisions and other proceedings.
- b. The names of all Councillors or Members at large present at and absent from the meeting.
- c. The names of the Councillors, or members at large who vote for and against a motion when a recorded vote is taken.
- d. Resolutions to go into Closed Session and to adjourn the meeting.
- e. The sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in "Closed Session".
- f. Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
- g. Any abstention made as a result of a pecuniary and the general nature of the abstention.
- h. The signatures of the Reeve or Chair.
- i. The names of the members of the public who speak to an item.

6.3.2 The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If:

- a. There are errors or omissions, Council must pass a motion to amend the minutes as amended, or;
- b. There are no errors or omissions, Council must adopt the minutes as presented.

- 6.3.3 With the exception of any Closed Session portion of meetings, audio recordings shall be made of all Council and Committee of the Whole meetings. Should Council determine that video recordings be made of Council Meetings, these shall also exclude Closed Session portions of meetings.
- 6.3.4 Greenview Council Meetings and Committee of the Whole Meetings will be live streamed on Greenview's website and made available for the public to access whenever possible.
- 6.3.5 Regular Council meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

## **7 Meeting Proceedings**

### **7.1 Rules of Order, Conduct and Etiquette**

#### **7.1.1 Role of the Chair**

- a. As soon as there is quorum after the time for commencement of the meeting, the Chair will call meetings to order.
- b. The Chair will preserve order and decorum and decide all questions of procedure;
- c. When the Chair makes a decision on a question of procedure, except a Parliamentary Inquiry, they must provide a reason for their decision.
- d. If the Chair wishes to leave the chair for any reason, they must call upon the Deputy Reeve or Vice Chair to preside.
- e. Anyone who is not a Councillor or Member- At-Large is not allowed to cross the Council Bar to speak to any Member without the Reeve or Chair's permission.
- f. The Chair may call to order any Councillor or Member who is out of order.
- g. If the Reeve and Deputy Reeve, or Chair and Vice-Chair, are not present within thirty (30) minutes after the time set for the meeting, and a quorum is present, the CAO or their designate shall call the meeting to order, and a Member shall be chosen by the Members present to Chair the meeting.
- h. Upon the arrival of the Reeve or Deputy Reeve, or Chair or Vice-Chair, they shall resume their role as Chair.

#### **7.1.2 Quorum**

- a. Quorum will consist of a simple majority of Members.
- b. If there is not a quorum within thirty (30) minutes after the set time for the meeting, the CAO or their designate shall record the names of the members present and the meeting shall be adjourned to the time of the next regular meeting.

- c. If at any time during a meeting, quorum is lost, the meeting shall be recessed and if a quorum is not achieved within fifteen (15) minutes, the meeting shall be deemed to be adjourned.
- 7.1.3 Members of the Public during the meeting shall:
  - a. Not approach or speak to Council or Committee without the permission of the Chair while the meeting has been called to order;
  - b. Not speak on any matter longer than fifteen (15) minutes unless permitted by the Chair;
  - c. Maintain order and quiet;
  - d. Not interrupt a speech or action of Council, Committee or another person addressing members;
  - e. Speak respectfully and must not use offensive language;
  - f. Head coverings are prohibited in Council Chambers except in cases where the head covering is worn for recognized medical or religious reasons.
- 7.1.4 During a Meeting, Councillors and Board Members shall not:
  - a. Speak disrespectfully, use offensive words, or un-parliamentary language;
  - b. Address Members without permission;
  - c. Break the rules of Council or Committee or disturb the proceedings;
  - d. Leave their seat or make any noise of disturbance while a vote is being taken, or the result declared; or
  - e. Disobey the decision of the Chair on any question or order, practice or interpretation.
- 7.1.5 Breach of Conduct
  - a. A Board Member or Councillor who persists in a breach of subsection 7.1.4, the Chair may request that the Deputy Reeve or in the case of a Committee, the Vice Chair, to move a motion to remove the unruly Member or Councillor from the remainder of the Meeting.
  - b. If the resolution passes, the Chair shall direct the Board Member or Councillor to leave the meeting.
  - c. Where the Chair has directed a Member to leave the meeting and the Member makes a satisfactory explanation and apology, the Members may, by resolution, allow the offending Member remain in, or return to the meeting.
  - d. The Chair may order a member of the public who creates a disturbance or acts inappropriately to be expelled from the meeting.

