



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## REGULAR COUNCIL MEETING AGENDA

September 14, 2021

9:00 AM

Administration Building  
Valleyview, AB

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#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Regular Council Meeting Minutes held August 24, 2021.	4
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
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#8 NOTICE OF MOTION

#9 CLOSED SESSION

9.1 Advice from Officials (Section 24, FOIP)

#10 MEMBERS REPORTS/EXPENSE CLAIMS	<ul style="list-style-type: none"><li>• Ward 2</li><li>• Ward 4</li><li>• Ward 5</li><li>• Ward 6</li><li>• Ward 8</li><li>• Ward 9</li></ul>	311
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## #11 ADJOURNMENT

Minutes of a  
**REGULAR COUNCIL MEETING**  
**MUNICIPAL DISTRICT OF GREENVIEW NO. 16**  
Greenview Administration Building,  
Valleyview, Alberta on Tuesday, August 24, 2021

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

Reeve Dale Smith called the meeting to order at 9:03 a.m.

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

**ATTENDING**

Interim Chief Administrative Officer	Stacey Wabick
Director, Infrastructure and Planning	Roger Autio
Director, Corporate Services	Ed Kaemingh
Interim Director, Community Services	Dennis Mueller
Chief Financial Officer	Aleks Nelson
Communications and Marketing Manager	Stacey Sevilla
Recording Secretary	Wendy Holscher

**ABSENT**

**#2**  
**AGENDA**

MOTION: 21.08.413 Moved by: COUNCILLOR SHAWN ACTON  
That Council adopt the August 24, 2021, Regular Council Meeting  
Agenda as amended

- Add Agenda Item 9.1 Privileged Information (Section 27, FOIP)
- Add Agenda Item 7.8 Greenview Industrial Gateway Update

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

CARRIED



**#3  
MINUTES**

**MOTION: 21.08.414** Moved by: COUNCILLOR ROXIE CHAPMAN  
That Council adopt the minutes of the Regular Council Meeting held on Tuesday, July 27, 2021, as presented.

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

CARRIED

**#3.2  
BUSINESS ARISING  
FROM THE MINUTES**

**3.2 BUSINESS ARISING FROM MINUTES**

- Rehabilitation of pavement in Grande Cache – When can work be expected to be started?
- GC Events Centre – will there be public engagement done?
- Has work started on the Grande Cache ice plant at the Recreation Centre?

**ADOPTION OF MINUTES**

**3.3 SPECIAL COUNCIL MEETING MINUTES**

**MOTION: 21.08.415** Moved by: COUNCILLOR TOM BURTON  
That Council adopt the minutes of the Special Council Meeting held on Tuesday, July 28, 2021, as amended

- Remove Councillor Olsen and Councillor Smith from attendance list.
- Spelling error on staff name
- Administrative Errors

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

CARRIED

**BUSINESS ARISING  
#4 PUBLIC HEARING**

**3.4 BUSINESS ARISING FROM MINUTES**

**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 21-884 POLICY REVIEW COMMITTEE**

**BYLAW 21-884 FIRST  
READING**

MOTION: 21.08.416 Moved by: COUNCILLOR TYLER OLSEN  
That Council give first reading to Bylaw 21-884 "Policy Review  
Committee" as amended  
- Remove section 7

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

CARRIED

**BYLAW 21-884 SECOND  
READING**

MOTION: 21.08.417 Moved by: COUNCILLOR DUANE DIDOW  
That Council give second reading to Bylaw 21-884 "Policy Review  
Committee" as amended.

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

CARRIED

**6.2 BYLAW NO. 21-885 COMMITTEE OF THE WHOLE**

**BYLAW 21-885 FIRST  
READING**

MOTION: 21.08.419 Moved by: COUNCILLOR SHAWN ACTON  
That Council give first reading to Bylaw 21-885 "Committee of the  
Whole" as presented.

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

CARRIED

**BYLAW 21-885 SECOND  
READING**

MOTION: 21.08.420 Moved by: COUNCILLOR TOM BURTON  
That Council give second reading to Bylaw 21-885 "Committee of the  
Whole." As presented.

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

CARRIED

**6.3 BYLAW 21-890 RE-DESIGNATE FROM URBAN RESERVE (UR-1) DISTRICT TO GRANDE CACHE SINGLE DETACHED RESIDENTIAL (R-1C) DISTRICT.**

**BYLAW 21-890 FIRST  
READING**

MOTION: 21.08.421 Moved by: COUNCILLOR WINSTON DELORME  
That Council give First Reading to Bylaw No. 21-890, to re-designate Lots 26W, Block 29, Plan 772 2953 and Lot 123W, Block 26, Plan 772 2953 from Urban Reserve (UR-1) District to Grande Cache Single Detached Residential (R-1C) District within the Hamlet of Grande Cache as amended.

- Correct/Update Mapping

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

CARRIED

**6.4 BYLAW 21-891 RE-DESIGNATE FROM URBAN RESERVE (UR-1) DISTRICT TO MANUFACTURED HOME SUBDIVISION (R-MHS-V1) DISTRICT.**

**BYLAW 21-891 FIRST  
READING**

MOTION: 21.08.422 Moved by: COUNCILLOR DUANE DIDOW  
That Council give First Reading to Bylaw No. 21-891, to re-designate the lands described in Schedule 'A' hereto within from Urban Reserve (UR-1) District to Manufactured Home Subdivision (R-MHS-V1) District within the Hamlet of Grande Cache as amended.

- Schedule should say Hamlet of GC.

FOR: Councillor Didow, Councillor Delorme, Councillor Olsen, Councillor Urness, Councillor Acton, Councillor Chapman, Councillor Burton, Deputy Reeve Bill Smith

AGAINST: Councillor Dale Gervais, Reeve Dale Smith

CARRIED

**#7 NEW BUSINESS**

**7.0 NEW BUSINESS**

**COMPENSATION  
STRUCTURE**

**7.1 COUNCIL COMPENSATION**

MOTION: 21.08.423 Moved by: COUNCILLOR TOM BURTON  
That Council revert back to the compensation structure outlined in  
Policy 1008 effective September 1, 2021.

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

CARRIED

**GIG – MINISTOR NIXON  
CORRESPONDENCE**

**7.2 CORRESPONDENCE TO MINISTER NIXON – GREENVIEW INDUSTRIAL  
GATEWAY PROJECT**

MOTION: 21.08.424 Moved by: COUNCILLOR DALE GERVAIS  
That Council authorize Administration to submit the Greenview  
Industrial Gateway Special Boundary Designation correspondence to the  
Honourable Minister Nixon, as amended.

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

CARRIED

**KLASSEN ROAD  
REQUEST**

**7.3 ROAD CONSTRUCTION REQUEST**

MOTION: 21.08.425 Moved by: COUNCILLOR TOM BURTON  
That Council approve the residential access request to NE 12-72-02  
W6M to be constructed in 2021, with funds to come from the 2021  
Block funding Construction Budget.

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

CARRIED

#### **7.4 AG SOCIETY DISSOLUTION PROCESS**

**AG SOCIETY  
DISSOLUTION**

MOTION: 21.08.426 Moved by: COUNCILLOR ROXIE CHAPMAN  
That Council accept the report regarding dissolution of an Agricultural Society, for information, as presented.

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

CARRIED

**MUNICIPAL ASSETS**

MOTION: 21.08.427 Moved by: COUNCILLOR DALE GERVAIS  
That Administration bring back a report on the legal ownership  
regarding properties in which municipal assets exist where the  
municipality does not own the land.

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

CARRIED

#### **7.5 FARM FAMILY AWARD**

**FARM FAMILY AWARD**

MOTION: 21.08.428 Moved by: COUNCILLOR ROXIE CHAPMAN  
That Council approve the selection of Jerome and Liz Isaac- Harper  
Creek Agro as the Greenview BMO Farm Family for 2021.

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

CARRIED

**MEMORIAL ROUND  
DANCE**

**7.6 4<sup>TH</sup> ANNUAL MEMORIAL ROUND DANCE – SPONSORSHIP REQUEST**

MOTION: 21.08.429 Moved by: COUNCILLOR WINSTON DELORME  
That Council approve a sponsorship in the amount of \$7,400.00 to the McDonald Memorial Round Dance organization for the 4th Annual McDonald Memorial Round Dance in Grande Cache on August 28, 2021, with funds to come from the Community Services Miscellaneous Grants Budget.

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

CARRIED

**BUCKWILD  
SPONSORSHIP**

**7.7 GRANDE PRAIRIE BUCKWILD ASSOCIATION SPONSORSHIP REQUEST**

MOTION: 21.08.430 Moved by: COUNCILLOR WINSTON DELORME  
That Council approve a sponsorship in the amount of \$8,000.00 to the Grande Prairie Buckwild Association for the annual bull riding event, with funds to come from the Community Services Miscellaneous Grants Budget.

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

CARRIED

**GIG UPDATE**

**7.8 Greenview Industrial Gateway Discussion**

MOTION: 21.08.431 Moved by: COUNCILLOR TOM BURTON  
That Council receives a verbal update on the Greenview Industrial Gateway for information, as presented.

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

CARRIED

**#8  
NOTICE OF MOTION**

**8.0 NOTICE OF MOTION**

Reeve Smith puts forth a Notice of Motion that Administration bring back a motion to discontinue the Beaver Incentive Program.

Councillor Acton puts forth a notice of motion that Council direct Administration to arrange a meeting with Alberta Transportation to discuss the impact of not repairing the bridge on HWY 747 in the Sweathouse Area as related to Greenview Ratepayers.

**#9 CLOSED SESSION**

**9.0 CLOSED SESSION**

**CLOSED SESSION**

MOTION: 21.08.432 Moved by: COUNCILLOR TOM BURTON  
That the meeting go to Closed Session, at 11:59 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.

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

CARRIED

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

**OPEN SESSION**

MOTION: 21.08.433 Moved by: COUNCILLOR DUANE DIDOW  
That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 12:22 p.m.

