



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

July 27, 2021

9:00 AM

Administration Building  
Valleyview, AB

---

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Special Council Meeting Minutes held July 6, 2021	3
	3.2 Business Arising from the Minutes	
	3.3 Regular Council Meeting Minutes held July 13, 2021	5
	3.4 Business Arising from the Minutes	
#4	PUBLIC HEARING	
#5	DELEGATION	
#6	BYLAWS	
	6.1 Bylaw 21-879 Re-designate from Agricultural One (A-1) District to Country Residential One (CR-1) District	15
	6.2 Bylaw 21-880 Re-designate from Agricultural One (A-1) District to Country Residential One (CR-1) District	25
	6.3 Bylaw 21-883 Disclosure Bylaw	35
#7	BUSINESS	
	7.1 Voting Subdivisions	51

	7.2 Policy 2014 Staff Training and Professional Development	60
	7.3 Grande Cache Recreation Centre – Ammonia Refrigeration Equipment Tender	72
	7.4 Solid Waste Management Grande Cache	76
	7.5 Grande Cache Event Centre – Design Services	87
	7.6 Policy 6308 Clubroot of Canola	90
	7.7 Ridge Fest Sponsorship	113
	7.8 Valleyview Tin Cup Sponsorship	117
	7.9 Coal Policy Position Statement	122
	7.10 Letter of Support – CST Coal	125
	7.11 2021 Q2 Operating and Capital Year to Date	128
#8	NOTICE OF MOTION	
#9	CLOSED SESSION	
	9.1 Privileged Information (FOIP, Section 27)	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	134
	<ul style="list-style-type: none"> <li>• Ward 4</li> <li>• Ward 6</li> <li>• Ward 9</li> </ul>	
#11	ADJOURNMENT	

Minutes of a  
**SPECIAL COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta on Tuesday, July 06, 2021

**#1  
CALL TO ORDER  
PRESENT**

Reeve Dale Smith called the meeting to order at 10:00 a.m.

Ward 5	Reeve Dale 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 7	Councillor Roxie Chapman
Ward 9	Councillor Duane Didow

**ATTENDING**

Interim Chief Administrative Officer	Stacey Wabick
Recording Secretary	Wendy Holscher

**ABSENT**

Ward 9	Councillor Tyler Olsen
Ward 8	Deputy Reeve Bill Smith

**#2  
AGENDA**

MOTION: 21.07.332 Moved by: COUNCILLOR DALE GERVAIS  
That Council adopt the July 6, 2021, Special Council Meeting Agenda as presented.

CARRIED

**#3 CLOSED SESSION**

**3.0 CLOSED SESSION**

MOTION: 21.07.333 Moved by: COUNCILLOR SHAWN ACTON  
That the meeting go to Closed Session, at 10:01 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

**3.1 PRIVILEGED INFORMATION (FOIP, SECTION 27)**

**OPEN SESSION**

MOTION: 21.07.334 Moved by: COUNCILLOR TOM BURTON  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 11:12 a.m.

CARRIED

**CONFLICT OF INTEREST**      MOTION: 21.07.335 Moved by: COUNCILLOR DUANE DIDOW  
That Council accept Administration's report regarding conflict-of-interest  
actions for information, as presented.

CARRIED

**FORENSIC AUDIT**      MOTION: 21.07.336 Moved by: COUNCILLOR WINSTON DELORME  
That Council direct Administration to get 3 quotes to conduct a forensic  
audit on CAO Services.

CARRIED

**#4  
ADJOURNMENT**      **4.0 ADJOURNMENT**

MOTION: 21.07.337 Moved by: COUNCILLOR DALE GERVAIS  
That Council adjourn this Special Council Meeting at 11:18 a.m.

CARRIED

---

CHIEF ADMINISTRATIVE OFFICER

---

CHAIR

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

**#1  
CALL TO ORDER  
PRESENT**

Reeve Dale Smith called the meeting to order at 9:02 a.m.

Ward 5  
Ward 8  
Ward 1  
Ward 2  
Ward 3  
Ward 4  
Ward 6  
Ward 7  
Ward 9  
Ward 9

Reeve Dale Smith  
Deputy Reeve Bill Smith  
Councillor Winston Delorme  
Councillor Dale Gervais  
Councillor Les Urness  
Councillor Shawn Acton  
Councillor Tom Burton  
Councillor Roxie Chapman  
Councillor Duane Didow  
Councillor Tyler Olsen

**ATTENDING**

Interim Chief Administrative Officer  
Director, Infrastructure & Planning  
Interim Director, Community Services  
Chief Financial Officer  
Manager, Finance & Administration  
Communications and Marketing Manager  
Recording Secretary

Stacey Wabick  
Roger Autio  
Dennis Mueller  
Ed Kaemingh  
Aleks Nelson  
Stacey Sevilla  
Teresa Marin

**ABSENT**

**#2  
AGENDA**

MOTION: 21.07.338 Moved by: COUNCILLOR SHAWN ACTON  
That Council adopt the July 13, 2021, Regular Council Meeting Agenda with the following additions:

- Closed Session 9.1 Advice from Officials FOIPP Section 24
- 7.17 - 2021 Ratepayers Barbecue

CARRIED

**#3  
MINUTES**

MOTION: 21.07.339 Moved by: COUNCILLOR TYLER OLSEN  
That Council adopt the minutes of the Regular Council Meeting held on Tuesday, June 22, 2021, as amended:

- Pg. 4, 7.1 Recorded Vote – State the Councillor who requested it.

CARRIED

**#3.1  
BUSINESS ARISING  
FROM THE MINUTES**

**3.1 BUSINESS ARISING FROM MINUTES**

- Notices have been sent to the scholarship recipients.

**#4 PUBLIC HEARING**

**4.0 PUBLIC HEARING**

There were no Public Hearings presented.

**#5 DELEGATIONS**

**5.0 DELEGATIONS**

There were no Delegations presented.

**#6  
BYLAWS**

**6.0 BYLAWS**

**6.1 BYLAW 21-876 PROCEDURAL BYLAW**

**2<sup>nd</sup> READING – BYLAW  
21-876**

MOTION: 21.07.340 Moved by: COUNCILLOR TYLER OLSEN  
That Council give second reading to Bylaw 21-876 “Procedural Bylaw” as amended:

- Addition of the definition of Reeve

CARRIED

**6.2 BYLAW 20-852 PARTIAL ROAD ALLOWANCE CLOSURE REQUEST**

**2<sup>nd</sup> READING – 20-852**

MOTION: 21.07.341 Moved by: COUNCILLOR TOM BURTON  
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.

CARRIED

**3<sup>rd</sup> READING – 20-852**

MOTION: 21.07.342 Moved by: COUNCILLOR WINSTON DELORME  
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.

CARRIED

**6.3 BYLAW 20-865 STURGEON LAKE AREA STRUCTURE PLAN**

**2<sup>nd</sup> READING 20-865**

MOTION: 21.07.343 Moved by: COUNCILLOR ROXIE CHAPMAN  
That Council give Second Reading to Bylaw 20-865, the replacement document for the Sturgeon Lake Area Structure Plan.

CARRIED

**3<sup>rd</sup> READING – BYLAW  
20-865**

MOTION: 21.07.344 Moved by: COUNCILLOR TYLER OLSEN  
That Council give Third Reading to Bylaw 20-865, the replacement document for the Sturgeon Lake Area Structure Plan.

CARRIED

**#7 NEW BUSINESS**

**7.0 NEW BUSINESS**

**7.1 POLICY 4010 ROAD ACCESS APPROACHES**

**POLICY 4010 ROAD  
ACCESS APPROACHES**

MOTION: 21.07.345 Moved by: COUNCILLOR SHAWN ACTON  
That Council approve Policy 4010 “Road Access Approaches” as presented.

CARRIED

**7.2 POLICY 6003 LAND ACQUISITION FOR ROAD RIGHT-OF-WAY FOR  
SUBDIVISION**

**POLICY 6003 LAND  
ACQUISITION FOR  
ROAD RIGHT-OF WAY**

MOTION: 21.07.346 Moved by: COUNCILLOR DUANE DIDOW  
That Council approve Policy 6003 “Land Acquisition for Road Right-of-Way for Subdivisions” as presented.

CARRIED

**7.3 POLICY 6007 SUBDIVISION PROCESS**

**POLICY 6007  
SUBDIVISION PROCESS**

MOTION: 21.07.347 Moved by: COUNCILLOR ROXIE CHAPMAN  
That Council approve Policy 6007 “Subdivision Process” as presented.

CARRIED

**7.4 POLICY 5004 FAMILY AND COMMUNITY SUPPORT SERVICES  
VOLUNTEER RECOGNITION**

**POLICY 5004 FCSS  
VOLUNTEER  
RECOGNITION**

MOTION: 21.07.348 Moved by: COUNCILLOR DUANE DIDOW  
That Council approve Policy 5004 “Family and Community Support Services (FCSS) Volunteer Recognition” as presented.

CARRIED

**7.5 POLICY 6307 VETERINARY SERVICES INCORPORATED**

**POLICY 6307 VSI**

MOTION: 21.07.349 Moved by: COUNCILLOR DALE GERVAIS  
That Council approve Policy 6307 “Veterinary Services Incorporated” as presented.

CARRIED

## **7.6 AUDITOR EXTENSION**

### **AUDITOR EXTENSION**

MOTION: 21.07.350 Moved by: COUNCILLOR TOM BURTON  
That Council extend the external audit service contract for Greenview to Metrix Group LLP for a term of two (2) years to include the 2021-year end, as outlined in the 2018 audit request for proposal.

CARRIED

Reeve Dale Smith recessed the meeting at 10:00 a.m.

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

## **7.10 DEBOLT SANI-DUMP LOCATION DISCUSSION**

### **DEBOLT SANI-DUMP LOCATION REPORT**

MOTION: 21.07.351 Moved by: COUNCILLOR TOM BURTON  
That Council accept the report regarding potential areas to develop a Sani-dump location in DeBolt.

CARRIED

Councillor Tom Burton vacated the meeting at 10:38 a.m.

## **7.7 RANGE ROAD 85 OVERLAY**

### **RANGE ROAD 85 OVERLAY**

MOTION: 21.07.352 Moved by: COUNCILLOR TYLER OLSEN  
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.

TABLED

### **TABLE – RANGE ROAD 85 OVERLAY**

MOTION: 21.07.353 Moved by: DEPUTY REEVE BILL SMITH  
That Council table motion #352, to award the Surfacing Project on Range Road 85 to Wapiti Gravel Suppliers, until later in the meeting.

CARRIED

## **7.8 ROAD CONSTRUCTION REQUEST**

### **OPTION #1 – RESIDENTIAL ACCESS TO ACCESS SW 30-69- 23W5M -CONSTRUCTED IN 2022**

MOTION: 21.07.354 Moved by: COUNCILLOR WINSTON DELORME  
That Council approve option # 1 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.

DEFERRED

**DEFER MOTION #353 –  
RESIDENTIAL ACCESS  
REQUEST**

MOTION: 21.07.355 Moved by: COUNCILLOR WINSTON DELORME  
That Council defer motion #354, Residential Access Request, until  
November 2021.

CARRIED

**7.9 GRANDE CACHE AIRPORT LEASE AGREEMENT**

**HELI-TACK BASE LEASE  
TO AB MINISTER OF AG.  
AND FORESTRY**

MOTION: 21.07.356 Moved by: COUNCILLOR WINSTON DELORME  
That Council authorize Administration to enter into an agreement with the  
Alberta Minister of Agriculture and Forestry to provide Heli-Tack Base -  
6433 – A- Highway 40, lease space at the Grande Cache, Alberta Airport.

CARRIED

Councillor Tom Burton re-entered the meeting at 11:06 a.m.

**7.11 TAX RECOVERY – PUBLIC SALE OF LAND**

**TAX RECOVERY**

MOTION: 21.07.357 Moved by: COUNCILLOR DALE GERVAIS  
That Council set the reserve bid terms and conditions that apply to the  
public sale of land as per the attached notice contained herein.

CARRIED

**PUBLIC AUCTION DATE**

MOTION: 21.07.358 Moved by: COUNCILLOR TYLER OLSEN  
That Council set Wednesday September 15, 2021, at 1:30 p. m. Mountain  
Standard Time at the Greenview Administration Building, Valleyview, Alberta  
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

CARRIED

**7.12 CPO PRIORITY REVIEW**

**CPO PROGRAM  
PRIORITY**

MOTION: 21.07.359 Moved by: COUNCILLOR SHAWN ACTON  
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.

CARRIED

### **7.13 MISS TEEN ALBERTA SPONSORSHIP**

**MISS TEENAGE CANADA  
PAGEANT -  
SPONSORSHIP**

MOTION: 21.07.360 Moved by: COUNCILLOR WINSTON DELORME  
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.

CARRIED

### **7.14 COOP AND ENTERPRISES CEMETERY BOARD APPOINTMENTS**

**CO-OP AND  
ENTERPRISES CEMETERY  
BOARD APPOINTMENTS  
– MARLIN MOBERLY**

MOTION: 21.07.361 Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint Marlin Moberly to the Grande Cache Cooperatives & Enterprises Cemetery Board for the remainder of the term ending October 2022.

CARRIED

**CO-OP AND  
ENTERPRISES CEMETERY  
BOARD APPOINTMENTS  
– ALVIN FINDLAY**

MOTION: 21.07.362 Moved by: COUNCILLOR DUANE DIDOW  
That Council appoint Alvin Findlay to the Grande Cache Cooperatives & Enterprises Cemetery Board for the remainder of the term ending October 2022.

CARRIED

**CO-OP AND  
ENTERPRISES CEMETERY  
BOARD APPOINTMENTS  
– SHIRLEY HAGGART**

MOTION: 21.07.363 Moved by: COUNCILLOR WINSTON DELORME  
That Council appoint Shirley Haggart to the Grande Cache Cooperatives & Enterprises Cemetery Board for the remainder of the term ending October 2022.

CARRIED

### **7.15 GREENVIEW INDUSTRIAL GATEWAY COSTS**

**GREENVIEW  
INDUSTRIAL GATEWAY  
COSTS**

MOTION: 21.07.364 Moved by: COUNCILLOR DALE GERVAIS  
That Council accept the Greenview Industrial Gateway costs report for information, as presented.

CARRIED

Reeve Dale Smith recessed the meeting at 11:59 a.m.

Reeve Dale Smith reconvened the meeting at 1:00 p.m.

### **7.16 MANAGERS' REPORTS**

**MANAGERS' REPORTS**

MOTION: 21.07.365 Moved by: COUNCILLOR TOM BURTON  
That Council accept the Managers' Reports for information, as presented.

CARRIED

## **7.17 2021 RATEPAYER BBQS**

**2021 RATEPAYERS BBQS** MOTION: 21.07.366 Moved by: REEVE DALE SMITH  
That Council rescind motion 21.03.154 'That Council cancel the 2021 Ratepayers BBQs due to the COVID -19 pandemic and the present public health restrictions.'

CARRIED

**PLAN 2021 RATEPAYER BBQS** MOTION: 21.07.367 Moved by: COUNCILLOR DUANE DIDOW  
That Council direct Administration to plan the 2021 Ratepayer BBQs.

CARRIED

### **#8 NOTICE OF MOTION**

## **8.0 NOTICE OF MOTION**

**INVESTIGATE THE DISSOLUTION LIABILITY – AG. SOCIETY** NOTICE OF MOTION Councillor Dale Gervais  
That Administration investigate the dissolution liability regarding if an Agricultural Society were to dissolve.

## **7.7 RANGE ROAD 85 OVERLAY**

**RANGE ROAD 85 OVERLAY – LIFT MOTION** MOTION: 21.07.368 Moved by: COUNCILLOR TYLER OLSEN  
That Council lift tabled motion #352, to award the Surfacing Project on Range Road 85 to Wapiti Gravel Suppliers

CARRIED

**AWARD – SURFACING PROJECT ON RR 85 TO WAPITI GRAVEL SUPPLIERS** MOTION: 21.07.352 Moved by: COUNCILLOR TYLER OLSEN  
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.

CARRIED

**TRANSFER OF \$605,442** MOTION: 21.07.369 Moved by: COUNCILLOR DALE GERVAIS  
That Council approve the transfer of \$605,442.60 from the Road Infrastructure Reserve.

CARRIED

## **6.1 BYLAW 21-876 PROCEDURAL BYLAW**

**3<sup>RD</sup> READING – BYLAW 21-876** MOTION: 21.07.370 Moved by: COUNCILLOR DUANE DIDOW  
That Council give third reading to Bylaw 21-876 "Procedural Bylaw" as presented.

CARRIED

**#9 CLOSED SESSION**

**9.0 CLOSED SESSION**

**CLOSED SESSION**

**MOTION: 21.07.371** Moved by: COUNCILLOR TOM BURTON  
That the meeting go to Closed Session, at 2:06 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

CARRIED

**9.1 ADVICE FROM OFFICIALS**

*(FOIPP; Section 24)*

**OPEN SESSION**

**MOTION: 21.07.372** Moved by: DEPUTY REEVE BILL SMITH  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 2:28 p.m.

CARRIED

**#10  
MEMBER REPORTS &  
EXPENSE CLAIMS**

**10.0 MEMBERS BUSINESS**

**WARD 1**

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

- Special Council Meeting

**WARD 2**

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

- Special Council Meeting
- Greenview Regional Multiplex Meeting

**WARD 3**

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

- Greenview Regional Waste Management Meeting
- Special Council Meeting

**WARD 4**

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

- Greenview Regional Waste Management Meeting
- Special Council Meeting
- Water North Coalition Meeting
- Valleyview Library Meeting
- PREDA Meeting

**WARD 5**

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

- Agricultural Service Board Meeting
- Valleyview Grad Ceremony
- Premier Kenney, Minister Toews, other elected officials Meeting
- Special Council Meeting

**WARD 6**

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

- Premier Kenney, Minister Toews, other elected officials Meeting
- Special Council Meeting
- Grande Prairie Tourism AGM Board Meeting
- Grande Prairie Regional Tourism AGM/Board Meeting

**WARD 7**

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

- Grande Spirit Foundation Meeting
- Alberta Care Meeting
- PACE Meeting
- Special Council Meeting

**WARD 8**

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

- Agricultural Service Board Meeting
- Community Futures Meeting
- Special Council Meeting

**WARD 9**

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

- Community Futures Meeting
- Community Futures AGM
- FCSSAA Meeting
- Special Council Meeting

**WARD 9**

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

- Community Futures Meeting
- Strategic Planning Meeting
- Community Futures West Yellowhead AGM
- Community Futures West Yellowhead Board Meeting
- Nitehawk AGM / Board Meeting
- Special Council Meeting

**MEMBERS BUSINESS**

MOTION: 21.07.373 Moved by: COUNCILLOR TOM BURTON  
That Council accept the Members Business Reports as presented.  
CARRIED

**#11  
ADJOURNMENT**

**11.0 ADJOURNMENT**

MOTION: 21.07.374 Moved by: COUNCILLOR WINSTON DELORME  
That Council adjourn this Regular Council Meeting at 2:52 p.m.  
CARRIED

---

CHIEF ADMINISTRATIVE OFFICER

---

CHAIR



# REQUEST FOR DECISION

---

**SUBJECT:** Bylaw No. 21-879 Re-designate from Agricultural One (A-1) District to Country Residential One (CR-1) District

<b>SUBMISSION TO:</b>	REGULAR COUNCIL MEETING	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>	
<b>MEETING DATE:</b>	July 27, 2021	<b>CAO:</b> SW	<b>MANAGER:</b> JS
<b>DEPARTMENT:</b>	PLANNING & DEVELOPMENT	<b>GM:</b> RA	<b>PRESENTER:</b> LD
<b>STRATEGIC PLAN:</b>	Development	<b>LEG:</b> DL	

---

**RELEVANT LEGISLATION:**

**Provincial (cite)** – *Municipal Government Act, RSA 2000*

**Council Bylaw/Policy (cite)** – *Municipal Development Plan No. 15-742; Land Use Bylaw No. 18-800*

---

**RECOMMENDED ACTION:**

**MOTION:** That Council give First Reading to Bylaw No. 21-879, to re-designate a 2.33-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-28-70-22-W5.

---

**BACKGROUND/PROPOSAL:**

The application for land use amendment A21-001 has been submitted by Beairsto & Associates Engineering on behalf of the landowner, Michael and Lynelle Brochu, to redesignate a **4.44-hectare** (10.98-acre) ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-28-70-22-W5, in the Valleyview area, Ward 3. The proposed lot extends to the south to include a second approach and at 4.44-hectare, would require a variance of the 4.04-hectare maximum size allotted in the Country Residential One (CR-1) District of the Land Use Bylaw.

The re-designation would allow for the subsequent subdivision of the existing yard site, which includes a residence, ancillary buildings, dugout, two driveways and all services. To accommodate the setback requirements for the existing open discharge septic system approximately 2.11-hectare (5.21-acre) ± of land classified as better agricultural lands, having a Farmland Assessment Rating of 42.6%, has been included in the application. As set out on the attached Schedule 'C', the Canada Land Inventory shows the soil area identification as 1071, with 60% to be Class 4 – having severe limitations, sub class 1 – W (excess water) and 40% to be Class 3 – moderately severe limitations, sub class 1 – C (adverse climate).

An approach to the balance exists from Range Road 223A adjacent to the west boundary of the quarter. Construction and Engineering responded that 5.03-metre of road widening would be required adjacent to both Range Road 223 and Range Road 223A. Greenview's Environmental Services, Alberta Energy Regulator and East Smoky Gas Co-op responded with no concerns.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Country Residential One (CR-1) District. The application meets the requirements of

the Municipal Government Act and the Municipal Development Plan, except for the inclusion of 2.11-hectare ± of land classified as better agricultural land. Administration does not anticipate any negative development or land use impacts from subdivision of the existing residence. As well, the proposed amendment will be compatible with existing surrounding residential developments.

Administration is recommending that Council gives First Reading to Bylaw No. 21-879, subject to parcel reduction to 2.33-hectare (5.75-acre) ±, to exclude the majority of the better agricultural land and the second approach (south) to comply with Greenview's legislation. Including the south approach in the proposal would require a parcel size of 3.04-hectare (7.5-acre) ±. The reduction of parcel size would require the landowner to upgrade the existing open discharge system as setback distances from property lines would not be accommodated by the reduced parcel size.

The definition of Better Agricultural Land in Greenview's Municipal Development Plan, 'means *cultivated or improved land* which has a Rural Farmland Assessment (RFA) Rating of 28% or higher, or Canada Land Inventory (CLI) Class 4 for *unimproved land*. This rating is subject to confirmation by more current assessment ratings conducted by Greenview's Assessment Department, independent soils analysis, site inspections or a combination thereof. The definition may exclude any land which by reason of physical features, slope, configuration, surrounding land use, size, physical severance, or lands that are identified for development in an approved Area Structure Plan may impair the ability of the land to be economically farmed'.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that re-designation would allow the Landowner to retain his home on a lot zoned country residential and leave the agricultural lands on a separate title to either retain or sell.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that rural residential is an unsustainable method of housing when Council considers costs of servicing, servicing levels, as well as service delivery.

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to table Bylaw No. 20-879 for further discussion or information.

**Alternative #2:** Council has the alternative to deny the request completely and not allow the rezoning. The proposed amendment is contemplated by the existing legislation and does not, in and of itself, represent an issue from Administration's perspective, subject to the parcel size being reduced to remove excess lands considered Better Agricultural Lands and to include only one approach in accordance with policy.

---

#### FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

---

#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Consult

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

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

---

**FOLLOW UP ACTIONS:**

Administration will notify the landowner of the decision of Council, schedule a Public Hearing and ensure advertising of the Public Hearing is conducted in accordance with Greenview's Advertising Bylaw. Once a Public Hearing has been held, the bylaw will be returned to Council for second and third reading.

---

**ATTACHMENT(S):**

- Schedule 'A' – Bylaw No. 21-879
- Schedule 'B' – Proposed Land Use Amendment Maps
- Schedule 'C' – Canada Land Inventory – Soil Capability Classification Info



# **BYLAW No. 21-879**

## **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 No. 18-800, being the Land Use Bylaw for the Municipal District of Greenview No. 16**

**PURSUANT TO** Section 692 of the Municipal Government Act, being Chapter M-26, R.S.A. 2000, as Amended, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

1. That Map No. 15 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to reclassify the following area:

All that Portion of the  
Northeast (NE) Quarter of Section Twenty-Eight (28)  
Within Township Seventy (70)  
Range Twenty-Two (22) West of the Fifth Meridian (W5M)

As identified on Schedule "A" attached.

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

Read a first time this \_\_\_\_ day of July, A.D., 2021.

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**

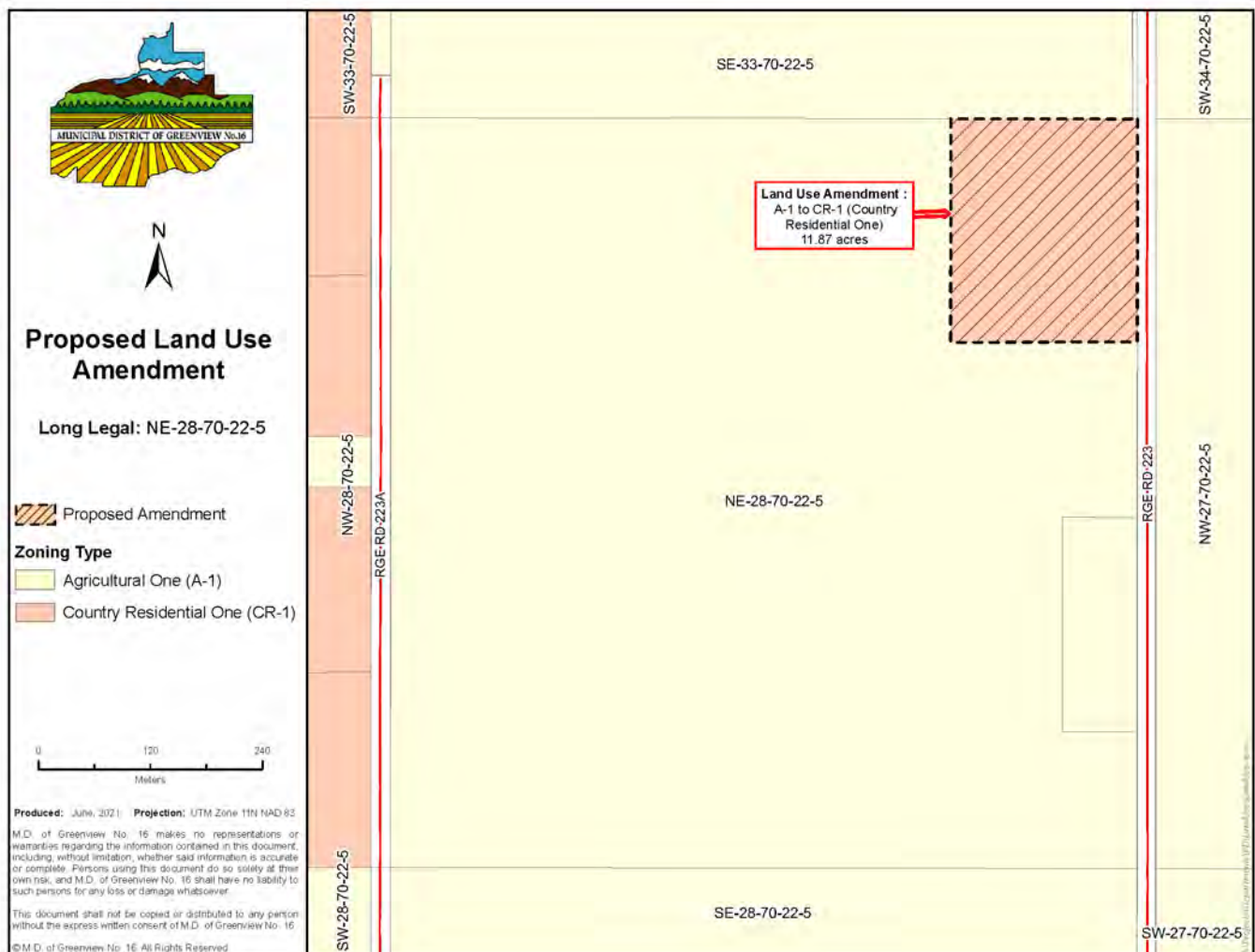
## SCHEDULE "A"

To Bylaw No. 21-879

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Northeast (NE) Quarter of Section Twenty-Eight (28)  
Within Township Seventy (70)  
Range Twenty-Two (22) West of the Fifth Meridian (W5M)

Is reclassified from Agricultural One (A-1) District to Country Residential One (CR-1) District as identified below:

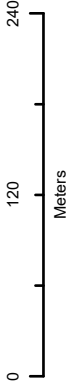
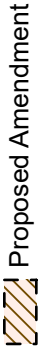




# Proposed Land Use Amendment

Long Legal: NE-28-70-22-5

20



**Produced:** June, 2021 **Projection:** UTM Zone 11N NAD 83  
M.D. of Greenview No. 16 makes no representations or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and M.D. of Greenview No. 16 shall have no liability to such persons for any loss or damage whatsoever.