- 7.1.6 Members Business Report
  - a. Council Members should submit their Members business reports to Administration prior to the distribution of the Regular Council Meeting Agenda.
- 7.1.7 Request for Information
  - a. It is practice that Requests for Information regarding items on the Council meeting or Committee of the Whole meeting Agenda, should be submitted to the relevant member of the SLT no less than 3 days prior to the scheduled meeting in order to allow Administration time to prepare an answer.
- 7.2 Debate
  - 7.2.1 Debate is a formal discussion on a particular topic in a public meeting. Healthy debate is encouraged.
  - 7.2.2 The Chair will determine the speaking order when two or more Committee Members or Councillors wish to speak, subject to a challenge.
  - 7.2.3 Councillors or Members must address the Chair when speaking.
  - 7.2.4 Councillors or Members who have been assigned their turn to speak may only be interrupted:
    - a. When a Councillor or member is discussing a subject and there is no motion on the floor;
    - b. By a Call for Orders of the Day;
    - c. By a Point of Privilege;
    - d. By a Point of Order;
    - e. By an objection to the considered motion; or
    - f. By a Challenge.
  - 7.2.5 Each Councillor or Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit debate.
- 7.3 Motions
  - 7.3.1 Consideration of Motions
    - a. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

- 7.3.2 A Councillor may move a motion whether or not the Councillor intends to support it.
- 7.3.3 After a motion is moved, it can only be withdrawn by the person who made it.
- 7.3.4 Motions placed before Council do not require a seconder.
- 7.3.5 All motions shall be concise and provide clear direction for Administration.
- 7.3.6 Council will generally not make a decision on issues brought forward from delegations the first time they are heard. The item should be addressed in a motion to “accept for information.”
  - a. At the discretion of the Chair, motions of Council to immediately address the item may be brought forward.
- 7.3.7 Motions to the main motion.
- 7.3.8 When a motion is been made and is being considered, no Council Member may make another motion, except to:
  - a. Amend the motion;
  - b. Amend the amendment to the motion;
  - c. Refer the main motion for consideration; or
  - d. Move a motion that has privilege.
- 7.3.9 Privileged Motions include the following:
  - a. A motion to recess;
  - b. A motion to adjourn;
  - c. A motion to set a time for adjournment; or
  - d. A point of privilege
- 7.3.10 Motion to Recess:
  - a. The Chair, without a motion, may recess the meeting for a specific period.
  - b. Any Councillor may move that Council recess for a specific period;
  - c. After they recess, business will resume at the point where it was interrupted
- 7.3.11 Amending Motions:
  - a. A Councillor may, after a motion is made, with the consent of the original mover, make a friendly amendment to the motion. This involves minor changes to the wording of the motion where the change does not alter the intent of the motion.
  - b. Only one amendment to the main motion and only one amendment to that amendment are allowed.
  - c. The main motion will not be debated until all amendments to it have been voted on.
  - d. When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