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

CARRIED

**#10  
MEMBER REPORTS &  
EXPENSE CLAIMS**

**10.0 MEMBERS BUSINESS**

**WARD 1**

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

- July 28, 2021 Special Council Meeting
- July 27, 2021 Regular Council Meeting
- Death Race welcome speech
- DeBolt Ratepayers BBQ
- Mountain Metis Youth Camp

**WARD 2**

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

- July 27, 2021 Regular Council Meeting
- July 28, 2021 Special Council Meeting
- Little Smoky Recreation Area Public Engagement Session
- DeBolt Ratepayer BBQ

**WARD 3**

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

- July 27, 2021 Regular Council Meeting
- July 28, 2021 Special Council Meeting

**WARD 4**

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

- July 27, 2021 Regular Council Meeting
- July 28, 2021 Special Council Meeting
- Valleyview Recreation Board Meeting
- Ratepayer Concerns Meeting
- RMA District 4 Meeting
- Sweathouse Corn boil

**WARD 5**

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

- July 27, 2021 Regular Council Meeting
- July 28, 2021 Special Council Meeting
- ZOOM Heart River Housing Meeting
- Minister's Meeting in Grande Prairie with AB Transportation
- DeBolt Ratepayer BBQ
- Sod turning for High Prairie Lodge

**WARD 6**

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

- July 27, 2021 Regular Council Meeting
- July 28, 2021 Special Council Meeting
- MD of Greenview Library Board Plan of Service Valleyview
- MD of Greenview Library Board Plan of Service Grande Cache
- Weyerhaeuser Celebration



- RMA District 4 Meeting
- MD of Greenview Library Board Meeting
- East Smoky Recreation Board Meeting
- DeBolt Ratepayer BBQ
- DeBolt Heritage Fair & Festival
- Cranberry Lake Jamboree and Corn Boil

**WARD 7**

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

- July 27, Regular Council Meeting
- July 28, 2021 Special Council Meeting
- DeBolt Ratepayer BBQ

**WARD 8**

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

- July 27, 2021 Regular Council Meeting
- Minister's Meeting in Grande Prairie with AB Transportation
- Grovedale Fair

**WARD 9**

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

- July 27, 2021 Regular Council Meeting
- July 28, 2021 Special Council Meeting
- DeBolt Ratepayer BBQ

**WARD 9**

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

- July 27, Regular Council Meeting
- MD of Greenview Library Board Meeting
- Dinosaur Museum Meeting
- DeBolt Ratepayers BBQ

**MEMBERS BUSINESS**

**MOTION: 21.08.434** Moved by: **COUNCILLOR TOM BURTON**  
That Council accept the Members Business Reports as presented.

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

**CARRIED**

**#11  
ADJOURNMENT**

**11.0 ADJOURNMENT**

MOTION: 21.08.435 Moved by: COUNCILLOR ROXIE CHAPMAN  
That Council adjourn this Regular Council Meeting at 12:49 p.m.

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

CARRIED

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CHIEF ADMINISTRATIVE OFFICER

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CHAIR



September 14, 2021  
Bylaw No. 21-879 Public Hearing  
Background Information

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**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 (see Schedules 'A-C' attached).

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**BACKGROUND AND DISCUSSION:**

The re-designation would allow for the subsequent subdivision of the existing yard site, which includes a residence, ancillary buildings, dugout and all services including an open discharge sewage system. To accommodate the setback requirements for the existing open discharge sewage system, approximately 2.02-hectare (5.0-acre) ± of land classified as better agricultural lands, having a Farmland Assessment Rating of 42.6%, has been included in the parcel. The proposed lot extends to the south to include a second approach and at 4.44-hectare, would require a variance of the 4.0-hectare maximum size allowed in the Country Residential One (CR-1) District of the Land Use Bylaw. As well, to allow two approaches on the proposed lot in accordance with Greenview's Road Accesses Approach Policy 4010, Council approval must be granted.

Greenview's Municipal Development Plan (MDP) provides that land considered to be better agricultural, does not qualify to be rezoned for subdivision of residential lots except in the case of a first parcel out or farmstead separation. The proposed lot would be the second parcel with a residence to be removed from the quarter and the MDP does not define 'Farmstead' but broadly, it would be the buildings and adjacent service areas of a farm.

The MDP defines Better Agricultural Land as '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, or physical severance that may impair the ability of the land to be economically farmed, or lands that are identified for development in an approved Area Structure Plan.'

An approach to the balance exists from Range Road 223A adjacent to the west boundary of the quarter. At the subdivision stage, road widening of 5.03-metre would be required on both Range Road 223 and Range Road 223A.

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**STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:**

On June 10, 2021, a copy of the application was circulated to Greenview's internal department. No concerns not previously noted were received.


On June 10, 2021, a copy of the application was circulated to the following referral agencies: Alberta Culture and Tourism, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, ATCO Electric, East Smoky Gas Co-op, ESSO, Northern Gateway Public Schools and Telus. No concerns were received.

On August 31, 2021, a copy of the application and notice of the Public Hearing was circulated to adjacent landowners within 804 metres of the property. No concerns were received. Referral agencies were also notified of the public hearing, as well as advertising published on Greenview's website and social media sites in accordance with the Advertising Bylaw, with no concerns received.




## Proposed Land Use Amendment

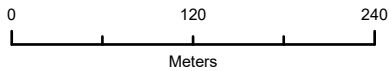
Long Legal: NE-28-70-22-5

 Proposed Amendment

### Zoning Type

 Agricultural One (A-1)

 Country Residential One (CR-1)



**Produced:** June, 2021 **Projection:** UTM Zone 11N NAD 83

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SW-33-70-22-5

NW-28-70-22-5

SW-28-70-22-5

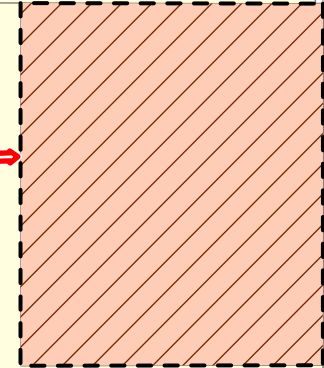
RGE RD-223A

SE-33-70-22-5

NE-28-70-22-5

SE-28-70-22-5

**Land Use Amendment :**  
A-1 to CR-1 (Country  
Residential One)  
11.87 acres



RGE RD-223

SW-34-70-22-5


NW-27-70-22-5

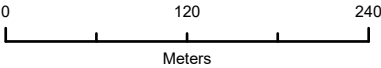
SW-27-70-22-5



# Proposed Land Use Amendment

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

 Proposed Amendment



Produced: June, 2021    Projection: UTM Zone 11N NAD 83

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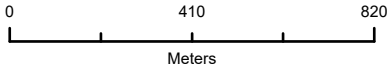
# Proposed Land Use Amendment

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

Proposed Amendment

## Zoning Type

- Agricultural One (A-1)
- Agricultural Two (A-2)
- Country Residential One (CR-1)
- Institutional (INS)

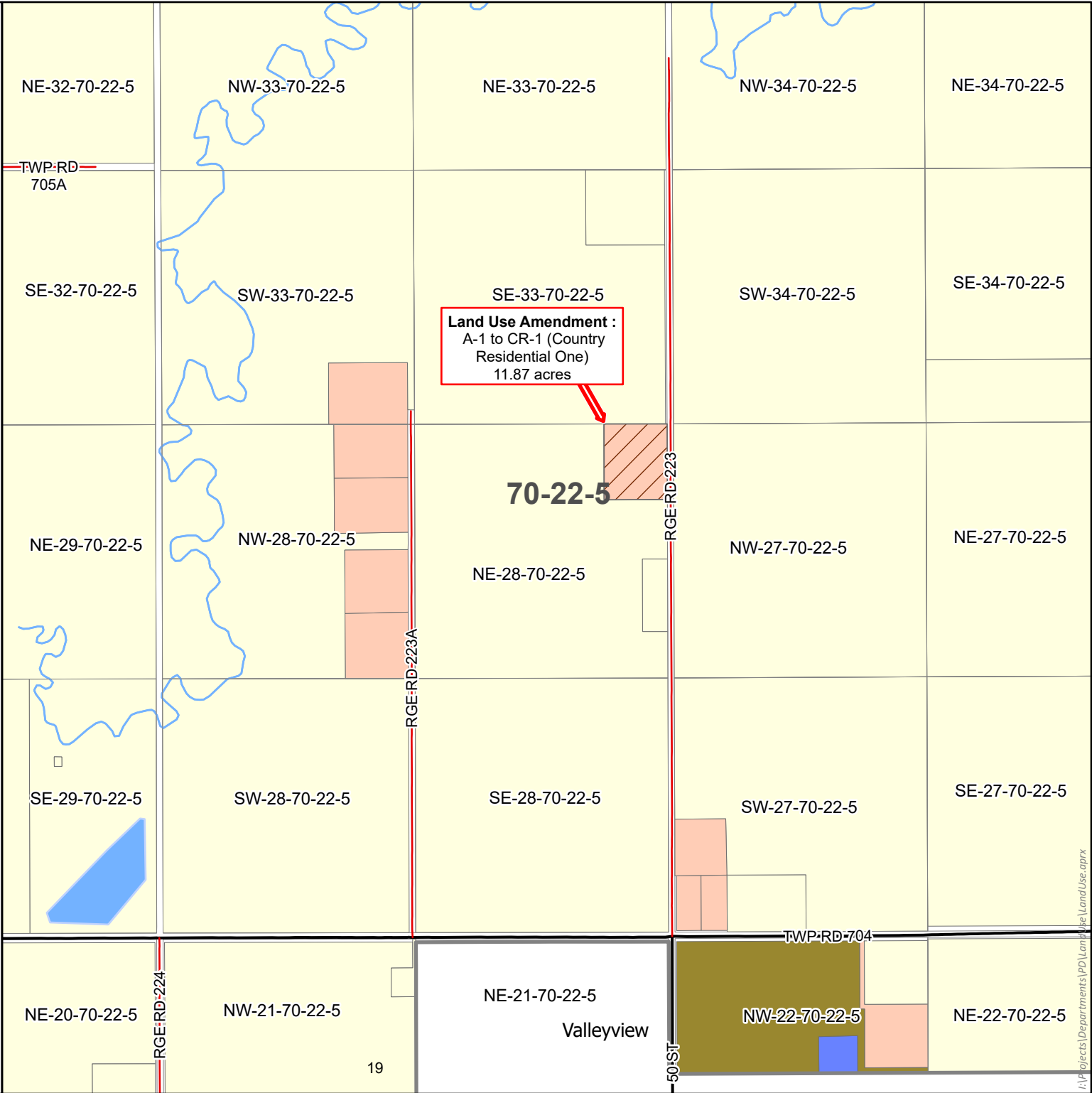


Produced: June, 2021 Projection: UTM Zone 11N NAD 83

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# **BYLAW No. 21-879**

## **of the Municipal District of Greenview No. 16**

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### **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 27 day of July, A.D., 2021.