This document shall not be copied or distributed to any person without the express written consent of M.D. of Greenview No. 16.

© M.D. of Greenview No. 16. All Rights Reserved.





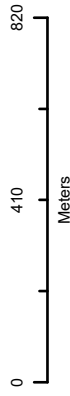
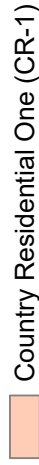
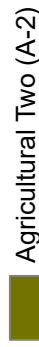
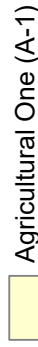
## Proposed Land Use Amendment

Long Legal: NE-28-70-22-5

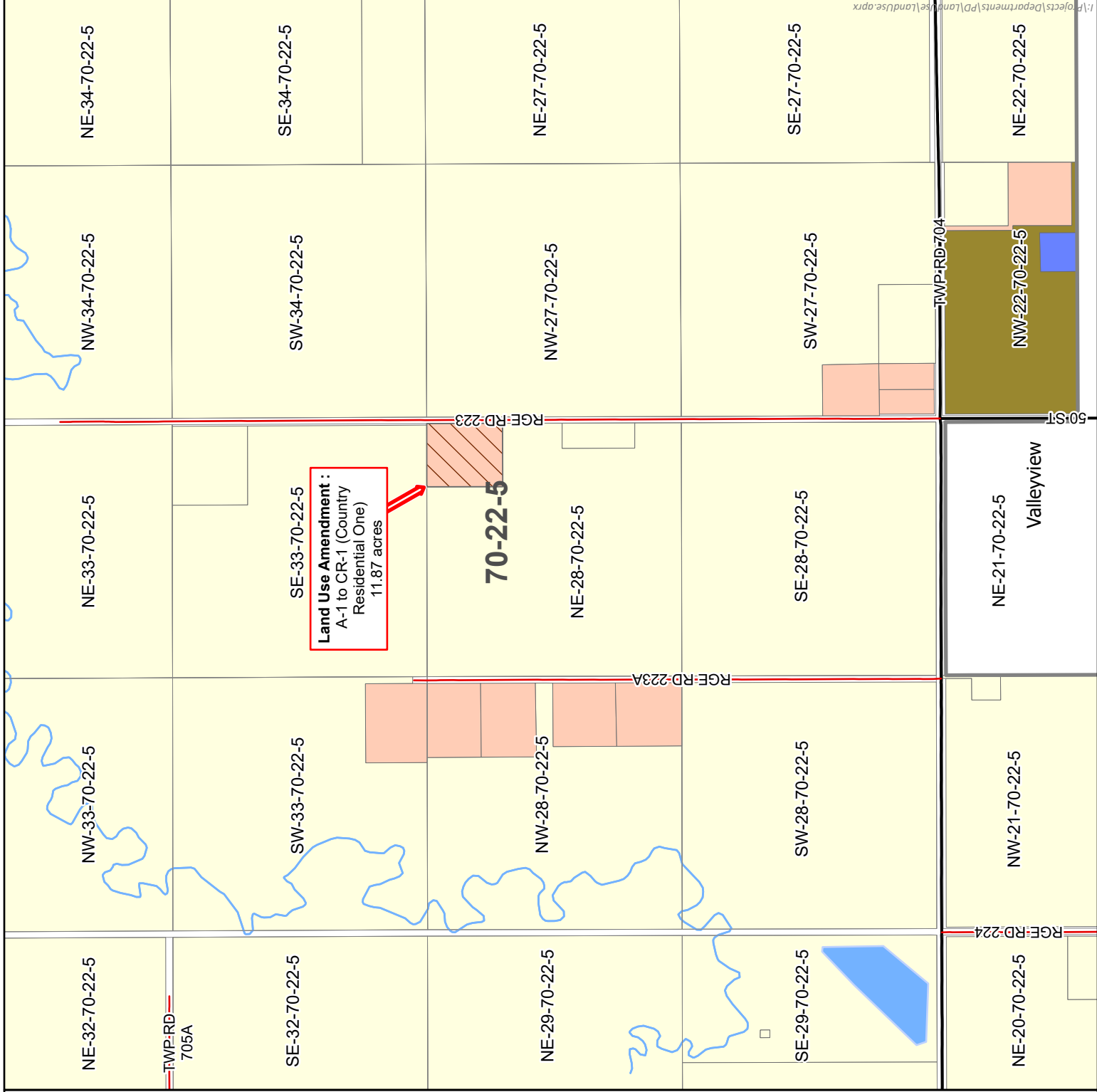
21



### Zoning Type



**Produced:** June, 2021 **Projection:** UTM Zone 11N NAD 83  
M.D. of Greenview No. 16 makes no representations or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and M.D. of Greenview No. 16 shall have no liability to such persons for any loss or damage whatsoever.  
This document shall not be copied or distributed to any person without the express written consent of M.D. of Greenview No. 16.  
© M.D. of Greenview No. 16. All Rights Reserved.



## Schedule 'C'

### Overview Of Classification Methodology for Determining Land Capability For Agriculture

The CLI agriculture product shows the varying potential of a specific area for agricultural production. It indicates the classes and subclasses according to the Soil Capability Classification of Agriculture, which is based on characteristics of the soil as determined by soil surveys. The mineral soils are grouped into 7 classes and 13 subclasses according to the potential of each soil for the production of field crops. Organic soils are not a part of the classification and are shown as a single separate unit (0).

These agricultural capability maps can be used at the regional level for making decisions on land improvement and farm consolidation, for developing land-use plans, and for preparing equitable land assessments.

Some of the important factors on which agricultural classification is based are: 1) The soils will be well managed and cropped, under a largely mechanized system. 2) Land requiring improvements, including clearing, that can be made economically by the farmer, is classed according to its limitations or hazards in use after the improvements have been made. Land requiring improvements beyond the means of the farmer is classed according to its present condition. 3) The following are not considered: distances to market, kind of roads, location, size of farms, type of ownership, cultural patterns, skill or resources of individual operations, and hazard of crop damage by storms. 4) The classification does not include capability of soils for trees, tree fruits, small fruits, ornamental plants, recreation, or wildlife. 5) The classes are based on the intensity, rather than kinds, of their limitations for agriculture. Each class includes many kinds of soil, and many of the soils in any class require unique management and treatment. 6) Land given a capability classification of 6 or 7 will never warrant irrigation since the benefits derived from irrigation would be negligible. For this reason, capability Classes 6 and 7 will always appear in the non-irrigated portion (Classes A to C) of a land unit classification.

### Land Capability Class Descriptions for Agriculture

The classes indicate the degree of limitation imposed by the soil in its use for mechanized agriculture. The subclasses indicate the kinds of limitations that individually or in combination with others, are affecting agricultural land use.

#### Classes

Note: To see a further description of each class, select each class in the following table.

<a href="#">Classes</a>	Description
<b>Class 1</b>	Soils in this class have no significant limitations in use for crops.
<b>Class 2</b>	Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices.
<b>Class 3</b>	Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices.

<b>Class 4</b>	Soils in this class have severe limitations that restrict the range of crops or require special conservation practices.
<b>Class 5</b>	Soils in this class have very severe limitations that restrict their capability in producing perennial forage crops, and improvement practices are feasible.
<b>Class 6</b>	Soils in this class are capable only of producing perennial forage crops, and improvement practices are not feasible.
<b>Class 7</b>	Soils in this class have no capacity for arable culture or permanent pasture.
<b>Class 0</b>	Organic Soils (not placed in capability classes).


### Subclasses

Note: To see a further description of each subclass, select each class in the following table.

#### Subclasses Description

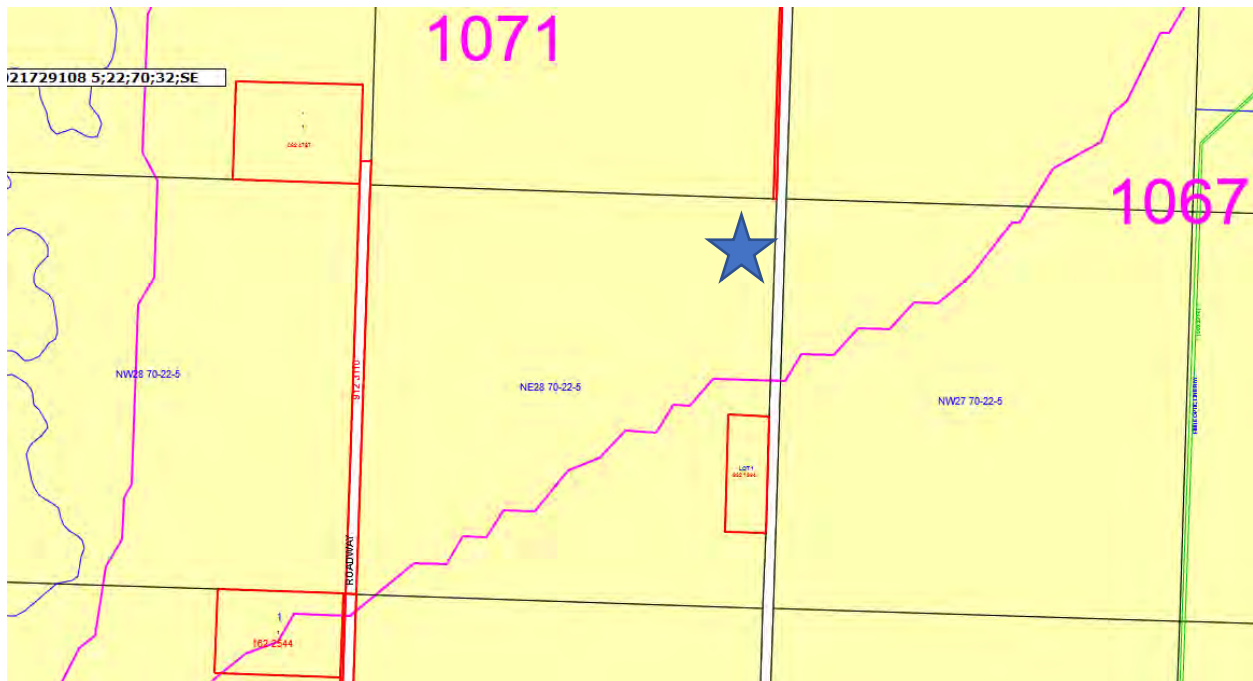
<u>C</u>	Adverse climate
<u>D</u>	Undesirable soils structure and/or low permeability
<u>E</u>	Erosion
<u>F</u>	Low fertility
<u>I</u>	Inundation by streams or lakes
<u>M</u>	Moisture limitations
<u>N</u>	Salinity
<u>P</u>	Stoniness
<u>R</u>	Consolidated bedrock
<u>S</u>	Combination of subclasses
<u>T</u>	Topography
<u>W</u>	Excess water
<u>X</u>	This Subclass is comprised of soils having a limitation resulting from the cumulative effect of two or more adverse characteristics

## NE-28-70-22-W5

<div>  <b>Selected Soil</b> </div>							
Map	Area ID	ATS	Area	Perimeter	Prime AGR	Marge AGR	Limit AGR
A083N	1071		3516365	11172.17	40	60	Erosion/Inundation

Class	Percent	Sub Class 1	Sub Class 2
4 - Severe limitations	60	W - Excess water	
3 - Moderately severe limitations	40	C - Adverse climate	
<a href="#">&lt; Previous</a> <a href="#">Next &gt;</a>			





# REQUEST FOR DECISION

---

**SUBJECT:** Bylaw No. 21-880 Re-designate from Agricultural One (A-1) District to Country Residential One (CR-1) District

<b>SUBMISSION TO:</b>	REGULAR COUNCIL MEETING	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>	
<b>MEETING DATE:</b>	July 27, 2021	CAO: SW	MANAGER: JS
<b>DEPARTMENT:</b>	PLANNING & DEVELOPMENT	GM: RA	PRESENTER: LD
<b>STRATEGIC PLAN:</b>	Development	LEG: DL	

---

**RELEVANT LEGISLATION:**

**Provincial (cite)** – *Municipal Government Act, RSA 2000*

**Council Bylaw/Policy (cite)** – *Municipal Development Plan No. 15-742; Land Use Bylaw No. 18-800*

---

**RECOMMENDED ACTION:**

**MOTION:** That Council give First Reading to Bylaw No. 21-880, to re-designate a 2.023-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-09-71-25-W5.

---

**BACKGROUND/PROPOSAL:**

The application for land use amendment A21-002 has been submitted by Edward and Paula Zenner, to redesignate a **4.04-hectare** (9.98-acre) ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-09-71-25-W5, in the Crooked Creek area, Ward 7.

The re-designation would allow for the subsequent subdivision of a vacant lot for future residential purposes. The landowner has indicated the ideal building site being located on a knoll just south of the trees and roughly 200-metre west of the road. The cultivated area included in the proposal consists of approximately half of the proposed lot and is classified as better agricultural lands by Greenview's definition in the Municipal Development Plan having a Farmland Assessment Rating (FAR) of 33.0%, with the treed area rated at 6%. As set out on the attached Schedule 'C', the Canada Land Inventory shows the soil area identification as 755, with 90% to be Class 4 – having severe limitations, sub class 1 – S (a combination of subclasses).

An approach exists to the proposed lot but would require upgrading at the subdivision stage, and a satisfactory approach to the balance exists south of the proposal. Road widening of 5.03-metres was registered adjacent to both road allowances at the time the first parcel was subdivided from the quarter. All other referral agencies responded with no concerns, including Alberta Transportation.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Country Residential One (CR-1) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan, other than the inclusion of 2.02-hectare ± of land classified as better agricultural land. Administration does not anticipate any negative development

or land use impacts from a subdivision at this location and the proposed amendment will be compatible with existing surrounding residential developments.

Administration is recommending that Council approve First Reading to Bylaw No. 21-880, for a 2.02-hectare parcel to include the treed area only, to comply with legislation. The definition of Better Agricultural Land in Greenview's Municipal Development Plan, 'means *cultivated or improved land* which has a Rural Farmland Assessment (RFA) Rating of 28% or higher, or Canada Land Inventory (CLI) Class 4 for *unimproved land*. This rating is subject to confirmation by more current assessment ratings conducted by Greenview's Assessment Department, independent soils analysis, site inspections or a combination thereof. The definition may exclude any land which by reason of physical features, slope, configuration, surrounding land use, size, physical severance, or lands that are identified for development in an approved Area Structure Plan may impair the ability of the land to be economically farmed'.

Administration recognizes that the existing approach could not be utilized with the above recommendation. A minimum of 2.83-hectare  $\pm$ , which would include 0.81-hectare  $\pm$  of better agricultural land would be needed to accommodate setback requirements in Greenview's Development Guidelines and Municipal Servicing Standards if the existing approach location is retained. Further, the reduction in parcel size would not allow the developer to build on the desired site and installation of an open discharge septic system would not be possible, as setback distances from property lines could not be met.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that re-designation would allow the Landowner to increase the residential opportunities available in Greenview through a future subdivision.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that rural residential is an unsustainable method of housing when Council considers costs of servicing, servicing levels, as well as service delivery.

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to table Bylaw No. 20-880 for further discussion or information.

**Alternative #2:** Council has the alternative to deny the request completely and not allow the rezoning. The proposed amendment is contemplated by the existing legislation and does not, in and of itself, represent an issue from Administration's perspective, subject to the parcel size being reduced to remove lands considered Better Agricultural Lands.

---

#### 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:**

Administration will notify the landowner of the decision of Council, schedule a Public Hearing and ensure advertising of the Public Hearing is conducted in accordance with Greenview's Advertising Bylaw. Once a Public Hearing has been held, the bylaw will be returned to Council for second and third reading.

---

**ATTACHMENT(S):**

- Schedule 'A' – Bylaw No. 21-880
- Schedule 'B' – Proposed Land Use Amendment Maps
- Schedule 'C' – Canada Land Inventory - Soil Capability Classification Info



# **BYLAW No. 21-880**

## **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 No. 18-800, being the Land Use Bylaw for the Municipal District of Greenview No. 16**

**PURSUANT TO** Section 692 of the Municipal Government Act, being Chapter M-26, R.S.A. 2000, as Amended, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

1. That Map No. 14 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to reclassify the following area:

All that Portion of the  
Northeast (NE) Quarter of Section Nine (9)  
Within Township Seventy-One (71)  
Range Twenty-Five (25) West of the Fifth Meridian (W5M)

As identified on Schedule "A" attached.

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

Read a first time this \_\_\_\_ day of July, A.D., 2021.

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**

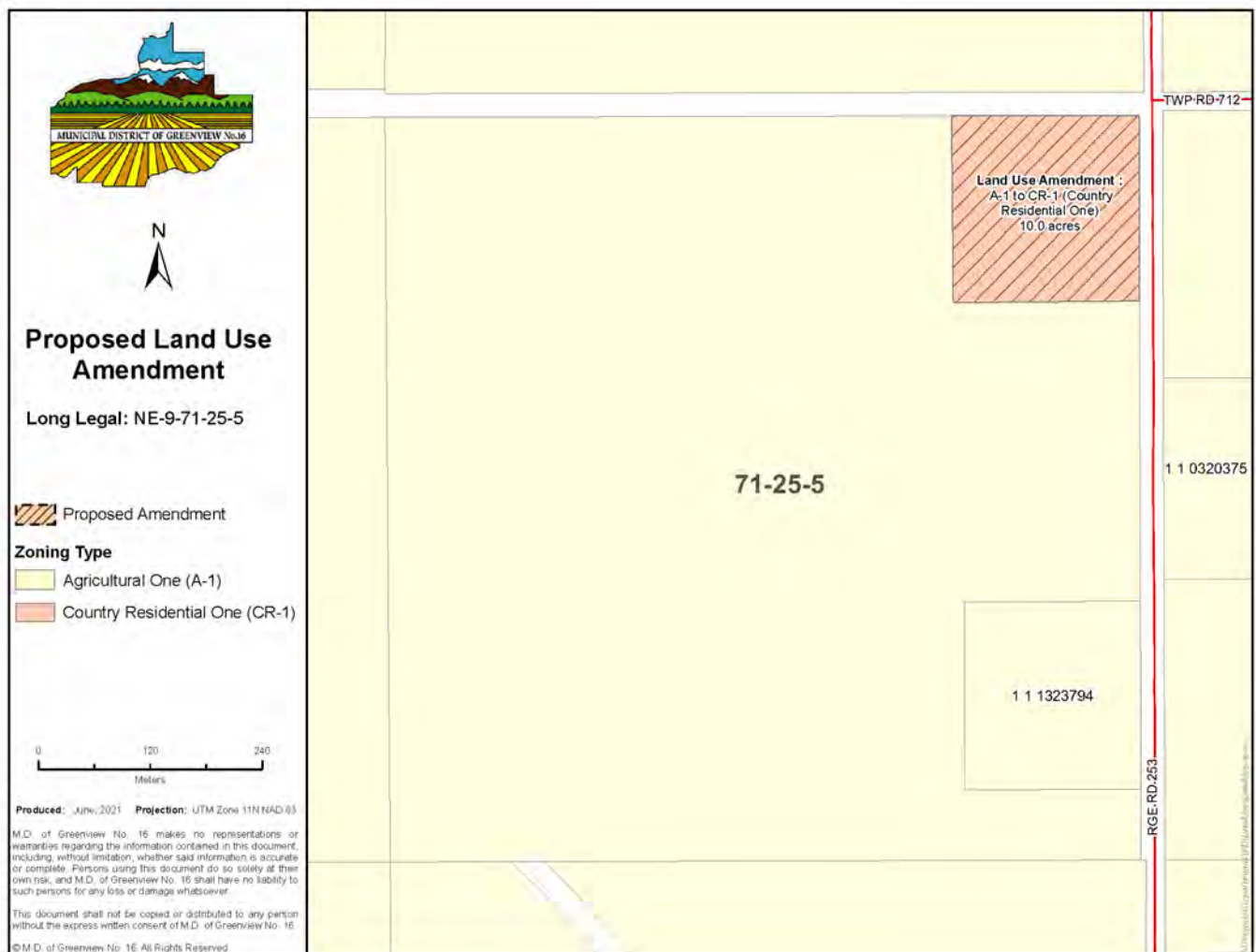
## SCHEDULE "A"

To Bylaw No. 21-880

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Northeast (NE) Quarter of Section Nine (9)  
Within Township Seventy-One (71)  
Range Twenty-Five (25) West of the Fifth Meridian (W5M)

Is reclassified from Agricultural One (A-1) District to Country Residential One (CR-1) District as identified below:




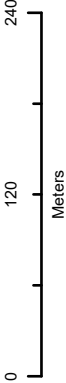


# Proposed Land Use Amendment

Long Legal: NE-9-71-25-5

30

 Proposed Amendment



**Produced:** June, 2021 **Projection:** UTM Zone 11N NAD 83  
M.D. of Greenview No. 16 makes no representations or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and M.D. of Greenview No. 16 shall have no liability to such persons for any loss or damage whatsoever.

This document shall not be copied or distributed to any person without the express written consent of M.D. of Greenview No. 16.

© M.D. of Greenview No. 16. All Rights Reserved.





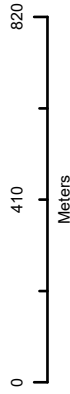
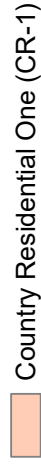
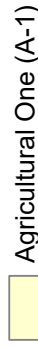
# Proposed Land Use Amendment

Long Legal: NE-9-71-25-5

31



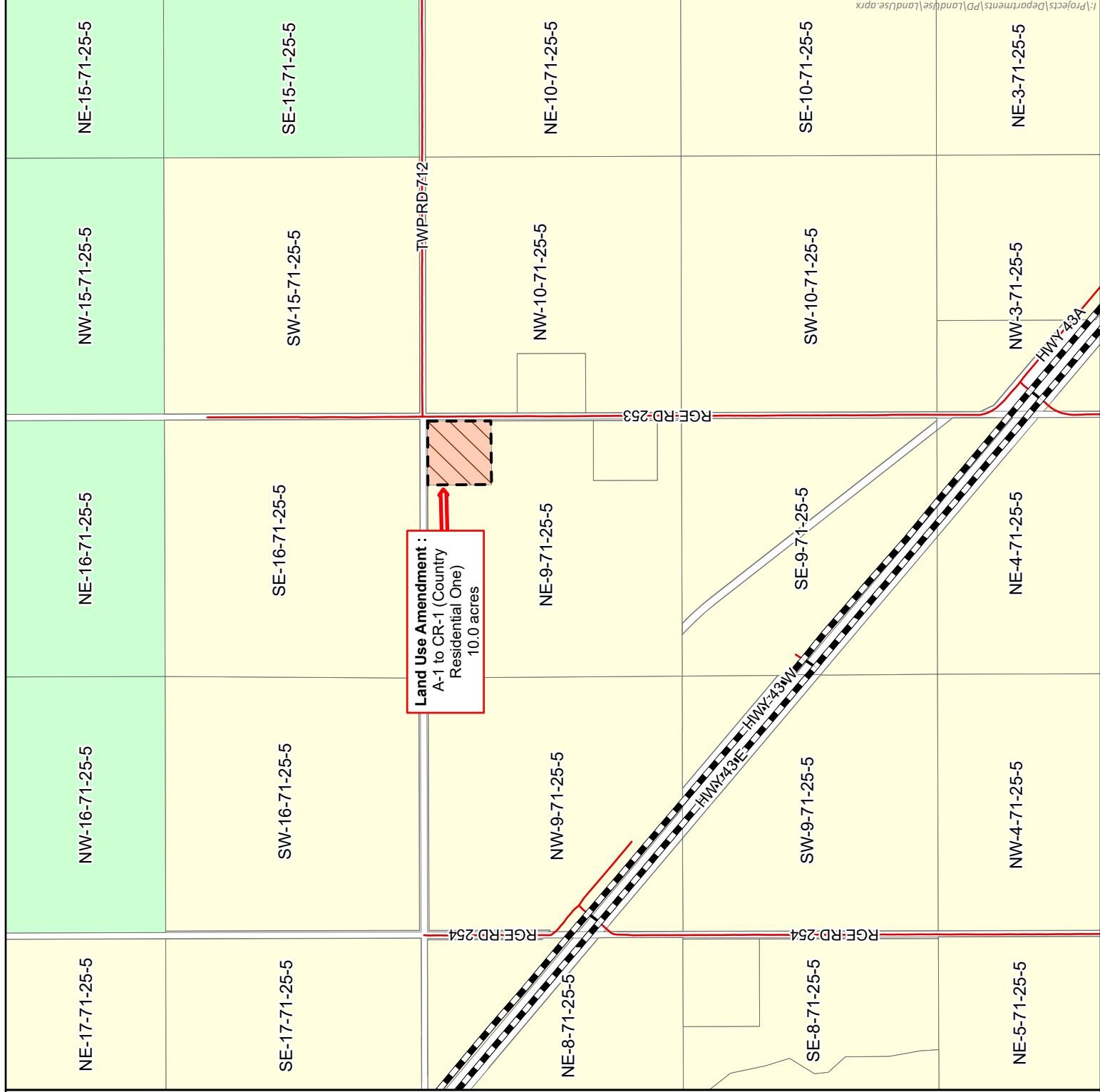
## Zoning Type



**Produced:** June, 2021 **Projection:** UTM Zone 11N NAD 83  
M.D. of Greenview No. 16 makes no representations or warranties regarding the information contained in this document, including, without limitation, whether said information is accurate or complete. Persons using this document do so solely at their own risk, and M.D. of Greenview No. 16 shall have no liability to such persons for any loss or damage whatsoever.

