



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

July 13, 2021

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Regular Council Meeting Minutes held June 22, 2021.	3
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
#5	DELEGATION	
#6	BYLAWS	
	6.1 Bylaw 21-876 Procedural Bylaw	10
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#8 NOTICE OF MOTION

#9 CLOSED SESSION

#10 MEMBERS REPORTS/EXPENSE CLAIMS	<ul style="list-style-type: none"> • Ward 1 • Ward 4 • Ward 6 • Ward 7 • Ward 9 	371
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#11 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, June 22, 2021

**#1
CALL TO ORDER
PRESENT**

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

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

ATTENDING

Chief Administrative Officer	Denise Thompson
Director Infrastructure & Planning	Roger Autio
Manager, Finance & Administration	Ed Kaemingh
Communications and Marketing Manager	Stacey Sevilla (virtual)
Recording Secretary	Wendy Holscher

ABSENT

Ward 7	Councillor Roxie Chapman
Deputy Chief Administrative Officer	Stacey Wabick
Chief Financial Officer	Aleks Nelson
Interim Director, Community Services	Dennis Mueller

**#2
AGENDA**

MOTION: 21.06.315 Moved by: COUNCILLOR SHAWN ACTON
That Council adopt the June 22, 2021, Regular Council Meeting Agenda as amended

- 9.1 Advice from Officials (FOIP, Section 24)

CARRIED

**#3
MINUTES**

MOTION: 21.06.316 Moved by: COUNCILLOR TYLER OLSEN
That Council adopt the minutes of the Regular Council Meeting held on Tuesday, June 8, 2021, as presented.

CARRIED

**#3.1
BUSINESS ARISING
FROM THE MINUTES**

3.1 BUSINESS ARISING FROM MINUTES

- Coal Policy Statement is drafted and will come to the Committee of the Whole in July.

#4 PUBLIC HEARING

4.0 PUBLIC HEARING

#5 DELEGATIONS

5.0 DELEGATIONS

**#6
BYLAWS**

6.0 BYLAWS

#7 NEW BUSINESS

7.0 NEW BUSINESS

TENDER AWARD

7.1 TENDER AWARD FOR FORESTRY TRUNK ROAD PHASE 5

MOTION: 21.06.317 Moved by: COUNCILLOR TYLER OLSEN

That Council direct Administration to award Forestry Trunk Road Phase 5 Construction to Acre Prime for \$4,355,316.80, with funds to come from the 2021 Roads Capital budget.

FOR: Councillor Didow, Councillor Delorme, Councillor Acton, Councillor Urness, Reeve Dale Smith, Councillor Gervais, Deputy Reeve Bill Smith, Councillor Olsen

AGAINST: Councillor Burton

CARRIED

**TRADES &
APPRENTICESHIPS**

7.2 2021 SCHOLARSHIPS

MOTION: 21.06.318 Moved by: COUNCILLOR WINSTON DELORME

That Council authorize funding to the recipients in the amounts indicated on the 2021 College, Trades and Apprenticeships Program Scholarship Recommendation Listing, with funds to come from the Economic Development Budget.

CARRIED

**4-YEAR COLLEGE
PROGRAM**

MOTION: 21.06.319 Moved by: COUNCILLOR DALE GERVAIS

That Council authorize funding to the recipients in the amounts indicated on the 2021 University 4 Year College Program Scholarship Recommendation Listing, with funds to come from the Economic Development Budget.

CARRIED

CDI – FOX CREEK

7.3 COMMUNITY DEVELOPMENT INITIATIVE - FOX CREEK

MOTION: 21.06.320 Moved by: COUNCILLOR WINSTON DELORME

That Council authorize Administration to enter into a one-year (2021) Community Development Initiative Agreement with the Town of Fox Creek in the amount of \$2,295,000.00, with funds to come from the Community Services Budget.

CARRIED

CDI – VALLEYVIEW

7.4 COMMUNITY DEVELOPMENT INITIATIVE - VALLEYVIEW

MOTION: 21.06.321 Moved by: COUNCILLOR SHAWN ACTON
That Council authorize Administration to enter into a one-year (2021) Community Development Initiative Agreement with the Town of Valleyview in the amount of \$2,805,000.00, with funds to come from the Community Services Budget.

CARRIED

**GPRC LETTER OF
SUPPORT**

7.5 GRANDE PRAIRIE REGIONAL COLLEGE – LETTER OF SUPPORT REQUEST

MOTION: 21.06.322 Moved by: COUNCILLOR DUANE DIDOW
That Council authorize Administration to provide a Letter of Support to the Grande Prairie Regional College for a Bachelor of Business Administration degree program.

CARRIED

**LITTLE SMOKY
CEMETARY**

7.6 LITTLE SMOKY CEMETARY - TRAILER

MOTION: 21.06.323 Moved by: COUNCILLOR DALE GERVAIS
That Council approve funding in the amount of \$2,277.55 to the Little Smoky Cemetery Committee for the costs associated with the purchase and repair of a utility trailer, with funds to come from Economic Development – Little Smoky Cemetery Budget Line.

CARRIED

AGREEMENT

MOTION: 21.06.324 Moved by: COUNCILLOR TYLER OLSEN
That Council authorize Administration to enter into an agreement with the Little Smoky Cemetery for the purchase of a utility trailer for the sum of \$1.00, with funds to come from Community Services.

CARRIED

**COUNCIL COMP.
SURVEY**

7.7 COUNCIL COMPENSATION SURVEY

MOTION: 21.06.325 Moved by: COUNCILLOR DUANE DIDOW
That Council accept the Council Compensation Review Survey for information as presented.

CARRIED

**JUSTICE MINISTER
LETTER**

7.8 JUSTICE MINISTER LETTER

MOTION: 21.06.326 Moved by: DEPUTY REEVE BILL SMITH
That Council authorize Administration to send a letter to the Alberta Minister of Justice and Solicitor General, expressing Greenview's opinion that the justice system can do more to deter criminal activity.

CARRIED

**#8
NOTICE OF MOTION**

8.0 NOTICE OF MOTION

Councillor Dale Gervais put forth a notice of motion to have Administration bring back the costing of the Greenview Industrial Gateway project.

#9 CLOSED SESSION

9.0 CLOSED SESSION

MOTION: 21.06.327 Moved by: REEVE DALE SMITH
That the meeting go to Closed Session, at 9:27 a.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

9.1 ADVICE FROM OFFICIALS (FOIP, SECTION 24)

OPEN SESSION

MOTION: 21.06.328 Moved by: COUNCILLOR TOM BURTON
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 11:36 a.m.

CARRIED

MOTION: 21.06.329 Moved by: REEVE DALE SMITH
Effective immediately Council relieves CAO Thompson of her Duties until her last day of employment June 30, 2021.

CARRIED

**#10
MEMBER REPORTS &
EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

WARD 1

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

- June 8, Regular Council Meeting
- Greenview Industrial Gateway Meeting
- June 15, Committee of the Whole
- Land Use Bylaw Workshop
- Municipal Planning Commission
- Policy Review Committee
- Alberta Seniors Community Housing Association Strategic Planning Meeting
- Evergreen Foundation Board Meeting
- Grande Prairie Regional College Meeting

- National Indigenous Day Celebrations

WARD 2

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

- June 8, Regular Council Meeting
- Greenview Industrial Gateway Meeting
- June 15, Committee of the Whole
- Land Use Bylaw Workshop
- Municipal Planning Commission

WARD 3

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

- June 8, Regular Council Meeting

WARD 4

COUNCILLOR SHAWN ACTON updated Council on recent activities, which include;

- June 8, Regular Council Meeting
- Greenview Industrial Gateway Meeting
- June 15, Committee of the Whole
- Land Use Bylaw Workshop
- Fox Creek Library Board Meeting
- Policy Review Committee
- Municipal Planning Commission

WARD 5

REEVE DALE SMITH updated Council on recent activities, which include;

- June 8, Regular Council Meeting
- Greenview Industrial Gateway Meeting
- June 15, Committee of the Whole
- Land Use Bylaw Workshop
- Municipal Planning Commission
- Policy Review Committee
- Heart River Housing Meeting

WARD 6

COUNCILLOR TOM BURTON updated Council on recent activities, which include;

- June 8, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- MD of Greenview Library Board Meeting
- Greenview Industrial Gateway Meeting
- June 15, Committee of the Whole
- Land Use Bylaw Workshop
- East Smoky Recreation Board Meeting

WARD 7

COUNCILLOR ROXIE CHAPMAN updated Council on recent activities, which include;

- June 8, Regular Council Meeting
- Grande Prairie Public Library Board Meeting
- June 15, Committee of the Whole
- Land Use Bylaw Workshop
- FCSS Meeting
- East Smoky Recreation Board Meeting

WARD 8

DEPUTY REEVE BILL SMITH updated Council on recent activities, which include;

- June 8, Regular Council Meeting
- Community Futures Board Meeting
- June 15, Committee of the Whole
- Land Use Bylaw Workshop
- Highway 40 Zoom Meeting
- Municipal Planning Commission
- Policy Review Committee
- National Indigenous Day Ceremony in GP

WARD 9

COUNCILLOR DUANE DIDOW updated Council on recent activities, which include;

- June 8, Regular Council Meeting
- Greenview Industrial Gateway Meeting
- June 15, Committee of the Whole
- Land Use Bylaw Workshop
- Municipal Planning Commission
- Policy Review Committee
- Community Futures West Yellowhead
- Grande Prairie Regional College Meeting
- FCSS Board Meeting
- FCSS AA Regular Board Meeting
- Community Futures – Lemonade Day

WARD 9

COUNCILLOR TYLER OLSEN updated Council on recent activities, which include;

- June 8, Regular Council Meeting
- Greenview Industrial Gateway Meeting
- June 15, Committee of the Whole
- Land Use Bylaw Workshop
- Community Futures – Lemonade Day
- GPRC Meeting

MEMBERS BUSINESS

MOTION: 21.06.330 Moved by: COUNCILLOR TOM BURTON
That Council accept the Members Business Reports as presented.

CARRIED

**#11
ADJOURNMENT**

11.0 ADJOURNMENT

MOTION: 21.06.331 Moved by: DEPUTY REEVE BILL SMITH
That Council adjourn this Regular Council Meeting at 11:54 a.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT:	Bylaw 21-876 Procedural Bylaw		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM: EK	PRESENTER: DL
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 145 and 203, Meeting Procedures Covid 19 Suppression Regulation, AR 50/2020.

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give second reading to Bylaw 21-876 “Procedural Bylaw” as presented.

MOTION: That Council give third reading to Bylaw 21-876 “Procedural Bylaw” as presented.

BACKGROUND/PROPOSAL:

- Section 145 A council may pass bylaws in relation to the following:
- (a) the establishment and functions of council committees and other bodies;
 - (b) procedures to be followed by council, council committees and other bodies established by the council.
- Section 203
- (1) A council may by bylaw delegate any of its powers, duties or functions under this or any other enactment or a bylaw to a council committee or any person unless an enactment or bylaw provides otherwise.
 - (2) A council may not delegate
 - (a) its power or duty to pass bylaws,
 - (b) its power to make, suspend or revoke the appointment of a person to the position of chief administrative officer,
 - (c) its power to adopt budgets under Part 8,
 - (d) its power with respect to taxes under section 347, and
 - (e) a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case-by-case basis, unless the delegation is to a council committee and authorized by bylaw.
 - (3) The council when delegating a matter to a council committee, the chief administrative officer or a designated officer may authorize the committee or officer to further delegate the matter

On April 27, Council made a motion requesting the Procedural Bylaw be brought forward for review. There were several areas of discussion that have been included in the draft bylaw. These include:

- Deputy Reeve Appointments be made for a period of 1 year.
- That the names of the members voting for or against be recorded in the minutes for all motions.
- That a provision be included to allow for anonymous voting or secret ballot voting in the case that the Organizational Meeting needs to be held Electronically.

Administration made several recommended amendments as well to provide greater clarity and capture current processes:

- Previous amendments were consolidated into this new bylaw. With all the changes, Administration is recommending a repeal and replace of Bylaw 19-809 and all amendments thereto.
- Changes were made to the Organizational Meeting Section to provide clarity and the appointment of Deputy Reeve is for a period of 1 year instead of 6 months.
- Changes were made to the Committee of the Whole Section outlining the functions and processes of COW.
- Minor revisions were made to electronic meetings and attendance by electronic means to ensure compliance with the MGA. Note: there is a temporary regulation in place that governs meetings electronically through Covid. The provisions of the regulation have not been captured here. If they are made permanent, the Procedural Bylaw will have to be amended.
- The Minutes section was amended to include that the names of those who vote for or against be recorded for all motions.
- Addition of CAO or designate as a signatory on minutes (this is done in practice but was not captured in the bylaw).
- Policy Review Committee provisions were also added to the bylaw. This serves to clarify questions surrounding which councillors can attend PRC, as well as the mandate of PRC from Council.

Council requested that the Procedural Bylaw be brought to Committee of the Whole for further discussion.

Committee of the Whole recommended:

- "vote announced by the CAO" be replaced with "following the issuance of Oaths of Office" to 5.7.
- "or Chair" be added to 9.3.
- Clarify wording in 10.2. so that a public hearing does not need to be held with every bylaw or resolution.

Administration would still like to confirm that Council wishes to have the names of those who vote for and against a motion recorded for every motion.

BENEFITS OF THE RECOMMENDED ACTION:

1. The Procedural Bylaw will be up to date, consistent with legislation, and capture current processes.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Committee of the Whole may make additional recommended changes.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will publish the bylaw.

ATTACHMENT(S):

- Bylaw 19-809, 20-846 (current and amendment)
- Bylaw 21-876 (Revised)



BYLAW NO. 21-876 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;
- 2.27. A point of privilege. **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 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.
- 2.30. **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. This Bylaw applies to all meetings of Council and **Council** Committees and shall be binding on all Councillors and Committee Members.
- 3.2. 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, or the **Municipal Government Act**, 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.
 - A. In the event of a conflict between Robert's Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.
 - B. 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:
 - i. The provisions about statutory hearings; and
 - ii. The provisions for amending or repealing this Bylaw.

5. Organizational Meetings

- 5.1. An Organizational Meeting will be held each year in accordance with the *Municipal Government Act*.
- 5.2. At the Organizational Meeting:
 - A. The CAO shall call the meeting to order;
 - B. The Oaths of Office shall be issued to all Councillors as the first order of business at the first Organizational Meeting following a General Election;
 - C. The Oath of Office shall be administered to the Reeve and Deputy Reeve annually at every Organizational Meeting.
 - D. The CAO will preside over the election of Reeve ~~by secret ballot~~. Council shall confirm the result of the election by resolution;
 - E. Following the election of Reeve, the Oath of Office for the Reeve shall then be issued, and the CAO will turn the meeting over to the Reeve.
- 5.3. The Reeve will:
 - A. Preside over the election of Deputy Reeve ~~for a period of six (6) months by secret ballot~~. Council shall confirm the result of the election by resolution, after which the CAO will administer the Oath of Deputy Reeve; and
 - B. Preside over the remainder of the meeting.
- 5.4. At the Annual Organizational Meeting Council will:
 - A. Establish the dates, times and places for regular meetings of Council, Committee of the Whole, and the Municipal Planning Commission;
 - B. Appoint Council Committee and Board Members; and
 - C. Conduct other business as identified within the organizational meeting agenda.
- 5.5. A secret ballot must be held for the election of Reeve if requested by a Councillor present at the meeting. A vote by secret ballot must be confirmed by a resolution of Council. In the event that the Organizational Meeting is conducted electronically, an electronic method of conducting a secret ballot vote shall be made available to all Councillors.
- 5.6. In the case of tied votes for either Reeve or Deputy 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. Council shall confirm the result by resolution.
- 5.7. The Reeve and Deputy Reeve, as appointed from among Council Members hold their appointment from immediately after the vote is announced by the CAO, or designate, until immediately before the beginning of the next Organizational Meeting.

6. Regular Council Meeting

- 6.1. Council shall hold Regular Council Meetings on the dates and at the times established at the Organizational Meeting.
- 6.2. 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.
- 6.3. All Regular Council meetings will be open to the public with the exception of Closed Session portions of the meeting.
- 6.4. All Regular Council Meetings will be held in Council Chambers in Valleyview, Alberta unless otherwise resolved by Council.

- 6.5. Council, by resolution, can establish additional meeting dates.

Special Council Meeting

- 6.6. 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.
- 6.7. A Special Council Meeting must be held within fourteen (14) days of receiving the request.
- 6.8. 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.

7. Committee of the Whole

- 7.1. 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.
- 7.2. Committee of the Whole is a forum for discussion rather than decision making. Committee of the Whole may accept presentations for information and make recommendations to Council. The Committee of the Whole may:
- A. Receive Delegations. Delegations will present at Committee of the Whole Meetings unless otherwise directed by Council;
 - B. Receive information from Administration on emerging issues and ongoing projects and initiatives;
 - C. Discuss broad policy matters to provide further direction or clarification to Administration or formulate recommendations to Council;
 - D. Meet in Closed Session pursuant to the *Municipal Government Act*, and the *Freedom of Information and Protection of Privacy Act*.

8. Closed Session Meeting

- 8.1. 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*.
- 8.2. A Subdivision Development Appeal Board may deliberate and make its decisions in meetings closed to the public.
- 8.3. 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.
- 8.4. 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.
- 8.5. 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.

9. Electronic Meetings and Electronic Attendance at Meetings:

- 9.1. 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. The Meeting shall be advertised as an Electronic Meeting of Council;
 - 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.
- 9.2. 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.
- 9.3. Members of Council or Committees may participate in meetings through electronic means or other communication facilities instead of at the meeting location, if:
 - A. There is a quorum of six (6) Members of Council or Committee situated in the actual meeting place to ensure the meeting could continue should the communication facility or electronic means fail. **Under extenuating circumstances, the Reeve or Chair in their sole discretion, may authorize a Council meeting or Council Committee Meeting to proceed through electronic means without half the Members being in physical attendance at the meeting. A minimum of 24 Hours' notice should be provided to provide adequate public notice that the meeting will be proceeding electronically; and**
 - B. The Chief Administrative Officer or their designate is present at the place specified in the notice to the public about the meeting.
- 9.4. 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.
- 9.5. 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.

10. Public Hearing

- 10.1. A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.
- 10.2. **If a Public Hearing is required on any proposed bylaw or resolution, the Public Hearing must be held before second reading of the bylaw or before Council votes on the resolution.**
- 10.3. A motion to go into Public Hearing is required before the subject matter is discussed.
- 10.4. 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.
- 10.5. 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.
- 10.6. 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.
- 10.7. 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.
- 10.8. Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.
- 10.9. 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.
- 10.10. 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.
- 10.11. Individuals of the public attending a Public Hearing shall conduct themselves in accordance with this Bylaw.
- 10.12. The Order of Business for each item of the Public Hearing shall be:
- A. The Reeve or Chair will open the Public Hearing;
 - B. Presentations from Administration, introduction of bylaw or resolution, and questions for clarification;
 - C. Public Hearing Presentations **by the public. Members of the public will be allotted 10 minutes to make their presentations. The Chair may grant additional time to any speaker. Presentations will be heard in the following order:**
 - 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;
 - D. **The Reeve or Chair closes the Public Hearing.**
- 10.13. All presentations should be made from the delegate table where possible.
- 10.14. 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.

- 10.15. 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*.

11. Agendas

11.1. 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.

11.2. 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 Greenvue'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.

11.3. 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.

11.4. 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.

11.5. Order of Business

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. Notice of Motion
- I. Closed Session
- J. Members' Business Report
- K. Adjournment

12. Minutes

- 12.1. 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~~ all motions.
 - 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 and the Chief Administrative Officer, or designate.
 - I. The names of the members of the public who speak to an item.
- 12.2. 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.
- 12.3. 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.
- 12.4. 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.
- 12.5. 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*.

13. Meeting Proceedings

- 13.1. 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.

13.2. 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.

13.3. Members of the Public during the meeting shall:

- A. Not approach or speak to Council or Committee without the permission of the Chair;
- 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.

13.4. 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.

13.5. Breach of Conduct

- A. A Board Member or Councillor who persists in a breach of subsection 14.4., 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.

13.6. Members Business Report

- A. Council Members should submit their Members business reports to Administration prior to the distribution of the Regular Council Meeting Agenda.

13.7. Request for Information

- A. It is good 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.
- B. Members may also provide a Notice of Motion to provide sufficient time for Administration to prepare for the request.

13.8. Debate is a formal discussion on a particular topic in a public meeting. Healthy debate among Councillors and Board Members is encouraged.

13.9. The Chair will determine the speaking order when two or more Councillors or Board Members wish to speak, subject to a challenge.

13.10. Councillors or Members must address the Chair when speaking.

13.11. 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.

- 13.12. 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.

14. Motions

- 14.1. 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.
- 14.2. A Councillor may move a motion whether or not the Councillor intends to support it.
- 14.3. After a motion is moved, it can only be withdrawn by the person who made it.
- 14.4. Motions placed before Council do not require a seconder.
- 14.5. All motions shall be concise and provide clear direction for Administration.
- 14.6. 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.
- 14.7. Motions to the main motion.
- 14.8. 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.
- 14.9. 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
- 14.10. 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
- 14.11. 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.
- 14.12. 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.
- 14.13. 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.
- 14.14. 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;
- 14.15. A Motion to limit or end debate:
 - A. Cannot be debated; and
 - B. May only be amended as to the limit placed on debate.
- 14.16. 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.

15. Voting

- 15.1. Each Council member present is required to vote in accordance with the *Municipal Government Act*.
- 15.2. Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.
- 15.3. A motion is lost if the vote is tied.
- 15.4. No Member shall leave the meeting after the question is put to a vote until the vote is taken.
- 15.5. The Chair shall declare the result of the vote.
- 15.6. ~~Any Councillor may request a recorded vote.~~
- 15.7. 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.
- 15.8. 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.
- 15.9. Once a vote is carried, or defeated, the decision of Council must be supported by all members.

16. Delegations

- 16.1. 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.
- 16.2. Delegations will be scheduled to present to Council at Committee of the Whole Meetings, unless otherwise directed by Council.
 - 16.3. Any person, group or delegation making a presentation shall state their name(s), and the purpose of their presentation.
 - 16.4. Delegations shall only discuss the matters which they have submitted to Council or the Council Committee and which have been included on the agenda.
 - 16.5. 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.
 - 16.6. 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.
 - 16.7. 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.
 - 16.8. 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 Greenvue.
 - 16.9. 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.

17. Bylaws

- 17.1. 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
- 17.2. 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.
- 17.3. Council shall hear an introduction of the proposed bylaw or resolution from administration prior to first reading.
- 17.4. When a bylaw is subject to a statutory public hearing, the public hearing shall be held prior to **second** reading.
- 17.5. After the first reading has been given, any Member may move that the bylaw be read a second time.
- 17.6. 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.
- 17.7. 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.
- 17.8. A bylaw is effective from the date of the third reading **and signing** unless the bylaw or any applicable statute provides for another effective date.

- 17.9. The Reeve and the CAO will sign the bylaw as soon as reasonably possible after third reading.

18. Policy Review Committee and Policies

- 18.1. The Policy Review Committee will consist of three Members of Council appointed at the annual organizational meeting. All other Members of Council are alternate members of the committee.
- 18.2. Any Members of Council may attend a meeting of the Policy Review Committee and may participate as a Member of the Committee, even if the three appointed members are in attendance.
- 18.3. The minimum number of Councillors that must be in attendance to hold a Policy Review Committee Meeting is three.
- 18.4. A motion of the Policy Review Committee is passed with simple majority of those in attendance at the meeting. A tie vote is lost.
- 18.5. The Policy Review Committee has responsibility to review policies prior to their presentation and adoption at a Regular Council Meeting, as well as any other matters referred to it by Council.
- 18.6. Draft policies shall be prepared by Administration and reviewed by the Policy Review Committee before the policy is presented to Council for approval, unless otherwise directed by Council. Draft copies shall be included in the agenda package. Administrative Policies, which may include Health and Safety Policies, or Human Resources Policies, may be presented to the Policy Review Committee or Council for information, but the approval of these policies lies with the CAO.

19. Repeal

Bylaw 19-809 “Procedural Bylaw” and all amendments thereto are hereby repealed.

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

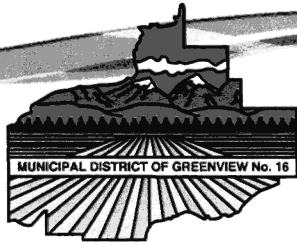
Read a first time the _____ day of _____, 2021.

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

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

Reeve

CAO



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.

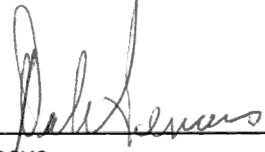
- 7.5.9 Delegations shall not address Council or Council Committees on the same subject matter more than once every six (6) months. This restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.
- 7.6 Bylaws
- 7.6.1 All proposed Bylaws must 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 11th day of March, 2019.

Read a second time this 11th day of March, 2019.

Read a third time and passed this 8th day of April, 2019.



Reeve

Chief Administrative Officer

CURRENT



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 17th day of March, 2020.

Read a second time this 23rd day of March, 2020.

Read a third time and passed this 23rd 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

CURRENT



REQUEST FOR DECISION

SUBJECT: **Bylaw No.20-852 – Partial Road Allowance Closure Request – South of SE-09-72-01-6 (Northland Lot)**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	July 13, 2021	CAO: SW MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: RA PRESENTER: LD
STRATEGIC PLAN:	Development	LEG: DL

RELEVANT LEGISLATION:

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

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

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council give Second Reading to Bylaw No. 20-852 to close approximately 1.250 hectare ± within Road Plan 0421800 lying south of Portion of SE-09-72-01-W6 as shown on Schedule ‘A’ hereto.

MOTION: That Council give Third Reading to Bylaw No. 20-852 to close approximately 1.250 hectare ± within Road Plan 0421800 lying south of Portion of SE-09-72-01-W6 as shown on Schedule ‘A’ hereto.

BACKGROUND/PROPOSAL:

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

First reading was passed by Council on May 25, 2020. Following, the Bylaw was advertised and the standard road closure procedures under Section 22 of the Municipal Government Act were followed, including holding a Public Hearing on January 12, 2021, where no concerns by referral bodies or the public were raised. The Minister of Transportation subsequently approved the closure and disposal of the road right-of-way on April 28, 2021.

All agreements have been entered into with Northland for purchase by Northland of the portion of road being closed, and to sell for \$1.00 the portion of Lot 5 needed for construction of a turnaround, the agreement also requiring that Northland reimburse the survey and transfer costs to Greenview and share equally with Greenview the cost to construct the cul-de-sac. Greenview will construct the cul de sac.

Upon receiving second and third reading, the bylaw and survey plan can be registered at Land Titles Office. Administration is recommending that Council give second and third Reading to Bylaw No. 20-852.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the unusable portion of the road plan would be utilized by Northland and provide revenue to Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw No. 20-852 for further discussion or information.

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

FINANCIAL IMPLICATION:

The financial implication of closing this right-of-way include *one-half* of the construction and engineering cost to construct a cul-de-sac, at a high-level total estimate of \$50,000.00.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

The plan for the portion of road being closed would be endorsed and submitted to the surveyor for registration at Alberta Land Titles to consolidate the lands with the existing Northland title. Concurrently, a road plan will be prepared for registration and submitted for the cul-de-sac to allow Construction and Engineering to build the turn around.

ATTACHMENT(S):

- Bylaw 20-852 signed by Alberta Transportation with letter
- Schedule 'A' – Tentative Plan, Tentative Plan with Aerial

MAY 03 2021

VALLEYVIEW

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

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

April 28, 2021

NORTHLAND.

MD of Greenview
Box 1079
Valleyview, AB T0H 3N0

Attention: Leona Dixon

RE: ROAD CLOSURE – BYLAW 20-852

Enclosed is the above noted bylaw which was approved by Alberta Transportation for closure and disposal on April 28, 2021.

Also attached are your endorsed copies of the right of way agreement with Telus *which must be registered concurrently* with the bylaw at Land Titles.

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

Yours truly,



Grace Saina
Road Closure Coordinator

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

Enclosures



BYLAW NO. 20-852

MUNICIPAL DISTRICT OF GREENVIEW No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, for the purpose of closing to public travel, and creating title to a portion(s) of a public roadway in accordance with Section 22 of the *Municipal Government Act*, Chapter M26.1, Revised Statutes of Alberta 2000, as amended.

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

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

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

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

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

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


PLAN 042 1800

ALL THAT PORTION OF SERVICE ROAD LYING BETWEEN THE WEST BOUNDARY OF SOUTH EAST QUARTER SECTION 9 TOWNSHIP 72 RANGE 1 WEST OF THE 6 MERIDIAN AND A LINE 415 METERS PERPENDICULARLY DISTANT EASTERLY THEREFROM CONTAINING 1.245 HECTARES (3.08 ACRES) MORE OR LESS EXCEPTING THEREOUT ALL MINES AND MINERALS

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

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

Received first reading this 25th day of May, 2020.



REEVE

CHIEF ADMINISTRATIVE OFFICER

APPROVED this 28th day of April, 2021.

D Williamson

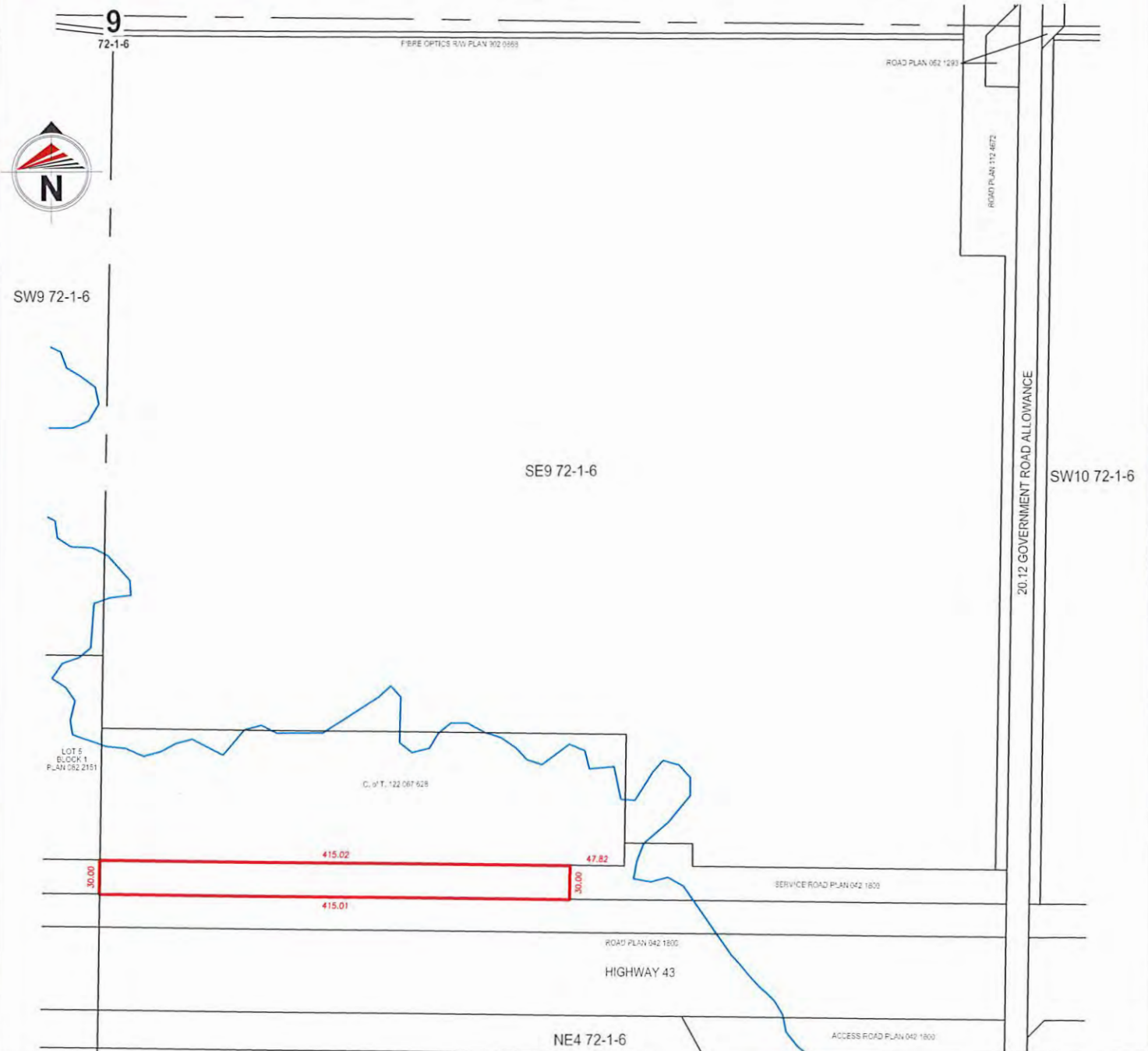
MINISTER OF TRANSPORTATION

Received second reading this _____ day of _____, 2021.

Received third reading and passed this _____ day of _____, 2021.

REEVE

CHIEF ADMINISTRATIVE OFFICER



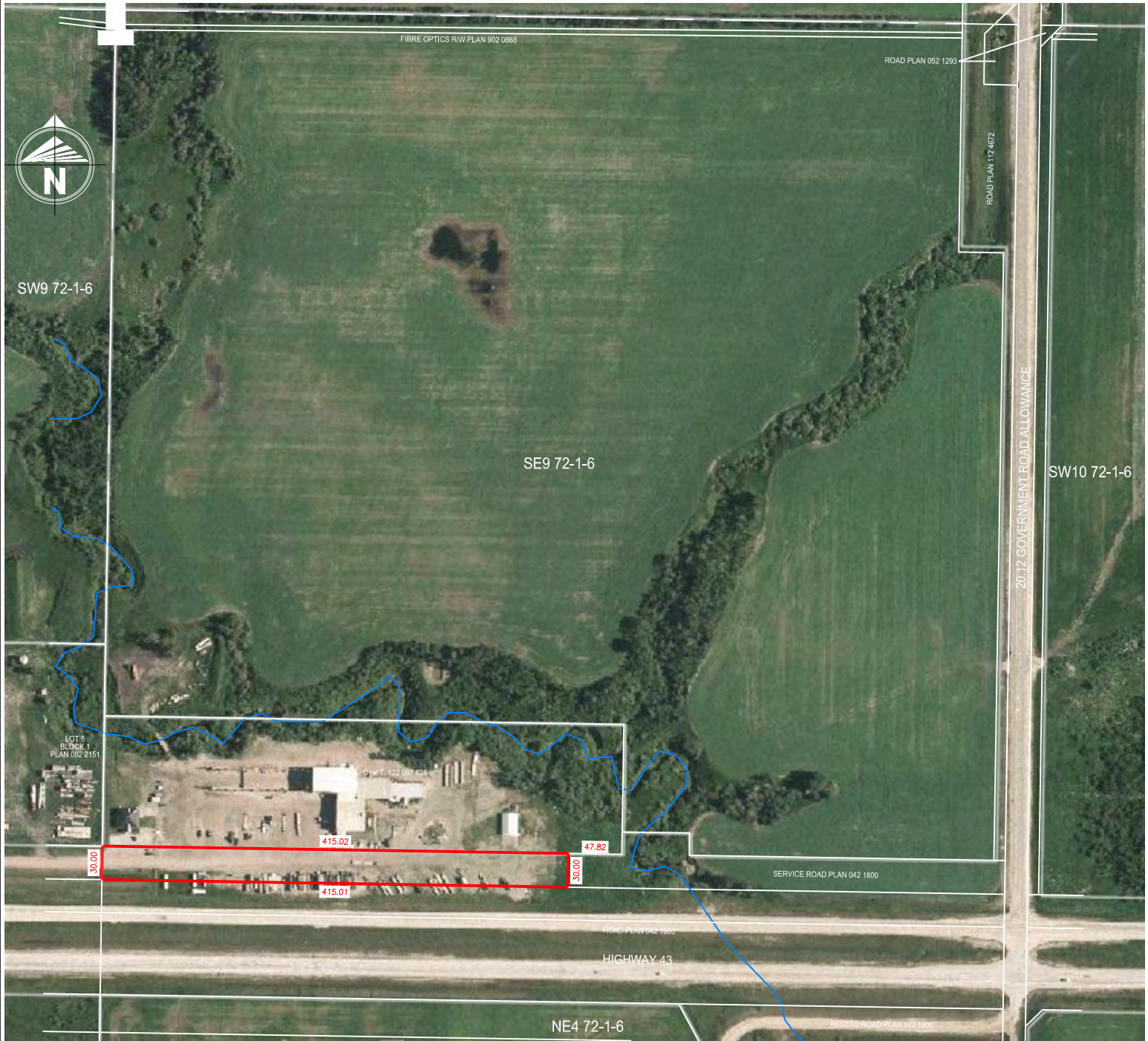
MUNICIPAL DISTRICT OF GREENVIEW NO. 16

SCHEDULE 'A'

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

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: ———
AND CONTAINS: 1.245 HECTARES (3.08 ACRES)

SCALE: 1:5000



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

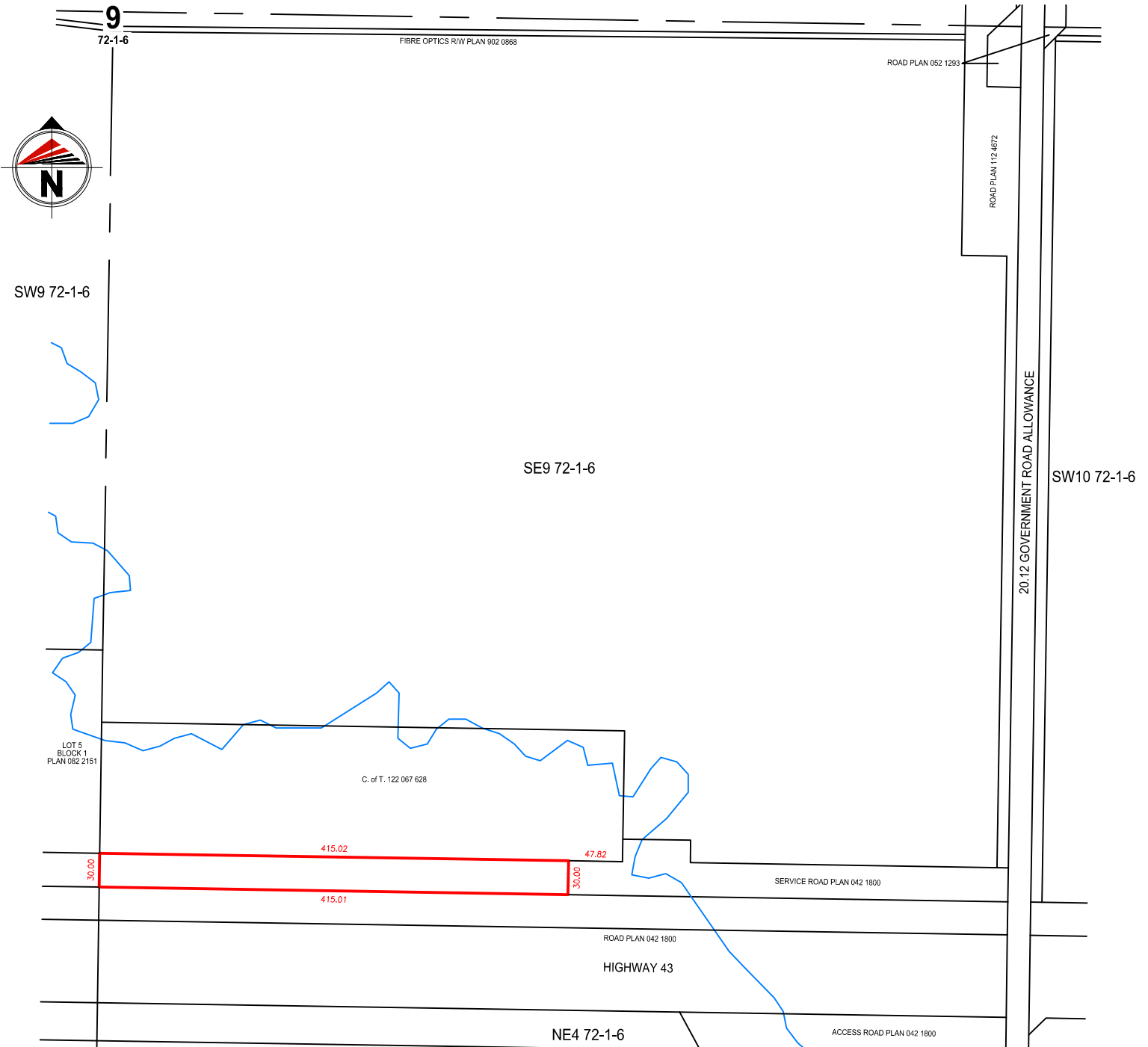
SCHEDULE 'A'

SHOWING PROPOSED CLOSURE OF
PART OF ROAD PLAN 142 1800

ALL WITHIN THE
S.E. 1/4 SEC. 9, TWP. 72, RGE. 1, W.6M.

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: ———
AND CONTAINS: 1.245 HECTARES (3.08 ACRES)

SCALE: 1:5000



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

SCHEDULE 'A'

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

LAND DEALT WITH BY THIS
PLAN IS SHOWN OUTLINED THUS: ———
AND CONTAINS: 1.245 HECTARES (3.08 ACRES)

SCALE: 1:5000



REQUEST FOR DECISION

SUBJECT:	Bylaw 20-865 Sturgeon Lake Area Structure Plan		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: RA	PRESENTER: LD
STRATEGIC PLAN:	Development	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

Council Bylaw/Policy (cite) – Sturgeon Lake Area Structure Plan Bylaw No. 01-344

RECOMMENDED ACTION:

MOTION: That Council give Second Reading to Bylaw 20-865, the replacement document for the Sturgeon Lake Area Structure Plan.

MOTION: That Council give Third Reading to Bylaw 20-865, the replacement document for the Sturgeon Lake Area Structure Plan.

BACKGROUND/PROPOSAL:

After a lengthy review of the Sturgeon Lake Area Structure Plan, Council gave First Reading to Bylaw 20-865, on December 9, 2020. A Public Hearing was held on February 9, 2021, where Council heard both written concerns and concerns from affected parties in attendance regarding the draft plan. Following the public hearing and a session with Council on May 18, 2021, administration, with the consultant Dave McRae, ISL Engineering & Land Services, revised the draft Sturgeon Lake Area Structure Plan as follows:

Section	Description
1.2	Plan Area – include reference to Conservation Reserve
1.4.5	Interpretation – delete acronyms and move to Appendix A (Glossary)
4.2.6	Title of section renamed to correct error
5.2.2	Add more specific reference to stormwater management plans
5.2.15	Delete reference to beaches as they are included under the broader category of public recreation areas
5.2.16	New policy allowing for variance to the development setback requirements
8.2.1	Add reference to permanent watercourses for clarity
8.2.8	Policy clarified respecting stormwater management plan requirements
Appendix A	Glossary expanded to include acronyms, additional legislative references (including web links), and additional terms
Maps 1, 2	Revised to include corrected SLFN boundary
Maps 3, 4	Revised to show island in West Bay and titled Crown Land on SW34 as Crown.

The proposed draft Sturgeon Lake Area Structure Plan dated June 2021 that includes all highlighted revisions since Council's last review is attached. Maps are also included to illustrate the private lands or portion thereof that would potentially be affected by the sewage system/watercourse setback policy, as well as illustrating both vacant existing lots and developed lots where development, replacement or upgrading would be hindered or impossible due to the 60-metre setback from the main body of the lake, or 90-metre setback from the West Bay.

A final clean copy is also attached for Council to consider giving Bylaw 20-865 third reading if no further changes are required.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motions is that the review will be finalized and the updated Sturgeon Lake Area Structure Plan will be the governing legislation addressing current conditions going forward.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to giving second reading. If changes are required third reading cannot occur until such time as those changes have been satisfactorily made.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table the Sturgeon Lake Area Structure Plan for further discussion and revisions.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

Following Council's decision, staff will either post the final Sturgeon Lake Area Structure Plan to Greenview's website if Third Reading is given, or if changes are required, research and present proposed changes to Council at a future meeting.

ATTACHMENT(S):

- Bylaw 20-865
- Draft Sturgeon Lake Area Structure Plan dated June 2021 that includes all highlighted revisions.
- Map for information illustrating the private lands potentially affected by the sewage system/watercourse setback policy.
- Maps for information illustrating both the vacant existing lots and properties or developed properties that could not be replaced due to the 60-metre setback from the main body of the lake, or 90-metre setback from the West Bay.
- Final ASP dated July 2021 that incorporates all the changes noted in the second reading version.



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

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

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

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

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

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

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



Sturgeon Lake AREA STRUCTURE PLAN

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



ACKNOWLEDGEMENTS

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

Lloyd Burnside

Amy Clarkson

Dan Gorman

Bill Edgerton

Keegan Johnson

Earl Langenecker

Heather McKinnon

Laurena Newman

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INTRODUCTION

1.1 Preamble

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

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

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

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

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

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

1.2 Plan Area

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

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

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

1.3 Legislative Framework

1.3.1 Provincial Land Use Policies

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

1.3.2 Greenview Municipal Development Plan

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

1.4 Interpretation

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

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

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

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

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

1.4.5 The policies of this plan make use of acronyms, a summary of which are provided in Appendix A. ~~In this plan the following acronyms are used:~~

ASP — Area Structure Plan

CR — Conservation Reserve

ER — Environmental Reserve

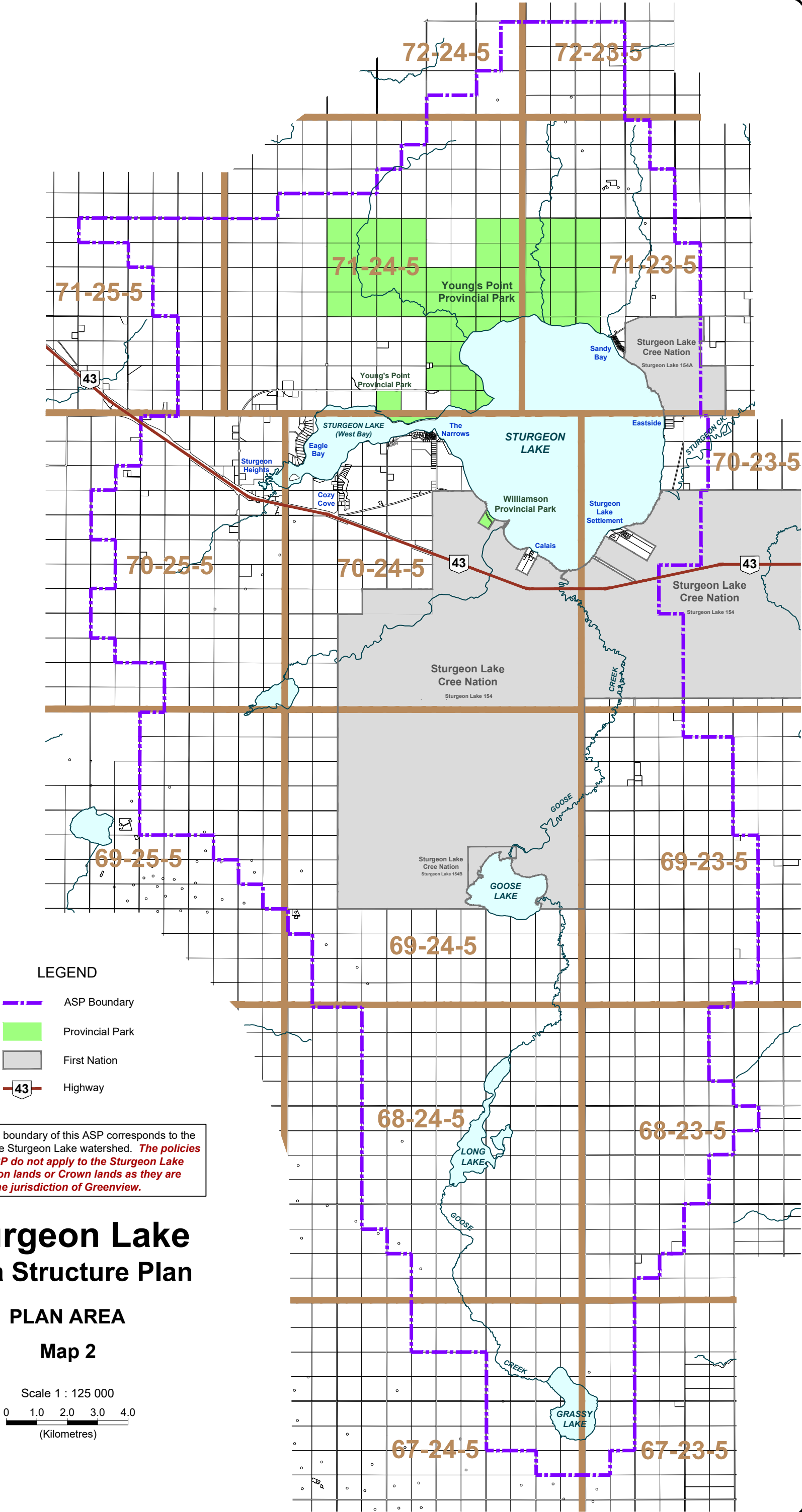
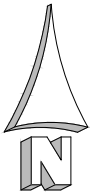
LUB — Land Use Bylaw

MDP — Municipal Development Plan

MR — Municipal Reserve

MSS — Municipal Servicing Standards

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



LEGEND

- ASP Boundary
- Provincial Park
- First Nation
- Highway

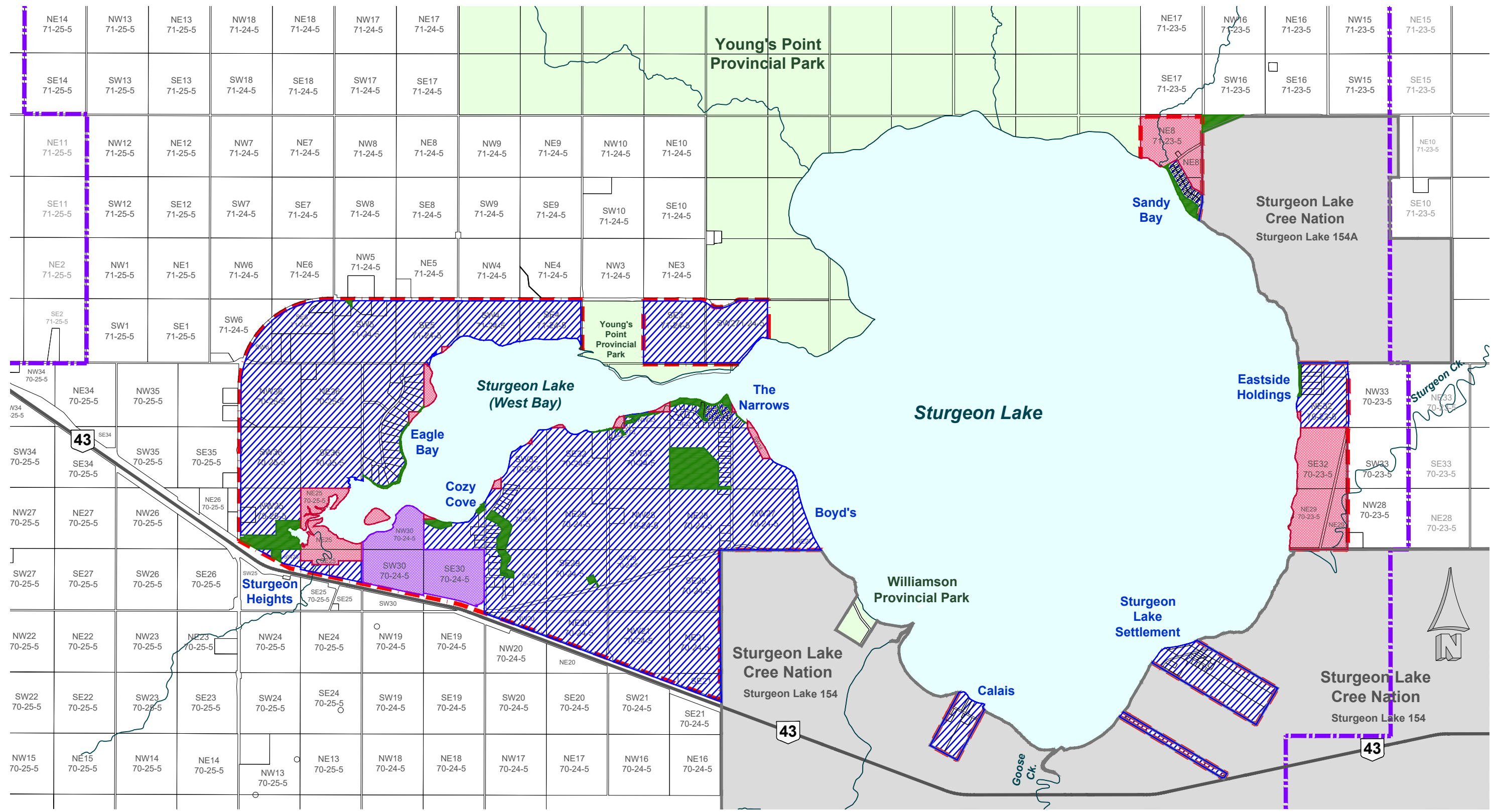
Note: The boundary of this ASP corresponds to the limits of the Sturgeon Lake watershed. *The policies of this ASP do not apply to the Sturgeon Lake Cree Nation lands or Crown lands as they are outside the jurisdiction of Greenview.*

Sturgeon Lake
Area Structure Plan

PLAN AREA
Map 2

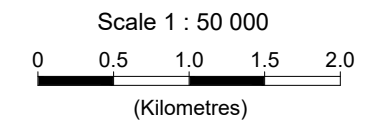
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- Development Area
- Crown Land
- Conservation Lands (Alberta Fish & Game Association)

- LEGEND
- Municipal Ownership (ER / MR / Other)
 - Provincial Park
 - First Nations
 - Development Area Boundary
 - ASP Boundary



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

Sturgeon Lake Area Structure Plan

LAND USE CONCEPT

Map 3



GOALS AND OBJECTIVES

The goals and objectives of this ASP are as follows:

2.1 Plan Goals

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

2.2 Plan Objectives

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

RESIDENTIAL DEVELOPMENT

3.1 Introduction

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

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

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

3.2 Policies

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

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

3.2.2 Residential lots in the Development Area shall be:

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

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

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

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

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

3.0



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

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

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

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

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

3.3 Settlements

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

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

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

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

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





RECREATIONAL DEVELOPMENT

4.1 Introduction

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

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

4.2 Development Standards

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

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

4.2.3 Campgrounds and Recreational Vehicle (RV) Parks

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

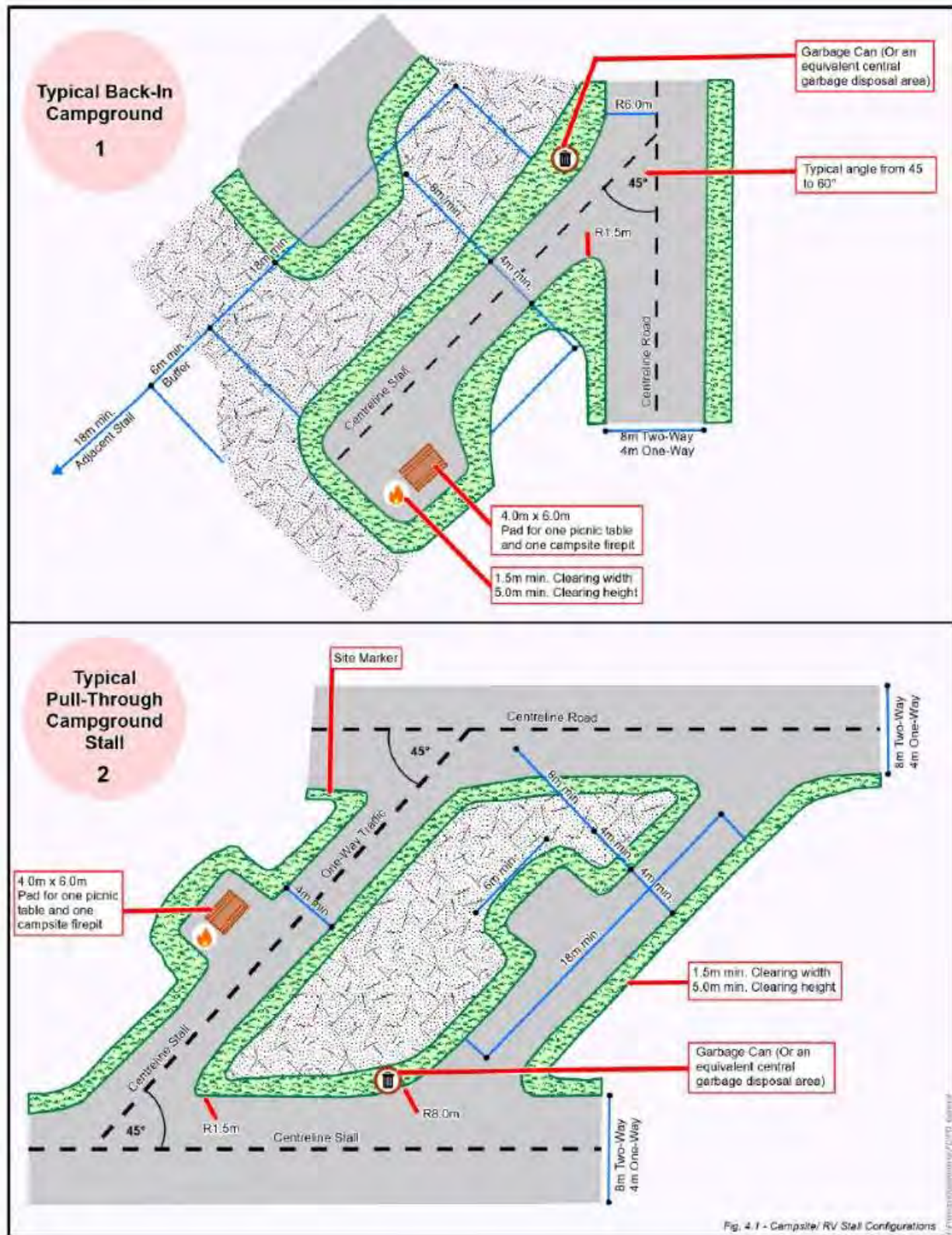


Figure 4.1 – Campsite/RV Stall Configurations

4.2.4 Site Considerations

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

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

4.2.5 Recommended Facilities

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

4.2.6 Waste Management Roads

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

ENVIRONMENTAL PROTECTION

5.1 Introduction

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

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

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

5.2 Policies

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

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

- The type of land use proposed and the potential for contamination of the site and groundwater,
- Compliance with stormwater management plans prepared in accordance with Policy 8.2.8 On-site stormwater management**, and
- Site layout.