- 7.3.12 A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:
- a. Precludes all further amendments to the motion;
  - b. Is debatable;
  - c. May be amended only as to the body to which the motion is referred and the instructions on that referral.
- 7.3.13 A Councillor may move to defer any motion to another meeting at a later date. It should be specified a date at which the motion will be brought back to Council to address.
- 7.3.14 A Councillor may move to table any motion to be discussed later in that same meeting.
- a. A Motion to table cannot be debated
  - b. May only be amended as to the limit placed on debate;
- 7.3.15 A Motion to limit or end debate:
- a. Cannot be debated; and
  - b. May only be amended as to the limit placed on debate.
- 7.3.16 A Councillor may only introduce a motion asking Council to reconsider a matter dealt with in a previous motion if:
- a. The motion is made at the same meeting of Council at which the original matter was considered and is moved by a mover that voted with the prevailing result; or
  - b. A Notice of Motion is submitted prior to the meeting at which it is to be considered, in which the Councillor sets out what special or exceptional circumstances warrant Council considering the matter again;
  - c. The motion to which it is to apply has not already been acted upon; or
  - d. Six (6) months have passed since the motion was last considered.
  - e. If a motion to reconsider is passed, the original motion is on the floor.

#### 7.4 Voting

- 7.4.1 Each Council member present is required to vote in accordance with the *Municipal Government Act*.

- 7.4.2 Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.
  - 7.4.3 A motion is lost if the vote is tied.
  - 7.4.4 No Member shall leave the meeting after the question is put to a vote until the vote is taken.
  - 7.4.5 The Chair shall declare the result of the vote.
  - 7.4.6 Any Councillor may request a recorded vote.
  - 7.4.7 The Chair and the Recording Secretary shall ensure that each abstention and the reasons for the abstention are noted in the minutes of the Meeting.
  - 7.4.8 If a Councillor is absent from the whole of a Public Hearing, they shall not be entitled to vote on the matter and shall leave the Meeting after the question is put to a vote until the vote is taken.
  - 7.4.9 Once a vote is carried, or defeated, the decision of Council must be supported by all members.
- 7.5 Delegations
- 7.5.1 Any registered delegation wishing to appear before Council or Council Committee to address an agenda item not designated as a Public Hearing shall provide written notice to Administration prior to the agenda deadline. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.
  - 7.5.2 Delegations will be scheduled to present to Council at Committee of the Whole Meetings, unless otherwise directed by Council.
  - 7.5.3 Any person, group or delegation making a presentation shall state their name(s), and the purpose of their presentation.
  - 7.5.4 Delegations shall only discuss the matters which they have submitted to Council or the Council Committee and which have been included on the agenda.
  - 7.5.5 Delegations will generally be limited to fifteen (15) minutes for presentation or discussion, which can be extended or decreased at the discretion of the Chair.
  - 7.5.6 For each meeting, all delegations will be advised to attend the meeting at a time scheduled by Administration, and delegations will be heard by Council in the order in which they appear on the agenda, unless a Council Motion is made to alter the schedule.
  - 7.5.7 All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this bylaw and any other bylaw enacted by Council.
  - 7.5.8 Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigation or other legal proceedings involving Greenview.



- 7.5.9 Delegations shall not address Council or Council Committees on the same subject matter more than once every six (6) months. This restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.

## 7.6 Bylaws

- 7.6.1 All proposed Bylaws must have:
  - a. A Bylaw number assigned; and
  - b. A concise title indicating the purpose of the Bylaw.
  - c. Three (3) separate and distinct readings
- 7.6.2 Council Members will be provided the opportunity to review a copy of the proposed Bylaw, in its entirety, prior to any motion for first reading.
- 7.6.3 Council shall hear an introduction of the proposed bylaw or resolution from administration prior to first reading.
- 7.6.4 When a bylaw is subject to a statutory public hearing, the public hearing shall be held prior to first reading.
- 7.6.5 After the first reading has been given, any Member may move that the bylaw be read a second time.
- 7.6.6 Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.
- 7.6.7 Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this Bylaw or any other enactment.
- 7.6.8 A bylaw is effective from the date of the third reading unless the bylaw or any applicable statute provides for another effective date.
- 7.6.9 The Reeve and the CAO will sign the bylaw as soon as reasonably possible after third reading.