This document shall not be copied or distributed to any person without the express written consent of M.D. of Greenview No. 16.

© M.D. of Greenview No. 16. All Rights Reserved.



## Schedule 'C'

### Overview Of Classification Methodology for Determining Land Capability For Agriculture

The CLI agriculture product shows the varying potential of a specific area for agricultural production. It indicates the classes and subclasses according to the Soil Capability Classification of Agriculture, which is based on characteristics of the soil as determined by soil surveys. The mineral soils are grouped into 7 classes and 13 subclasses according to the potential of each soil for the production of field crops. Organic soils are not a part of the classification and are shown as a single separate unit (0).

These agricultural capability maps can be used at the regional level for making decisions on land improvement and farm consolidation, for developing land-use plans, and for preparing equitable land assessments.

Some of the important factors on which agricultural classification is based are: 1) The soils will be well managed and cropped, under a largely mechanized system. 2) Land requiring improvements, including clearing, that can be made economically by the farmer, is classed according to its limitations or hazards in use after the improvements have been made. Land requiring improvements beyond the means of the farmer is classed according to its present condition. 3) The following are not considered: distances to market, kind of roads, location, size of farms, type of ownership, cultural patterns, skill or resources of individual operations, and hazard of crop damage by storms. 4) The classification does not include capability of soils for trees, tree fruits, small fruits, ornamental plants, recreation, or wildlife. 5) The classes are based on the intensity, rather than kinds, of their limitations for agriculture. Each class includes many kinds of soil, and many of the soils in any class require unique management and treatment. 6) Land given a capability classification of 6 or 7 will never warrant irrigation since the benefits derived from irrigation would be negligible. For this reason, capability Classes 6 and 7 will always appear in the non-irrigated portion (Classes A to C) of a land unit classification.

### Land Capability Class Descriptions for Agriculture

The classes indicate the degree of limitation imposed by the soil in its use for mechanized agriculture. The subclasses indicate the kinds of limitations that individually or in combination with others, are affecting agricultural land use.

#### Classes

Note: To see a further description of each class, select each class in the following table.

<a href="#">Classes</a>	Description
<b>Class 1</b>	Soils in this class have no significant limitations in use for crops.
<b>Class 2</b>	Soils in this class have moderate limitations that restrict the range of crops or require moderate conservation practices.
<b>Class 3</b>	Soils in this class have moderately severe limitations that restrict the range of crops or require special conservation practices.


<b>Class 4</b>	Soils in this class have severe limitations that restrict the range of crops or require special conservation practices.
<b>Class 5</b>	Soils in this class have very severe limitations that restrict their capability in producing perennial forage crops, and improvement practices are feasible.
<b>Class 6</b>	Soils in this class are capable only of producing perennial forage crops, and improvement practices are not feasible.
<b>Class 7</b>	Soils in this class have no capacity for arable culture or permanent pasture.
<b>Class 0</b>	Organic Soils (not placed in capability classes).

### Subclasses

Note: To see a further description of each subclass, select each class in the following table.

#### Subclasses Description

<u>C</u>	Adverse climate
<u>D</u>	Undesirable soils structure and/or low permeability
<u>E</u>	Erosion
<u>F</u>	Low fertility
<u>I</u>	Inundation by streams or lakes
<u>M</u>	Moisture limitations
<u>N</u>	Salinity
<u>P</u>	Stoniness
<u>R</u>	Consolidated bedrock
<u>S</u>	Combination of subclasses
<u>T</u>	Topography
<u>W</u>	Excess water
<u>X</u>	This Subclass is comprised of soils having a limitation resulting from the cumulative effect of two or more adverse characteristics

 Selected Soil

Map	Area ID	ATS	Area	Perimeter	Prime AGR	Marge AGR	Limit AGR
A083N	755		294039000	309481.6	0	90	Soil Limitations

Class	Percent	Sub Class 1	Sub Class 2
4 - Severe limitations	90	S - Combination of subclasses	
O - Organic Soils	10		
< Previous   Next >			

For a full explanation of classes see <http://sis.agr.gc.ca/cansis/nsdb/cli/classdesc.html>





# REQUEST FOR DECISION

---

SUBJECT: **Disclosure Bylaw # 21-883**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 27, 2021  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act Sec 169; 170; 171

**Council Bylaw/Policy** (cite) –N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council give 1<sup>st</sup> reading to Disclosure Bylaw 21-883.**

**MOTION: That Council give 2nd reading to Disclosure Bylaw 21-883.**

---

## BACKGROUND/PROPOSAL:

Prior to the upcoming general election, draft Bylaw 21-883 is being brought forward for Council consideration. Under section 171 of the *Municipal Government Act (MGA)*, a Council may pass a bylaw requiring each Councillor to file a statement with the names of:

- the Councillor's family;
- the employers of the Councillor; and
- any corporations or partnerships in which the Councillor has an interest.

The draft bylaw is proposed to be a proactive disclosure to the public of any interest where personal financial interests may conflict with Council duties. Councillor Disclosure Statements would be filled out and submitted thirty days after an election or when any changes to interests occur. Councillor Disclosure Statements are proposed to be posted to the MD website to increase transparency to the public.

Municipalities with a similar bylaw include:

City of Edmonton

Town of Okotoks

County of Northern Lights

Section 172 of the *MGA* addresses the process for disclosure of any pecuniary interests a Councillor may have in a matter before Council. This draft bylaw does not negate this process. A Councillor must disclose the general nature of the pecuniary interest, abstain from voting and any discussion relating to the matter, and leave the room until discussion and voting on the matter is completed.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. Increases transparency to the public.
2. Aligns with governance best practices and improves information sharing to the public to improve trust in the democratic process.
3. Will assist councillors where they must vote on a matter, where the matter may be a conflict of interest, however is not a matter of pecuniary interest.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

There are no perceived disadvantages to the recommended motion.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council can opt to not pass the disclosure bylaw and keep things status quo.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

The proposed bylaw will be brought to the next council meeting for final reading(s).

---

ATTACHMENT(S):

**Alberta Municipal Affairs-Pecuniary Interest for Municipal Councillors (highlighted section Pages 4-5)**

**Municipal Government Act**

**Pecuniary Interest of Councillors**

**Definitions**

169 In this Division, (a) “corporation”, “director”, “distributing corporation”, “officer”, “shareholder”, “voting rights” and “voting shares” have the meanings given to them in the Business Corporations Act;

(b) “councillor’s family” means the councillor’s spouse or adult interdependent partner, the councillor’s children, the parents of the councillor and the parents of the councillor’s spouse or adult interdependent partner;

(c) “spouse” means the spouse of a married person but does not include a spouse who is living separate and apart from the person if the person and spouse have separated pursuant to a written separation agreement or if their support obligations and family property have been dealt with by a court order.

**Pecuniary interest**

170(1) Subject to subsection (3), a councillor has a pecuniary interest in a matter if

(a) the matter could monetarily affect the councillor or an employer of the councillor, or

(b) the councillor knows or should know that the matter could monetarily affect the councillor’s family.

(2) For the purposes of subsection (1), a person is monetarily affected by a matter if the matter monetarily affects

(a) the person directly,

(b) a corporation, other than a distributing corporation, in which the person is a shareholder, director or officer,

(c) a distributing corporation in which the person beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the person is a director or officer, or

(d) a partnership or firm of which the person is a member.

(3) A councillor does not have a pecuniary interest by reason only of any interest

(a) that the councillor, an employer of the councillor or a member of the councillor’s family may have as an elector, taxpayer or utility customer of the municipality,

(b) that the councillor or a member of the councillor’s family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,

(c) that the councillor or member of the councillor’s family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor’s family may be entitled by being appointed by the council to a position described in clause (b),

(d) that the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,

(e) that the councillor or a member of the councillor’s family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,

(f) that a member of the councillor’s family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,

- (g) that the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
  - (h) that the councillor or member of the councillor's family may have
  - (i) by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or (ii) by reason of remuneration received as a volunteer member of any of those voluntary organizations or services, (i) of the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
  - (j) that is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
  - (k) that a councillor may have by discussing or voting on a bylaw that applies to businesses or business activities when the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.
- (4) Subsection (3)(g) and (h) do not apply to a councillor who is an employee of an organization, club or service referred to in those clauses.

#### Bylaw requiring statement of disclosure

**171** A council may by bylaw (a) require that each councillor file with a designated officer a statement of the name or names of

- (i) the councillor's family, (ii) the employers of the councillor, (iii) each corporation, other than a distributing corporation, in which the councillor is a shareholder, director or officer, (iv) each distributing corporation in which the councillor beneficially owns voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which the councillor is a director or officer, and (v) each partnership or firm of which the councillor is a member, and
- (b) require the designated officer to compile a list of all the names reported on the statements filed with the officer and give a copy of the list to the employees of the municipality indicated in the bylaw. Checklist

# *Municipal Affairs*

## **Pecuniary Interest for Municipal Councillors**

January 2017

*Alberta* 

**Capacity Building, Municipal Services Branch**

*Pecuniary Interest for Municipal Councillors*

**Alberta Municipal Affairs**

© Her Majesty the Queen in Right of Alberta, as represented by the Minister of Municipal Affairs, 2017

[www.municipalaffairs.alberta.ca](http://www.municipalaffairs.alberta.ca)

This document is made available under the Open Government Licence – Alberta  
(<http://open.alberta.ca/publications/9781460132494>).

ISBN 978-1-4601-3248-7 (print)

ISBN 978-1-4601-3249-4 (PDF)

**Printed in Canada**

### Pecuniary Interest

Alberta's municipal councillors have a strong record of public service to their communities. As a public servant, you are responsible for upholding the public interest ahead of any private interests you may have.

The *Municipal Government Act (MGA)* describes pecuniary interest and sets out the procedures you must follow if a matter in which you have a pecuniary interest comes up at a council meeting or a committee of council meeting. These rules are designed to protect the public interest while ensuring that your ability to work is not adversely affected by your election to council.

In order that the public interest is served and seen to be served, it is important that you be open and honest about dealing with the municipality. Be fair to yourself, your electors, and your municipality by keeping your private interests in harmony with the public interest.

**This document is only a guide to the legislation. It is recommended that you consult your solicitor for advice on specific situations.**

### Definition

Section 170 of the *MGA* describes pecuniary interest as something which could monetarily affect you, your spouse, or adult interdependent partner, or children, your parents or the parents of your spouse (in other words, your immediate family), or a business which employs you or in which you have an interest.

Specifically, pecuniary interest means an interest in a matter which could monetarily affect:

- you
- a corporation, other than a distributing corporation, in which you are a shareholder, director or officer
- a distributing corporation in which you
  - beneficially own voting shares carrying at least 10% of the voting rights attached to the voting shares of the corporation or of which you are a director or officer
- a partnership or firm of which you are a member.

This section also says that *“a councillor has a pecuniary interest in a matter if (a) the matter could monetarily affect the councillor or an employer of the councillor, or (b) the councillor knows or should know that the matter could monetarily affect the councillor’s family.”* You must decide when you have a pecuniary interest. Council cannot make the decision for you.

Section 172 of the *MGA* sets out the procedure you must follow if a matter in which you have a pecuniary interest comes before any meeting in which you are taking part in your

## Pecuniary Interest for Municipal Councillors

capacity as a member of council. Failure to follow these procedures could lead to your disqualification from council.

### Exceptions

Several exceptions are listed in section 170(3) of the *MGA* so that an overly-restrictive interpretation of the provisions will not disrupt the affairs of the municipality or your function as a councillor.

A councillor does not have a pecuniary interest only because:

- the councillor, an employer of the councillor or a member of the councillor's family may have as an elector, taxpayer or utility customer of the municipality,
- the councillor or a member of the councillor's family may have by reason of being appointed by the council as a director of a company incorporated for the purpose of carrying on business for and on behalf of the municipality or by reason of being appointed as the representative of the council on another body,
- the councillor or member of the councillor's family may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor or member of the councillor's family may be entitled by being appointed by the council to a position described above,
- the councillor may have with respect to any allowance, honorarium, remuneration or benefit to which the councillor may be entitled by being a councillor,
- the councillor or a member of the councillor's family may have by being employed by the Government of Canada, the Government of Alberta or a federal or provincial Crown corporation or agency, except with respect to a matter directly affecting the department, corporation or agency of which the councillor or family member is an employee,
- a member of the councillor's family may have by having an employer, other than the municipality, that is monetarily affected by a decision of the municipality,
- the councillor or a member of the councillor's family may have by being a member or director of a non-profit organization as defined in section 241(f) or a service club,
- the councillor or member of the councillor's family may have
  - by being appointed as the volunteer chief or other volunteer officer of a fire or ambulance service or emergency measures organization or other volunteer organization or service, or
  - by reason of remuneration received as a volunteer member of any of those voluntary organizations or services,
- the councillor, an employer of the councillor or a member of the councillor's family that is held in common with the majority of electors of the municipality or, if the matter affects only part of the municipality, with the majority of electors in that part,
- the interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the councillor, or
- they discuss or vote on a bylaw that applies to businesses or business activities when

## Pecuniary Interest for Municipal Councillors

the councillor, an employer of the councillor or a member of the councillor's family has an interest in a business, unless the only business affected by the bylaw is the business of the councillor, employer of the councillor or the councillor's family.”

### What to Do

Section 172 of the *MGA* says that you may not take part in the discussion and decision-making on any matter in which you have a pecuniary interest. The legislation attempts to ensure that you are not discriminated either for or against by virtue of your membership on council.

If you have a pecuniary interest:

- you are to disclose that you have an interest and its general nature
- you are to abstain from any discussion of the matter and from voting
- you are to leave the room until the matter has been dealt with, and you should make sure that your abstention is recorded in the minutes.

For example, you might say *“Mr. Mayor, I am abstaining on this matter because I am a shareholder in the company. I am leaving the room and I ask that my abstention be recorded.”*

If the matter is one in which you, as an elector or property owner, have a right to be heard by council (for example, a land use bylaw amendment, lane or street closure, etc.), you are to disclose your interest and abstain, but you may remain in the room to be heard by council in the same manner as any person who is not a member of council. In this case, you should follow the procedure required of any other person to be placed on the list of delegations to be heard by council. When the matter comes up for hearing, you might say *“Madam Mayor, I am abstaining from this matter because I own the property affected. I ask that my abstention be recorded.”*

You should then leave the council table and go to the area where the public sits. The mayor should call you to make your presentation in the same manner as any other person. You should state your case, answer any questions that may be asked of you and then be seated in the public area for the remainder of the public hearing.

When council debates the matter it would be advisable to leave the room during the decision-making process.

### Temporary Absence

On occasion, you may be temporarily absent from a meeting when a matter in which you have an interest comes up for discussion. If so, upon returning to the meeting, or as soon as you discover that the matter was discussed, you are to disclose the general nature of your interest.

## Pecuniary Interest for Municipal Councillors

The *MGA* requires the secretary to note your disclosure in the minutes.

The purpose of this provision is to ensure that a member of council does not avoid disclosing an interest by simply leaving the meeting before the matter is discussed and returning after the discussion is complete. If some matter is discussed by council while you are temporarily absent from a meeting, upon your return and as soon as you become aware of the matter, you should get the attention of the chair and say something like *“Mr. Mayor, during my absence a matter was discussed in which I have an interest. I am disclosing that my husband is an employee of the company and I ask that my disclosure be recorded in the minutes.”*

### All Meetings

The disclosure and abstention rules apply to every meeting of council and any of its committees. They also apply to you at a meeting of any board, committee or agency to which you are appointed as a representative of council (section 172(6) of the *MGA*). In other words, any time that you are acting as a councillor, the disclosure and abstention rules apply to you.

It is important to remember to ask the secretary at any of these meetings to record your abstention and to check that it is actually included in the minutes.

### Doing Business

Although there is no prohibition on doing business with the municipality when you are a member of council, every contract or agreement with the municipality in which you have an interest must be approved by council (section 173 of the *MGA*). So, if your council has delegated purchasing authority to administration, it is important that those officials know of any business interests that you have and that you make sure council approves of any contract with your business. You cannot raise the matter in council, but, if you submit a bid or offer, you can note the matter must receive council approval. If it doesn't, you will be disqualified and the contract has no force or effect.

The following are the only exceptions:

- if the contract or agreement is for the performance of work or the provision of a service in the case of an emergency, or
- if the contract or agreement is for the sale of goods or services to the municipality or to persons contracting with the municipality at competitive prices by a dealer in those goods or services, that is incidental to, or in the ordinary course of business
- the agreement was entered into before your term of councillor started

### Statement of Disclosure of Interests

If you have extensive business interests, it may be difficult for you to know when these businesses are dealing with your municipality. It may be even more difficult for purchasing

## Pecuniary Interest for Municipal Councillors

agents to identify a contract which requires the approval of council because a member of council has an interest.

In such cases, it may help everyone involved – yourself included - if a listing of interests is available in the office. Council may, by bylaw, require its members to file a statement with a designated officer showing the names of their immediate families and any business in which they have an interest (section 171 of the *MGA*). The designated officer then compiles a list of all the names reported on the statements and provides it to the employees of the municipality indicated in the bylaw.

This provision is permissive. This means the council has the power to pass such a bylaw, however, is not required to do so.

### Remember

If you vote on a matter in which you have pecuniary interest, you are subject to disqualification, even if you vote against your interest.

Ask to have your abstention recorded in the minutes of the meeting.

The rules apply at all meetings of your council and its committees, and at the meetings of any board, commission, committee or agency to which you are appointed as a representative of the council.

If your council passes a bylaw requiring a statement of disclosure of interests, keep your statement up-to- date by regularly informing the designated officer of additions or deletions.

If you are in doubt as to whether you have a pecuniary interest, obtain a written legal opinion from your own solicitor.

**This guide is an information summary only and has no legislative sanction. For certainty, refer to the *Municipal Government Act* and the *Local Authorities Election Act*. Copies can be purchased from Alberta Queen's Printer Bookstore:**

7th floor Park Plaza Building  
10611 - 98 Avenue NW  
Edmonton, AB T5K 2P7

**Phone:** 780-427-4952

**Fax:** 780-452-0668

**Email:** [qp@gov.ab.ca](mailto:qp@gov.ab.ca)

**Website:** [www.qp.alberta.ca/](http://www.qp.alberta.ca/)



## BYLAW No. 21-883 of the Municipal District of Greenview No. 16

### A Bylaw of the Municipal District of Greenview No. 16 to require Councillor Statements of Disclosure.

**Whereas**, section 171 of the Municipal Government Act, RSA 2000, c. M-26 (hereinafter referred to as the “Act”) and amendments thereto, states that Council may pass a bylaw to require that each Councillor file a statement disclosing the names of the Councillor’s family, employers, corporate holdings and responsibilities, membership in a partnership or firm, with the Chief Administrative Officer of Greenview; and

**Whereas**, Council deems it desirable to require Councillors to file a disclosure statement with Greenview disclosing the names of people, corporations, or partnerships in which the Councillor has an interest and to establish the protocols for the reporting of those statements; and

**Therefore**, the Council of the Municipal District of Greenview No. 16, duly assembled, hereby enacts as follows:

1. **TITLE**
  - 1.1. This Bylaw may be known as the “Disclosure Bylaw.”
2. **DEFINITIONS**
  - 2.1. **Adult Interdependent Partner** means the person with whom a Councillor has resided in a relationship of interdependence:
    - A) For a continuous period of not less than 3 years;
    - B) Of some permanence, if there is a child of the relationship by birth or adoption; or
    - C) A person who has entered into an adult interdependent partnership agreement pursuant to the Adult Interdependent Partnerships Act, S.A. 2002, cA-45.
  - 2.2. **CAO** means the appointed Chief Administrative Officer for Greenview.
  - 2.3. **Council** means the Council for the Municipal District of Greenview No. 16, duly elected.
  - 2.4. **Councillor** means a member of Greenview Council, including the Reeve.
  - 2.5. **Councillor’s Disclosure Statement** means a statement in the form attached to this bylaw as Schedule A.
  - 2.6. **Distributing Corporation** means a corporation which trades its shares publicly and is identified as a reporting issuer of securities under the Securities Act, RSA 2000, c S-4.

2.7. **Employer** means any person, organization, corporation, partnership or other entity for whom a Councillor provides services for remuneration other than gifts or honoraria but does not include Greenview or any committee, organization or other body to which a Councillor provides services at the direction of Council or as part of the Councillor's duties.

2.8. **Family** means the Councillor's:

- A) Partner;
- B) Children;
- C) Parents; and
- D) Partner's parents.

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

2.10. **Non-Distributing Corporation** means a corporation which does not publicly trade its shares.

2.11. **Partner** means an Adult Interdependent Partner or Spouse.

2.12. **Spouse** means the husband or wife of a married person but does not include a person whom the Councillor is from separated pursuant to a written separation agreement or with respect to whom support and property obligations were resolved by court order.

### 3. **GENERAL**

3.1. A Councillor's Disclosure Statement will be in the form attached as Schedule "A" to this bylaw.

3.2. Every Councillor must file a Councillor's Disclosure Statement with the CAO or designate no later than thirty (30) days following:

- A) a by-election or general election; or
- B) any change to the information contained in the current Councillor's Disclosure Statement

3.3 The Councillor's Disclosure Statement must include the names of:

- A) The Councillor's Family;
- B) The Councillor's Employers;
- C) Any Non-Distributing Corporation in which the Councillor owns shares or is a director or officer;
- D) Any Distributing Corporation in which the Councillor beneficially owns ten percent of the voting shares; and
- E) Any partnership or firm in which the Councillor is a member.

3.4 The Councillor's Disclosure Statement, with the exception of the names of the Councillor's minor children, will be published to the Greenview website no later than thirty (30) days following receipt of the Councillor's Disclosure Statement.

4. **COMING INTO FORCE**

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

Read a first time this \_\_\_\_ day of \_\_\_\_\_, 2021.

Read a second time this \_\_\_\_ day of \_\_\_\_\_, 2021.

Read a third time this \_\_\_\_ day of \_\_\_\_\_, 2021.

---

REEVE

---

CHIEF ADMINISTRATIVE OFFICER

## SCHEDULE A

### DISCLOSURE FORM FOR MEMBERS OF GREENVIEW COUNCIL

**INSTRUCTIONS:** This form is to be completed by every member of Greenview Council and delivered, by 4:30 p.m. no later than 30 days following an election or refile with any changes to the information contained in this statement.

**NAME:** \_\_\_\_\_

#### PART A Councillor's Family Members

Relationship	Full Name
Mother:	
Father:	
Partner:	
Children:	
Partner's Mother:	
Partner's Father:	

#### PART B Councillor's Employers (Other than Greenview or Council direct employment)

Name(s) of Employer(s)

**PART C            Non-distributing Corporations in which Councillor is Shareholder, Officer or Director**

Name(s) of Corporation(S)

**PART D            Distributing Corporations in which Councillor is Director, Officer or Holds 10% of the voting shares**

Name(s) of Corporation(S)

**PART E            Firms or Partnerships in which Councillor is a Member**

Name(s) of Firm(s) or Partnership(s)

The personal information requested on this form is being collected pursuant to the authority given in section 171 of the *Municipal Government Act*, RSA 2000, c. M-26 and the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c. F-25. If you have any questions about the collection of this information, please contact the FOIP Coordinator at 780-524-7600.

\_\_\_\_\_  
Councillor's Signature

\_\_\_\_\_  
Date



# REQUEST FOR DECISION

---

SUBJECT:	<b>Voting Subdivisions</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 27, 2021	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM: EK	PRESENTER: DL
STRATEGIC PLAN:	Level of Service	LEG: DL	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Local Authorities Election Act RSA 2000 Chapter L-21, Section 36

**Council Bylaw/Policy** (cite) – Bylaw 20-862 Municipal Elections

---

## RECOMMENDED ACTION:

**MOTION:** That Council authorize the Returning Officer to divide the local jurisdiction into voting subdivisions and alter their boundaries as needed for the 2021 General Election.

---

## BACKGROUND/PROPOSAL:

The Greenview municipal election is upcoming in October. Providing the Returning Officer with the authority to create voting subdivisions ensures that Greenview will be prepared in the event a polling station is unable to be used or an incident occurs. Residents of that ward will still be able to maintain their right to vote by doing so at another polling station in a ward which they do not reside. It may also be utilized in the event of an acclamation for a ward, to have electors vote for the senate and referendum at another polling station in the area.

The Local Authorities Election Act section 36 states that “the returning officer if authorized by resolution of the elected authority, may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries.”

This is a delegation of authority for the Returning Officer to be able to make changes to the voting subdivisions in the event a polling station cannot be booked in an area, or if there are acclamations, to have the voters go to a nearby polling station to cast ballots for the Senate Selection and Referendum votes. Administration is seeking this delegation of authority so that final decisions can be made on polling stations shortly after the close of Nomination Day without calling a Special Council Meeting. The Returning Officer can create a voting subdivision up until notice of the election is announced. Currently, administration has not been able to confirm one polling station, and is preparing operational plans in the case of acclamations.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will be able to create voting subdivisions if necessary to ensure all residents are able to participate in the democratic process and vote.

---

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:

There are no follow up actions to the recommended motion.

---

ATTACHMENT(S):

- Bylaw 20-862
- Section 36 of the LAEA



## **BYLAW NO. 20- 862 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 conducting of general elections in the M.D. of Greenview.**

**Whereas**, the Local Authorities Election Act, R.S.A. 2000, Chapter L-21, (the Act) as amended provides for the holding of general elections; and

**Whereas**, the Act further provides that the municipality may, by and agreement, conduct and election in conjunction with an election for representatives of a school district pursuant to the School Act, R.S.A. 2000, Chapter S-3, as amended; and

**Whereas**, the Municipal Government Act, R.S.A. 2000, Chapter M-26, as amended provides for the submission of bylaws and questions to the electors.

**Therefore**, the Council of the Municipal District of Greenview No. 16, duly assembled, enacts as follows:

#### **1. Title**

1.1 This bylaw may be cited as the “Municipal Elections” Bylaw.

#### **2. Definitions**

2.1 All words and phrases in this bylaw shall have the same meaning as the Local Authorities Election Act.

#### **3. Application**

3.1 This bylaw applies to all general elections conducted in Greenview.

3.2 Matters and processes not covered in this bylaw shall be handled in accordance with the Local Authorities Election Act.

3.3 By-elections shall be conducted in accordance with the Local Authorities Election Act.

#### **4. Returning Officer**

4.1 Council shall appoint, by resolution, a returning officer for the municipal election no later than June 30<sup>th</sup> of the year in which a general election is taking place.