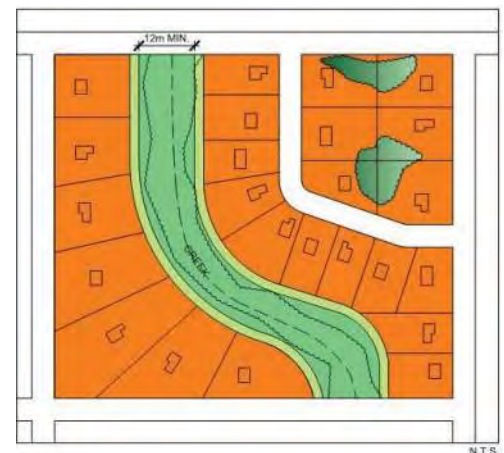


Figure 5.1: Illustration of Environmental Reserve

5.0

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

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

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

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

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

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

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

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

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

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

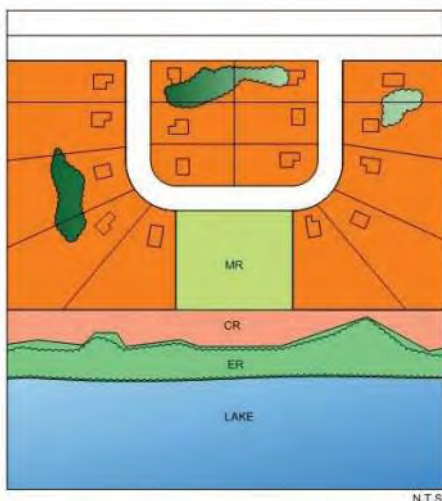
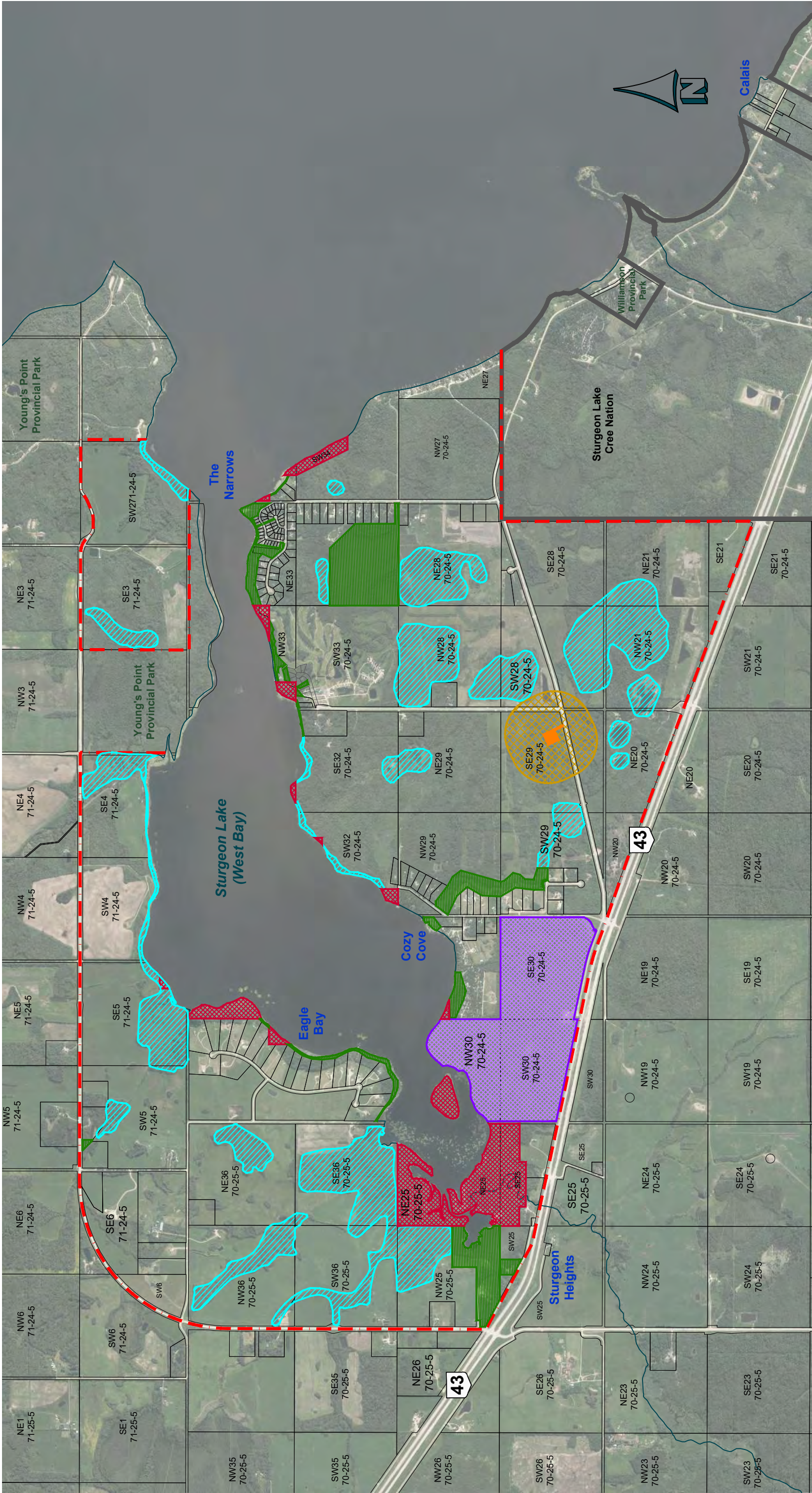


Figure 5.2: Illustration of Conservation Reserve



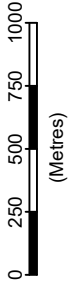
Figure 5.3: Development Setback



LEGEND

- Wetland *
- Municipal Ownership (ER / MR / Other)
- Crown Land
- Development Area Boundary
- Conservation Lands (Alberta Fish & Game Association)
- Landfill
- Landfill Setback (300m)

Scale 1 : 30 000



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

Sturgeon Lake Area Structure Plan

ENVIRONMENTALLY SENSITIVE AREAS

Map 4

June 2021



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

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

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

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

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

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

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

5.2.16 The setback requirement in Policy 5.2.15 may be reduced in cases where:

- a. The proposed development is located on a lot within an existing subdivision or is required to replace an existing, approved building or structure, or
- b. In the case of new subdivision or development, the developer demonstrates that a lesser setback is warranted based on the findings of a geotechnical report and/or a biophysical assessment.

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

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

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

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

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

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

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

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





6.0 AGRICULTURE

6.1 Introduction

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

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

6.2 Policies

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

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

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

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

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

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

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

COMMERCIAL AND INDUSTRIAL DEVELOPMENT

7.1 Introduction

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

7.2 Policies

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

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

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

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

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

7.0

INFRASTRUCTURE

8.1 Introduction

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

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

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

8.2 Servicing

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

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

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

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

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

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

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

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

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

8.2.8 In the case of multi-lot subdivisions, developers are required to provide stormwater management plans in accordance with Greenview's MSS. Such plans shall consider impacts on drainage patterns, ditch erosion, the mitigation of environmental damage, lake sedimentation, and the design and construction of any storm ponds that may be required. The design and provisions for storm drainage shall take into account the reduction of ditch erosion, environmental damage, and sedimentation of the lake. The development of storm ponds may be required in accordance with Greenview's MSS.

8.3 Transportation

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

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

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

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

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

8.4 Community Health and Safety

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

8.4.2 In order to protect the community from environmental hazard:

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



IMPLEMENTATION

9.1 Introduction

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

9.2 Policies

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

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

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

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

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

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



APPENDIX A

Glossary of Terms

Acronyms

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

Agricultural Operations Practices Act

Provincial legislation respecting the development, operation and management of confined feeding operations. (https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779814879&search_by=link)

Alberta Conservation Information Management System

The provincial database of biodiversity information necessary to support decision-making concerning conservation, natural resource management and development planning. (<https://www.albertaparks.ca/albertaparksca/management-land-use/alberta-conservation-information-management-system-acims/>)

Alberta Private Sewage Systems Standard of Practice

Provincial design standards, installation standards and material requirements for small scale private sewage systems. (<https://www.alberta.ca/private-sewage-codes-and-standards.aspx#jumplinks-1>)

Alberta Weed Control Act

Provincial legislation respecting the control and elimination of prohibited noxious weeds. (https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779801220&search_by=link)

Alberta Wetland Policy

Provincial policy respecting the maintenance and protection of natural wetlands in order to preserve water quality and the health of aquatic ecosystems and watersheds. legislation respecting the control and elimination of prohibited noxious weeds. (https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779801220&search_by=link)

Area Structure Plan (ASP)

A land use and infrastructure plan for a prescribed area of land that is approved by Council by bylaw in accordance with the *Municipal Government Act*. In Greenvue, ASP requirements consist of Major and Minor ASPs that apply to large areas (multiple quarter sections) and small areas (e.g. one quarter section) respectively.

Bed and Shore

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

Cluster Form

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

Conventional Form



Cluster Form



Communal Water and Sewer System

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

Composting Toilet

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

Conservation Reserve (CR)

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

Country Residential Use

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

Development Area

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

Development Guidelines and Municipal Servicing Standards (MSS)

Greenview's requirements for the design and construction of municipal infrastructure including roads, water and sewer systems, and stormwater management facilities. (https://mdgreenview.ab.ca/wp-content/uploads/2020/09/Combined-2_August_2020_14-030-10-Greenview-Municipal-Servicing-Std-2020-R2-3.pdf)

Environmental Reserve (ER)

Environmentally sensitive lands that are dedicated to the municipality at the time of subdivision in either parcel or easement form in accordance with the *Municipal Government Act*.

Extensive Agriculture Use

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

FireSmart Guidelines

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

Fragmented Parcel

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

Invasive Species

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

Land Use Bylaw (LUB)

Land use (zoning) regulations that are approved by Council by bylaw in accordance with the *Municipal Government Act*. (<https://mdgreenview.ab.ca/wp-content/uploads/2020/08/LUB-18-800-April-2019-FINAL-INCLUDES-MAPS.pdf>)

Low Impact Development

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

Minor Area Structure Plan Policy 6001

Greenview's requirements and criteria for the preparation of Minor Area Structure Plans. (<https://mdgreenview.ab.ca/wp-content/uploads/2020/08/6001-Minor-Area-Structure-Plan-1.pdf>)

Municipal Development Plan (MDP)

An over-arching, high level policy plan that applies to the whole municipality and broadly addresses matters of land use, infrastructure, environmental protection, economic development that is approved by Council by bylaw in accordance with the *Municipal Government Act*. (<https://mdgreenview.ab.ca/wp-content/uploads/2020/08/Bylaw-15-742-Municipal-Development-Plan.pdf>)

Municipal Reserve (MR)

Lands that are dedicated to the municipality at the time of subdivision in either parcel form or as money-in-lieu for the provision of parks, school sites and other public open space in accordance with the *Municipal Government Act*.

Municipal Water and Sewer System

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

Noxious Weeds

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

Nuisance and General Sanitation Regulation

Provincial regulations under the *Public Health Act* that prohibit the creation or commission of activities that may become injurious or dangerous to public health. (https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779809882&search_by=link)

Provincial Land Use Policies

High level provincial land use, environmental and resource conservation policy that supplements the planning provisions of the *Municipal Government Act*. (<https://open.alberta.ca/dataset/7a02d9d4-be82-4019-b05e-4205df30cefe/resource/b2993476-6864-4903-8a77-917300f760fa/download/1996-landusepoliciesmga.pdf>)

Seasonal Recreational Use

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

Steep Slope

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

Terminal Platform Area

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

Vault Toilet

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

Water Act

Provincial legislation respecting the conservation and management of surface and groundwater. (https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779805570&search_by=link)

Wetlands

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



APPENDIX B

Sturgeon Lake Environmental Background Report

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

Final Report

Prepared for:

Municipal District of Greenview No. 16
Valleyview, Alberta

Prepared by:

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

Under contract to:

ISL Engineering and Land Services Ltd.
Grande Prairie, Alberta

Project Number EP787

October 2018

Sturgeon Lake Area Structure Plan Update Environmental Background Report

Executive Summary

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

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

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

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

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

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

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1.0 INTRODUCTION

1.1 Background

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

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

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

1.2 Report Organization

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

2.0 STUDY AREA AND CONTEXT

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

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

3.0 METHODOLOGY

3.1 General

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

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

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

3.2 Detailed

3.2.1 GIS Information Review

The following online data sources were searched/reviewed:

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

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

3.2.2 Field Reconnaissance

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

4.0 LEGISLATIVE FRAMEWORK

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

5.0 PROTECTED AREAS AND SENSITIVE RESOURCES

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

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

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

6.0 HYDROLOGY

6.1 Watersheds and Sub-Basin

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

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

6.2 Streams

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

6.3 Wetlands

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

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

6.4 Sturgeon Lake

6.4.1 Hydrology

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

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

6.4.2 Surface Water Quality

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

7.0 NATURAL SUB REGIONS AND VEGETATION

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

7.1 Special Status Species

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

8.0 WILDLIFE

8.1 Special Status Species

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

8.1.1 Trumpeter Swan

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

8.1.2 Western Grebe

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

8.1.3 Sharp-tailed Grouse Survey Area

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

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

8.2 Renewable Energy Wildlife Habitat Sensitivity Risk

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

9.0 FISH/AQUATIC RESOURCES

9.1 Fisheries

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

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

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

9.2 Aquatic Invasive Species

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

10.0 FARMLAND CAPABILITY AND ALBERTA'S GREEN & WHITE AREAS

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

11.0 ENVIRONMENTALLY SIGNIFICANT AREAS

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

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

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

12.0 OBSERVATIONS AND CONCLUSIONS

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

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

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

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

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13.2 Personal Communications

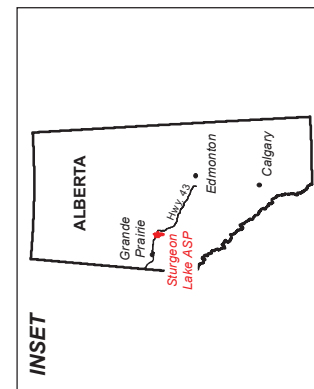
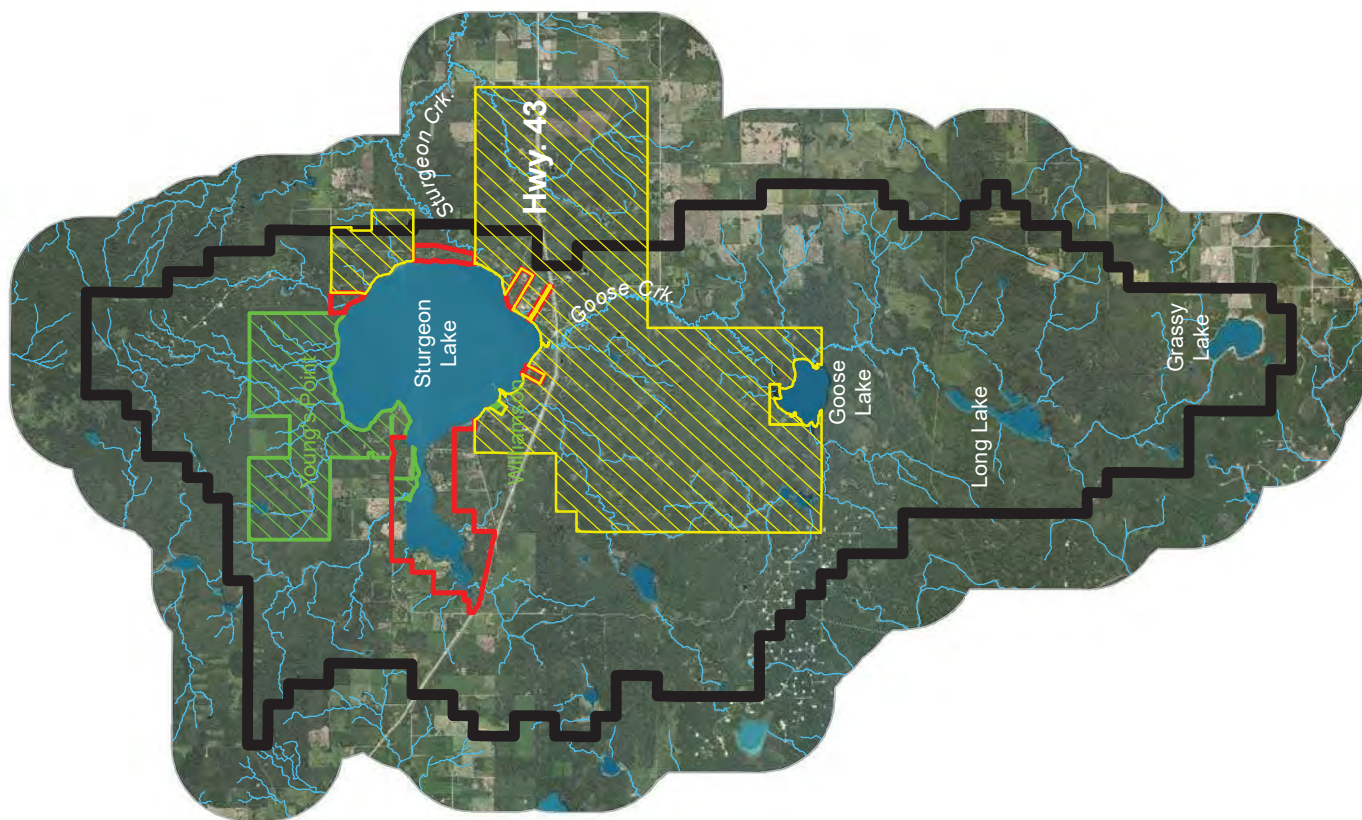
S. A. Rosson. Manager/Development Officer, Municipal District of Greenview No. 16., Valleyview, Alberta.

Appendix A: Figures

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

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

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



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



1:300,000
 0 2,500 5,000 10,000 Meters

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

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

Legend

Secondary Zone Boundary
 (Sturgeon Lake ASP)

Primary Zone Boundary

Sturgeon Lake Indian Reserve

Watercourses

Provincial Parks

Natural Area

Sharp-Tailed Grouse Survey Area

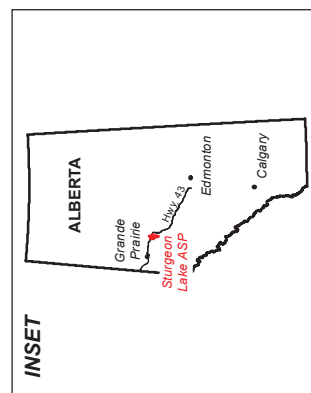
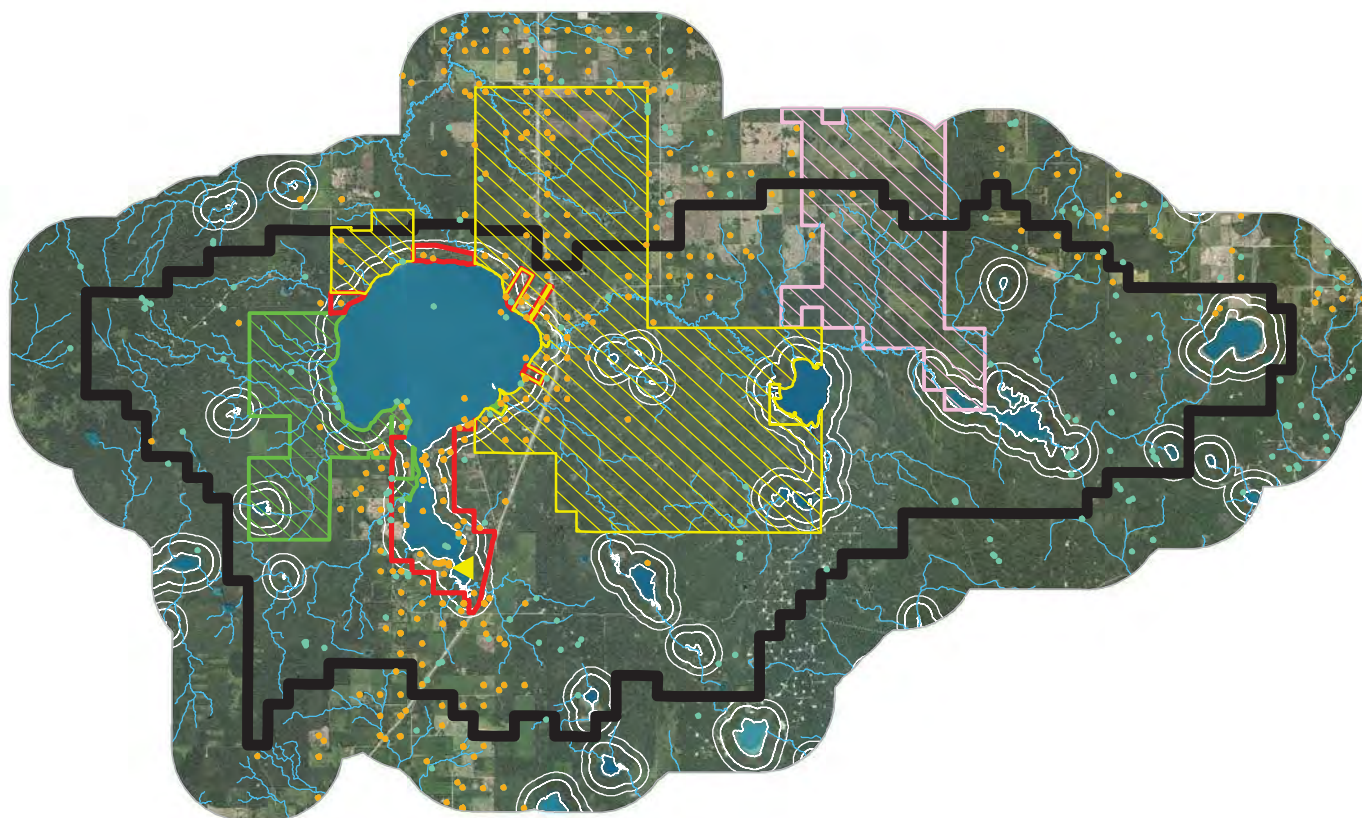
Trumpeter Swan 500m & 800m Buffers

Water Wells*

Uses Include Domestic

Other

*Abandoned wells not shown



1:300,000



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



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

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

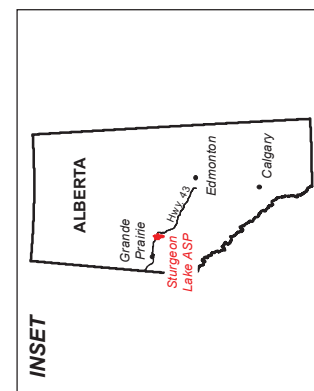


Source: Refer to Appendix B for complete spatial data source information.

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

Legend

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

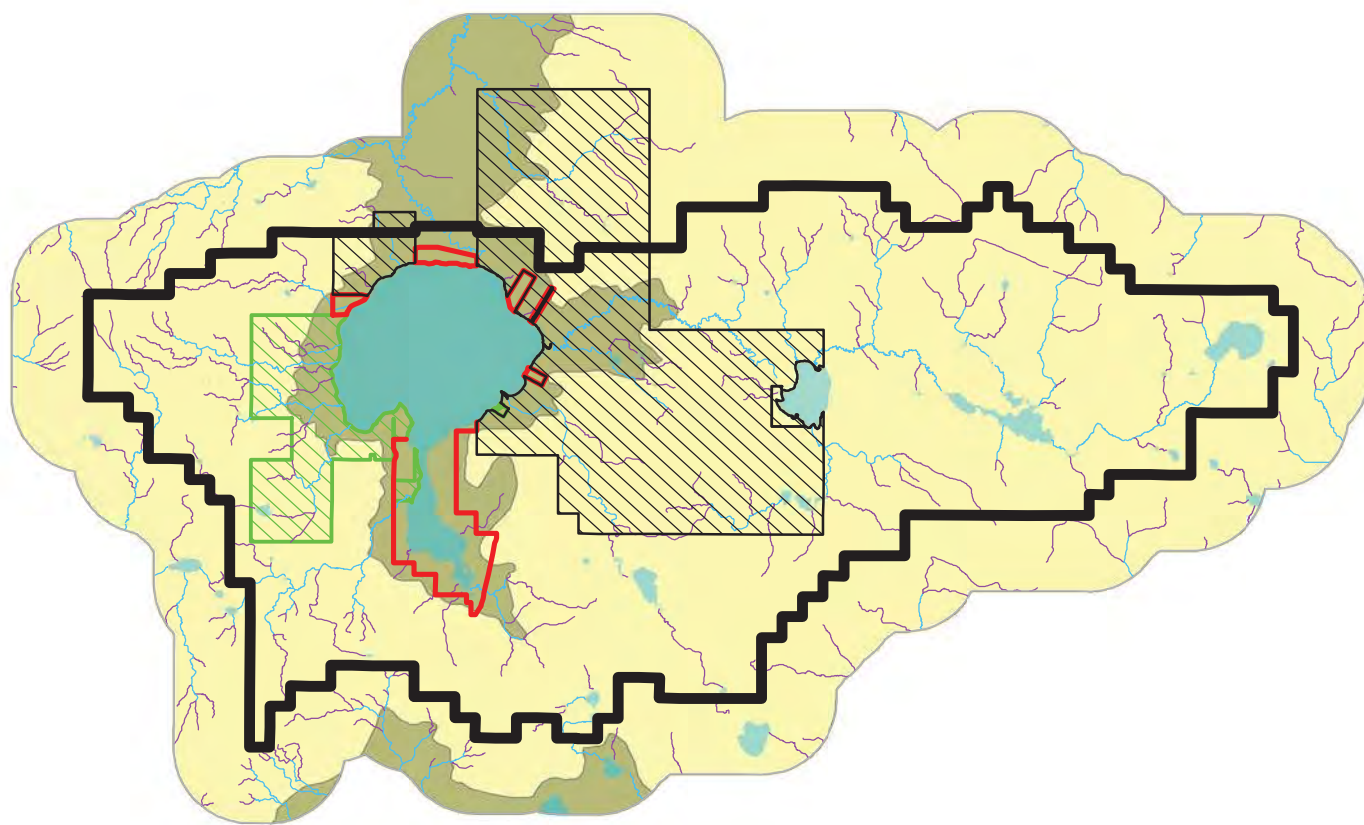


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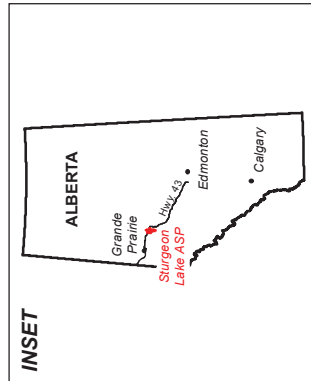


Source: Refer to Appendix B for complete spatial data source information.

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



- Legend**
- Secondary Zone Boundary (Sturgeon Lake ASP)
 - Primary Zone Boundary
 - Provincial Parks
 - Sturgeon Lake Indian Reserve
 - Strahler Stream Order 1
 - Strahler Stream Order 2, 3, 4, 5
- Natural Subregions**
- Central Mixedwood
 - Dry Mixedwood



1:300,000

0 2,500 5,000 10,000 Meters

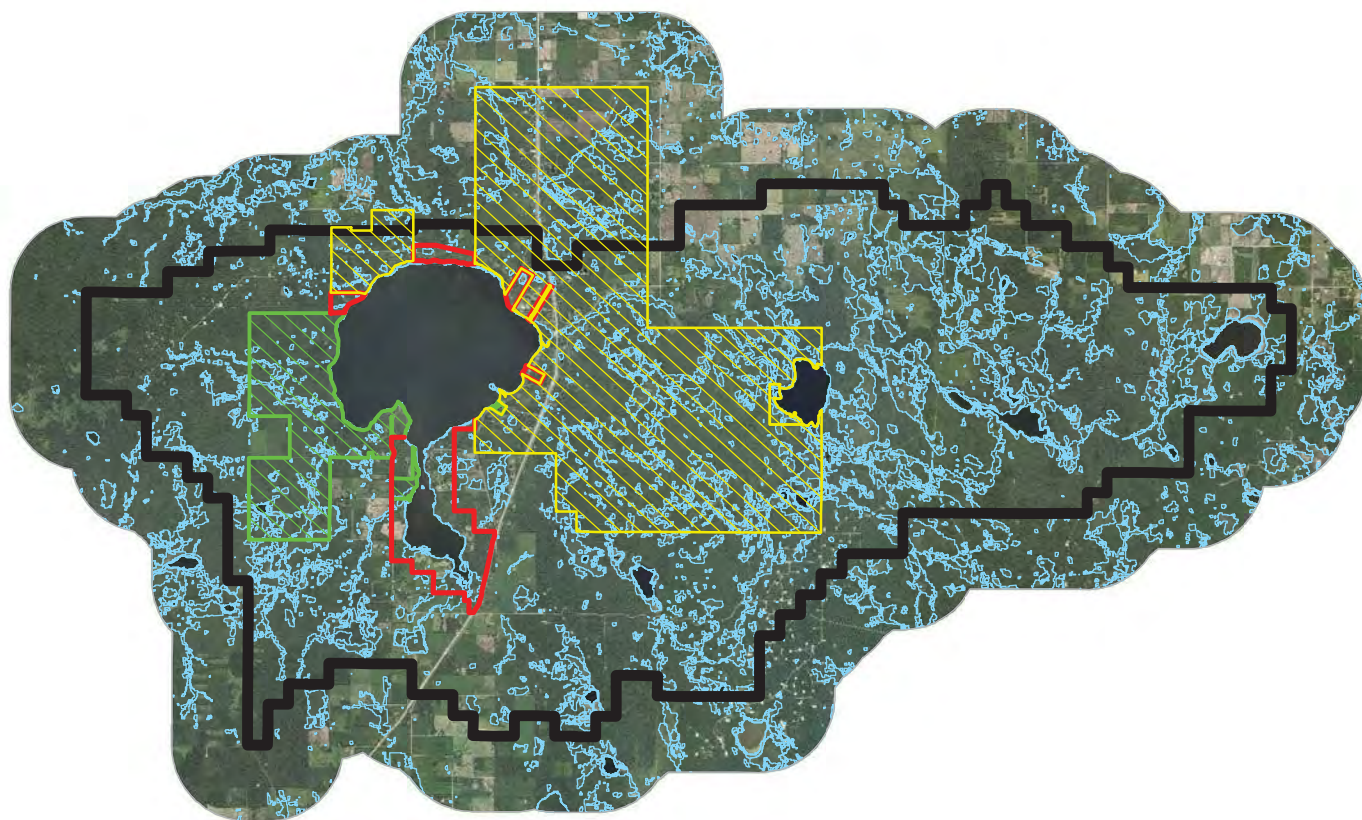
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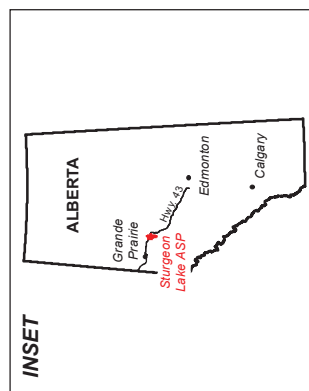
Figure 6.
Inventoried Wetlands
in the ASP Area
Sturgeon Lake
Area Structure Plan Update
Environmental Report

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



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0 2,500 5,000 10,000 Meters








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

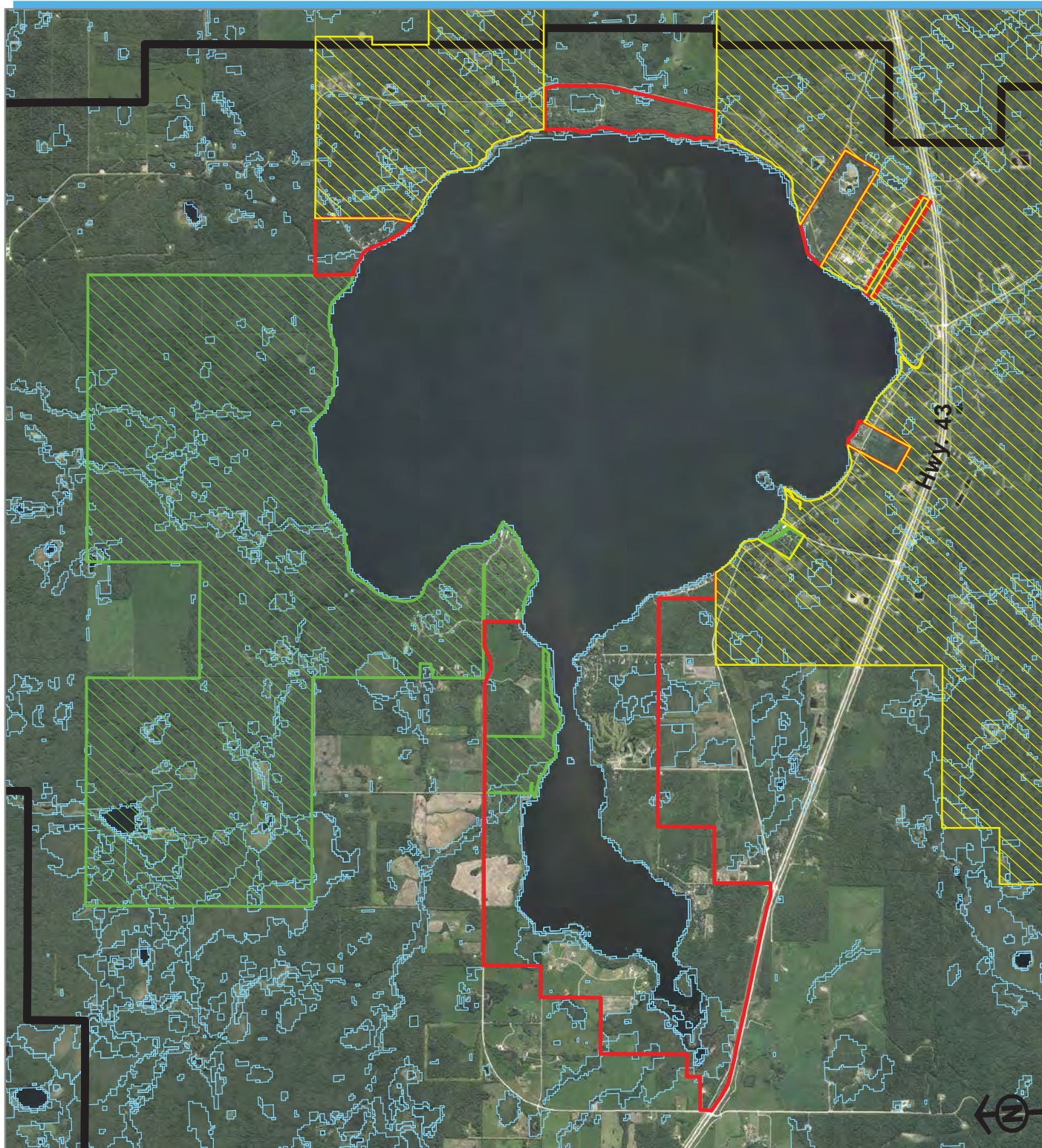


Source: Refer to Appendix B for complete spatial data source information.
 Note: Preliminary wetland data; not ground-truthed.

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

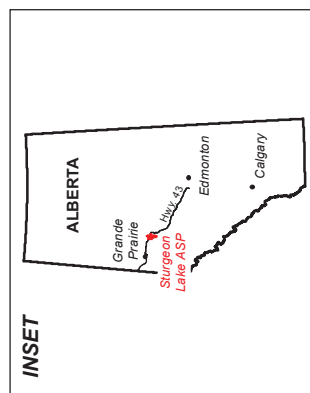
Legend

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



0 500 1,000 2,000 Meters

1:80,000

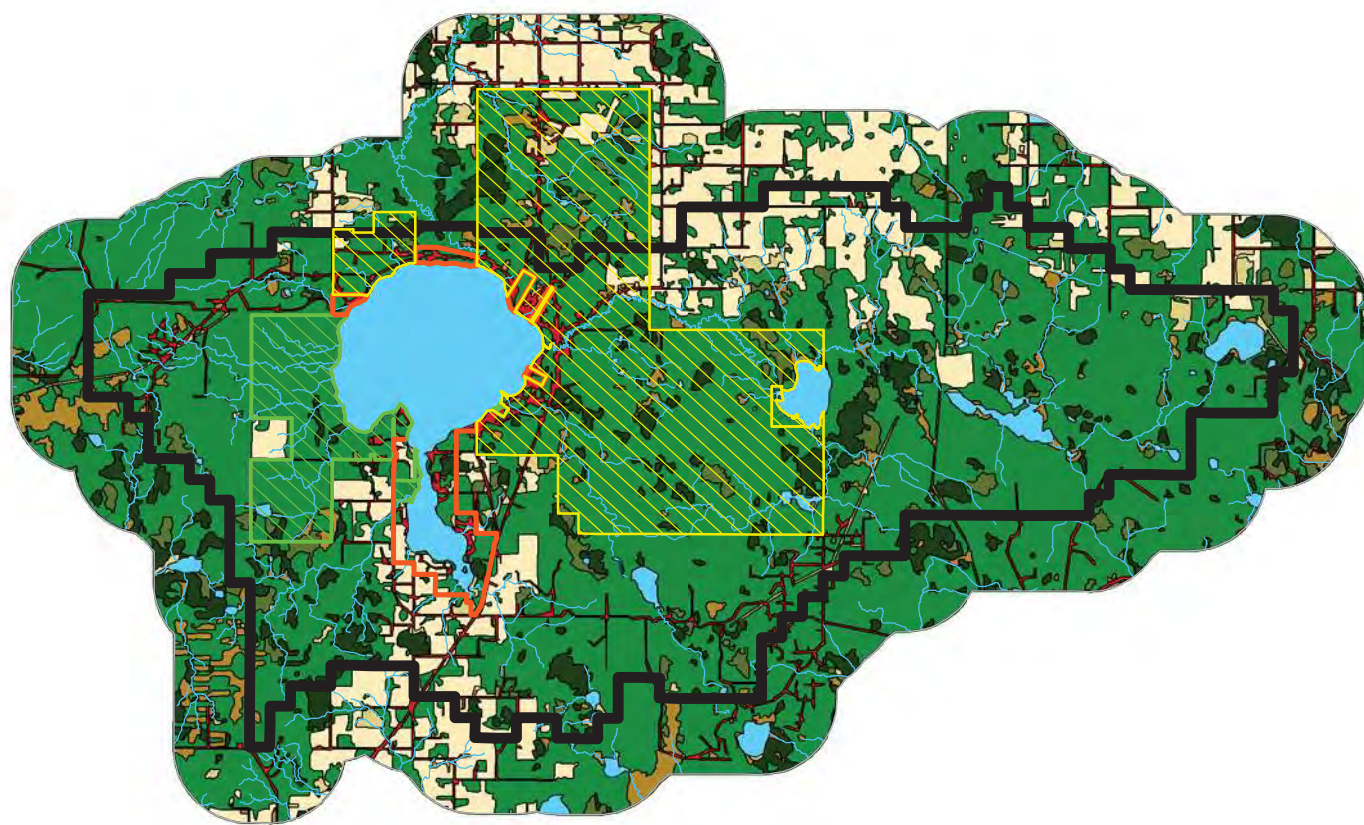


Date Map Created: 12 October 2018
 Imagery: Unknown Year, Mosaic (MD Greenview No.16)








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









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

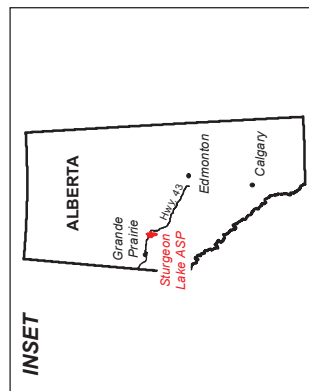


Legend

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

Landcover Class (ABMI, 2010)

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



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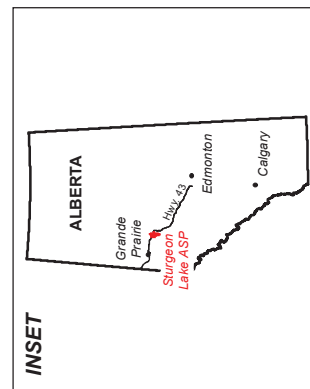
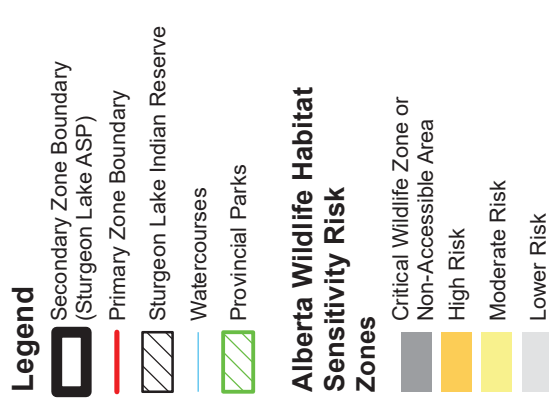
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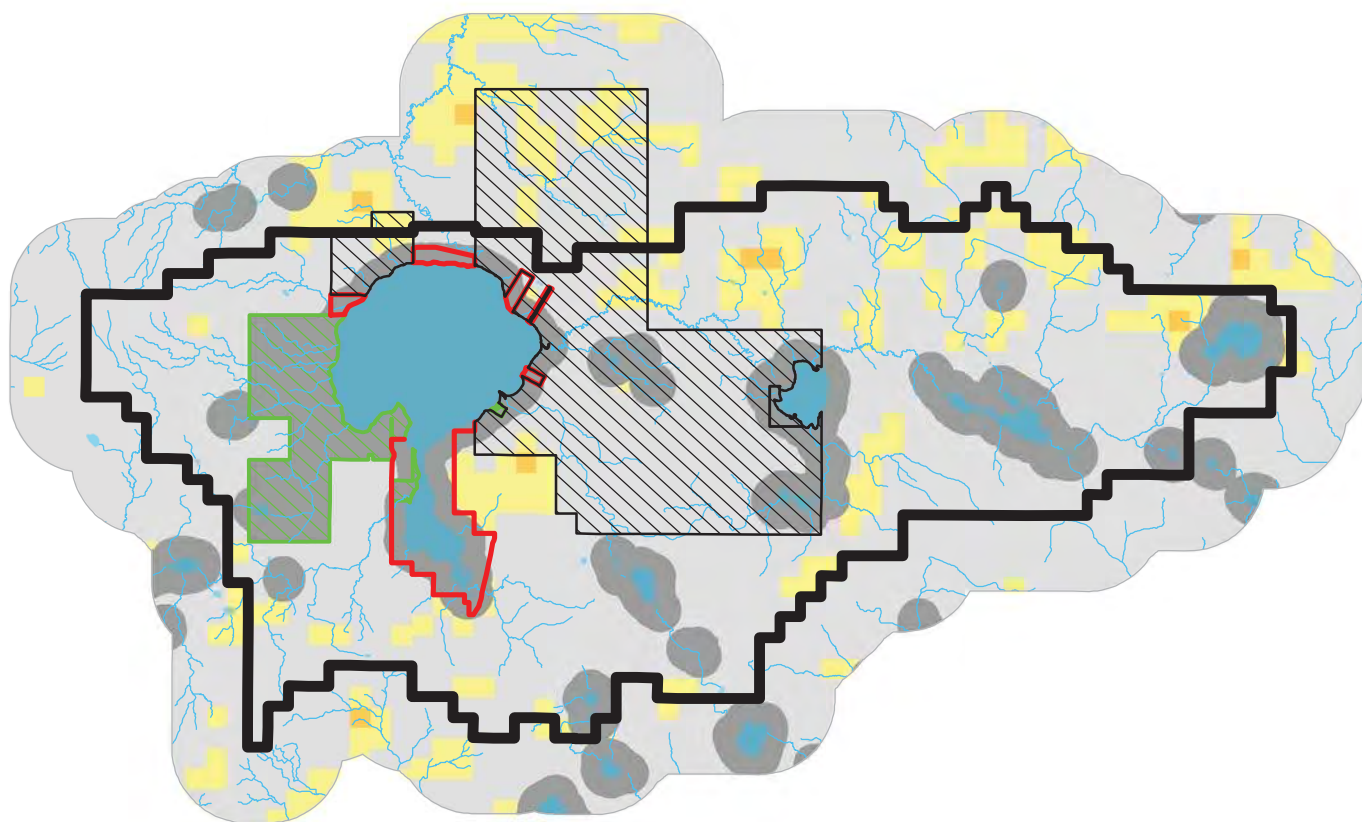
Date Map Created: 12 October 2018



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



Date Map Created: 12 October 2018

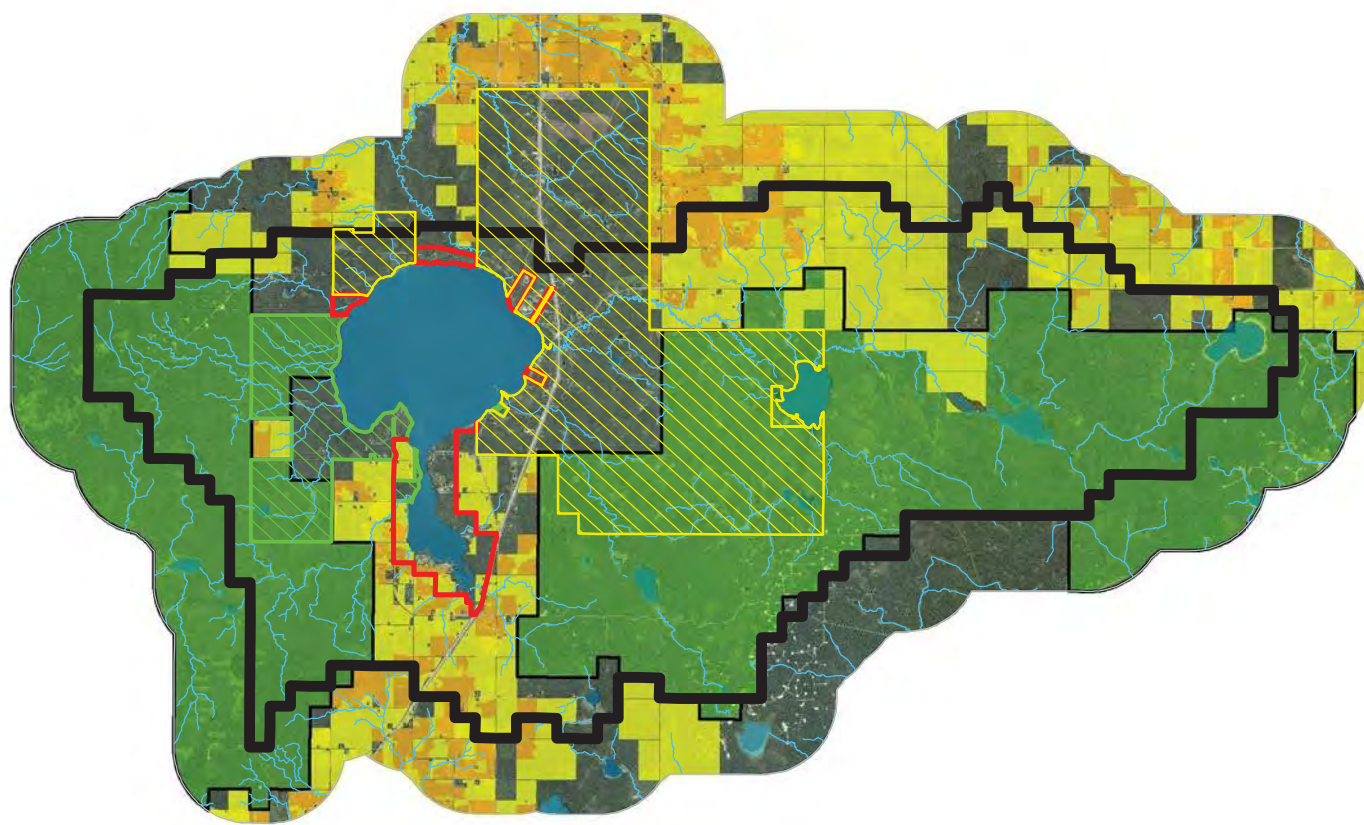


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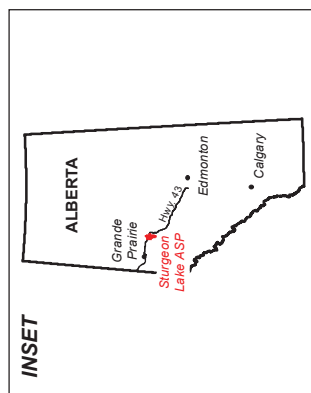
0 2,500 5,000 10,000 Meters