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

Read a third time and passed this \_\_\_\_ day of September, A.D., 2021.

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**REEVE**

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**CHIEF ADMINISTRATIVE OFFICER**



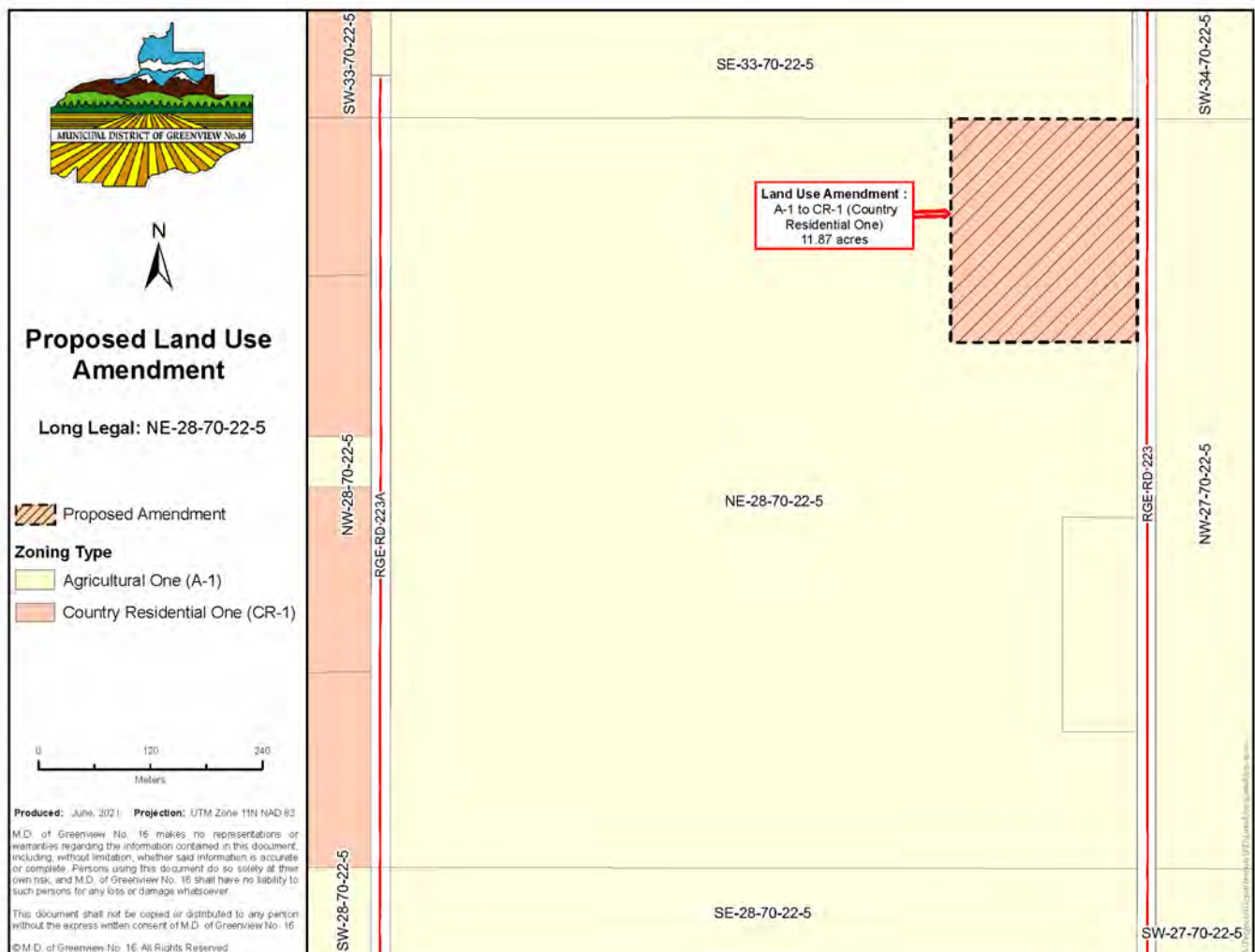
## SCHEDULE "A"

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:





September 14, 2021  
Bylaw No. 21-880 Public Hearing  
Background Information

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**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 (see Schedules 'A-C' attached).

---

**BACKGROUND AND DISCUSSION:**

The re-designation would allow for the subsequent subdivision of a vacant lot for future residential purposes. The landowner has indicated the preferred building site to be 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 (MDP), having a Farmland Assessment Rating (FAR) of 33.0% with the treed area having a rating of 6%. Greenview's MDP provides that land considered to be Better Agricultural Land, does not qualify to be rezoned for subdivision of residential lots except in the case of a first parcel out or a farmstead separation.

The MDP defines Better Agricultural Land as '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, or physical severance that may impair the ability of the land to be economically farmed, or lands that are identified for development in an approved Area Structure Plan.'

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. Reducing the parcel size to remove all Better Agricultural Land would require the approach to be re-located.

**STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:**

On June 10, 2021, a copy of the application was circulated to Greenview's internal department. No concerns were received.

On June 10, 2021, a copy of the application was circulated to the following referral agencies: Alberta Culture and Tourism, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta

Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, ATCO Electric, East Smoky Gas Co-op, ESSO, Peace Wapiti School District and Telus. No concerns were received.


On August 31, 2021, a copy of the application and notice of the Public Hearing was circulated to adjacent landowners within 804 metres of the property. No concerns were received. Referral agencies were also notified of the public hearing, as well as advertising published on Greenview's website and social media sites in accordance with the Advertising Bylaw, with no concerns received.

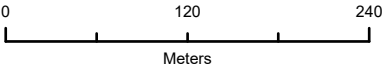




# Proposed Land Use Amendment

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

 Proposed Amendment



Produced: June, 2021    Projection: UTM Zone 11N NAD 83

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




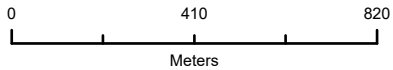
## Proposed Land Use Amendment

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

 Proposed Amendment

### Zoning Type

-  Agricultural One (A-1)
-  Country Residential One (CR-1)
-  Crown Land (CL)

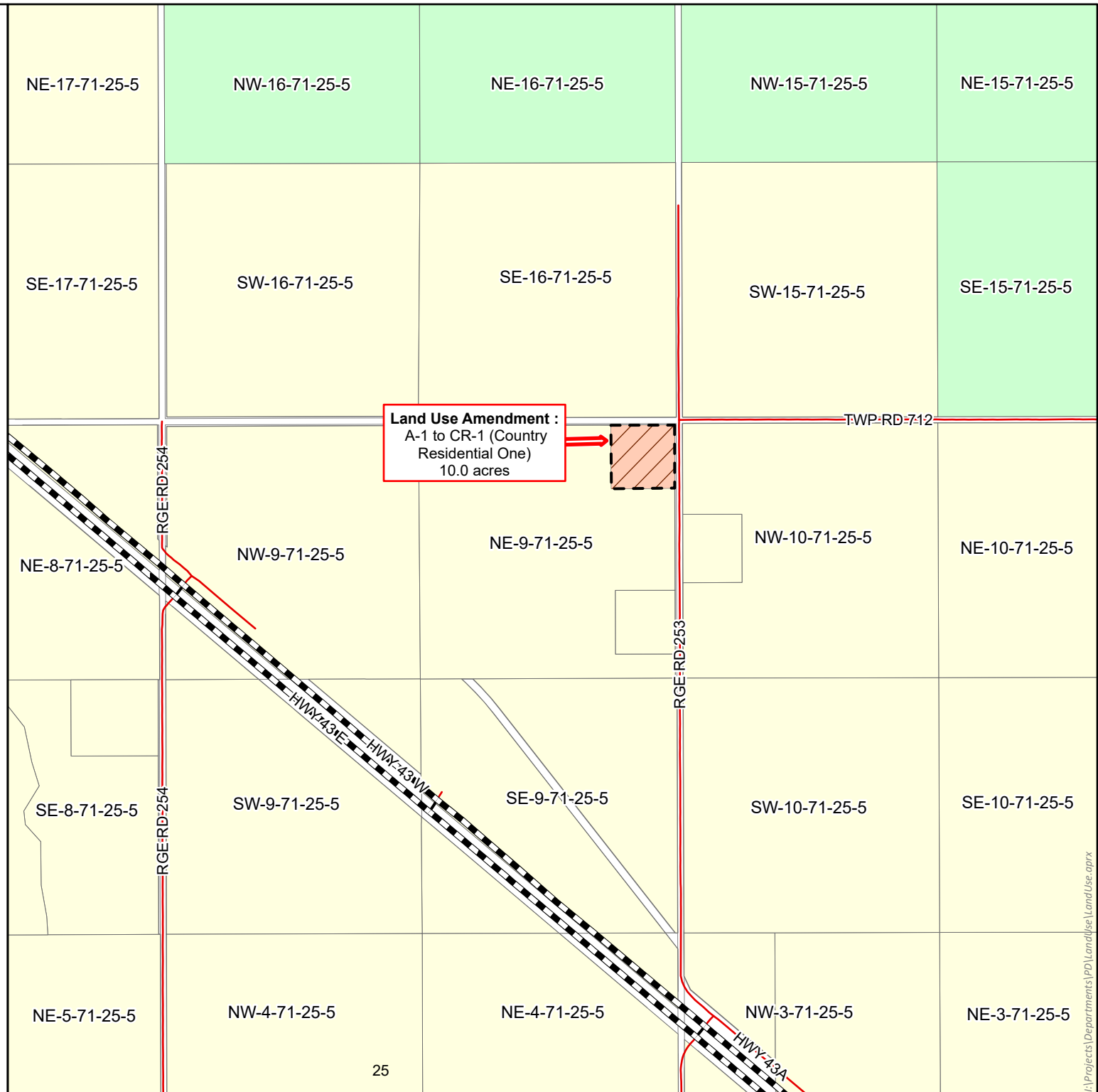


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



## Proposed Land Use Amendment

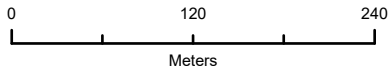
Long Legal: NE-9-71-25-5

 Proposed Amendment

### Zoning Type

 Agricultural One (A-1)

 Country Residential One (CR-1)



Produced: June, 2021 Projection: UTM Zone 11N NAD 83

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# **BYLAW No. 21-880**

## **of the Municipal District of Greenview No. 16**

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### **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 27 day of July, A.D., 2021.