4.2 Council shall appoint by resolution, a substitute returning officer for the municipal election no later than June 30<sup>th</sup> of the year in which a general election is taking place.



## **BYLAW NO. 20- 862 of the Municipal District of Greenview No. 16**

4.3 The returning officer is authorized to appoint one or more deputy returning officers and any other officials they deem necessary to fulfill their duties under the Local Authorities Election Act or this bylaw.

### **5. Joint Election**

5.1 The returning officer is authorized to enter into agreements between Greenview and the school divisions in the area to conduct elections for the positions of school trustee, if required.

### **6. Nominations**

6.1 A person may file a nomination to become a candidate for a general election within the period beginning on January 1 in a year in which a general election is to be held and ending at 12 noon on nomination day.

6.2 Nomination day for a general election is 4 weeks before election day.

6.3 The returning officer shall give notice of nomination day by publishing a notice at least once a week in each of the two weeks before nomination day in a newspaper circulating in the area, as well as on the Greenview website.

6.4 The person nominated as a candidate is responsible for ensuring that the nomination filed meets the requirements under the Local Authorities Election Act. The returning officer shall not accept incomplete nominations, or nominations received after 12 noon on nomination day.

6.5 Nomination packages can be dropped off with a deputy returning officer at any of the following locations:

- a. **Valleyview Administration Building** 4806 36 Avenue, Valleyview, AB.
- b. **Grovedale Public Service Building** 56361 Township Road 695A, Grovedale, AB.
- c. **Grande Cache Public Service Building** 10002 Shand Avenue, Grande Cache, AB.

### **7. Death of a Candidate**

7.1 If prior to the opening of the voting stations on election day, a candidate for an elected authority dies after being nominated, the election for the position for which the deceased candidate was nominated shall be discontinued, and the elected authority should, as soon as practicable, provide for the holding of a new election for that office.

### **8. Ballots**



## **BYLAW NO. 20- 862 of the Municipal District of Greenview No. 16**

- 7.1 Ballots for candidates shall be in the general form prescribed by the returning officer in “Appendix A”.
- 7.2 Sufficient ballots shall be printed to ensure that there are ballot cards available for each elector who wishes to vote.
- 7.3 A separate ballot shall be used for:
  - a. The offices of Councillors;
  - b. The offices for school representatives or trustees;
- 7.4 Each ballot shall:
  - a. Contain a brief explanatory note stating the maximum number of candidates for each office for which an elector can vote without making the ballot void; and
  - b. Provide a space for the elector to mark the electors vote beside each office or question on the ballot.
- 7.5 Candidates names shall be listed on the ballot alphabetically by last name. Each last name will be capitalized and bolded.

### **8 Voting Stations**

- 8.1 The returning officer is hereby delegated the authority to designate the locations of the voting stations.

### **9 Advance Voting**

- 9.1 Greenview will conduct an advance vote in accordance with the Local Authorities Election Act.
- 9.2 The returning officer must determine the days and hours when the advance vote is to be held.
- 9.3 The returning officer is authorized to establish the number of advance voting stations the returning officer considers necessary.

### **10 Institutional Voting**

- 10.1 Council by resolution, or the returning officer, if authorized by resolution of Council, may designate the location of one or more institutional voting stations for an election.
- 10.2 If it is determined that an institutional vote will be held, the returning officer is authorized to set appropriate dates and times for holding the institutional vote.
- 10.3 The dates and times of the institutional vote will be posted at the institution at least two (2) days before the vote is to be taken.



## **BYLAW NO. 20- 862 of the Municipal District of Greenview No. 16**

- 10.4 The deputies, accompanied by an official of the institution, will locate a portable ballot box in a common area for those patients or residents who desire to vote during the designated times.

### **11 Special Ballots**

- 11.1 Council may, by resolution passed prior to nomination day, provide for special ballots and provide that the application for special ballots may be made by any one or more of the following methods:
- 11.1 In writing;
  - 11.2 By telephone;
  - 11.3 In person;
  - 11.4 By Email
- 11.2 If Council has made a resolution for special ballots, an elector may apply to the returning officer for a special ballot, by a method provided for in the resolution, and during the period of time specified in the resolution.
- 11.3 Electors who wish to make application for a special ballot in accordance with this bylaw, must provide to the returning officer the elector's:
- a. First and last name;
  - b. Residential municipal address (Legal Land Location or Rural Address);
  - c. School elector status if voting for a trustee of a board of a school division;
  - d. Mailing address for delivery of special ballot;
  - e. Contact phone number;
  - f. Email address; and
  - g. Reason why the special ballot is requested.

### **12 Voting Hours on Election Day**

- 12.1 Every voting station shall be kept open continuously on election day from 8:00 a.m. to 8:00 p.m.

### **13 Severability**

- 13.1 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed and the remainder is deemed valid.

### **14 Repeal**

- 14.1 Bylaw 17-779 "Election Bylaw", 95-142 "Nomination Hours Extension", Bylaw 98-256 "Nominations Received Grande Cache", Grande Cache Bylaw 763



**BYLAW NO. 20- 862**  
**of the Municipal District of Greenview No. 16**

“Municipal Election Bylaw” and Grande Cache Bylaw 148 “Voters List Unnecessary” are hereby repealed.

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

Read a first time this 9<sup>th</sup> day of November, 2020.

Read a second time this 9<sup>th</sup> day of November, 2020.

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


  
\_\_\_\_\_  
REEVE

  
\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER



**BYLAW NO. 20- 862**  
**of the Municipal District of Greenview No. 16**

**Appendix A: Ballot Template**

 <b>Municipal District of Greenview</b>	<b>LAST NAME, First Name</b>	
<u><b>YEAR</b></u> <b>Municipal Election</b>	<b>LAST NAME, First Name</b>	
<b>Election of a Councillor for Ward #</b>	<b><i>THE MAXIMUM NUMBER OF CANDIDATES THAT CAN BE VOTED FOR IS ____</i></b>	<b>*****</b>

other method as many times as the returning officer considers appropriate.

RSA 2000 cL-21 s35;2003 c27 s14;2018 c23 s16

## **Part 2**

### **Voting Procedure**

#### **Voting subdivisions**

**36(1)** The elected authority by resolution, or the returning officer if authorized by resolution of the elected authority, may divide the local jurisdiction into voting subdivisions and may from time to time alter their boundaries but may not alter them between the time of the giving of notice of an election and the election day.

**(2)** If voting subdivisions are not established under subsection (1),

(a) the area, or

(b) the ward, if there are wards,

is considered to be one voting subdivision.

1983 cL-27.5 s36;1985 c38 s9

#### **Voting stations**

**37(1)** The returning officer shall designate the location of one voting station only for each voting subdivision and the location may be outside the area.

**(2)** When a voting station designated by the returning officer is not available, the returning officer shall designate another place in the vicinity and shall, by notice posted at the original voting station, direct the electors to the other voting station.

**(3)** The elected authority may pass a bylaw by June 30 of a year in which a general election is to be held allowing the returning officer of the elected authority to designate more than one voting station for each subdivision and the location of those voting stations for that election.

RSA 2000 cL-21 s37;2018 c23 s17

#### **Compartments for voting**

**38(1)** The returning officer shall ensure that each voting station is furnished with one or more voting compartments arranged so that an elector is screened from observation and may mark the elector's ballot without interference or interruption.

**(2)** In each voting compartment there shall be provided for the use of the electors in the marking of ballots a table, desk or shelf with a



# REQUEST FOR DECISION

---

SUBJECT:	<b>Policy 2014 Staff Training and Professional Development</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 27, 2021	CAO: SW	MANAGER:
DEPARTMENT:	HUMAN RESOURCES	GM: EK	PRESENTER: DL/LM
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 2014 “Staff Training and Professional Development” as presented.**

**MOTION: That Council repeal Policy HR 09 “Training and Staff Development.”**

---

## BACKGROUND/PROPOSAL:

The purpose of this policy is to set parameters for staff professional development. This is intended to implement specific financial thresholds that can be approved by managers and directors. Further, this policy seeks to clarify employee expectations regarding financial assistance, potential reimbursement, and eligibility in greater detail.

Greenview has a current training and staff development policy; it does not include specific dollar amounts or detailed responsibilities within staff hierarchy.

This policy originally went to PRC March 10, 2021 and it was requested back with the addition of a sample Return Service Agreement. This policy was reviewed a second time at the June 9, 2021 meeting. After reviewing the policy, PRC recommended the following changes:

- Confirmation of options for collecting money on unfulfilled Return Service Agreements. It was in the original policy that money owed Greenview would be deducted off the individuals final pay. However, payroll deductions are not permissible in this context. Administration looked further into this and have recommended the process used by the Alberta Public Service. In this outstanding financial commitments are debts owed the municipality and can become an Account Receivable by Greenview. Failure to pay outstanding accounts would follow the typical process. The biggest consideration is ensuring that the employee is made aware of this, acknowledges it, and signs the agreement with this clearly stated.
- Minor other wording revisions suggested. Administration was asked to ensure consistent titles were used throughout.

- Out of country education and training opportunities for the CAO be approved by Council.

Policy HR 09 will be recommended for repeal.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. Greenview will have a policy that clearly demonstrates the requirements and expectations regarding staff training and professional development.

---

**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.

---

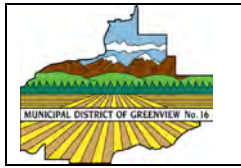
**FOLLOW UP ACTIONS:**

Administration will publish the policy and inform staff.

---

**ATTACHMENT(S):**

- Policy HR 09
- Policy 2014
- Return Service Agreement Sample



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

Section:  
**HUMAN  
RESOURCES**

**POLICY NUMBER: HR 09**

**POLICY TITLE: TRAINING AND STAFF DEVELOPMENT**

**Page 1 of 2**

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

**12.03.183**

**PURPOSE:**

To establish criteria and guidelines on how employees may receive training.

**POLICY:**

The Municipal District recognizes the need and importance of staff development, and supports and encourages educational development of all staff where it is advantageous to the MD and the employee.

1. The Manager of Human Resources will review all requests from employees, to attend direct and indirect job related courses, conferences, seminars, workshops, or conventions.
2. Employees will receive written and prior approval of their supervisor and the Manager of Human Resources prior to attending any courses, conferences, seminars, workshops or conventions.
3. Any employee who attends any course, conference, seminar, workshop, or convention without obtaining prior approval of their supervisor and the Manager of Human Resources will do so at their own expense, and will not be reimbursed for costs they incurred.
4. The Municipal District will pay all registration, travel, hotel, meals and related costs for employees to attend approved courses, conferences, seminars, workshops, or conventions, in accordance with the Travel and Subsistence Policy.
5. Any employee wishing to attend a conference outside the province must obtain prior approval from the C.A.O. A request to attend a conference outside of the country must obtain Council approval.
6. All employees directly working with Boards and/or Committees may be authorized to attend conferences and/or conventions associated with that Board and/or Committee, subject to the approval of the Board or Committee, the employee's supervisor and the Manager of Human Resources.
7. Employees may attend other conferences or conventions if approved by their supervisor and the Manager of Human Resources.
8. Sufficient funds must be in the current years' budget to offset all related costs for attending courses, conferences, seminars, workshops or conventions.

**POLICY TITLE: TRAINING AND STAFF DEVELOPMENT**

**Page 2 of 2**

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

**12.03.183**

9. Employees wishing to take a course of study must submit a completed Individual Development Plan form which must be authorized by their supervisor, Department Director and the C.A.O. prior to completing the request to attend the courses. Employees who resign or retire from the Municipal District prior to completing a course(s) or within six months following a final exam(s) will be required to refund the registration and material costs for the last course(s) in which they were registered in the last six months. In addition, if an employee resigns or retires from the Municipal District within one year of completing the course of study, or if he/she does not complete the course of study within the timelines specified (or an approved extended timeline), they will reimburse the Municipal District 50% of the total registration and material costs.
10. Courses requiring educational leave will be dealt with in accordance with the Personnel Policy.
11. Employees wishing to attend a course or take a course of study not directly related to his/her position but beneficial to the MD may receive approval with a cost-shared agreement as approved by the C.A.O.
12. All cost-shared agreements will be approved by the C.A.O. prior to completing the requests to attend the courses.
13. The Municipal District will pay the enrollment expenses and related costs, and will reimburse employees for all costs directly related to an approved course or course of study, upon the employee's successful completion of the course(s) and the submission of bona fide receipts.
14. If authorized attendance is not used as an opportunity to learn and participate on behalf of the Municipal District, and an employee does not attend an authorized event fully, it may be considered as abuse and any further privilege may be lost.
15. The Municipal District will pay the employee's membership fees directly related to their job.

---

REEVE

---

C.A.O.

**Title: Staff Training and Professional Development**

**Policy No: 2014**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: HR 09**

**Review Date:**



**Purpose:** Greenview recognizes the need for and importance of investing in the learning and development of its workforce to increase employee engagement, career growth, high performance and innovation in municipal government. Greenview supports training and development of its staff with levels of financial support which vary depending on the relevancy of the training opportunity to a current position or future need within the organization. The purpose of this policy is to establish guidelines on how employees may receive training and pursue professional development opportunities.

## 1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of Greenview.
- 1.2. **Conference/Convention** means an activity related to a professional association or municipal organization or related to the employee's work with a Board or Committee.
- 1.3. **Cost-Share Agreement** means an agreement where Greenview agrees to pay part of the enrollment costs in a college diploma, university degree, masters, doctorate, professional certificate or designation, but does not require a work commitment as a condition of financial assistance.
- 1.4. **Cross-training** means training an employee to do a different job, or portion of a job, in another area of the organization.
- 1.5. **Development** means a program or activity designed to raise an employee's performance for future job responsibilities.
- 1.6. **Employee-Initiated** means a request by an employee for permission to participate in training and development activities with or without assistance from Greenview.
- 1.7. **Employer-Initiated** means a request by Greenview for employee participation in training and development activities as a requisite for maintaining or increasing individual performance levels in accordance with municipal goals, objectives and needs.
- 1.8. **Educational Course** means a program or course offered by an accredited educational institution that Greenview recognizes as contributing to improving the skill and knowledge of an employee.

- 1.9. **Educational Leave of Absence** means a leave of absence, whether paid or unpaid, from job duties on a part-time or full-time basis for the purpose of advancing an employee's abilities or supplementing professional or skill training.
- 1.10. **Greenview** means the Municipal District of Greenview No. 16.
- 1.11. **In-House Training and Development** means a program or course offered or sponsored by the municipality that is available or required for Greenview employees. This includes, but is not limited to, instruction, seminars, courses or required health and safety training.
- 1.12. **Return Service Agreement** means an agreement requiring a work commitment of continued employment with Greenview as a condition of financial assistance.
- 1.13. **Training** means a program or activity designed to prepare an employee to the level of competence required for present job responsibilities.
- 1.14. **Work Commitment** means the period of work obligation an employee is required to undertake as a condition of receiving financial assistance granted under the terms of this policy or a Return Service Agreement entered into between Greenview and the employee.

## 2. GENERAL GUIDELINES AND STANDARDS

- 2.1. Managers and Directors are encouraged to develop professional development goals and plans with each employee annually during performance appraisals.
- 2.2. When considering professional development, Managers and Directors should reflect on education and training needs within their departments, and succession planning within the organization as a whole.
- 2.3. Managers and Directors will review all requests from employees in their departments, to attend direct and indirect job-related courses, conferences, seminars, workshops, or conventions.
- 2.4. All employee-initiated training requires a request to be made to the employee's Manager and Director in writing with a completed "Professional Development Request Form".
- 2.5. Employees will receive written and prior approval from the required level of authorization in accordance with Section 2.15 prior to attending any courses, conferences, seminars, workshops or conventions.
- 2.6. Any employee who attends any course, conference, seminar, workshop, or convention without obtaining prior approval of their Manager, Director, and CAO where required, will do so at their own expense, and will not be reimbursed for costs they incurred.
- 2.7. Greenview will pay all registration, travel, hotel, meals and related costs for employees to attend approved courses, conferences, seminars, workshops, or conventions, in accordance with Greenview's policies and procedures.
- 2.8. Sufficient funds must be in the current years' budget to offset all related costs for employees attending courses, conferences, seminars, workshops or conventions.

- 2.9. Courses requiring educational leave will be dealt with in accordance with Greenview's policies and procedures, and/or in accordance with the individual's Cost-Share Agreement or Return Service Agreement.
- 2.10. All Cost-Share Agreements and Return Service Agreements will be approved by the CAO.
- 2.11. Employees are required to submit a "Learning Evaluation Form" after attending any course, conference, seminar, workshop, convention, or after completion of their diploma, degree, masters, doctorate, professional certificate or designation.
- 2.12. Greenview will reimburse the enrollment expenses and all costs directly related to an approved course or course of study, upon the employee's successful completion of the course(s), the submission of receipts, and submission of a "Learning Evaluation Form".
- 2.13. Greenview will pay the employee's membership fees for associations directly related to their job.
- 2.14. If authorized attendance is not used as an opportunity to learn and participate on behalf of Greenview, and an employee does not attend an authorized event fully, it may be considered as abuse and any further privilege may be lost.
- 2.15. Approval Thresholds:
  - A) **Employee requested In-house training:** Manager
  - B) **Conferences/Seminars under \$1999.00:** Manager and Director
  - C) **Individual Courses under \$1999.00:** Manager and Director
  - D) **College diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation, or any course, conference, seminar over \$2000.00:** Director and CAO approval. A Cost-Sharing or Return Service Agreement may be required at the discretion of the CAO for a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation.
- 2.16. CAO training or conference attendance is subject to Council approval during the annual budget process. Additional training or conference attendance for the CAO beyond what is captured in the annual budget requires Council approval.

### 3. IN-HOUSE TRAINING AND DEVELOPMENT

- 3.1. Training activities may vary from short, informal, on-the-job instruction and guidance to more structured programs, courses, workshops, and seminars offered internally to employees, or sponsored directly by the municipality either during or after work hours. In-house training may also include cross-training or health and safety training.
- 3.2. Participation in in-house training and development activities may be requested by the employee or assigned by the employee's Supervisor or Manager.
- 3.3. Requests by the employee to participate in in-house training or development must be submitted on the "Professional Development Request Form" and approved by the employee's Manager.

- 3.4. All costs for in-house training and development activities are to be assumed by the appropriate departmental budget, unless otherwise specified.

## 4. FINANCIAL ASSISTANCE AND EDUCATIONAL COURSES

- 4.1. To qualify for financial assistance, an employee must be a permanent employee, have completed their probationary period prior to enrolling in a particular course of study, and costs must be in the appropriate departmental budget.
- 4.2. Greenview may agree to fund, wholly or in part, an employee's pursuit of a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, or designation. This may require entering into a Cost-Share Agreement or a Return Service Agreement at the discretion of the CAO.
- 4.3. Tuition fees that are either directly related to the employee's current job or create a mutual advantage to both the employee and the department would be eligible for funding for 100% of course costs. For Example:
  - A) Individual courses taken independently of enrolment in a degree, certificate, or diploma program; or
  - B) Courses leading to a college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designation.
- 4.4. Tuition fees that are related to the organization's function but not directly related to the employee's current job or division/department function may be eligible for funding for 50% of course costs at the discretion of the department Director and the CAO.
- 4.5. For employee-initiated education, the employee must submit the "Professional Development Request Form" and obtain the appropriate approval signatures prior to enrollment.
- 4.6. A Return Service Agreement requiring a work commitment of continued employment with Greenview may be required as a condition of financial assistance. The period of the work commitment will be outlined in the Return Service Agreement and shall generally begin upon completion of the course of study. The work commitment may take into account whether the employee retained full-time employment while completing the course of study and pro-rate the work commitment accordingly.
- 4.7. When an employee leaves the employment of Greenview, whether voluntary or not, prior to fulfilling the work commitment stipulated in their Return Service Agreement, the outstanding commitment will be become and Account Receivable by Greenview.
- 4.8. Non-tuition related fees are ineligible for assistance, except where permitted in other Greenview policies. These fees include, but are not limited to:
  - A) Deferred or late payments;
  - B) Fees for extensions;
  - C) Cancellation fees;
  - D) Course credit transfer fees;
  - E) Student medical insurance; or
  - F) Capital projects;
- 4.9. Should an employee fail a course, the employee will be required to:

- A) Successfully complete the course within one year at their own expense; or
- B) Reimburse Greenview for all expenses incurred on the employee's behalf in accordance with the terms of an applicable Return Service Agreement or Cost-Share Agreement. The employee may enter into an agreement with Greenview to establish a payment plan. If the employee leaves the employment of Greenview, any outstanding commitments will become an Account Receivable by Greenview.

## 5. CONFERENCE AND SEMINAR ATTENDANCE

- 5.1. Greenview shall assume allowable costs associated with attendance at approved conferences and seminars in accordance with Greenview policies, including registration fees, transportation costs, accommodation, meals, and incidental expenses.
- 5.2. Requests to attend Conferences and Seminars must be made with the "Professional Development Request Form". Approval from the employee's Manager and Director is required for all conferences in the prescribed form. In addition, CAO approval is required for any conference that is anticipated to cost over \$2000.00, as well as any conference that is out of province or country.
- 5.3. Council approval is required for any out of country courses, training, or conferences for the CAO.
- 5.4. Conference attendance should be discussed annually during the employee's performance appraisal.
- 5.5. Attendance at work shops and seminars that have no associated costs, but occur during business hours, require the approval of the employee's Supervisor.

## 6. RESPONSIBILITIES

### 6.1. Employee Responsibilities:

- A) Prepare an annual learning and development plan that identifies their training and educational needs to be reviewed and discussed at the employee's annual performance appraisal with their Manager or Director. Once reviewed by the Manager, the appropriate forms should be submitted for Manager, Director or CAO approval, where needed, to allow for the budgeting of professional development expenses.
- B) Making a personal commitment to career planning and any associated learning and development.
- C) Using long-range planning to determine future requests.
- D) Selecting the most cost-effective options.
- E) Accounting for all expenses incurred for professional development.
- F) Providing a statement of grades and certificate of completion to the department director and submitting the designated professional development feedback form for manager and director review.

### 6.2. Manager and Director Responsibilities:

- A) Reviewing and approving requests for professional development for employees within their departments.
- B) Ensuring there is appropriate budget allocation to undertake all approved and anticipated employee training.
- C) Ensuring all professional development activities are done in accordance with this policy.

D) Ensuring all required documentation is completed and submitted.

6.3. CAO Responsibilities:

- A) Review and approve professional development activities under their scope of approval.
- B) Negotiate and approve Return Service Agreements or Cost-Share Agreements with employees for tuition assistance for college diploma, university bachelor's degree, masters or doctorate degree, professional certificate, diploma or designations.

UNAPPROVED

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2021 \_\_\_\_\_.

THE MUNICIPAL DISTRICT OF GREENVIEW NO. 16

A municipality incorporated under the laws of Alberta

(Hereinafter referred to as "Greenview")

And

\*\*\*

(Hereinafter referred to as "The Employee")

WHEREAS Greenview is prepared to provide to the employee funds for professional development; and

WHEREAS the Employee wishes to participate in the Greenview's Staff Training and Professional Development Program;

NOW THEREFORE Greenview and the Employee agree as follows:

1. The Employee receiving such financial assistance will be required to sign this Return Service Agreement in favor of Greenview to agree and undertake to continue their employment with Greenview for a continuous period of service at a rate of 1 (one) year per \$5000.00 (five thousand) dollars spent commencing on the date in which the Employee completed their course of study. It is at the discretion of the CAO alter the period of work commitment, with consent in writing from both parties.
2. In the event Greenview requires repayment of the financial assistance for failure to maintain employment in accordance with the above clause, Greenview may, in its absolute discretion, consider the employment commitment under this clause to be partially fulfilled and accordingly reduce the repayment obligations of the Employee under this agreement on a pro-rated basis if they retained fulltime employment while competing the course of study.
3. The Employee agrees and acknowledges that their course of study directly relates to their current job or creates a mutual advantage to both the Employee and the department that will be eligible for funding.
4. Upon successful completion of each course the Employee must, within 60 days, submit evidence of examination or course results and, if applicable, a certificate to the satisfaction of Greenview.

5. The Employee agrees that should they leave before fulfilling the return service commitment, the outstanding commitment will be converted to a debt due Greenview and become an Account Receivable by Greenview. They will forthwith repay to Greenview a sum of money based on the following formula:

Total Amount (\$) of Program

$$\begin{array}{ccccc} \underline{\hspace{2cm}} & \times & \begin{array}{c} \text{Total Number of} \\ \text{Months Left in Agreement} \end{array} & = & \text{Total Amount Owing} \\ & & & & \\ \text{Total Number of Months} & & & & \\ \text{Outlined in Agreement} & & & & \end{array}$$

6. Greenview hereby approves of the following program:

Institute: \_\_\_\_\_

Program Title: \_\_\_\_\_

Program Length: \_\_\_\_\_

Cost: \_\_\_\_\_

7. Greenview will pay the institute noted above the sum of \_\_\_\_\_  
(\$\_\_\_\_\_) DOLLARS
8. The terms and conditions set forth herein constitute the entire agreement between the parties and supersede any communications or previous agreements with respect to the subject matter of this Agreement. There are no written or oral understandings directly or indirectly related to this Agreement that are not set forth herein. No change can be made to this Agreement other than in writing and signed by both parties.
9. If any term of this Agreement is held by a court of competent jurisdiction to be invalid or unenforceable, then this Agreement, including all of the remaining terms, will remain in full force and effect as if such invalid or unenforceable term has never been included.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the date first above written.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Chief Administrative Officer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name



# REQUEST FOR DECISION

---

SUBJECT:	<b>Grande Cache Recreation Centre – Ammonia Refrigeration Equipment Tender</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 27, 2021	CAO: SW	MANAGER: KG
DEPARTMENT:	RECREATION	GM: DM	PRESENTER: KG
STRATEGIC PLAN:	Level of Service	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

---

## RECOMMENDED ACTION:

**MOTION:** That Council award the Grande Cache Artificial Ice Plant Ammonia Refrigeration Equipment Tender at the Grande Cache Recreation Centre to Cimco Refrigeration, Edmonton, Alberta, with an upset limit of \$155,145.00 plus GST, with funds to come from the Grande Cache Recreation Reserve.

**MOTION:** That Council approve a 10% contingency fund, if required, with an upset limit of \$15,514.50 for the Grande Cache Artificial Ice Plant Ammonia Refrigeration Equipment Tender to come from the Grande Cache Recreation Reserve.

---

## BACKGROUND/PROPOSAL:

The Grande Cache Recreation Centre is equipped with an ice arena and a four (4) sheet curling rink, which was originally constructed in 1970. Since then, the artificial ice plant has seen several upgrades, including a conversion from R22 refrigerant. During a routine seasonal shut down inspection, a brine leak was discovered to a portion of the refrigeration equipment. While exposing the location to determine the cause and potential scope of repairs, it was determined that some of the original piping was at risk of being compromised and potential further failure which would result in a serious potentially life-threatening situation to Greenview staff and assets.