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

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



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



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0 2,500 5,000 10,000 Meters

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



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

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

Legend

Secondary Zone Boundary
 (Sturgeon Lake ASP)

Primary Zone Boundary

Sturgeon Lake Indian Reserve

Watercourses

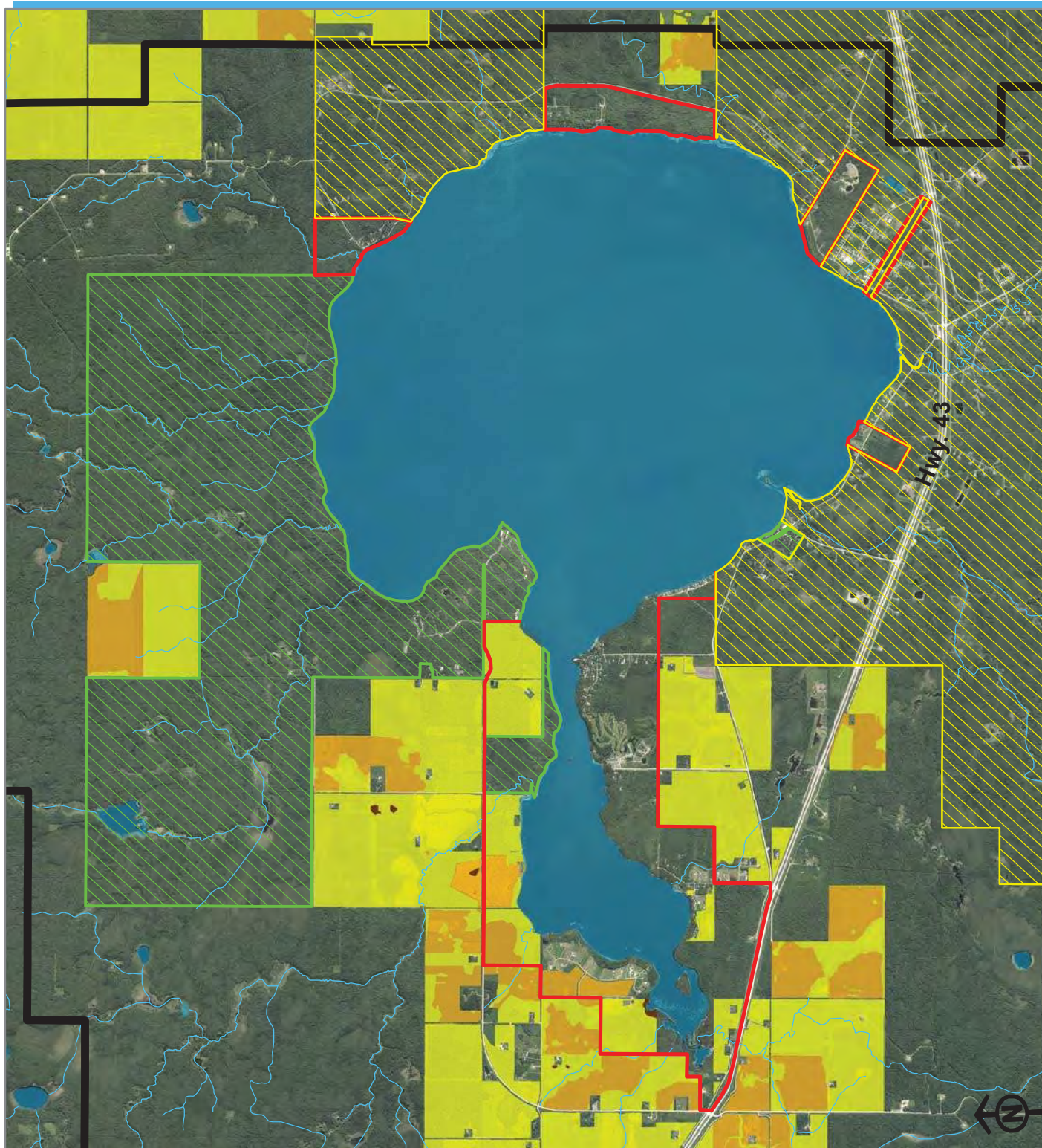
Provincial Parks

Farmland Capability

Arable

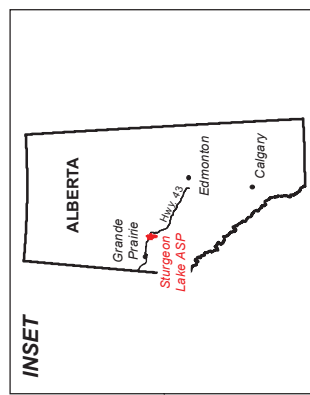
Pasture

Waste



0 500 1,000 2,000 Meters

1:80,000








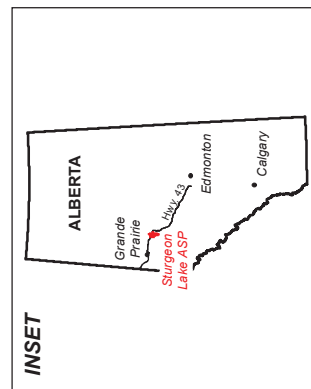
Date Map Created: 12 October 2018
 Imagery: Unknown Year, Mosaic (MD Greenview No.16)



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

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

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



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0 2,500 5,000 10,000 Meters

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



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

Appendix B: GIS Mapping Sources

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

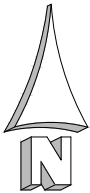
Appendix C: Legislative Framework

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

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

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

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



- Private land located on permanent watercourse
- Crown Land

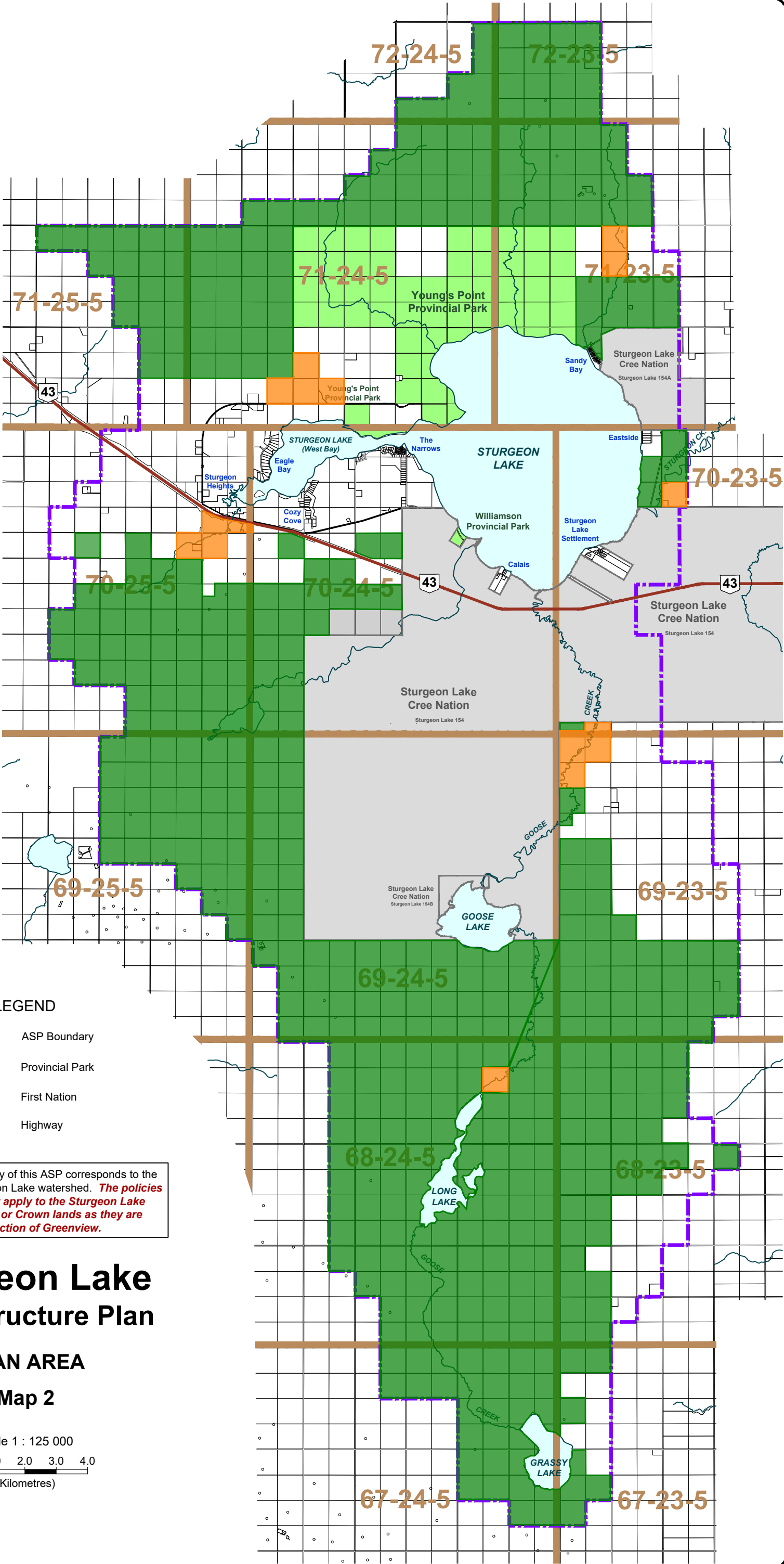
- LEGEND
- ASP Boundary
- Provincial Park
- First Nation
- Highway

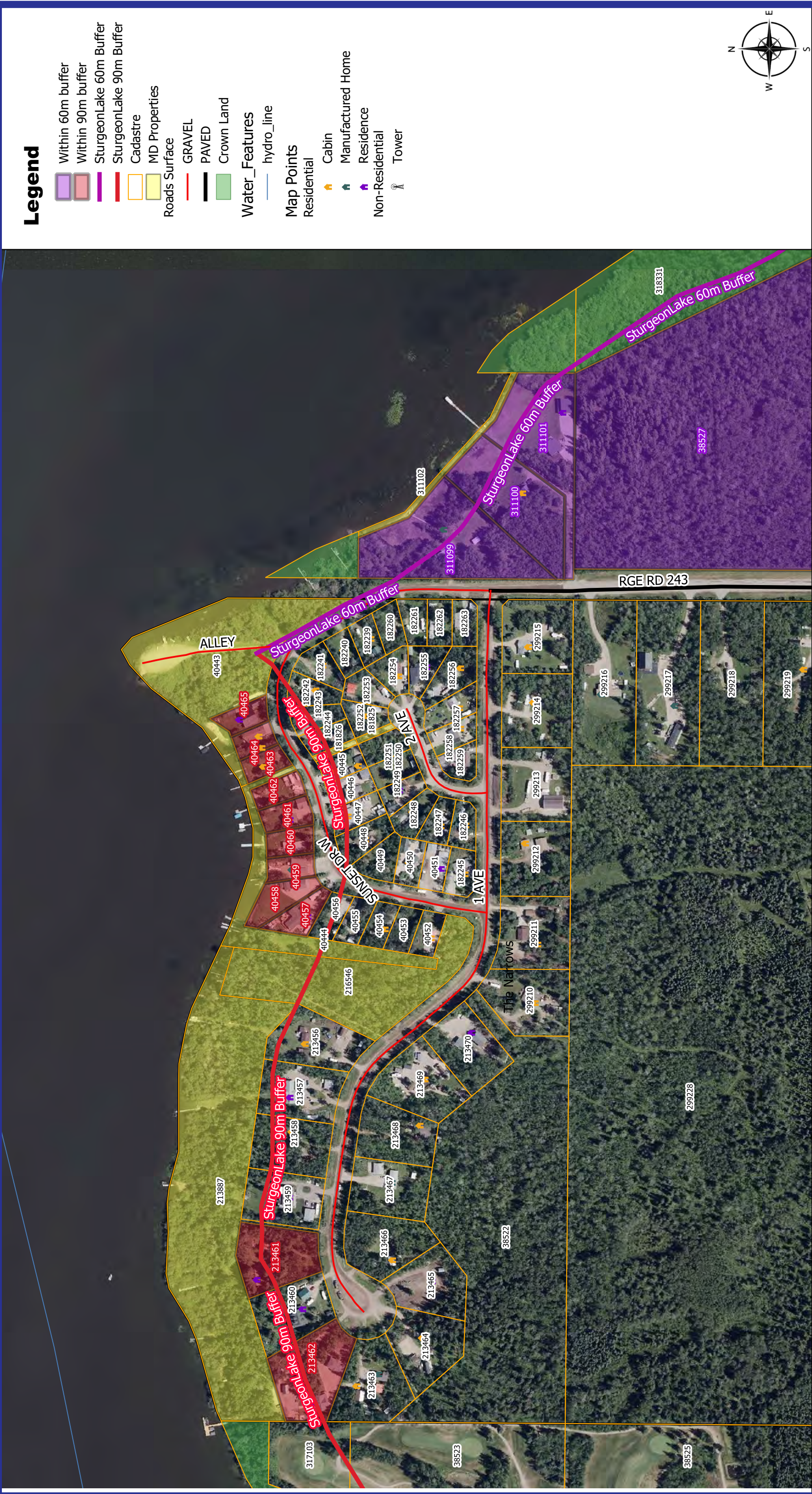
Note: The boundary of this ASP corresponds to the limits of the Sturgeon Lake watershed. *The policies of this ASP do not apply to the Sturgeon Lake Cree Nation lands or Crown lands as they are outside the jurisdiction of Greenview.*

Sturgeon Lake Area Structure Plan

PLAN AREA Map 2

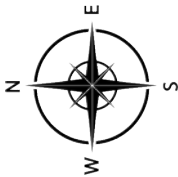
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Legend

- Within 60m buffer
- Within 90m buffer
- SturgeonLake 60m Buffer
- SturgeonLake 90m Buffer
- Cadastre
- MD Properties
- Roads Surface
- GRAVEL
- PAVED
- Crown Land
- Water_Features
- hydro_line
- Map Points
- Residential
- Cabin
- Manufactured Home
- Residence
- Non-Residential
- Tower

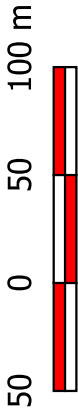


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UTM Zone 11 NAD83
1:3,500
Date: 06/24/2021



SLASP Lakeshore Properties
The Narrows



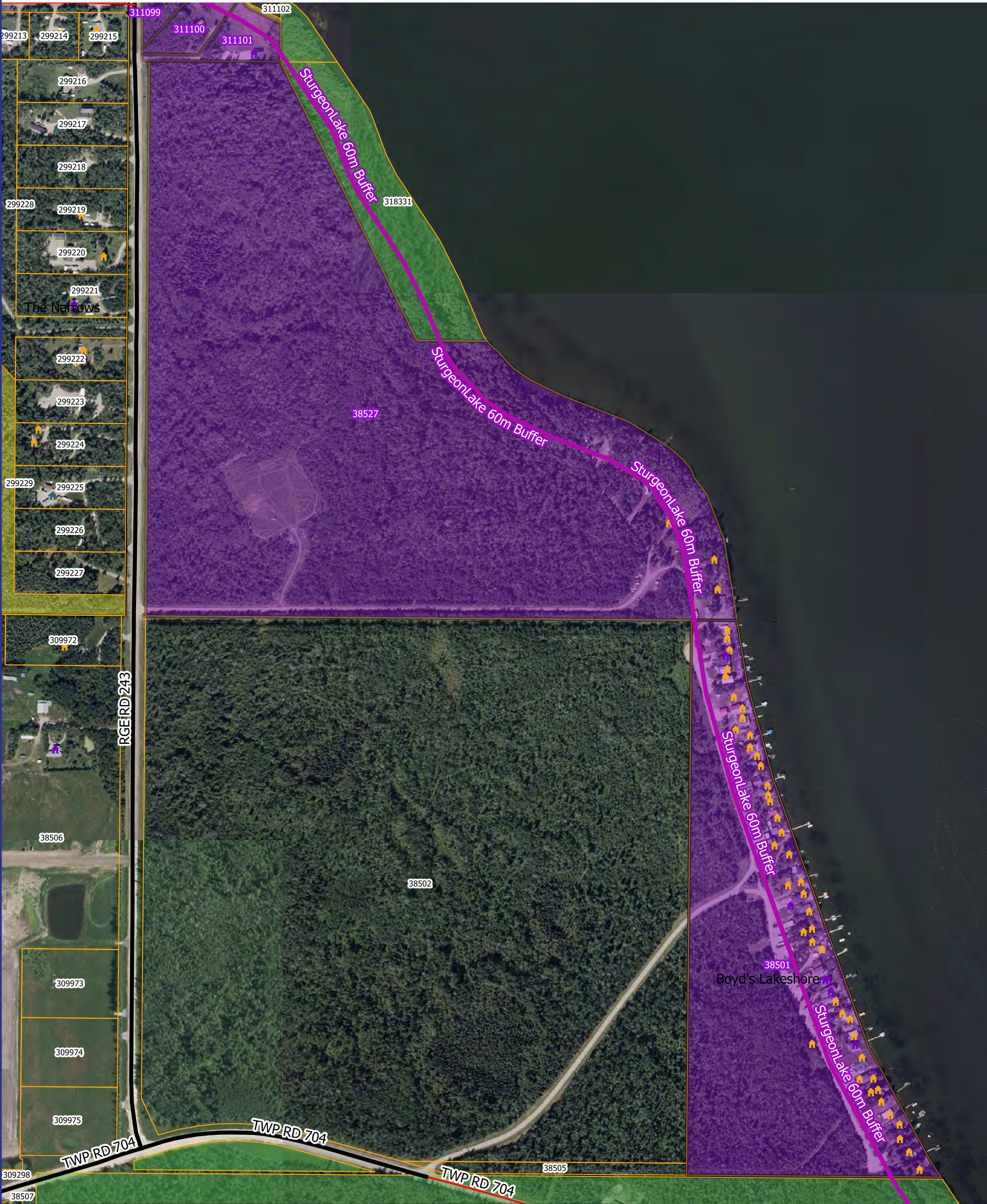


SLASP Lakeshore Properties Boyd's Lakeshore and Laurin

UTM Zone 11 NAD83

1:5,500

Date: June-24-2021



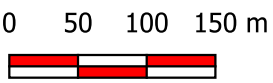
Legend

- SturgeonLake 60m Buffer
- Within 60m buffer
- Cadastral
- MD Properties
- Crown Land

- hamlet_boundaries
- Roads Surface
- GRAVEL
- PAVED

Map Points

- Residential
- Cabin
- Manufactured Home
- Residence



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Sturgeon Lake AREA STRUCTURE PLAN

Bylaw No. 20-865
July 2021 | *Final*



ACKNOWLEDGEMENTS

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

Lloyd Burnside

Amy Clarkson

Dan Gorman

Bill Edgerton

Keegan Johnson

Earl Langenecker

Heather McKinnon

Laurena Newman

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INTRODUCTION

1.1 Preamble

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

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

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

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

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

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

1.2 Plan Area

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

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

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

1.3 Legislative Framework

1.3.1 Provincial Land Use Policies

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

1.3.2 Greenview Municipal Development Plan

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

1.4 Interpretation

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

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

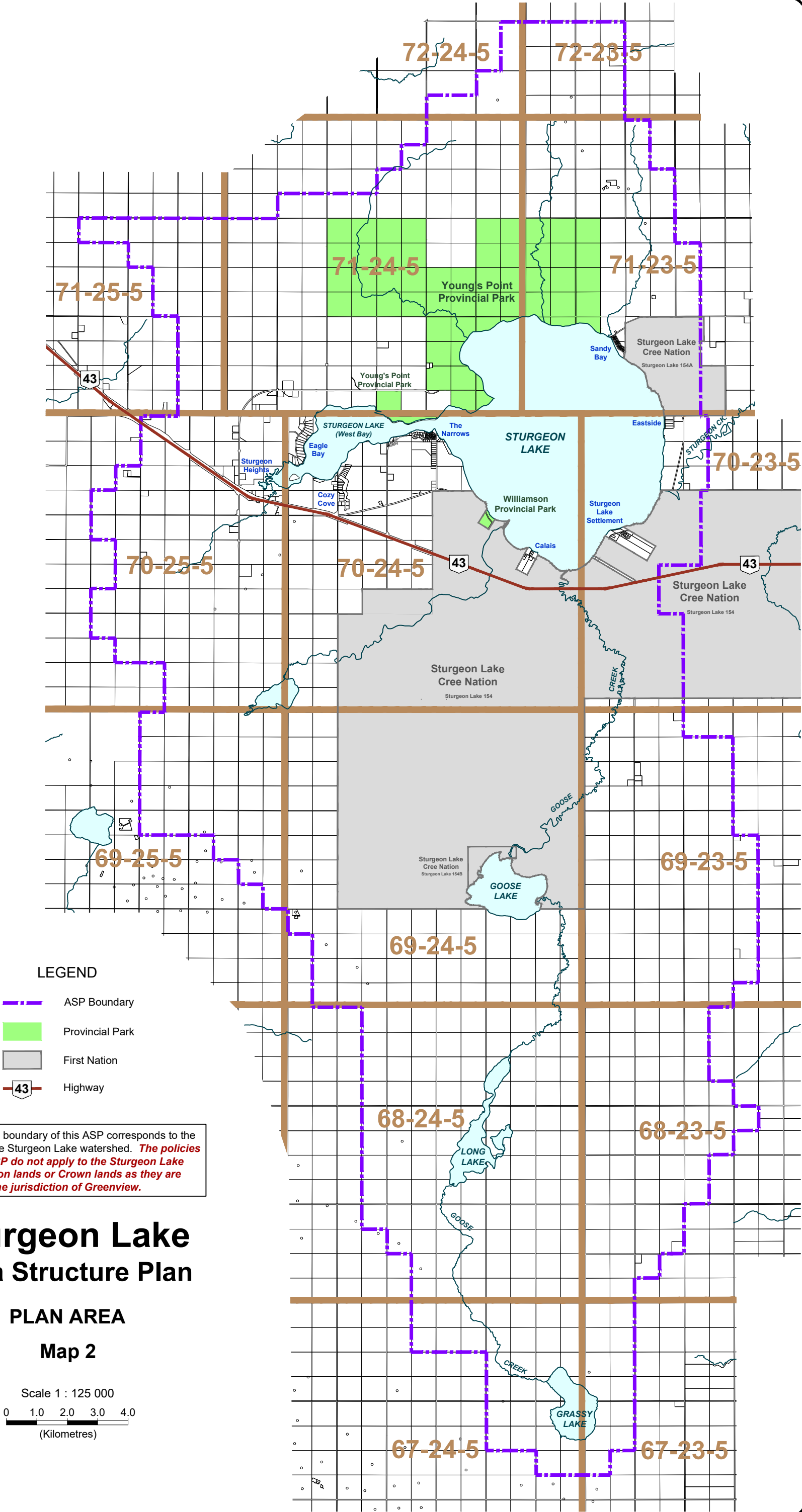
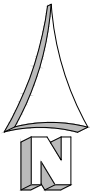
1.4.3 Compliance with policies in this ASP shall be interpreted and applied as follows:

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

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

1.4.5 The policies of this plan make use of acronyms, a summary of which are provided in Appendix A.

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

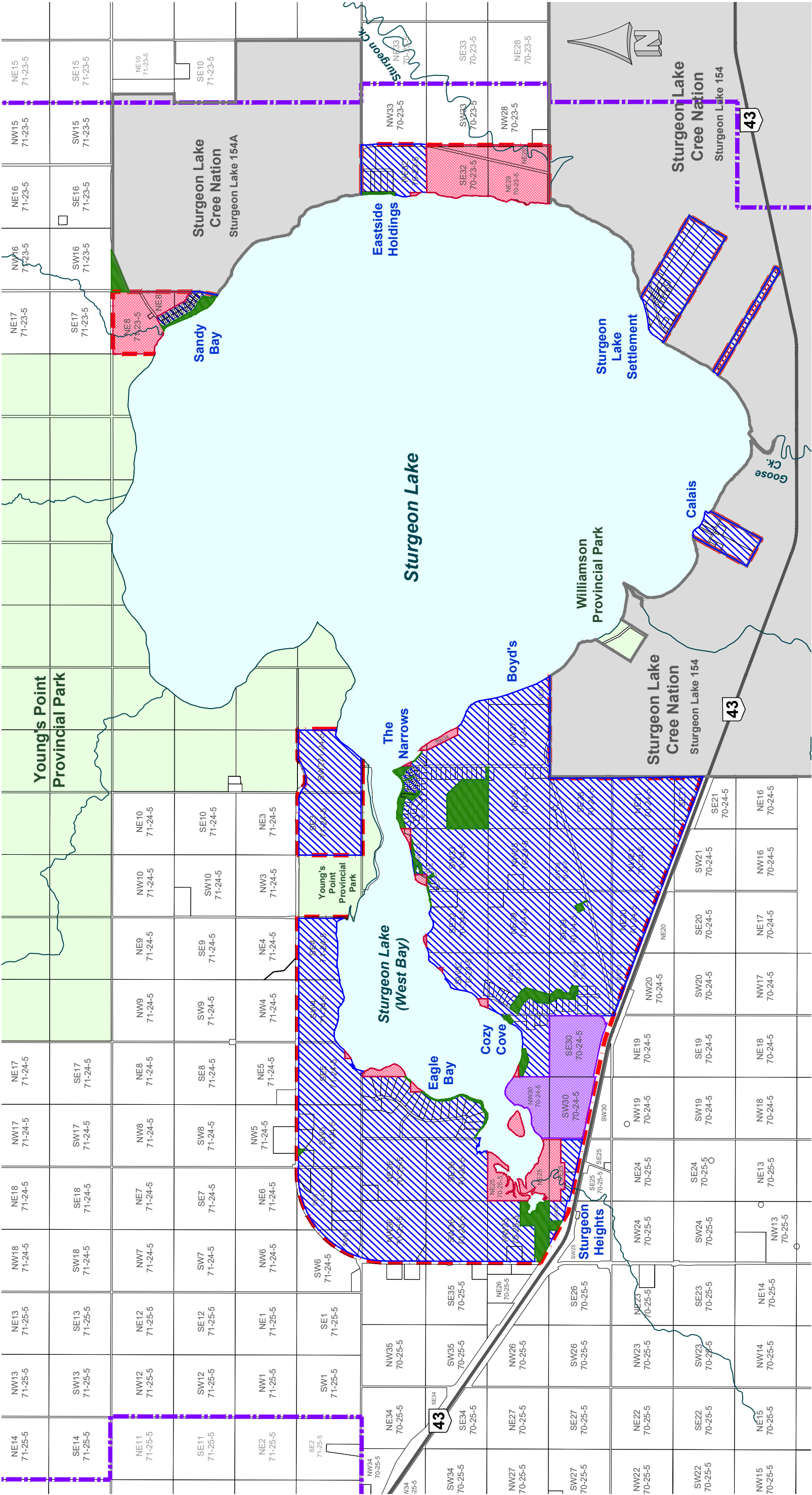


Note: The boundary of this ASP corresponds to the limits of the Sturgeon Lake watershed. *The policies of this ASP do not apply to the Sturgeon Lake Cree Nation lands or Crown lands as they are outside the jurisdiction of Greenview.*

Sturgeon Lake Area Structure Plan

PLAN AREA
Map 2


Scale 1 : 125 000
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(Kilometres)




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(Kilometres)

LEGEND


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




Municipal Ownership
(ER / MR / Other)




Provincial Park




First Nations



Development Area



Crown Land



Conservation Lands
(Alberta Fish & Game Association)



Sturgeon Lake

Area Structure Plan

LAND USE CONCEPT

Map 3



GOALS AND OBJECTIVES

The goals and objectives of this ASP are as follows:

2.1 Plan Goals

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

2.2 Plan Objectives

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

RESIDENTIAL DEVELOPMENT

3.1 Introduction

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

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

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

3.2 Policies

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

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

3.2.2 Residential lots in the Development Area shall be:

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

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

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

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

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

3.0



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

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

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

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

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

3.3 Settlements

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

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

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

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

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



RECREATIONAL DEVELOPMENT

4.1 Introduction

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

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

4.2 Development Standards

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

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

4.2.3 Campgrounds and Recreational Vehicle (RV) Parks

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

4.0

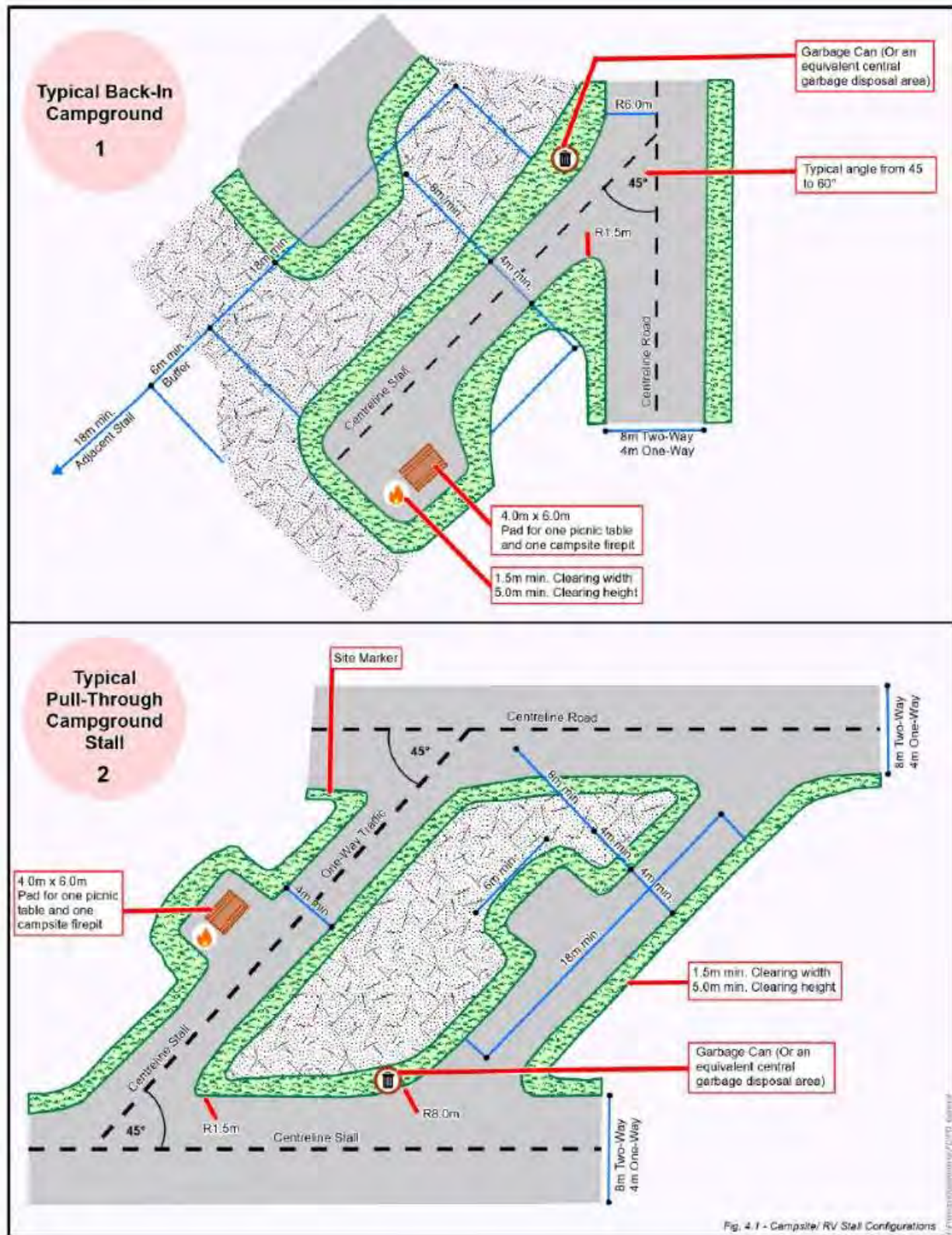


Figure 4.1 – Campsite/RV Stall Configurations

4.2.4 Site Considerations

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

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

4.2.5 Recommended Facilities

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

4.2.6 Roads

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

ENVIRONMENTAL PROTECTION

5.1 Introduction

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

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

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

5.2 Policies

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

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

- The type of land use proposed and the potential for contamination of the site and groundwater,
- Compliance with stormwater management plans prepared in accordance with Policy 8.2.8, and
- Site layout.

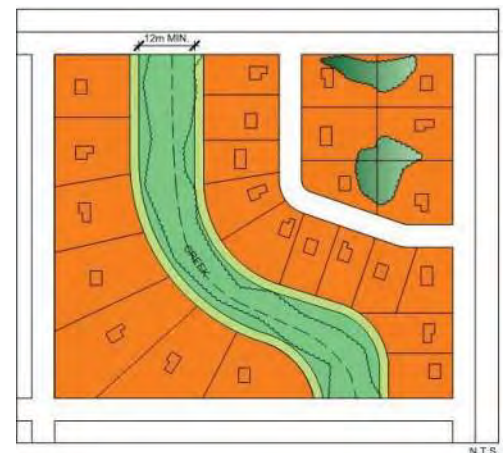


Figure 5.1: Illustration of Environmental Reserve

5.0

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

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

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

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

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

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

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

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

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

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

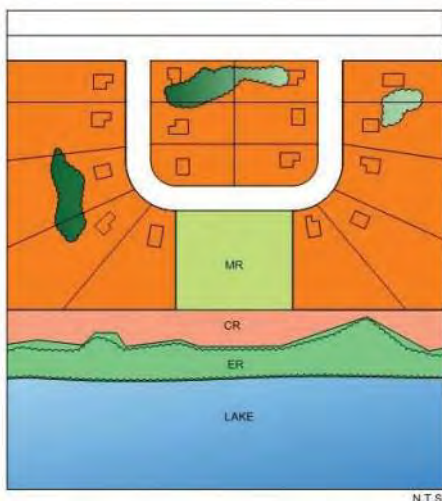
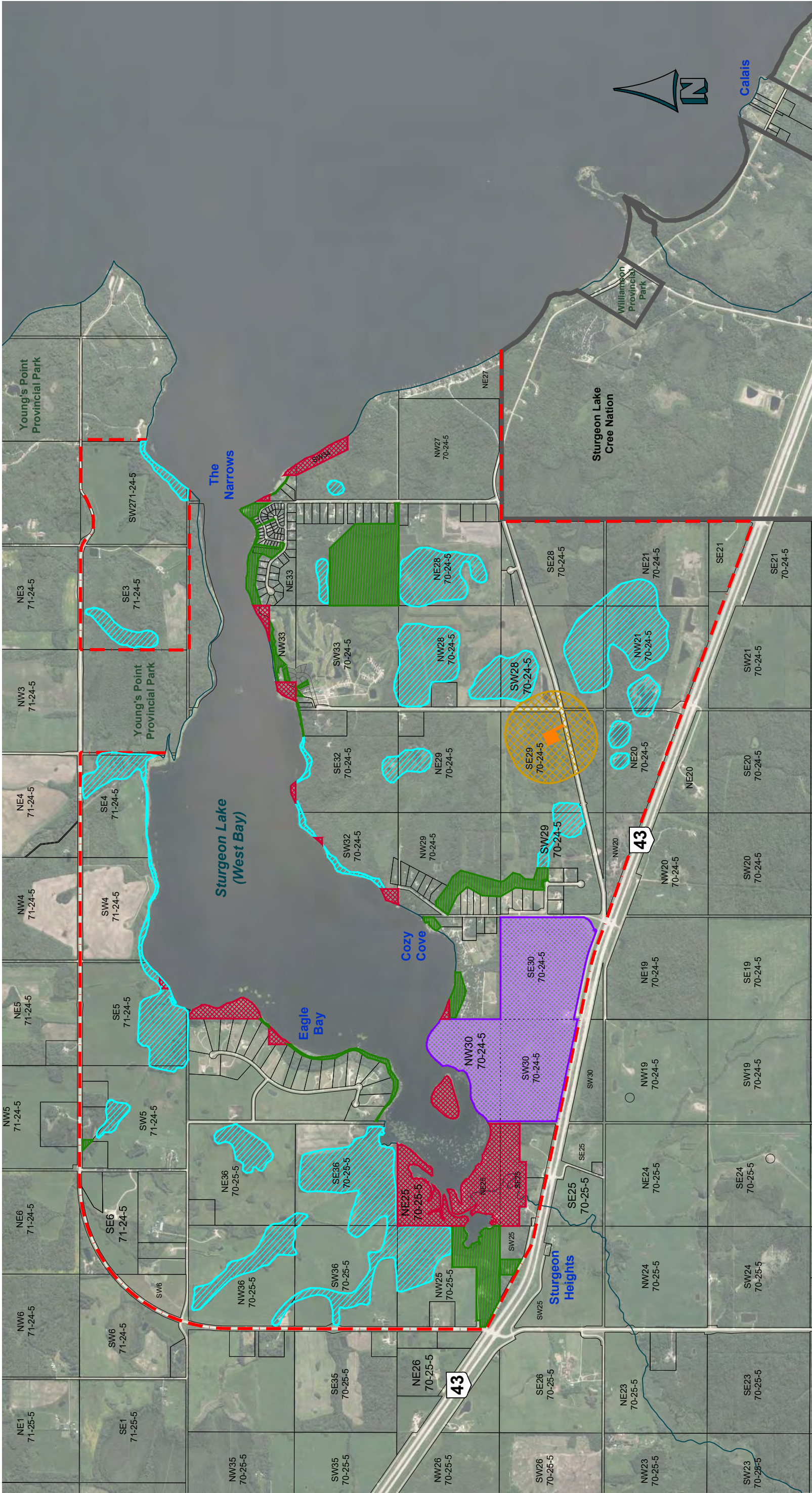


Figure 5.2: Illustration of Conservation Reserve



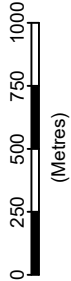
Figure 5.3: Development Setback



LEGEND

- Wetland *
- Municipal Ownership (ER / MR / Other)
- Crown Land
- Conservation Lands (Alberta Fish & Game Association)
- Landfill
- Landfill Setback (300m)
- Development Area Boundary

Scale 1 : 30 000



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

Sturgeon Lake Area Structure Plan

ENVIRONMENTALLY SENSITIVE AREAS

Map 4

June 2021



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

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

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

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

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

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

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

5.2.16 The setback requirement in Policy 5.2.15 may be reduced in cases where:

- a. The proposed development is located on a lot within an existing subdivision or is required to replace an existing, approved building or structure, or
- b. In the case of new subdivision or development, the developer demonstrates that a lesser setback is warranted based on the findings of a geotechnical report and/or a biophysical assessment.

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

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

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

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

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

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

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

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





AGRICULTURE

6.1 Introduction

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

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

6.2 Policies

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

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

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

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

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

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

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

COMMERCIAL AND INDUSTRIAL DEVELOPMENT

7.1 Introduction

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

7.2 Policies

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

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

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

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

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

7.0

INFRASTRUCTURE

8.1 Introduction

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

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

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

8.2 Servicing

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

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

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

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

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

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

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

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

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

8.2.8 In the case of multi-lot subdivisions, developers are required to provide stormwater management plans in accordance with Greenview's MSS. Such plans shall consider impacts on drainage patterns, ditch erosion, the mitigation of environmental damage, lake sedimentation, and the design and construction of any storm ponds that may be required.

8.3 Transportation

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

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

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

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

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

8.4 Community Health and Safety

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

8.4.2 In order to protect the community from environmental hazard:

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



IMPLEMENTATION

9.1 Introduction

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

9.2 Policies

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

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

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

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

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

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

An aerial photograph of a residential development, showing several houses with dark roofs and numerous young, conical evergreen trees planted in rows across a grassy field. The entire image is overlaid with a semi-transparent blue filter. A solid green vertical bar is visible on the far right edge.

APPENDIX A

Glossary of Terms

Acronyms

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

Agricultural Operations Practices Act

Provincial legislation respecting the development, operation and management of confined feeding operations. (https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779814879&search_by=link)

Alberta Conservation Information Management System

The provincial database of biodiversity information necessary to support decision-making concerning conservation, natural resource management and development planning.
(<https://www.albertaparks.ca/albertaparksca/management-land-use/alberta-conservation-information-management-system-acims/>)

Alberta Private Sewage Systems Standard of Practice

Provincial design standards, installation standards and material requirements for small scale private sewage systems. (<https://www.alberta.ca/private-sewage-codes-and-standards.aspx#jumplinks-1>)

Alberta Weed Control Act

Provincial legislation respecting the control and elimination of prohibited noxious weeds.
(https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779801220&search_by=link)

Alberta Wetland Policy

Provincial policy respecting the maintenance and protection of natural wetlands in order to preserve water quality and the health of aquatic ecosystems and watersheds. legislation respecting the control and elimination of prohibited noxious weeds.
(https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779801220&search_by=link)

Area Structure Plan (ASP)

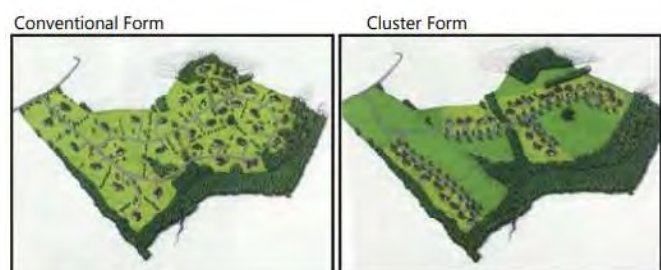
A land use and infrastructure plan for a prescribed area of land that is approved by Council by bylaw in accordance with the *Municipal Government Act*. In Greenvue, ASP requirements consist of Major and Minor ASPs that apply to large areas (multiple quarter sections) and small areas (e.g. one quarter section) respectively.

Bed and Shore

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

Cluster Form

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



Communal Water and Sewer System

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

Composting Toilet

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

Conservation Reserve (CR)

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

Country Residential Use

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

Development Area

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

Development Guidelines and Municipal Servicing Standards (MSS)

Greenview's requirements for the design and construction of municipal infrastructure including roads, water and sewer systems, and stormwater management facilities. (https://mdgreenview.ab.ca/wp-content/uploads/2020/09/Combined-2_August_2020_14-030-10-Greenview-Municipal-Servicing-Std-2020-R2-3.pdf)

Environmental Reserve (ER)

Environmentally sensitive lands that are dedicated to the municipality at the time of subdivision in either parcel or easement form in accordance with the *Municipal Government Act*.

Extensive Agriculture Use

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

FireSmart Guidelines

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

Fragmented Parcel

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

Invasive Species

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

Land Use Bylaw (LUB)

Land use (zoning) regulations that are approved by Council by bylaw in accordance with the *Municipal Government Act*. (<https://mdgreenview.ab.ca/wp-content/uploads/2020/08/LUB-18-800-April-2019-FINAL-INCLUDES-MAPS.pdf>)

Low Impact Development

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

Minor Area Structure Plan Policy 6001

Greenview's requirements and criteria for the preparation of Minor Area Structure Plans.
(<https://mdgreenview.ab.ca/wp-content/uploads/2020/08/6001-Minor-Area-Structure-Plan-1.pdf>)

Municipal Development Plan (MDP)

An over-arching, high level policy plan that applies to the whole municipality and broadly addresses matters of land use, infrastructure, environmental protection, economic development that is approved by Council by bylaw in accordance with the *Municipal Government Act*. (<https://mdgreenview.ab.ca/wp-content/uploads/2020/08/Bylaw-15-742-Municipal-Development-Plan.pdf>)

Municipal Reserve (MR)

Lands that are dedicated to the municipality at the time of subdivision in either parcel form or as money-in-lieu for the provision of parks, school sites and other public open space in accordance with the *Municipal Government Act*.

Municipal Water and Sewer System

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

Noxious Weeds

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

Nuisance and General Sanitation Regulation

Provincial regulations under the *Public Health Act* that prohibit the creation or commission of activities that may become injurious or dangerous to public health.
(https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779809882&search_by=link)

Provincial Land Use Policies

High level provincial land use, environmental and resource conservation policy that supplements the planning provisions of the *Municipal Government Act*. (<https://open.alberta.ca/dataset/7a02d9d4-be82-4019-b05e-4205df30cefe/resource/b2993476-6864-4903-8a77-917300f760fa/download/1996-landusepoliciesmga.pdf>)

Seasonal Recreational Use

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

Steep Slope

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

Terminal Platform Area

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

Vault Toilet

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

Water Act

Provincial legislation respecting the conservation and management of surface and groundwater.
(https://www.qp.alberta.ca/570.cfm?frm_isbn=9780779805570&search_by=link)

Wetlands

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



APPENDIX B

Sturgeon Lake Environmental Background Report

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

Final Report

Prepared for:

Municipal District of Greenview No. 16
Valleyview, Alberta

Prepared by:

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

Under contract to:

ISL Engineering and Land Services Ltd.
Grande Prairie, Alberta

Project Number EP787

October 2018

Sturgeon Lake Area Structure Plan Update Environmental Background Report

Executive Summary

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

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

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

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

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

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

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1.0 INTRODUCTION

1.1 Background

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

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

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

1.2 Report Organization

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

2.0 STUDY AREA AND CONTEXT

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

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

3.0 METHODOLOGY

3.1 General

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

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

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

3.2 Detailed

3.2.1 GIS Information Review

The following online data sources were searched/reviewed:

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

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

3.2.2 Field Reconnaissance

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

4.0 LEGISLATIVE FRAMEWORK

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

5.0 PROTECTED AREAS AND SENSITIVE RESOURCES

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

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

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

6.0 HYDROLOGY

6.1 Watersheds and Sub-Basin

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

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

6.2 Streams

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

6.3 Wetlands

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

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

6.4 Sturgeon Lake

6.4.1 Hydrology

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

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

6.4.2 Surface Water Quality

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

7.0 NATURAL SUB REGIONS AND VEGETATION

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

7.1 Special Status Species

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

8.0 WILDLIFE

8.1 Special Status Species

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

8.1.1 Trumpeter Swan

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

8.1.2 Western Grebe

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

8.1.3 Sharp-tailed Grouse Survey Area

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

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

8.2 Renewable Energy Wildlife Habitat Sensitivity Risk

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

9.0 FISH/AQUATIC RESOURCES

9.1 Fisheries

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

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

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

9.2 Aquatic Invasive Species

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

10.0 FARMLAND CAPABILITY AND ALBERTA'S GREEN & WHITE AREAS

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

11.0 ENVIRONMENTALLY SIGNIFICANT AREAS

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

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

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

12.0 OBSERVATIONS AND CONCLUSIONS

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

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

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

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

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13.2 Personal Communications

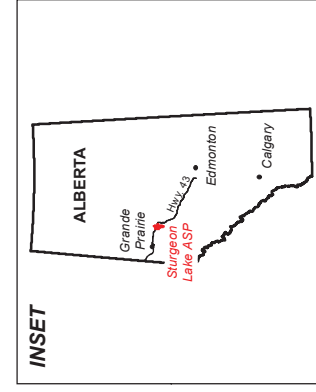
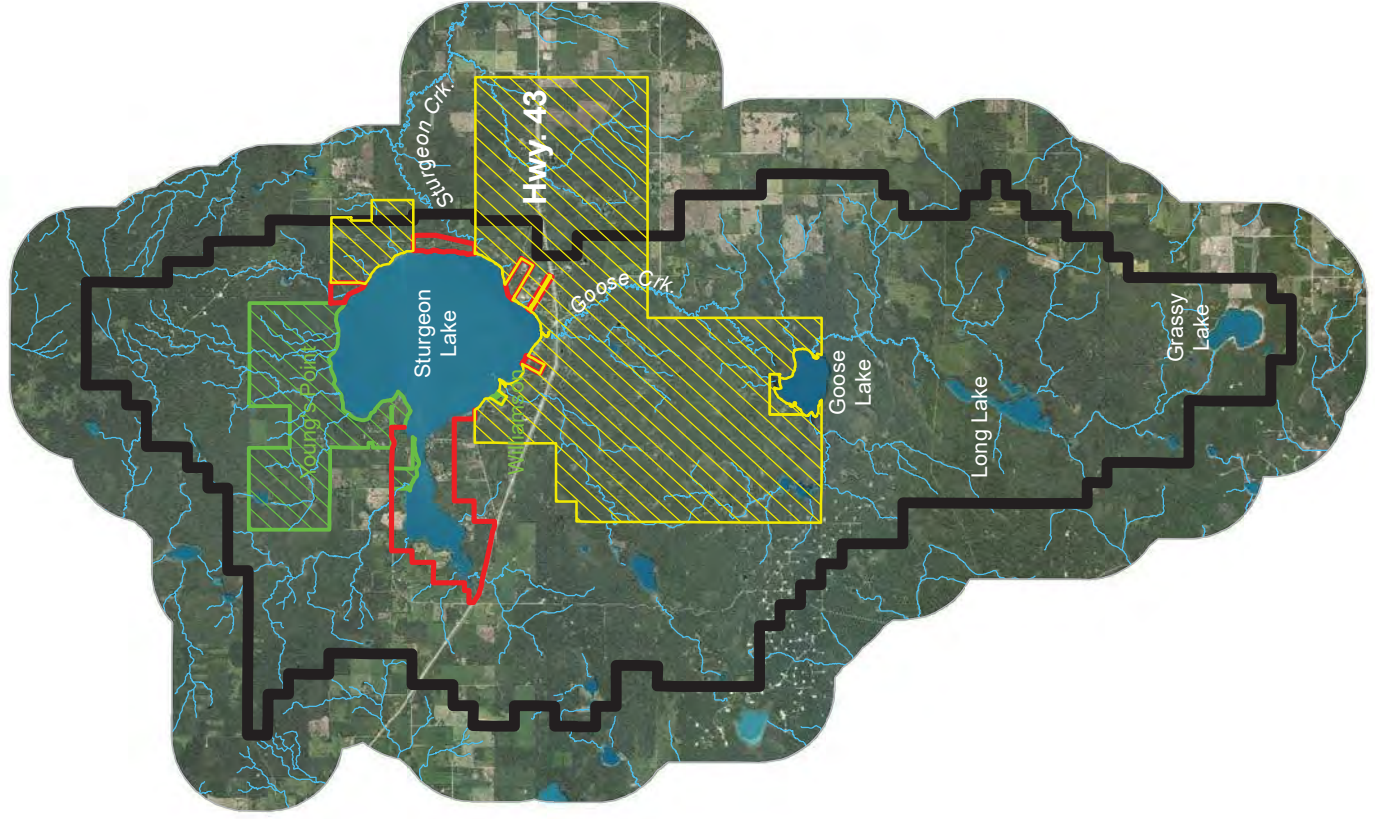
S. A. Rosson. Manager/Development Officer, Municipal District of Greenview No. 16., Valleyview, Alberta.