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

Read a third time and passed this \_\_\_\_ day of September, A.D., 2021.

---

**REEVE**

---

**CHIEF ADMINISTRATIVE OFFICER**

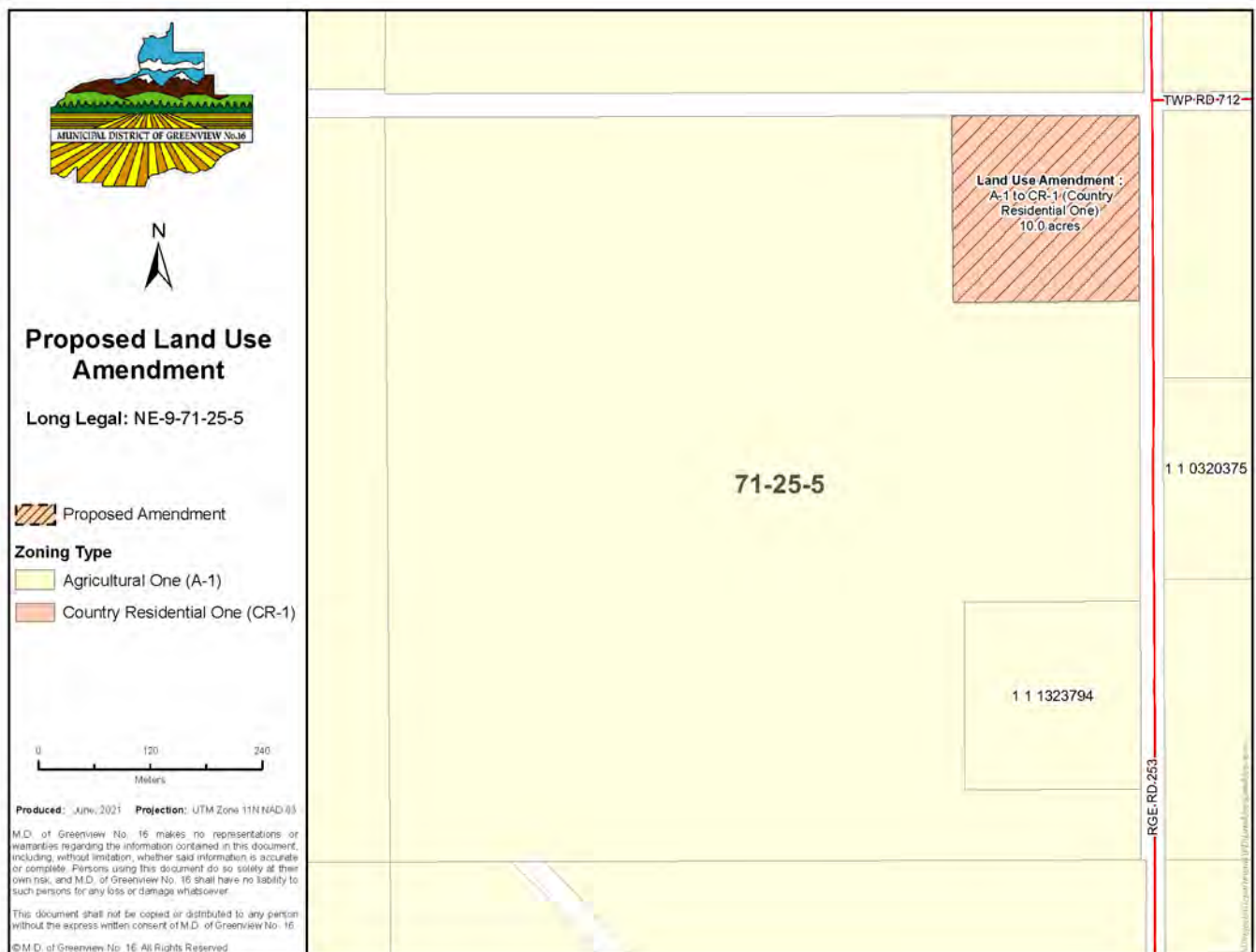
## SCHEDULE "A"

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:







# REQUEST FOR DECISION

---

SUBJECT: **Bylaw 21-884 Policy Review Committee**  
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION  
MEETING DATE: September 14, 2021 CAO: EK MANAGER: CF  
DEPARTMENT: CORPORATE SERVICES GM: EK PRESENTER: SS  
STRATEGIC PLAN: Level of Service LEG: DL

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 145 and 146.

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council give third reading to Bylaw 21-884 “Policy Review Committee.”**

---

## BACKGROUND/PROPOSAL:

Policy Review Committee reviews and makes recommendations to Council on all Greenview policies. As well as considers and makes recommendations to Council on new policy development as directed or referred to it by Council.

Policy Review Committee is comprised of three Members of Council appointed at the annual organizational meeting. All other Members of Council are alternate members of the committee and may attend at will.

As this is a Committee of Council, it must be established by bylaw. The meetings must be advertised and held in public in accordance with the MGA. Meeting procedures are governed by the Procedural Bylaw.

Section 145 and 146 of the Municipal Government Act state:

### **Bylaws — council and council committees**

145 A council may pass bylaws in relation to the following:

- (a) the establishment and functions of council committees and other bodies;
- (b) procedures to be followed by council, council committees and other bodies established by the council.

### **Composition of council committees**

146 A council committee may consist

- (a) entirely of councillors,
- (b) of a combination of councillors and other persons, or
- (c) subject to section 154(2), entirely of persons who are not

councillors.

At first reading, Council recommended that section 7. Limitations of Power be removed from the Bylaw.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. Policy Review Committee will be established and governed by bylaw.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may make additional recommendations for revisions to the bylaw.

---

**FINANCIAL IMPLICATION:**

Committee Members will be paid in accordance with Policy 1008 "Council and Board Member Remuneration."

---

**STAFFING IMPLICATION:**

Administrative support will be necessary for the committee, as well SLT members will be required for meeting prep and attendance.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

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

---

**ATTACHMENT(S):**

- Bylaw 21-884



## BYLAW No. 21-884 of the Municipal District of Greenview No. 16

### A Bylaw of the Municipal District of Greenview No. 16 to establish the Policy Review Committee.

**Whereas**, pursuant to Sections 145 and 146 of the *Municipal Government Act, Chapter M-26, R.S.A. 2000*, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees;

**Whereas**, The Council of the Municipal District of Greenview No. 16, deems it appropriate to establish a Policy Review Committee of Council;

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

1. **TITLE**

1.1. This Bylaw shall be cited as the "Policy Review Committee Bylaw".

2. **DEFINITIONS**

2.1. **Annual Organizational Meeting** means the annual organizational meeting of Council held in October as required under the *Municipal Government Act*.

2.2. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the M.D. of Greenview duly appointed by Council as the head of Greenview Administration under Section 205 of the *Municipal Government Act*.

2.3. **Chair** means the Member of Council who has been given authority to direct the conduct of the meeting;

2.4. **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

2.5. **Committee** means the Policy Review Committee.

2.6. **Council** means the Reeve and Councillors duly elected in the M.D. of Greenview and who continue to hold office.

2.7. **Greenview** means the Municipal District of Greenview No 16;

2.8. **Member** means either Council, Council Committee or Board Members.

2.9. **Quorum** for the purposes of this bylaw, means the minimum number of Councillors that must be in attendance to hold the meeting. The minimum number of Councillors that must be in attendance to hold a Policy Review Committee Meeting is three.

3. **PURPOSE**

3.1. The Policy Review Committee shall provide recommendations to Council on matters pertaining to Greenview policies.

4. **DUTIES AND OUTCOMES**

4.1. The Policy Review Committee shall be responsible for:

- A) Reviewing and making recommendations to Council on all Greenview policies;
- B) Considering and making recommendations to Council on new policy development, as directed or referred by Council.

5. **REPORTING RELATIONSHIP AND RESPONSIBILITY**

5.1. The Policy Review Committee has responsibility to review policies prior to their presentation and adoption at a Regular Council Meeting, as well as any other matter referred to it by Council.

5.2. Draft policies shall be prepared by Administration and reviewed by the Policy Review Committee before the policy is presented to Council for approval, unless otherwise directed by Council. Draft copies shall be included in the agenda package. Administrative Policies, which may include Health and Safety Policies, or Human Resources Policies, may be presented to the Policy Review Committee or Council for information, but the approval of these policies lies with the CAO.

5.3. The Policy Review Committee shall provide, in writing, the Committee's position or recommendation to Council on matters of Greenview policy.

6. **MEMBERSHIP, QUOROM, AND ORGANIZATION**

6.1. The Policy Review Committee will consist of three Members of Council appointed at the annual organizational meeting. All other Members of Council are alternate members of the committee.