Administration sought professional guidance on how to best proceed on the repairs to the system in order to operate for the 2021 season which would commence in September of 2021. After further analysis, it was determined that potentially the repair to the system would cost an estimated \$35,000 with no guarantee that further piping failure past the point of the repair to the system would not present itself and ultimately lead to the replacement cost of the Ammonia surge vessel.

With replacement cost in mind, additional upcoming maintenance to the current system and the need to increase the efficiency of the system, a tender was posted on Alberta Purchasing Connection as per policy. Administration received two (2) tender submissions that met all the requirements of the tender request:

1. Cimco Refrigeration – Quote No. MG210097 for the sum of \$155,145.00 plus GST.
2. Berg Chilling Systems – Quote No. OPP-04529 for the sum of \$184,500.00 plus GST.

If Greenview were to award the recommended tender there will be a delay to the install of the ice for the 2021/22 season, however, Administration considers the replacement to be vital in the efficiency and safety of the refrigeration system.

Administration is recommending to Council to award the tender to Cimco Refrigeration, it should be noted that the proposed contractor has done previous work on the facility in a satisfactory manner.

The Grande Cache Recreation Reserve has a balance of \$245,989.63 as of July 26, 2021.

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that the Grande Cache Recreation Centre may continue to safely operate the artificial ice system while reducing future costs associated to the repairs of an emergency failure of key equipment offering the patrons of the Recreation Centre future uninterrupted service.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended action is that the proposed expense is an unbudgeted 2021 expenditure, however, there are recreation reserve funds that may be accessed.
2. The disadvantage of the recommended action is that there will be a delay in seasonal ice installation at the Grande Cache Recreation Centre.

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to alter or deny the recommended motion.

---

#### FINANCIAL IMPLICATION:

**Direct Costs: \$155,145.00 plus GST**

---

#### 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 successful proponent of Council’s decision and proceed accordingly.

---

**ATTACHMENT(S):**

- Cimco Refrigeration – Proposal

CIMCO is pleased to provide pricing for the Grande Cache - Chiller/ Surge Drum Replacement at the GRANDE CACHE RECREATION COMPLEX.

July 19, 2021

Municipal District of Greenview  
Box 300, 10002 Shand Avenue  
Grande Cache, Alberta, ToE oYo

Attn: Kevin Gramm  
Recreation Manager

Dear Sir;

**RE: Request For Tender, Grande Cache Artificial Ice Plant Ammonia Refrigeration Equipment Project**

CIMCO Refrigeration is an International Leader in Refrigeration Technology, specializing in the engineering, design, manufacture, installation and service of Recreational and Industrial Refrigeration systems. For more than 100 years, CIMCO's leadership and unparalleled research, development and manufacturing programs has put us at the forefront of Industry advancements and technological breakthroughs. We provide in house professional Engineers, Technicians and designers to develop systems that meet even the most complex refrigeration challenges.

CIMCO's superior quality promotes professional performance on ice, having installed over 4500 ice surfaces worldwide including the majority of the NHL Facilities since 1990, plus all ice venues at the 2010 Winter Olympics in Vancouver. We have supplied the Artificial Ice Systems for communities throughout Alberta, British Columbia, Yukon and NWT that have artificial ice arena or curling floors.

CIMCO Refrigeration is pleased to present the following Proposal for the Grande Cache Recreation Centre **Ice Plant Chiller / Surge Drum Replacement**. Our Proposal is based on the Specifications for capacity and performance of the existing ice plant with the provided descriptions in the RFT for the Ice Plant Replacement. We have taken into account to provide an equipment replacement with a low NH<sub>3</sub> charge, low maintenance and with high efficiency.

**Our Proposal Includes For;**

- **New TK20 Alfa Laval Low Charge Flooded Plate and Frame Chiller with Danfoss motorized valve control**
  - **Provides a Slightly smaller and more efficient chiller design**
- **Complete with New Alfa Laval U-turn Surge Drum system**
  - **Allows for a better footprint and lower height requirements in the room**
- **Includes for New Danfoss liquid control system to match system design.**
- **Replacement of All the Chiller and Suction Piping, including main suction piping to the Compressors**
- **Replacement of the Brine piping steel spools and any piping modifications to the pumps for connection**
- **Includes for a new oil pot with all related valves**
- **Reliefs for the New equipment will be updated to match the volumes as required by codes.**
- **All new Cold piping will be insulated and clad to match existing.**
- **All Materials, Equipment, Freight, Electrical, Welding, Insulation and Labour to complete the install**
- **Includes all signage/ labeling (as required) and owners manuals for the Upgraded components**
- **Cimco Standard warranty is 1 year.**



# REQUEST FOR DECISION

---

SUBJECT:	<b>Solid Waste Management Grande Cache</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 27, 2021	CAO: SW	MANAGER: DB
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: RA	PRESENTER: DB
STRATEGIC PLAN:	Level of Service	LEG: DL	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – *Environmental Protection and Enhancement Act* R.S.A 2000, Chapter E-12, and associated regulations, guidelines and codes of practice.

**Council Bylaw/Policy** (cite) – *N/A*

---

## RECOMMENDED ACTION:

**MOTION:** That Council direct administration to explore the possibility of joining the West Yellowhead Regional Management Authority for disposal of solid waste from the hamlet of Grande Cache.

---

## BACKGROUND/PROPOSAL:

In 2019 it was determined that the Grande Cache Landfill was nearing its capacity and due to site restraints Administration has been exploring converting the landfill to a transfer station. In doing so Greenview would be required to truck garbage to a near by landfill. Through the draft waste study, it was determined that West Yellowhead Regional Landfill in Hinton would be the closest and most economically feasible.

Recently the West Yellowhead Regional Waste Management Authority (WYRWMA) has expressed interest in receiving waste and recyclables from the Grande Cache area and have advised that they are currently looking at the option of transition towards a Commission. Current members of the WYRWMA are Yellowhead County, Town of Edson, Town of Hinton and the Municipality Jasper.

Greenview has two options to consider when looking at utilizing the Regional Landfill located in Hinton. As a customer paying commercial posted rates (\$94/tonne) or/ as a proposed municipal partner/member of the WYRWMA (\$61/tonne).

Becoming a member would require Greenview to express an interest and advise of volumes forecasted for disposal/recycling diversion by waste type. The Authority would present a staged partnership proposal similar to the one done for Jasper a few years ago. The staged partnership involves a 2-year transition where waste is delivered, and the municipality has a nonvoting seat on the authority.

Finally, upon payment of a one-time Capital fee the WYRWMA Memorandum of Agreement(attached) would be amended and signed. By becoming a full member Greenview would accept liability and would share in the net deficit of the landfill operation based on share of total tonnage from each member.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is to accept for information the proposed partnering opportunity available to secure long term waste disposal for the Hamlet of Grande Cache.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to not pursue the partnership and pay the current posted rates for disposal of waste.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** There will be a one -time Capital investment, estimated cost is \$250,000.00 to 300,000.00. Actual cost to be determined by the West Yellowhead Regional Waste Management Authority.

**Ongoing / Future Costs:** Tipping fees currently \$61.00 Tonne (members) and contracted trucking costs.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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 West Yellowhead Regional Waste Authority expressing interest in becoming a member.

---

**ATTACHMENT(S):**

- Current Memorandum of Agreement for partners.

August 14, 2013

RECEIVED

NOV 04 2013

MEMORANDUM OF AGREEMENT MADE THIS 1st DAY OF JANUARY, A.D. 2014 TOWN OF HINTON

**BETWEEN:** Yellowhead County  
2716 – 1<sup>st</sup> Avenue  
Edson, AB T7E 1N9  
(Hereinafter referred to as "Yellowhead")

OF THE FIRST PART

**AND** The Town of Hinton  
813 Switzer Drive  
Hinton, AB T7V 1V1  
(Hereinafter referred to as "Hinton")

OF THE SECOND PART

**AND** The Town of Edson  
Box 6300  
Edson, AB T7E 1T7  
(Hereinafter referred to as "Edson")

OF THE THIRD PART

**AND** Municipality of Jasper  
Box 520  
Jasper, AB T0E 1E0  
(Hereinafter referred to as "Jasper")

OF THE FORTH PART

WHEREAS the West Yellowhead Regional Waste Management Authority operates a municipal solid waste disposal System on lands legally described as part of NE ½ 29-50-25-W5M, part of SE ¼ 32-50-25-W5M, and part of SW ¼ 33-50-25-W5M (hereinafter referred to as the "System").

WHEREAS on January 1<sup>st</sup> 2002 the Parties expanded the membership of the Hinton Regional Waste Management Authority to include Yellowhead, Hinton and Edson and to be known as the West Yellowhead Regional Waste Management Authority (hereinafter referred to as "the Authority").

WHEREAS the Parties wish to expand the membership of the West Yellowhead Regional Waste Management Authority effective January 1<sup>st</sup> 2014 to include Yellowhead, Hinton, Edson and Jasper

WHEREAS the Parties wish to share joint ownership, management, and liability for the municipal solid waste management system.

WHEREAS the Parties feel it is in their best interest to avoid construction of new landfills and to maximize the use of existing landfills.

WHEREAS an Authority will be beneficial to meet the Municipal waste disposal needs of the four parties in the short term but also beyond the life of the current regional landfill to meet the needs for the future.

NOW THEREFORE, the Parties subject to the terms, covenants, and conditions contained herein agree to as follows:

**1. GENERAL CONDITIONS**

1.1 The Parties agree to joint ownership, management, and liability for the System for the benefit of each Party located on lands legally described as a part of NE ½ 29-50-25-W5M, part of SE ¼ 32-50-25-W5M, and part of SW ¼ 33-50-25-W5M.

1.2 Each of the Parties has appointed two (2) members from its Municipal Council to be members of a joint committee to be known as the Authority.

**August 14, 2013**

- 1.3 The Parties agree that the Authority shall include all lands within the corporate boundaries of Yellowhead, Hinton, Edson and Jasper.
- 1.4 The composition of the Authority shall be two (2) members appointed by Hinton, two (2) members appointed by Edson, two (2) members appointed by Yellowhead and two (2) members appointed by Jasper.

## **2. VISION, MISSION AND GUIDING PRINCIPLES**

- 2.1 Vision (15-20 year goal) – The Authority is to be the leader in regional waste reduction through collaborative efforts to reduce, reuse, recycle, recover and the effective management of waste in the West Yellowhead Region.
- 2.2 Mission – The purpose of the Authority is to manage waste on a regional basis through the promotion of environmental stewardship to reduce waste disposed at the West Yellowhead Regional Landfill.
- 2.3 Guiding Principles:
  - 2.3.1 The Authority is a regional body that provides an overall environmental stewardship umbrella.
  - 2.3.2 The Authority recognizes the individual municipality's specific needs and uniqueness of their current operations.
  - 2.3.3 The Authority promotes reduce, reuse, recycle, recover and effective waste management.

## **3. JASPER TRANSITIONAL PERIOD FEES**

- 3.1 Jasper shall, upon execution of this agreement, provide to the Authority the sum of two hundred and forty four thousand dollars (\$244,000.00).
- 3.2 The monies paid to the Authority by Jasper shall be kept by the Authority in a capital reserve fund to be used for future System upgrades to meet regulatory requirements, closure and post closure requirements of the System.
- 3.3 Subject to payment of any membership fee contemplated by this agreement, each Party shall have the equal right to haul and deposit its municipal solid waste to the System for disposal except as may be restricted by operational or regulatory requirements.
- 3.4 For any municipal waste produced by Jasper from within its corporate boundary Jasper shall pay the current external customer per tonnage rate per tonne of deposited waste, to the West Yellowhead Regional Waste Management Authority for waste disposal from January 1<sup>st</sup>, 2014 – December 31, 2014 (assuming Jasper joins the Authority on Jan 1, 2014). For clarity, this agreement applies to waste generated and collected from within the Municipal boundaries of Jasper and not to waste generated or accepted outside of the boundary.
- 3.5 For any municipal waste produced by Jasper they shall pay to the Authority the per tonne rate paid by the West Yellowhead Regional Waste Management Authority members plus a surcharge of four dollars (\$4.00) per tonne for disposal of municipal solid waste during the remainder of the transitional period from January 1<sup>st</sup>, 2015 - December 31<sup>st</sup> 2015.
- 3.6 Jasper shall not be entitled to rebates for the initial two year period from effective date.

August 14, 2013


#### **4. LIABILITY**

- 4.1 For purposes of this agreement, obligation shall be defined as anything or act required by the regulatory authority to be done to manage the System during operations, closure, and post closure of the System.
- 4.2 The Parties agree that the Parties' liability for obligations regarding the System shall begin from the date of commissioning of the System until the regulator authority issues final reclamation approval and such liability shall survive termination of this agreement.
- 4.3 The Parties, in accordance with the volume of tonnes of municipal solid waste hauled and deposited to the System for disposal by each Party relative to the total tonnage of solid waste hauled and deposited by all Parties, shall share costs associated with the management and resolution of liability arising from operation of the system. The tonnage attributed to each Party up to the effective date of Jasper joining the Authority, shall be confirmed in writing upon execution of this agreement.

#### **5. WEST YELLOWHEAD REGIONAL WASTE MANAGEMENT AUTHORITY MEMBERSHIP (WYRWMA)**

- 5.1 Each Party shall appoint two (2) members to the Authority and such appointments shall have effect January 1, 2002 for Yellowhead, Edson and Hinton and shall have effect January 1<sup>st</sup>, 2014 for Jasper.
- 5.2 Appointed members to the Authority shall be sitting elected councillors of Hinton, Edson, Yellowhead and Jasper.
- 5.3 Each Party may determine the length of appointment of its members to the Authority.
- 5.4 Each Party shall assign a staff member to act in an advisory capacity to the Authority.
- 5.5 Effective January 1, 2014, each Party shall be entitled to utilize the System for disposal of its municipal solid waste and each shall pay the same per tonne rate for that disposal, such rates to be established by the Authority. With the exception of the agreed to terms of Jasper joining the Authority as per section 3 (Jasper Transitional Period Fees), above.

#### **6. DELEGATION OF DUTIES**

- 6.1 The Authority shall develop, establish, and maintain policy rules and regulations for the conducting of the business of the Authority.
- 6.2 The Authority shall have specific authority on behalf of the Parties to enter into agreements with outside Parties for any operational requirements of the System subject to the limitations for decision making established in this Agreement.
-  6.3 The Authority shall have specific authority on behalf of the Parties to enter into an agreement with any of the Parties to provide administrative and accounting services to the Authority.
- 6.4 The Authority shall have specific authority on behalf of the Parties to enter into agreements with the System users subject to the limitations established for decision making in this Agreement.
- 6.5 The Authority shall have specific authority on behalf of the Parties to enter into agreements with the Federal and Provincial Government or any other grant making agency.

August 14, 2013

- 6.6 The Authority shall have specific authority on behalf of the Parties to apply for and obtain any necessary regulatory permits or approvals.
- 6.7 The Authority shall have specific authority to receive and expend funds within the annual budget approved by the Parties.
- 6.8 The Authority shall develop and make recommendations to the Council(s) regarding the future waste management systems that extend beyond the life of the existing System.

**7. VOTING STRUCTURE OF THE WEST YELLOWHEAD REGIONAL WASTE MANAGEMENT AUTHORITY (WYRWMA)**

- 7.1 The Parties agree that decisions on matters delegated to the Authority shall be decided by a majority vote.
- 7.2 A tie vote shall be defeated.
- 7.3 The calculation of any weighted vote decisions taken by the Authority effective January 1, 2014 shall be as follows:

Two (2) members Hinton	at 12.50% each	25.0%
Two (2) members Edson	at 12.50%each	25.0%
Two (2) members Yellowhead	at 12.50% each	25.0%
Two (2) members Jasper	at 12.50% each	25.0%
Total		100.0%

**8. FINANCIAL**

- 8.1 The Parties shall share the annual net operating deficit of the System according to the ratio of tonnes hauled and deposited by the Parties to the System for disposal. The ratio is based on the tonnes of waste hauled and deposited by the parties over the total amount of waste hauled and deposited to the system.
- 8.2 The Parties agree that the annual net operating deficit shall, for purposes of this agreement, be defined as the difference between all revenues from all sources and all expenditures related to the operation of the System, in a calendar year.
- 8.3 The Authority shall discharge all the financial obligations of the Authority according to a budget approved by each of the Parties.
- 8.4 The Authority shall keep accurate and current financial records of any and all transactions related to the operation of the System and such records shall be made available to the Parties on request within a reasonable period of time.
- 8.5 On or before the first day of December in any year of the agreement the Authority shall submit to the Parties an interim capital and operational budget for the following year in a manner and form acceptable to the Parties.
- 8.6 The Parties shall respond in writing to the Authority in regards to content of the interim budget in a timely fashion and such response shall not be unreasonably withheld or delayed. The response may either be an approval of the interim budget or a refusal to approve the interim budget with a specific statement of the reasons why the approval of the interim budget is being refused.

**August 14, 2013**

- 8.7 Interim budget approval by the Parties shall be deemed approval to the Authority to discharge any financial obligations resulting from previous and current year's legal or statutory obligations from the first day of January of any current year until final budget approval is received.
- 8.8 On or before the first day of May in each year of this agreement the Authority shall submit to the Parties the finalized capital and operation budget for the current year and an audited financial statement of the previous year in a manner and form acceptable to the Parties.
- 8.9 The audited financial statement shall contain details of each Party's liability related to the System based on the provisions of this agreement.
- 8.10 The Parties shall respond in writing to the Authority on the final budget for the current year in a timely fashion and such response shall not be unreasonably withheld or delayed.
- 8.11 In the event that one (1) or more of the Parties withhold approval of the Authority's final budget the dispute resolution section shall apply.
- 8.12 Final budget approval by the Parties shall be the specific authority for the expenditure of funds by the Authority to operate the System on behalf of the Parties in the year in question.
- 8.13 The Parties recognize and agree that the Authority shall have specific authority to reallocate funds within the approval budget as may be required for operational reasons provided that the total amount approved in the budget is not exceeded in the current year.
- 8.14 Specific authority is given by the Parties to the Authority to deal with emergency situations requiring the expenditure of funds not contained or contemplated in the approved budget.
- 8.15 The Authority will invoice each municipality monthly. The Authority shall invoice annually where there is a net operating deficit.
- 8.16 The Authority shall not be responsible for any additional costs incurred by Yellowhead, Edson, Hinton or Jasper for waste disposal in the event of picketing, strike, or other labour dispute disrupting access to the System.
- 8.17 The Parties shall make all reasonable efforts to divert wet waste away from the System.
- 8.18 In the event that funds are required for an emergency the Authority shall, as soon as practical provide written documentation to the Parties detailing the emergency situation and the amount required from each Party to address or remedy the emergency situation. Each Party shall pay the require amount to the Authority within a reasonable period of time.
- 8.19 Except in an emergency situation, the Authority shall seek prior written approval from the Parties for the expenditure of any funds not in the approved budget.

## **9. AUTHORITY OPERATION**

- 9.1. Save as herein provided, the business of the Authority shall be conducted at meetings of members of the Authority.
- 9.2. The Chairperson of the Authority may call a non-regularly scheduled meeting on proper notice.
- 9.3. At least three (3) clear days notice of a non-regularly scheduled meeting of the Authority shall be given to each member of the Authority if given to the member personally and if sent by ordinary mail addressed to the member at his address shown on the records of the Authority

**August 14, 2013**

and to the municipalities at least seven (7) clear days notice shall be given, provided that any member may waive notice.

- 9.4. Any five or more of the voting members of the Authority shall be a quorum at a meeting of the Authority.
- 9.5. The Authority shall appoint a Chairman, and a Vice-Chairman to hold office at the pleasure of the Authority.
- 9.6. The Chairman shall preside at meetings of the Authority and in the absence of the Chairman, the Vice-Chairman and in the absence of the Vice-Chairman the meeting may elect a Chairman.
- 9.7. A resolution in writing signed by all the members of the Authority shall be of the same force and effect as if the same had been passed by the majority of the votes cast at a fully constituted meeting of the Authority.
- 9.8. The Authority shall be at liberty to invest any excess funds in short term bank deposit receipts.

## **10. INSURANCE**

- 10.1. The Authority shall ensure that the Operating Contractor maintains motor vehicle liability insurance and comprehensive general liability insurance in the following minimums:
  - 10.1.3. Five million dollars for loss or damage from bodily injury to or death of any one (1) person.
  - 10.1.4. Ten million dollars for property damage for each occurrence.
- 10.2. As the landowner the Town of Hinton will provide additional insurance that the Parties shall deem necessary to adequately keep and save harmless the Parties from any and all claims arising from the operation of the Authority. Premiums and deductible costs will be shared by the Parties as part of the annual operating expenses.

## **11. INDEMNITY**

Each Party agrees to indemnify each other as members of the Authority for all obligations, costs, damages, and expenses including reasonable legal costs which are properly or reasonably incurred by the Authority.

## **12. DISPUTE RESOLUTION**

- 12.1. The Parties agree that in the event of any dispute between the Parties under this agreement, the Parties shall be entitled to receive copies of any and all documents, papers, contracts, correspondence, and all other material relevant to the dispute from the Authority and the Party requesting the material shall bear the reasonable cost of providing the copies.
- 12.2. The Parties agree that the first step to resolve a dispute shall be to seek resolutions by negotiations between the Parties.
- 12.3. The Parties may jointly or severally seek formal remedy to resolve a dispute by serving notice on the Authority and any remaining Parties of its intention and outlining in sufficient detail the nature of the dispute and the remedy sought.
- 12.4. Notice shall be deemed received within seven (7) clear days when sent by regular mail to the corporate office of the Parties and the mailing address of the Authority.

**August 14, 2013**

12.5. The Parties agree any questions or differences whatsoever touching this agreement that are not settled by negotiations between the Parties shall be referred to a single arbitrator to be agreed upon by the Parties hereto or failing agreement to be appointed pursuant to the provisions of the ARBITRATION ACT OF ALBERTA. Such Arbitrator shall have all the powers conferred on arbitrators by the Arbitration Act or any statutory modification or re-enactment thereof for the time being in force.

12.6. The decisions or awards of the appointed Arbitrator shall be final and binding on the Parties except on a point of law or jurisdiction which may be appealed to a Court having jurisdiction.

### **13. AMENDMENTS**

This agreement may be amended at any time by mutual written agreement of all the Parties.

### **14. WITHDRAWAL/DISSOLUTION**

14.1. The Parties agree to continue this agreement for the operational life of the System or until final reclamation and release is received from the regulatory Authority.

14.2. The Parties agree that nothing in this agreement is intended to relieve any Party from liability for its municipal waste hauled and deposited to the System for disposal.

14.3. Any Party may request to withdraw from the Authority by serving a one (1) year notice of its intention on the last day of December of any given year.

14.4. There must be unanimous agreement between the Parties to allow any Party to withdraw and such agreement shall not be subject to appeal or any dispute resolution mechanism provided for in this agreement.

14.5. Subject to the unanimous approval of the Councils of the Parties, the Authority may resolve to wind up its affairs whereupon the affairs of the Authority shall be wound up as expeditiously as possible. The assets and liabilities of the Authority shall be divided amongst the Parties on a basis which reflects the relative total tonnage of waste deposited in the System by each of the municipalities in the last year of operation.

14.6. The Parties shall, prior to dissolution, negotiate a formal agreement, provide for the winding up of the Authority's affairs and the appointment of a custodian to manage the System until final reclamation and release of the System by the regulatory authority.

14.7. The Parties agree that any dissolution agreement Pursuant to this section shall generally reflect the financial and environmental liability of each of the Parties.

14.8. In the event of a dispute over the dissolution agreement or conditions contained therein the Parties shall rely on the dispute resolution mechanism contained in this agreement.

14.9. Any municipality which is allowed to withdraw as a member of the Authority shall have no interest in or claim against any assets of the Authority from and after the said effective date of the withdrawal.

### **15. SEVERANCE**

15.1. The Parties agree that if any provision of this agreement shall be prohibited by or judged by a Court to be unlawful, void, or unenforceable such provision shall to the extent required be severed from this agreement. The remaining provisions of this agreement shall not as far as possible be changed or modified and all other terms and conditions not so severed shall continue in full force and effect.

August 14, 2013

15.2. This agreement constitutes the entire agreement between the Parties hereto with respect to the subject matter herein contained.

15.3. This agreement shall inure to the benefit of and be binding upon the Parties their successors and approved assigns.

IN WITNESS OF THEIR AGREEMENT each Party has caused its authorized representative to execute this instrument effective as of the date first written above.

YELLOWHEAD COUNTY

per \_\_\_\_\_

per \_\_\_\_\_

TOWN OF HINTON

per \_\_\_\_\_

per \_\_\_\_\_

TOWN OF EDSON

per \_\_\_\_\_

per \_\_\_\_\_

MUNICIPALITY OF JASPER

per \_\_\_\_\_

per \_\_\_\_\_



# REQUEST FOR DECISION

---

SUBJECT:	<b>Grande Cache Event Centre – Design Services</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	July 27, 2021	CAO: SW	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	GM: DM	PRESENTER: KG
STRATEGIC PLAN:	Level of Service	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

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

---

## RECOMMENDED ACTION:

**MOTION:** That Council authorize Administration to enter into an agreement with GEC Architecture, Edmonton, Alberta to provide design service for the Grande Cache Event Centre Community Hall in the amount of \$209,950.00 plus GST, with funds to come from the Recreation Capital Budget.

---

## BACKGROUND/PROPOSAL:

The Grande Cache Events Centre Community Hall request for design service proposal was submitted on the Alberta Purchasing Connection in June of 2021. The request for proposal was submitted to seek a design consultant for the development of a large events Centre, featuring an indoor flow through outdoor setting within the current Grande Cache Recreation Centre/site.

The successful design team will provide design and consulting services including pre-design, schematic design, design development, construction documentation, bidding and negotiations, construction contract administration and post-contract administration. The Recreation Capital Budget for the Grande Cache Events Centre project includes \$2,050,000.00.

Four bid proposals were received, and Administration utilized an evaluation metrics for scoring the proponents. The top three proponents were evaluated on the following criteria: understanding of the project; team overview and approach to project management; design philosophy/approach and cost.

GEC Architecture, Edmonton, Alberta provided an excellent proposal and scored highest on the evaluation metrics. The firm demonstrated a great understanding of the project, reviewed the potential risks and major design challenges and included appropriate mitigation strategies. Project timelines addressed the various stages from pre-design through to post-construction with project completion slated for April 2023. The GEC Architecture proposal displayed some very exciting project plans that are similar in nature to Greenview's project intent.

Administration recommends proceeding with entering into an agreement with GEC Architecture, Edmonton, Alberta to provide the architectural design service for the construction of the Grande Cache Event Centre.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that a design service company will be secured, and the pre-design phase may commence for the Grande Cache Community Event Centre Hall.
- 

**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 Administration to present alternative proposals.

---

**FINANCIAL IMPLICATION:**

**Direct Costs:** \$209,950.00

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will inform the successful proponent of Council's decision and proceed accordingly.