Appendix A: Figures

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

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

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



1:300,000

0 2,500 5,000 10,000 Meters

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



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

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

Legend

Secondary Zone Boundary
 (Sturgeon Lake ASP)

Primary Zone Boundary

Sturgeon Lake Indian Reserve

Watercourses

Provincial Parks

Natural Area

Sharp-Tailed Grouse Survey Area

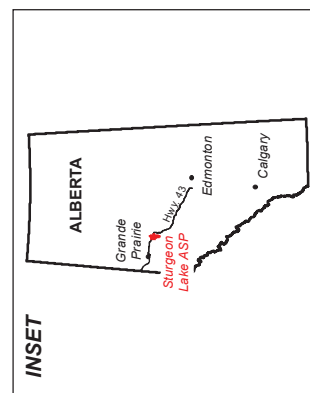
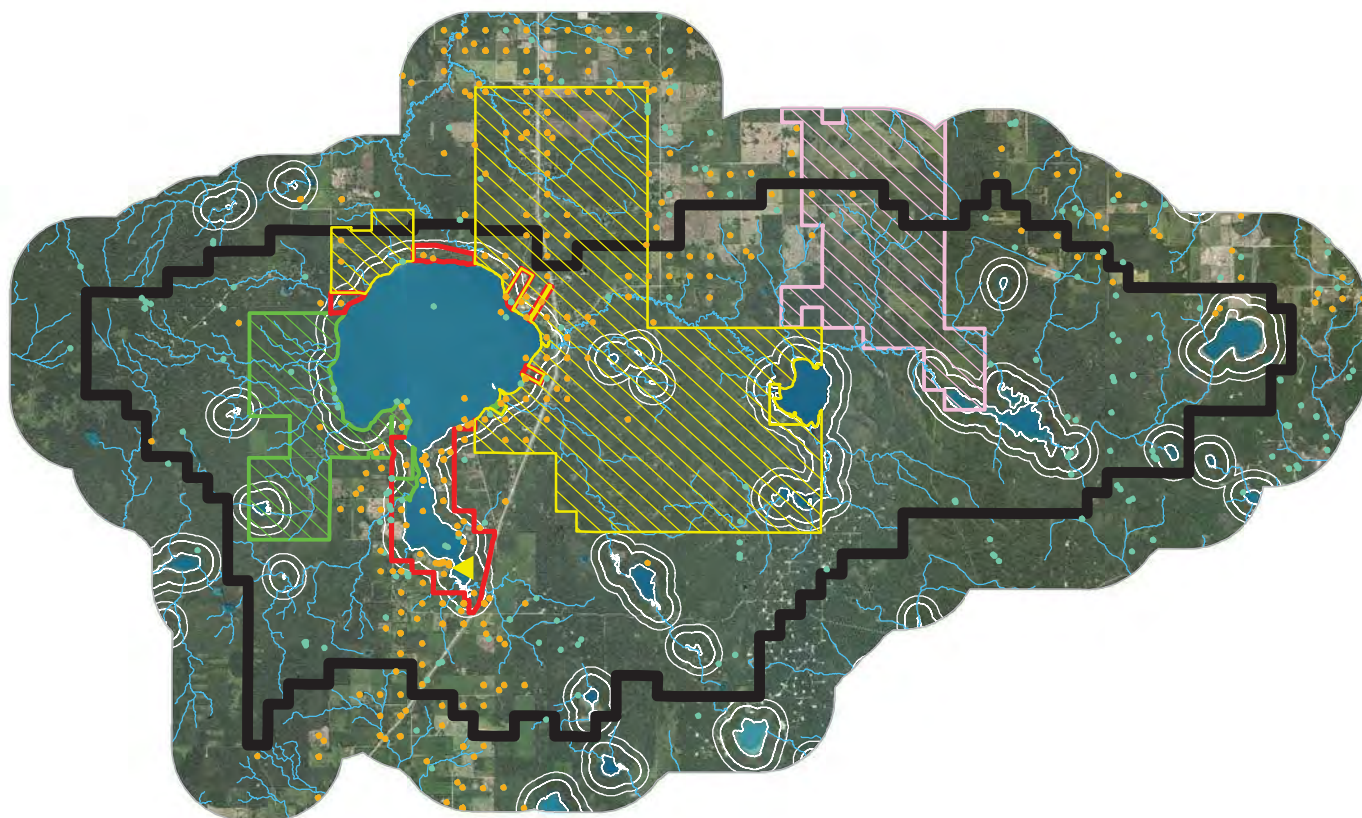
Trumpeter Swan 500m & 800m Buffers

Water Wells*

Uses Include Domestic

Other

*Abandoned wells not shown



1:300,000

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



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

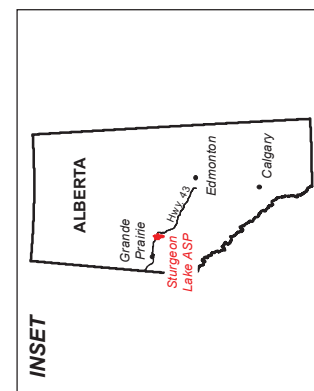
Figure 3.
**Protected Areas &
 Sensitive Resources**
 - Primary Zone
 Sturgeon Lake
 Area Structure Plan Update
 Environmental Report



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

Legend

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

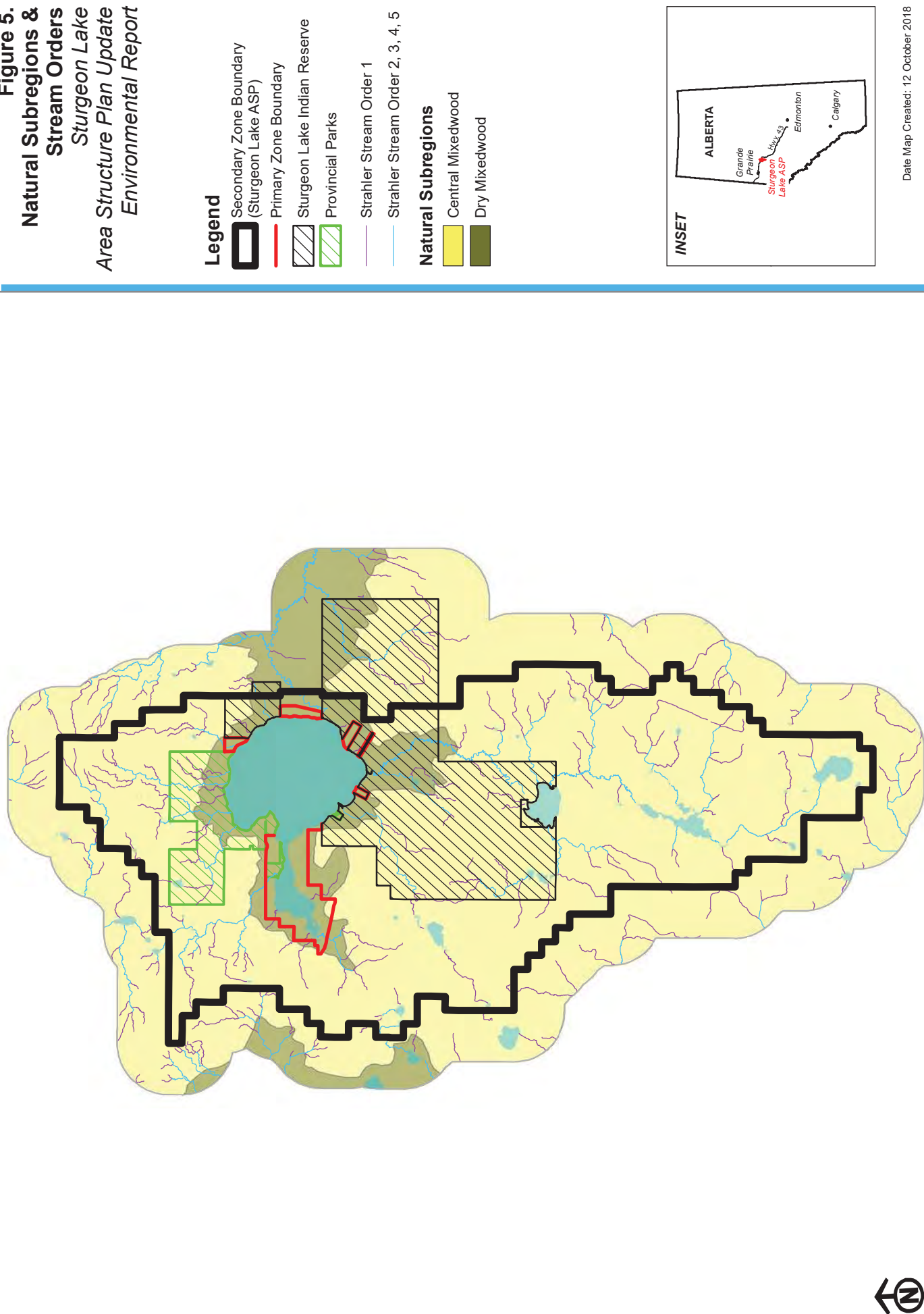


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Source: Refer to Appendix B for complete spatial data source information.

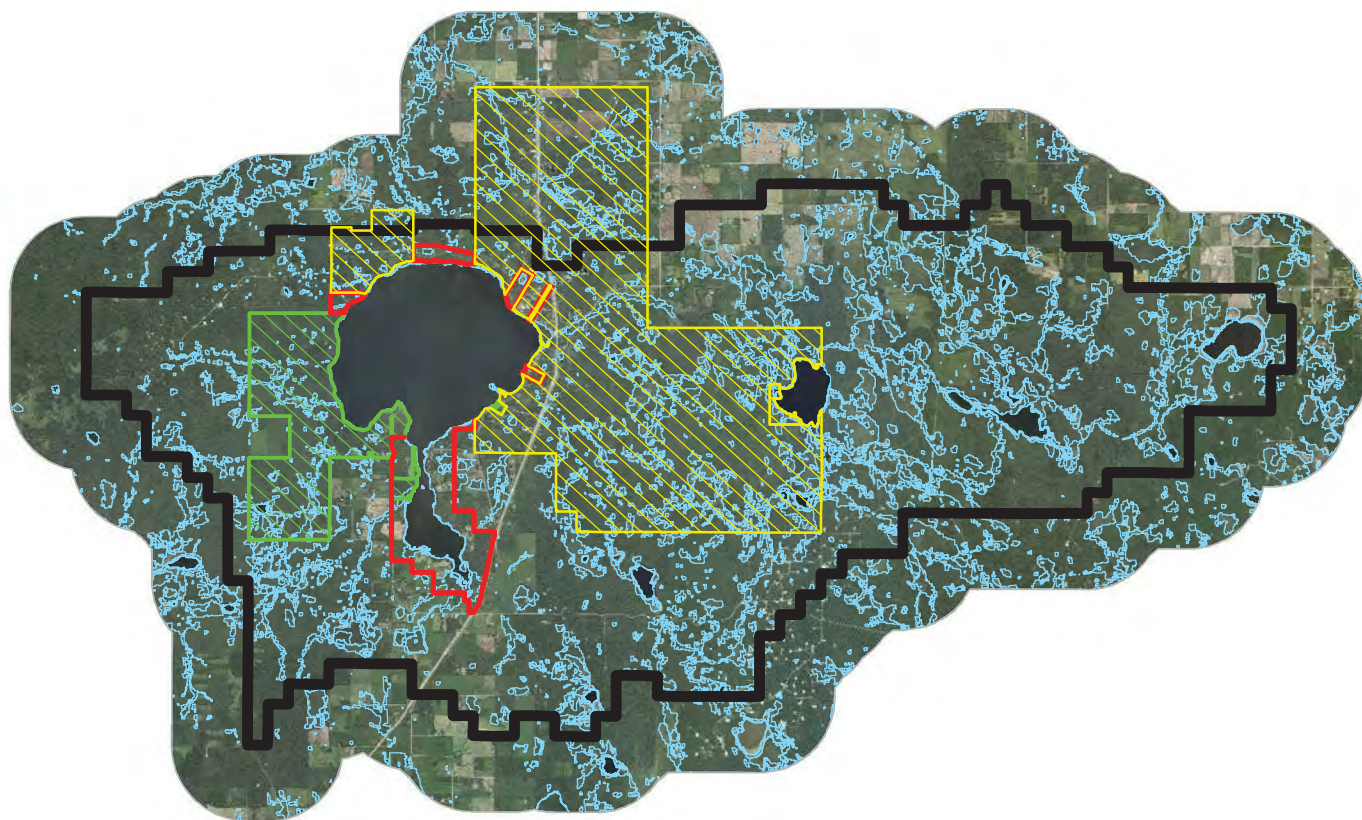
Figure 5.
**Natural Subregions &
 Stream Orders**
*Sturgeon Lake
 Area Structure Plan Update
 Environmental Report*



Date Map Created: 12 October 2018

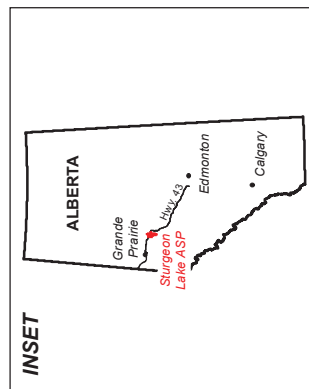
Figure 6.
Inventoried Wetlands
in the ASP Area
Sturgeon Lake
Area Structure Plan Update
Environmental Report

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



1:300,000

0 2,500 5,000 10,000 Meters








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

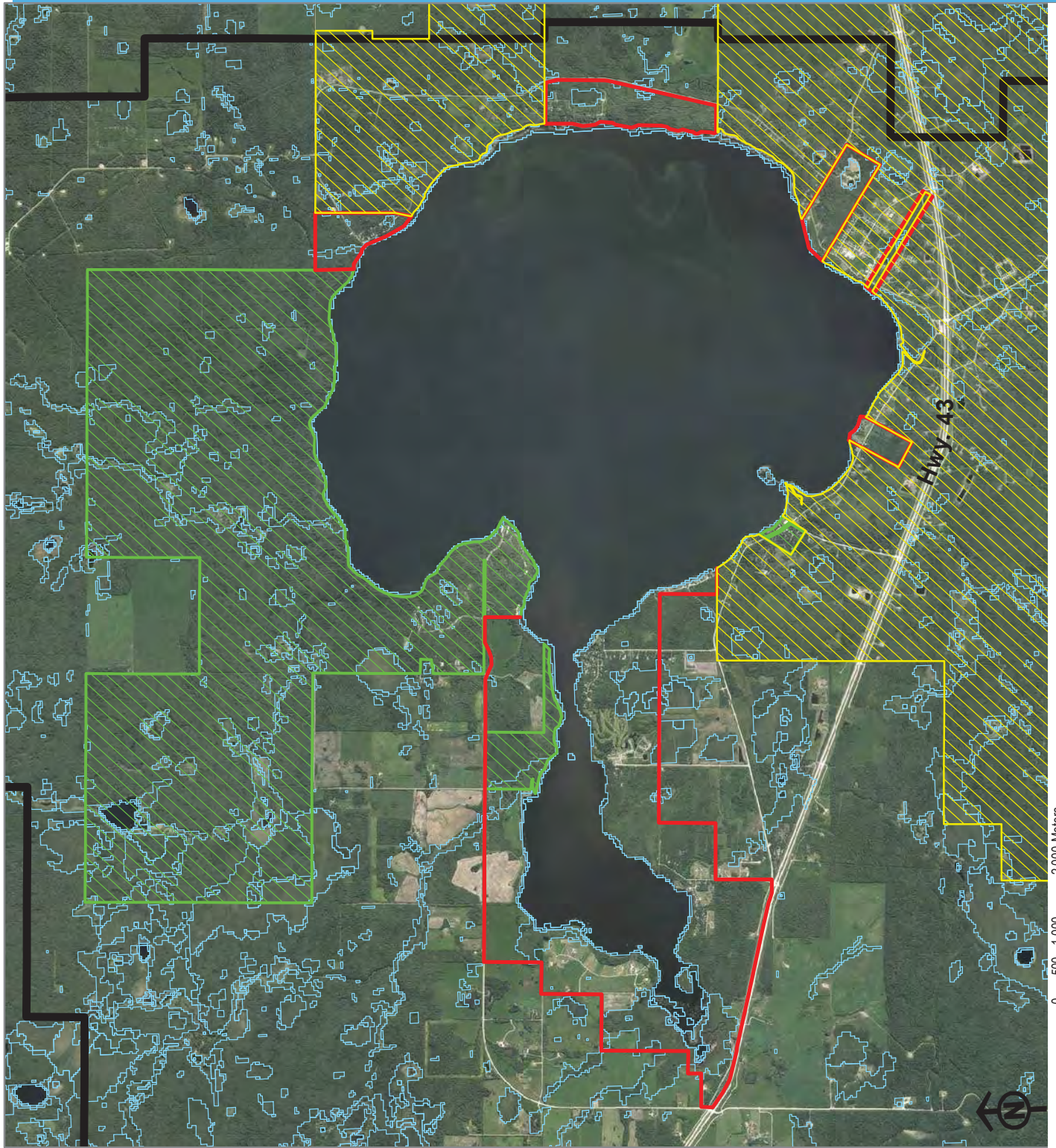


Source: Refer to Appendix B for complete spatial data source information.
 Note: Preliminary wetland data; not ground-truthed.

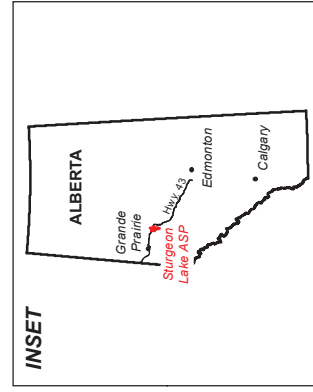
Figure 7.
Inventoried Wetlands
in the ASP Area
- Primary Zone
Sturgeon Lake
Area Structure Plan Update
Environmental Report

Legend

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



1:80,000
 0 500 1,000 2,000 Meters

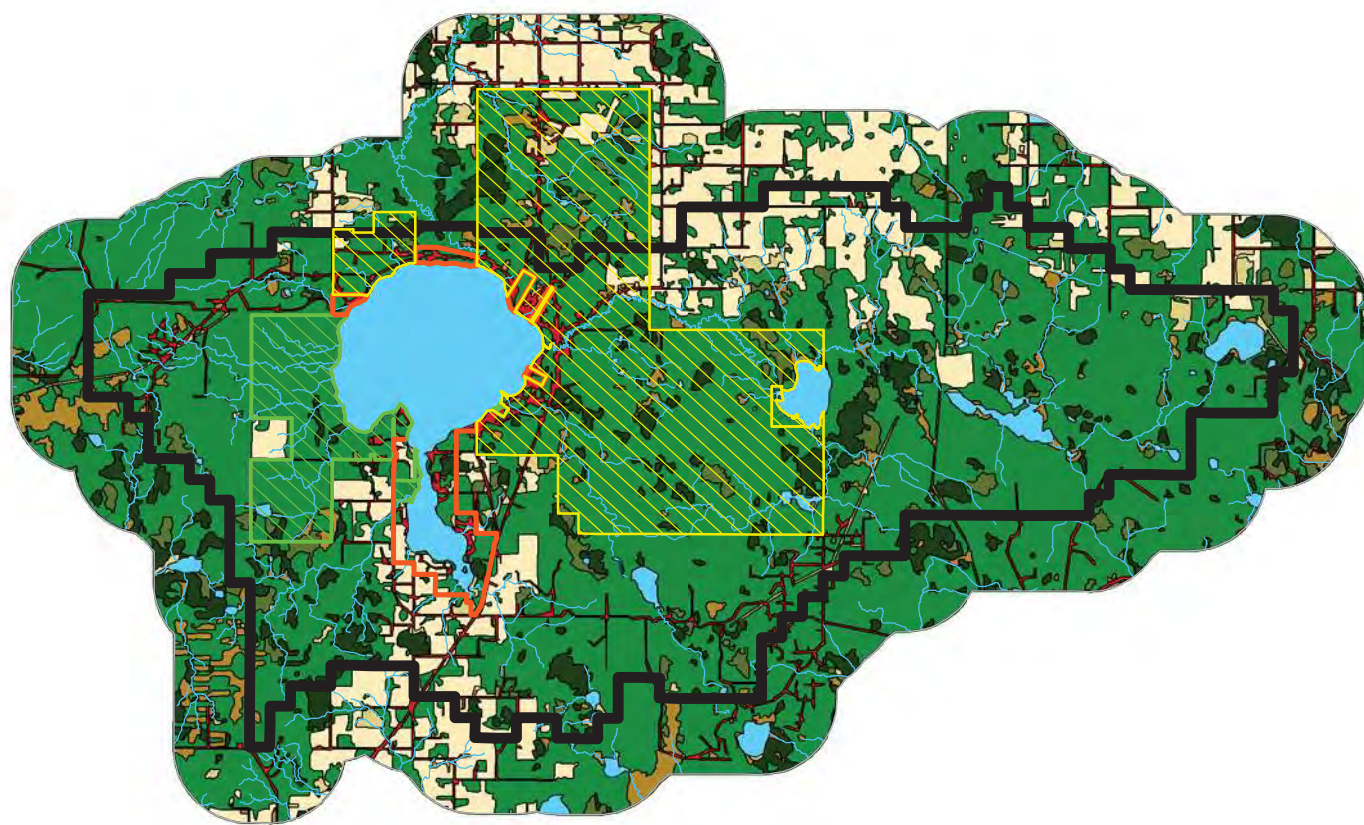


Date Map Created: 12 October 2018
 Imagery: Unknown Year, Mosaic (MD Greenview No.16)








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









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

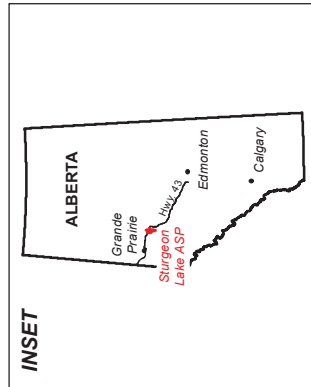


Legend

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

Landcover Class (ABMI, 2010)

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



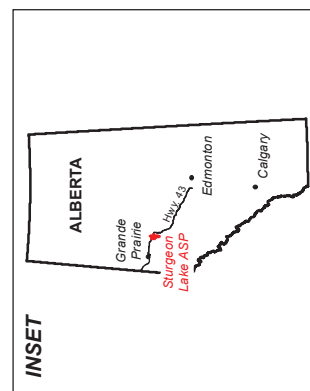
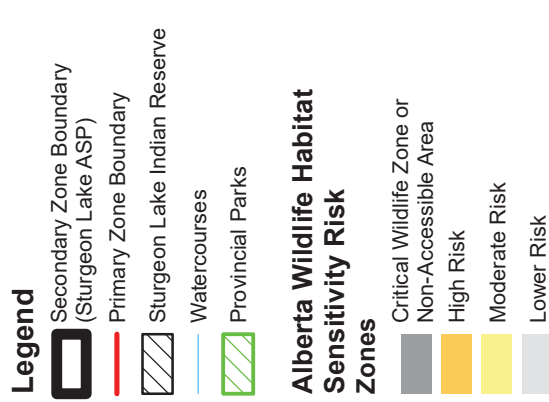
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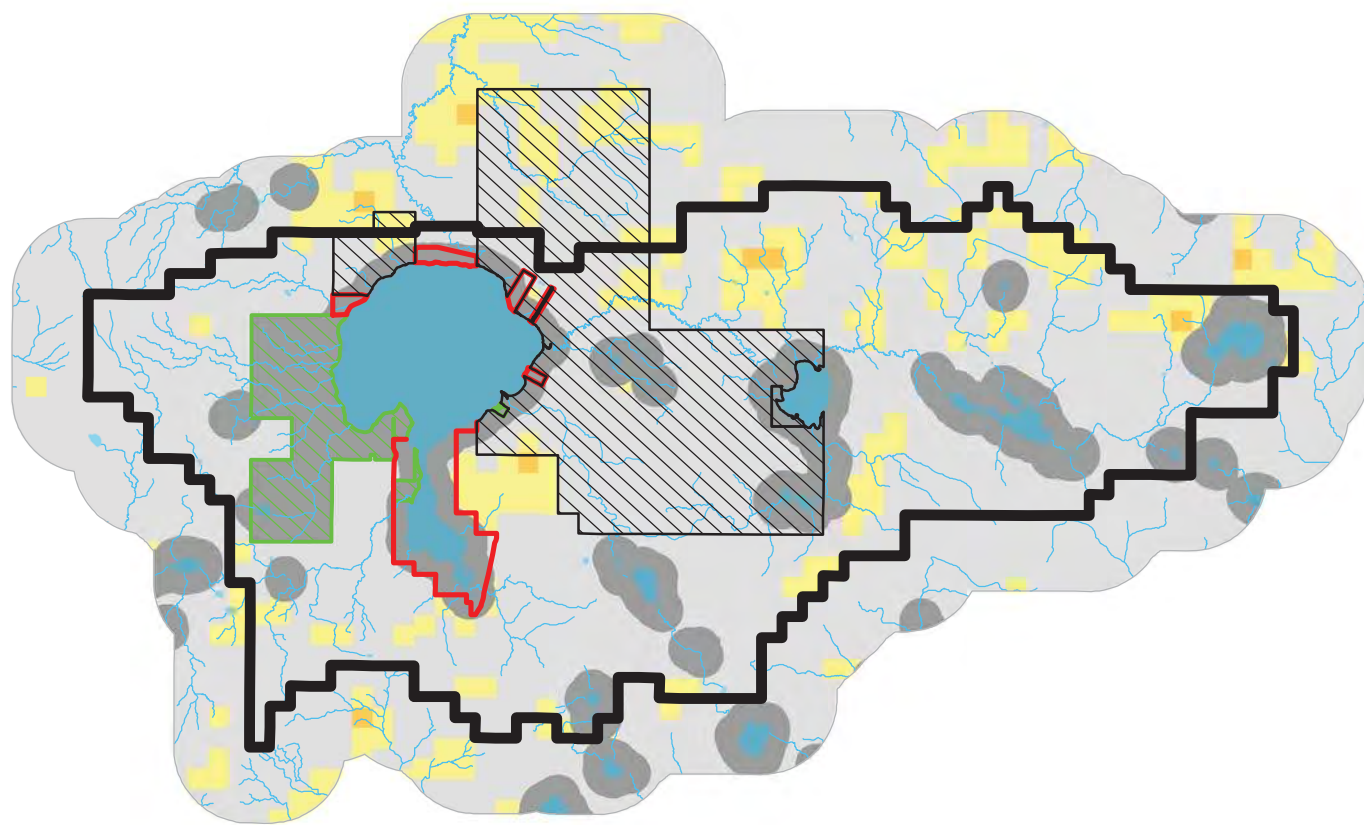


Source: Refer to Appendix B for complete spatial data source information.

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



Date Map Created: 12 October 2018

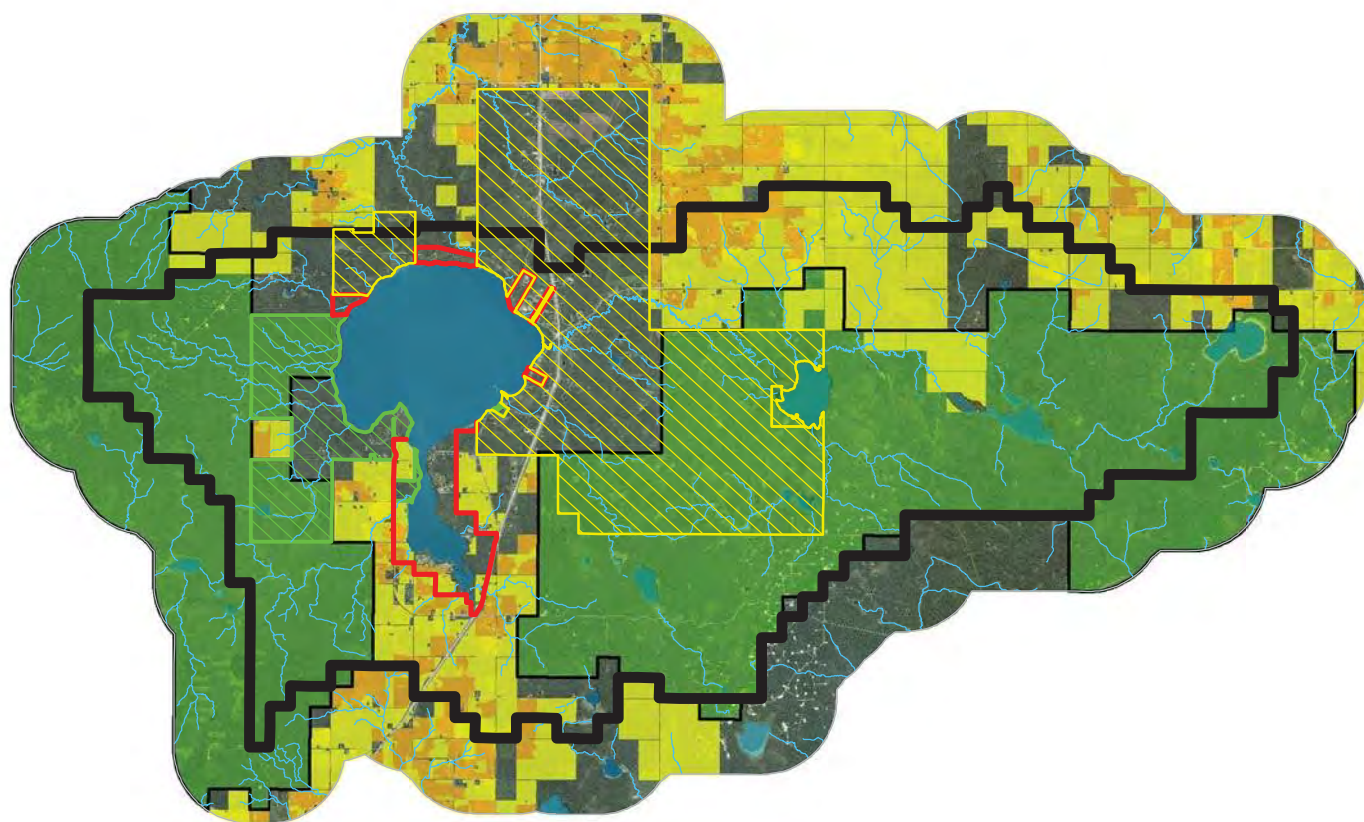


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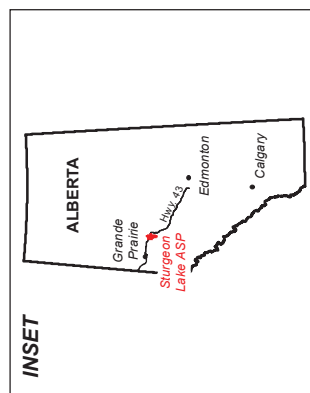
Source: Refer to Appendix B for complete spatial data source information.

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



Legend

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



1:300,000
 0 2,500 5,000 10,000 Meters






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



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

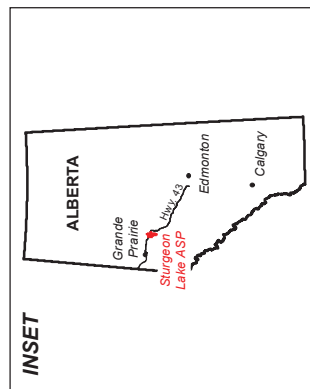
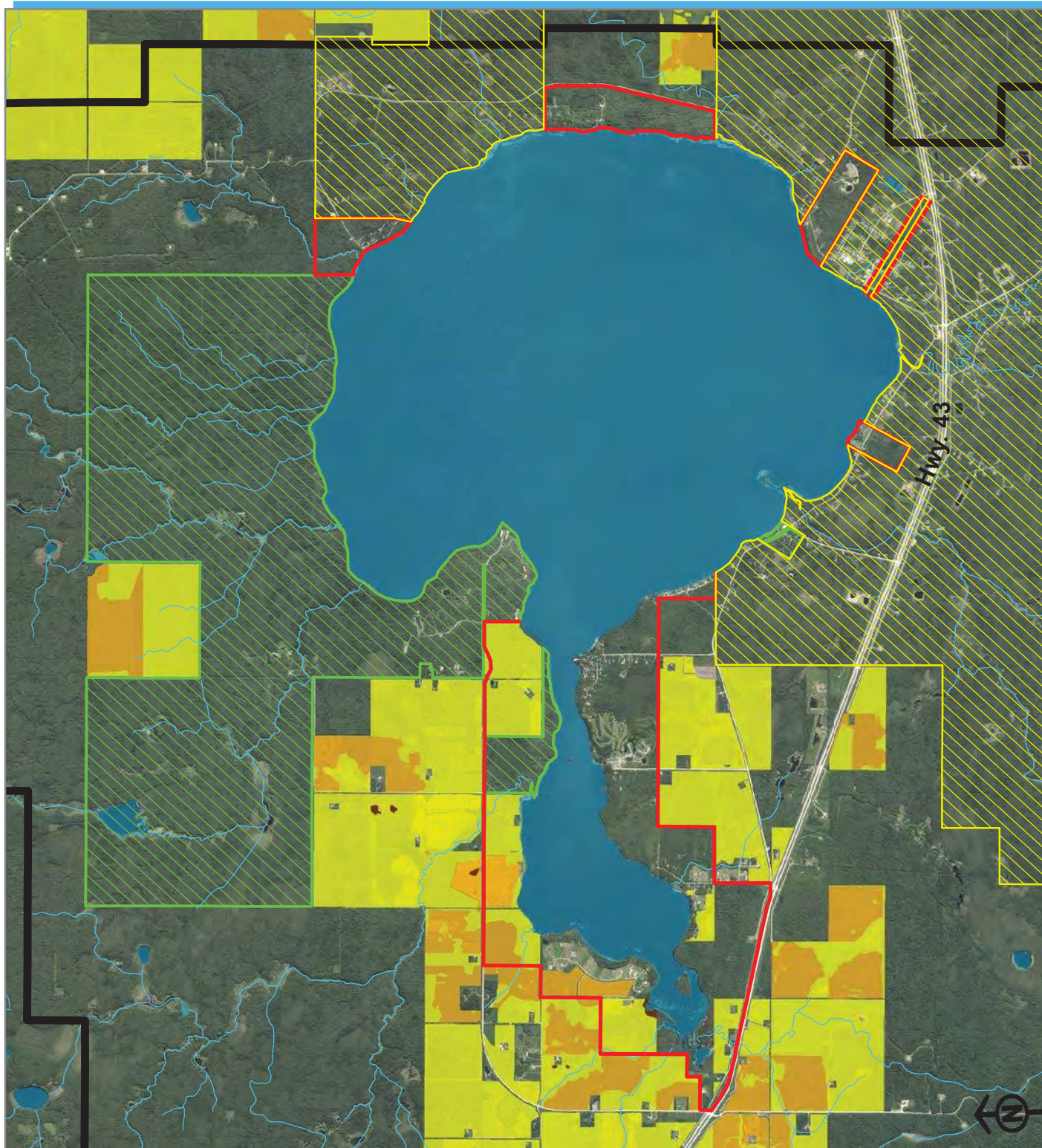
Figure 11.
Farmland Capability &
Alberta's
Green & White Areas
- Primary Zone
Sturgeon Lake
Area Structure Plan Update
Environmental Report

Legend

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

Farmland Capability

-  Arable
-  Pasture
-  Waste



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








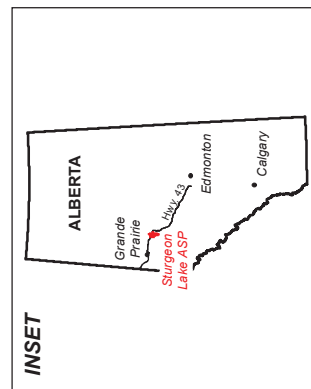
0 500 1,000 2,000 Meters

1:80,000

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

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

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



1:300,000

0 2,500 5,000 10,000 Meters

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



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

Appendix B: GIS Mapping Sources

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

Appendix C: Legislative Framework

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

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

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

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



REQUEST FOR DECISION

SUBJECT:	Policy 4010 Road Access Approaches		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: RA	PRESENTER: RA
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 4010 “Road Access Approaches” as presented.

BACKGROUND/PROPOSAL:

Administration updated the policy to current standards and updated position references and language. Modifications were made to temporary approaches and subdivision approaches to include municipal servicing standards. Provisions were added after initial discussions at PRC to outline how additional approaches may be approved by Council or Administration. The focus of these changes are that an additional approach may be added at the discretion of Council if there are safety concerns or if the parcel is bordered by two or more public roads.

Council referred the Policy back to PRC to work out provisions for Temporary Approaches. Currently, the temporary approach must be built to engineering standards, may only be used for 6 months, with one additional term of 6 months possible before it has to be removed.

PRC recommended that all temporary approaches needed to be returned to their original condition upon removal. It was also recommended that an additional provision be added to address one week or less temporary approaches for which the sole purpose is to allow access for oversized loads. Further, all references to developers are changed to landowners.

Administration referred the policy back to PRC after adding provisions to accommodate hamlet driveway crossings and approaches, as well as adding a number of new definitions.

PRC recommended that Administration add a provision permitting a second approach in rural locations if required by an oil and gas operation. As well, the procedure for rural approaches was re-worked to remove the option for an additional six (6) month extension and include that the approach must be brought up to Greenview engineering standards if not removed and reclaimed after 1 year. This must be accompanied

by a deposit of the amount Greenview charges for an approach, all but \$100.00 is refundable so long as the approach is reclaimed to Greenview's satisfaction.

BENEFITS OF THE RECOMMENDED ACTION:

1. Clarification has been added to the Access Approaches policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Revised Policy 4010
- Current Policy 4010

Title: Road Access Approaches

Policy No: 4010

Effective Date:

Motion Number:

Supersedes Policy No: EES 03

Review Date:



Purpose: The Road Access Approaches Policy provides further guidelines for administering general approach or driveway crossing requests.

1. DEFINITIONS

- 1.1. **Development Guidelines & Municipal Servicing Standards** means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.
- 1.2. **Director of Infrastructure and Planning** means Greenview's Director of Infrastructure and Planning or their designate.
- 1.3. **Driveway** means a private right-of-way, paved or unpaved, that provides access for vehicles or pedestrians from a boulevard, curb or sidewalk to a lot or carport, garage, parking pad, loading berth or structure located on the lot.
- 1.4. **Driveway Crossing** means an area where a private driveway accesses a public road, which may include a sidewalk, boulevard, curb, or gutter.
- 1.5. **Greenview** means the Municipal District of Greenview No. 16
- 1.6. **Hamlet** means an unincorporated community administered by, and within the boundary of, Greenview consisting of five or more dwellings and containing parcels of land used for non-residential. Includes, DeBolt, Ridgevalley, Grovedale, Landry Heights, Little Smoky and Grande Cache
- 1.7. **Landowner** means the owner of the land and extends to any developer or designate working on behalf of the landowner.
- 1.8. **Parcel Width** means the distance between the side parcel lines at a point midway between the front and rear of the parcel and parallel to the street line.

1.9. **Rural** means any territory lying outside of a Hamlet within the boundaries of Greenview

1.10. **Schedules of Fees** means the Bylaw outlining the amounts Greenview may charge for the supply of information, goods, and services.

2. POLICY

2.1. Rural

- A. One access approach per quarter section of land **or subdivided lot** along **municipally developed roadways** will be provided when deemed feasible on the condition that no other approach exists. **A second approach may be permitted on a parcel if required by an oil and gas operation at the cost outlined in the Schedules of Fees.**
- B. ~~The General Manager of Infrastructure & Planning or his/her designate will determine the size and~~ Greenview may provide **an additional approach(s)** to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels. **Subject to Council approval, additional approaches may be added under the following circumstances:**
 - i. **Public Safety reasons;**
 - ii. **If the parcel is bordered by two (2) or more public roads, a second or third approach may be considered, at an additional cost as per the Schedules of Fees.**
- C. The location of the approach **will be determined**, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards **and Alberta Transportation Standards. The size of the approach will be 8 meters for residential and 15 meters for industrial or farmland approaches in accordance with the Development Guidelines and Servicing Standards.**
- D. All approaches will be under the authority and control of Greenview, except for temporary approach installations.

2.2. Hamlet

- A. **One driveway crossing per property or subdivided lot along municipally developed roadways or alleys will be provided when deemed feasible on the condition that no other driveway exists.**
- B. **Subject to Council approval, additional driveway crossings may be added under the following circumstances:**
 - i. **Public Safety reasons;**
 - ii. **If the property is bordered by two (2) or more public roads.**
- C. **The location of the driveway crossing will be determined, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards and Alberta Transportation Standards.**

- D. The width of a single-family or duplex residential driveway, including the driveway crossing and motor vehicle parking stall(s), must not exceed 60% to a max of 15 meters of the parcel width.
- E. The width of a non-residential or multi-family residential driveway, including the driveway crossing and motor vehicle parking stall(s), must comply with the requirements of the Development Guidelines & Municipal Servicing Standards.
- F. All driveway crossings will be under the authority and control of Greenview.

3. PROCEDURE

3.1 Rural

- A) ~~Upon receipt of a fully completed Greenview approach application and accompanied by a non-refundable Request Fee established in the Schedule of Fees, the General Manager of Infrastructure and Planning or his/her designate may approve the installation of an additional approach on an existing roadway. The approach application fees are established by Council within the Schedule of Fees Bylaw.~~ Approach application fees are established by Council within the Schedules of Fees Bylaw.
- B) If an approach is approved, and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a reasonable time period.
- C) The ~~General Manager~~ Director of Infrastructure and Planning or their designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
- D) The ~~applicant~~ landowner will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
- E) ~~The General Manager of Infrastructure and Planning or his/her designate may allow landowners or respective companies to construct temporary approaches, which must be removed within 6 months.~~ At the discretion of the Director of Infrastructure and Planning, a temporary approach may be constructed for a period not exceeding one (1) year with a non-refundable fee of \$100.00 accompanying a deposit equal to the cost of constructing an approach as outlined in the Schedule of Fees Bylaw. If an approach is not removed and reclaimed in a manner satisfactory to the Director of Infrastructure and Planning, or designate, after one (1) year, the approach must be constructed to engineering standards and the deposit will be forfeited.
- F) ~~Upon approval by the Director of Infrastructure and Planning, the landowner may be permitted to construct a temporary approach, to be removed within one week or less, to accommodate oversized loads access.~~

3.2. Hamlet

- A) Driveway crossing application fees are established by Council within the Schedules of Fees Bylaw.

- B) If a driveway crossing is approved, and upon payment from the landowner being received, Greenview will construct the new driveway crossing as resources and weather permit within a reasonable time period.
- C) The ~~General Manager~~ **Director** of Infrastructure and Planning or their designate will inform Council annually of all driveway crossings that were constructed and of all expenditures that occurred.
- D) The ~~applicant~~ **landowner** will enter into a signed agreement with Greenview prior to the construction of the driveway crossing by Greenview.

4. DEVELOPMENT & SUBDIVISION APPROACHES

- 4.1. A ~~developer~~ **landowner** may be required to construct an approach to a development or subdivision in accordance with an applicable development agreement, or as a condition of subdivision or development approval. Construction of approaches must conform to the standards outlined in Greenview's Development Guidelines and Municipal Servicing Standards. A ~~developer~~ **landowner** that receives an agreement or condition of approval requiring the construction or upgrade of an approach or driveway crossing, must arrange with Greenview for approach construction.
- ~~4.2. Construction of **development & subdivision approaches** is the sole responsibility of the **landowner**, in accordance with Greenview's Development Guidelines & Municipal Servicing Standards, any applicable agreements, and/or conditions of a subdivision or development approval. A developer that receives an agreement or condition of approval requiring the construction or upgrade of an approach or driveway crossing must arrange with Greenview for approach construction.~~
- 4.2 In all cases where the subdivision plan is to be endorsed prior to completion of the approach, a security deposit is required. The standard deposit will be set out annually in the Schedules of Fees and differential rates will be applied for surfaced and non surfaced approaches. Greenview reserves the right to modify the required security to protect the interests of Greenview.
- 4.3 One access approach per subdivided lot along municipally developed roadways will be permitted. Additional approaches for Commercial or Industrial lots and developments may be permitted at the discretion of Council.**
- 4.4. Installations that do not meet the requirements of the Development Guidelines & Municipal Servicing Standards must be replaced by the ~~developer~~ **landowner** at their cost. All pre-existing approaches or driveway crossings required for a subdivision approval are to be upgraded to meet current engineering standards.
- 4.5. Upon satisfactory completion and acceptance of the approaches by the Director of Infrastructure & Planning or designate. All approaches will transfer to the authority and control of Greenview, except for temporary installations.

Title: ROAD ACCESS APPROACHES

Policy No: 4010

Effective Date: January 8, 2018

Motion Number: 18.01.20

Supersedes Policy No: (OP-03)

Review Date:



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: The revised Road Access Approaches Policy provides further guidelines for administering general approach requests.

DEFINITIONS

Development Guidelines & Municipal Servicing Standards means the design and construction standards establishing the minimum allowable levels to which municipal improvements are to be designed and built.

Schedule of Fees means Bylaw 17-784 outlining the amounts the Municipal District of Greenview No. 16 may charge for the supply of information, goods and services.

POLICY

One access approach per quarter section of land along developed roads will be provided when deemed feasible on the condition that no other approach exists.

1. The Municipal District of Greenview may provide additional approaches to a quarter section if the parcel is severed by a topographical feature that divides the quarter section into smaller parcels.
2. The General Manager of Infrastructure & Planning or his/her designate will determine the size and location of the approach, in consultation with the landowner and in accordance with the Development Guidelines & Municipal Servicing Standards.
3. If a quarter section of land has one existing approach, the applicant may apply to upgrade the approach subject to the cost established by Council in the Schedule of Fees.
4. Upon receipt of a fully completed Greenview approach application and accompanied by a non-refundable Request Fee established in the Schedule of Fees, the General Manager of Infrastructure and Planning or his/her designate may approve the installation of an additional approach on an existing roadway, The approach application fees are established by Council within the Schedule of Fees Bylaw.
5. If an approach is approved and upon payment from the landowner being received, Greenview will construct the new approach as resources and weather permit within a

reasonable time period.

6. The General Manager of Infrastructure and Planning or his/her designate will inform Council annually of all approaches that were undertaken and of all expenditures that occurred.
7. The applicant will enter into a signed agreement with Greenview prior to the installation of the approach by Greenview.
8. The General Manager of Infrastructure and Planning or his/her designate may allow landowners or respective companies to construct temporary approaches, which must be removed within 6 months.
9. All approaches will be under the authority and control of the Municipal District of Greenview, except for temporary approach installations.

ORIGINAL



REQUEST FOR DECISION

SUBJECT:	Policy 6003 Land Acquisition for Road Right-of-Way for Subdivisions		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: RA	PRESENTER: RA
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6003 “Land Acquisition for Road Right-of-Way for Subdivisions” as presented.

BACKGROUND/PROPOSAL:

This policy has been updated to the current template. An additional definition has been added as well as a new procedural provision.

All road widening acquired as a result of subdivision shall be registered by a Plan of Survey and the landowner will be required to pay all costs associated with the preparation and registration.

PRC recommended minor reformatting changes for clarity. Additionally, PRC recommended the removal of 3.5B, preventing landowners from registering their subdivision by Descriptive Plan.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a current policy that clearly defines what the landowner is expected to pay.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommended changes.

FINANCIAL IMPLICATION:

The costs associated are 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):

- Revised Policy 6003
- Current Policy 6003

Title: Land Acquisition for Road Right-of-Way for Subdivisions

Policy No: 6003

Effective Date:

Motion Number:

Supersedes Policy No:

Review Date:



Purpose: In accordance with subdivision and development guidelines and decisions of the Municipal Planning Commission, this policy provides guidelines for acquiring road widening along road right-of-way as part of the subdivision process.

1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Lot** means one or more lots or area being subdivided.
- 1.3. **Parcel** means a piece of land being a Lot, Block, quarter section, legal subdivision, river lot, condominium unit, described lot or other quantifiable piece of Real Property contained within the legal description of a valid Certificate of Title registered with the Alberta Land Titles Office.
- 1.4. **Road Right-of-Way** means an agreement that confers on the municipality the right to use the land for the construction of a public road.
- 1.5. **Road Widening** means the acquisition of additional right-of-way for road construction.

2. POLICY STATEMENT

- 2.1. Road Widening will be taken along road right-of-way on all subdivided parcels **being subdivided** in accordance with the Municipal Government Act.

3. PROCEDURE

- 3.1. ~~The Municipal District of Greenview No. 16~~ **Greenview** will require road widening along the road right-of-way, as recommended by **Council or by Policy**. The **Director** of Infrastructure and Planning or designate, **may ask for additional land** adjacent to all ~~subdivided~~ **being subdivided** at the time of subdivision.
- 3.2. Greenview will determine the area required for road widening based upon roadway requirements, network importance, **drainage**, future construction considerations and other relevant factors.

- 3.3. Road widening along the road right-of-way adjacent to any proposed lot boundaries shall be dedicated as a condition of subdivision with no compensation being provided by Greenview.
- 3.4. Greenview will enter into an Offer to Sell agreement with the applicant for purchase of road widening along the road right-of way on the balance of the parcel as recommended by the **Director** of Infrastructure and Planning or designate. Land acquisition rates will be those outlined in the Schedule of Fees Bylaw.
- 3.5. All road widening acquired through dedication or negotiation as a result of subdivision shall be registered by a Plan of Survey unless otherwise authorized by the Director of Infrastructure and Planning, or designate. The Plan of Survey requirements and responsibilities for costs are as follows:
 - A) Where the subdivision is registered by Plan of Survey, the landowner shall arrange and pay for all costs of preparation and registration of the Plan of Survey. The Plan of Survey shall include and show all road widening requirements adjacent to the parcel(s) plus any negotiated road widening acquired from the remainder of the title area.
 - ~~B) Where the subdivision is registered by Descriptive Plan, or other methods, Greenview shall arrange and pay for the preparation and registration of the Plan of Survey for both the dedicated and negotiated road widening obtained prior to, or concurrent with the registration of the subdivision plan.~~
 - ~~C) Where the landowner requests to enter into an agreement to sell the land when required by Greenview for future road construction, and agreement will be entered into to that effect and a caveat filed protecting Greenview's interest. At the time the future Plan of Survey for the roadway is registered, any existing caveats registered against the subject lands regarding the road dedication shall be discharged by Greenview.~~
- ~~3.6. The road widening will be surveyed by Greenview at no cost to the developer.~~
- ~~3.6 Greenview will coordinate all surveys as soon as possible and within the limits of the established budgets and programs^[LD1].~~
- ~~3.7. Greenview will register a road plan for the dedicated road widening.~~

Title: Land Acquisition for Road Right-of-Way for Subdivisions

Policy No: 6003

Effective Date: Nov 13, 2018

Motion Number: 18.11.622

Supersedes Policy No: EES 02

Review Date: Nov 13, 2021



Purpose: In accordance with subdivision and development guidelines and decisions of the Municipal Planning Commission, this policy provides guidelines for acquiring road widening along road right-of-way as part of the subdivision process.

DEFINITIONS

Road Right-of-Way means an agreement that confers on the municipality the right to use the land for the construction of a public road.

Road Widening means the acquisition of additional right-of-way for road construction.

POLICY

Road Widening will be taken along road right-of-way on all subdivided parcels in accordance with the *Municipal Government Act*.

1. The Municipal District of Greenview No. 16 will require road widening along the road right-of-way, as recommended by the General Manager of Infrastructure and Planning or designate, adjacent to all subdivided parcels at the time of subdivision.
2. Greenview will determine the area required for road widening based upon roadway requirements, network importance, future construction considerations and other relevant factors.
3. Greenview will enter into an Offer to Sell agreement with the applicant for purchase of road widening along the road right-of way on the balance of the parcel as recommended by the General Manager of Infrastructure and Planning or designate. Land acquisition rates will be those outlined in the Schedule of Fees Bylaw.
4. The road widening will be surveyed by Greenview at no cost to the developer.
5. Greenview will coordinate all surveys as soon as possible and within the limits of the established budgets and programs.
6. Greenview will register a road plan for the dedicated road widening.



REQUEST FOR DECISION

SUBJECT:	Policy 6007 Subdivision Process		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: RA	PRESENTER: LD
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6007 “Subdivision Process” as presented.

BACKGROUND/PROPOSAL:

Administration brought Policy 6003 Land Acquisition for Road Right-of-Way for Subdivisions to PRC May 12, 2021 where Council recommended descriptive plans be removed from all policies.

This Policy, 6007 Subdivision Process was brought to PRC because it contains references of descriptive plans, which has been clarified and will not be accepted. As well, it updated to the current format.

PRC accepted the policy as presented and made no additional recommendations or amendments.

BENEFITS OF THE RECOMMENDED ACTION:

1. None of Greenview’s policies will reference descriptive plans.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommended changes.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Revised Policy 6007
- Current Policy 6007

Title: Subdivision Process

Policy No: 6007

Effective Date:

Motion Number:

Supersedes Policy No:

Review Date:



Purpose: The purpose of this policy is to define the process of Subdivision and Bare Land Condominium Plans, set guidelines and procedures and outline the roles and responsibilities of applicants and those reviewing the applications.

1. DEFINITIONS

- 1.1. **Area Structure Plan (ASP)** means a statutory plan adopted by Council to provide a comprehensive planning framework to guide future development for subsequent subdivision and development of an area of land, pursuant to the Municipal Government Act. In accordance with the Municipal Government Act, the ASP must describe the area for sequence of the proposed development, proposed land uses, density of population, road network and public utilities and any other matters necessary to ensure orderly development.
- 1.2. **Bare Land Condominium Plan** means a condominium plan consisting of bare land units, as defined by the Condominium Property Act.
- 1.3. **Descriptive Plan** means subdivision of a parcel of land that is described on a plan prepared by an Alberta Land Surveyor and where only a minimal field survey is conducted. Subdivision by descriptive plan may be considered where the parcel is the first from a quarter section and is square or rectangular, but not where there are multiple lots proposed or where land is to be dedicated for roads or reserves.
- 1.4. **Design Brief** means a supporting document intended to provide the overarching design vision for the study area. Included in the document shall be an overview of the existing development and surrounding area. The level of detail in the Design Brief will be a reflection of the scale and/or complexity of the project.
- 1.5. **Development Agreement** means an agreement which an applicant or developer enters into with Greenview pursuant to the Municipal Government Act (MGA) requirement and prior to endorsement of subdivision approval.
- 1.6. **Development Guidelines and Municipal Servicing Standards** ("Municipal Servicing Standards") means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for installation of municipal and local improvements.