6.2. A Chair will be appointed from among the members at the first Policy Review Committee Meeting following the Annual Organizational Meeting.

6.3. The meeting schedule of the Policy Review Committee shall be determined by Council at the Annual Organizational Meeting.

6.4. The minimum number of Councillors that must be in attendance to hold a Policy Review Committee Meeting is three.

- 6.5. Any Member of Council may attend a meeting of the Policy Review Committee and may participate as a Member of the Committee, even if the three appointed members are in attendance.
- 6.6. A motion of the Policy Review Committee is passed with simple majority of those Council Members in attendance at the meeting. A tie vote is lost.
- 6.7. All members shall be bound to the meeting procedures, entitlements, and limitations established in the Greenview Procedural Bylaw and the Council Code of Conduct.
- 6.8. No less than twenty four (24) hours' notice of the Policy Review Committee meeting stating the time, date, and place at which it is to be held and stating in general terms the nature of the business to be transacted at the meeting, shall be provided to each member of the committee and to the public.

7. **COMING INTO FORCE**

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

Read a first time this 24 day of August, 2021.

Read a second time this 24 day of August, 2021.

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

---

REEVE

---

CHIEF ADMINISTRATIVE OFFICER



# REQUEST FOR DECISION

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SUBJECT:	<b>Bylaw 21-885 Committee of the Whole</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 14, 2021	CAO: EK	MANAGER: CF
DEPARTMENT:	CORPORATE SERVICES	GM: EK	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG: DL	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 145 and 146.

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council give third reading to Bylaw 21-885 “Committee of the Whole.”**

---

## BACKGROUND/PROPOSAL:

The Committee of the Whole receives updates on emerging and ongoing projects and initiatives throughout Greenview. Committee of the Whole is a forum for discussion rather than decision making and is comprised of all members of Council.

As this is a Committee of Council, it must be established by bylaw. The meetings must be advertised and held in public in accordance with the MGA. Meeting Procedures are governed by the Procedural Bylaw.

Section 145 and 146 of the Municipal Government Act state:

### **Bylaws — council and council committees**

145 A council may pass bylaws in relation to the following:

- (a) the establishment and functions of council committees and other bodies;
- (b) procedures to be followed by council, council committees and other bodies established by the council.

### **Composition of council committees**

146 A council committee may consist

- (a) entirely of councillors,
- (b) of a combination of councillors and other persons, or
- (c) subject to section 154(2), entirely of persons who are not councillors.

Council did not recommend any additional changes at the first reading.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. Committee of the Whole will be established and governed by bylaw.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may make additional recommendations for revisions to the bylaw.

---

**FINANCIAL IMPLICATION:**

Committee Members will be paid in accordance with Policy 1008 "Council and Board Member Remuneration."

---

**STAFFING IMPLICATION:**

Administrative support will be necessary for the committee, as well SLT members will be required for meeting prep and attendance.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

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

---

**ATTACHMENT(S):**

- Bylaw 21-885



## BYLAW No. 21-885 of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to provide for the establishment of Committee of the Whole.**

**Whereas**, pursuant to Section 145 and 146 of the *Municipal Government Act, Chapter M-26, R.S.A. 2000*, and amendments thereto, Council may pass a bylaw in relation to the establishment and functions of Council Committees;

**Whereas**, the Council of the Municipal District of Greenview No. 16, deems it appropriate to establish a Committee of the Whole;

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

1. **TITLE**

1.1. This Bylaw shall be cited as the "Committee of the Whole Bylaw".

2. **DEFINITIONS**

2.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer for the M.D. of Greenview duly appointed by Council as the head of Greenview Administration under Section 205 of the Municipal Government Act.

2.2. **Chair** means the Member of Council who has been given authority to direct the conduct of the meeting;

2.3. **Closed Session** means a meeting or portion thereof where any members of the public are not permitted to attend. Councils and council committees may close all or part of their meetings to the public if a matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy Act*.

2.4. **Committee** means Committee of the Whole.

2.5. **Council** means the Reeve and Councillors duly elected in the M.D. of Greenview and who continue to hold office.

2.6. **Delegation** means an individual or group making a presentation to Council or Council Committee.

2.7. **Greenview** means the Municipal District of Greenview No 16;



2.8. **Member** means either Council, Council Committee or Board Members.

2.9. **Quorum** means the majority of all Members that comprise the Council Committee or the Board pursuant to the *Municipal Government Act*.

3. **PURPOSE**

3.1. The Committee of the Whole receives updates on emerging and ongoing projects and initiatives. Committee of the Whole is a forum for discussion rather than decision making, enabling all Committee Members to discuss key items without the requirement to make a decision.

4. **DUTIES AND OUTCOMES**

4.1. The Committee of the Whole may:

- A) Receive Delegations. Delegations will present at Committee of the Whole Meetings unless otherwise directed by Council;
- B) Receive information from Administration on emerging issues and ongoing projects and initiatives;
- C) Discuss broad policy matters to provide further direction or clarification to Administration or formulate recommendations to Council;
- D) Meet in Closed Session pursuant to the *Municipal Government Act*, and the *Freedom of Information and Protection of Privacy Act*.

5. **MEMBERSHIP, QUOROM, AND ORGANIZATION**

5.1. The Committee of the Whole consists of all members of Council.

5.2. No meeting shall be held without Quorum present.

5.3. The Deputy Reeve will Chair Committee of the Whole Meetings. In the absence of the Deputy Reeve, the Reeve will assume the role of Chair.

5.4. The meeting schedule will be determined at the Annual Organizational Meeting.

5.5. A motion of the Committee of the Whole is passed with simple majority of those in attendance at the meeting. A tie vote is lost.

5.6. All members shall be bound to the meeting procedures, entitlements, and limitations established in the Greenview Procedural Bylaw and the Council Code of Conduct.

5.7. No less than twenty-four (24) hours' notice of the Committee of the Whole meeting stating the time, date and place at which it is to be held and stating in general terms the nature of the business to be discussed at the meeting, shall be provided to each member of the committee and to the public.

6. **LIMITATIONS OF POWER**

6.1. Pursuant to Section 203(1) of the Municipal Government Act M-26, R.S.A. 2000, Committee of the Whole does not:

- A) Have the power or duty to pass bylaws;
- B) Have the power to make, suspend, or revoke the appointment of a person to the position of Chief Administrative Officer;
- C) Have the power to adopt budgets under Part 8;
- D) Have the power with respect to taxes under section 347; and
- E) Have a duty to decide appeals imposed on it by this or another enactment or bylaw, whether generally or on a case by case basis, unless the delegation is to the Council Committee authorized by bylaw;

7. **COMING INTO FORCE**

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

Read a first time this 24 day of August, 2021.

Read a second time this 24 day of August, 2021.

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

\_\_\_\_\_  
REEVE

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



# REQUEST FOR DECISION

---

SUBJECT:	<b>Bylaw 21-892 Procedural Bylaw Amendment</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 14, 2021	CAO: EK	MANAGER: EK
DEPARTMENT:	CORPORATE SERVICES	GM: EK	PRESENTER: DL
STRATEGIC PLAN:	Level of Service	LEG: DL	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – Municipal Government Act, R.S.A 2000, Chapter M-26, Section 185

**Council Bylaw/Policy** (cite) – Bylaw 21-876 Procedural Bylaw

---

## RECOMMENDED ACTION:

**MOTION: That Council give first reading to Bylaw 21-892 “Procedural Bylaw Amendment”.**

**MOTION: That Council give second reading to Bylaw 21-892 “Procedural Bylaw Amendment”.**

---

## BACKGROUND/PROPOSAL:

Bylaw 21-876 “Procedural Bylaw” came into force July 13, 2021.

This amendment proposes Section 12.1.C read “The names of the Councillors, or members at large who vote for and against a motion when a recorded vote is taken”. As well as Section 15 adding 15.9 “Any Councillor may request a recorded vote”.

Administration consulted Municipal Affairs on the proper procedure for recording motions that are unanimously carried in the minutes. In those discussions, Municipal Affairs indicated that “treating all votes as recorded votes is contrary to Section 185(1) of the MGA as the recording of votes is predicated on a member of council making a request prior to the vote being taken”. Essentially, Municipal Affairs is indicating that because there is a prescribed procedure for a specific circumstance, the use of the recorded vote should only be done as specified in the Act and should not be applied outside of those circumstances.

**Section 185 (1) Before a vote is taken by council, a councillor may request that the vote be recorded. (2) When a vote is recorded, the minutes must show the names of the councillors present and whether each councillor voted for or against the proposal or abstained.**

In order to correct this oversight to align with advice provided by Municipal Affairs, administration is recommending an amendment to the procedural bylaw to return the wording to what it was prior to the adoption of 21-876.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The Procedural Bylaw will align with legislation outlined by the Municipal Government Act, R.S.A. 2000, Chapter M-26, Section 185.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. If a Councillor wishes to have a vote recorded, they will need to request it before the vote is taken.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council may direct administration to obtain independent legal advice as to the practice of perpetually recorded votes.

**Alternative #2:** Council may make additional recommended changes.

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**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

Administration will make any amendments necessary and bring the bylaw for third reading.

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**ATTACHMENT(S):**

- Bylaw 21-892
- Bylaw 21-876



## **BYLAW No. 21-892 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 21-876 "Procedural Bylaw".**

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

**Therefore**, the Council of the Municipal District of Greenview No. 16, duly assembled, hereby amends the following:

**1. TITLE**

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

**2. AMENDMENT**

2.1. Section 12.1.C is amended by adding "when a recorded vote is taken".

A) Section 12.1.C shall now read "The names of the Councillors, or members at large who vote for and against a motion when a recorded vote is taken."

2.2. Section 15 is amended by adding section 15.9 "Any Councillor may request a recorded vote".

**3. COMING INTO FORCE**

3.1. 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.