---

**ATTACHMENT(S):**

- Grande Cache Community Event Centre Proposals



# MUNICIPAL DISTRICT OF GREENVIEW

Grande Cache Event Centre Community Hall Design Services Proposals:

Company	Cost
GEC Architecture	\$209,950.00
VOSH	\$228,870.00
Field Lievers	\$158,000.00

The proponent's cost counted 40% towards the overall score as per the evaluation metrics formula.



# REQUEST FOR DECISION

SUBJECT: **Policy 6308 Clubroot of Canola**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 27, 2021  
DEPARTMENT: COMMUNITY SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: SW  
DCAO  
LEG: DL  
MANAGER: SK  
PRESENTER:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Alberta Clubroot Management Plan

**Council Bylaw/Policy** (cite) – Policy 6308 “Clubroot of Canola.”

---

## RECOMMENDED ACTION:

**MOTION: That Council approve Policy 6308 “Clubroot of Canola as presented.”**

---

## BACKGROUND/PROPOSAL:

After discussions at the April 26th Agricultural Service Board meeting (ASB), Administration researched the present Policy 6308: Clubroot of Canola to ensure that it is reflective of the Board’s recommendations and the most recent scientific advancements regarding the pathogen. ASB reviewed the policy and recommended it for approval at the June 23, 2021, ASB meeting. There are no Policy Review Committee (PRC) meetings in the summer, and Agricultural Services needs to have the policy approved prior to notices being submitted in the fall. This policy has not been reviewed by PRC and has been requested to go directly to Council due to the urgent nature of having it approved prior to the fall.

Administration reviewed Greenview clubroot case data, applied a research approved algorithm to the data to remove subjectivity, and compared the current clubroot situation in Greenview to other municipalities within the Province of Alberta.

While the policy currently lists a 1-4 (3 year) pest notice for infested fields (Section 3.3.7), it does not consider spore load of those fields. Greenview has instances suggestive of low spore load infestations and therefore the policy should protect against the proliferation of resistant breaking pathotypes.

ID= >2%		12
ID= >5%		3
ID=<5% - >10%	Mild	4
ID=10-60%	Moderate	8
ID=>60%	Severe	0

Three subject matter experts were consulted as to their recommendations regarding the potential application of a 1-3 or 2-year break Pest Notice when spore loads appear low, and indefinite notices when a resistant breaking pathotype has been identified. Two subject matter experts agreed that the situation within Greenview is suggestive of a low spore load situation, below 2% disease severity, and one expert abstained from offering an opinion.

While agreeing to the shortened pest notice for low spore loads, they did caution that surveillance of these fields would be imperative once the pest notice was lifted and the canola

was planted. Both experts were satisfied this risk could be mitigated with the inclusion of an indefinite pest notice issued should a resistant breaking pathotype be identified when no resistant cultivars are available.

Greenview has identified 30 land parcels impacted by clubroot, of these fields, 19 are below 10% disease incidence, 15 parcels are under 5%, 12 parcels are under 2%, and 4 parcels are under 1% disease occurrence. Pathotypic shift, which can be indicative of high spore loads, has not been prevalent in Greenview. Consultations with impacted producers revealed that existing cases have been found in fields planted to susceptible varieties.

Administration recommends the revised policy which includes revised rotational requirements, removal of circular reference, and clear delineation of responsibilities for procedure, Council and Administration.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended action is that the policy will incorporate the most recent research on the clubroot pathogen while still protecting agricultural lands and slowing the spread of the clubroot pathogen.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

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

**Alternative #2:** Council may refer the policy to PRC, however this is not recommended due to the time-sensitive nature of this policy change.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will update the policy register.

---

**ATTACHMENT(S):**

- Policy 6308: Clubroot of Canola - Original
- Policy 6308: Clubroot of Canola – Edited
- Greenview Clubroot Infestations by Township
- Alberta Clubroot Management Plan

**Title: CLUBROOT OF CANOLA**

**Policy No: 6308**

**Effective Date: October 26, 2020**

**Motion Number: 20.10.575**

**Supersedes Policy No: None**

**Review Date: October 26, 2023**



**Purpose:** The purpose of this policy is to establish a management plan to prevent and/or minimize the spread and impact of Clubroot in Greenview. Greenview Council recognizes that Clubroot of Canola is declared a pest under the *Agricultural Pests Act* of Alberta and is a concern to agricultural producers within the municipality. Council further recognizes that it is beneficial to the agricultural industry to 'take active measures to prevent the establishment of, control or destroy pests in the municipality' (Sec. 6, *Agricultural Pests Act*, R.S.A 2000, Chapter A-8).

## 1. DEFINITIONS

- 1.1. **Manager of Agriculture Services** means the individual appointed as such through motion by Greenview Council and by virtue of position (*Agricultural Service Board Act*) who acts as a Pest Inspector.
- 1.2. **Agricultural Pests Act** means the *Alberta Agricultural Pests Act* (R.S.A. 200, Chapter A-8) and the *Pest and Nuisance Control Regulation* (184/2001) including any amendments or successor legislation thereto.
- 1.3. **Agricultural Service Board** means the Board appointed by Greenview Council to address agricultural concerns.
- 1.4. **Alberta Clubroot Management Plan** means the plan to manage clubroot of canola as set forth by Alberta Agriculture and Forestry.
- 1.5. **Clubroot of Canola ("Clubroot")** means the serious soil-borne disease caused by *Plasmodiophora brassicae*.
- 1.6. **Control** means to destroy or manage the disease through measures deemed acceptable by the Pest Inspector and this Policy.
- 1.7. **Crop Residue** means the material left in an agricultural field after the crop has been harvested.
- 1.8. **Cruciferous Plants** means a plant family which includes; canola/rapeseed and mustard, as well as the cabbage family (broccoli, brussel sprouts, cabbage, cauliflower, kale, kohlrabi, radish, rutabaga and turnip).

- 1.9. **Destroy** means to kill all growing parts or to render reproductive mechanisms non-viable.
- 1.10. **Geographic Area** means an area of land under the jurisdiction of Greenview.
- 1.11. **Greenview** means the Municipal District of Greenview No. 16.
- 1.12. **Infested** means a property containing Clubroot of Canola.
- 1.13. **Notice** means a notice in writing issued by a Pest Inspector under section 12 of the *Agricultural Pests Act*.
- 1.14. **Period of Restriction** means a period of time which a cruciferous crop may not be planted or grown.
- 1.15. **Pest** means an animal, bird, insect, plant or disease declared a pest under section two of the *Agricultural Pests Act*.
- 1.16. **Pest Inspector** means an inspector appointed by Greenview Council or by the Minister to carry out the *Agricultural Pests Act*.
- 1.17. **Producer** means a farm operator.
- 1.18. **Soil Disturbance** means anything that can or may move soil.
- 1.19. **Suspected Field** means any field for which it has displayed any symptoms or signs of Clubroot of Canola.

## 2. POLICY STATEMENT

- 2.1. Clubroot of Canola poses a serious threat to the Canola industry by reducing yields, it reduces the quantity and quality of the oil produced from the seeds and the spores can remain viable for twenty (20) years or more according to current research.
  - 2.1.1. Clubroot was declared a pest to Alberta under the *Agricultural Pests Act* (APA) in 2007. Section 6 of the APA states that: a local authority shall take active measures to prevent the establishment of, or to control or destroy pests in the municipality.
- 2.2. Greenview Council shall appoint Pest Inspectors (as per section 10 of the *Agricultural Pests Act*).
  - 2.2.1. The Agricultural Fieldman, under the *Agricultural Service Board Act*, is by virtue of that office, an inspector under the *Agricultural Pests Act*.
- 2.3. The Manager of Agricultural Services shall establish protocols to be followed by Pest Inspectors for inspections, sampling techniques, and for entering land. These procedures shall be designed to minimize the potential for clubroot spore transferral between fields by Pest Inspectors and will follow the Alberta Clubroot Management Plan.

## 3. PROCEDURE

- 3.1. In the event that a sample from a suspected field returns as positive for Clubroot of Canola (DNA analysis), Greenview shall:

- 3.1.1 Inform the Agricultural Service Board and Municipal Council of the discovery, and of any enforcement actions taken.
- 3.1.2 For Research purposes only, canola and other cruciferous crops may be permitted to be grown on lands where a Notice has been issued with respect to Clubroot of Canola on the lands provided that pre-approval has been granted by the Manager of Agricultural Services at his/her sole discretion.
- 3.1.2 Ensure that all Canola fields with which the landowner(s) and/or producer(s) is known to be involved are inspected (including that landowner(s) and/or producer(s) own field(s), custom seeding, custom harvest, etc.).
  - a. If the producer is operating on lands other than their own, a release of information form shall be signed by the registered landowner before there is correspondence with the producer.
- 3.1.3 Ensure the landowner(s) and/or producer(s) receive a written Notice as per the *Agricultural Pests Act* and associated Regulations through registered mail or delivery in person and are required to follow the Best Management Guidelines in the Alberta Clubroot Management Plan.
  - a. Additional information may include:
    - i. The Alberta Clubroot Management Plan
    - ii. Clubroot of Canola Policy 6308
    - iii. Clubroot Identification Information
- 3.1.4 All landowner(s) and/or producer(s) within a one(1) mile or 1.6 kilometer radius of the field where Clubroot was confirmed, will be sent written notice that Clubroot was confirmed within a one (1) mile or 1.6 kilometer radius of their property.
  - a. Additional information may include:
    - i. The Alberta Clubroot Management Plan
    - ii. Clubroot of Canola Policy 6308
    - iii. Clubroot Identification Information
- 3.1.5 In order to better understand how the disease was introduced and spread, endeavour to gather as much information about the Clubroot infected field as possible, including type and variety of the crop, seed retailer, equipment movement, custom operators used, soil type (esp. pH) and drainage patterns.
- 3.2 The landowner(s) and/or producer(s) of lands confirmed with Clubroot may harvest the crop as per conditions set out in the Alberta Clubroot Management Plan, and for the subsequent three years following discovery of Clubroot, no host crop (including Clubroot resistant Canola) shall be planted. This is considered a one in four year rotation.
- 3.3 The landowner(s) and/or producer(s) of lands confirmed with Clubroot shall be required to adopt the following control measures, as per the Alberta Clubroot Management Plan:
  - 3.3.1 The crop shall be harvested, and the canola seed shall be sold for crushing, but **not** sold for feed or seed, and shall **not** be retained for reseeding

- 3.3.2 Crop residue shall be chopped and evenly spread back onto the infected land, not baled or removed
- 3.3.3 Any seed load transported from the infested land shall be securely covered (tarpred)
- 3.3.4 Soil disturbance on infected land must be minimized to prevent movement to uninfected land
- 3.3.5 Any crop residue and soil must be cleaned from all equipment and implements and left on the land before taking equipment off the infected land
- 3.3.6 Implements, or parts thereof, which come directly into contact with the soil should be sterilized, as per the Alberta Clubroot Management Plant (Appendix 1 and 2)
- 3.3.7 No clubroot susceptible crops (cruciferous plants) including clubroot resistant canola varieties shall be seeded for a period of three (3) consecutive years following the year in which Clubroot test result is positive. Should the landowner(s) and/or producer(s) of infected land plant canola regardless of positive testing, the Manager of Agricultural Services shall:
  - a. Issue a Notice to the landowner(s) and/or producer(s) as per the *Agricultural Pests Act*.
    - i. If the landowner(s) and/or producer(s) fails to abide by the Notice, the Manager of Agricultural Services shall take appropriate measures to destroy the planted crop.
    - ii. Should the municipality destroy the crop, an invoice shall be issued to the landowner(s) and/or producer(s) for the labour, chemical and equipment costs of the crops destruction as per Provincial Legislation, including the ability of the municipality to add the arrears amount to the property taxes.
    - iii. Should enforcement be required, additional administrative fees will be charged at 15% of the cost of enforcement.
- 3.3.8 After the period of restriction, canola may be seeded using only Clubroot resistant varieties and rotating the resistant varieties with each subsequent planting.
- 3.3.9 Host plants of the clubroot pathogen, as listed in the Alberta Clubroot Management Plant, and volunteer canola shall be destroyed from within crops on the infested lands, for a period of three (3) consecutive years following the year in which a Clubroot test result is positive.
- 3.3.10 Inform any contractors or custom operators who may enter onto the land that Clubroot has been found on the property, and advise them to properly clean and disinfect any equipment which comes into contact with the soil.
- 3.4. The landowner(s) and/or producer(s) of the land who are disturbing the soil will have the responsibility to follow the Best Management Guidelines that are laid out in the Alberta Clubroot Management Plant that is set out by Alberta Agriculture and Forestry to reduce the spread of the disease with the movement of soil and equipment.

#### 4. COUNCIL RESPONSIBILITIES

4.1. Council shall appoint Pest Inspectors (as per section 10 of the *Agricultural Pests Act*).

4.1.1. The Agricultural Fieldman, under the *Agricultural Service Board Act*, is by virtue of that office, an inspector under the *Agricultural Pests Act*.

#### 5. ADMINISTRATION RESPONSIBILITIES

5.1 The Manager of Agricultural Services shall establish protocols to be followed by Pest Inspectors for inspection, sampling techniques, and for entering land. These procedures shall be designated to minimize the potential for clubroot spore transferral between fields by Pest Inspectors and will follow the Alberta Clubroot Management Plan.

5.2 Annually, the Manager of Agricultural Services shall schedule inspections of Canola fields within Greenview. In preparing this inspection schedule, the Agricultural Fieldman shall use the following criteria:

5.2.1. The fields inspected shall be distributed across the geographic area of the municipality.

5.2.2. Priority inspections will be given to fields where:

- a. The landowner(s) and/or producer(s) are known or believed to be involved in farming outside of Greenview.
- b. Inspectors notice Canola which appears to be showing symptoms of Clubroot (wilting, stunting, yellowing and early maturing).
- c. When earth moving equipment (i.e. pipeline, drilling, service rigs or road construction equipment) suspected to be from outside the Peace Region has been actively operated on the land.
- d. The property previously has Clubroot documented and verified through DNA analysis with an annual deadline for re-inspections of June 30.
- e. All fields within a one (1) mile or 1.6 kilometer radius of any field where Clubroot of Canola was confirmed and any fields associated with the landowner(s) and/ or producer(s) of any field where Clubroot of Canola was confirmed.

5.3. Advise other Peace Region Agricultural Fieldman as well as the appropriate provincial departments that Clubroot has been found within Greenview.

5.4. Greenview Agricultural Services will provide information and education to landowner(s) and/or producer(s) regarding the spread of Clubroot of Canola.

5.5 Greenview will advocate that all seed (of a host crop) should be a Clubroot resistant variety and should be treated with a registered fungicide that includes the genus for Clubroot of Canola on the label list of controlled fungi, particularly if from an out of province or unknown source.

**Title: CLUBROOT OF CANOLA**

**Policy No: 6308**

**Effective Date:**

**Motion Number:**

**Supersedes Policy No: None**

**Review Date:**



**Purpose:** The purpose of this policy is to establish a management plan to prevent and/or minimize the spread and impact of Clubroot in Greenview. Greenview Council recognizes that Clubroot of Canola is declared a pest under the *Agricultural Pests Act* of Alberta and is a concern to agricultural producers within ~~the municipality~~ Greenview. Council further recognizes that it is beneficial to the agricultural industry to 'take active measures to prevent the establishment of, control or destroy pests in ~~the municipality~~ Greenview' (Sec. 6, *Agricultural Pests Act*, R.S.A 2000, Chapter A-8).

## 1. DEFINITIONS

- 1.1. **Manager of Agricultural Services** means the individual appointed as the Agricultural Fieldman ~~such~~ through motion by Greenview Council and by virtue of position (*Agricultural Service Board Act*) who acts as a Pest Inspector.
- 1.2. **Agricultural Pests Act** means the *Alberta Agricultural Pests Act* (R.S.A. 200, Chapter A-8) and the *Pest and Nuisance Control Regulation* (184/2001) including any amendments or successor legislation thereto.
- 1.3. **Agricultural Service Board** means the Board appointed by Greenview Council to address agricultural concerns.
- 1.4. **Alberta Clubroot Management Plan** means the plan to manage clubroot of canola as set forth by Alberta Agriculture and Forestry.
- 1.5. **Clubroot of Canola ("Clubroot")** means the serious soil-borne disease caused by *Plasmodiophora brassicae*.
- 1.6. **Control** means to destroy or manage the disease through measures deemed acceptable by the Pest Inspector and this Policy.
- 1.7. **Crop Residue** means the material left in an agricultural field after the crop has been harvested.
- 1.8. **Cruciferous Plants** means a plant family which includes; canola/rapeseed and mustard, as well as the cabbage family (broccoli, brussel sprouts, cabbage, cauliflower, kale, kohlrabi, radish, rutabaga and turnip).

~~1.8.1.9.~~ ID % means a value derived from application of the accepted algorithm to determine clubroot disease severity:  $(\#1 \text{ total} * 1) + (\#2 \text{ total} * 3) / 100 * 100$

~~1.9.1.10.~~ **Destroy** means to kill all growing parts or to render reproductive mechanisms non-viable.

~~1.10.1.11.~~ **Geographic Area** means an area of land under the jurisdiction of Greenview.

~~1.11.1.12.~~ **Greenview** means the Municipal District of Greenview No. 16.

~~1.12.1.13.~~ **Infested** means a property containing Clubroot of Canola.

~~1.13.1.14.~~ **Notice** means a notice in writing issued by a Pest Inspector under section 12 of the *Agricultural Pests Act*.

~~1.14.1.15.~~ **Period of Restriction** means a period of time which a cruciferous crop may not be planted or grown.

~~1.15.1.16.~~ **Pest** means an animal, bird, insect, plant or disease declared a pest under section two of the *Agricultural Pests Act*.

~~1.16.1.17.~~ **Pest Inspector** means an inspector appointed by Greenview Council or by the Minister to carry out the *Agricultural Pests Act*.

~~1.17.1.18.~~ **Producer** means a farm operator.

~~1.18.1.19.~~ **Soil Disturbance** means anything that can or may move soil.

~~1.19.1.20.~~ **Suspected Field** means any field for which it has displayed any symptoms or signs of Clubroot of Canola.

## 2. POLICY STATEMENT

2.1. Clubroot of Canola poses a serious threat to the Canola industry by reducing yields, it reduces the quantity and quality of the oil produced from the seeds and the spores can remain viable for twenty (20) years or more according to current research.

A. Clubroot was declared a pest to Alberta under the *Agricultural Pests Act* (APA) in 2007. Section 6 of the APA states that: a local authority shall take active measures to prevent the establishment of, or to control or destroy pests in ~~the municipality~~ Greenview.

~~2.2. Greenview Council shall appoint Pest Inspectors (as per section 10 of the *Agricultural Pests Act*.~~

~~A. — The Agricultural Fieldman, under the *Agricultural Service Board Act*, is by virtue of that office, an inspector under the *Agricultural Pests Act*.~~

~~2.3. The Manager of Agricultural Services shall establish protocols to be followed by Pest Inspectors for inspections, sampling techniques, and for entering land. These procedures shall be designed to minimize the potential for clubroot spore transferral between fields by Pest Inspectors and will follow the Alberta Clubroot Management Plan.~~

## 3. PROCEDURE

3.1. In the event that a symptomatic sample sent to an accredited lab for analysis returns a DNA positive for from a suspected field returns as positive for Clubroot of Canola (DNA analysis), Greenview shall:

~~A. Inform the Agricultural Service Board and Municipal Council of the discovery, and of any enforcement actions taken.~~

~~3.1.2 For Research purposes only, canola and other cruciferous crops may be permitted to be grown on lands where a Notice has been issued with respect to Clubroot of Canola on the lands provided that pre-approval has been granted by the Manager of Agricultural Services at his/her sole discretion.~~

~~B. Ensure that all Canola fields with which the landowner(s) and/or producer(s) is known to be involved are inspected (including that landowner(s) and/or producer(s) own field(s), custom seeding, custom harvest, etc.).~~

~~i. If the producer is operating on lands other than their own, a release of information form shall be signed by the registered landowner before there is correspondence with the producer.~~

~~C.A. Ensure the landowner(s) and/or producer(s) receive a written Pest Notice as per the *Agricultural Pests Act* and associated Regulations following these parameters, as set by Council: through registered mail or delivery in person and are required to follow the Best Management Guidelines in the Alberta Clubroot Management Plan.~~

~~i. Additional information may include:~~

~~i. The Alberta Clubroot Management Plan~~

~~ii. Clubroot of Canola Policy 6308~~

~~iii. Clubroot Identification Information~~

~~i. 1-3 rotation or a two-year break when ID% is less than 2%;~~

~~ii. 1-4 rotation or a three-year break when ID% is greater than 2% but less than 10%;~~

~~iii. Should pathotype testing reveal the field is infested with a resistance breaking pathotype the pest notice shall be until there is a canola cultivar with resistance to that specific pathotype. All other brassica crops shall be prohibited.~~

~~D.B. All landowner(s) and/or producer(s) within a one (1) mile or 1.6 kilometer radius of the field where Clubroot was confirmed, will be sent written confirmation notice that Clubroot was confirmed within a one (1) mile or 1.6 kilometer radius of their property with an information package.~~

~~i. Additional information may include:~~

~~i. The Alberta Clubroot Management Plan~~

~~ii. Clubroot of Canola Policy 6308~~

~~iii. Clubroot Identification Information~~

~~E. In order to better understand how the disease was introduced and spread, endeavour to gather as much information about the Clubroot infected field as possible, including~~

~~type and variety of the crop, seed retailer, equipment movement, custom operators used, soil type (esp. pH) and drainage patterns.~~

~~3.2 The landowner(s) and/or producer(s) of lands confirmed with Clubroot may harvest the crop as per conditions set out in the Alberta Clubroot Management Plan, and for the subsequent three years following discovery of Clubroot, no host crop (including Clubroot resistant Canola) shall be planted. This is considered a one in four year rotation.~~

3.3 The landowner(s) and/or producer(s) of lands confirmed with Clubroot shall be required to adopt the following immediate control measures;

- A. The crop shall be harvested, and the canola seed shall be sold for crushing, but **not** sold for feed or seed, and shall **not** be retained for reseeding.
- B. Crop residue shall be chopped and evenly spread back onto the infected land, not baled or removed.
- C. Any seed load transported from the infested land shall be securely covered (tarp~~ed~~).
- D. Soil disturbance on infected land ~~should must~~ be minimized to prevent movement to uninfected land.
- E. Any crop residue and soil ~~should must~~ be cleaned from all equipment and implements and left on the land before taking equipment off the infected land.
- F. Implements, or parts thereof, which come directly into contact with the soil should be sterilized, as per the Alberta Clubroot Management Plan (Appendix 1 and 2).
- G. ~~No clubroot susceptible crops (cruciferous plants) including clubroot resistant canola varieties shall be seeded for a period of three (3) consecutive years following the year in which Clubroot test result is positive.~~ Should the landowner(s) and/or producer(s) of infected land plant canola fail to abide by the notice regardless of positive testing, the Manager of Agricultural Services shall:

~~a. Issue a Notice to the landowner(s) and/or producer(s) as per the Agricultural Pests Act.~~

i. If the landowner(s) and/or producer(s) fails to abide by the Notice, the Manager of Agricultural Services shall.

~~i.~~ii. Take appropriate measures to destroy the planted crop.

~~ii.~~iii. Should Greenview the municipality destroy the crop, an invoice shall be issued to the landowner(s) and/or producer(s) for the labour, chemical and equipment costs of the crops destruction as per Provincial Legislation, including the ability of the municipality Greenview to add the arrears amount to the property taxes.

~~iii.~~iv. Should enforcement be required, where the landowner(s) or producer(s) does not elect to perform the control themselves additional administrative fees will be charged at 15% of the cost of enforcement.

H. After the period of restriction listed in the Notice has expired, canola may be seeded using only Clubroot resistant varieties and rotating the resistant varieties with each subsequent planting.

~~I. Host plants of the clubroot pathogen, as listed in the Alberta Clubroot Management Plant, and volunteer canola shall be destroyed from within crops on the infested lands, for a period of three (3) consecutive years following the year in which a Clubroot test result is positive.~~

J.I. Inform any contractors or custom operators who may enter onto the land that Clubroot has been found on the property, and advise them to properly clean and disinfect any equipment which comes into contact with the soil.

~~3.4. The landowner(s) and/or producer(s) of the land who are disturbing the soil will have the responsibility to follow the Best Management Guidelines that are laid out in the Alberta Clubroot Management Plant that is set out by Alberta Agriculture and Forestry to reduce the spread of the disease with the movement of soil and equipment.~~

## 4. COUNCIL RESPONSIBILITIES

4.1. Council shall appoint Pest Inspectors (as per section 10 of the *Agricultural Pests Act*).

4.2. Council shall review the Clubroot of Canola policy annually, to ensure the policy is informed by the most recent advancements in knowledge of the clubroot pathogen.

~~4.2.1. The Agricultural Fieldman, under the *Agricultural Service Board Act*, is by virtue of that office, an inspector under the *Agricultural Pests Act*.~~

## 5. ADMINISTRATION RESPONSIBILITIES

5.1 The Manager of Agricultural Services shall establish protocols and an inspection schedule to be followed outlining the following: to be followed by Pest Inspectors for inspection, sampling techniques, and for entering land. These procedures shall be designated to minimize the potential for clubroot spore transferral between fields by Pest Inspectors and will follow the Alberta Clubroot Management Plan.

~~5.2. Annually, the Manager of Agricultural Services shall schedule inspections of Canola fields within Greenview. In preparing this inspection schedule, the Agricultural Fieldman shall use the following criteria:~~

A. Ensure the fields to be inspected are shall be distributed across the geographic area of the municipality Greenview.

B. Sampling techniques, recordkeeping and protocols for entering land.

C. Mitigation and control of clubroot spore transferral between fields by Pest Inspectors and;

D. Timed to ensure impacted producers are informed of positive clubroot DNA results prior to harvest.

5.35.2 For Research purposes, canola and other cruciferous crops may be permitted to be grown on lands where a Notice has been issued with respect to Clubroot of Canola on the lands provided that pre-approval has been granted by the Manager of Agricultural Services at his/hertheir sole discretion.

5.3 Administration shall develop a geographical heat map of infestations for use in mitigation plan development by industry and construction companies.

5.4 In order to better understand how the disease was introduced and spread, administration shall gather as much information about the Clubroot infected field as possible, including type and variety of the crop, seed retailer, equipment movement, custom operators used, soil type, pH and drainage patterns.