- 1.7. **Endorsement** means Greenview's final approval of a subdivision once all the conditions of Subdivision Approval have been completed to Greenview's satisfaction.
- 1.8. **Land Use Bylaw (LUB)** means Greenview's current Land Use Bylaw, as amended.
- 1.9. **Municipal Development Plan (MDP)** means Greenview's current Municipal Development Plan, as amended.
- 1.10. **Municipal Government Act (MGA)** means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.
- 1.11. **Plan of Survey** means a plan prepared by an Alberta Land Surveyor where the boundaries of a new parcel of land are identified by legal survey posts placed at the corners of lots. A plan of survey is required after the first parcel out or when a parcel is irregularly shaped or when subdivided into several lots including the dedicated roads and reserve lands within the proposed subdivision.
- 1.12. **Subdivision** means the division of a single parcel of land into two or more parcels, with each given a separate title by an instrument described by a Descriptive Plan or Plan of Survey prepared by an Alberta Land Surveyor.
- 1.13. **Subdivision Authority** means a person or body appointed by Council established under the Subdivision Authority Bylaw to perform the powers and duties of a Subdivision Authority in accordance with the MGA. The Subdivision Authority can include the following members: any or all members of Council, a designated officer, a Municipal Planning Commission or other person or organization in accordance with the MGA.
- 1.14. **Tentative Plan of Subdivision** means a document prepared by an Alberta Land Surveyor illustrating the location of the proposed subdivision with legal land location and measurements of all relevant existing and proposed improvements and setbacks on a lot relative to existing and proposed lot boundaries and natural features, including all easements, rights-of-way, roads, and stamped by an Alberta Land Surveyor's Permit Stamp.

2. POLICY STATEMENT

- 2.1. The Municipal Planning Commission (MPC) is the Subdivision Authority for the Municipal District of Greenview No. 16, subject to the conditions set out in this policy.
- 2.2. This policy provides further clarification and direction to the requirements of the MGA and Subdivision and Development Regulations; however, Greenview is bound by the MGA and the regulation processes including, but not limited to:
 - A. administering the subdivision application process;
 - B. making subdivision application decisions;
 - C. administering the subdivision appeal process; and
 - D. final endorsement of the approved subdivision.

3. PROCEDURE

3.1. Application

- A) Every application for subdivision is reviewed on the basis of site suitability and conformity with local, regional and provincial planning legislation. Some considerations include road access, traffic circulation and utility servicing. Legislative

considerations include compliance with statutory plans (Municipal Development Plan, Area Structure Plans) and the Land Use Bylaw. Compliance with the Municipal Government Act, the Subdivision and Development Regulations and the Provincial Land Use Policies are mandatory.

3.2. Pre-application Meeting

- A) A pre-application meeting will be required for any of the following types of developments:
 - i. Multi-lot subdivisions;
 - ii. Bare land condominiums;
 - iii. All commercial;
 - iv. All industrial; and
 - v. All recreational.
- B) The developer shall contact the Planning and Development department for the scheduling and coordination of the pre-application meeting.
- C) At a minimum, the pre-application meeting will provide the applicant with initial considerations to address all those items in the pre-application meeting checklist as well as the application fees and additional costs that may arise.
- D) Administration will inform the applicant if the planning objectives complies with the bylaws, policies and regulations of Greenview.
- E) Relevant internal departments will participate in the pre-application meeting to provide multi-disciplinary insight for the applicant to consider and address, which may include the identification of the documents and studies required as part of the application (e.g., Traffic Impact Assessment, Geotechnical Report, Wetland Assessment, etc.); servicing and engineering requirements for road design and approach construction; and signage requirements for internal regulatory and rural addressing.

3.3. Submission of Application

- A) After the pre-application meeting, the applicant will submit the required materials identified during the pre-application meeting.
- B) The subdivision application must be submitted with a tentative plan of subdivision.
- C) The subdivision application must be accompanied by the application fees, along with any required report, drawing or study to the satisfaction of Greenview. An incomplete application will not be circulated to referral agencies until such time as all requirements have been met.
- D) The applicant shall submit a copy of the current title search from Alberta Land Titles Office for each parcel affected in the application, including copies of any rights-of-way restrictive covenants, easements, etc., that are registered on title.
- E) Any report, drawing or study required in support of an application is to be provided at the applicant's expense.
- F) Administration must determine and advise the applicant whether the application is complete, in accordance with the time frame outlined in the Municipal Government Act and as outlined in the LUB.
- G) The 60-day time limit set for processing of the application will start following the deemed complete date and the referral process will commence. A request to extend the decision due date must be agreed to in writing. Written or e-mail confirmation will be provided to the applicant indicating the new decision due date if the request is agreed upon.

3.4. Circulation, Referrals and Inspections

- A) A complete application shall be circulated to internal Greenview departments and external agencies for comment. All departments and agencies are given thirty (30) days to respond.
- B) Adjacent landowners and relevant encumbrances, liens and interests registered on title shall be notified of the application. Adjacent landowners and relevant encumbrances are given thirty (30) days to respond.
- C) Administration must review, resolve potentially conflicting comments, summarize them and provide them to the applicant in writing. Administration may call a meeting as necessary to deal with any identified issues or challenges.
- D) After the referral process is complete, the applicant will address any feedback received. If significant changes are necessary or additional application requirements are set, recirculation of the application may be required.
- E) A site inspection and review of the application is to be undertaken of the subject parcel by the planning and development staff to ensure legislation requirements have been met.

3.5. Decision Process

- A) When Administration determines that there is sufficient information to render a decision on the application and all comments and concerns from internal and external departments have been, or can be resolved, the application and recommendation will be forwarded to the Subdivision Authority as a Request for Decision.
- B) The Municipal Planning Commission, as the Subdivision Authority for Greenview, will decide on the application during one of its regularly scheduled meetings.
- C) Upon considering all information presented, the Subdivision Authority must approve or refuse, the application, with or without conditions. If the application for subdivision is refused, the reasons for refusal must be provided.

3.6. Appeal

- A) If the application is refused, or if the applicant disagrees with a condition(s) of approval, the decision or condition(s) may be appealed within fourteen (14) days after receipt of the written decision from the Subdivision Authority. Other than the applicant, only a government department or school authority may appeal a decision rendered by the Subdivision Authority.
- B) If the property is located within close proximity to a highway, water body, sewage treatment plant or waste management facility, appeals will be heard by the provincial Municipal Government Board.
- C) All other appeals are conducted by the local Subdivision and Development Appeal Board. Greenview will advise as to which Board the appeal should be directed. Either Board has the authority to uphold or reverse the MPC's decision or change conditions of the decision in accordance with legislative requirements.

3.7. Approval and Development Agreement

- A) If the subdivision is approved, the applicant may be required to enter into a Development Agreement with Greenview.
- B) No development activity shall commence on the properties until all conditions of the subdivision decision have been met.

- C) Once Greenview and the applicant have agreed to the terms of the Development Agreement, Administration will submit the agreement to Infrastructure and Planning for approval.
- D) Once the engineering drawings and the Development Agreement have been approved and signed, Planning and Development will ensure that the Development Agreement is registered on the land title for the property.

3.8. Construction

- A) In cases where a development agreement is required, the developer will submit bi-monthly detailed engineered reports throughout the construction process to advise the Planning and Development department of the exact construction stage.
- B) The detailed engineered reports will be reviewed by Infrastructure and Planning, with any deficiencies noted. Pre- and post-inspections will be conducted to ensure that the construction meets municipal requirements in accordance with the Municipal Servicing Standards.

3.9. Endorsement of Subdivision

- A) All endorsement requests must be accompanied by the required fee(s), levies, survey and any required report, drawing, study or agreement.
- B) Endorsement may only be considered once all conditions of subdivision have been completed to the satisfaction of Administration.
- C) Submission of a subdivision plan for endorsement will be submitted in accordance with the requirements of Alberta Land Titles Office by ~~Descriptive Plan or~~ Plan of Survey. A Descriptive Plan will not be accepted.
- D) Submission for endorsement of a bare land condominium will be by Bare Land Condominium Plan.
- E) Once the final subdivision plan has been endorsed by the Chief Administrative Officer, Planning & Development department will return it to the surveyor, who is responsible for registering it with Alberta Land Titles Office within one (1) year. Once registration is completed, land title certificates can be issued for the newly created lot(s).
- F) Subject to the discretion of Administration, an approval or endorsement that has expired will result in the requirement of the applicant to submit a written request for a one-year time extension.
- G) Administration may consider extending the approval or endorsement of an application that has expired if circumstances particular to that file are present, if there have been no changes to municipal or provincial policy or regulation which impact the subdivision and if a written request has been submitted.

3.10. Additional Supporting Documentation

- A) Additional supporting documentation may be required by Greenview, based upon the nature and complexity of the proposed project:
 - i. Design Brief;
 - ii. Surveyed Grading Plan and Preliminary Clearing;
 - iii. Supporting Design Calculations;
 - iv. Geotechnical Report;
 - v. Hydrological Report;
 - vi. Traffic Impact Assessment;
 - vii. Sanitary Sewer Analysis;
 - viii. Stormwater Management Plan;

- ix. Environmental Impact Assessment;
 - x. Heritage Site Assessment;
 - xi. Subdivision signage, including rural addressing and regulatory signage; or
 - xii. Wetland Assessment
- B) Any report, drawing or study required in support of an application is to be provided at the developer's expense.

4. DEVELOPER RESPONSIBILITIES

4.1 The developer is responsible for:

- A. Satisfying all design and construction requirements established in Greenview's Municipal Servicing Standards;
- B. Registration with Alberta Land Titles Office, all easements including plans and documents for the construction of municipal improvements outside of the municipal right-of way; and
- C. Satisfying all statutory requirements governing such works and obtaining approvals and permits for compliance with those requirements from authorities having jurisdiction.

5. ADMINISTRATION RESPONSIBILITIES

5.1 Planning and Development is responsible for:

- A. Ensuring an application is complete;
- B. Processing of an application;
- C. Referring an application to internal Greenview departments and external agencies;
- D. Notifying adjacent landowners of an application where required;
- E. Receiving comments, resolving potentially conflicting comments and preparing a summary for the applicant;
- F. Facilitating meetings between the applicant and members of Greenview's Administration, as required, to resolve planning and engineering issues;
- G. Providing written comment on the application from the perspective of Greenview's Land Use Bylaw, Municipal Development Plan and other related planning documents;
- H. Preparing the request for decision and recommendation(s) for the Subdivision Authority's consideration;
- I. Preparing and registering the road plan with Alberta Land Titles Office for road widening;
- J. Preparing and submitting a Development Agreement to the developer;
- K. Ensuring that all conditions are met prior to endorsement of the plan; and
- L. Granting time extensions on approved applications and endorsements.

5.2 The Subdivision Authority is responsible for:

- A. The final review and decision on a subdivision application.

5.3 The Chief Administrative Officer or designate is responsible for:

- A. Endorsing the plan and documentation once all conditions have been met.

5.4 Other Greenview departments, including but not limited to Infrastructure and Planning, Operations, Environmental Services, Agriculture Services and Emergency Services are responsible for:

- A. Reviewing applications for conformity with relevant Greenview policies, standards and other guidelines;
- B. Providing written comment on the application with respect to issues related to the department's interests;

- C. Meeting with Planning and Development and the applicant(s), as required, to resolve issues related to an application; and
- D. Reviewing reports, drawings and studies submitted with an application or endorsement for conformity with Greenview's Municipal Servicing Standards and other related standard documents.

UNAPPROVED

Title: Subdivision Process

Policy No: 6007

Effective Date: January 14, 2019

Motion Number: 19.01.83

Supersedes Policy No: AD 25

Review Date: January 14, 2022



Purpose: The purpose of this policy is to define the process of Subdivision and Bare Land Condominium Plans, set guidelines and procedures and outline the roles and responsibilities of applicants and those reviewing the applications.

DEFINITIONS

Area Structure Plan (ASP) means a statutory plan adopted by Council to provide a comprehensive planning framework to guide future development for subsequent subdivision and development of an area of land, pursuant to the Municipal Government Act. In accordance with the Municipal Government Act, the ASP must describe the area for sequence of the proposed development, proposed land uses, density of population, road network and public utilities and any other matters necessary to ensure orderly development.

Bare Land Condominium Plan means a condominium plan consisting of bare land units, as defined by the Condominium Property Act.

Descriptive Plan means subdivision of a parcel of land that is described on a plan prepared by an Alberta Land Surveyor and where only a minimal field survey is conducted. Subdivision by descriptive plan may be considered where the parcel is the first from a quarter section and is square or rectangular, but not where there are multiple lots proposed or where land is to be dedicated for roads or reserves.

Design Brief means a supporting document intended to provide the overarching design vision for the study area. Included in the document shall be an overview of the existing development and surrounding area. The level of detail in the Design Brief will be a reflection of the scale and/or complexity of the project.

Development Agreement means an agreement which an applicant or developer enters into with Greenview pursuant to the Municipal Government Act (MGA) requirement and prior to endorsement of subdivision approval.

Development Guidelines and Municipal Servicing Standards ("Municipal Servicing Standards") means the Development Guidelines and Municipal Servicing Standards as amended by Greenview for installation of municipal and local improvements.

Endorsement means Greenview's final approval of a subdivision once all the conditions of Subdivision Approval have been completed to Greenview's satisfaction.

Land Use Bylaw (LUB) means Greenview's current Land Use Bylaw, as amended.

Municipal Development Plan (MDP) means Greenview's current Municipal Development Plan, as amended.

Municipal Government Act (MGA) means the Municipal Government Act, R.S.A. 2000, c. M-26, as amended.

Plan of Survey means a plan prepared by an Alberta Land Surveyor where the boundaries of a new parcel of land are identified by legal survey posts placed at the corners of lots. A plan of survey is required after the first parcel out or when a parcel is irregularly shaped or when subdivided into several lots including the dedicated roads and reserve lands within the proposed subdivision.

Subdivision means the division of a single parcel of land into two or more parcels, with each given a separate title by an instrument described by a Descriptive Plan or Plan of Survey prepared by an Alberta Land Surveyor.

Subdivision Authority means a person or body appointed by Council established under the Subdivision Authority Bylaw to perform the powers and duties of a Subdivision Authority in accordance with the MGA. The Subdivision Authority can include the following members: any or all members of Council, a designated officer, a Municipal Planning Commission or other person or organization in accordance with the MGA.

Tentative Plan of Subdivision means a document prepared by an Alberta Land Surveyor illustrating the location of the proposed subdivision with legal land location and measurements of all relevant existing and proposed improvements and setbacks on a lot relative to existing and proposed lot boundaries and natural features, including all easements, rights-of-way, roads, and stamped by an Alberta Land Surveyor's Permit Stamp.

POLICY

1. The Municipal Planning Commission (MPC) is the Subdivision Authority for the Municipal District of Greenview No. 16, subject to the conditions set out in this policy.
2. This policy provides further clarification and direction to the requirements of the MGA and Subdivision and Development Regulations; however, Greenview is bound by the MGA and the regulation processes including, but not limited to:
 - i. administering the subdivision application process;
 - ii. making subdivision application decisions;
 - iii. administering the subdivision appeal process; and
 - iv. final endorsement of the approved subdivision.

PROCEDURE

1. Application

- 1.1. Every application for subdivision is reviewed on the basis of site suitability and conformity with local, regional and provincial planning legislation. Some considerations include road access, traffic circulation and utility servicing. Legislative considerations include compliance with statutory plans (Municipal Development Plan, Area Structure Plans) and the Land Use Bylaw. Compliance with the Municipal Government Act, the Subdivision and Development Regulations and the Provincial Land Use Policies are mandatory.

2. Pre-application Meeting

- 2.1. A pre-application meeting will be required for any of the following types of developments:
 - a) Multi-lot subdivisions;
 - b) Bare land condominiums;
 - c) All commercial;
 - d) All industrial; and
 - e) All recreational.
- 2.2. The developer shall contact the Planning and Development department for the scheduling and coordination of the pre-application meeting.
- 2.3. At a minimum, the pre-application meeting will provide the applicant with initial considerations to address all those items in the pre-application meeting checklist as well as the application fees and additional costs that may arise.
- 2.4. Administration will inform the applicant if the planning objectives complies with the bylaws, policies and regulations of Greenview.
- 2.5. Relevant internal departments will participate in the pre-application meeting to provide multi-disciplinary insight for the applicant to consider and address, which may include the identification of the documents and studies required as part of the application (e.g. Traffic Impact Assessment, Geotechnical Report, Wetland Assessment, etc.); servicing and engineering requirements for road design and approach construction; and signage requirements for internal regulatory and rural addressing.

3. Submission of Application

- 3.1. After the pre-application meeting, the applicant will submit the required materials identified during the pre-application meeting.
- 3.2. The subdivision application must be submitted with a tentative plan of subdivision.
- 3.3. The subdivision application must be accompanied by the application fees, along with any required report, drawing or study to the satisfaction of Greenview. An incomplete application will not be circulated to referral agencies until such time as all requirements have been met.
- 3.4. The applicant shall submit a copy of the current title search from Alberta Land Titles Office for each parcel affected in the application, including copies of any rights-of-way restrictive covenants, easements, etc., that are registered on title.
- 3.5. Any report, drawing or study required in support of an application is to be provided at the applicant's expense.
- 3.6. Administration must determine and advise the applicant whether the application is complete, in accordance with the time frame outlined in the Municipal Government Act and as outlined in the LUB.
- 3.7. The 60-day time limit set for processing of the application will start following the deemed complete date and the referral process will commence. A request to extend the decision due date must be agreed to in writing. Written or e-mail confirmation will be provided to the applicant indicating the new decision due date if the request is agreed upon.

4. Circulation, Referrals and Inspections

- 4.1. A complete application shall be circulated to internal Greenview departments and external agencies for comment. All departments and agencies are given thirty (30) days to respond.

- 4.2. Adjacent landowners and relevant encumbrances, liens and interests registered on title shall be notified of the application. Adjacent landowners and relevant encumbrances are given thirty (30) days to respond.
- 4.3. Administration must review, resolve potentially conflicting comments, summarize them and provide them to the applicant in writing. Administration may call a meeting as necessary to deal with any identified issues or challenges.
- 4.4. After the referral process is complete, the applicant will address any feedback received. If significant changes are necessary or additional application requirements are set, recirculation of the application may be required.
- 4.5. A site inspection and review of the application is to be undertaken of the subject parcel by the planning and development staff to ensure legislation requirements have been met.

5. Decision Process

- 5.1. When Administration determines that there is sufficient information to render a decision on the application and all comments and concerns from internal and external departments have been, or can be resolved, the application and recommendation will be forwarded to the Subdivision Authority as a Request for Decision.
- 5.2. The Municipal Planning Commission, as the Subdivision Authority for Greenview, will decide on the application during one of its regularly scheduled meetings.
- 5.3. Upon considering all information presented, the Subdivision Authority must approve or refuse, the application, with or without conditions. If the application for subdivision is refused, the reasons for refusal must be provided.

6. Appeal

- 6.1. If the application is refused, or if the applicant disagrees with a condition(s) of approval, the decision or condition(s) may be appealed within fourteen (14) days after receipt of the written decision from the Subdivision Authority. Other than the applicant, only a government department or school authority may appeal a decision rendered by the Subdivision Authority.
- 6.2. If the property is located within close proximity to a highway, water body, sewage treatment plant or waste management facility, appeals will be heard by the provincial Municipal Government Board.
- 6.3. All other appeals are conducted by the local Subdivision and Development Appeal Board. Greenview will advise as to which Board the appeal should be directed. Either Board has the authority to uphold or reverse the MPC's decision or change conditions of the decision in accordance with legislative requirements.

7. Approval and Development Agreement

- 7.1. If the subdivision is approved, the applicant may be required to enter into a Development Agreement with Greenview.
- 7.2. No development activity shall commence on the properties until all conditions of the subdivision decision have been met.
- 7.3. Once Greenview and the applicant have agreed to the terms of the Development Agreement, Administration will submit the agreement to Infrastructure and Planning for approval.
- 7.4. Once the engineering drawings and the Development Agreement have been approved and signed, Planning and Development will ensure that the Development Agreement is registered on the land title for the property.

8. Construction

- 8.1. In cases where a development agreement is required, the developer will submit bi-monthly detailed engineered reports throughout the construction process to advise the Planning and Development department of the exact construction stage.
- 8.2. The detailed engineered reports will be reviewed by Infrastructure and Planning, with any deficiencies noted. Pre- and post-inspections will be conducted to ensure that the construction meets municipal requirements in accordance with the Municipal Servicing Standards.

9. Endorsement of Subdivision

- 9.1. All endorsement requests must be accompanied by the required fee(s), levies, survey and any required report, drawing, study or agreement.
- 9.2. Endorsement may only be considered once all conditions of subdivision have been completed to the satisfaction of Administration.
- 9.3. Submission of a subdivision plan for endorsement will be submitted in accordance with the requirements of Alberta Land Titles Office as either by Descriptive Plan or Plan of Survey.
- 9.4. Submission for endorsement of a bare land condominium will be by Bare Land Condominium Plan.
- 9.5. Once the final subdivision plan has been endorsed by the Chief Administrative Officer, Planning & Development department will return it to the surveyor, who is responsible for registering it with Alberta Land Titles Office within one (1) year. Once registration is completed, land title certificates can be issued for the newly created lot(s).
- 9.6. Subject to the discretion of Administration, an approval or endorsement that has expired will result in the requirement of the applicant to submit a written request for a one-year time extension.
- 9.7. Administration may consider extending the approval or endorsement of an application that has expired if circumstances particular to that file are present, if there have been no changes to municipal or provincial policy or regulation which impact the subdivision and if a written request has been submitted.

10. Additional Supporting Documentation

- 10.1. Additional supporting documentation may be required by Greenview, based upon the nature and complexity of the proposed project:
 - a) Design Brief;
 - b) Surveyed Grading Plan and Preliminary Clearing;
 - c) Supporting Design Calculations;
 - d) Geotechnical Report;
 - e) Hydrological Report;
 - f) Traffic Impact Assessment;
 - g) Sanitary Sewer Analysis;
 - h) Stormwater Management Plan;
 - i) Environmental Impact Assessment;
 - j) Heritage Site Assessment;
 - k) Subdivision signage, including rural addressing and regulatory signage; or
 - l) Wetland Assessment
- 10.2. Any report, drawing or study required in support of an application is to be provided at the developer's expense.

11. Roles and Responsibilities

11.1. The developer is responsible for:

- a) Satisfying all design and construction requirements established in Greenview's Municipal Servicing Standards;
- b) Registration with Alberta Land Titles Office, all easements including plans and documents for the construction of municipal improvements outside of the municipal right-of way; and
- c) Satisfying all statutory requirements governing such works and obtaining approvals and permits for compliance with those requirements from authorities having jurisdiction.

11.2. Planning and Development is responsible for:

- a) Ensuring an application is complete;
- b) Processing of an application;
- c) Referring an application to internal Greenview departments and external agencies;
- d) Notifying adjacent landowners of an application where required;
- e) Receiving comments, resolving potentially conflicting comments and preparing a summary for the applicant;
- f) Facilitating meetings between the applicant and members of Greenview's Administration, as required, to resolve planning and engineering issues;
- g) Providing written comment on the application from the perspective of Greenview's Land Use Bylaw, Municipal Development Plan and other related planning documents;
- h) Preparing the request for decision and recommendation(s) for the Subdivision Authority's consideration;
- i) Preparing and registering the road plan with Alberta Land Titles Office for road widening;
- j) Preparing and submitting a Development Agreement to the developer;
- k) Ensuring that all conditions are met prior to endorsement of the plan; and
- l) Granting time extensions on approved applications and endorsements.

11.3. The Subdivision Authority is responsible for:

- a) The final review and decision on a subdivision application.

11.4. The Chief Administrative Officer or designate is responsible for:

- a) Endorsing the plan and documentation once all conditions have been met.

11.5. Other Greenview departments, including but not limited to Infrastructure and Planning, Operations, Environmental Services, Agriculture Services and Emergency Services are responsible for:

- a) Reviewing applications for conformity with relevant Greenview policies, standards and other guidelines;
- b) Providing written comment on the application with respect to issues related to the department's interests;
- c) Meeting with Planning and Development and the applicant(s), as required, to resolve issues related to an application; and
- d) Reviewing reports, drawings and studies submitted with an application or endorsement for conformity with Greenview's Municipal Servicing Standards and other related standard documents.



REQUEST FOR DECISION

SUBJECT:	Policy 5004 Family and Community Support Services (FCSS) Volunteer Recognition		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER:
DEPARTMENT:	FCSS	GM: DM	PRESENTER:
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 5004 “Family and Community Support Services (FCSS) Volunteer Recognition” as presented.

BACKGROUND/PROPOSAL:

Administration recognizes that this policy is still effective and made few revisions. The policy has been updated to the current format, definitions added and language improved.

Reference to the FCSS Volunteer Recognition Nomination Form was integrated into the policy.

PRC recommended that volunteer recognition be spread through online publications rather than a local newsletter.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have an updated Family and Community Support Services (FCSS) Volunteer Recognition policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Current Policy 5004
- FCSS Volunteer Recognition Nomination Form
- Revised Policy 5004

Title: FAMILY AND COMMUNITY SUPPORT SERVICES (FCSS) VOLUNTEER RECOGNITION

Policy No: 5004

Effective Date: March 24, 2016

FCSS Motion: 16.03.36

Supersedes Policy No: (None)



Purpose: To recognize the significant contribution of (individual or group) volunteers in FCSS programs.

POLICY

1. Green View FCSS shall recognize and celebrate the significant contribution(s) (individual or group) volunteers made toward improving the quality of life in Greenview.

PROCEDURE

1. The Green View FCSS Board shall, annually, establish a budget for the Volunteer Recognition Program.
2. The Green View FCSS Board shall recognize the contributions of its (individual or group) volunteers during the provincially recognized Volunteer Week via a recognition night event or articles in newsletters.
3. The FCSS Board Chair will emcee the recognition night event or, if unavailable, shall appoint an emcee.
4. Each nominee shall receive an invitation to attend the appreciation event.
5. Calls for (individual or group) nominations shall be limited to 250 word descriptions of the volunteer's contributions as they will be read at the recognition night event or summarized in newsletters.
6. The amount spent on volunteer appreciation gifts shall be determined annually and depend on the number of nominations as well as the annual budget.

APPENDIX

1. FCSS Volunteer Recognition Nomination Form

Title: Family and Community Support Services (FCSS) Volunteer Recognition

Policy No: 5004

Effective Date:

Motion Number:

Supersedes Policy No: NONE

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



Purpose: To recognize the significant contribution of (individual or group) volunteers in FCSS programs.

1. DEFINITIONS

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

2. POLICY STATEMENT

- 2.1. Green View FCSS shall recognize and celebrate the significant contribution(s) (individual or group) volunteers made toward improving the quality of life in Greenview.

3. PROCEDURE

- 3.1. The Green View FCSS Board shall, annually establish a budget for the Volunteer Recognition Program.
- 3.2. The Green View FCSS Board shall recognize the contributions of its (individual or group) volunteers during the provincially recognized Volunteer Week ~~via~~ **through** a recognition ~~night event and/or publication on a recognized and widely circulated platform such as, local newsletters~~ **media platforms, Greenview's website or social media.**
- 3.3. The FCSS Board Chair will **if required** emcee the recognition night event or, if unavailable, shall appoint an emcee.
- 3.4. Each nominee shall receive an invitation to attend the appreciation event.
- 3.5. **Nominations shall be made in writing on an approved** FCSS Volunteer Recognition Nomination Form. Calls for (individual or group) nominations shall be limited to 250-word descriptions of the volunteer's contributions.
- 3.6. The amount spent on volunteer appreciation gifts shall be determined annually and depend on the number of nominations as well as the annual budget.

~~4. APPENDIX~~

~~4.1 FCSS Volunteer Recognition Nomination Form.~~

UNAPPROVED



REQUEST FOR DECISION

SUBJECT:	Policy 6307 Veterinary Services Incorporated		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER: SK
DEPARTMENT:	AGRICULTURE	GM: DM	PRESENTER: SK
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 6307 “Veterinary Services Incorporated” as presented.

BACKGROUND/PROPOSAL:

During the April 24th ASB Meeting, board members discussed possible changes to the V.S.I. Policy in support of resident Agriculture producers within Greenview.

Presently some residential agricultural area producers within Greenview do not qualify for the Veterinary Services Incorporated program under the current policy as a result of ownership versus rental of property within their agricultural operation.

Administration recommends the addition of a definition for “Primary Residence” and the eliminations of the “Ratepayer” requirement to reflect the intentions of the Agricultural Service Board. This allows the policy to reflect the board’s support of new entrants to the agriculture industry and changing business realities.

ASB accepted the current changes as presented.

PRC recommended slight grammatical changes.

BENEFITS OF THE RECOMMENDED ACTION:

1. The policy will be inclusive of new entrants into the Agricultural Industry and more reflective of the changing business landscape.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Current Policy 6307
- Revised Policy 6307

Title: Veterinary Services Incorporated

Policy No: 6307

Effective Date: October 26, 2020

Motion Number: 20.10.573

Supersedes Policy No: AG 12

Review Date: October 26, 2023



Purpose: Greenview recognizes the importance of continued participation in the Veterinary Services Incorporated (VSI.) program to assist in the recruitment and retention of available veterinary services, to enhance the productivity of the livestock industry and to promote Best Management Practices for improved animal health.

1. DEFINITIONS

- 1.1. **ASB** means Agricultural Service Board.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **VSI** means Veterinary Services Incorporated.

2. PROCEDURE

- 2.1. Clients seeking subsidy under the VSI program are required to apply for membership through Agricultural Services for verification of eligibility.
- 2.2. VSI members shall be required to notify Greenview every three (3) years in January to advise of their intent to continue the use of VSI, at which point, all pertinent information shall be updated.
- 2.3. If a VSI member fails to advise of their intent to continue using the services for five (5) consecutive years, their membership privileges may be discontinued.

3. ELIGIBILITY

- 3.1. VSI is a service available to livestock owners who are ratepayers and whose primary residence is within Greenview boundaries.
- 3.2. Animal species qualified for subsidization of eligible procedures (as per Schedule A & B) through VSI, are as follows:

- 3.2.1. Bovine (Cattle)
- 3.2.2. Porcine (Swine)
- 3.2.3. Ovine (Sheep)
- 3.2.4. Caprine (Goats)
- 3.2.5. Megachilidae (Cutter Bees)
- 3.2.6. Apis mellifera (Bees)
- 3.2.7. Bison bison (Bison)

4. COUNCIL RESPONSIBILITIES

- 4.1. Council shall, during budget deliberations, establish the level of funding to be provided to VSI, with due regard for requisition values.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Council shall appoint a member to sit on the VSI Board. The appointed member will report to Council and ASB, and transfer ideas or concerns to the VSI Board and vice versa.
- 5.2. Greenview shall enter into an agreement and forward funds to VSI for the full requisition amount for the upcoming year.
- 5.3. The Manager of Agricultural Services shall review and present VSI quarterly activity reports to ASB meetings during the month following receipt of the quarterly report, for review and recommendations to Council.
- 5.4. The Manager of Agricultural Services shall maintain an up-to-date active VSI client list and will issue membership cards to new and continuing members as required.
- 5.5. Any final decisions regarding dispute or eligibility will be up to the Manager, Agricultural Services' discretion.

BIRCH HILLS, MACKENZIE, NORTHERN LIGHTS, NORTHERN SUNRISE, and SADDLE HILLS COUNTIES and the MD's of GREENVIEW #16, PEACE #135, and SMOKY RIVER #130

Until this Tariff is amended, and subject to the terms and conditions of the year 2020 contract, VSI Services (1980) Ltd. will pay the listed VSI fee charged by the veterinarian for the services stated herein. All other charges levied in association with the service(s) being claimed must be shown on the invoice.

Note: Unless otherwise noted all **flat rate and hourly fees** are fully **inclusive** which means the **fee includes local anaesthetic procedures** (including the drugs), **surgical packs, suture materials, stitch removal and all drug administration procedures.**

CATTLE

A. Ancillary (add-on) Services

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Clinic Outpatient Fee	9	46.40	23.20	23.20

Note: This fee can **only** be **claimed** in conjunction **with another** valid **VSI claim**. It can only be charged once per occurrence. It is **not** a **per animal** fee.

Epidural	1	35.80	17.90	17.90
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Note: Epidurals can **only** be **claimed** in conjunction **with dystocias** (code 31), **embryotomies** (code 44 & 45) & **prolapse revisits** under code 52.

Intramuscular or Subcutaneous Injections	3	6.50	3.25	3.25
Intravenous Injections	4	13.00	6.50	6.50
Stall Fee (calves - per 24 hr.)	10	33.40	16.70	16.70
Stall Fee (older animals -per day)	11	50.80	25.40	25.40
Oral Drug Administration	5	36.10	18.05	18.05
Subconjunctival injection	7	13.00	6.50	6.50

Note: Codes 3, 4, 5 & 7 can **only** be **claimed once per animal** and only in conjunction with a code 26, 27, 50, 51, or 52 claim.

X-ray (2 views)	2	148.30	74.15	74.15
X-ray (subsequent views - each)	21	30.80	15.40	15.40
X-ray – Digital Equipment Surcharge	8	41.50	20.75	20.75

Note: Please be judicious in taking x-rays in situations where the x-ray won't add to the diagnosis or alter the course of treatment (e.g. most cases of broken legs in calves).

B. Flat Rate Inclusive Surgical Procedures

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Abscesses	28	190.90	95.45	95.45
Claw Amputation	17	273.60	136.80	136.80
Epididymectomy	20	293.50	146.75	146.75
Eye Enucleation	16	408.40	204.20	204.20
LDA (Left Displaced Abomasum)	22	475.20	237.60	237.60
Omphalitis – Intra-abdominal debridement	35	285.40	142.70	142.70

Note: For superficial procedures with minimal debridement use code 28

RDA (Right Displaced Abomasum)	23	530.30	265.15	265.15
Rumen Fistula	24	192.00	96.00	96.00
Sole Abscess	29	147.30	73.65	73.65
Torsion (abomasal or intestinal – calves < 200#)	14	302.10	151.05	151.05
Umbilical Hernia (eviscerated in newborn calve)	18	302.10	151.05	151.05
Urethrostomy	15	238.40	119.20	119.20
Vasectomy	19	322.10	161.05	161.05

V.S.I. SERVICES (1980) Ltd
SCHEDULE "A" 50/50 Effective January 2020

C. Flat Rate Obstetrical and Reproductive Services

Note: Oxytocin and/or uterine boluses are included in all obstetrical procedures.

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Caesarean Section	41	544.80	272.40	272.40
Dystocia	31	247.10	123.55	123.55
Embryotomy (1 or 2 cuts)	44	369.10	184.55	184.55
Embryotomy (3 or more cuts)	45	435.90	217.95	217.95

Note: Code #1 (epidural) can be added, as appropriate, with codes 31, 44, 45 & 52.

Scrotal Circumference Measurement	65	25.40	12.70	12.70
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Note: This fee only applies for bulls eliminated from further breeding soundness evaluations.

Semen Test (1 st bull)	60	109.00	54.50	54.50
Semen Test (2 nd to 10 th bull)	61	77.10	38.55	38.55 each
Semen Test (11 th to 51 st bull)	62	70.30	35.15	35.15 each
Semen Test (51 st bull plus)	63	63.60	31.80	31.80 each

Pregnancy Testing (per head)	6	5.60	2.80	2.80 each
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Note: A higher fee can be charged for the first animal as per the AB.VMA fee schedule but VSI will only pay the VSI rate for the first animal.

Prolapses				
-Rectal	74	128.40	64.20	64.20
-Uterine	71	243.80	121.90	121.90
-Vaginal	81	166.70	83.35	83.35
-Vaginal & Rectal	84	192.00	96.00	96.00
Uterine Torsion (manual correction)	46	269.20	134.60	134.60

D. Hourly Rates for Surgical & Professional Services

Note: Rates are quoted for 1/4 hour (15 minute) intervals. -- All of the services in this section are fully inclusive and an hourly rate can't be used for services for which a flat rate fee has been established.

Code 12A/12B or 13A/13B claims CAN'T EXCEED 1½ hours (parts A & B combined)

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Surgery (major)	12A	96.00	48.00	48.00
Non Surgical Professional time	12B	57.80	28.90	28.90
Surgery (minor)	13A	64.80	32.40	32.40
Non Surgical Professional time	13B	57.80	28.90	28.90

Note: Only the actual surgical time should be claimed under codes 12 & 13. Time required for related services, e.g. examination, surgical preparation, immediate post surgical treatments, etc. should be claimed under codes 12B or 13B.

Professional Services (general)	25	57.80	28.90	28.90
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Note: This fee is used:

- For herd health visitations and/or problems (max. 2 units for set-up Veterinary-client-Patient Relation)
- In place of codes 50, 51, 52 & 55 as specified in section "E"
- When more than two postmortems are conducted
- When a single animal is examined, euthanized then subjected to a postmortem
- Other instances as agreed to or recommended by the VSI Manager

Time claimed for codes 12, 13 & 25 should be consistent with time required by a veterinarian of average competence.

V.S.I. SERVICES (1980) Ltd
SCHEDULE "A" 50/50 Effective January 2020

E. Flat Rate Non-Surgical Professional Services

SERVICE	VSI Code	Maximum fee	50% VSI fee	50% CLIENT fee
Cast Application (closed reduction)	26	134.90	67.45	67.45
Cast Removal	27	63.60	31.80	31.80
Examination	50	109.00	54.50	54.50
Examination (2 nd animal)	51	74.40	37.20	37.20
Examination (re-visit)	52	74.40	37.20	37.20
Next 24 hr IV hook-up + monitor (NEW)	53	74.40	37.20	37.20
I.V. Hook - up (1 st & 2 nd no monitor)	55	121.90	60.95	60.95

Note: This code includes the examination and is for situations where the animal is not hospitalized for follow-up care.

I.V. Hook - up + 24 hour monitor	56	190.90	95.45	95.45
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Note: Only for calves up to two months old. It includes the exam and professional services for the first 24 hours. Code 53 should be used to cover professional services in subsequent 24 hour periods.

Services normally covered by codes 50, 51, 52 & 55 will be claimed under code 25 when more than two (2) claims are made using any combination of codes 50, 51, 52 & 55

Services normally covered under 50, in combination with flat fee(s) of equal or greater value, automatically become code 51 - second animal

Postmortem - Brain Removal	99	72.30	36.15	36.15
Postmortem - 300 pounds or less	90	114.40	57.20	57.20
Postmortem - 300 to 800 pounds	91	123.10	61.55	61.55
Postmortem - over 800 pounds	92	185.20	92.60	92.60

Note: For more than 2 postmortems at the same time make a single code 25 claim.

Technovit Block - Application of	30	95.50	47.75	47.75
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Note: Materials are included in this service

PIGS

All Services

Note: With the exception of the following pig services are to be billed by the hour under codes 12, 13, or 25, as appropriate:

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Examination	50	109.00	54.50	54.50
Examination (2 nd animal)	51	74.40	37.20	37.20
Examination (re-visit)	52	74.40	37.20	37.20

Note: Codes 3, 4 & 5 can be claimed with codes 50, 51 & 52, as appropriate

Postmortem - 20 pounds or less	93	77.10	38.55	38.55
Postmortem - 20 to 100 pounds	94	82.50	41.25	41.25
Postmortem - over 100 pounds	95	100.80	50.40	50.40

Note: For more than 2 postmortems at the same time make a single code 25 claim.

V.S.I. SERVICES (1980) Ltd
SCHEDULE "A" 50/50 Effective January 2020

SHEEP & GOATS

All Services

Note: Most sheep and goat services can be billed by the hour under codes 12, 13, or 25, as appropriate, with the exception of the specific flat rate codes in this section:

All of the sheep codes are inclusive with the exception of codes 33, 50, 51 & 52 where the same conditions apply as for cattle.

Oxytocin and/or uterine boluses are included in all obstetrical procedures.

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Caesarean	43	345.70	172.85	172.85
Dystocia	33	153.80	76.90	76.90
Examination	50	109.00	54.50	54.50
Examination (2 nd animal)	51	74.40	37.20	37.20
Examination (re-visit)	52	74.40	37.20	37.20

Note: Codes 3, 4 & 5 can be claimed with codes 26, 27, 50, 51 & 52, as appropriate.

Semen Test (1 st animal)	66	92.30	46.15	46.15
Semen Test (subsequent animals)	67	70.10	35.05	35.05
Postmortem - 20 pounds or less	96	77.10	38.55	38.55
Postmortem - 20 to 100 pounds	97	82.50	41.25	41.25
Postmortem - over 100 pounds	98	100.80	50.40	50.40

Note: For more than 2 postmortems at the same time make a single code 25 claim.

Prolapse - Rectal	76	109.00	54.50	54.50
Prolapse - Uterine	73	159.10	79.55	79.55
Prolapse - Vaginal	83	109.00	54.50	54.50

V.S.I. SERVICES (1980) LTD.

SCHEDULE "B"

Annexed to and forming a part of the agreement dated **effective January 1, 2020**

Following are some of the services not payable by V.S.I. Services (1980) Ltd

- a) castrations
- b) dehorning
- c) dockings
- d) spaying heifers
- e) embryo transplants
- f) routine trimming of feet
- g) meat inspection
- h) scrotal hernias - all species
- i) umbilical hernias - all species
- Note:** With the exception of eviscerated hernias in newborn calves
- j) cryptorchid surgery- all species
- k) insurance examinations (including mortality, loss of use exams & reports)
- l) listed herd and dispersal sales
- m) shows & sales
- n) endorsement fees
- o) export testing
- p) parentage sampling
- q) routine vaccinations
- r) all drugs and medicines
- s) all laboratory fees
- t) waiting time
- u) after hours or holiday fees
- v) mileage
- w) services relating to quality assurance programs such as CQA & QSH.
- x) internal fracture fixation procedures
- y) hospitalization for any **service not listed in Schedule "A"**
- z) Services under codes 12A/B & 13A/B over & above 1½ hours
- aa) Exams for non-conventional treatments and those treatments. (Examples: adjustments, acupuncture etc)
- ab) **VCPR consultations for a period longer than 2 units of code #25**

All "Schedule A" services for species not specifically identified on "Schedule A"

Note: All jurisdictions cover "Schedule A" services for the bovine, porcine, caprine and ovine species. Some jurisdictions cover some, or all, "Schedule A" services for alternative livestock species (e.g. elk, bison, deer, etc.). The specific species and services covered will be identified on the "Schedule A" that was approved by that particular jurisdiction.

Any other veterinary services not specifically listed in Schedule "A" as amended from time to time.

Title: Veterinary Services Incorporated

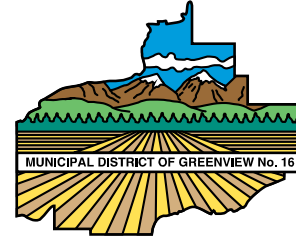
Policy No: 6307

Effective Date:

Motion Number:

Supersedes Policy No: AG 12

Review Date:



Purpose: Greenview recognizes the importance of continued participation in the Veterinary Services Incorporated (VSI) program to assist in the recruitment and retention of available veterinary services, to enhance the productivity of the livestock industry and to promote Best Management Practices for improved animal health.

1. DEFINITIONS

- 1.1. ASB means Agricultural Service Board.
- 1.2. Greenview means the Municipal District of Greenview No. 16.
- 1.3. VSI means Veterinary Services Incorporated.
- 1.4. Primary Residence means living in a house, rental, or in the case of an entry level producer, in shared accommodations within the boundaries of the MD of Greenview.

2. PROCEDURE

- 2.1. Clients seeking subsidy under the VSI program are required to apply for membership through Agricultural Services for verification of eligibility.
- 2.2. VSI members shall be required to notify Greenview every three (3) years in January to advise of their intent to continue the use of VSI, at which point, all pertinent information shall be updated.
- 2.3. If a VSI member fails to advise of their intent to continue using the services for five (5) consecutive years, their membership privileges may be discontinued.

3. PROCEDURE

- 3.1. VSI is a service available to livestock owners who are ratepayers and whose primary residence is within Greenview boundaries.
- 3.2. Animal species qualified for subsidization of eligible procedures (as per Schedule A & B) through VSI, are as follows:

- A) Bovine (Cattle)
- B) Porcine (Swine)
- C) Ovine (Sheep)
- D) Caprine (Goats)
- E) Megachilidae (Cutter Bees)
- F) Apis mellifera (Bees)
- G) Bison bison (Bison)

4. COUNCIL RESPONSIBILITIES

- 4.1. Council shall, during budget deliberations, establish the level of funding to be provided to VSI, with due regard for requisition values.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Council shall appoint a member to sit on the VSI Board. The appointed member will report to Council and ASB, and transfer ideas or concerns to the VSI Board and vice versa.
- 5.2. Greenview shall enter into an agreement and forward funds to VSI for the full requisition amount for the upcoming year.
- 5.3. The Manager of Agricultural Services shall review and present VSI quarterly activity reports to ASB meetings during the month following receipt of the quarterly report, for review and recommendations to Council.
- 5.4. The Manager of Agricultural Services shall maintain an up-to-date active VSI client list and will issue membership cards to new and continuing members as required.
- 5.5. Any final decisions regarding dispute or eligibility will be up to the Manager of Agricultural Services' discretion.

V.S.I. Services (1980) LTD.
Schedule "A" 50/50- Effective Jan 1, 2021

MD's of GREENVIEW #16

Until this Tariff is amended, and subject to the terms and conditions of the year 2021 contract, VSI Services (1980) Ltd. will pay the listed VSI fee charged by the veterinarian for the services stated herein. All other charges levied in association with the service(s) being claimed must be shown on the invoice.

Note: Unless otherwise noted all **flat rate and hourly fees** are fully **inclusive** which means the **fee includes local anaesthetic procedures** (including the drugs), **surgical packs, suture materials, stitch removal** and **all drug administration procedures**.

CATTLE

A. Ancillary (add-on) Services

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Clinic Outpatient Fee	9	46.40	23.20	23.20

Note: This fee can **only** be **claimed** in conjunction **with another** valid **VSI claim**. It can only be charged once per occurrence. It is **not** a **per animal** fee.

Epidural	1	35.80	17.90	17.90
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Note: **Epidurals** can **only** be **claimed** in conjunction **with dystocias** (code 31), **embryotomies** (code 44 & 45) & **prolapse revisits** under code 52.

Intramuscular or Subcutaneous Injections	3	6.50	3.25	3.25
Intravenous Injections	4	13.00	6.50	6.50
Stall Fee (calves - per 24 hr.)	10	33.40	16.70	16.70
Stall Fee (older animals -per day)	11	50.80	25.40	25.40
Oral Drug Administration	5	36.10	18.05	18.05
Subconjunctival injection	7	13.00	6.50	6.50

Note: Codes 3, 4, 5 & 7 can **only** be **claimed once per animal** and only in conjunction with a code 26, 27, 50, 51, or 52 claim.

X-ray (2 views)	2	148.30	74.15	74.15
X-ray (subsequent views - each)	21	30.80	15.40	15.40
X-ray – Digital Equipment Surcharge	8	41.50	20.75	20.75

Note: Please be judicious in taking x-rays in situations where the x-ray won't add to the diagnosis or alter the course of treatment (e.g. most cases of broken legs in calves).

B. Flat Rate Inclusive Surgical Procedures

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Abscesses	28	190.90	95.45	95.45
Claw Amputation	17	273.60	136.80	136.80
Epididymectomy	20	293.50	146.75	146.75
Eye Enucleation	16	408.40	204.20	204.20
LDA (Left Displaced Abomasum)	22	475.20	237.60	237.60
Omphalitis – Intra-abdominal debridement	35	285.40	142.70	142.70

Note: For superficial procedures with minimal debridement use code 28

RDA (Right Displaced Abomasum)	23	530.30	265.15	265.15
Rumen Fistula	24	192.00	96.00	96.00
Sole Abscess	29	147.30	73.65	73.65
Torsion (abomasal or intestinal – calves < 200#)	14	302.10	151.05	151.05
Umbilical Hernia (eviscerated in newborn calves)	18	302.10	151.05	151.05
Urethrostomy	15	238.40	119.20	119.20
Vasectomy	19	322.10	161.05	161.05

V.S.I. SERVICES (1980) Ltd
SCHEDULE "A" 50/50 Effective January 1, 2021

C. Flat Rate Obstetrical and Reproductive Services

Note: **Oxytocin** and/or **uterine boluses** are included in all obstetrical procedures.

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Caesarean Section	41	544.80	272.40	272.40
Dystocia	31	247.10	123.55	123.55
Embryotomy (1 or 2 cuts)	44	369.10	184.55	184.55
Embryotomy (3 or more cuts)	45	435.90	217.95	217.95

Note: Code #1 (epidural) can be added, as appropriate, with codes 31, 44, 45 & 52.

Scrotal Circumference Measurement	65	25.40	12.70	12.70
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Note: This fee only applies for bulls eliminated from further breeding soundness evaluations.

Semen Test (1 st bull)	60	109.00	54.50	54.50
Semen Test (2 nd to 10 th bull)	61	77.10	38.55	38.55 each
Semen Test (11 th to 51 st bull)	62	70.30	35.15	35.15 each
Semen Test (51 st bull plus)	63	63.60	31.80	31.80 each
Pregnancy Testing (per head)	6	5.60	2.80	2.80 each

Note: A higher fee can be charged for the first animal as per the AB.VMA fee schedule but VSI will only pay the VSI rate for the first animal.

Prolapses (includes epidural given)				
-Rectal	74	128.40	64.20	64.20
-Uterine	71	243.80	121.90	121.90
-Vaginal	81	166.70	83.35	83.35
-Vaginal & Rectal	84	192.00	96.00	96.00
Uterine Torsion (manual correction)	46	269.20	134.60	134.60

D. Hourly Rates for Surgical & Professional Services

Note: Rates are quoted for 1/4 hour (15 minute) intervals. -- All of the services in this section are fully inclusive and an hourly rate can't be used for services for which a flat rate fee has been established.

Code 12A/12B or 13A/13B claims CAN'T EXCEED 1½ hours (parts A & B combined)

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Surgery (major)	12A	96.00	48.00	48.00
Non Surgical Professional time	12B	57.80	28.90	28.90
Surgery (minor)	13A	64.80	32.40	32.40
Non Surgical Professional time	13B	57.80	28.90	28.90

Note: Only the actual surgical time should be claimed under codes 12 & 13. Time required for related services, e.g. examination, surgical preparation, immediate post surgical treatments, etc. should be claimed under codes 12B or 13B.

Professional Services (general)	25	57.80	28.90	28.90
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Note: This fee is used:

- For herd health visitations and/or problems (max. 2 units for set-up Veterinary-client-Patient Relation)
- In place of codes 50, 51, 52 & 55 as specified in section "E"
- When more than two postmortems are conducted
- When a single animal is examined, euthanized then subjected to a postmortem
- Other instances as agreed to or recommended by the VSI Manager

Time claimed for codes 12, 13 & 25 should be consistent with time required by a veterinarian of average competence.

V.S.I. SERVICES (1980) Ltd
SCHEDULE "A" 50/50 Effective January 1, 2021

E. Flat Rate Non-Surgical Professional Services

SERVICE	VSI Code	Maximum fee	50% VSI fee	50% CLIENT fee
Cast Application (closed reduction)	26	134.90	67.45	67.45
Cast Removal	27	63.60	31.80	31.80
Examination	50	109.00	54.50	54.50
Examination (2 nd animal)	51	74.40	37.20	37.20
Examination (re-visit)	52	74.40	37.20	37.20
Next 24 hr IV hook-up + monitor (NEW)	53	74.40	37.20	37.20
I.V. Hook - up (1 st & 2 nd no monitor)	55	121.90	60.95	60.95

Note: **This code includes** the **examination** and is for situations where the animal is not hospitalized for follow-up care.

I.V. Hook - up + 24 hour monitor	56	190.90	95.45	95.45
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Note: **Only** for calves up to **two months old**. It **includes** the **exam** and **professional services** for the **first 24 hours**. **Code 53** should be used to cover professional services in **subsequent 24 hour periods**.

Services normally covered by codes 50, 51, 52 & 55 will be claimed under code 25 when more than two (2) claims are made using any combination of codes 50, 51, 52 & 55

Services normally covered under 50, in combination with flat fee(s) of equal or greater value, automatically become code 51 - second animal

Postmortem - Brain Removal	99	72.30	36.15	36.15
Postmortem - 300 pounds or less / telemedicine	90	114.40	57.20	57.20
Postmortem - 300 to 800 pounds	91	123.10	61.55	61.55
Postmortem - over 800 pounds	92	185.20	92.60	92.60

Note: For **more than 2** postmortems at the **same time** make a **single code 25 claim**.