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REEVE

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CHIEF ADMINISTRATIVE OFFICER



## BYLAW NO. 21-876 of the Municipal District of Greenview No. 16

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

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

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

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

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

### 1. Short Title

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

### 2. Definitions

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



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

- 2.24. **Point of Privilege** means a request made to the Chair or Council on any matter related to the rights and privileges of Council or individual Councillors and includes the:
- A. Organization or existence of Council;
  - B. Comfort of Councillors;
  - C. Conduct of administrative employees or members of the public in attendance at the meeting;
  - D. Accuracy of the reports of Council's proceedings;
  - E. Reputation of Councillors or Council.
- 2.25. **Point of Procedure** means a request made to the Chair to obtain information on a matter of parliamentary law or the rules of Council bearing on the business at hand in order to assist a Member to make an appropriate motion, raise a point of order, or understand the parliamentary situation or the effect of the motion.
- 2.26. **Privileged Motion** means motions that cannot be debated including
- A. A motion to recess;
  - B. A motion to adjourn;
  - C. A point of privilege.
- 2.27. **Quorum** means the majority of all Members that comprise the Council or the Board pursuant to the *Municipal Government Act*.
- 2.28. **Recess** means an intermission or break within a meeting that does not end the meeting, and after which proceedings are immediately resumed at the point that they were interrupted.
- 2.29. **Reeve** means the Chief Elected Official appointed from among Council Members to fulfill the duties outlined in Section 154 of the *Municipal Government Act*.
- 2.30. **Request for Information** means a request from a Member of Council regarding items on the Council meeting or Committee of the Whole meeting Agenda.

### 3. Application

- 3.1. This Bylaw applies to all meetings of Council and Council Committees and shall be binding on all Councillors and Committee Members.
- 3.2. This Bylaw shall prevail over any other Bylaw of the Municipal District of Greenview No. 16.

### 4. Interpretation

- 4.1. When a matter arises relating to proceedings not covered by a provision of this Bylaw, or the *Municipal Government Act*, the matter shall be decided by reference to the most recent edition of Robert's Rules of Order.
- 4.2. Procedure is a matter of interpretation by the Chair.
- A. In the event of a conflict between Robert's Rules of Order and this Bylaw, the provisions of this Bylaw shall apply.
  - B. In the absence of any statutory obligation, any provision of this Bylaw may be temporarily waived, altered or suspended by Special Resolution (two-thirds majority vote), except:
    - i. The provisions about statutory hearings; and
    - ii. The provisions for amending or repealing this Bylaw.



## 5. Organizational Meetings

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

## 6. Regular Council Meeting

- 6.1. Council shall hold Regular Council Meetings on the dates and at the times established at the Organizational Meeting.
- 6.2. When a meeting falls on a Statutory Holiday, the meeting will be held the next business day and any other affected meetings shall be rescheduled to the following business day.
- 6.3. All Regular Council meetings will be open to the public with the exception of Closed Session portions of the meeting.



- 6.4. All Regular Council Meetings will be held in Council Chambers in Valleyview, Alberta unless otherwise resolved by Council.
- 6.5. Council, by resolution, can establish additional meeting dates.

### **Special Council Meeting**

- 6.6. The Reeve may call a Special Council Meeting at any time, and must do so if a majority of Councillors so request in writing, including a statement of the purpose of the meeting.
- 6.7. A Special Council Meeting must be held within fourteen (14) days of receiving the request.
- 6.8. The Reeve calls a Special Council Meeting by giving at least 24 hours' notice in writing to each Councillor and the public stating the purpose of the meeting, as well as the time and location where it will be held.

### **7. Committee of the Whole**

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

### **8. Closed Session Meeting**

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

### **9. Electronic Meetings and Electronic Attendance at Meetings:**

- 9.1. Pursuant to the *Municipal Government Act* a meeting of Council or Committee can be conducted through electronic means or through other communication facilities if:



- A. Notice is given to the public of the meeting, including the way in which it will be conducted. The Meeting shall be advertised as an Electronic Meeting of Council;
  - B. The facilities enable the public to watch and/or listen to the meeting at a place specified in the notice and a designated officer is in attendance at that place; and
  - C. The facilities enable all the meetings participants to watch and/or hear each other.
- 9.2. Council Members participating in a meeting held by means of a communications facility, or by electronic means, are deemed to be present at the meeting.
- 9.3. Members of Council or Committees may participate in meetings through electronic means or other communication facilities instead of at the meeting location, if:
  - A. There is a quorum of six (6) Members of Council or Committee situated in the actual meeting place to ensure the meeting could continue should the communication facility or electronic means fail. Under extenuating circumstances, the Reeve or Chair in their sole discretion, may authorize a Council meeting or Council Committee Meeting to proceed through electronic means without half the Members being in physical attendance at the meeting. A minimum of 24 Hours' notice should be provided to provide adequate public notice that the meeting will be proceeding electronically; and
  - B. The Chief Administrative Officer or their designate is present at the place specified in the notice to the public about the meeting.
- 9.4. When a meeting goes into Closed Session, a Member of Council or Council Committee who is attending a meeting through electronic means must make a statement declaring that they are alone. To maintain confidentiality of matters discussed in Closed Session, if a Member is not alone, they may not participate in the Closed Session portion of the meeting.
- 9.5. Any person who wants to utilize electronic means or communication facilities to attend a meeting must:
  - A. Notify the Reeve or Chair of the Committee, and the CAO or their designate, that he or she intends to participate in the meeting through electronic means or communication facility;
  - B. Provide to the Reeve or Chair the reason that they cannot attend the meeting at the scheduled location; and
  - C. Advise the CAO or their designate of the phone numbers or means by which they will be available throughout the meeting.

## **10. Public Hearing**

- 10.1. A Public Hearing will be held in conjunction with a Regular Council or Special Council Meeting.
- 10.2. If a Public Hearing is required on any proposed bylaw or resolution, the Public Hearing must be held before second reading of the bylaw or before Council votes on the resolution.
- 10.3. A motion to go into Public Hearing is required before the subject matter is discussed.
- 10.4. The public, or a representative, may address Council on a planning matter or other matter directed by Council subject to:
  - A. The speaker being acknowledged by the Chair.



- B. Generally a ten (10) minute time limit will be imposed on anyone making a presentation, although additional time may be granted at the discretion of the Chair.
  - C. The presentation must be given in a respectful manner and otherwise in accordance with this Bylaw.
  - D. A presenter will generally be allowed to only speak once on an item, although additional opportunities to speak may be granted by the Chair.
  - E. Discussion shall only be regarding the matter identified on the agenda.
- 10.5. Council members will not debate issues with any speaker, but each Member of Council may ask questions for clarification of each speaker. All questions will be directed through the Chair.
- 10.6. Council may accept written submissions in lieu of verbal presentation as long as the document is signed, dated and includes the name and address of the person making the submission.
- 10.7. Individuals addressing Council shall state their name clearly and who they represent, if anyone, and provide the recording secretary with the correct spelling of their name.
- 10.8. Individuals addressing Council may, with the consent of the Chair, provide presentation material to be included in the official record of the Public Hearing.
- 10.9. At the discretion of Greenview Administration, no late submissions from the public are accepted unless the individual or group addresses Council at the Public Hearing.
- 10.10. In accordance with the Municipal Government Act, a Public Hearing:
- A. Shall hear any person, or group of persons, or person representing them, who claims to be affected by the proposed Bylaw or resolution and who has complied with the procedures outlined by the Council; and
  - B. May hear any other person who wishes to make a representation and whom the Council agrees to hear.
- 10.11. Individuals of the public attending a Public Hearing shall conduct themselves in accordance with this Bylaw.
- 10.12. The Order of Business for each item of the Public Hearing shall be:
- A. The Reeve or Chair will open the Public Hearing;
  - B. Presentations from Administration, introduction of bylaw or resolution, and questions for clarification;
  - C. Public Hearing Presentations by the public. Members of the public will be allotted 10 minutes to make their presentations. The Chair may grant additional time to any speaker. Presentations will be heard in the following order:
    - i. Those speaking in favour;
    - ii. Those speaking against;
    - iii. Follow-up questions from Council may be asked throughout the presentations and will be directed through the Chair;
  - D. The Reeve or Chair closes the Public Hearing.
- 10.13. All presentations should be made from the delegate table where possible.
- 10.14. A Council Member who is absent from the whole of a Public Hearing, is not entitled to vote on the matter and shall leave the meeting before the vote is taken.



- 10.15. When all persons who want to speak to an issue have been given their opportunity to speak, the Chair shall declare the Public Hearing closed. Once a Public Hearing is closed, it cannot be re-opened. Council may hold another Public Hearing on the same subject; however, it is subject to the same requirements of advertising and rules for speaking as the initial public Hearing in accordance with the *Municipal Government Act*.

## 11. Agendas

### 11.1. Preparation

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

### 11.2. Distribution

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

### 11.3. Late Submissions

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

### 11.4. Additions or Deletions

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

### 11.5. Order of Business

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

- A. Call to Order
- B. Adoption of the Agenda
- C. Minutes
- D. Public Hearing
- E. Delegation

- F. Bylaws
- G. Business
- H. Notice of Motion
- I. Closed Session
- J. Members' Business Report
- K. Adjournment

## 12. Minutes

- 12.1. Minutes of all proceedings of Council and Committee Meetings shall be recorded in accordance with Sections 208 and 213 of the *Municipal Government Act*, and include:
  - A. All decisions and other proceedings.
  - B. The names of all Councillors, or Members at large, present at and absent from the meeting.
  - C. The names of the Councillors, or members at large, who vote for and against each motion.
  - D. Resolutions to go into Closed Session and to adjourn the meeting.
  - E. The sections of the *Freedom of Information and Protection of Privacy Act* that apply to an item being discussed in Closed Session.
  - F. Any abstention made under the *Municipal Government Act* by any member and the general nature of the abstention.
  - G. Any abstention made as a result of a pecuniary and the general nature of the abstention.
  - H. The signatures of the Reeve or Chair and the Chief Administrative Officer, or designate.
  - I. The names of the members of the public who speak to an item.
- 12.2. The minutes of each meeting must be circulated prior to the meeting at which they are to be adopted. If:
  - A. There are errors or omissions, Council must pass a motion to amend the minutes as amended, or;
  - B. There are no errors or omissions, Council must adopt the minutes as presented.
- 12.3. With the exception of any Closed Session portion of meetings, audio recordings shall be made of all Council and Committee of the Whole meetings. Should Council determine that video recordings be made of Council Meetings, these shall also exclude Closed Session portions of meetings.
- 12.4. Greenview Council Meetings and Committee of the Whole Meetings will be live streamed on Greenview's website and made available for the public to access.
- 12.5. Regular Council meeting minutes shall be retained permanently by the municipality in the original form in a safe and secure place in accordance with the *Municipal Government Act*.