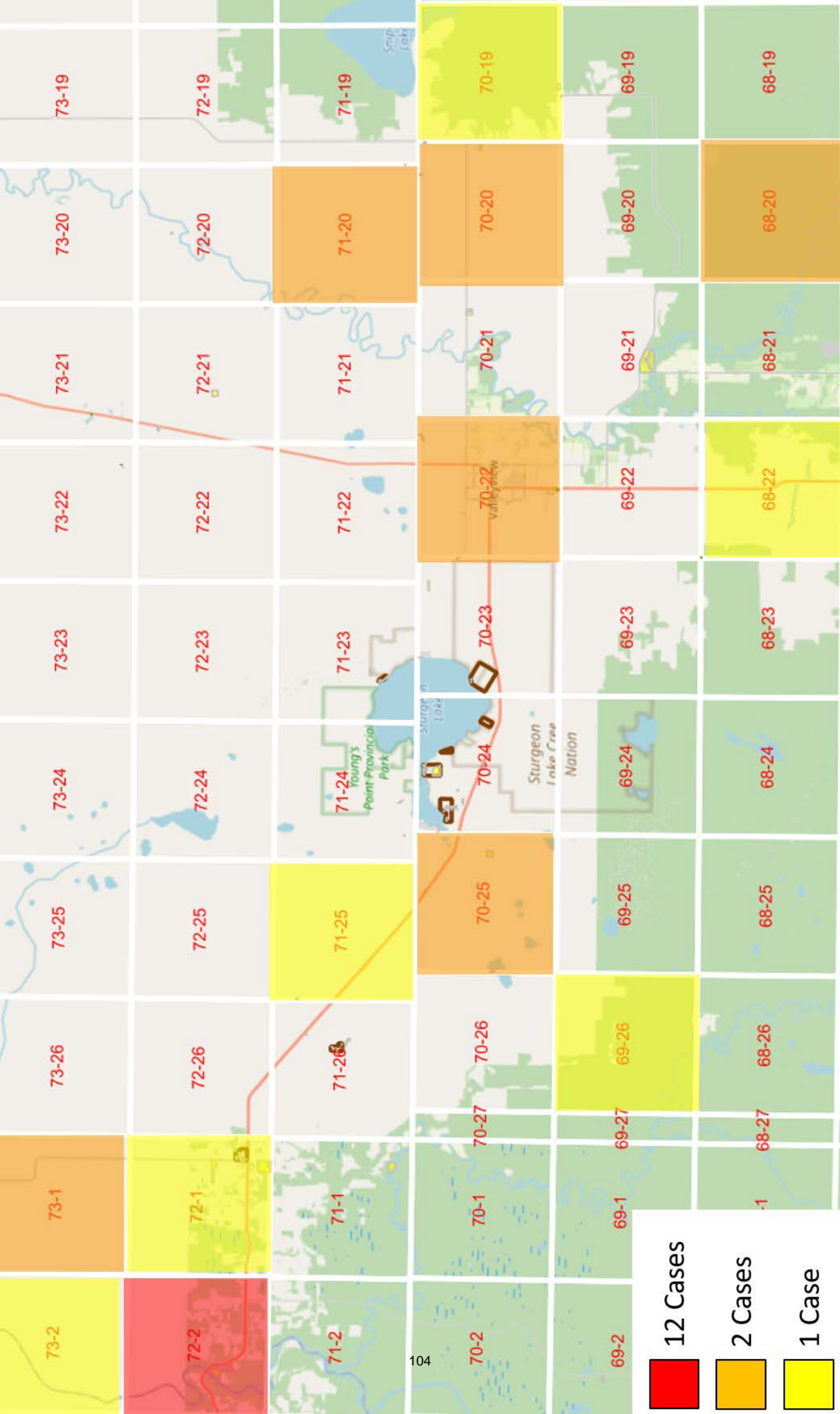
~~A. Priority inspections will be given to fields where:~~

- ~~a. The landowner(s) and/or producer(s) are known or believed to be involved in farming outside of Greenview.~~
- ~~b. Inspectors notice Canola which appears to be showing symptoms of Clubroot (wilting, stunting, yellowing and early maturing).~~
- ~~c. When earth moving equipment (i.e. pipeline, drilling, service rigs or road construction equipment) suspected to be from outside the Peace Region has been actively operated on the land.~~
- ~~d. The property previously has Clubroot documented and verified through DNA analysis with an annual deadline for re-inspections of June 30.~~
- ~~e. All fields within a one (1) mile or 1.6 kilometer radius of any field where Clubroot of Canola was confirmed and any fields associated with the landowner(s) and/or producer(s) of any field where Clubroot of Canola was confirmed.~~

~~5.3. Advise other Peace Region Agricultural Fieldman as well as the appropriate provincial departments that Clubroot has been found within Greenview.~~

~~5.4, 5.3.~~ Greenview Agricultural Services will provide information and education to landowner(s) and/or producer(s) regarding the spread of Clubroot of Canola.

~~5.5~~ Greenview will advocate that all seed (of a host crop) should be a Clubroot resistant variety, and should be treated with a registered fungicide that includes the genus for Clubroot of Canola on the label list of controlled fungi, particularly if from an out of province or unknown source.



## Notifications

### [COVID-19 Updates](#)

- [Alberta enters Stage 2 reopening](#): Public health measures remain in effect.
- [Get vaccinated](#): Everyone 12+ can book first dose now, second doses available in stages.

□



□

[Home](#) → [Business and economy](#) → [Agriculture](#) → [Crops](#) → [Crop diseases, weeds and pests](#) → [Crop diseases](#) → [Clubroot – pest](#)

## Alberta clubroot management plan

### On this page:

- [Clubroot disease overview](#)
- [Clubroot Management Plan](#)
- [Regulatory status](#)
- [Factors favouring clubroot's spread in Alberta](#)
- [Management plan rationale](#)
- [Best management practices](#)
- [Responsibilities](#)

### Clubroot disease overview

Clubroot is a serious soil-borne disease of canola, mustard and other crops in the cabbage family. Cole crop vegetables like broccoli, Brussels sprouts, cabbage, cauliflower, Chinese cabbage, kale, kohlrabi, radish, rutabaga and turnip, are susceptible to clubroot, as are many cruciferous weeds, for example, wild mustard, stinkweed and shepherd's purse.

#### Appearance

As the name of this disease suggests, roots of infected plants may exhibit a club-like appearance. However, overall symptoms will vary depending on the growth stage of the crop when it becomes infected. Infection at the seedling stage can result in wilting, stunting and yellowing symptoms by the late rosette to early podding stage, while premature ripening or death can be observed in canola or mustard plants nearing maturity. Plants infected at later growth stages may not show wilting, stunting or yellowing, but may still ripen prematurely, and seeds may shrivel, thus reducing yield and quality (oil content).

## Commonly confused diseases or disorders

Above-ground symptoms of clubroot may be confused with drought, nutrient deficiencies or other diseases, so suspect plants should be carefully dug from the soil to check for typical clubroot galls on the roots. Swellings of unknown origin called hybridization nodules are occasionally seen on canola roots and can be confused with young clubroot galls. These nodules are more spherical and firmer than clubroot galls and do not decay when mature as clubroot galls do. Exposure to phenoxy herbicides can also result in swellings on lower stems and roots of canola, mustard and cole crop vegetable plants, but these malformations usually lack the large size and lobed appearance of typical clubroot galls.

## Causes

Clubroot is caused by a microscopic, soil-borne plant pathogen called *Plasmodiophora brassicae*. The clubroot pathogen is classified as a "Protist", a group of organisms with characteristics of plants, fungi and protozoans. The life cycle of the clubroot pathogen is illustrated at [Clubroot disease of canola and mustard](#).

## First found in Alberta

Clubroot was first reported on broccoli, cabbage and cauliflower in a few home gardens in the Edmonton area in the mid-1970s. The first economically important infestation in Alberta was observed on Chinese cabbage in a market garden near Edmonton in 2001. Clubroot was first detected in canola in Alberta in Sturgeon County northwest of Edmonton in 2003.

## Effects

Most varieties of canola, mustard and cole crop vegetables currently being grown in Alberta are highly susceptible to clubroot. This disease is capable of significantly reducing yield and quality, and may destroy a crop if infestation levels are high. Swedish researchers found that infestations in canola fields nearing 100% affected plants caused about 50 to 80% yield loss, while infestations of 10 to 20% led to 5 to 10% yield loss. These results are similar to sclerotinia stem rot infection in canola, where a general rule of thumb is that estimated yield loss is half of the percentage of infected stems. A few cases of total crop loss (that is, not worth combining) have been reported in central Alberta.

## Soil life

The resting spores of *Plasmodiophora brassicae* are extremely long-lived and may survive in soil for up to 20 years, according to Swedish research. Similar persistence is being reported in Alberta. Resting spore longevity is a key factor contributing to the seriousness of the clubroot disease, especially under short crop rotations. Clubroot is not a phytosanitary issue affecting international trade of canola or mustard.

## Methods of spread

In Alberta, clubroot is being spread mainly through soil infested with resting spores. Infested soil can be carried from field to field by farm machinery, especially tillage equipment, and can also be moved by wind and water erosion. Seed of various crops, as well as hay and straw, can also become contaminated with resting spores via dust or earth tag when they are grown in clubroot-infested fields.

## Efforts

In spring 2007, clubroot was added as a declared pest to Alberta's [Agricultural Pests Act](#) (APA). This act is the legislative authority for the enforcement of control measures for declared pests in Alberta. Annual surveys of canola, mustard and/or cole crop vegetables have been carried out to determine the location of infested fields in the main production areas for these crops, see the map in the next section. Researchers from many agencies, including the University of Alberta, Alberta Agriculture and Forestry and Agriculture and Agri-Food Canada, have many active research projects on clubroot. Private breeding programs have released clubroot-resistant canola varieties for western Canada.

For more information, read the [Economic cost of clubroot](#).

## Current state of clubroot in Alberta

By the end of 2018, clubroot was present in 42 municipalities in Alberta, mainly in central Alberta as shown in the 2003-2018 map showing infested municipalities: [Cumulative clubroot infestations in Alberta](#). Clubroot has the potential to spread to and become established in many of the traditional canola-growing areas of western Canada.

In 2014, the first Alberta case of a pathogen shift to overcome current variety resistance was confirmed from diseased areas of a field planted to a resistant variety (observed in 2013). By 2018, there were hundreds of fields with new virulent pathotypes that could overcome our current genetically resistant cultivars.

## Clubroot Management Plan

The Clubroot Management Plan's objective is to minimize yield losses due to clubroot and reduce the further spread and buildup of clubroot in canola, mustard and market garden vegetable fields in Alberta.

For more information, read [Alberta clubroot management plan](#).

## Regulatory status

Alberta's APA is the legislative authority for the enforcement of control measures for declared pests.

The Minister of Alberta Agriculture and Forestry is responsible for this act; however, enforcement is the responsibility of provincial municipalities. Agricultural Fieldmen are responsible for enforcing pest control measures in their respective municipalities.

Clubroot was added as a declared pest to the APA in April 2007.

Pest inspectors may be appointed by the local municipality or by the Minister of Agriculture and Forestry. Agricultural Fieldmen are pest inspectors under the APA. Inspectors have the power to enter land at a reasonable hour, without permission, to inspect for pests and collect samples. Check the [Association of Alberta Agricultural Fieldmen](#) website for a contact list of Agricultural Fieldmen and assistants in Alberta.

The owner or occupant of land has the responsibility of taking measures to prevent the establishment of any pest on land, property and livestock and to control or destroy all pests in the land or property.

Control measures for clubroot are specified in this management plan. It is important to understand that these control measures represent an acceptable standard that is to be applied in all municipalities across the province. Municipalities can enhance the standard within their own jurisdictions.

## Factors favouring clubroot's spread in Alberta

Resting spores can be spread from field to field via contaminated soil on agricultural, petroleum industry and construction equipment and machinery. Soil tillage equipment represents the greatest risk of spreading the disease as soil is frequently carried on shovels, discs, openers, frames and tires. Clubroot surveys in Alberta have found that most new infestations begin at or near the field access, which indicates that contaminated equipment is the predominant spread mechanism.

Other secondary methods of spread could include movement of soil with water or wind and as soil attached to seed (earth tag), hay, straw or greenfeed.

Resting spores are extremely long-lived. It was traditionally understood that the spores had a half-life of about 4 years, but may survive in soil for up to 20 years. Recent studies have suggested that rather than a half-life there may be a more rapid decline in spore viability in the first 2 years without a host, followed by a slow decline for up to 20 years. Regardless of the kinetics of spore decline, the longevity of the resting spores is a key factor contributing to the seriousness of the disease, especially under tight canola rotations.

All land users, including growers, custom agricultural services, oil and gas industry operators, construction and transportation companies, recreational vehicle users, etcetera, need to continue their diligence in removing potentially contaminated soil from vehicles, machines and equipment prior to leaving fields. The removal is crucial to prevent the movement and introduction of clubroot to clean fields and to reduce the widespread distribution of spores within infested fields. Widespread resting spores and frequent exposure to resistant varieties will accelerate changes in the pathogen populations to strains that are not controlled by resistance in current clubroot-resistant canola varieties.

## Management plan rationale

Clubroot in Alberta is managed through a proactive program that utilizes and prolongs the durability of clubroot-resistant canola varieties in combination with continuing efforts to prevent the further spread of this pathogen in the province. The program includes both an industry/public awareness program and a disease management plan.

The long-term goal of this management plan is to minimize canola yields losses through the judicious use of resistant varieties and to reduce the further spread of clubroot in Alberta.

## Best management practices

1. Use clubroot-resistant varieties when growing canola in areas where the disease is established. Alternate growing clubroot-resistant varieties with different sources of resistance when they become available.
2. Although crop rotation will not prevent introduction of clubroot to clean fields, the practice will lower subsequent disease buildup and severity and reduce other diseases, such as blackleg. Crop rotation will not eradicate the clubroot pathogen from the soil. A minimum of a 2-year break from all clubroot-susceptible hosts is recommended for all producers. A longer break may be required if clubroot is well-established, or

a Notice to Control is issued by the local authority. Canola growers in high-risk situations (confirmed clubroot in the field or area) should follow traditional canola rotation recommendations (one canola crop every 4 years) using clubroot resistant varieties. The one- in 4-year rotation recommendation using resistant varieties is designed to slow down pathogen population shifts. There have been numerous reports in Alberta of pathogen population shifts to strains not controlled by clubroot-resistant canola. This has occurred many times in other parts of the world in canola and cole crops.

3. Growing a clubroot-resistant variety in fields without known clubroot but in areas where the disease is prevalent can help slow the establishment of the disease. Since there would be low spore numbers when clubroot does get introduced to the field, this approach should not significantly induce changes in the strains to those that are not controlled by the variety resistance. The greatest pressure to alter the pathogen strains is frequent exposure (rotation length) of the same resistance to high soil spore populations (distinct clubroot patches have occurred in the field).
4. Volunteer canola and cruciferous weeds must be controlled in infested fields to prevent more than 3 weeks of growth, to avoid the production of new resting spores on these host plants.
5. Practice good sanitation (cleaning and disinfection) of machinery and equipment to restrict the movement of potentially contaminated soil. This approach will also help reduce the spread of other diseases, insects and weed seeds. Resting spores can be spread via contaminated soil. Moderate to high infestations will leave high spore concentrations in soil on field machinery, thus sanitation is very important in these situations. All producers should follow the practice of cleaning soil and crop debris from field equipment before transport from all fields. The most critical step in cleaning equipment is physical dirt removal – knocking or scraping off soil lumps and sweeping off loose soil.
  - For risk-averse producers or with heavy infestations, there are additional cleaning steps, with diminishing returns on investment, that will slightly decrease the risk of spread, but will involve considerably more work and expense:
    - After removal of soil lumps, wash equipment with a power washer, finish by misting equipment with disinfectant. Recommended products include 2% active ingredient bleach solution, Spray Nine, Adhere, Premise and AES 2500. The use of a disinfectant without first removing soil is not recommended because soil inactivates most disinfectants. A 20 to 30-minute wet period is recommended for good efficacy. For more information on disinfecting equipment for clubroot prevention see the fact sheet [Preventing Clubroot: Agricultural Sanitization](#).
    - Disinfectant footbaths can be an effective first line of defence in a biosecurity program. However, footbaths are not able to completely eliminate biosecurity risks in all situations. Disposable foot coverings should be utilized where possible and in combination with a foot bath to more fully minimize biosecurity risks associated with soil-borne diseases like clubroot. For more information on how to develop a comprehensive biosecurity plan for a farm or business, see the Canadian Food Inspection Agency's [National Voluntary Farm-Level Biosecurity Standard for the Grains and Oilseeds Industry](#).
6. Seed and establish an area with grass near the field exit. A well-sodded grass will retain soil removed during equipment cleaning without creating a mud hole after washing and thus will reduce the re-introduction of infested mud to wheels when moving from this area to the exit. The grass area will not be susceptible to clubroot if volunteer canola and mustard weed species are controlled.
7. Use direct seeding and other soil conservation practices to reduce erosion. Resting spores can also readily move in soil transported by wind or water erosion. Reducing the amount of tillage on any given field will

reduce the spread of the organism within the field and to other fields.

8. Minimize vehicle and equipment traffic to and from fields.
9. In situations where fields are lightly infested only near the current access, create a new exit at another distant edge of the field if possible.
10. Scout canola fields regularly and carefully. Identify causes of wilting, stunting, yellowing and premature ripening – do not assume anything!
11. Avoid the use of straw, hay or greenfeed, silage and manure from infested or suspicious areas. Clubroot spores may survive through the digestive tracts of livestock.
12. Avoid common untreated seed (including canola, cereals and pulses). Earth tag on seed from infested fields could introduce resting spores to clean fields. The effect of current seed treatment fungicides on resting spore viability on seed is currently being studied.

## Responsibilities

### Alberta Agriculture and Forestry (AF)

The Plant and Bee Health Surveillance Section of AF will coordinate the Alberta Clubroot Management Plan and do the following:

- Provide regulatory consultation and training.
- Prepare and provide technical information on clubroot control recommendations and variety resistance stewardship to inspectors and others in the field.
- Assist in educating the agriculture industry, oil industry and general public about clubroot and the threat it represents to Alberta.
- Inform other industry sectors, such as the agricultural retail industry, environmental companies, custom applicators, petroleum, construction and transportation industries, and landscaping companies, about equipment sanitation requirements to reduce clubroot spread within and between municipalities.

### Agricultural Service Boards (ASBs)

ASBs will provide support and resources to the Agricultural Fieldmen in carrying out their duties. The Agricultural Fieldmen will do the following:

- Actively survey for clubroot if canola or mustard is being grown in their municipality – follow-up surveys on infested land should be conducted to monitor for resistance breakdown in newly introduced resistant canola varieties.
- Provide recommendations and information to farmers on clubroot prevention and management, especially the stewardship of variety resistance.
- Enforce control measures as necessary to meet the objectives of the Alberta Clubroot Management Plan.
- Maintain records of infestations and provide information on infested land locations to potential land renters, landowners, oil and gas companies and other parties with a financial interest, under provisions of the APA and the Pest and Nuisance Control Regulation (Section 10).
- Assist in educating the Alberta agriculture industry about clubroot and the threat it represents to Alberta.

### Landowners/occupants

- Take measures such as vehicle and equipment sanitation as well as proper crop rotation to prevent the establishment of clubroot on their land and to minimize the spread of clubroot to other land or property.
- Grow resistant varieties when clubroot is present or is known to be present in the area and follow a 4-year rotation to deter resistance breakdown.
- Observe and follow all management practices to meet the objectives of the Alberta Clubroot Management Plan.

### **Agricultural retail and service industry (pesticide/fertilizer retailers, custom equipment leasing, consulting agronomists, Canola Council of Canada)**

- Take measures such as equipment cleaning and disinfection to prevent the establishment of clubroot and to minimize the spread of clubroot to other land and property.
- Assist in educating the agriculture industry about clubroot, the threat it represents to Alberta and the value of extended rotations for minimizing variety resistance breakdown.

### **Custom equipment operators**

- Take measures such as equipment sanitation to prevent disease establishment and to minimize the spread of clubroot to other land and property.
- Assist in educating producers and others in the agriculture industry about clubroot and the threat it represents to Alberta's canola industry.

### **Energy (oil, gas, pipeline, seismic), construction (earthmoving, landscaping) and transportation (trucking) companies operating on agricultural land**

- Take measures to prevent disease establishment and to minimize the further spread of clubroot to other land and property – examples of such measures include the following:
  - clean equipment when leaving infested sites or areas
  - remove/stockpile topsoil on leases with clubroot before moving other equipment on-site
  - avoid equipment traffic during wet conditions in infested areas
- Assist in educating the petroleum, construction and transportation industries about clubroot and the threat it represents to agriculture in Alberta.

### **Researchers**

- Conduct research to increase understanding of clubroot biology and management.
- Communicate research findings to extension personnel and other stakeholders.
- Serve as scientific advisors to the Clubroot Management Committee.
- Make recommendations to producers and the agricultural service industry, as needed, based on scientific knowledge and experimental evidence.

### **Clubroot Management Committee**

- Provide a forum to represent the interests and views of the agriculture and oil and gas industries in Alberta and western Canada regarding the management of clubroot.
- Recommend management strategies for clubroot for inclusion in the Alberta Clubroot Management Plan.

- Assist in educating the agriculture, oil and gas industries in western Canada about clubroot and the threat it represents to canola and cole crop production.
- Evaluate and revise the Alberta Clubroot Management Plan as required.

© 2021 Government of Alberta  
Alberta.ca



# REQUEST FOR DECISION

---

SUBJECT: **Ridgefest Sponsorship Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 27, 2021  
DEPARTMENT: ECONOMIC DEVELOPMENT  
STRATEGIC PLAN: Quality of Life

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: SW                      MANAGER: KK  
GM: DM                      PRESENTER: LL  
LEG:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – Policy 8004 Greenview Sponsorships and Donations.

---

## RECOMMENDED ACTION:

**MOTION: That Council approve sponsorship in the amount of \$5,000.00 to the Ridge restaurant to host Ridgefest on the 2021 August long weekend, with funds to come from Community Services Miscellaneous Grants.**

---

## BACKGROUND/PROPOSAL:

The Ridge is a restaurant located in Grande Cache and has hosted Ridgefest for the past 3 years. Ridgefest is an annual community event held outside the Ridge restaurant on the August long weekend, which is also the weekend of the Death Race. Ridgefest consists of live entertainment, dancing, food, and beer gardens. A donation is made to local organizations to work security the weekend of the event.

The Ridge restaurant has absorbed the cost of this community event for the past 3 years, however due to COVID-19 restrictions and business closures throughout 2020-2021, the Ridge is seeking sponsorship for the event this year. The requested sponsorship of \$15,000.00 would cover the cost of rentals for tents, tables, chairs, the stage, the band, and staffing costs.

The balance of the 2021 Community Service Miscellaneous Grant Budget as of July 26, 2021 is (\$398,817.30).

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will assist in supporting this community focused event that not only benefits attendees of the Death Race but also provides a well deserved post-COVID event for residents and tourists in Grande Cache over the August long weekend.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that sponsoring this type of event may set a precedent for similar event requests in the future.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to alter the sponsorship amount or take no action to the recommended motion.

---

FINANCIAL IMPLICATION:

**Direct Costs: \$5,000.00**

**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 Ridge Restaurant of Council's decision.

---

ATTACHMENT(S):

- Sponsorship Application



## 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)

Received July 9, 2021

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](mailto: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](mailto:greenviewgivesback@mdgreenview.ab.ca)



# REQUEST FOR DECISION

---

SUBJECT: **Valleyview Tin Cup Charity Golf Tournament Sponsorship Request**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 27, 2021 CAO: SW MANAGER: KK  
DEPARTMENT: ECONOMIC DEVELOPMENT GM: PRESENTER: LL  
STRATEGIC PLAN: Quality of Life LEG: DL

---

## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) –Policy 8004 Greenview Sponsorships and Donations

---

## RECOMMENDED ACTION:

**MOTION: That Council approve an in-kind donation valued at \$300.00 to the Valleyview Tin Cup Charity Golf Tournament on August 14, 2021, with funds to come from the Community Services Miscellaneous Grants.**

---

## BACKGROUND/PROPOSAL:

The Valleyview Tin Cup Charity Golf Tournament was organized in 2020 as a result of the Valleyview Cup Charity Hockey Tournament being cancelled due to COVID 19 restrictions. The golf tournament was very successful and raised \$8,000.00 for the Make A Wish Foundation, as a result, this will be an additional annual event hosted by the organizers.

The Valleyview Tin Cup Charity Golf Tournament raises money for the Make-A-Wish Foundation in the Peace Country area. In order to maximize funds for Make-A-Wish Foundation the organizer has requested an in-kind donation or cash donation be provided to offset costs associated with running this event. The Golf Tournament is for charity; however, the organizers incur expenses such as green fees, supper, rentals, and prizes.

In years prior to 2020, Greenview Council approved in-kind donations to the Valleyview Cup Charity Hockey Tournament for Make-A-Wish Foundation. In 2020 due to COVID-19 restrictions, events of this type were not held, however Council made a direct donation to Make-A-Wish Foundation in the amount of \$300.00.

The balance of the 2021 Community Service Miscellaneous Grant Budget as of July 26, 2021 is (\$398,817.30).

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that the funds will assist with providing support to the Make-A-Wish Foundation – Peace Country.

---

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to alter the donation in-kind amount or take no action to the recommended motion.

---

FINANCIAL IMPLICATION:

**Direct Costs: \$300.00**

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

---

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will advise the Valleyview Tin Cup organizers of Council's decision.

---

ATTACHMENT(S):

- Sponsorship Application
- Sponsorship Request Letter



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

### Greenview Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 60 days prior to the planned event.

**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)

**Received July 8, 2021**

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](mailto: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](mailto:greenviewgivesback@mdgreenview.ab.ca)

## Valleyview Tin Cup Charity Tournament

Received July 9 2021

Dear MD of Greenview ,

My name is Curtis Swenson and I am one of the organizers of the Valleyview Tin Cup Charity Golf Tournament. This is the 2<sup>nd</sup> year we've done the Tin Cup. Due to Covid-19 last year we had to cancel our annual Valleyview Cup hockey tournament and decided to try a golf tournament to raise money for the Make A Wish Foundation. Last year was such a success, we've decided to make the golf tournament an annual event also.

In the 9 years that we've teamed up with the Make a Wish Foundation we've raised just over \$200,000 for them. This money goes to grant wishes to sick children and their families to relieve some of the stress that they are dealing with. The tournament will take place this year at the Valleyview Riverside Golf course on August 14<sup>th</sup>. We expect to have 50 teams enter. It is a fun 2 ball best ball tournament and all the money raised will be donated to the Make A Wish Foundation. Last year we raised \$8,000 at the golf tournament and hope to beat that total this year.

This tournament is for charity, but we still have expenses such as green fees, supper, rentals, and prizes. To help us grant another wish, I'm asking you to consider making a cash donation to cover expenses, or a prize for our golfers. All sponsors will be featured in our Thank You post on Valleyview Cup Facebook Page, and on signage at the golf course, unless stated otherwise.

Donations can be made out to:

The Valleyview Cup  
P.O Box 2502, Valleyview AB, T0H 3N0

If you have any questions about The Valleyview Cup or know of a child whose wish could be adopted, you can contact me at [780-524-9222](tel:780-524-9222) or email [tsevy1982@gmail.com](mailto:tsevy1982@gmail.com). Or you can contact Curtis Swenson at

[780-552-6369](tel:780-552-6369) or email [cswenson@pembina.com](mailto:cswenson@pembina.com).

Thank you for taking the time to read this letter and hope to hear from you.