Technovit Block - Application of	30	95.50	47.75	47.75
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Note: **Materials** are **included** in this service

PIGS

All Services

Note: With the exception of the following pig services are to be billed by the hour under codes 12, 13, or 25, as appropriate:

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Examination	50	109.00	54.50	54.50
Examination (2 nd animal)	51	74.40	37.20	37.20
Examination (re-visit)	52	74.40	37.20	37.20

Note: Codes 3, 4 & 5 can be claimed with codes 50, 51 & 52, as appropriate

Postmortem - 20 pounds or less / telemedicine	93	77.10	38.55	38.55
Postmortem - 20 to 100 pounds	94	82.50	41.25	41.25
Postmortem - over 100 pounds	95	100.80	50.40	50.40

Note: For **more than 2** postmortems at the **same time** make a **single code 25 claim**.

V.S.I. SERVICES (1980) Ltd
SCHEDULE "A" 50/50 Effective January 1, 2021

SHEEP & GOATS

All Services

Note: Most sheep and goat services can be billed by the hour under codes 12, 13, or 25, as appropriate, with the exception of the specific flat rate codes in this section:

All of the sheep codes are inclusive with the exception of codes 33, 50, 51 & 52 where the same conditions apply as for cattle.

Oxytocin and/or uterine boluses are included in all obstetrical procedures.

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Caesarean	43	345.70	172.85	172.85
Dystocia	33	153.80	76.90	76.90
Examination	50	109.00	54.50	54.50
Examination (2 nd animal)	51	74.40	37.20	37.20
Examination (re-visit)	52	74.40	37.20	37.20

Note: Codes 3, 4 & 5 can be claimed with codes 26, 27, 50, 51 & 52, as appropriate.

Semen Test (1 st animal)	66	92.30	46.15	46.15
Semen Test (subsequent animals)	67	70.10	35.05	35.05
Postmortem - 20 pounds or less / telemedicine	96	77.10	38.55	38.55
Postmortem - 20 to 100 pounds	97	82.50	41.25	41.25
Postmortem - over 100 pounds	98	100.80	50.40	50.40

Note: For more than 2 postmortems at the same time make a single code 25 claim.

Prolapse - Rectal	76	109.00	54.50	54.50
Prolapse - Uterine	73	159.10	79.55	79.55
Prolapse - Vaginal	83	109.00	54.50	54.50

BISON

All Services

Note: Bison services are to be billed by the hour under codes 12, 13 or 25 as appropriate with the exception of post mortems which will be charged as follows:

SERVICE	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
Postmortem - Brain Removal	99	72.30	36.15	36.15
Postmortem - 300 pounds or less / telemedicine	90	114.40	57.20	57.20
Postmortem - 300 to 800 pounds	91	124.10	62.05	62.05
Postmortem - over 800 pounds	92	186.70	93.35	93.35

Note: For more than 2 postmortems at the same time make a single code 25 claim

BEEES

Establishment of VCPR only (2 units max allowed)

SERVICE (per unit of 15 minutes)	VSI Code	Maximum Fee	50% VSI fee	50% CLIENT fee
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V.S.I. SERVICES (1980) LTD.

SCHEDULE "B"

Annexed to and forming a part of the agreement dated **effective January 1, 2021**

Following are some of the services not payable by V.S.I. Services (1980) Ltd

- a) castrations
- b) dehorning
- c) dockings
- d) spaying heifers
- e) embryo transplants, **artificial insemination**
- f) routine trimming of feet
- g) meat inspection
- h) scrotal hernias - all species
- i) umbilical hernias - all species
- Note: With the exception of eviscerated hernias in newborn calves**
- j) cryptorchid surgery- all species
- k) insurance examinations (including mortality, loss of use exams & reports)
- l) listed herd and dispersal sales
- m) shows & sales
- n) endorsement fees
- o) export testing
- p) parentage sampling
- q) routine vaccinations
- r) all drugs and medicines
- s) all laboratory fees
- t) waiting time
- u) after hours or holiday fees
- v) mileage
- w) services relating to quality assurance programs such as CQA & QSH.
- x) internal fracture fixation procedures
- y) hospitalization for any **service not listed in Schedule "A"**
- z) Services under codes 12A/B & 13A/B over & above 1½ hours
- aa) Exams for non-conventional treatments and those treatments. (Examples: adjustments, acupuncture etc)
- ab) **VCPR consultations for a period longer than 2 units of code #25**
- ac) Blood transfusions (collection portion)

All "Schedule A" services for species not specifically identified on "Schedule A"

Note: All jurisdictions cover "Schedule A" services for the bovine, porcine, caprine and ovine species. Some jurisdictions cover some, or all, "Schedule A" services for alternative livestock species (e.g. elk, bison, deer, etc.). The specific species and services covered will be identified on the "Schedule A" that was approved by that particular jurisdiction.

Any other veterinary services not specifically listed in Schedule "A" as amended from time to time.



REQUEST FOR DECISION

SUBJECT: Auditor Extension

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: July 13, 2021

DEPARTMENT: FINANCE

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

MANAGER: CF

GM: EK

PRESENTER: CF

LEG: DL

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act (MGA) Auditors 280(1) Each council must appoint one or more auditors for the municipality.

Council Bylaw/Policy (cite) – NA

RECOMMENDED ACTION:

MOTION: That Council extend the external audit service contract for Greenview to Metrix Group LLP for a term of 1 year to include the 2021-year end, as outlined in the 2018 audit request for proposal.

BACKGROUND/PROPOSAL:

As a requirement of the Municipal Government Act (MGA), section 280, Council is required to appoint auditors for the municipality.

Metrix Group was awarded the audit services contract by Council on September 24, 2018. They were evaluated through a competitive bid process issued in July 2018. The request for proposal included the audit years 2018 to 2020 with an option for a two-year extension.

At that time Greenview received five (5) proposals, two (2) of which were non-compliant. The remaining three (3) proposals were scored and evaluated as per the terms laid out in the RFP and the evaluation criteria with Metrix Group LLP being the successful bid.

Administration is recommending that Council exercise the extension option for 1 year identified in the contract.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will have fulfilled the obligation to appoint an Auditor. Metrix Group LLP has worked with Greenview and has a familiarity with the audit recommendations needed for the organization to move forward with process improvements and internal controls.
2. Audit firms are governed by strict regulation through Public Sector Auditing Standards, Metrix Group LLP continues to meet those standards and has a good reputation in the industry.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Administration could issue an RFP for audit services to commence for the 2021 year. However, an RFP issued in 2022 would allow a new Council to appoint Auditors for the balance of their term.

Alternative #2: Council could extend the term for 2 years as permitted in the 2018 request for proposal.

FINANCIAL IMPLICATION:

Direct Costs: Greenview has budgeted \$100,000 for accounting and audit services.

STAFFING IMPLICATION:

There are no staffing implications.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will follow up with Metrix Group LLP.

ATTACHMENT(S):

- RFP Audit Services 2018



www.mdgreenview.ab.ca

Box 1079, 4806 - 36 Avenue, Valleyview, AB T0H 3N0
(780) 524-7600, (780) 524-4307 fax

REQUEST FOR PROPOSAL

External Audit Services RFP: CPS-2018A

RFP Closing
Wednesday, August 29, 2018
3:00 p.m. Local Time

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SECTION 1. DEFINITIONS

CAD: Canadian Dollars

CAO: Chief Administrative Officer

Finance Team: General Manager Corporate Services, Manager Finance & Administration and Financial Reporting Officer

GAAP: Generally Accepted Accounting Principles

Greenview: Municipal District of Greenview No.16

GM: General Manager

MGA: Municipal Government Act

MST: Mountain Standard Time

Respondent/Proponent: The accounting firm that responds to this proposal.

RFP: Request for Proposal

FCSS: Family & Community Support Services

The Commission: The independent entity of Greenview Regional Waste Management Commission

WCB: Worker Compensation Board

SECTION 2. REQUEST FOR PROPOSAL

The Municipal District of Greenview No.16 (hereafter referred to as Greenview) is requesting detailed and comprehensive proposals for the following:

EXTERNAL AUDIT SERVICES RFP: CPS-2018A

Greenview is requesting proposals from professional accounting firms to provide audit services in accordance with the requirements of the Municipal Government Act of Alberta and the Generally Accepted Accounting Principles.

Documents and general information are available on the Alberta Purchasing Connection and Greenview websites www.purchasingconnection.ca, <http://mdgreenview.ab.ca>.

Submissions will be accepted **only** in hard copies by mail, courier or in person. The respondent must submit **four (4) copies** of their proposal by **3:00 pm** Mountain Standard Time **Wednesday, August 29, 2018**.

The package must be sealed and clearly marked: **RFP CPS-2018A EXTERNAL AUDIT SERVICES** including the respondent's name and address.

Attention to:

Rosemary Offrey, GM Corporate Services
Municipal District of Greenview No.16
4806 - 36 Ave, PO. Box 1079
Valleyview, AB T0H 3N0
Phone: (780) 524-7600

Late Proposals

Proposals received after the deadline will not be accepted or considered, and will be returned unopened to the respondent.

Inquiries and Amendments

Respondents finding discrepancies or omissions in this RFP, or having doubts as to the meaning or intent of any provision, should immediately notify the appropriate contact.

All inquiries related to this RFP should be directed by email prior to the deadline at rosemary.offrey@mdgreenview.ab.ca. Inquiries and responses may be recorded and distributed to all proponents at the discretion of Greenview.

Proposals may be revised by written amendment, delivered in a sealed envelope, at any time prior to deadline.

SECTION 3. TERM OF ENGAGEMENT

The successful accounting firm will provide **three (3) years** of service commencing **November 01, 2018**, with an option to extend the contract for two (2) years.

The RFP includes audit and preparation of audited financial statements for fiscal years ending **December 31st 2018 to 2020** for the purpose of expressing an opinion as to whether the financial statements present fairly, in all material respects, the financial position of Greenview and the independent entity of Greenview Regional Waste Management Commission (hereafter referred to as the Commission), in accordance with the Generally Accepted Accounting principles.

The audit services contract will be between Greenview, the Commission and the audit firm.

Greenview's Council will appoint and approved the external audit firm for a period of **three (3) years** beginning with fiscal year ending December 31, 2018.

Greenview's Council and the Commission reserve the right to amend or terminate the audit services at any time, if it is deemed that the services rendered are not meeting their needs.

Greenview's Council may extend the contract for a period of **2 years** providing the following applies:

1. The accounting firm's performance in supplying services is considered to have met the requirements of the contract.
2. CAO & Finance Team has determined the exercise of this option is in the best interest of Greenview.

SECTION 4. DESCRIPTION OF GREENVIEW

Greenview is the third largest rural municipality in the province of Alberta spanning over 33,000 square Kilometers. It includes the hamlets of Little Smoky, Ridgevalley, DeBolt, Landry Heights and Grovedale, with a total population of 6,044 from 2018 municipal census. Greenview's borders encompass the Sturgeon Lake Cree Nation and the towns of Fox Creek, Grande Cache and Valleyview.

Greenview's vast and diverse area is rich in oil and gas, fertile farmland, winding rivers, mixed wood forests, and spectacular peaks of the Rockies. Greenview's Council and Administration provide the following services: governance, protective, environmental, planning and development, construction, operations, agricultural, recreation, economic development, family and community support services.

Staffing and Accounting System

Greenview has 160 employees, including part-time and seasonal labour. Greenview is a partner in the commission and provides management and administration support for the Commission.

Greenview and the Commission currently uses Aptean (Diamond GP, WorkTech, Questica Budgeting and Joe Penney with the support of Microsoft Excel) to record the general ledger transactions, accounts payables, accounts receivables, permits, licenses, cash receipting, payroll, and utility billing.

Camelot Version 1.0 software with a firebird version 3.0 are used for tax assessment and billing purposes. Greenview has approximately 1800 General AR accounts, 58 FCSS accounts, 200 Utility accounts and 40 Oil Well Drilling accounts. There are 14981 Tax Roll Accounts, as well as 600 active vendor accounts.

Financial statements and other reports

Greenview's annual operational and capital budget total approximately 160 million. For more information regarding our budget, audited financial statements and publications, please feel free to visit our website <http://mdgreenview.ab.ca>

SECTION 5. GENERAL AUDITING REQUIREMENTS

The audit services shall include all duties as required under the MGA and GAAP auditing standards, and other applicable acts. Services shall include but are not limited to:

- A. Perform procedures to obtain audit evidence regarding the amounts and disclosures in the consolidated financial statements.
- B. Select audit procedures using professional auditor's judgment, including the assessment of risks of material misstatement of the consolidated financial statements, whether due to fraud or error.
- C. Making risk assessments, consider internal controls relevant to Greenview's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances.
- D. Evaluate the appropriateness of the accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.
- E. Obtain sufficient and appropriate evidence to provide a basis for the audit opinion.

5.1 Planning the audit:

In accordance with GAAP and the MGA, the work should be adequately planned and properly executed;

- A. Before **December 1th** each year, the auditors shall meet with Finance Team for the purpose of defining a schedule of responsibilities which will lead to an orderly and timely assembly, audit, and submission of the annual financial statements and information returns. These responsibilities will include the preparation of working papers to be prepared by the Finance Team, any photocopies of documents required, and any other work that can be performed by Finance Team prior to the commencement of the audit.

- B. The above-mentioned schedule shall be finalized by **December 10th** each year and shall set out the following:
- The dates by which information will be prepared and submitted to the auditors.
 - A list of required schedules, working papers, analyses and other information specifying the persons who will be responsible for their preparation and completion.
- C. On-site audits with a senior auditor present must be scheduled for the **3rd week of February each year**. Onsite auditing shall be completed between the hours of 8:30 am and 6:00 pm, MST.
- D. The audited financial statements must be provided to the Finance Team **no later than five (5) weeks** prior to Alberta Municipal Affairs annual filing deadline of **May 1st each year**.
- E. The audited financial statements must be presented to Greenview's Council no later **than the 1st Council meeting in April each year**.

5.2 Systems and procedures review:

In accordance with GAAP, there should be an appropriate organized study and evaluation of those internal controls on which the auditor subsequently relies determining the nature, extent and timing of auditing procedures.

- A. The internal control and accounting procedures shall be evaluated at least annually.
- B. The purpose of this evaluation will be to determine whether the auditors can rely on the internal controls, subject to their compliance testing, and to determine appropriate substantive audit procedures necessitated by identified weaknesses or absence of internal controls.
- C. Accordingly, all weaknesses or absence of internal controls identified, should be reported in writing to the appropriate contacts. Where weaknesses are reported, it would be appropriate to suggest or recommend ways in which the weaknesses can be corrected or compensated for.
- D. Similarly, upon discovery of information or conditions, which might otherwise lead to a qualified opinion on the financial statements, or a denial of opinion, the auditors shall immediately communicate these matters in writing to the appropriate contacts.

5.3 Compiling audit evidence

In accordance with GAAP, "sufficient audit evidence should be obtained by such means as inspection, observation, inquiry, confirmation, computation and analysis, to provide reasonable basis for the content of the report".

It should be noted that the matters to be considered and procedures to be followed should not be limited to those outlined in the paragraph above. Where the respondents' audit objectives and procedures does not include all of the example objectives and procedures, the respondents are asked to explain these differences.

5.4 Completing the engagement

- A. The auditors shall attend such meetings as are required to discuss the draft audited financial statements with the Finance Team.
- B. The auditors shall deliver the final financial statements to the municipality **no later than the 3rd week of March each year.**
- C. No later than **thirty (30) days** following delivery of the audited statements, the auditors shall deliver a "Post-Audit Management Letter" to the appropriate contacts outlining, but not limited to, the following:
 - Concerns relative to internal controls and systems determined during the audit;
 - A report on the progress or lack of progress made on implementing suggested improvements in systems and controls recommended in prior years; and
 - Any other comments which may assist the appropriate contacts with their day-to-day management of the affairs of Greenview.

SECTION 6. RESPONDENT INFORMATION REQUIRED

Respondent must respond to each of the following areas in a clear and comprehensive manner:

- A. Payment schedule.
- B. Specifically identify any additional work or services that exceed the services requested herein and the associated costs thereof.
- C. Provide references for a minimum of two (2) equivalent size municipalities.
- D. Clearly indicate the respondent's confidentiality practices. The proposal should, at a minimum, cover the following items:
 - A profile of your firm, including breadth of other audit assignments, resources and support services available, and a description of the firm's philosophy with regard to municipalities.
 - The names and contacts of other municipalities with which the firm's staff has had experience.
 - The names of partners and staff of the firm who will be engaged on this audit.
 - The office which would be responsible for the audit and the name of the partner in charge of the audit should be specified.

- Where it is proposed that audit technicians would be employed on this engagement, a description should be provided to support their technical ability and their understanding of generally accepting auditing standards as they apply in particular to municipalities.
- A total fee proposal for regular audit services, in CAD, for each of the fiscal years.
- Other fees for any additional work/service, not included in the total contract fee for the completion of the External Audit Services.

SECTION 7. INSURANCE AND INDEMNIFICATION

The successful Respondent shall, at its own expense, obtain and maintain the required insurance and provide Greenview with evidence of:

7.1 Commercial General Liability Insurance

Comprehensive general liability insurance on an occurrence basis for an amount not less than Five Million **(\$5,000,000)** CAD for any negligent acts or omissions by the respondent relating to its obligations under this agreement.

Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property & operations; non-owned automobile liability, broad form property damage, owners and contractors' protection, products and completed operations, employees as additional insured, occurrence property damage, contingent employers liability, cross liability and severability of interest clauses; such insurance shall add Greenview as an additional named insured, subject to a waiver of subrogation in favour of the Greenview with respect to the operations of the respondent.

This insurance shall be non-contributing and apply as primary and not as excess of any insurance currently available to Greenview.

The successful respondent shall indemnify and hold Greenview harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligent act or omission whether willful or otherwise by the respondent, its agents, officers, employees or other persons for whom the respondent is legally responsible.

7.2 Professional Liability Insurance

Professional liability (errors and omissions) insurance coverage shall be obtained to a limit of not less than Five Million **(\$5,000,000)** CAD on a claims made basis. Such coverage shall be maintained for a period of **three (3) years** subsequent to conclusion of services provided under this agreement.

The successful respondent shall provide Greenview with a letter from their insurance broker confirming their ability to meet the insurance requirement as set out in the contract and that if they are successful, they will provide Greenview with a certified copy

of a liability insurance policy covering public liability and property damage for no less than the minimum amounts **within 10 days** of notification of acceptance of the contract award.

The policy must contain a “**cross liability**” **clause or endorsement**: 1) Certifying that Greenview is an additional named insured: 2) An endorsement stating the policy or policies will not be altered, cancelled or allowed to lapse without **thirty days** prior written notice to Greenview.

7.3 Worker Compensation Board

The respondent must be registered and in good standing with the Alberta Worker Compensation Board during the contract with Greenview. This will ensure safety and insurance for the respondent’s employees conducting audit services within Greenview’s properties.

SECTION 8. OWNERSHIP

The successful proponent agrees that all information and material that constitutes any part of this proposal, acquired or prepared by the successful proponent pursuant to this contract, shall be the sole property of Greenview, including all information and material provided by the Greenview to the proponent for the purposes of this contact.

Upon the request of Greenview, the successful proponent agrees to deliver to Greenview all materials and information specified in the request.

No copy or duplicate of any such material or information delivered to Greenview shall be retained by the successful proponent without the prior written approval of Greenview.

The successful proponent further agrees not to destroy any material or information which is the property of Greenview without prior written approval.

SECTION 9. SCHEDULES OF EVENTS

ACTION	DATES/ Period
Request for Proposal issued:	July 30 th , 2018
Last day for questions	August 21 st , 2018
Proposals submission deadline	August 29 th , 2018
Proposal opening	August 30 th , 2018
Evaluation, scoring and interviews:	September 04 th , 2018
Report to Council for approval:	September 24 th , 2018
Firm notified, contracts execution	September 25 th - 27 , 2018
Commencement of services :	November 1 st , 2018

SECTION 10. OTHER KEY INFORMATION

Proposals may not exceed **twenty five pages** in length, including the price and technical proposals, introductions, appendices and any other supporting documentation.

It is the responsibility of the respondent to ensure the proposal is received. There is no obligation for Greenview to reimburse responding firms for any expenses incurred in preparing proposals in response to this RFP.

Submission of the proposal indicates acceptance by the respondent of the conditions contained in this RFP, unless clearly and specifically noted in the proposal. The request for proposal and the response from the firm will be included as appendices to an executed contract.

Applicant responses to the RFP will be treated confidentially in compliance with privacy legislation.

Contact with Council members regarding this RFP is prohibited and can be considered as grounds for disqualification from the selection process.

Greenview reserves the right to request additional data or information after the proposal date, if such data or information is considered pertinent to aid the review and evaluation process.

Greenview reserves the right to reject any portion of any proposal and/or reject all proposals, to waive any informalities or irregularities in the proposals, or to re-invite or to re-advertise.

SECTION 11. EVALUATION CRITERIA

The following are base qualifications for proponent to be eligible to receive an evaluation on their proposal. The respondent must be:

1. A licensed public accounting firm and in good standing with the Institute of Chartered Accountants.
2. Have an office operating in the province of Alberta and comply with applicable federal and provincial legislation as a municipal government service provider.
3. In good standing with Worker Compensation Board (WCB).

In addition, the respondent must provide:

1. Qualifications of team members that will be assigned to this audit.
2. References for past performance with other municipalities, preferably in Alberta, in which similar services have been provided within the last three years.
3. Work plan and schedule
4. Quality and complete proposal including identifying work methodology

Cost of audit services with fees, including the breakdown of fees and charges.

Summary:

Criteria	Percentage
Prior municipal experiences	30 %
Resources available for completing the work	25 %
Professional fees	20%
Confirmed dates of FS & FIR delivery	25%

Greenview will not be limited to the criteria referred to above, and may consider other factors and criteria that the evaluation team identifies relevant during the decision making process. All criteria considered will be applied evenly and fairly to all proposals

SECTION 12. EVALUATION TEAM

The evaluation committee is the Finance Team which is comprised of General Manager Corporate Services, Manager Finance & Administration and Financial Reporting Officer. This team will evaluate the submissions based on the established criteria as presented in the original RFP documentation.

At the discretion of the Greenview, firms submitting proposals may be invited for an interview or oral presentations as part of the evaluation process.

A copy of the completed evaluation forms along with the team's recommendation will be kept in the care and control of the Finance Team in a confidential file and can be utilized for dispute resolution if necessary.

The selection of a firm, approval by council and contract execution shall be completed **by September 27, 2018.**

Appendix A - Proposal Cover Sheet (two pages)

I/We have reviewed the RFP, including the terms and conditions, and hereby offer to provide services for the amount of money described in our price proposal in exchange for the right to enact the requirements of the proposal.

Registered Business Name:
Business Address:
Province:
Postal Code:
Contact Name:
Telephone Number:
E-mail Address:
Signature of Authorized Officer:
Name/Title of Authorized Officer (print):

Applicant Vendor Declaration

I/We (enter name):

Title/Position:

Name of Organization or Business:

1) Declare that no person, firm or corporation other than the one who's signature or the signature of whose proper officers is attached, has any interest in this proposal or in the contract proposed to be undertaken.

2) Further declare that this proposal is made without any connection, knowledge, comparison of figures or arrangements with any other company, firm or person making a proposal for the same work and is in all respects fair and without collusion or fraud.

3) Further declare that no Greenview employee, or Member of Greenview's Council and their families is, or will become interested directly as a contracting party or otherwise in the performance of the contract or work or business to which it relates or in any portion of the profits thereof.

4) Further declare that all matters stated in the proposal are in all respects true.

5) Further declare that I/We have examined the RFP and hereby propose and offer to enter into a contract to provide all of the items mentioned and described or implied therein, as per the cost indicated in the proposal.

6) Agree that this offer is open for acceptance until a formal contract is executed or a Purchase Order is issued to the successful applicant

Signature of Witness

Signature of Authorized Officer

Name of Witness (print)

Name of Authorized Officer (print)

Date:

Note for signing officer: By my signature, I hereby confirm I am a principal, or have been duly authorized by the principal or board, to sign on behalf of the above named organization.



REQUEST FOR DECISION

SUBJECT:	Range Road 85 Overlay Award		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER: LT
DEPARTMENT:	CONSTRUCTION & ENGINEERING	GM: RA	PRESENTER: LT
STRATEGIC PLAN:	Infrastructure	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council award the Surfacing Project on Range Road 85 to Wapiti Gravel Suppliers for \$908,856.91, with funds to come from the 2021 Road Surfacing Capital Budget and Road Infrastructure Reserve.

MOTION: That Council approve the transfer of \$605,442.60 from the Road Infrastructure Reserve.

BACKGROUND/PROPOSAL:

The project is approx. 4.1 km in total length, which includes cold milling of asphalt concrete pavement, placement of 70mm overall thickness of asphalt concrete pavement.

Administration posted the tender for Range Road 85 on January 28th to June 28th, a two-week timeframe on the Alberta Purchasing Connection website. The public online tender opening was held at 2pm on June 28th and was successful as contractors were provided the information to join the meeting online.

There were 2 tenders received with no disqualifications. The results are as follows.

Wapiti Sand & Gravel	\$908,856.91	Qualified
Knelsen Sand & Gravel	\$978,960.80	Qualified

The consultant (Allnorth) reviewed the tender quantities, calculations, and any anomalies along with reference checks as required.

The lowest bidder is Wapiti Sand & Gravel is located out of Grande Prairie, Alberta.

Contract Amount (less site occ. Days)	\$860,856.91
Contingency (10%)	\$86,085.69
Engineering Preliminary, Design, Tender, Construction and Post Construction	\$68,500
Overall Estimate	\$1,015,442.60
Current MD Overall Budget	\$410,000

The bids were all over the approved 2021 budget. The motion would require additional funding to come for the Roads Infrastructure Reserve. The table below shows the breakdown;

Overall Estimate	\$1,015,172.60
Current Approved Budget	\$410,000.00
Additional Funding required	\$605,442.60
Road Infrastructure Reserve Balance as of 2020	\$71,410,896

- *Site occupancy is a contracting strategy used to help ensure that the owner receives the lowest evaluated project cost (combination of price to construct plus the number of days to complete). The contractor estimates the number of calendar days that he requires to complete the work and includes this amount in the tender price (i.e. number of days multiplied by a predetermined daily rate). A site occupancy is made to contractors who complete the work in less calendar days bid. If a contractor completes the work in exactly the number of days bid, there is no change in payment. Assuming this is the case, the actual contract cost is the total tender amount less the site occupancy (i.e. 25 days @\$2,500per day = \$62,500.00).*

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion will be the surfacing overlay project of Range Road 85 will be completed in 2021.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the motion is the required additional funding.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not award.

FINANCIAL IMPLICATION:

Direct Costs: \$908,856.91

Ongoing / Future Costs: Future costs include regular maintenance costs such as future overlay, chip seal and line painting and snow removal.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

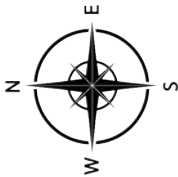
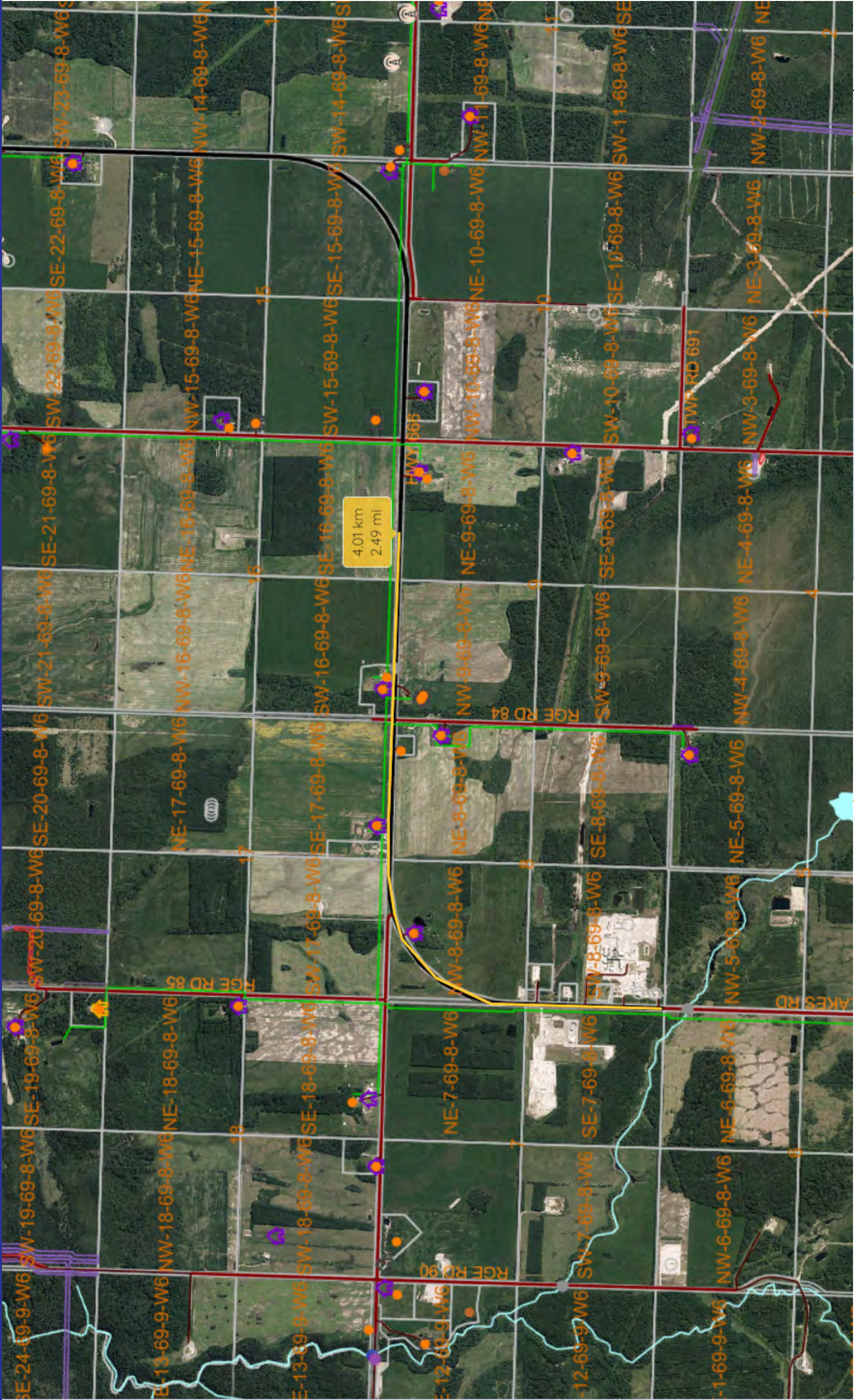
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes the decision Administration will advise the consultant to move forward with the award to the contractor.

ATTACHMENT(S):

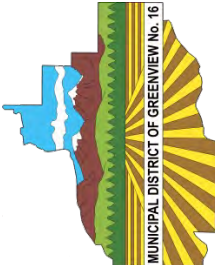
- PDF of Range Road 260 Construction Location
- Expenditure and Disbursement Policy



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RR 85 Overlay

UTM Zone 11 NAD83

1:5,000

Date: 06/28/2021

100 0 100 200 m



Title: EXPENDITURE AND DISBURSEMENT POLICY

Policy No: 1018

Effective Date: June 8, 2020

Motion Number: 20.06.339

Supersedes Policy No: NONE

Review Date: June 8, 2023



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

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

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

DEFINITIONS

ACAO means the Assistant Chief Administrative Officer.

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

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

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

Capital Budget means the annual Greenview capital budget as approved by Council.

Capital Expenditure means the purchase of an item identified in the Capital Budget.

CFTA means the Canadian Free Trade Agreement and any amendments thereto.

CAO means the person appointed as the Chief Administrative Officer of Greenview in accordance with the *Municipal Government Act*.

CFO means the Chief Financial Officer for Greenview.

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

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

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

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

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

Goods means a manufactured item.

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

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

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

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

Purchase Card means a Greenview issued gas or credit card.

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

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

POLICY

1. Greenview Council hereby establishes a policy for consistent, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *Municipal Government Act*, the NWPTA, and the CFTA. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing Greenview goods and services.
2. The overall responsibility for implementing and monitoring the annual budget rests with the CAO. The CFO has the overall responsibility for budget reporting and to ensure that all

expenditures are a legitimate claim against Greenview, are within established authorities, and have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE

1. Responsibilities

1.1. *Expenditure Officers responsibilities include:*

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

1.2. *Associated Expenditure Officers responsibilities include:*

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

1.3. *Accounting Officers responsibilities include:*

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

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

2. General Provisions

- 2.1. All expenditures shall be included in the current year's budget or be approved by a resolution of Council.
- 2.2. Greenview's Expenditure Officers may make an expenditure that is included in the approved operating and capital budgets up to the financial limits established in this policy or as otherwise approved by resolution of Council.
- 2.3. A resolution of Council is required for all unbudgeted expenses and all unbudgeted capital expenditures over \$200,000.
- 2.4. Expenditure Officers are authorized to commit Greenview for all purchases that have been approved in the annual budget as follows:
 - 2.4.1. CAO up to the maximum budget allocation for operational expenses;
 - 2.4.2. ACAO, General Managers, CFO, up to \$500,000;
 - 2.4.3. Department Managers up to \$50,000;
 - 2.4.4. Assistant Managers up to \$10,000;
 - 2.4.5. Executive Assistants-up to \$5,000;
 - 2.4.6. All other designated staff up to \$1,000.
 - 2.4.7. Other staff as delegated in writing by the Expenditure Officers.
- 2.5. Operating expenditures that exceed the Council approved operating budget by less than \$10,000.00 but still remain within the overall department budget may be approved by the CAO or designate. If the over expenditure does not remain within the total department budget, the expenditure shall be presented to Council for approval.
- 2.6. Capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the CAO provided that such capital expenditure does not exceed the financial approval limits in this policy.

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

3. Marketing and Media Placement

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

4. Emergency Expenditures

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

5. Contracts

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

6. Cheque Requisitions

- 6.1. Cheque requisitions are required for:
 - 6.1.1. All grant expenditures; and
 - 6.1.2. All expenditures where an invoice is not available such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

7. Expenditure Approval

- 7.1. The ACAO may approve expenditures up to the CAO limit while serving as the designated Acting CAO. When the Acting CAO signs in the absence of the CAO, they shall include ACAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.

- 7.2. To avoid penalty charges the CAO, Manager of Finance and Administration or the CFO may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible Expenditure Officer.

8. Purchasing Methods

- 8.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority in accordance with section 1.1.12 of this policy may be eligible for a purchase card upon approval by the CAO. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchase card.
- 8.2. Greenview's Expenditure Officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.
- 8.3. Purchases between \$10,000.00 and \$74,999.99:
 - 8.3.1. Expenditure Officers must attempt to obtain a minimum of three Quotes. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the contract.
 - 8.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.
- 8.4. Purchases over \$75,000.00:
 - 8.4.1. Expenditure Officers must abide by the NWPTA for purchases over \$75,000.00 both the NWPTA and CFTA for purchases over \$100,000.00 (see table in Section 9.1). A written contract must be signed for all purchases over this limit. The written contract may be a sales agreement for vehicle and equipment purchases. All written contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature, and the appropriate Greenview signatures.

9. Tendering/ Requests for Proposals

- 9.1. Tenders or Request for Proposals must be issued in compliance with the NWT and CFTA in accordance with the financial thresholds established in those agreements, unless such purchase is an excluded procurement as defined by the agreements.

Type	NWPTA	CFTA
Goods	\$75,000.00	\$100,000.00
Services	\$75,000.00	\$100,000.00
Construction	\$200,000.00	\$250,000.00

- 9.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website www.purchasingconnection.ca. Additional means of tendering notices may also be used.
- 9.3. Greenview will use a weighted criteria to evaluate tender submissions over the NWPTA thresholds. The lowest bid meeting the tender or request for proposal requirements and/or specifications will normally be accepted. Justification in writing along with recommendation must be submitted if the lowest bidder is not selected. Normally the only acceptable reasons for selecting bidder that is not the lowest bidder would be:
 - 9.3.1. Low bidder does not meet specifications;
 - 9.3.2. Low bidder cannot deliver within the required time;
 - 9.3.3. The quality of performance of previous contracts or services may be in question;
 - 9.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
 - 9.3.5. The ability, capacity, experience and efficiency of the bidder.
10. The opening of tenders or requests for proposal must be completed in the advertised public setting.



REQUEST FOR DECISION

SUBJECT:	Road Construction Request	REVIEWED AND APPROVED FOR SUBMISSION	
SUBMISSION TO:	REGULAR COUNCIL MEETING	CAO: SW	MANAGER: LT
MEETING DATE:	July 13, 2021	GM: RA	PRESENTER: LT
DEPARTMENT:	CONSTRUCTION & ENGINEERING	LEG: DL	
STRATEGIC PLAN:	Infrastructure		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 4001 Security Deposits, 4002 Access Roads

RECOMMENDED ACTION:

MOTION: That Council approve option # for the residential access request to access SW 30-69-23 W5 to be constructed in 2022, with funds to come from the 2022 Construction Budget.

BACKGROUND/PROPOSAL:

Administration has received a residential access request. The request will be a forced road access.

SW 30-69-23-W5 – Applicant Ryan Kluyt is requesting approx. 876m of road on the north side of the quarter. The applicant currently lives on the SW quarter and accesses through SE 30-69-23 W5 driveway. The development permit was approved in April of 2019 for a residential cabin and zoned agriculture one with a shared driveway. The south side of the quarter has approx. 300m of wetlands which includes two large waterbodies and is 1.6km of new road.

Landowner who shares the driveway will be selling therefore there will be no access to Mr. Ryan Kluyt quarter and residence. The landowner to the east would have to provide the land for the road to be built as this is not on an undeveloped road allowance. The landowner to the east tried to apply for the same application but it was not his property to access. Therefore, his son and neighbour applied for the same road construction request. The first application did not meet the policy therefore was rejected.

OPTION 1:

Build within a 30m ROW residential access road with security funds to be obtained as per policy. Purchase ROW from the landowner located at SE 30-69-23 W5 that will provide the access and the applicant to sell the remainder for road and the turnaround.

OPTION 2:

Build within a 30m ROW residential access road with no security funds obtained. Purchase ROW from the landowner located at SE 30-69-23 W5 that will provide the access and the applicant to provide the remainder for road and the turnaround.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is providing legal access to a residence that pays taxes although has no access.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no preserved disadvantages of the recommended action.

ALTERNATIVES CONSIDERED:

Alternative #1: Council could provide direct recommendation to not provide approval for the applicant.

FINANCIAL IMPLICATION:

Direct Costs:

\$500,000

Ongoing / Future Costs:

Yearly maintenance costs, gravel costs, grading, snow removal, and other required maintenance costs.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the applicants of Council's decision and proceed to put into the schedule as time sees fit within 2022.

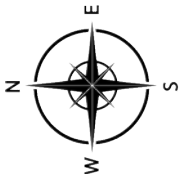
ATTACHMENT(S):

- Application and map for SW 30-69-23 W5M
- Policy 4001 Security Deposits
- Policy 4002 Access Roads



Legend

- address_point
- roads SURFACE
- GRAVEL
- Water_Features
- hydro_line
- hydro_area
- Proposed Access

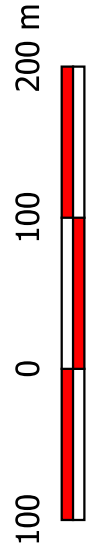
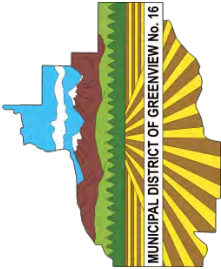


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Road Access to
SW-30-69-23-5



UTM Zone 11 NAD83
1:5,000
Date: 06/28/2021

Title: Access Roads

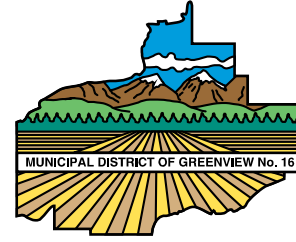
Policy No: 4002

Effective Date: June 8, 2021

Motion Number: 21.06.297

Supersedes Policy No: NONE

Review Date: June 8, 2024



Purpose: The purpose of the Policy is to provide physical access to land(s) within Greenview that have no accessibility.

1. DEFINITIONS

- 1.1. **Access Roads** means to construct a new road on the municipality's registered roadways or undeveloped road allowances to a titled parcel of land used for farm operations; these roads will be constructed in accordance with the Development Guidelines & Municipal Servicing Standards.
- 1.2. **Greenview** means Municipal District of Greenview No. 16.

2. POLICY

- 2.1. Greenview may construct Access Roads to give access to any cultivated lands, which have no accessible access through a developed/undeveloped Road Allowance(s) and/or any applicant owned adjoining lands.
- 2.2. Landowners that wish to have an Access Road built must submit an application to Greenview. The application deadline is August 1. Applications received after August 1 will be brought to Council to determine whether the application will be accepted or deferred to the following year.

3. PROCEDURE

- 3.1. No access roads will be constructed where there is currently adequate access to the parcel whether through an existing roadway, a developed/undeveloped road allowance, or through the applicant's immediately adjacent parcel.
- 3.2. If land is required from the applicant for the road construction, the applicant shall provide it free of charge.
- 3.3. Road access requests will not be considered to grazing leases.
- 3.4. Once administration reviews the applications against this policy a list of proposed projects will be brought to Council for approval.

4. COUNCIL RESPONSIBILITIES

- 4.1 Council will annually consider allocating funds for farmland access roads.
- 4.2 Council, at all times, maintain the authority to determine which roads, if any are to be constructed and in which order.

5 ADMINISTRATION RESPONSIBILITIES

- 5.1 Administration will review the submitted application and bring forward a recommendation utilizing a rating system approved by Council. The rating system includes:
 - A) Cost of project;
 - B) Whether it will serve more than the landowner;
 - C) Whether a bridge structure is required;
 - D) Drainage concerns;
 - E) Whether the road is of network importance;
 - F) Whether there is ratepayer consensus; and
 - G) Whether there is utility relocation requirements.
- 5.2 In determining the most economical route for a potential access road, Greenview staff will consider several factors including, but not limited to, physical land barriers such as hills, swamps, and water bodies, soil conditions and any other man-made constraints such as pipelines, power lines, building and other structures.
- 5.3 Administration will notify the applicant should the application be denied.
- 5.4 Administration will notify the applicant should the application be approved and identify next steps for construction.

Title: SECURITY DEPOSITS FOR RESIDENTIAL ROAD CONSTRUCTION TO PROPOSED RESIDENTIAL DEVELOPMENTS

Policy No: 4001

Effective Date: May 9, 2017

Motion Number: 17.05.176

**Supersedes Policy No:
4001/4001-01 (Nov 26/13),
EES 01**



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To establish a process whereby security deposits are required from applicants for the construction of residential roads.

DEFINITIONS

Permanent Residency means an approved permanent residence which is continuously occupied for more than six months.

POLICY

1. Greenview is required to provide or ensure legal access to property but is not required to provide physical access. When Council authorizes a road to be constructed to provide physical access to a quarter section(s) or a parcel of land, the road shall be constructed under the following conditions:
 - 1.1 All new roads being constructed to a quarter section(s) or a parcel of land shall be constructed through the quarter section as per Greenview's Engineering Design & Construction Standards' cul-de-sac section.
 - 1.2 Residential roads will be constructed to the specifications as outlined in the Greenview Engineering Design & Construction Standards.
 - 1.3 When the quarter section line or property line lies within a low area, muskeg, creek or other physical barrier unsuitable to access the parcel, the road shall be constructed sufficiently past such barrier to surpass any hindrance.
 - 1.4 When a low area, muskeg, creek or other physical barrier does not allow for acceptable access and would create substantial increase to the cost of the project, the issue will be brought to Council for review.
2. Upon Council approval for the construction of road access on a road allowance to unoccupied lands for the purpose of proposed residential development, the following conditions apply:

- 2.1 The applicant will provide an administration fee in the amount of \$2,500.00 in the form of cash or certified cheque to cover administration costs such as preliminary planning & design.
 - 2.2 If the applicant fails to move forward with the project after preliminary planning is initiated. Greenview will retain the administration fee.
 - 2.3 If the applicant proceeds with the project, the administration fee of \$2,500.00 becomes part of the total security deposit of \$5,000.00 required for construction by the applicant.
4. The security deposit will be returned or refunded to the applicant, without interest, if permanent residency is established within three years of the date of approval of residential road construction. Where this has not been met, or the property has been sold prior to the fulfillment of this condition, the security will be forfeited.
5. Construction of a residential road will not commence until the specified security has been provided by the applicant and an agreement outlining terms and conditions has been entered into by the applicant.
6. Dedication of road widening, as determined by the General Manager, Infrastructure & Planning, will be required on land owned by the applicant adjacent to or abutting the residential road construction project.
7. Payment of the security deposit must be received within ninety (90) days from Council approval to construct, and prior to the project proceeding.



REQUEST FOR DECISION

SUBJECT:	Grande Cache Airport Lease Agreement		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: DM	PRESENTER: DM
STRATEGIC PLAN:	Intergovernmental Relations	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to enter into an agreement with the Alberta Minister of Agriculture and Forestry to provide Heli-Tack Base lease space at the Grande Cache, Alberta Airport.

BACKGROUND/PROPOSAL:

Alberta Agriculture and Forestry endorsed a five-year agreement (2016 - 2022) with the former Town of Grande Cache for lease space at the Grande Cache Airport, with the term ending December 31, 2021. The agreement authorized Agriculture and Forestry to lease the lands described as Heli-Tack Base – 6433 – A – Highway 40, located at the Grande Cache Aerodrome as outlined in Appendix 'A' (attached). The lease cost is \$22,254.00 per year and Alberta Agriculture and Forestry are required, at their own cost and expense, to operate, maintain and keep the leased premises in good order and condition. It should be noted that Administration is uncertain as to how the previous annual lease cost was derived upon, if Council chooses Administration may negotiate an alternate rate.

Administration has recently reviewed the leased premises and confirm that the site is operated, maintained and kept in good order and condition, therefore a renewal of a five-year term lease may be considered.

Administration has prepared the draft lease with the same specifications for Council's review and consideration. It may be beneficial for Greenview to continue the lease due to having this service available at a close proximity to the hamlet making timely attacks on any advancing fire conditions in the area an extreme benefit.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that an agreement renewal will be submitted to the Alberta Minister of Agriculture and Forestry for their consideration in continuing to occupy lease space at the Grande Cache, Alberta Airport.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or deny the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will submit the draft to the Alberta Minister of Agriculture and Forestry for their consideration if Council authorizes entering into the agreement.

ATTACHMENT(S):

- N/A



REQUEST FOR DECISION

SUBJECT:	DeBolt Sani-Dump Location Discussion		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER: DB
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: RA	PRESENTER: RA
STRATEGIC PLAN:	Level of Service	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the report regarding potential areas to develop a Sani-dump location in DeBolt.

BACKGROUND/PROPOSAL:

Administration has been tasked with installing a public Sani-dump facility in DeBolt. The original location on the DeBolt and District Ag Society sports field (option #3) may not be the most advantageous location. Administration has in the past reached out to the Ag society, where other items were added and agreed to help improve the Ag lands. The added items were never financially added to the budget or brought forward for Council's direction.

Administration has three potential sites that have been identified and partially investigated. Each site has their own lists of pros and cons, see below;

Option #1

Empty Lot next to the Feedlot Café

Cons

- Would have to purchase land
- Sewer connection may not be on site (50/50)
- Land Use Amendment would be required

Pros

- Water service already on site
- Sanitary connection will be gravity fed
- Able to accommodate multiple units on the lot
- Benefit to small business in the area
- Easy access

Option #2

Old Fire Hall in DeBolt

Cons

- Does not meet setbacks
- Land Use Amendment would be required

Pros

- Water service already on site
- Gravity fed sewer

- Very close to a ravine (Active sloughing)
- Smaller site

- Greenview owned
- Easy access
- Benefit to small businesses in the area

Option #3

DeBolt & District Ag Society at the Sports Fields

Cons

- Not Greenview's Land
- Gate would have to left open at all times
- Streets are narrow
- any damage on the driving surfaces (on AG land) would be Greenview's responsibility (approx. 180m)
- Costs are higher – running power to the site
 - Forced sewer system (pumping)
 - Running water to the site
- Land Use Amendment would be required
- Council would have to advise on the site extras (building, power, sewer and water)

Pros

possible future recreation at AG site

All proposed locations would require a Land Use Amendment to properly allow a RV Sani- Dump within Greenview.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council discussing the preferred location for the DeBolt Sani-dump is that Administration will have a clear direction.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to suggest another location for the DeBolt Sani-dump.

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 move forward with the direction received from Council.

ATTACHMENT(S):

- Map of each location





REQUEST FOR DECISION

SUBJECT: **Tax Recovery – Public Sale of Land**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: July 13, 2021
DEPARTMENT: FINANCE
STRATEGIC PLAN: Choose an item.

REVIEWED AND APPROVED FOR SUBMISSION
CAO: SW
GM: EK
MANAGER:
PRESENTER: MJ

RELEVANT LEGISLATION:

Provincial (cite) – In accordance with Section 418, 419, 428(1), 436.09(1) and 436.1 of *Municipal Government Act*

Council Bylaw/Policy (cite) – Policy 1506

RECOMMENDED ACTION:

MOTION: That Council set the reserve bid terms and conditions that apply to the public sale of land as per the attached notice contained herein.

MOTION: That Council set Wednesday September 15, 2021 at 1:30 p. m. Mountain Standard Time as the Public Auction Date for the sale of the following properties:

Roll #	Legal Description	Reserve Bid
Roll #202010	NE-11-70-22-W5	\$150,000
Roll #317319	SW-18-69-8-W6, Plan 0824946 Blk 1 Lot 1	\$235,000
Roll #4010000	Stall 10 Shand Trailer Court	\$30,000

BACKGROUND/PROPOSAL:

The Tax Recovery process is the last resort mechanism Municipalities use to collect outstanding property taxes and is a strictly legislated process. When property taxes remain unpaid for more than one year, a Tax Notification Caveat is placed on the Land Title and notification is sent to the land owner and other interested parties as shown on the title advising them of the Caveat. If the property tax arrears remain unpaid on March 31st of the following year, the Municipality may sell the property by Public Auction. The municipality has one year from April 1st to place the parcel for sale by public auction.

Council is required to set a reserve bit that is as close as reasonably possible to the market value of the parcel. Administration requested an “Opinion of Value”, from Accurate Assessment Group Ltd. A copy of the “Opinion of Value” is attached for Council’s information.

After Council has made the decision to proceed with selling the property by Public Auction, a notice is sent to the property owner(s) advising them of the Public Auction date and the amount of outstanding property

taxes that must be paid prior to the start of the auction, to stop the sale of their property by Public Auction. If the outstanding arrears are not paid, the Public Auction proceeds.

If any property is sold by Public Auction, the municipality is permitted to charge an administration fee of 5% of the sale price to the tax roll. This amount plus the tax arrears and advertising costs are collected from the sale price. The remaining balance may be paid to the previous land owner if the Municipality is satisfied there are no debts secured by an encumbrance on the Title. If the Municipality is not satisfied that there are no other debts that are secured by an encumbrance on Title, the municipality must notify the previous owner that an application may be made under section 428(1) to recover all or part of the money.

BENEFITS OF THE RECOMMENDED ACTION:

1. A benefit of the recommended action is that the required advertising deadline will be met and the Public Auction will go ahead as planned.
2. Another benefit of the recommended action is that Administration will have received Council's direction on how to proceed regarding the value to be placed on the properties.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not to accept the recommendation from Administration. Administration does not recommend this option as the process will be delayed, another Opinion of Value would be requested from Accurate Assessment Group Ltd. which would likely have the same results and the advertising deadline will not be met.

FINANCIAL IMPLICATION:

There are no future or direct costs resulting from the recommended motion, as all cost will be added to the property tax rolls for the affected properties.

STAFFING IMPLICATION:

There are no staffing implications associated with the recommended action, since tax recovery sales are considered in the annual work plan.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

The required advertisements will be placed

ATTACHMENT(S):

- Advertisement
- Opinion of Value
- Assessment Summary Report for each property
- Council Policy 1506
- MGA Sections 418, 419, 428(1), 436.09(1) & 436.1

TAX RECOVERY SALE
MUNICIPAL GOVERNMENT ACT
DIVISION 8
RECOVERY OF TAXES RELATED TO LAND
MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Notice is hereby given that under the provisions of the *Municipal Government Act* the Municipal District of Greenview No. 16 will offer for sale, by public auction, in the Council Chambers of the Municipal District of Greenview No. 16 Administration Building, 4806 – 36 Avenue, Valleyview, Alberta, on Wednesday, September 15, 2021, at 1:30 P.M. Mountain Standard Time, the following lands:

LEGAL	PLAN	BLOCK	LOT	C OF T	RESERVE BID
NE-11-70-22-W5				052169375	\$150,000
SW-18-69-8-W6	0824946	1	1	182056402	\$235,000
MANUFACTURED HOME					
PLAN	BLOCK	LOT	MH PARK	ADDRESS	RESERVE BID
0426473	34	15	Shand Trailer Court	10 Shand Trailer Court	\$30,000

Each parcel will be offered for sale subject to a reserve bid and to the reservations and conditions contained in the existing Certificate of Title.