## 7.7 Policies

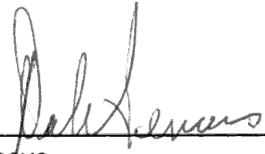

- 7.7.1 Draft policies shall be prepared by Administration and reviewed by the appropriate Council Committee before the policy is presented to Council for approval. Draft copies shall be included on the agenda package.
- 7.7.2 Upon being passed, a policy shall be signed by the Reeve or Chair of the meeting at which it was passed, and by the CAO.

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

Read a first time the 11<sup>th</sup> day of March, 2019.

Read a second time this 11<sup>th</sup> day of March, 2019.

Read a third time and passed this 8<sup>th</sup> day of April, 2019.

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



**BYLAW NO. 20-846**  
**of the Municipal District of Greenview No. 16**

---

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to amend Bylaw 19-809 "Procedural Bylaw".**

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

**NOW THEREFORE**, the Council of the M.D. of Greenview No. 16, duly assembled in the Province of Alberta, hereby amends the following:

1. This bylaw shall be cited as the "Procedural Bylaw Amendment".
2. Section 5.6.2.a. is amended by adding "Under extenuating circumstances, the Reeve, in their sole discretion, may authorize a Council meeting or Council committee meeting to proceed through electronic means without half the of the Members being in physical attendance at the meeting".
3. Section 6.2.1 is amended:
  - a. Section i. "Correspondence" is removed and replaced with "Notice of Motion".
  - b. Section h. "Member's Business Report" is moved after "Closed Session".
4. The revised Order of Business is attached hereto as Schedule A.

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

Read a first time this 17<sup>th</sup> day of March, 2020.

Read a second time this 23<sup>rd</sup> day of March, 2020.

Read a third time and passed this 23<sup>rd</sup> day of March, 2020.

  
REEVE

  
CAO



**BYLAW NO. 20-846  
of the Municipal District of Greenview No. 16**

**Schedule A – Revised Order of Business**

- a. Call to Order
- b. Adoption of the Agenda
- c. Minutes
- d. Public Hearing
- e. Delegation
- f. Bylaws
- g. Business
- h. Notice of Motion
- i. Closed Session
- j. Members' Business Report
- k. Adjournment



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

### COUNCIL MEMBERS BUSINESS REPORT

| Ward 4 Councillor Shawn Acton |                               |                         |
|-------------------------------|-------------------------------|-------------------------|
| DATE                          | BOARD/COMMITTEE               | RELEVANT INFORMATION    |
| 04/12/2021                    | Other                         | Land Use Bylaw Workshop |
| 04/17/2021                    | South Peace Regional Archives | AGM                     |
| 04/20/2021                    | Committee of the Whole        |                         |
| 04/20/2021                    | Emergency Advisory Committee  |                         |
| 04/20/2021                    | Fox Creek 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  |
| 4/14/2021                    | Policy Review Committee       | <p>Reviewed these policies:</p> <ul style="list-style-type: none"> <li>- Policy 4003 Traffic Control Devices</li> <li>- Policy 4031 Right-of-Way Acquisitions</li> <li>- Policy 4032 Facilities Maintenance</li> <li>- Policy 4033 Road Construction and Surfacing Priority</li> <li>- Policy 5001 FCSS Home Support</li> <li>- Policy 5002 FCSS Grants</li> <li>- Policy 5003 Miscellaneous Grant Sponsorship</li> <li>- Policy 7002 Financial Assistance for Achievement Recognition</li> </ul>     |
| 4/16/2021                    | MD of Greenview Library Board | Met with Holly Sorgen from Empower Up to sign a contract to develop a Plan of Service for the MD of Greenview Library Board.  |
| 4/19/2021                    | East Smoky Recreation Board   | <p>Discussed what could the Rec Board do in the next few months to engage the community. With the COVID-19 restrictions there isn't many areas where in-person could happen. The mental strain on people is starting to show and hopefully some programs of some sort could happen.</p> <p>The meals being provided in the community is growing and the budget that the ESRB has may not be enough to last until the end of the year. The ESRB is looking at many ways of sustaining the program.</p> |
| 4/20/2021                    | Committee of the Whole        | <p>Had delegations from:</p> <ul style="list-style-type: none"> <li>- Harv Penner</li> <li>- Kakwa Trail</li> <li>- Grande Cache RCMP</li> <li>- Greenview Communications Department</li> <li>- Greenview I.T. Department</li> <li>- Accurate Assessment</li> <li>- Municipal Affairs Linear Assessment</li> </ul> <p>Reviewed Bylaw 20-858 Fire-Rescue Services</p> <p>Reviewed Greenview Q1 Financial Report</p>  |