Curtis Swenson



# REQUEST FOR DECISION

---

SUBJECT: **Coal Position Statement**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 27, 2021  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: SW  
GM:  
LEG:  
MANAGER:  
PRESENTER:

---

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

RECOMMENDED ACTION:

**MOTION: That Council choose Option “B” as their Coal Position Statement.**

---

BACKGROUND/PROPOSAL:

At the June 8, 2021 Regular Council Meeting, Council had a discussion regarding the 1976 Coal Policy and made the following motion:

*"MOTION: 21.06.310 Moved by: COUNCILLOR WINSTON DELORME*

*That Council have a discussion regarding their viewpoints on the 1976 Coal Policy and current or potential future coal exploration in Alberta and to bring back several samples of position statements for Council's consideration.*

Administration has provided the following position statements for Council's review:

- 
- A) "Greenview recognizes the importance in balancing the interests and challenges surrounding the mining of coal within the Province of Alberta. It is imperative that the Coal Policy consider the economic impacts in coal communities, while protecting the environment today and for all generations to come. Consultation must be authentically genuine and inclusive with outcomes that respect the history and culture of our Indigenous communities. With unwavering reclamation criteria, coupled with generous cost recovery funds secured, Greenview supports responsible coal extraction. Care for the land, water, and air quality without compromise, assured through protective regulation, Greenview will continue to support coal extraction throughout the region."
  - B) "Greenview acknowledges the environmental and societal challenges with the mining of coal within the Province of Alberta. To mitigate these challenges, the Coal Policy must establish clear regulations and process that evaluates impacts to local communities, environment, and the fundamental values of Indigenous People, all while securing adequate reclamation funds for proper recovery of

environmental impacts. With such measures in place, Greenview supports the responsible mining of coal within Alberta.”

- C) “Greenview recognizes the importance of metallurgical coal for its economic contributions to Alberta and the development of essential societal goods such as steel. As such, Greenview supports the mining of this resource within Alberta if clear regulations and processes, including adequate funding of reclamation are established. In concert with this process, the protection of Alberta’s environment and fundamental values of Indigenous Peoples must remain paramount.”

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended action is that Greenview will be taking a political position that may not be viewed favourably.

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to provide a statement that is not in support of the mining of coal within Alberta, or not make any position statement.

---

#### 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.

*Using that framework outline the proposed level of public engagement associated with the recommended action.*

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

Inform

#### **PUBLIC PARTICIPATION GOAL**

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

#### **PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

---

ATTACHMENT(S):

- N/A



# REQUEST FOR DECISION

---

SUBJECT: **Letter of Support – CST Coal**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 27, 2021  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: SW  
GM:  
LEG:  
MANAGER:  
PRESENTER:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council direct Administration to write a letter of support for CST Coal on the resumption of mining activities near Grande Cache, Alberta.**

---

## BACKGROUND/PROPOSAL:

On July 19, 2021, members of Council received a request from CST Coal for a letter of support to resume mining activities at the Grande Cache Mine.

On July 20, at the Committee of the Whole Meeting, Committee of the Whole made a recommendation for Administration to bring the request and a draft letter to the July, 27, Regular Council Meeting.

The mine is set to resume operations over the course of a few weeks and so the letter is time sensitive.

---

## BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council accepting the recommended motion is Council will be showing its support for the mining industry and the economic benefits it brings to the Hamlet of Grande Cache, and the MD of Greenview.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

### **Alternative #1:**

Council has the alternative to not write a letter of support for the resumption of mining activities near Grande Cache, Alberta. Administration does not recommend this as the operations of the mine will have a positive economic impact on the Hamlet, as well as surrounding areas of the MD.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

If Council moves forward with the recommended motion Administration will send a letter of support to CST Coal.

---

**ATTACHMENT(S):**

- Draft Letter of Support



# REQUEST FOR DECISION

---

SUBJECT: **2021 Q2 Capital and Operating Year To Date**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: July 27, 2021 CAO: SW MANAGER:  
DEPARTMENT: FINANCE GM: EK PRESENTER:  
STRATEGIC PLAN: Level of Service

---

## RELEVANT LEGISLATION:

**Provincial** (cite) –Municipal Government Act 268.1 (b)  
**Council Bylaw/Policy** (cite) –

---

## RECOMMENDED ACTION:

**MOTION: That Council accepts the year to date Operating and Capital Budget reports for the period ending June 30, 2021, for information, as presented.**

---

## BACKGROUND/PROPOSAL:

Section 268.1 (b) of the Municipal Government Act stipulates actual revenues and expenses compared with the budget are provided to Council as often as Council directs.

---

## BENEFITS OF THE RECOMMENDED ACTION:

Council can review revenues, expenses and capital project spending to the end of June 30, 2021 (Q2)  
Council has the opportunity to ask questions regarding the financial information.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** None

---

## FINANCIAL IMPLICATION:

**Direct Costs:** N/A

**Ongoing / Future Costs:**

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

## PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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:

---

ATTACHMENT(S):

- Summary of Operating Revenue & Expenses 3 months Ending June 30, 2021
- Summary of Capital Budget to June 30, 2021
- MGA Sec 268.1 (b)

**Financial records and receipts**

**268.1** A municipality must ensure that

- (a) accurate records and accounts are kept of the municipality's financial affairs, including the things on which a municipality's debt limit is based and the things included in the definition of debt for that municipality;
- (b) the actual revenues and expenditures of the municipality compared with the estimates in the operating or capital budget approved by council are reported to council as often as council directs;
- (c) the revenues of the municipality are collected and controlled and receipts issued in the manner directed by council.



MD OF GREENVIEW NO.16  
QUARTERLY CAPITAL REPORT TO COUNCIL  
CAPITAL PROJECTS  
ENDING JUNE 30th, 2021

Sub-Department Project ID	Description	2021 Budget	2021 Actuals	Variances	
				Percentage	Dollar value
<i>Information Systems</i>					
IT20001	Firewall Network Replacement VV	25,000.00	0.00	0.00%	25,000.00
IT21001	Council Chambers Refit/Upgrade	150,000.00	104,397.04	69.60%	45,602.96
IT21002	Grande Cache Network Routers	12,000.00	0.00	0.00%	12,000.00
IT21003	Installation of Fibre Network in Grande Cache	75,000.00	0.00	0.00%	75,000.00
IT22001	Host Server and SAN Cluster	100,000.00	0.00	0.00%	100,000.00
IT22002	Network Switch Infrastructure	40,000.00	0.00	0.00%	40,000.00
IT23001	Disaster Recovery Host Server	40,000.00	0.00	0.00%	40,000.00
<b>Total Information Systems</b>		<b>442,000.00</b>	<b>104,397.04</b>	<b>23.62%</b>	<b>337,602.96</b>
<i>CAO &amp; Corporate Services</i>					
CAO21001	Vehicle (SUV)	48,000.00	47,366.25	98.68%	633.75
CM21001	MD Entrance & Hamlet Signs	550,000.00	0.00	0.00%	550,000.00
CM21002	Grande Cache Digital Sign	175,000.00	0.00	0.00%	175,000.00
<b>Total CAO Services</b>		<b>773,000.00</b>	<b>47,366.25</b>	<b>6.13%</b>	<b>725,633.75</b>
<i>CPO Programm</i>					
PO21001	E-ticketing	13,000.00	4,457.60	34.29%	8,542.40
<b>Total CPO Programm</b>		<b>13,000.00</b>	<b>4,457.60</b>	<b>34.29%</b>	<b>8,542.40</b>
<i>Community Services</i>					
RE15001	Valleyview Multiplex Facility	0.00	0.00		0.00
<b>Total Community Services</b>		<b>0.00</b>	<b>0.00</b>		<b>0.00</b>
<i>Agricultural Services</i>					
AG21001	3 PT Hitch Reclamation Seeder (New)	13,500.00	0.00	0.00%	13,500.00
AG21002	Pull type Dozer Blade Replacement (SOIL3099)	40,000.00	0.00	0.00%	40,000.00
AG21003	ATV Trailer Replacement (T70)	8,000.00	0.00	0.00%	8,000.00
AG21004	Bale Hauler Replacement (ASB0007)	53,000.00	0.00	0.00%	53,000.00
AG19012	AG Building Improvements	188,284.00	18,953.41	10.07%	169,330.59
BT21001	Z15B 72" Mower Repalcement (T82)	13,000.00	12,869.95	99.00%	130.05
<b>Total Agricultural Services</b>		<b>315,784.00</b>	<b>31,823.36</b>	<b>10.08%</b>	<b>283,960.64</b>
<i>Economic Development</i>					
ED21001	Electric Car Charging Stations	60,000.00	0.00	0.00%	60,000.00
ED21002	Tourism Centre Exhibits & Interactive Features	100,000.00	28,702.05	28.70%	71,297.95
ED21003	Community Bulletin Boards	40,000.00	32,015.50	80.04%	7,984.50
<b>Total Economic Development</b>		<b>200,000.00</b>	<b>60,717.55</b>	<b>30.36%</b>	<b>139,282.45</b>
<i>Protectives Services</i>					
PS19001	Greenview AFRCS	66,231.00	2,471.63	3.73%	63,759.37
PS19002	GC Public Service Building w/ Fire Hall	1,727,500.00	4,854.09	0.28%	1,722,645.91
PS20003	Heavy Rescue Engine - Grande Cache	1,250,000.00	1,183,972.98	94.72%	66,027.02
PS21001	Washer / Dryer - Debolt	40,000.00	30,327.11	75.82%	9,672.89
PS21002	Washer / Dryer - Grovedale	40,000.00	32,030.67	80.08%	7,969.33
PS21003	Grande Cache Fire Training Centre	125,000.00	10,408.11	8.33%	114,591.89
<b>Total Protectives Services</b>		<b>3,248,731.00</b>	<b>1,264,064.59</b>	<b>38.91%</b>	<b>1,984,666.41</b>
<i>Recreation Services</i>					
RE20002	Curling Rink Retaining Wall	200,000.00	0.00	0.00%	200,000.00
RE21002	Little Smoky Recreation Area	200,000.00	0.00	0.00%	200,000.00
RE21003	GRM Parking Lot Approach	150,000.00	24,635.78	16.42%	125,364.22
RE21004	Aquam Wubit Bridge	10,500.00	10,499.00	99.99%	1.00
RE21005	Building Management System	245,700.00	245,700.00	100.00%	0.00
RE21006	Filtration Circulation Piping	58,240.00	58,240.00	100.00%	0.00
RE21007	Community Facility	200,000.00	0.00	0.00%	200,000.00



MD OF GREENVIEW NO.16  
QUARTERLY CAPITAL REPORT TO COUNCIL  
CAPITAL PROJECTS  
ENDING JUNE 30th, 2021

Sub-Department Project ID	Description	2021 Budget	2021 Actuals	Variances Percentage      Dollar value	
RE21008	Heat & Power Generation System	336,735.00	90,410.00	26.85%	246,325.00
RE21009	Cross Tandem Trailer - Replace stolen unit	21,000.00	0.00	0.00%	21,000.00
RE21010	Spyder Crane - Replace Stolen Unit	111,000.00	0.00	0.00%	111,000.00
<b>Total Recreation Services</b>		<b>1,533,175.00</b>	<b>429,484.78</b>	<b>28.01%</b>	<b>1,103,690.22</b>
<i>Facilities Maintenance</i>					
FM19004	Sewage Treatment Plant Genset- GC	145,000.00	172,395.00	118.89%	-27,395.00
FM20003	Facilities & Maintenance Shop In GC	150,000.00	57,443.86	38.30%	92,556.14
FM20004	I & P New Building	700,000.00	270,148.67	38.59%	429,851.33
FM20013	DeBolt PSB Addition (FM21010)	435,000.00	0.00	0.00%	435,000.00
FM21001	Used Scissor Lift for Valleyview	18,000.00	0.00	0.00%	18,000.00
FM21002	Zero Turn Mower Replacement - T30	10,000.00	8,016.11	80.16%	1,983.89
FM21003	Sander Truck Replacement	8,000.00	8,511.00	106.39%	-511.00
FM21004	Fencing Water Treatment Plant GC	11,000.00	9,185.60	83.51%	1,814.40
FM21005	Council Chambers Renovations	40,000.00	0.00	0.00%	40,000.00
FM21006	1/2 Ton Truck Replacement A232	47,500.00	0.00	0.00%	47,500.00
FM21007	Replace Tube heaters in GC OPS Building	25,000.00	0.00	0.00%	25,000.00
FM21008	Security Improvement 5 year plan	160,000.00	0.00	0.00%	160,000.00
FM21009	Bobcat for Grande Cache	70,000.00	0.00	0.00%	70,000.00
<b>Total Facilities Maintenance</b>		<b>1,819,500.00</b>	<b>525,700.24</b>	<b>28.89%</b>	<b>1,293,799.76</b>
<i>Operations</i>					
OP2001	Plow Truck Replacement A104	325,000.00	307,999.02	94.77%	17,000.98
OP2019	Plow Truck Replacement A136 VV	325,000.00	307,812.73	94.71%	17,187.27
OP21001	Loader Replacement L 7 GD	450,000.00	0.00	0.00%	450,000.00
OP21002	Used Vac Truck/Flusher	400,000.00	418,636.64	104.66%	-18,636.64
<b>Total Operations</b>		<b>1,500,000.00</b>	<b>1,034,448.39</b>	<b>68.96%</b>	<b>465,551.61</b>
<i>Environmental Services</i>					
ES21001	1/2 Ton Truck Replacement A197	47,200.00	0.00	0.00%	47,200.00
ES21002	1/2 Ton Truck Lease Buy Out A248	0.00	20,950.00		-20,950.00
ES21003	1/2 Ton Truck Lease Buy Out A250	0.00	20,950.00		-20,950.00
SW19003	GC Landfill & Recycling Modifications	42,966.00	1,280.61	2.98%	41,685.39
SW19004	GC Landfill & Recycling Land Purchase	57,848.00	0.00	0.00%	57,848.00
SW20001	GC Transfer Station Development	50,000.00	3,312.90	6.63%	46,687.10
WD15002	Grovedale Water Treatment Plant Upgrade	4,475,093.00	1,187,009.22	26.52%	3,288,083.78
WD16004	Landry Heights Water Distribution System	1,203,875.00	7,324.65	0.61%	1,196,550.35
WD17002	SCADA Upgrade to WWTP and WPS	25,000.00	0.00	0.00%	25,000.00
WD17009	Grovedale Water Distribution System	2,170,667.00	32,977.04	1.52%	2,137,689.96
WD19003	Grande Cache Waterline Intake Upgrade	3,348,100.00	410,608.18	12.26%	2,937,491.82
WD19004	Grande Cache Water Treatment Plant	243,613.00	146,037.78	59.95%	97,575.22
WD20005	VV Rural Water Line Expansion South	60,000.00	0.00	0.00%	60,000.00
WD20006	Sturgeon Heights Water Treatment Plant	23,751.00	13,994.66	58.92%	9,756.34
WD21001	New Sunset House Well	200,000.00	9,800.00	4.90%	190,200.00
WW17001	GD (Gravity) Wastewater Collection System	6,774,270.00	42,108.71	0.62%	6,732,161.29
WW18001	DeBolt RV Dumping Station Construction	50,000.00	0.00	0.00%	50,000.00
WW19001	Grovedale Floating Liner	150,000.00	78.30	0.05%	149,921.70
WW19002	Grande Cache Sewer Treatment Plant	4,890,124.00	39,936.30	0.82%	4,850,187.70
WW20005	DeBolt Lift Station Forcmain Upgrades	60,000.00	9,315.00	15.53%	50,685.00
WW20007	GC STP Manhole B Upgrade & Control Structure	190,000.00	2,100.00	1.11%	187,900.00
WW21001	Ridgevalley Lagoon Expansion	60,000.00	0.00	0.00%	60,000.00
<b>Total Environmental Services</b>		<b>24,122,507.00</b>	<b>1,947,783.35</b>	<b>8.07%</b>	<b>22,174,723.65</b>
<i>Bridges &amp; Drainages</i>					
BF75355	Tributary to DeBolt Creek	770,000.00	35,948.32	4.67%	734,051.68
BF76902	Tributary to Clouston Creek	16,000.00	15,547.40	97.17%	452.60
BF77244	Tributary to Sweathouse Creek	625,000.00	20,467.30	3.27%	604,532.70
BF77441	Tributary to Smoky River	450,000.00	28,707.00	6.38%	421,293.00
BF77976	Boulder Creek	0.00	2,760.57		-2,760.57



MD OF GREENVIEW NO.16  
QUARTERLY CAPITAL REPORT TO COUNCIL  
CAPITAL PROJECTS  
ENDING JUNE 30th, 2021

Sub-Department Project ID	Description	2021 Budget	2021 Actuals	Variances	
				Percentage	Dollar value
BF78838	Tributary to Little Smoky River	400,000.00	835.00	0.21%	399,165.00
BF79713	Tributary to Simonette River	428,965.00	747.50	0.17%	428,217.50
DR19001	Sunset House Flood Control	1,052,366.00	167,310.30	15.90%	885,055.70
DR21001	NFC Line 1C	500,000.00	0.00	0.00%	500,000.00
DR21002	Chapman Drainage West	450,000.00	487,618.79	108.36%	-37,618.79
DR21003	Puskaskau East Flood Control	360,000.00	222,872.12	61.91%	137,127.88
DR21004	Chapman Drainage East	200,000.00	180,672.19	90.34%	19,327.81
<b>Total Bridges &amp; Drainages</b>		<b>5,252,331.00</b>	<b>1,163,486.49</b>	<b>22.15%</b>	<b>4,088,844.51</b>
<i>Roads &amp; Pavings</i>					
RD15005	Goodwin Road (RGE RD 21) and TWP RD 741 - P2	558,978.00	204,053.64	36.50%	354,924.36
RD18007	RGE 260 Swan Lake Road	2,000,000.00	73,018.50	3.65%	1,926,981.50
RD19002E	CR -Twp Rod 672 (RD16001A)	0.00	2,211.15		-2,211.15
RD19003B	FTR Km 7	0.00	1,046.00		-1,046.00
RD20002B	Wirth Farmland SE 17 71 22 W5	0.00	44,434.10		-44,434.10
RD20005	FTR Pullout KM 44-47	0.00	17,609.40		-17,609.40
RD20006	FTR Pullout KM 70-73	357,024.00	23,369.00	6.55%	333,655.00
RD20007	Range Road 230 from Hwy 43 S to Twp Rd 700	175,364.00	2,317.25	1.32%	173,046.75
RD20008	Twp 692 - Grovedale Industry Road West of 666	200,000.00	0.00	0.00%	200,000.00
RD21001	FTR Phase 5	4,780,000.00	98,615.95	2.06%	4,681,384.05
RD21002	Block Funding - Roads	1,350,000.00	0.00	0.00%	1,350,000.00
RD21002A	Multiplex (Sub job)	200,000.00	0.00	0.00%	200,000.00
RD21002B	Wirth Residential - RGE RD 215	450,000.00	66,291.22	14.73%	383,708.78
RD21003	FTR Improvements - Block Funding	200,000.00	400.00	0.20%	199,600.00
RD21003A	FTR KM 7 TO 10 Hill	200,000.00	199,346.48	99.67%	653.52
RD21003B	FTR Misc. Improvements	600,000.00	12,568.05	2.09%	587,431.95
PV20001	FTR SOUTH END-BASE PAVEMENT	1,600,000.00	39,555.36	2.47%	1,560,444.64
PV21001	RGE RD 85 - Two Lakes Road (TWP 691 to 4K S)	410,000.00	2,202.00	0.54%	407,798.00
PV21002	Grovedale Community Hall Paving Project	442,926.00	0.00	0.00%	442,926.00
<b>Total Roads &amp; Pavings</b>		<b>13,524,292.00</b>	<b>787,038.10</b>	<b>5.82%</b>	<b>12,737,253.90</b>
<b>Total Capital Projects</b>		<b>52,744,320.00</b>	<b>7,400,767.74</b>	<b>14.03%</b>	<b>45,343,552.26</b>

# Municipal District of Greenview No.16

Statement of Operations  
6 months ending June 30th, 2021

	2020 Actuals	2021 Budget	2021 Actuals	\$ Variance	% Variance
<b>Revenues</b>					
MD of Greenview					
11 - CAO SERVICES	12,000	-	43,048	(43,048)	100.0
35 - PROTECTIVE SERVICES	33,549	-	33,549	(33,549)	100.0
51 - REVENUE FROM LOCAL TAXES	121,470,153	122,345,976	122,749,689	(403,713)	(0.3)
53 - SALE OF MUNICIPAL SERVICES	5,748,985	5,837,359	3,067,734	2,769,625	47.4
54 - REVENUE - OTHER	6,243,483	6,987,033	2,484,337	4,502,696	67.2
55 - CONDITIONAL GRANTS	6,688,259	3,511,068	161,315	3,349,753	95.4
55 - GRANTS AND SHARED FUNDING REVENUE	1,361,919	1,534,006	261,767	1,272,239	82.9
<b>Total Revenues</b>	<b>141,558,349</b>	<b>140,215,442</b>	<b>128,801,439</b>	<b>11,414,003</b>	<b>8.3</b>
<b>Expenses</b>					
MD of Greenview					
10 - COUNCIL	1,027,141	1,472,482	416,745	1,055,737	71.7
11 - CAO SERVICES	38,784,459	64,904,909	18,321,626	46,583,283	71.8
20 - INFRASTRUCTURE & PLANNING	4,771,134	6,441,908	2,943,106	3,498,802	54.3
21 - PLANNING & DEVELOPMENT	1,027,245	1,562,708	742,031	820,677	52.5
22 - ENVIRONMENTAL SERVICES	4,907,668	6,041,957	2,299,163	3,742,794	61.9
23 - OPERATIONS	7,419,943	8,653,425	3,213,849	5,439,576	62.9
24 - ROAD MAINTENANCE & SERVICES	18,746,992	22,205,605	7,885,971	14,319,634	64.5
25 - FACILITY MAINTENANCE	2,700,320	3,373,654	1,212,827	2,160,827	64.1
30 - COMMUNITY SERVICES	3,917,088	4,489,969	1,753,340	2,736,629	60.9
31 - ECONOMIC DEVELOPMENT	23,289,986	31,491,449	28,778,399	2,713,050	8.6
32 - COMMUNITY SERVICES GRANT PROGRAM	4,750,000	6,203,870		6,203,870	100.0
33 - CULTURAL & HISTORICAL BUILDINGS	638,268	638,500	636,983	1,517	0.2
34 - RECREATION ENHANCEMENT PROGRAM	3,926,943	5,001,760	1,239,770	3,761,990	75.2
35 - PROTECTIVE SERVICES	2,265,854	3,247,499	1,231,316	2,016,183	62.1
36 - FAMILY & COMMUNITY SERVICES	1,415,629	2,054,853	795,929	1,258,924	61.3
37 - AGRICULTURAL SERVICES	1,603,376	2,619,128	899,003	1,720,125	65.7
38 - GREENVIEW REGIONAL MULTIPLEX	1,888,259	2,650,188	575,165	2,075,023	78.3
45 - COMMUNITY PEACE OFFICER PROGRAM	329,902	1,019,765	290,422	729,343	71.5
<b>Total Expenses</b>	<b>123,410,207</b>	<b>174,073,629</b>	<b>73,235,645</b>	<b>100,837,984</b>	<b>57.9</b>
<b>Net Income</b>	<b>18,148,142</b>	<b>(33,858,187)</b>	<b>55,565,794</b>	<b>(89,423,981)</b>	<b>(50)</b>



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
7/14/2021	Municipal Planning Commission	4 delegations 1 subdivision 6 development permits
7/19/2021	East Smoky Recreation Board	<p>With the resignation of the secretary/treasurer, an advertisement was placed in the communities, and a replacement was selected.</p> <p>An update on the local “Meals on Wheels” program was provided:</p> <ul style="list-style-type: none"> <li>- 2400 meals</li> <li>- 301 participants</li> <li>- 480 hours of volunteer time</li> <li>- \$8,200.00 cost</li> </ul> <p>Velvet Energy has been the main supporter of the program Other contributions from the area have gone to the local food bank The DeBolt Fair &amp; Festival is on August 21, 2021, and the preparation is ongoing</p>
7/20/2021	Committee of the Whole	<p>4 delegations:</p> <ul style="list-style-type: none"> <li>- Economic Development Projects update</li> <li>- Facilities Maintenance department updates</li> <li>- Recreation department updates</li> <li>- Philip J. Currie Dinosaur Museum updates</li> </ul> <p>Minutes will be posted on the MD website</p>
7/20/2021	MD of Greenview Library Board	<p>With the MD of Greenview Library Board developing a Plan of Service, there are going to be 4 Community Sessions to receive feed back from the community people. DeBolt held theirs already. Grovedale was on July 20, 2021. There will be ones held in Valleyview on July 27, 2021, at the Valleyview Library from 7 – 9 pm and in Grande Cache on August 9, 2021, at the Grande Cache Library from 6 – 8 pm.</p> <p>Once these sessions are done, the Plan of Service will be drafted and presented to the Public Library Services. This is a requirement within the Library Act.</p>



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		
July 5 2021			M	Grande Prairie Chamber of Commerce Meeting Premier Kenney	120							
July 6 2021			M	Special Council Meeting	120							
July 6 2021			M	MD of Greenview Library Board & Plan of Service Open House								
July 13 2021			M	Council Meeting	120							
July 14 2021			M	Municipal Planning Commission Meeting	120							
July 19 2021			M	East Smoky Recreation Board Meeting								
NOTES:							TOTAL					
							KM's	TOTAL	LESS GST			
							480	283.20	NET CLAIM			
							480	72.00				
								355.20	TOTAL CLAIM			355.20
Meeting Code : M for Meetings C for Conferences									LESS ADVANCES			
								355.2	AMOUNT DUE (OWING)			\$355.20

\_\_\_\_\_ Claimant \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_



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					
21-Jun	17:00	20:00		Travel to VV	350				X		30.00				
22-Jun	8:30	19:00		Regular Council Meeting	350				X		50.00				
05-Jul	18:00	21:00		Travel to VV	350										
06-Jul	10:00	15:00		Special Council meeting	350			X	X		40.00				
12-Jul	17:00	20:00		Travel to VV	350				X		30.00	141.20			
13-Jul	9:00	3:00		Regular Council Meeting					X		30.00	141.20			
14-Jul	9:00	13:00		MPC	350			X	X		40.00				
NOTES:				KILOMETER CLAIM			TOTAL			220.00	282.40				
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST								
				\$0.59 per km	2100	1239.00	NET CLAIM		220.00		282.40				
				\$0.15 per km	2100	315.00									
				SUBTOTAL		1554.00	TOTAL CLAIM		2056.40						
				LESS G.S.T.			LESS ADVANCES								
				TOTAL		1554	AMOUNT DUE (OWING)		\$2,056.40						

Duane Didow  
Claimant

July 19, 2021  
Date

Approved

Date



NAME:	Tyler Olsen	Employee # :	
ADDRESS :		Department:	Council

[illegible]

Date \_\_\_\_\_