These properties are being offered for sale on an "as is, where is" basis, and the Municipal District of Greenview No. 16 makes no representation and gives no warranty whatsoever as to the adequacy of services, soil conditions, land use districting, building and development conditions, absence or presence of environmental contamination, or the developability of the subject land for any intended use by the Purchaser. No bid will be accepted where the bidder attempts to attach conditions precedent to the sale of any parcel. No terms or conditions of sale will be considered other than those specified by the Municipal District of Greenview No. 16. No further information is available at the public auction regarding the lands to be sold.

The Municipal District of Greenview No. 16 may, after the public auction, become the owner of any parcel of land that is not sold at the public auction.

TERMS: 10% down payment at public auction; balance within 30 days of the date of the Public Auction. All payments must be made by Cash or Certified Cheque.

Redemption may be effected by payment of all arrears of taxes and costs at any time prior to the sale.

Dated at Valleyview, Alberta July 15, 2021

STACEY WABICK, INTERIM CHIEF ADMINISTRATIVE OFFICER

June 17, 2021

Attention: Marilyn Jensen

As per your request of June 16, 2021 regarding tax recovery properties, I have prepared an *opinion of value* on the subject properties. A visual drive by inspection was conducted in the past on these properties as part of the regularly scheduled assessment re-inspection Cycle. Assuming the condition of the property reflects normal condition and assuming there are not any problems or abnormalities, structural, physical, or otherwise, the following figures represent an *opinion of value* as of June 17, 2021. Any timber, mineral, riparian or commodity value(s) or easement revenue(s) that may exist on the subject properties have not been factored into their specific valuation.

Roll 202010 – NE-11-70-22-W5	Opinion = \$150,000
Roll 317319 – 0824946, 1, 1 SW-18-69-8-W6	Opinion = \$235,000
Roll 4010000 – 10 Shand Manufactured Home Park	Opinion = \$30,000

Details regarding the valuation process and criteria/comparables used are available upon request.

Sincerely,



Troy Birtles, AMAA
Assessment Coordinator
Accurate Assessment Group



Assessment Summary

Year of General Assessment: 2020

Roll: 202010
Legal: NE-11-70-22-5
Address:

Land Area: 10.00 Acres
Subdivision:
Zoning: Agriculture One
Actual Use: Improved Residential / Designated Manufactured Home / Manufactured Home out MHC



Market Land Valuation

Site Area: 10.00 Acres

Asmt	Code	Value
100	100%	94,640

Improvement Valuation

		Floor Area	Built	Asmt	Code	Value
Basement	Manufactured Home - Double	1,161 Sq Feet	1973	100	100%	47,660
Detached	Garage	468 Sq Feet	1965	100	100%	3,180
Detached	Archrib	779 Sq Feet	1965	100	100%	4,490

Assessment Totals

Tax Status	Code	Description	Assessment
T	100	RES IMPR/SITE	149,970
Grand Totals For 2020			149,970



Assessment Summary

Year of General Assessment: 2020

Roll: 317319 Legal: 0824946 1 1 SW-18-69-8-6 Address: Land Area: 10.01 Acres Subdivision: Zoning: Agriculture One Actual Use: Improved Residential / Single Family Unit- fee simple	
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<u>Market Land Valuation</u>	Site Area: 10.01 Acres	Asmt	Code	Value
		100	100%	89,070

<u>Improvement Valuation</u>		Floor Area	Built	Asmt	Code	Value
1 Storey Basementless	SFD - All Ages	1,396 Sq Feet	1970	100	100%	126,130

<u>Marshall & Swift</u>		Area (Ft2)	Built	Asmt	Code	Value
Main Level Structure	55x100 Frame & Fabric Buildings	5,500 Sq Feet	1995	100	100%	18,700

<u>Assessment Totals</u>			
Tax Status	Code	Description	Assessment
T		100 RES IMPR/SITE	233,900
Grand Totals For 2020			233,900



Assessment Summary

Year of General Assessment: 2020

Roll: 4010000

Legal: 0426473 SITE 10

Address: 10 SHAND MHPK

Land Area: 0.0 Sq. Meters

Subdivision:

Zoning: R-MHP Mobile Home PK

Actual Use: Improved Residential / Designated Manufactured Home / Manufactured Home in MHC



Market Land Valuation

Site Area: 0.0 Sq. Meters

Asmt	Code	Value
12	100%	0

Improvement Valuation

Foundationless	Manufactured Home - Single	Floor Area	Built	Asmt	Code	Value
		1,241 Sq Feet	1974	12	100%	29,890

Assessment Totals

Tax Status	Code	Description	Assessment
T		12 MOBILE HOME PARK	29,890
Grand Totals For 2020			29,890

Title: TAX RECOVERY

Policy No: 1506

Effective Date: February 9, 2021

Motion Number: 21.02.048

Supersedes Policy No: AD 27

Review Date: February 9, 2024



Purpose: To establish guidelines on how tax forfeited lands will be sold or made available for taxation again and to establish the terms of payment for land to be sold at a public auction.

1. DEFINITIONS

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

2. POLICY STATEMENT

2.1. Greenview has established a method in which Council can dispose of tax forfeited land.

2.2. Tax Recovery property at a public auction will be sold according to the following terms:

- A) A minimum of 10% of the sale price as a down payment on the date of the public auction.
- B) Balance of the sale price must be paid within 30 days of the date of the public auction.
- C) All payments must be made by cash, bank draft, money order, certified cheque or electronic funds transfer.

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

2.4. If Greenview exercises its option to become the owner of the property, Greenview will not sell the property until one year after the date of the Public Auction unless the prospective buyer meets the reserve bid price set at the original public auction date.

2.5. If, in the opinion of Council, the sale of tax forfeited land will cause hardship to an existing occupant, Council may lease all or a portion of the parcel to the occupant.

- A) The amount of lease fees, based on current market value, will be established by Administration.
- B) The occupant is not permitted to assign or sublet his/her interest in the parcel.

2.6. For property that has been acquired by Greenview, Administration will determine the method of establishing the sale price and may include a valuation from the municipal assessor, a realtor, or an appraiser.

A) Council will approve the sale price by motion.

- (a) that if the tax arrears in respect of the parcel of land are not paid before March 31 in the next year, the municipality will offer the parcel for sale at a public auction, and
 - (b) that the municipality may become the owner of the parcel after the public auction if the parcel is not sold at the public auction.
- (3) The notice must be sent to the address shown on the records of the Land Titles Office for each person referred to in subsection (1).
1994 cM-26.1 s417;1995 c24 s61

Offer of parcel for sale

418(1) Each municipality must offer for sale at a public auction any parcel of land shown on its tax arrears list if the tax arrears are not paid.

(2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 417(2)(a) and ending on March 31 of the year immediately following that date.

(3) Subsection (1) does not apply to a parcel in respect of which the municipality has started an action under section 411(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a parcel of land shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the parcel need not be offered for sale under subsection (1) until

- (a) the agreement has expired, or
- (b) the owner of the parcel breaches the agreement,

whichever occurs first.

1994 cM-26.1 s418;1995 c24 s62;1996 c30 s35

Reserve bid and conditions of sale

419 The council must set

- (a) for each parcel of land to be offered for sale at a public auction, a reserve bid that is as close as reasonably possible to the market value of the parcel, and
- (b) any conditions that apply to the sale.

1994 cM-26.1 s419

Distribution of surplus sale proceeds

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

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

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

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

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

RSA 2000 cM-26 s428;2009 c53 s119

Payment of undistributed money to municipality

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

1995 c24 s68

Transfer to municipality after 15 years

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

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

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

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

manufactured home shown on the tax arrears list, send a written notice to

- (a) the owner of the designated manufactured home,
- (b) the owner of the manufactured home community where the designated manufactured home is located, and
- (c) each person who has a security interest in or a lien, writ, charge or other encumbrance against the designated manufactured home as disclosed by a search of the Registry using the serial number of the designated manufactured home.

(2) The notice must state that if the tax arrears in respect of the designated manufactured home are not paid before March 31 in the next year, the municipality will offer the designated manufactured home for sale at a public auction.

(3) The notice under subsection (1) must be sent to the address shown on the records of the Registry for each person referred to in subsection (1)(c).

1998 c24 s40;1999 c11 s25

Offer of designated manufactured home for sale

436.09(1) Each municipality must offer for sale at a public auction any designated manufactured home shown on its tax arrears list if the tax arrears are not paid.

(2) Unless subsection (4) applies, the public auction must be held in the period beginning on the date referred to in section 436.08(2) and ending on March 31 of the year immediately following that date.

(3) Subsection (1) does not apply to a designated manufactured home in respect of which the municipality has started an action under section 436.02(2) to recover the tax arrears before the date of the public auction.

(4) The municipality may enter into an agreement with the owner of a designated manufactured home shown on its tax arrears list providing for the payment of the tax arrears over a period not exceeding 3 years, and in that event the designated manufactured home need not be offered for sale under subsection (1) until

- (a) the agreement has expired, or
- (b) the owner of the designated manufactured home breaches the agreement,

whichever occurs first.

1998 c24 s40

Reserve bid and conditions for sale

436.1 The council must set for each designated manufactured home to be offered for sale at a public auction,

- (a) a reserve bid that is as close as reasonably possible to the market value of the designated manufactured home, and
- (b) any conditions that apply to the sale.

1998 c24 s40

Right to possession

436.11(1) From the date on which a designated manufactured home is offered for sale at a public auction, the municipality is entitled to possession of the designated manufactured home.

(2) For the purpose of obtaining possession of a designated manufactured home, a designated officer may enter the designated manufactured home and take possession of it for and in the name of the municipality, and if in so doing the designated officer encounters resistance, the municipality may apply to the Court of Queen's Bench for an order for possession of the designated manufactured home.

RSA 2000 cM-26 s436.11;2009 c53 s119

Advertisement of public auction

436.12(1) The municipality must advertise the public auction in at least one issue of a newspaper having general circulation in the municipality, not less than 10 days and not more than 30 days before the date on which the public auction is to be held.

(2) The advertisement must specify the date, time and location of the public auction, the conditions of sale and a description of each designated manufactured home to be offered for sale.

(3) Not less than 4 weeks before the date of the public auction, the municipality must send a copy of the advertisement referred to in subsection (1) to each person referred to in section 436.08(1).

1998 c24 s40

Adjournment of auction

436.13(1) The municipality may adjourn the holding of a public auction to any date within 2 months after the advertised date.

(2) If a public auction is adjourned, the municipality must



REQUEST FOR DECISION

SUBJECT: **CPO Priority Review**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: July 13, 2021

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

GM:

LEG: DL

MANAGER:

PRESENTER:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council accept the report on Greenview Community Peace Officer workload as related to the program priorities set forth by Council in 2020, for information as presented.

BACKGROUND/PROPOSAL:

On May25, 2021 Councillor Shawn Acton put forth a notice of motion that Council and Administration have a discussion on the actual intent and priorities of the CPO Program.

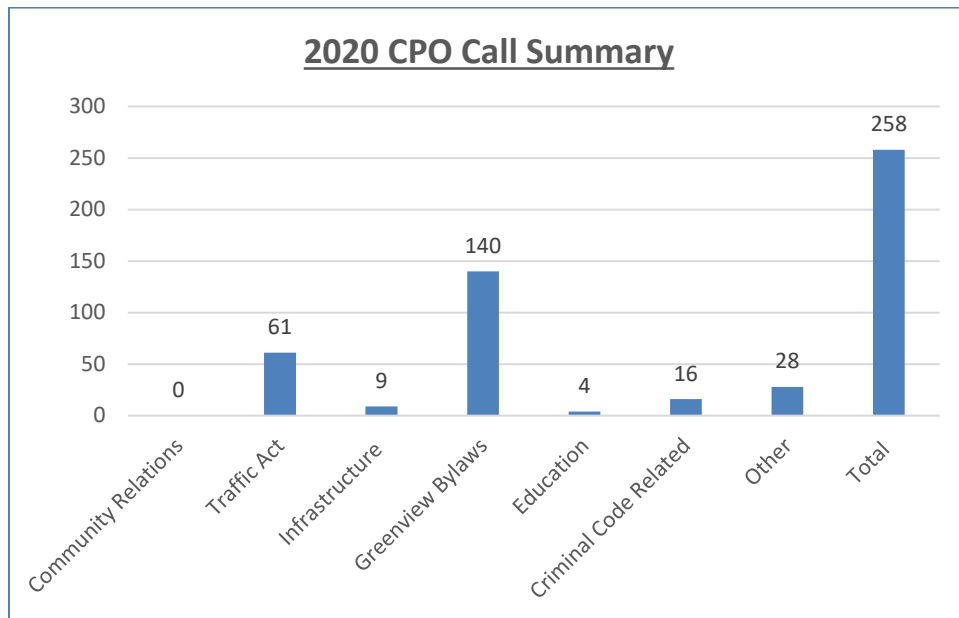
Greenviews Community Peace Officer Program came to fruition in two ways. An enforcement position was inherited when the former Town of Grande Cache dissolved into Greenview. However, Greenview had been engaged with multiple discussions with Council much before that time through existing CPO contracts with other municipalities and thoughts of creating its own program.

In 2019, Council directed Administration review what a full CPO Program would entail. Administration determined that a good starting point for the program would be to employ 4 full time officers which were subsequently budgeted for in 2020.

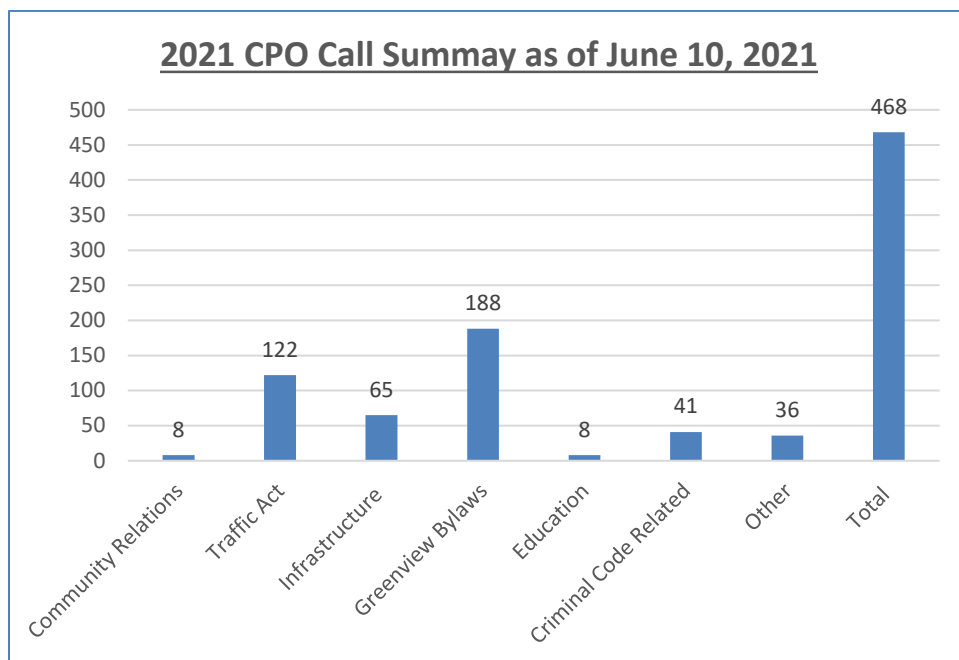
Once the program started to become staffed, capacity to perform more work began to build. As a result, on June 8, 2020, the manager/Sergeant of the department came to Council to seek direction on how the department should prioritize its activities. Council identified five (5) priorities which are community relations, traffic act, protection of infrastructure, Greenview Bylaws, education and assisting with criminal code matters (i.e., property theft and increased presence throughout Greenview).

In 2020 when the department was just getting established, focus was on internal administrative tasks such as establishing and sourcing equipment. For a portion of the 2020-year Greenview had 1 Bylaw Officer, then the department Manager/Sergeant was then hired. Both officers had a waiting period before full CPO 1

authority was granted from the Alberta Solicitor General. As a result, 2020 was a year of low staff numbers with varying community presence levels and enforcement authority.



In 2021, with internal processes and protocol better established two (2) more officers were added. Once again, the enforcement authority of these officers varies as available training during COVID19 made training for increased authority less available. To date, the 2021 CPO call summary is as follows.



BENEFITS OF THE RECOMMENDED ACTION:

1. Council will be informed of Greenview CPO activities as related to the priorities set out for the program.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Administration has no alternative 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):



REQUEST FOR DECISION

SUBJECT:	Miss Teen Alberta Sponsorship Request		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 13, 2021	CAO: SW	MANAGER: KK
DEPARTMENT:	ECONOMIC DEVELOPMENT	GM: DM	PRESENTER: LL
STRATEGIC PLAN:	Quality of Life	LEG: DL	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Financial Assistance for Achievement Recognition Policy 7002

RECOMMENDED ACTION:

MOTION: That Council approve a sponsorship in the amount of \$2,000.00 to Isabelle Moses for the Miss Teenage Canada Pageant, with funds to come from Special Achievement Awards.

BACKGROUND/PROPOSAL:

Isabelle Moses, a teenager from Grovedale, Alberta was successful in winning a delegate position in the Miss Teenage Alberta pageant. This has provided Isabelle with the opportunity to compete at Nationals in Toronto in August 2021, and the opportunity to be crowned Miss Teenage Canada. Isabelle will be competing against 80 other delegates in this 10-day event.

Isabelle's charity of choice is the Alzheimer's Society, where she will be the ambassador for the Alberta Northwest/Territory Region and donations to the Society will remain in the Peace Region. She will be promoting the benefits of agriculture for healthier living, including the transition from field to table. Her passion for agriculture is apparent by her selection of a John Deere Green pageant gown and seeking additional sponsorship from Prairie Coast Equipment. Isabelle is a very proud resident from Grovedale and would like to use this opportunity to bring national awareness to Grovedale and Greenview.

Isabelle has requested sponsorship from Greenview in the amount of \$10,000.00, this is the estimated cost of the event. The cost includes accommodations, flights, a representation liaison, media kits, choreography, and all other associated pageant costs.

Greenview's present Financial Assistance for Achievement Recognition policy allows a base grant of \$200.00, plus \$100.00 per participant to a maximum of \$2,000.00 with any further funding would have to be approved by Council. Administration is recommending a grant in the amount of \$2,000.00 due to the uniqueness of this event and the recognition and promotion of agriculture in Grovedale and Greenview.

The balance in the Special Achievement Awards Budget as of July 12, 2021, is \$15,000.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview would be supporting a passionate resident who will be promoting agriculture within Greenview at a nationally recognized event.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that it could set a precedent for future contestants in similar events.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or defeat the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$2,000.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the applicant of Council's decision.

ATTACHMENT(S):

- Sponsorship Request



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 60 days prior to the planned event.

In order to use the submit button at the bottom of this form, please first download the PDF to your computer, then fill out the form.

Organization or Person Requesting Funds: _____

Date of Application: _____ Date of Event: _____

Contact Name: _____ Phone: (h) _____ (c) _____

Email Address: _____

Mailing Address: _____

Funding Request Total: _____

Type of sponsorship requested (check all that apply):

Event

Table

Conference

Gifts-in-kind (e.g. silent auction items)

Briefly describe your organization (non-profit, for profit):

Please indicate the intended purpose for the funds.

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

Where and when is the project/event taking place?

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

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

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

Please provide any additional information that will assist to support a funding decision.

Please provide the planned sponsorship/donation recognition methods for the acquired funds.

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

You may attach a separate document if additional space is required. Greenview will provide banners for events, please contact the Community Service Coordinator at 780.524.7647 or email: greenviewgivesback@mdgreenview.ab.ca
Policy 8004 – Greenview Sponsorships and Donations.ĚĚ

Reporting can be submitted via one of the following:

1. Click the submit button on the form for electronic submission
2. Mail: MD of Greenview, 4806- 36 Avenue, PO Box 1079, Valleyview AB T0H 3N0
3. In person delivery: Any Greenview office
4. For questions, please email greenviewgivesback@mdgreenview.ab.ca



REQUEST FOR DECISION

SUBJECT: **Coops and Enterprises Cemetery Board Appointments**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: July 13, 2021 CAO: SW MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service LEG: DL

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council appoint Marlin Moberly to the Grande Cache Cooperatives & Enterprises Cemetery Board for the remainder of the term ending October 2022.

MOTION: That Council appoint Alvin Findlay to the Grande Cache Cooperatives & Enterprises Cemetery Board for the remainder of the term ending October 2022.

MOTION: That Council appoint Shirley Haggart to the Grande Cache Cooperatives & Enterprises Cemetery Board for the remainder of the term ending October 2022.

BACKGROUND/PROPOSAL:

In December 2017, Council authorized the development of a Cemetery Committee for the Grande Cache Cooperatives and Enterprises to manage and maintain grave sites at all the surrounding communities. Council approved funding to contribute to this committee through their annual budgeting process, with additional funding approved at the June 25, 2018 Regular Council Meeting.

The Terms of Reference for the committee was approved by Greenview Council at the May 28, 2018 Regular Council Meeting.

In the Terms of Reference, it states that the committee shall consist of up to seven (7) members, including:

1. MD of Greenview Ward 1 Councillor
2. One (1) representative from Wanyandie Flats Cooperative
3. One (1) representative from Joachim Enterprises
4. One (1) representative from Victor Lake Cooperative
5. One (1) representative from Kamisak Development Corporation Ltd.

- 6. One (1) representative from Susa Creek Cooperative
- 7. One (1) representative from Muskeg Seepee Cooperative

Committee Members other than the Ward 1 Councillor, shall be appointed by their respective Cooperative or Enterprise, and approved by Greenview Council.

BENEFITS OF THE RECOMMENDED ACTION:

- 1. The benefit of Council accepting the recommended motion is that the Grande Cache Cooperatives & Enterprises Cemetery Board will have active members on the committee.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to refuse this application however Administration does not recommend this action because they require spots to be filled on the Board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating 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 inform the applicant of Council's decision.

ATTACHMENT(S):

- Applications
- Terms of Reference



MD OF GREENVIEW

Please Print

APPLICATION

Appointment to a Municipal
Board/Committee

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Cemetery Committee

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: Marlin Moberly

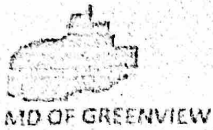
Home/Mailing Address: 48014 Suza Creek MD of Greenview

City: Grande Cache AB Postal Code: T0E 0Y0

Phone (home): 780 827-5183 Phone (work): 780 827-2052

Email: robert.moberly.210@gmail.com

Qualifications: Build crosses and rough boxes for deceased
persons of the community



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Experience: 11 years since my dad passed away I took
over his role

Volunteer Activities you have been involved with: Volunteer my time when
burial crosses, rough boxes

How do you feel you could contribute to your chosen Board or Committee?

have some knowledge of traditions of the community

[Signature]
Applicant's Signature

Feb 24 / 2021
Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4805 - 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Lianne.Kruger@mdgreenview.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.



APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Coops + Ent Cemetery Committee

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: ALVIN FINDLAY

Home/Mailing Address: Box 1195

City: GRANDE CACHE

Postal Code: TOE 0Y0

Phone (home): 780-827-6287

Phone (work): 780-827-2002

Email: MNA 1994 @ TELUS.NET

Qualifications:



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: _____

Volunteer Activities you have been involved with: NUMEROUS

How do you feel you could contribute to your chosen Board or Committee?

Applicant's Signature

FEB 5, 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Lianne.Kruger@mdgreenview.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Grande Cache Co-op/Enterprises Cemetary Committee

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: Shirley Haggart

Home/Mailing Address: Box 921

City: Grande Cache Postal Code: T0E 0Y0

Phone (home): 780-827-6246 Phone (work): _____

Email: Shirleyhaggart@gmail.com

Qualifications: _____



MD OF GREENVIEW

Please Print

APPLICATION

Appointment to a Municipal
Board/Committee

Experience: Volunteered last summer w/ the cemetery's in
the GC Community.

Volunteer Activities you have been involved with: Rocky Mnt Slo Pitch.
Louis Delorme Memorial Committee, GC Food Bank
Victor Lake Board of Directors, AWN Board of Directors

How do you feel you could contribute to your chosen Board or Committee?

Applicant's Signature

June 22/21

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holsher@mdgreenview.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.

Grande Cache Cooperatives & Enterprises

CEMETERY COMMITTEE

Terms of Reference

MANDATE:

The primary objective of the Grande Cache Cooperatives & Enterprises Cemetery Committee (*"Committee"*) is to manage rural cemeteries within the Cooperative and Enterprises in the Municipal District of Greenview (*"Greenview"*).

COMMITTEE STRUCTURE:

The Committee shall consist of up to seven (7) members:

- MD of Greenview Ward 1 Councillor
- One (1) representative from Wanyandie Flats Cooperative
- One (1) representative from Joachim Enterprises
- One (1) representative from Victor Lake Cooperative
- One (1) representative from Kamisak Development Corporation Ltd.
- One (1) representative from Susa Creek Cooperative
- One (1) representative from Muskeg Seepee Cooperative

Committee Members other than the Ward 1 Councillor, shall be appointed by their respective Cooperative or Enterprise, and approved by Greenview Council. The Members shall elect a Chair amongst themselves and designate a Recording Secretary.

QUORUM AND VOTING:

A majority of appointed Members constitute a quorum. All appointed Members of the Committee shall have one vote.

TERM:

Members are appointed by their respective Cooperative or Enterprise for four (4) years. Members missing three consecutive meetings without notification may be removed from the Committee. The Chair may ask the member to reconfirm their commitment to serve on the Committee. At the discretion of the Committee and in consultation with the member, a further absence of two (2) consecutive meetings may constitute the termination of the appointment. At such time the respective Cooperative and Enterprise may appoint a replacement member to the Committee, to be approved by Greenview Council.

MEETING FREQUENCY:

Meetings will be held monthly, or as determined by the Committee.

DUTIES AND RESPONSIBILITIES:

- a) The Members of the Committee are responsible for making decisions based on funding provided by Greenview regarding the operation and maintenance of all cemeteries within the Grande Cache Cooperatives and Enterprises;
- b) The Members of the Committee shall ensure compliance with the Province of Alberta's *Cemeteries Act*;
- c) The Members of the Committee shall ensure compliance with Greenview's bylaws and policies;
- d) All expenses incurred associated with the operation of the cemeteries must be within the annual budget. If the Committee wishes to request additional funding for major expenditures, a separate funding request must be made to Greenview Council prior to the municipality's annual budgeting process for the following year.
- e) The Committee shall identify methods to raise additional revenues and balance their budget;
- f) Assistance for the operation and maintenance of the Cemeteries may be provided by Greenview Staff, by request.
- g) Provide a year-end report, on an annual basis, to Greenview Council on all activities and expenditures throughout the year.

AUTHORITY:

The Committee has the authority to function within the parameters of their Terms of Reference.



REQUEST FOR DECISION

SUBJECT: Greenview Industrial Gateway Costs

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: July 13, 2021

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: MANAGER:

GM: PRESENTER: SW

LEG:

RELEVANT LEGISLATION:

Provincial (cite) – NA

Council Bylaw/Policy (cite) – NA

RECOMMENDED ACTION:

MOTION: That Council accept the Greenview Industrial Gateway costs report for information, as presented.

BACKGROUND/PROPOSAL:

At the June 22, 2021, Regular Council Meeting, Councillor Gervais put for a Notice of Motion to have Administration bring back the costing of the Greenview Industrial Gateway project.

Council made a motion in April 2017 stating; *That Council direct Administration to transfer \$15,000,000.00 from Surplus to the Economic Development Reserve effective December 31, 2016.* This was done to ensure sufficient funds for TMIP initiatives and Fox Creek Development.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the information is that Council will be up to date on the complete costing of the Greenview Industrial Gateway.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to request more information.

FINANCIAL IMPLICATION:

Direct Costs:

Ongoing / Future Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Greenview Industrial Gateway Financial Report
- Greenview Industrial Gateway GL Report
- Motion for TMIP Funding (2017)

Voucher Number	Vendor ID	Vendor Name	Document Date	Document Number	Debit Amount	GL Account	Transaction Description
000000081231	ALBE086	ALBERTA NORTH PROJECTS LTD.	2021-01-31	9002	5,000.00	6-31-311-000-6150	GREENVIEW INDUSTRIAL GATEWAY
000000081293	JADA002	JADA SOLUTIONS (HSE) INC.	2021-02-01	0004732	550.00	6-31-311-000-6150	OFFICE RENT KYLE REILING
000000081368	JADA002	JADA SOLUTIONS (HSE) INC.	2021-01-01	004709	550.00	6-31-311-000-6150	JAN 2021 OFFICE REILING 201
000000081939	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	20 12 31 REILING	970.50	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081939	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	20 12 31 REILING	19.28	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081939	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	20 12 31 REILING	22.67	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081939	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	20 12 31 REILING	18.79	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081939	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	20 12 31 REILING	516.27	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	197.17	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	21.08	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	431.73	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	65.65	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	593.69	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	94.78	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	36.80	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	30.49	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	102.78	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000081947	MAST001	MASTERCARD PAYMENT CENTRE	2021-01-19	21 01 19 REILING	78.77	6-31-311-000-6150	JANUARY 19 2021 STATEMENT
000000082097	GEOV001	GEOVERRA INC	2021-02-24	0003163	6,000.00	6-31-311-000-6150	TRI MUNICIPAL IND CONSULTATION
000000082164	WEST013	WESTERN VALLEY INN	2021-02-10	FOLIO 76888	228.70	6-31-311-000-6150	ACCOMODATIONS
000000082165	WEST013	WESTERN VALLEY INN	2021-02-15	FOLIO 76924	114.35	6-31-311-000-6150	ACCOMODATIONS
000000082166	WEST013	WESTERN VALLEY INN	2021-01-17	FOLIO 76690	228.70	6-31-311-000-6150	ACCOMODATIONS
000000083150	ALBE086	ALBERTA NORTH PROJECTS LTD.	2021-02-28	9003	5,000.00	6-31-311-000-6150	CONTRACT FOR PROFESSIONAL SVC
000000083178	JADA002	JADA SOLUTIONS (HSE) INC.	2021-03-15	0004771	550.00	6-31-311-000-6150	K.REILING OFFICE RENT
000000084002	DIME001	DIMENSION COMPUTERS	2021-02-16	MC210217 MUE001	47.62	6-31-311-000-6150	LAMINATING MAPS GIG20
000000084010	SOLE001	SOLEILKI ASIAN BUFFET	2021-02-16	MC210217 REI001	33.49	6-31-311-000-6150	LUNCH MEETING
000000084012	WEST030	WESTERN VALLEY BAR & GRILL	2021-02-15	MC210217 REI002	18.99	6-31-311-000-6150	LUNCH
000000084014	UPWO001	UPWORK	2021-02-15	MC210217 REI003	509.19	6-31-311-000-6150	WEBSITE SPOT CODES
000000084016	WEST030	WESTERN VALLEY BAR & GRILL	2021-02-11	MC210217 REI004	20.48	6-31-311-000-6150	LUNCH
000000084018	WEST030	WESTERN VALLEY BAR & GRILL	2021-02-11	MC210217 REI005	25.42	6-31-311-000-6150	LUNCH
000000084020	UPWO001	UPWORK	2021-02-08	MC210217 REI006	407.64	6-31-311-000-6150	WEBSITE SPOT CODES
000000084022	UPWO001	UPWORK	2021-02-05	MC210217 REI007	792.82	6-31-311-000-6150	WEBSITE WORK
000000084024	UPWO001	UPWORK	2021-02-03	MC210217 REI008	65.75	6-31-311-000-6150	MONTHLY PLAN FEE
000000084026	UPWO001	UPWORK	2021-02-01	MC210217 REI009	379.58	6-31-311-000-6150	SEARCHES EDITING FEES
000000084028	WIXC001	WIX.COM	2021-01-31	MC210217 REI010	158.97	6-31-311-000-6150	ANNUAL HOSTING
000000084030	UPWO001	UPWORK	2021-01-25	MC210217 REI011	490.84	6-31-311-000-6150	GOOGLE SEARCHES & DIG MAPS
000000084032	SAIG001	SAIGON CUISINE	2021-01-22	MC210217 REI012	24.90	6-31-311-000-6150	LUNCH

Voucher Number	Vendor ID	Vendor Name	Document Date	Document Number	Debit Amount	GL Account	Transaction Description
000000084034	UPWO001	UPWORK	2021-01-21	MC210217 REI013	779.69	6-31-311-000-6150	WEBSITE SERVICES
000000084036	SUBW001	SUBWAY	2021-01-20	MC210217 REI014	16.58	6-31-311-000-6150	LUNCH
000000084038	EXPE003	EXPEDIA	2021-01-20	MC210217 REI015	92.49	6-31-311-000-6150	LUNCH
000000084496	WATE005	WATERSMART SOLUTIONS LTD	2021-02-28	3231	2,350.00	6-31-311-000-6150	WATER ASSESSMENT GIG20
000000085166	WSPC001	WSP CANADA INC	2021-04-05	0995337	7,775.00	6-31-311-000-6150	GIG20 PROFESSIONAL SERVICES
000000085213	JADA002	JADA SOLUTIONS (HSE) INC.	2021-04-07	0004800	550.00	6-31-311-000-6150	GIG20 OFFICE RENT
000000085799	HAMP001	HAMPTON'S INNS	2021-02-19	MC210316 MUE005	100.00	6-31-311-000-6150	ACCOMMODATIONS - GIG
000000085801	HAMP001	HAMPTON'S INNS	2021-02-18	MC210316 MUE006	510.96	6-31-311-000-6150	ACCOMMODATIONS - GIG
000000085803	UPWO001	UPWORK	2021-03-15	MC210316 REI001	61.63	6-31-311-000-6150	PROF SERVICES
000000085805	SUBW001	SUBWAY	2021-03-12	MC210316 REI002	17.78	6-31-311-000-6150	MEAL
000000085807	MOXI001	MOXIE'S BAR & GRILL	2021-03-11	MC210316 REI003	29.64	6-31-311-000-6150	MEAL
000000085809	CLOU004	CLOUD 9 INN	2021-03-11	MC210316 REI004	92.39	6-31-311-000-6150	ACCOMMODATIONS
000000085811	HUMP002	HUMPY'S RESTAURANT	2021-03-10	MC210316 REI005	51.63	6-31-311-000-6150	MEAL
000000085813	MRMI001	MR MIKE'S	2021-03-09	MC210316 REI006	40.71	6-31-311-000-6150	MEAL
000000085815	HUMP002	HUMPY'S RESTAURANT	2021-03-09	MC210316 REI007	43.50	6-31-311-000-6150	MEAL
000000085817	SOLE001	SOLEILKI ASIAN BUFFET	2021-03-09	MC210316 REI008	34.36	6-31-311-000-6150	MEAL
000000085819	UPWO001	UPWORK	2021-03-08	MC210316 REI009	571.33	6-31-311-000-6150	PROF SERVICES
000000085821	SKIP001	SKIP THE DISHES	2021-03-07	MC210316 REI010	54.28	6-31-311-000-6150	MEAL
000000085823	LAPA001	LA PATRONA	2021-03-04	MC210316 REI011	68.15	6-31-311-000-6150	MEAL
000000085825	UPWO001	UPWORK	2021-03-03	MC210316 REI012	65.05	6-31-311-000-6150	MONTHLY FEE
000000085827	LOCA007	LOCAL PUBLIC EATERY	2021-03-03	MC210316 REI013	58.47	6-31-311-000-6150	MEAL
000000085829	UPWO001	UPWORK	2021-03-02	MC210316 REI014	2,285.66	6-31-311-000-6150	PROF SERVICES
000000085831	UPWO001	UPWORK	2021-02-22	MC210316 REI015	277.08	6-31-311-000-6150	PROF SERVICES
000000085833	EXPE003	EXPEDIA	2021-02-19	MC210316 REI016	92.49	6-31-311-000-6150	ACCOMMODATIONS
000000085835	SMIT029	SMITTY'S	2021-02-19	MC210316 REI017	26.06	6-31-311-000-6150	MEAL
000000085837	SKIP001	SKIP THE DISHES	2021-02-18	MC210316 REI018	33.40	6-31-311-000-6150	MEAL
000000085839	SKIP001	SKIP THE DISHES	2021-02-18	MC210316 REI019	47.37	6-31-311-000-6150	MEAL
000000085841	HUMP002	HUMPY'S RESTAURANT	2021-02-18	MC210316 REI020	44.03	6-31-311-000-6150	MEAL
000000085855	HAMP001	HAMPTON'S INNS	2021-03-07	MC210316 HOL007	661.25	6-31-311-000-6150	ACCOMMODATIONS GIG
000000085894	MCD A001	MCDANIEL & ASSOCIATES CONSULTANTS LTD.	2021-04-13	INC 018624	25,000.00	6-31-311-000-6150	GIG20 TECH & ADVISORY SUPPORT
000000085976	WATE005	WATERSMART SOLUTIONS LTD	2021-03-31	3246	13,342.50	6-31-311-000-6150	GIG20 WATERSMART SERVICES
000000087342	EXPE003	EXPEDIA	2021-03-21	MC210419 REI001	584.04	6-31-311-000-6150	ACCOMMODATIONS
000000087344	UPWO001	UPWORK	2021-03-23	MC210419 REI002	877.65	6-31-311-000-6150	SPOTCODES/GRAPHIC DES
000000087346	EXPE003	EXPEDIA	2021-03-25	MC210419 REI003	92.49	6-31-311-000-6150	ACCOMMODATIONS
000000087348	MOUN007	MOUNTAIN PIZZA	2021-03-25	MC210419 REI004	33.27	6-31-311-000-6150	MEAL
000000087350	PODO001	PODOLLAN INN	2021-03-25	MC210419 REI005	98.01	6-31-311-000-6150	MEAL
000000087352	UPWO001	UPWORK	2021-03-29	MC210419 REI006	930.44	6-31-311-000-6150	SPOTCODES/GRAPHIC DES

Voucher Number	Vendor ID	Vendor Name	Document Date	Document Number	Debit Amount	GL Account	Transaction Description
000000087354	UPWO001	UPWORK	2021-04-03	MC210419 REI007	64.77	6-31-311-000-6150	PLAN RENEWAL
000000087356	UPWO001	UPWORK	2021-04-05	MC210419 REI008	103.55	6-31-311-000-6150	WEBISTE SPOTCODES
000000087358	DOOR001	DOOR DASH	2021-04-07	MC210419 REI009	9.52	6-31-311-000-6150	MEAL
000000087360	UPWO001	UPWORK	2021-04-12	MC210419 REI010	336.12	6-31-311-000-6150	SPOTCODES/GRAPHIC DES
000000087362	UPWO001	UPWORK	2021-04-14	MC210419 REI011	775.08	6-31-311-000-6150	WEB DESIGN MAINT
000000087567	JADA002	JADA SOLUTIONS (HSE) INC.	2021-05-03	0004815	550.00	6-31-311-000-6150	K.REILING OFFICE 201 RENTAL
000000088057	ALBE086	ALBERTA NORTH PROJECTS LTD.	2021-04-30	9005	5,000.00	6-31-311-000-6150	GIG20 PROF SERVICES
000000088121	KANE002	KANE MEDIA LTD	2021-05-21	21961	3,645.00	6-31-311-000-6150	AERIAL FILM PHOTOGRAPHY
000000089649	WSPC001	WSP CANADA INC	2021-05-14	1006055	4,025.00	6-31-311-000-6150	GIG20 PHASE 1 ENGINEER SCOPING
000000089649	WSPC001	WSP CANADA INC	2021-06-01	1013135	10,763.55	6-31-311-000-6150	GIG20 PHASE 1 ENGINEER SCOPING
000000089649	WSPC001	JADA SOLUTIONS (HSE) INC.	2021-06-01	4869	550.00	6-31-311-000-6150	OFFICE RENT KYLE REILING
000000089649	WSPC001	Promotional Items	2021-06-01		599.35	6-31-311-000-6150	
000000089649	WSPC001	Promotional Items	2021-06-01		560.58	6-31-311-000-6150	
000000089649	WSPC001	Promotional Items	2021-06-01		1,128.07	6-31-311-000-6150	
000000089649	WSPC001	Baskets for Meet and Greet W. H. Card	2021-06-01		38.41	6-31-311-000-6150	
000000089649	WSPC001	Baskets for Meet and Greet W. H. Card	2021-06-01		100.41	6-31-311-000-6150	
000000089649	WSPC001	Kyle's May Credit Card	2021-06-01		2,670.53	6-31-311-000-6150	

Total Expenses:	113,107.21
Budget:	500,000.00
Remaining Balance:	386,892.79

ACCOUNT: 6-31-311-000-6150 Tri-Municipal Partnership

BUDGET: 500,000.00
EXPENSES: 113,107.21
BALANCE: 386,892.79

	MONTH ENDING											
	January	February	March	April	May	June	July	August	September	October	November	December
Western Valley - Room Charge Folio 76690	228.70											
Alberta North Projects - Contract for Prof. Serv. - Proj. Management/Government Inv 9002	5000.00											
Jada Solutions (HSE) Inc. - Office Rent - March 04732 Invoice		550.00										
Kyle's Jan. 19/21 M/C Statement of Expenses	3200.45											
Jada Solutions (HSE) Inc. - Office Rent - February Invoice #4709		550.00										
Valley Teq Inv 25303		47.62										
Western Valley - Folio 76924		114.35										
Western Valley - Folio 76888		228.70										
GeoVerra Consultation Area Inv 3163		6000.00										
Alberta North Projects - Contract for Prof. Serv. - Proj. Management/Government Inv 9003			5000.00									
JADA Invoice 0004771				550.00								
Watersmart Invoice 3231			2350.00									
Kyle's February Mastercard report			3816.83									
Promotional Item Purchases			599.35									
Kyle Promotional Items			560.58									
Kyle Promotional Items			1128.07									
Hampton Inn - Dennis M/C for Kyle's stay		100.00										
Hampton Inn - Dennis M/C for Kyle's stay		510.96										
March MasterCard Statement			3995.01									
WSP Invoice 0995337 - Engineering Services				7775.00								
JADA Inv. 0004800 - Office Rent				550.00								
Wendy H MC Hampton Inn Kyle Stay				661.25								
Watersmart Invoice 3246 Water avl Assessment for GIG				13342.50								
McDaniel Inv# INC-018624				25000.00								
Mastercard Statement - April				3904.94								
JADA Solutions Inv 4815					550.00							
AB North Projects Ltd. Inv 9005					5000.00							
Kane Media Ltd. Inv 21961					3645.00							
WSP Canada Inc. Inv 1006055					4025.00							
Kyle's M/C expenses					2670.53							

ACCOUNT: 6-31-311-000-6150

[illegible]



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Stacey Wabick, Interim CAO

Date: 7/13/2021

Interim Chief Administration Officer, Stacey Wabick

Time marches on and it is hard to believe that we are already mid way through July. Reflecting on June, the month began with many questions around highway 40 in the Grovedale area and the impending traffic concerns around the work to be done. Traffic will remain a focal point for this area as construction, detours and river access seemed to have collided resulting in Administration responding to many calls and inquiries. Every corner of the municipality has something going on but between the twining of highway 40 and ongoing progress with the Greenview Industrial Gateway, this little piece of Greenview seems to be busy.

The month of June finally saw some relief in COVID restrictions allowing Greenview to recall staff who were on temporary layoffs. The Greenview Regional Multiplex and Grande Cache Recreational Facility are up and running after what has been a tumultuous time for those employees. Uptake in patrons coming back has been a little slower than expected, however Administration is confident that these facilities and the programming that they offer will once again find their way back into the everyday routine of residents. COVID during the month of June also had considerably less impact on staff requiring time off work due to illness or close contacts resulting in better production and overall work continuity.

June had some focus being put on recruitment, which resulted in filling two vacant positions in the Planning and Development Department. Other recruitment efforts that are ongoing have been in Corporate Services for an Asset Management person and the Director of Community Services.

Greenview continues to look for ways to discourage rural crime and with Council's support has adopted the use of Lightcatch. This app-based program has been installed on all Greenview staff cell phones and can be used to report suspicious activity, property crime, danger or missing people. Interim CAO Wabick also met with the Valleyview RCMP Staff Sergeant to discuss Greenview's use and agreed to work together to monitor its impact.

Administration was also busy in the month of June assembling the quarterly report for Council which will be presented in an upcoming meeting. In discussions with the Senior Leadership Team everything identified in the budget for 2021 is on track and we will continue to do our best to keep it that way.

As June also progressed and continued into July, increased attention is being given to current moisture conditions. Administration is actively monitoring the current fire risk and is in regular correspondence with Alberta Agriculture and Forestry. Greenview has limited area of white zone and predominately mirrors provincial restrictions placed on the Provincial Forest Areas within and around Greenview. This will continue until the risk subsides.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: Protective Services

Submitted by: Acting CAO, Stacey Wabick

Date: 7/13/2021

Greenview Fire-Rescue Services (GFRS)

Reported by: Regional Fire Chief, Wayne Brown

Administration:

Fox Creek Fire Chief Les Paul is retiring from the Fox Creek Fire Department after 29 years of exemplary service to the Town of Fox Creek and Greenview. Chief Paul's leadership and dedication will certainly be missed, we all wish him well as he moves on to a new chapter in his life.

Regional Deputy Chief and station 31 Deputy Fire Chief attended a two-day seminar on Traumatic Event Systems offered through North American Center for Threat Assessment and Trauma Response. This seminar was made possible by the efforts and partnership of the Valleyview RCMP and Sturgeon Lake Cree Nation.

Regional Fire Chief attended a ½ day seminar on the changes to the Disaster Recovery Program. The focus of the messaging was to encourage all municipalities to undertake mitigation strategies given the decreased funding now available from the Province.

Regional Fire Chief is currently reviewing the Greenview Emergency Management Plan and will be amending to ensure it is up to date. Completion is expected end of September.

Safety Codes Activities:

Regional Fire Chief has created a Fire and Life Safety Inspection form, it is now in use for the inspection of Greenview buildings and businesses when required. Additionally, a Greenview Occupant Load Capacity card has been created and is now in use to post the capacity of rooms when required.

Fire Safety Inspections were performed at the Grande Cache Facilities Maintenance Building and two local Grande Cache Hotels.

Regional Fire Chief met with Facilities Mgr. to discuss the fire inspections planned for all Greenview buildings. A schedule will be prepared, fire inspections to go forward in September.

GFRS Fire Chiefs will assist Health & Safety in fire extinguisher training of all Greenview staff. Training to begin in July 14, 2021.

Agreements/Bylaws/Policies:

The Fire Services Contract between Greenview and Valleyview will expire December 31, 2021. A draft contract has been prepared and is currently being reviewed by Valleyview Fire Department.

A draft Mutual Aid Agreement has been prepared by the Regional Fire Chief between GFRS and Grande Cache Search & Rescue. The agreement has been signed by both parties and is now in place. This will serve as a template for agreements with all other SARs.

Fire Stations update:

AFRRCS hardware has been installed at station 32. This will allow the communications service provider to update and make programming changes to the radios and paging system.

First Responses:

Station 31 responded to 16 incidents from May 25, 2021. To June 29, 2021. There were 4 MVCs, 2 Outside fires, and 10 medical co-response calls.

Station 32 responded to 17 incidents from May 25, 2021. To June 29, 2021. There were 4 MVCs, 1 Fire call, 2 Swift Water calls and 10 medical co-response calls.

Station 33 responded to 14 incidents from May 25, 2021. To June 29, 2021. There were 1 MVC, 2 Wildland fire call, 2 Outback Rescue calls and 9 medical co-response calls.

Equipment and Apparatus:

A virtual inspection was performed on the new station 33 Wet Rescue. This unit will be delivered to Commercial Truck in Edmonton for an in-person inspection on July 6, 2021 and then delivered to Greenview Fire Rescue Services. It will be toured through Valleyview, DeBolt and Grovedale before being commissioned at station 33.

All required annual testing at all stations of fire equipment and apparatus is now complete. This includes pump testing, ladder testing and SCBA.

The new Extractors (washer) and the Dryer Cabinets have been installed in station 31 and station 32. All Stations are now equipped with these units which will increase the longevity of our bunker gear and ensure all hazardous products, carcinogens, toxins, etc. are removed.

The inventory program is progressing well thanks to Volunteer Fire Lt. Lypkie from station 32. It is expected that the three stations will complete the full inventory by end of September.

Structural protection trailer has now been relocated to station 31 from station 33.

Training:

NFPA 1001 firefighter training final examinations will be held in Wanham, AB on July 10 for both Level 1 and Level 2. There will be 5 members from Station 31 and 2 members from station 33 being trained.

Grovedale Deputy Fire Chief is continuing Fire Safety Codes training, once completed will be a Safety Codes Officer able to apply the fire code in the Grovedale area. Exam is booked for Basic Fire Codes Principles on July 14th, 2021.

Swift Water Technician course has been booked for July 16th to 18th at Station 32 and is at full capacity. This training will certify fourteen members that will be placed on the active roster to respond to water incidents. Station 32 provides swift water response for Greenview and to its mutual aid partners. Greenview Fire Rescue Services is cost sharing this course with Alberta Conservation and Wembley Fire Department.

Station 32 is collaborating with County of Grande Prairie Regional Fire Service on training dates in September to utilise the Greenview Fire Rescue Services System 64 Training Prop. This will provide training for both fire services.

Sergeant, George Ferraby

Administration

June was another busy month for Enforcement Services. Grovedale has become very busy with the users of Wapiti River. There are numerous people gathering to use the river for boating and recreational purposes. The people are gathering on the MD side of the river. CPO Schultz and Sgt. Ferraby continued with assisting Grovedale with enforcement as well as the RCMP have been helping to deal with the influx of people.

The FTR traffic is very slow.

Enforcement Services is participating in another Joint Force Operation (JFO) on July long weekend with our other enforcement agencies. This will be the 2nd long weekend this year that we have participated. Every camping area in the western side of the MD will be visited on at least one occasion by one of the participants.

Officers wrote a total of 164 violation tickets and responded to 132 calls for service. 137 violation tickets/calls were Grovedale area, 36 were from Grande Cache area, 7 were from the DeBolt/Ridgevalley area, and 14 from the Valleyview area, 27 were from our Recreation areas and the remaining 76 were on highways.

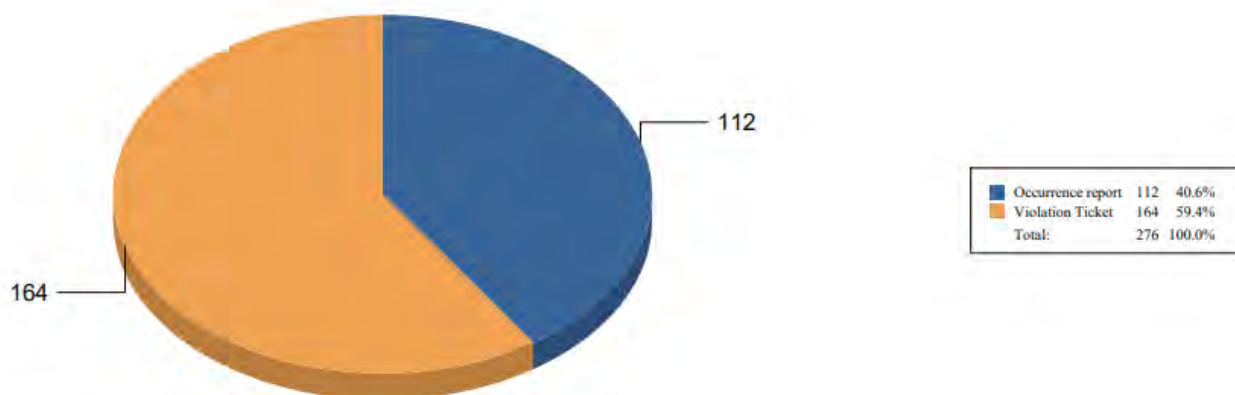
Training:

Two of our Peace Officers will be attending training August 23, 2021 to October 22, 2021. They are eagerly anticipating the opportunity. Sgt. Ferraby and CPO Schultz will continue to cover Grovedale and Valleyview in the fall while they are away at training.

Stats:

Statistics from: 6/1/2021 12:00:00AM to 6/30/2021 11:59:00PM

Count of Reports Completed



We received two animal welfare complaints:

One was in regards to an injured cat which was returned to its owner. The second was in regards to two dogs left in an outside pen with no shade or water at over 35 degrees Celsius (Immediate assistance was requested from CPO Schultz)

Dangerous dog complaint:

On June 24th we had a complaint of a dog acting aggressively towards 2 adults. I attended the location but could not locate the dog. I informed CPO Schultz of the complaint. I will continue to patrol the area to try and locate the dog and owner.

Complaint of suspected dog poisoning:

Advised the complainant to contact CPO Schultz.

Request for removal of dead cat:

I attended location but was unable to locate the cat. It was reported to me later that a community member had disposed of it.

Since our last report, we managed to find a home for 1 more of the 13 dogs impounded on April 14th. We now have two remaining however finding a suitable family or rescue has been tough as the both have some behavioral and health issues.

As of June 29th the Grande Cache pound has 3 dogs and 1 cat that we are hoping to find homes for, or a rescue with available space.

Donna Criss

Grande Cache Pound



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Stacey Sevilla, Manager Communications & Marketing

Date: 6/25/2021

General Communications

The communications department continues to produce regular external communications for ratepayers, stakeholders and the general public. Throughout the month, digital communications efforts continue to be dominated by putting out timely and accurate information for ratepayers and stakeholders on upcoming meetings, facility hours or operations changes, COVID updates, etc. The Greenview entrance signs and Grande Cache LED Digital Sign capital projects are both in production, and the Communications Officer is working closely with the project manager to manage both projects.