## 13. Meeting Proceedings

- 13.1. Role of the Chair
  - A. As soon as there is quorum after the time for commencement of the meeting, the Chair will call meetings to order.



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

#### 13.2. Quorum

- A. Quorum will consist of a simple majority of Members.
- B. If there is not a quorum within thirty (30) minutes after the set time for the meeting, the CAO or their designate shall record the names of the members present and the meeting shall be adjourned to the time of the next regular meeting.
- C. If at any time during a meeting, quorum is lost, the meeting shall be recessed and if a quorum is not achieved within fifteen (15) minutes, the meeting shall be deemed to be adjourned.

#### 13.3. Members of the Public during the meeting shall:

- A. Not approach or speak to Council or Committee without the permission of the Chair;
- B. Not speak on any matter longer than fifteen (15) minutes unless permitted by the Chair;
- C. Maintain order and quiet;
- D. Not interrupt a speech or action of Council, Committee or another person addressing members;
- E. Speak respectfully and must not use offensive language;
- F. Head coverings are prohibited in Council Chambers except in cases where the head covering is worn for recognized medical or religious reasons.

#### 13.4. During a Meeting, Councillors and Board Members shall not:

- A. Speak disrespectfully, use offensive words, or un-parliamentary language;
- B. Address Members without permission;
- C. Break the rules of Council or Committee or disturb the proceedings;
- D. Leave their seat or make any noise of disturbance while a vote is being taken, or the result declared; or
- E. Disobey the decision of the Chair on any question or order, practice or interpretation.

13.5. Breach of Conduct

- A. A Board Member or Councillor who persists in a breach of subsection 14.4., the Chair may request that the Deputy Reeve or in the case of a Committee, the Vice Chair, to move a motion to remove the unruly Member or Councillor from the remainder of the Meeting.
- B. If the resolution passes, the Chair shall direct the Board Member or Councillor to leave the meeting.
- C. Where the Chair has directed a Member to leave the meeting and the Member makes a satisfactory explanation and apology, the Members may, by resolution, allow the offending Member remain in, or return to the meeting.
- D. The Chair may order a member of the public who creates a disturbance or acts inappropriately to be expelled from the meeting.

13.6. Members Business Report

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

13.7. Request for Information

- A. It is good practice that Requests for Information regarding items on the Council meeting or Committee of the Whole meeting Agenda, should be submitted to the relevant member of the SLT no less than 3 days prior to the scheduled meeting in order to allow Administration time to prepare an answer.
- B. Members may also provide a Notice of Motion to provide sufficient time for Administration to prepare for the request.

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

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

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

13.11. Councillors or Members who have been assigned their turn to speak may only be interrupted:

- A. When a Councillor or member is discussing a subject and there is no motion on the floor;
- B. By a Call for Orders of the Day;
- C. By a Point of Privilege;
- D. By a Point of Order;
- E. By an objection to the considered motion; or
- F. By a Challenge.



- 13.12. Each Councillor or Member will be given an opportunity to speak to a motion before it is put to a vote, unless a motion is passed to limit debate.

## **14. Motions**

### **14.1. Consideration of Motions**

- A. Unless otherwise determined by the Chair, no matter may be debated or voted on by Council unless it is in the form of a motion.

14.2. A Councillor may move a motion whether or not the Councillor intends to support it.

14.3. After a motion is moved, it can only be withdrawn by the person who made it.

14.4. Motions placed before Council do not require a seconder.

14.5. All motions shall be concise and provide clear direction for Administration.

14.6. Council will generally not make a decision on issues brought forward from delegations the first time they are heard. The item should be addressed in a motion to “accept for information.”

- A. At the discretion of the Chair, motions of Council to immediately address the item may be brought forward.

14.7. Motions to the main motion.

14.8. When a motion is been made and is being considered, no Council Member may make another motion, except to:

- A. Amend the motion;  
B. Amend the amendment to the motion;  
C. Refer the main motion for consideration; or  
D. Move a motion that has privilege.

14.9. Privileged Motions include the following:

- A. A motion to recess;  
B. A motion to adjourn;  
C. A motion to set a time for adjournment; or  
D. A point of privilege

14.10. Motion to Recess:

- A. The Chair, without a motion, may recess the meeting for a specific period.  
B. Any Councillor may move that Council recess for a specific period;  
C. After they recess, business will resume at the point where it was interrupted

14.11. Amending Motions:

- A. A Councillor may, after a motion is made, with the consent of the original mover, make a friendly amendment to the motion. This involves minor changes to the wording of the motion where the change does not alter the intent of the motion.  
B. Only one amendment to the main motion and only one amendment to that amendment are allowed.  
C. The main motion will not be debated until all amendments to it have been voted on.  
D. When all amendments have been voted on, the main motion, incorporating the amendments that have been adopted by Council, will be debated and voted on.

14.12. A Councillor may move to refer any motion to the appropriate Council Committee or Administration for investigation and report, and the motion to refer:

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

## 15. Voting

- 15.1. Each Council member present is required to vote in accordance with the *Municipal Government Act*.
- 15.2. Unless otherwise specified under this Bylaw, a vote is carried when a majority of Members vote in favour of a motion.
- 15.3. A motion is lost if the vote is tied.
- 15.4. No Member shall leave the meeting after the question is put to a vote until the vote is taken.
- 15.5. The Chair shall declare the result of the vote.
- 15.6. The Chair and the Recording Secretary shall ensure that each abstention and the reasons for the abstention are noted in the minutes of the Meeting.
- 15.7. If a Councillor is absent from the whole of a Public Hearing, they shall not be entitled to vote on the matter and shall leave the Meeting after the question is put to a vote until the vote is taken.
- 15.8. Once a vote is carried, or defeated, the decision of Council must be supported by all members.

## 16. Delegations

- 16.1. Any registered delegation wishing to appear before Council or Council Committee to address an agenda item not designated as a Public Hearing shall provide written notice



- to Administration prior to the agenda deadline. The request must identify the issue or topic to be addressed and any supporting documentation to be provided to Council.
- 16.2. Delegations will be scheduled to present to Council at Committee of the Whole Meetings, unless otherwise directed by Council.
  - 16.3. Any person, group or delegation making a presentation shall state their name(s), and the purpose of their presentation.
  - 16.4. Delegations shall only discuss the matters which they have submitted to Council or the Council Committee and which have been included on the agenda.
  - 16.5. Delegations will generally be limited to fifteen (15) minutes for presentation or discussion, which can be extended or decreased at the discretion of the Chair.
  - 16.6. For each meeting, all delegations will be advised to attend the meeting at a time scheduled by Administration, and delegations will be heard by Council in the order in which they appear on the agenda, unless a Council Motion is made to alter the schedule.
  - 16.7. All delegates must address the Chair during their presentation. Delegates' conduct is subject to the rules of conduct provided within this bylaw and any other bylaw enacted by Council.
  - 16.8. Council will not receive delegations from parties which have, or may reasonably be expected to have, current or pending litigation or other legal proceedings involving Greenview.
  - 16.9. Delegations shall not address Council or Council Committees on the same subject matter more than once every six (6) months. This restriction shall not apply when Council, by resolution, invites a party to attend a Council meeting as a delegation.

## 17. Bylaws

- 17.1. All proposed Bylaws must have:
  - A. A Bylaw number assigned; and
  - B. A concise title indicating the purpose of the Bylaw.
  - C. Three (3) separate and distinct readings
- 17.2. Council Members will be provided the opportunity to review a copy of the proposed Bylaw, in its entirety, prior to any motion for first reading.
- 17.3. Council shall hear an introduction of the proposed bylaw or resolution from administration prior to first reading.
- 17.4. When a bylaw is subject to a statutory public hearing, the public hearing shall be held prior to second reading.
- 17.5. After the first reading has been given, any Member may move that the bylaw be read a second time.
- 17.6. Any amendments to the bylaw that are carried prior to the vote on third reading shall be considered to have been given first and second reading and shall be incorporated into the proposed bylaw.
- 17.7. Once a bylaw has been passed, it may only be amended or repealed by another bylaw made in the same way as the original bylaw, unless another method is specifically authorized by this Bylaw or any other enactment.
- 17.8. A bylaw is effective from the date of the third reading and signing unless the bylaw or any applicable statute provides for another effective date.

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

## **18. Policy Review Committee and Policies**

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

## **19. Repeal**

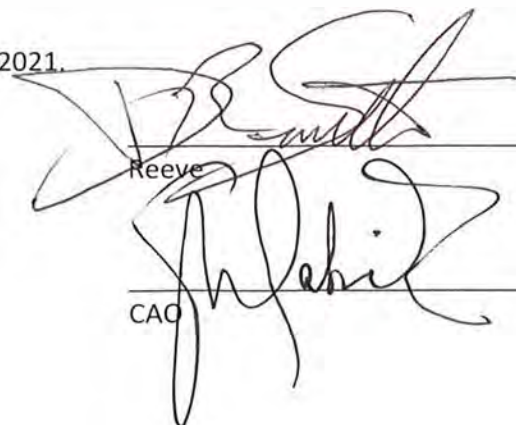
Bylaw 19-809 "Procedural Bylaw" and all amendments thereto are hereby repealed.

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

Read a first time the 11<sup>th</sup> day of May, 2021.

Read a second time this 13<sup>th</sup> day of July, 2021.