NAME: Tom Burton  
ADDRESS: Box 419, DeBolt, Alberta T0H 1B0  
Employee #: 378  
Department: Council

| DATE   | DEPART<br>TIME | ARRIVE<br>TIME | MEETING<br>CODE | DESCRIPTION                   | KM  | MEALS |                    |   |         | LODGING<br>EXPENSES | PER DIEM |
|--|----------------|----------------|-----------------|-------------------------------|-----|-------|--------------------|---|---------|---------------------|----------|
|  |                |                |                 |                               |     | B     | L                  | D | AMOUNT  |                     |          |
| April 10 2021                                      |                |                | M               | MD of Greenview Library Board |     |       |                    |   |         |                     |          |
| April 12 2021                                      |                |                | M               | Land Use Bylaw Discussions    | 120 |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
|  |                |                |                 |                               |     |       |                    |   |         |                     |          |
| NOTES:   |                |                |                 | KILOMETER CLAIM               |     | TOTAL |                    |   |         |                     |          |
| Meeting Code : M for Meetings<br>C for Conferences |                |                |                 | RATE                          |     | TOTAL | LESS GST           |   |         |                     |          |
|  |                |                |                 | \$0.59 per km                 |     | 70.80 | NET CLAIM          |   |         |                     |          |
|  |                |                |                 | \$0.15 per km                 |     | 18.00 |                    |   |         |                     |          |
|  |                |                |                 | SUBTOTAL                      |     | 88.80 | TOTAL CLAIM        |   | 88.80   |                     |          |
|  |                |                |                 | LESS G.S.T.                   |     |       | LESS ADVANCES      |   |         |                     |          |
|  |                |                |                 | TOTAL                         |     | 88.8  | AMOUNT DUE (OWING) |   | \$88.80 |                     |          |

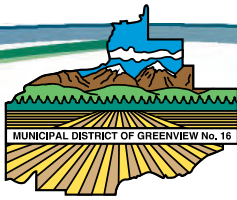
\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

| Ward 7 Councillor Roxie Chapman |                                     |                              |
|---------------------------------|-------------------------------------|------------------------------|
| DATE                            | BOARD/COMMITTEE                     | RELEVANT INFORMATION         |
| 4/13/2021                       | Regular Council Meeting             | Minutes posted on MD Website |
| 4/13/2021                       | Grande Prairie Public Library Board |                              |
| 4/14/2021                       | Policy Review Committee             |                              |
| 4/19/2021                       | Other                               | Workshop on Land Use ByLaw   |
| 4/20/2021                       | Committee of the Whole              | Minutes posted on MD Website |
| 4/21/2021                       | FCSS                                |                              |
| 4/23/2021                       | Grande Spirit Foundation            |                              |
| 1/6/2019                        | Choose an item.                     |                              |



Employee # : \_\_\_\_\_  
Department: Council

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| Claimant | _____ |
| Date     | _____ |
| Approved | _____ |
| Date     | _____ |



Employee # : \_\_\_\_\_  
Department: Council

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| _____    | _____ | _____    | _____ |
| Claimant | Date  | Approved | Date  |



Council

\_\_\_\_\_  
Claimant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved

\_\_\_\_\_  
Date