Projects completed or underway:

- Greenview Golf Master 2021 website and social media campaign launched in conjunction with Economic Development to promote Golf Courses throughout Greenview
- Created and launched a Rural Crime Prevention website section on our corporate website home page with tips and resources, links to crime maps from RCMP and information on Light Catch, our newest partnership to work on rural crime prevention
- Communications Officer has completed the extensive job of building and creating the 2020 Annual Report, which have been provided to printers
- Working with Telmatik notification systems to create an internal emergency notification system to use for staff to be notified of evacuation orders, etc in all Greenview buildings and facilities
- www.engagegreenview.ca – Our new web-based public engagement platform (Social Pinpoint) to expand and enhance public engagement process has been launched. This platform will allow for online town hall meetings, and more robust engagement opportunities for the public. This is accessible from the corporate website and will be supported by a social media campaign
- Fire-Rescue PTSD Awareness Campaign – selling T-shirts with proceeds going to a local charity that works to help those suffering with or caring for someone with PTSD has been very successful, with shirts going as far as southern California to Fire-Rescue and US Marines representatives.
- Report a Problem education for website and app reporting - social media campaign scheduled and running
- Bank of Montreal Farm Family Award nominations to recognize an outstanding Farm family from Greenview campaign still running with scheduled social media posts and website post

- Light Catch Crowdsourcing Crime reporting app one year partnership launched. Comprehensive social media campaign has been scheduled and launched to corporate social media pages. Working with Light Catch CEO for further promotions opportunities
- Lead Management program website section for Environmental Services, Smartsheet survey created as per Province of AB program requirements of municipalities, and social media campaign created and running on corporate channels
- Grande Cache LED Sign in production – projected completion mid August
- Internal Vaccination Incentive Program launched; Custom T-shirts, Poster and SmartSheet entry system created for HR to collect data
- Greenview App social media app awareness + instruction campaign launched
- Created a professional Gardening Resources booklet

Digital presence statistics

Website (June 2021)

Greenview's website has seen 36,491 pageviews on the website through June. The Greenview website has gained 11,414 new website users. Website access from mobile devices increased slightly in June to about 57% of users. We attribute some change to users accessing information via the Greenview App.



Facebook (June 2021)



Efforts continue to build our Twitter and Instagram presence continue. Twitter followers as of June 25, 2021, = 1,807. Instagram followers as of June 25, 2021, = 528.

Greenview APP (June 2021)

The app is still being downloaded 1-4 times per day on average, with users accessing the "Notifications" section the most often as push notifications are sent out for Council Meetings, etc. Approx 582 Users to date. A new custom video has been created to further explain all of the many features of the app and is being shared on social media as part of an ongoing campaign.



Manager's Report

Department: Infrastructure & Planning

Submitted by: Roger Autio, Director Infrastructure & Planning

Date: 7/13/2021

Director, Infrastructure & Planning, Roger Autio

- Dealing with ratepayer concerns
- Provided extra information on the Slip and Fall claim
- Assisting Planning and Development
- Hiring a new Manager, Planning and Development
- Hiring a temporary Administrative Support, Planning & Development

Manager, Construction & Engineering, Leah Thompson

- Asphalt approaches in Sunset House along the Gordy Drainage and Little Smoky area are complete.
- Working on rebuilding relationships with ratepayers.
- The Greenview Regional Multiplex parking lot restructure is 90% completed.
- Grovedale Daycare site is completed and passed over to the contractor with compaction tests.
- Visited Grande Cache Wanyandie East slide. Working with operations to determine the correct course of action.
- Estimate was received from Strathcona Resources regarding the pipeline move through the Forestry Trunk Road Phase 5. Administration is confident it will fit under the 2021 budget although the quote came in higher than expected.
- Grovedale Arena schedule is being determined by the contractor and the 3rd party contractor for asphalt. Schedule yet to be determined.
- Administration is investigating drainage concerns in New Fish Creek.

- Day labour has had some negative interactions with a landowner that has shown up to a job site, Administration is assisting the supervisor to ensure the situation is brought under control quickly and without incident.
- Administration has received multiple concerns from the foreman regarding the EOI process ranging from false standby claims to rude comments from the contractors to the foreman. Administration has advised the contractors that any offensive comments will not be tolerated, and they will be moved down the EOI list.

Manager, Operation, Josh Friesen

- As of June 30, \$650,000 of \$1,000,000 budget utilized primarily for drainage-related repairs and upgrades has been spent or allocated for current projects. This has been invested in Sandy Bay drainage, drainage in Grovedale, slide repairs in Grovedale, and multiple culvert replacements in the DeBolt area.
- CivilTracker training has been provided for some supervisors with more to follow. This is a platform for doing drone-based surveys using affordable drones. It is expected to achieve 100% ROI after 2 drone surveys done by Operations staff.
- Road re-gravelling program is anticipated to begin within the first 2 weeks of July in the Operations Central and Operations East areas and in early August in the Operations West area.

Operations East

- Residential dust control for Operations East has been completed.
- Brushing Crews are working on fallen trees after high winds at the DeBolt & District Pioneer Museum, Sturgeon Heights, New Fish Creek, and Ridge Valley areas.
- Road repairs/re-gravelling on TWP RD 694 East of HWY 747 and TWP RD 694 East of RGE RD 200 in the Sweathouse area.
- Street repair in Hamlet of Little Smoky.
- Installation of 3 culverts along RGE RD 225 between TWP RD 690 and TWP RD 680. One culvert installed on TWP RD 680 East of HWY 43 in Little Smoky/Valleyview South area.

Operations Central

- Drainage project on the Forestry Trunk Road at KM 19 is now complete.
- Slide repair ongoing at Km 14 on the Forestry Trunk Road.
- Multiple soft spot repairs on the FTR to start shortly.
- Pipe boring to commence at KM 14.5 on the FTR July 5, 2021.
- Crews finished sweeping the bridge decks on TWP RD 722 & TWP RD 725.
- Residential dust control for DeBolt, Puskwaskau and the FTR to KM 86.5 has been completed.
- Gravelling of the FTR has been completed to KM 86.5 prior to dust control being applied.
- Culvert installation completed on RGE RD 13 North of TWP RD 732.

Operations West

- The hill slide repair at TWP RD 692 off HWY 666 has been completed.
- Preliminary work is currently underway for ditch cleaning along HWY 666 from TWP RD 701 to TWP RD 700.
- A total of 18 signs were replaced/installed including checkerboards, and guideposts.

- Residential dust control for Operations West has been completed.
- Rock sorting has commenced at the Pinto Gravel Pit for rip rap inventory.
- Crews have been brushing and cleaning up deadfall throughout the area after high winds.
- Assisted Construction & Engineering with road work/slope repair on RGE RD 90.

Operations South

- Continuing spring/summer operations, street sweeping, pothole patching, street and curb painting.
- Re-gravelled the FTR from KM 161 to KM 143 and KM 137 to KM 129. KM 128 – spot gravel and fill holes to KM 86.5 in advance of dust control application.
- Installed 2 x Children Playing and 2 x 30 KM signs on Stephenson Drive in Phase 6 in the Hamlet of Grande Cache.
- Gravelled a portion of the road in the Grande Cache landfill.
- The Vactor combo unit was brought to Grande Cache and has worked on 3 water valve replacements at 104th Avenue and at the corner of Hoppe and Leonard Street.

Fleet Specialist

- Working to improve bulk oil storage for improved cost-efficiency and safety in Grande Cache Shop
- WorkTech Mobile Training June 25th with a “go Live” scheduled for July 7th. This will allow mechanics to utilize the work order system on mobile devices with the intent of no longer needing work orders completed on paper with subsequent data entry, and to schedule repairs and services for vehicle/equipment users within the work order system.
- M21 Schulte mower sold on GOV Deals for \$7,500
- 1981 Mack water truck sold on GOV Deals for \$8,600, buyer is arranging brokerage and all required documents to transport into the US.

Road Concerns Received - 52	Valleyview	Grovedale	DeBolt	Grande Cache
Culverts	2			
Beaver Dam/Plugged Culverts				
Dust Control	3			
Ditching & Drainage	1			
Safety Concern	5			2
Flooding	1	1		
Gravel Request	2			
Signs	10	18		4
Road Concern	1			
Roadside Conditions			1	1
TOTAL	25	19	1	7

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	47
Grovedale Shop	50
Valleyview Shop	97
TOTAL	194

Planning & Development,

The following information provides a summary of new planning and development applications:

Type	Applications
Business Licenses:	3
Development Permits:	17
Lease Referrals:	6
Road Allowance Licenses:	7
Land Use Amendments:	1
Subdivisions:	1
Approaches:	4
Road Closures:	0

The following provides a detailed breakdown of planning and development applications:

Business Licenses: 3

B21-233 / 8923075-9A-19 / FRIESEN / ROCKY MOUNTAIN LASHES / DIV 9
B21-234 / 2769RS-18-32 / LEDUC / GRANDE CACHE BULK BUY / DIV 9
B21-235 / SW-19-71-25-W5 / SUMMER'S GOLD MARKET GARDEN / WARD 7

Development Permits: 17

D21-216 / 2120207-01-02 / DWELLING UNIT, MODULAR – \$364,000 / WIRTH / WARD 3
D21-217 / 11-20-65-5-W6 MSL790043 / 1480 HP COMPR – \$1,200,000 / PARAMOUNT RES. / WARD 8
D21-218 / 0220039-038-06 / BULK CHEMICAL STORAGE – \$50,000 / SILVER PEAK SERVICES INC. DIV 9
D21-219 / NE-12-72-2-W6 / DWELLING UNIT, MANUFACTURED – \$200,000 / KLASSEN / WARD 6
D21-220 / 1027146-03-02 / DWELLING UNIT, SINGLE DETACHED – \$134,000 / LYLE / WARD 8
D21-222 / 12-65-16-W5 MSL210411/RTF214469 / BORROW PIT – \$100,000 GMT EXPL INC. / WARD 2
D21-223 / 1436RS-07-U46 / ADDITION, FACILITIES MAINT SHOP – \$82,112 / TDN JENKINS INC. DIV 9
D21-224 / 1436RS-13-12 / DETACHED GARAGE – \$20,000 / ROY AND DAIGLE / DIV 9
D21-225 / 06-19-60-18-W5 MSL931347 / 400 HP COMP – \$65,000 / TANGLE CREEK ENERGY / WARD 2
D21-226 / 0821288-01-03 / DWELLING UNIT, MANUFACTURED – \$31,000 / TOFER / WARD 8
D21-227 / 0520146-01-02 / DWELLING UNIT, MANUFACTURED – \$50,000 / HYACINTHE / WARD 8
D21-228 / 9423522-00-01 / OFFICE, 2 WASH, 4 WH TRAILERS – \$32,927 / ARNETT & BURGESS / WARD 3
D21-229 / NE-31-64-19-W5 / BORROW PIT – \$18,750 / HURLAND SERVICES LTD. / WARD 2
D21-230 / NW-06-65-19-W5 / BORROW PIT – \$18,750 / HURLAND SERVICES LTD. / WARD 2
D21-231/ SE-06-65-19-W5 / BORROW PIT – \$18,750 / HURLAND SERVICES LTD. / WARD 2
D21-232 / NW-06-65-19-W5 / BORROW PIT – \$18,750 / HURLAND SERVICES LTD. WARD 2
D21-236 / SW-23-72-21-W6 / DWELLING UNIT, MANUFACTURED - \$10,000 / GAGNON / WARD 5

Lease Referrals: 6

L21-121 / NE-47-66-05-W6 / SURFACE MAT NON-MANUFACTURING CLAY / INTEGRITY LAND / WARD 8
L21-123 / SE-23-67-05-W6 / AG PROCESSING; COMMERCIAL GREENHOUSE / PEACE COUNTRY / WARD 8
L21-139 / NW-20-64-11-W6 / COMMUNICATIONS; TOWER SITE / ALTAWIND POWER CORP. / WARD 8
L21-154 / NE-20-66-05-W6 / ACCESS – CLASS III / INTEGRITY LAND / WARD 8
L21-215 / NE-34-60-26-W5 / SURFACE MAT – SAND & GRAVEL / ARCTOS RESOURCE / WARD 1
L21-221 / NE-28-62-25-W5 / SURFACE MAT – SAND & GRAVEL / ARCTOS RESOURCE / WARD 7

Road Allowance Licenses: Total 7

KLASSEN / BETWEEN NE-09-72-26-W5 AND SE-16-72-26-W5 / WARD 6
KLASSEN / BETWEEN NW-09-72-26-W5 AND SW-16-72-26-W5 / WARD 6
KLASSEN / BETWEEN SE-16-72-26-W5 AND SW-16-72-26-W5 / WARD 6
MOSTAD / BETWEEN NE-15-67-23-W5 AND NW-14-67-23-W5 / WARD 2
AIRTH / BETWEEN SE-26-71-01-W6 AND NW-23-67-23-W5 / WARD 6
AIRTH / BETWEEN NW-35-71-1-W6 AND SW-02-72-01-W5 / WARD 6
BERRY / BETWEEN NW-04-71-20-W5 AND NE-05-71-20-W5 / WARD 4

Land Use Amendments: Total 1

A21-003 / SW-18-69-06-W6 / AG-1 TO CR-1 / MCCLELLAND / WARD 8

Subdivisions: Total 1

S21-009 / SW-32-70-25-W5 / FIRST PARCEL OUT / SCOTT / WARD 7

Approaches: Total 4

APPR21-09 / SE-29-72-21-W5 / FARMLAND-NEW / GORDON / TWP RD 724 / WARD 5
APPR21-10 / NW-26-71-22-W5 / FARMLAND-FIRST / 762760 AB LTD. / RGE RD 222 / WARD 5
APPR21-11 / SW-23-72-21-W5 / FARMLAND-FIRST / GAGNON / RGE RD 212 / WARD 5
APPR21-12 / SW-18-69-06-W6 / RESIDENTIAL-NEW / MCCLELLAND / TWP RD 692 / WARD 8

Road Closures: Total 0

Manager, Facility Maintenance, Wayne Perry

Task List

Completed	114	New Additions	117
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Valleyview

- Awarded the job to install of an SDS roof over the top of the existing metal roof on the Infrastructure and Planning Shop. The roof instal will be certified by ARCA and will begin in mid August.
- Preventive maintenance work was completed in Valleyview on all Overhead Doors. Several deficiencies were noted which we are in the midst of repair which should be completed in July.
- Fence repairing work continues at several of the yards and lagoons in the area.

- Toured the Greenview Regional Multiplex as the Recreation Department has asked us to begin taking over the facility maintenance of this building.

Grovedale

- Public Service Building – Installed and commissioned the Washer and Dryer in the tool & equipment room of the Firehall. We also added a sink in the PPE room for cleaning their equipment.
- Public Service Building – Mounted larger no parking signs on the doors that house the fire protection equipment.

DeBolt

- Public Service Building - Installed and commissioned the Washer and Dryer in the tool & equipment room of the Firehall.
- Public Service Building – Mounted larger no parking signs on the doors that house the fire protection equipment.

Grande Cache

- Began the installation of the fence around the lower portions of the water treatment plant.
- Began construction on the extension to the Facility's shop which will house the welding bay.
- Conducted full PMs on the overhead doors in all buildings. Now we are working on the repairs identified on the PM's this should be completed in July.
- Toured the Rec Centre as Rec has asked us to start taking over facility maintenance in the building.
- Installed a large sign at the entry of the Public Service Building and started planning for the one along the highway.

Security

- Nightly security patrols in the Grande Cache area, identified a break in at the airport hanger, which is not our building, but they secured the building anyway. They also helped the RCMP arrest a person with known warrants within the town. They also maintained security in all our buildings, including door checks and property surveillance.
- This month we began the installation of cameras in the I&P shop & yard. This system will be up and running soon with video monitoring. Next, we will be focusing on Public Works in Grande Cache and the Admin. in Valleyview. Followed by getting the Grovedale and DeBolt PSB for video monitoring.

Safety

- Completed 8 repairs which were identified in the Safety tours in E-compliance. Including Asbestos testing at the Grande Cache Public works building.

Manager, Environmental Services, Doug Brown

Overall

- Ongoing Review of the Municipal Servicing Standards
- Received new gas detectors and monitoring equipment from Health and Safety for Valleyview, DeBolt and Grande Cache.
- Hired new staff for South Wapiti Transfer site.
- (1) VV Utility staff has returned from maternity leave and is being re-trained on the processes, SOPs etc.
- Met with consultants to formulate Master plan for GC, evaluate infrastructure and future replacement and servicing plan.
- Vac truck has arrived in GC and Utility Staff have had training.

Water

- Successfully re-classified Little Smoky WTP to a level 2 facility from a level 3 facility by removing the UV system.
- Drilling of new water well for Sunset House was put on hold due to contract equipment break down. Awaiting an updated schedule to complete the project.
- Ordered signage for wells, Lagoons and Lift Stations
- Awaiting pricing from contractors to complete Grovedale daycare water and sewer servicing.
- Valleyview side Fire hydrant maintenance record sheet completed, and hydrants numbered.
- Repaired leaky fire hydrant in DeBolt.
- Launched lead management survey and website with the help of Communications. Lead sampling for municipal systems will begin in July.
- GC Raw Water Line Replacement (Thompson Construction) has begun. Contractor is fusing pipe, locating underground utilities, excavating, and laying pipe.
- The GC RW Water line alignment is not as projected. Is now running approx. 200m along the middle of the Victor Lake Road.
- Discussed options on power, pump, and generator issues at Grande Cache reservoir.
- Replaced motor and tubing on well # 2 in DeBolt.
- Annual testing of online monitoring equipment and calibration for water systems under way.
- Suspected main valve leak on Hoppe. Main valve was inspected and determined that the water flowing was in fact ground water and not potable. Weeping tile was installed, and water diverted from roadway.
- Cleared outfall of obstructions and cleaned out a storm drain on Leonard St in GC.
- Grande Cache Water Reservoir cleaning has been awarded to Aquatech and is scheduled for July 7th.
- In the process of creating an RFP to send to contractors for Water Meter Replacements. The Scope of work will include the replacement of approximately 75 water meters within the Hamlet of GC.
- Hydrant repaired/risen, and landscaping completed on Leonard St.
- Completed reclamation work on resident's property in GC, due to cc repair earlier in the year.
- Hydrant flushing is going in the Hamlet of GC.

Wastewater

- Met with consultant regarding the Grovedale Lagoon whale issues. Proposal will be coming with repair options.
- Emergency Grande Cache Clarifier work is completed was fully operational as of Sunday June 27th.

- Completed Ridgevalley annual lagoon release and then met with consultant on site to visually assess ponds for remediation work.
- Contacted problem wildlife officer regarding muskrats at the Ridgevalley Lagoon.
- Completed residential CC and sewer line repair at 11018 Hoppe ave. GC.
- Installed repaired Grovedale LS pump 1.
- Removed trees on fence at DeBolt lagoon.
- M2 has placed an RFP on Bids and Tender for the Biosolids Removal at the Grande Cache Wastewater Treatment plant. This is to help restore the capacity of the North Sludge Pond to allow for continued operations of the facility.

Solid Waste

- Dust control completed on the road into South Wapiti Transfer Station as well as the GC Landfill.
- Scrap metal will be removed from Grande Cache Landfill July 5th.
- Skid steer 007 is being repaired under warranty. The warranty was extended -3 years. Operations will be tracking repair costs.
- Changing out all transfer station and landfill locks.
- Assisted Recreation department by supplying bin truck, bin, & driver to haul garbage from swan lake, Grovedale fishpond & Moody's crossing.
- Assisted Utilities with removing fence and a fire pit to prepared drill site in Sunset House for new well.
- Manager spoke with Bernie Kreiner of the West Yellowhead Regional Waste Authority regarding Greenview's potential to become a member of their proposed waste commission. This could potentially benefit Greenview Grande Cache waste and recyclables.
- Transfer Station and Landfill Clean up was completed at the New Fish Creek Transfer Station. DeBolt is scheduled for July 5th and the Grande Cache Landfill clean up is still to be determined with the Organization rep. All three Non-Profit organizations will receive \$1500.00 each. The GRWMC Landfill cleanup was also completed.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Dennis Mueller, Director of Community Services

Date: 7/13/2021

Interim Director Community Services, Dennis Mueller

Administration has received four architectural design consultant proposals for the proposed Grande Cache Events Centre and will be conducting the matrix review scoring model, thus forwarding a recommendation to Council for consideration.

Administration is conducting a preliminary investigation into the feasibility of establishing a walking suspension bridge at the Sulphur Gates recreation site located near Grande Cache. A company has been consulted as to acquire an approximate cost to install a bridge and Alberta Environment and Parks have been contacted as to determine if such a proposal would be possible at the above-noted location. Upon favorable responses Administration will prepare a report for Council's consideration as to pursue the proposed tourism initiative.

Administration has forwarded the proposed Community Development Initiative (CDI) agreements to both the Town of Fox Creek and Valleyview for their consideration and endorsement.

Administration has recently met with the Grande Cache Tourism group as to establish a strategy moving tourism forward within the Town of Grande Cache. A public consultation process will be engaged upon in September with the goal being to establish a clear tourism strategic plan and the adoption of a formal Tourism Committee.

Agricultural Services Manager, Sheila Kaus

Control and Inspection

The Agriculture Spray crew has addressed vegetation control in waste transfer sites, various Greenview yards in Valleyview and have sprayed 257 kms of roadside to-date. The County of Grande Prairie has agreed to allow Greenview's spray crew to fill the spray truck in their yard while they are roadside spraying in Grovedale. This will increase the program's efficiency substantially and highlights the intermunicipal goodwill between the two municipalities.

Weed inspections are moving along steadily, with an increased focus on customer service and communication. Landowners are responding positively to inspectors reaching out by phone to talk to them, offering assistance and inviting participation in the Tall Buttercup/Burdock Incentive program and private spray requests of two (2) acres or less for infestations at or under that area. Spraying and other control work has commenced on privately held land in areas of concern that resulted after phone calls were made by Greenview weed inspectors and administration to discuss the established infestations.

Administration hopes to finalize a demonstration site for the Tall Buttercup/Burdock Incentive Program approved herbicides in the very near future. Once approved and implemented, signage for the respective herbicides will be displayed next to an untreated control strip. In other demonstration sites, Administration is looking into a potential demonstration using a plane to spray a pasture. While known for annual crop spraying, planes are effective for pasture controls and can be cost effective.

The rental equipment has been very active to-date with over 122.5 rental days from May 1st – June 17th.

PEST AND NUISANCE CONTROL

Up to June 17th, 39 wolves have been presented for payment in 2021.

YEAR	WOLVES	AMOUNT
2021	39	\$11,700.00

Up to June 17th, 420 beavers have been presented for payment in 2021.

YEAR	BEAVER	AMOUNT
2021	420	\$12,600.00

Up to June 17th, Problem Wildlife Work Orders.

File Status	Beaver-MD	Beaver-Ratepayer	Customer Service	Predation	TOTAL
Open					0
Monitor	8	9			17
Closed	6	10	3	3	22
TOTALS	14	19	3	3	39

Open: Not assessed

Monitor: Still trapping or dam outstanding

Closed: All problem wildlife removed, dam removed

Over 100 beaver removed

VSI QUARTERLY REPORTS AND SERVICE BREAKDOWN

The next quarterly report for VSI will be received in September 2021.

	Q1	Q2	Q3	Q4	TOTAL
2019	\$23,601.95	\$28,434.47	\$4,462.31	\$40,241.32	\$93,159.73
2020	\$21,172.35	\$28,434.47	\$8,342.09	\$34,001.80	\$100,085.64
2021	\$19,269.87				

Semen Tests

#claims	id#	amount
21	60	\$ 1,144.50
108	61	\$ 4,163.40
54	62	\$ 1,898.10
5	65	\$ 63.50
188		\$ 7,269.50

Pregnancy tests

#claims	id#	amount
1382	6	\$ 3,869.60

C-sections

#claims	id#	amount
8	41	\$ 2,179.20

Green View FCSS Manager, Lisa Hannaford

Sturgeon Lake Cree Nation is hosting a Traumatic Event Systems Training on June 22 & 23. This virtual training prepares communities to intervene, prepare and support one another in the aftermath of a traumatic event. It teaches skills that will protect people and have lasting positive impacts on a community. Some of the FCSS team members will join this free training event.

Administration will be offering Life Skills Day Camps this summer in July and August. Day camps will run from Tuesday to Thursday, and participants will have a choice of learning skills such as communication, public speaking, healthy relationships, conflict resolution, and financial literacy. Camp locations will include Valleyview, DeBolt, Grovedale, and Grande Cache. The municipal intern is scheduled in the FCSS department from July 5-16 and will be assisting with the camps in both the Valleyview and DeBolt locations. There is a new initiative from High River that recognizes the challenges of seeking help. This initiative is called "The Emotional Safe Spot Program" and entails a 5-day training for front line workers. Once a minimum of two people in the agency are trained, the agency receives an emotional safe spot orange dot to display on their windows, allowing community members to easily identify that the agency is a safe spot. Courses include Front Line Skills for Social Services; De-escalating Potentially Violent Situations; Mental Health Awareness and Support; Wellness Strategies; Suicide Prevention, Intervention and Postvention. There is no cost to attend this training.

Community Services administration have been working together on grant applications and funding awarded to organizations that apply to both the community services grant stream and Green View FCSS funding stream. This cooperation has resulted in increased efficiencies and reporting expectations from community organizations.

Green View FCSS in conjunction with the Rural Development Network conducted a homelessness estimation in the fall of 2020 and has received the complied report. In total 106 people were surveyed, and 65 of those were found to be living in situations defined as homeless or housing insecure. An additional 40 dependents were reported to share these living conditions, along with 132 adults. In total, there are 237 individuals within the MD of Greenview that are either living in insecure housing conditions or sharing these conditions. Insecure housing is defined as when a person has trouble paying rent, spends a major portion of

the household income on housing, frequently moves, lives in overcrowded conditions, or doubles up with friends and relatives. The in-depth report can be found within the following link.

<https://www.ruraldevelopment.ca/publications/2020-rural-housing-and-service-needs-estimation-project>

Economic Development Manager, Kevin Keller

Administration continues to develop relationships with non-profit organizations. A 2021 initiative is to increase community support for Greenview's non-profit organizations by hosting small community engagement sessions throughout the summer with Greenview Recreation Boards, Agricultural Societies, Museums, Halls and Cemeteries. This will provide an opportunity for the community non-profit organizations to discuss supports, challenges and will provide a forum for networking. The first meeting was held in late June 2021 with Recreation boards attending.

Construction is on schedule for the completion of the Grovedale Daycare (December 2021), framing work began the week of June 28th.

2021 scholarship recipients have been notified and cheques will be awarded once proof of tuition is provided.

New Greenview community bulletin boards are being fabricated for the communities of Crooked Creek, DeBolt, Grande Cache, Grovedale, Little Smoky and Sunset House. Installation will begin in July and is anticipated to be completed in August. Community congregation locations were selected, typically near community mailbox locations.

Updated Greenview recognition signage is being prepared for the non-profit groups that Greenview funds annually (cemeteries, museums, recreation boards etc.). Installation of new signs will be completed throughout the summer.

Business:

The Fox Creek Business Support Network hosted a Tough Enough to Talk, with a mental health presentation that focuses on mental health in the workplace, especially in the field, and with males. Topic was selected in response to information gather by the Steering Committee after hearing concerns and struggles from small businesses in the area.

Administration joined Council members for discussions with the Interim President for the Grande Prairie Regional College in Grande Cache. The College will move towards a polytechnique status over the coming year creating new opportunities for the region.

Administration along with Town of Whitecourt counterparts and Community Energy Association (CEA) met with MLA Martin Long, Parliamentary Secretary for Small Business and Tourism to further explain the Eventure (electric Vehicle charging station) project and show him how his constituency could benefit from this opportunity. The positive change that this infrastructure may impact on tourism, COVID recovery for small businesses, and the reduction of emissions within the Province of Alberta was conveyed.

The Travel Alberta funding grant for the #ExploreNWAB2021 was not successful. This grant application was applied in partnership with the Grande Prairie Regional Tourism Association. However, Greenview proceeded with an explore Greenview initiative placing chairs at 11 locations throughout Greenview and at points of interest. The campaign will be promoted in July through to September and the social media campaign will be launched once final signage is complete. Target audiences are Greenview ratepayers who may be unaware of the municipal parks and locations with Greenview and tourists looking to find locations a little off the regular highway routes.

Tourism:
Facility/Maintenance

Beautification has planted some beautiful flowers and have removed several dead bushes from the front of the Grande Cache Tourist Interpretative Centre (GC TIC).

Moberly Lookout located at Bird's Eye Park, was broken into, however, no major damage has occurred.

Programs and Events/Meeting Room Bookings/Projects

July 3rd Post COVID /Canada Day Parade, carnival and fireworks are being hosted by the Grande Cache Community Events Foundation (GCCEF). The Tourism Centre will host and facilitate some activities, including a children's bike decorating contest, kite flying, face painting and/or balloon animals.

Father's Day craft was conducted at the GC TIC on June 19th, however, due to COVID restriction, only 10 children attended.

Wedding ceremony hosted in the Interpretive Park on June 12th.

Aseniwuche Winewak Nation grad ceremony was hosted in the Interpretive Park on June 20th.

Aseniwuche Winewak Nation Documentary premier was held in the GC TIC Theatre room June 21st and June 22nd, celebrating Indigenous History Month.

Grande Prairie Art Gallery's Travelling Art Exhibit (Trex) program, Glimpse by Gabrielle Lussier May 29th - June 16th (very successful exhibit).

Grande Prairie Art Gallery's Travelling Art Exhibit (Trex) program, Mystical Landscapes by Arthur Nishimura June 17 - July 21, 2021.

Continuing our focus on tourism and community events, weekly meetings with Grande Cache Community Events Foundation are being held to plan upcoming events in Grande Cache:

- Halloween haunted hayride, culture days festival, Christmas 2021,
- future goals: music festivals, talent shows, annual 3 peaks challenge, biathlon, fishing derbies.

Grande Cache Community Events Foundation has contacted and is planning on applying to host the provincial and zone softball championships through the Canadian Federation of amateur baseball. A bid is being placing now to host the championship in GC, bids need to be placed three (3) years in advance.

Conservation contest collaboration with AB Forestry to help distribute free Lodgepole Pine and White Cedar seedlings. May 24-June 4. Remaining seedlings distributed to Mountain Metis and Aseniwuche to offer to the cooperative enterprises.

Community Outreach Program Enhancement (COPE) has provided a community planter to house at the GC TIC. Administration will be customizing the planter with an original landscape painting.

Statistics

- Total April 2021 Visitors: 657
- Total April 2021 Giftshop Revenue: \$4,917.28
- Total May Visitors: 1052
- Total May Giftshop Revenue: \$10,8467.63
- Total June 2021 Visitors: 1493 (June 1-28)
- Total June 2021 Giftshop Revenue: \$7,837.59
- Total Visitors YTD: 4180 (Jan 1-June 28)
- Total Revenue YTD: \$32, 809.44

Recreation Services Manager, Kevin Gramm

On June 16th through June 21st, 2021 over 40 Recreation Services staff were called back to their positions within their respective facilities. The majority of staff were led through a reorientation with the Health and Safety Department as well as facility evacuation drills were conducted with all staff at the Greenview Regional Multiplex and the Grande Cache Recreation Centre.

Grande Cache Curling Rink Retaining Wall Replacement RE20002

Administration has received an updated schedule and timeline. Capital project RE20002 will be scheduled to commence July 4th 2021 including Alberta one calls, necessary permits and demolition and disposal. New wall construction and rail installation will continue until complete.

Grande Cache Combined Heat & Power (CHP) project update RE21008

Administration recently met with Atco Electric to move the (CHP) Combined Heat & Power project to the next phase. As of this report, the project is 56% complete on engineering, 13% procurement and 100% on the implementation process, and the unit is scheduled for installation August 23rd, 2021.

Grande Cache Recreation and Trails Masterplan

Administration expects the arrival of the first round of trail sign directional posts and brackets to arrive July 5th, 2021. This is a joint venture project between Recreation Services and Economic Development and Tourism accessing the Coal Transition Grant. We expect the shipment of additional signage to be the week

of July 12th and are pushing the manufactures hard to ensure we meet our July 31st timelines for reporting. COVID19 has taken a hard toll on sign development in the last year and delays to normal timelines.

Greenview Regional Multiplex (GRM) & Grande Cache Recreation Centre (GCRC)

Administration

The Greenview Regional Multiplex and the Grande Cache Recreation Centre opened its doors to the public Monday, June 21st at 12:00pm. All spaces within the facility can operate at 1/3 occupant capacity. It is mandatory that all patrons participate in COVID screening procedures upon entering the facilities and wear their masks to and from spaces.

Throughout the closure, administration teams worked with the aquatic team leads to complete a Lifeguard II training manual, update job task procedures, and work with the Finance Department on simplifying our financial reporting processes. Our current recreation software has the ability to report to the accounting software utilized by Greenview. Training with BookKing and upgrades to the recreation software packages are scheduled to take place on July 7th.

Facility Schedule

Current schedule is as follows:

Facility Hours GRM:

Monday – Friday: 6:00 am – 9:00 pm Saturday & Sunday: 9:00 am – 9:00 pm

Aquatic Centre Hours: GRM Monday, Wednesday & Friday: 6:00 am – 1:00 pm, 3:00 pm – 9:00 pm
Tuesday & Thursday: 10:00 am – 8:00 pm Saturday & Sunday: 1:00 pm – 8:00 pm

Facility Hours: GCRC

Monday – Friday: 6:00 am – 10:00 pm Saturday & Sunday 9:00 am – 9:00 pm

Aquatic Centre Hours: GCRC Monday–Friday: 9:00 am – 11:00 am, 12:00 pm – 2:00 pm, 3:00 pm – 8:00 pm
Saturday 1:00 pm – 7:00 pm & Sunday 1:00 pm – 6:00 pm

With the current heat wave the Aquatic Centre's are seeing upwards of 75 patrons at both Grande Cache and the GRM in the pool at a time, with patrons waiting patiently participating in activities in the Fieldhouse in Valleyview. It has been great to have our patrons back in the facility.

Programming

All planned programming has been approved by the Health and Safety Department and forwarded on to Communications for promoting. Programming is scheduled to begin the week of July 5th at both the GRM and the GCRC. All programs are filling up quickly. With our Senior Programmer GRM currently on Short Term Disability, Child & Youth programming will be limited for the short term until the staffing compliment returns to normal. Recent changes to the staffing of the GRM programming team require some positions to be posted.

Fitness

Traditionally our Group Fitness programs slow down throughout the summer months with patrons on summer holidays, etc. The plan is to offer a variety of programs that are well attended and complement our programming platform and come September with additional offerings. Patrons are happy to be back in the Fitness Centre. Grande Cache will be launching their full lineup of programming commencing July 5th, 2021.

Aquatics

Annually the Aquatics department typically bids farewell to staff members leaving for university and/or college. This fall, the Aquatic Department expects to see staff leaving and are working diligently in preparation to offer Aquatic Leadership Programs to train potential hires to replace the upcoming vacancies. The Aquatic Department did have 1 – Lifeguard II employee unable to return from the COVID layoff that occurred on May 7th. Programming is planned for the week of July 18th-24th, which is known as National Drowning Prevention Week. Private Lessons will be offered as well as Bootcamp H2O to the youth.

The Parking Lot project is nearing completion. Parts for the light poles outside of the GRM entrance are backordered, and little landscaping is required to be completed at this time.

Outdoor Recreation Services

Grande Cache Campground Caretaker Services

The Grande Cache Campground has continued to receive great reviews for services offered and booking and usage statistics are comparable to normal operating periods. During the recent heat wave, it was noted that many of the electrical systems at various sites with 15-amp service did not meet the basic needs of many units and their a/c units.

Hazardous Trees

Contractors have been utilized to remove hazardous trees from Grande Cache Lake, Grande Cache Campground, Smoky River South Provincial Recreation Area, Sheep Creek Provincial Recreation Area, Moody's Crossing and Swan Lake. Johnson Park will be completed in early July after temperatures drop low enough for crews to safely work. Greenview employees can complete the remaining sites.

Firewood Theft

A significant increase in firewood theft has been noticed this season. Firewood is still being stocked consistently at campgrounds, but processes for day use areas are being assessed. At this time, Grovedale Fish Pond and Southview Provincial Recreation Area are not being refilled. Plans to install a firewood lot at Grande Cache Lake have also been cancelled; small wood huts similar to those installed at Johnson Park will be put in place so limited amounts of wood are made available.

Kakwa Area Funding

A draft agreement for the Kakwa Area Funding was provided to Administration from Alberta Parks. Legal review has taken place and Administration is waiting for some clarification from the Province prior to moving forward with the agreement. We continue to reach out to the province for more timely responses.

Victor Lake

Following further discussion with Alberta Environment and Parks, as well as Environmental Services, Administration has determined the most feasible location for a boat launch and dock to be developed/installed at Victor Lake. Administration will present the project to Council for approval to move forward with formalizing a plan.

Shuttler Flats Provincial Recreation Area

Shuttler Flats is now open for public bookings following the easing of provincial COVID-19 restrictions. Bookings can be made on the campreservations.ca website. Administration will now pursue an agreement for maintenance with Nose Creek residents.

Sheep Creek Provincial Recreation Area & Smoky River South Provincial Recreation Area

Sheep Creek and Smoky River South were both turned over to Greenview from the Province in excellent condition. Minimal work was required prior to opening and the transition has went smoothly thus far. Staff from the Grande Cache Recreation Services team diligently maintained both locations during the COVID19 closure and continue to with assistance from additional staff who were recalled to work.

Enforcement services from Grande Cache have been assisting the Recreation team with registration enforcement and concerns.

Grande Cache Trails Working Group

Funding has been received from the Province for the Grande Cache Trails Working Group. A service contract is currently being finalized with the consultant for the project, RC Strategies. Steps moving forward include securing Temporary Field Authorization for improvements and fieldwork beginning. RC Strategies has been retained by the province on various projects and will continue to work with the Trails Group and helping to develop a detailed plan for improvements to various locations around Grande Cache.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 6/30/2021

Director Corporate Services, Ed Kaemingh

Meetings & Updates

Corporate Services Department monthly meetings, One-on-Ones with Information Systems, Human Resources, Financial Reporting and Legislative Services integrating and establishing the team as a service department for the organization.

We have added a new member of team Greenview, Joe Charlebois, he joins us from the Municipal Internship Program. Joe will be spending time through the duration of his internship with each department to broaden his knowledge of how a Municipality works.

Carolyn Ferraby has accepted the position of Interim Manager of Finance and Administration.

Attended interviews for the Director of Community Services and Manager of Planning and Development.

The MNP review and audit findings report have been reviewed at SLT, Finance will be working on a strategy to streamline the 2021 audit using the recommendation in these reports.

Bank contacts, documentation and signing authorities have been updated for both Greenview and the Commission.

Financial Statements were approved by Council and the Tax Bylaw passed.

Working on process documentation, business planning, and project planning using smartsheets for each department.

Customer service meetings with various vendors regarding investments, bank services and accounting software.

Interim Finance & Administration Manager, Carolyn Ferraby

The 2020 Financial Statements were approved and have been submitted to Municipal Affairs. A huge thank you to all staff for their contribution.

A record was set this year printing and stuffing approximately 17,600 tax notices in ONE day. A special thank you to Marilyn and 18 additional staff that took time out of their busy schedules to help.

Accounts Payable, we are still encouraging vendors to sign up for electronic funds transfer (EFT) payments. Currently we have 680 vendors set up to be paid electronically.

EFT Statistics:

Month	# Of payments	# Of Invoices	\$ Value of payments
June 2020	27	52	\$ 232,942.84
July 2020	268	843	\$ 4,991,357.77
August 2020	237	766	\$ 2,672,328.28
September 2020	282	782	\$ 4,923,206.63
October 2020	412	1337	\$ 10,332,248.14
November 2020	472	1207	\$ 14,285,620.75
December 2020	570	1610	\$ 7,922,730.94
January 2021	420	1028	\$ 4,549,417.49
February 2021	308	691	\$ 3,853,589.20
March 31 2021	423	1171	\$ 4,029,389.65
April 30 2021	436	1130	\$ 5,779,616.31
May 31 2021	399	889	\$ 3,329,548.37
June 30 2021	317	795	\$ 3,309,117.29

Finance Reporting Manager,

Pearl Government Suite (Worktech) – Pearl Government Suite is used to maintain responsible stewardship over Municipal Assets and provide accurate reporting on Tangible Capital Assets for PSAB 3150 compliance.

Requests and Work is a module within the Pearl Government Suite used to track the progress and completion of work orders, events, requests, and tasks assigned to internal or external parties working on MD owned vehicles and equipment. The program is a tool providing the ability to monitor/achieve compliance with minimum maintenance standards by using user defined Service Types and Service Classes to determine service standards and Work Order due dates (response times). It provides the ability to track costs by work order in addition to job, activity and object codes linked to a General Ledger.

The municipality has been utilizing the program for several years and is now adding the *Mobile Work Order Application* to the module which will allow Mechanics the ability to select Service Types and Service classes, provide photo documentation and update tasks all from an iPad. This feature will provide^[WF1] time saving for the mechanics by not having to hand write services but rather use a drop-down menu selection backed up by a photo attached to the work order with the history and maintenance records all attached to the asset.

Verification of program installation and setup up was completed on June 24th with inhouse training scheduled for June 29 and a proposed go live date of July 7.

Pearl Government Suite (Workplace) is a module for the purpose of issuing purchase orders with authorization limits directing the flow of expenditure approval. This program is in the process of being updated with a projected go live date of mid July.

Information Systems, Peter Stoodley

Internal IT Projects

- Grande Cache received fibre to the Recreation Centre, Water Treatment Plant and Facilities. The count stands at 5 facilities live with fibre and finally the Waste Treatment Plant.
- Grovedale -Canadian Fibre is currently installing fibre next to the PSB. Expected to be completed with fibre to PSB, Operations, AG, and the Water Treatment Plant by July 31, 2021.
- Print/Fax Servers project is nearly completed. Grovedale PSB is the test site for the district. This will do two major things. First all printers will have a proper naming convention with a big yellow label affixed to the frontside of the printer for users to identify and use the printer they need. This will eliminate frustration and confusion from our staff/councillors and better manager for IS. Faxing will be internet based instead of land line based. Fax lines will be eliminated reducing cost, staff will be able to fax from the PC (reducing price per page, toner, and paper costs)
- Confidential Printing Project is nearly completed. Again, Grovedale PSB is the test site before going live in Valleyview. Printers (big black Toshiba) will have a card reader attached to better control private/confidential print jobs for the staff member. When a staff member prints to that printer it will hold it in a queue, once the staff member taps the card on the printer it will log them, prompt them for what jobs they want released and print while they are at the printer. This will help to reduce the cost of leasing printers for each office, also included is the Follow Me Printing feature which enables a user to send a print job in one facility to another with print job in queue. Once at the new location, user taps their card, finds print job, and releases it, cut down on the staff member having to load a print driver for each site.
- Starlink Satellite internet service has been installed at the Grande Cache Campground and is working great.
- New Firewalls have also been installed for the Grande Cache locations. This improves security.
- New Domain Controller refresh has been completed. Old equipment has been decommissioned.
- Installing two new Domain Controllers. One in Grovedale PSB the other in Grande Cache. This will sync with Valleyview's DC and provide faster response for file/folder/drive share providing a better user experience.
- FileHold has a Single Sign On option enabled. Once a user logs into their workstation, FileHold captures the credentials and populates FileHold login. This eliminates password issues by users.

Monthly Happenings

- New users are being setup each month.
- Setup and rollout of new cell phones, laptops, desktops, desktide phone
- Meetings with Yardstick on monthly happenings, projects, and security.
- A new reporting software has been deployed to provide reports on departmental use of mobile devices. This allows AP to better allocated costs to the proper departments & the IS dept. to query devices and generate reports on the overall use of all mobile devices.
- Meeting with Canadian Fibre for status updates and developing a plan for fibre installation in other parts of the district.
- Weekly team meetings within the IS department as well as monthly Corporate Services meeting.
- Site visits to GC, VV as needed for technical/hardware issues.
- Telus lines have been terminated in much of GC. The past two years approximately 81-line items have been charged monthly to the MD and not being used.
- Hats off to the Facilities Team for installing the dish and running cable for the Starlink install at the campground.
- Valleyview Administration office was recently upgraded to 500 Mbps. Up from 250 Mbps. This will provide a better network coverage and experience for all staff within that building and those remotes site communication with the Data Centre there. This will better the Wi-Fi as well.

Service Tickets

- Approximately 180 incident tickets, 8 - IS eForms to Information Systems and 29 Onboarding/Offboarding eForms all submitted and actioned. As well as office visits, phone calls, emails, and text for support by out staff.

Legislative Services, Danie Leurebourg

Municipal Elections

Administration continues preparations for the 2021 Municipal Election. Key staff are finishing Elections Training provided through Municipal Affairs. Administration has booked polling stations in all areas except New Fish Creek. Administration has been trying to book facilities since April and has not received a response from contacts at the New Fish Creek Hall.

Advance Vote is planned to be held in all wards holding an election October 13, 2021. In discussions with Council, Greenview will not be providing an institutional vote or special ballots for the 2021 election. Administration has put out hiring notices to gather letters of interest for potential Deputy Returning Officers leading up to Nomination Day. We will not know for certain how many election staff will be needed until after Nomination Day (September 20).

Nominations and inquiries about running in the municipal election have slowed down. Ten individuals have filed nomination papers. No one has filed nomination papers for either Ward 1 - Grande Cache Co-ops or Ward 8 – Grovedale yet.

Council Compensation Review Committee

The Council Compensation Review Committee met for the first time June 10, 2021. Council Compensation Review Committee meetings are taking place virtually as members are from different areas across Greenview. The Committee has requested that Council fill out the survey that was presented to Council June 22, 2021, to help inform their recommendations for Council Compensation going forward. If Administration could have Council's submissions by July 6, it would be most appreciated.

Administration will also be trying out a new public engagement platform, Social Pinpoint, with the Council Compensation Review Committee to gather public input on the current compensation package. This allows members of the public to provide feedback in various ways online and attend meetings via Zoom. This is expected to go live the week of June 28th.

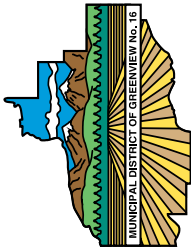
The next Council Compensation Review Committee meeting is scheduled for June 24th.

Policy Review Committee

Policy Review Committee for July 14, 2021 is cancelled due to insufficient policies. Administration has held a PRC each month since February. If there are urgent policies that need to be brought forward in the fall, Administration will hold one more PRC meeting before the Election. It is anticipated that there will be several Council related policies that will be brought in November and December following the Election.

Records Management

Karen has been away on vacation through most of June. Sarah has assisted with the daily mail, FileHold, and records management duties in Karen's absence.



Municipal District of Greenview No. 16

NAME: Winston Delorme Employee #: _____
ADDRESS: _____ Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS					LODGING EXPENSES	PER DIEM	
						B	L	D	AMOUNT				
01-Jun			C	FCM June 1-5	200								
07-Jun			M	travel to GP for Council Meeting	150								
08-May			M	Council Meeting	500								
09-May			M	PRC/MPC (Virtual)									
10-Jun				Evergreen Foundation Board Meeting									
10-Jun			M	GPRC Meeting (Virtual)									
13-Jun			M	Travel to GP for GIG Greet N Meet/COTW	200								
14-Jun			M	GIG Meet N Great	300								
15-Jun			M	COTW/ Land Use Bylaw Workshop	60								
16-Jun			M	Travel to GC	200								
16-Jun				ASCHA Strategic Planning June 16-18									
21-Jun			M	Travel to GP	200								
22-Jun			M	Council Meeting	300								
23-Jun			M	Travel to GC	200								
NOTES:						TOTAL							
Meeting Code : M for Meetings C for Conferences						RATE		TOTAL		KM's			
						\$0.59 per km		1362.90		2310		LESS GST	
						\$0.15 per km		346.50		2310		NET CLAIM	
						SUBTOTAL		1709.40				TOTAL CLAIM	
						LESS G.S.T.						LESS ADVANCES	
TOTAL						1709.4		AMOUNT DUE (OWING)		1709.40		\$1,709.40	

Meeting Code : M for Meetings
C for Conferences

Claimant: _____ Date: _____
Approved: _____ Date: _____



NAME: shawn acton

ADDRESS :

Employee # :

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS					LODGING EXPENSES	PER DIEM		
						B	L	D	AMOUNT					
08-Jun			m	council	94									
09-Jun			m	prc	94									
14-Jun			m	gig	94									
15-Jun			m	cow		x			20.00					
			m	lub										
			m	fox creek library	533			x	30.00					
NOTES:				KILOMETER CLAIM		TOTAL			50.00					
Meeting Code : M for Meetings C for Conferences				RATE		TOTAL		KM's		LESS GST				
				\$0.59 per km		480.85		815		NET CLAIM		50.00		
				\$0.15 per km		122.25		815						
				SUBTOTAL		603.10				TOTAL CLAIM		653.10		
				LESS G.S.T.						LESS ADVANCES				
				TOTAL		603.1		AMOUNT DUE (OWING)		\$653.10				

Claimant

Date

Approved

Date



NAME: shawn acton

ADDRESS :

Employee # :

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS					LODGING EXPENSES	PER DIEM		
						B	L	D	AMOUNT					
09-Jun			m	mpc	94									
NOTES:						TOTAL								
						KILOMETER CLAIM			KM's	TOTAL	LESS GST			
						RATE				94	55.46			
						\$0.59 per km				94	NET CLAIM			
						\$0.15 per km				94	14.10			
						SUBTOTAL				69.56	TOTAL CLAIM			69.56
Meeting Code : M for Meetings C for Conferences						LESS G.S.T.				LESS ADVANCES				
						TOTAL				69.56	AMOUNT DUE (OWING)			\$69.56

Claimant

Date

Approved

Date



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

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
June 8 2021			M	Council								
June 9 2021			M	Municipal Planning Commission	120							
June 9 2021			M	Policy Review Committee								
June 12 2021			M	MID of Greenview Library Board								
June 14 2021			M	Greenview Industrial Gateway	120							
June 15 2021			M	Committee of Whole	160							
June 15 2021			M	Land Use Bylaw Workshop								
NOTES:							TOTAL					
Meeting Code : M for Meetings C for Conferences							RATE		KM's	TOTAL	LESS GST	
							\$0.59 per km		400	236.00	NET CLAIM	
							\$0.15 per km		400	60.00		
							SUBTOTAL			296.00	TOTAL CLAIM	296.00
							LESS G.S.T.				LESS ADVANCES	
							TOTAL			296	AMOUNT DUE (OWING)	\$296.00

Claimant

Date

Approved

Date



NAME:	Roxie Chapman	Employee # :
ADDRESS :	Box 52 Crooked Creek, AB T0H0Y0	Department:
		Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
08-Jun				Regular Council - Zoom								
08-Jun				GPPL - Zoom								
15-Jun				Committee of the Whole in Grovedale	200							
16-Jun				FCSS	90							
NOTES:				KILOMETER CLAIM			TOTAL					
				RATE	KM's	TOTAL	LESS GST					
				\$0.59 per km	290	171.10	NET CLAIM					
				\$0.15 per km	290	43.50						
				SUBTOTAL		214.60	TOTAL CLAIM					214.60
Meeting Code : M for Meetings C for Conferences				LESS G.S.T.			LESS ADVANCES					
				TOTAL		214.6	AMOUNT DUE (OWING)					\$214.60

	Date	
	Approved	
	Date	
Claimant _____		



NAME:	Duane Didow	Employee # :
ADDRESS :	Box 810, Grande Cache, AB T0E 0Y0	Department:
		Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
07-Jun	17:00	20:00		Travel to VV	350				X	30.00		
08-Jun	8:30	19:00		Regular Council Meeting					X	30.00	119.30	
09-Jun	8:30	17:00		MPC and PRC	350				X	50.00		
14-Jun	12:00	16:00		Travel to VV - GIG presentation	350				X	50.00		
15-Jun	9:30	4:30		COTW and Land Use Bylaw workshop in	250							
16-Jun	9:00	3:00		FCSS Regular Board meeting	350			X		20.00		
NOTES:							TOTAL				180.00	119.30
							RATE	TOTAL	KM's	LESS GST		
							\$0.59 per km	973.50	1650	NET CLAIM	180.00	119.30
							\$0.15 per km	247.50	1650			
							SUBTOTAL	1221.00		TOTAL CLAIM		
							LESS G.S.T.			LESS ADVANCES		
Meeting Code : M for Meetings C for Conferences							TOTAL	1221		AMOUNT DUE (OWING)	1520.30	

Duane Didow _____
Claimant

June 21, 2021 _____
Date

Approved

Date



NAME: Tyler Olsen

ADDRESS:

Employee # :
Department: Council

[illegible]

Claimant _____ Date _____ Approved _____ Date _____