Read a third time and passed this 13<sup>th</sup> day of July, 2021.



Reeve

CAO



# REQUEST FOR DECISION

---

**SUBJECT:** Bylaw No. 21-881 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>	September 14, 2021	<b>CAO:</b> EK	<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>	

---

## 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. 21-881, to re-designate a 4.0-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within SW-18-69-06-W6.

---

## BACKGROUND/PROPOSAL:

The application for land use amendment A21-003 has been submitted by Midwest Surveys Inc., on behalf of Larry and Yvonne McClelland, to redesignate a **4.0-hectare** (9.9-acre) ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within SW-18-69-06-W6, in the Grovedale area, Ward 8. The re-designation would allow for the subsequent subdivision of a vacant lot for future residential purposes.

An approach exists to the balance, but one would need to be installed to the lot from Township Road 692. Road widening of 5.03-metres adjacent to Township Road 692, as well as undeveloped Range Road 70, would be necessary at the subdivision stage. All other referral agencies responded with no concerns. No wetland appears to exist on the proposal, and the land is treed.

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. Administration does not anticipate any negative development or land use impacts from a subdivision at this location as the proposed amendment will be compatible with existing surrounding residential developments.

Administration is recommending that Council approve First Reading to Bylaw No. 21-881 for a 4.0-hectare parcel.

---

## 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. 21-881 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. 21-881
- Schedule 'B' – Proposed Land Use Amendment Maps




# Proposed Land Use Amendment

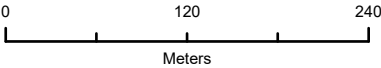
Long Legal: SW-18-69-6-6

 Proposed Amendment

## Zoning Type

 Agricultural One (A-1)

 Country Residential One (CR-1)

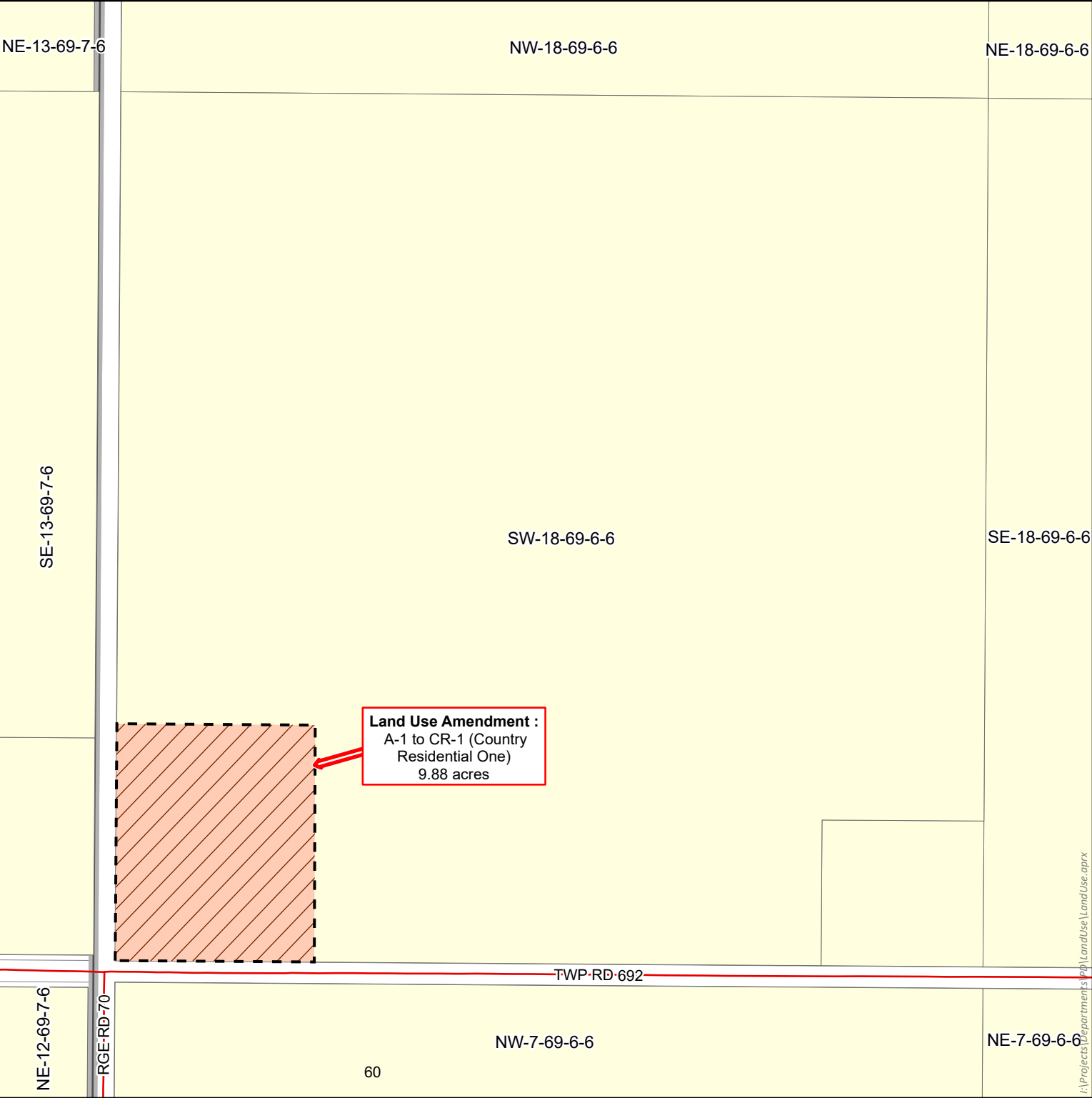


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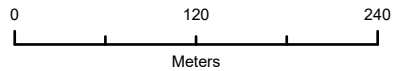


## Proposed Land Use Amendment

Long Legal: SW-18-69-6-6

 Proposed Amendment

30cm Imagery, 2016

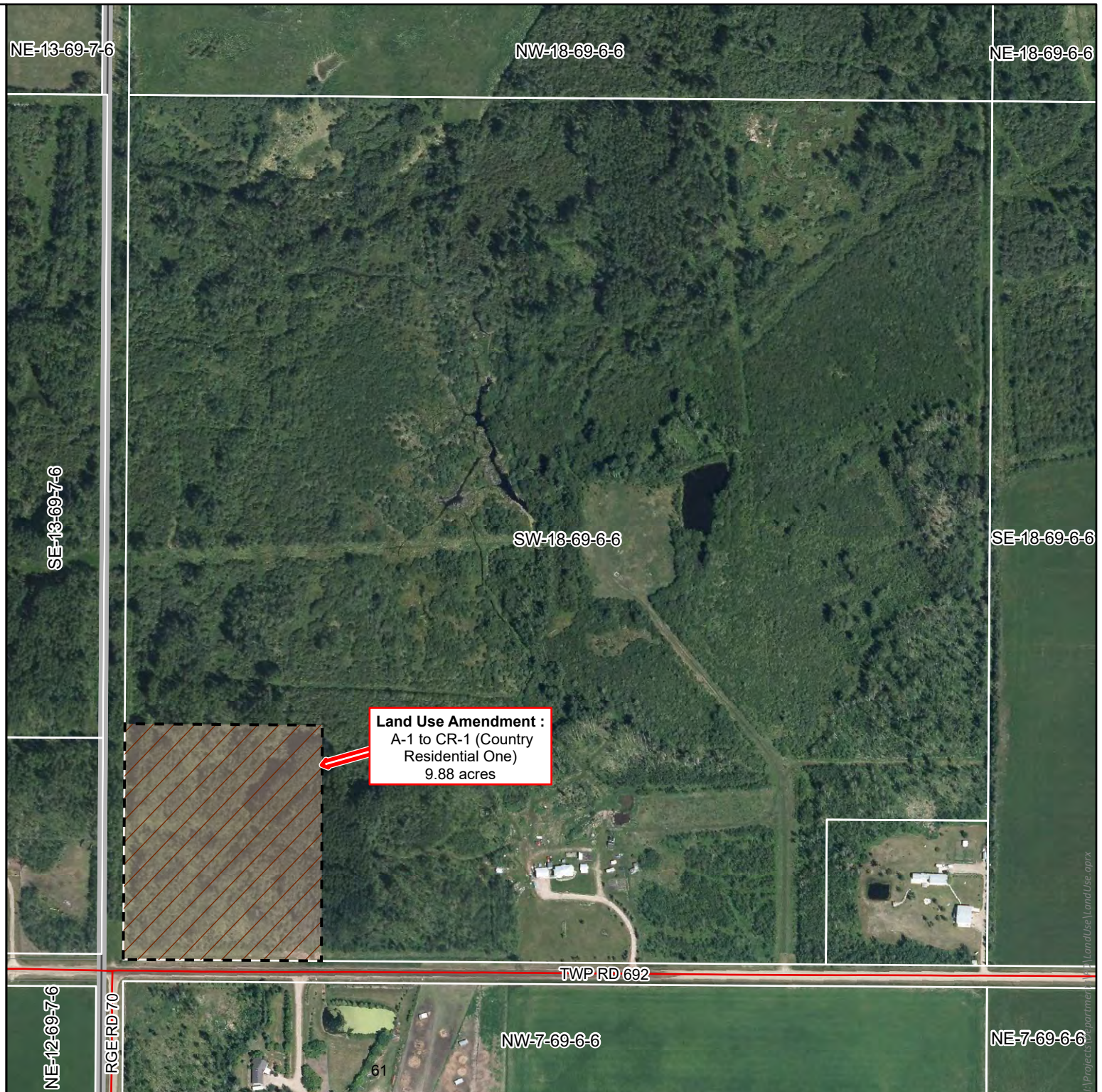


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
# Proposed Land Use Amendment

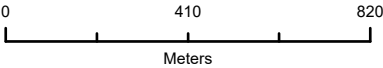
Long Legal: SW-18-69-6-6

 Proposed Amendment

## Zoning Type

 Agricultural One (A-1)

 Country Residential One (CR-1)

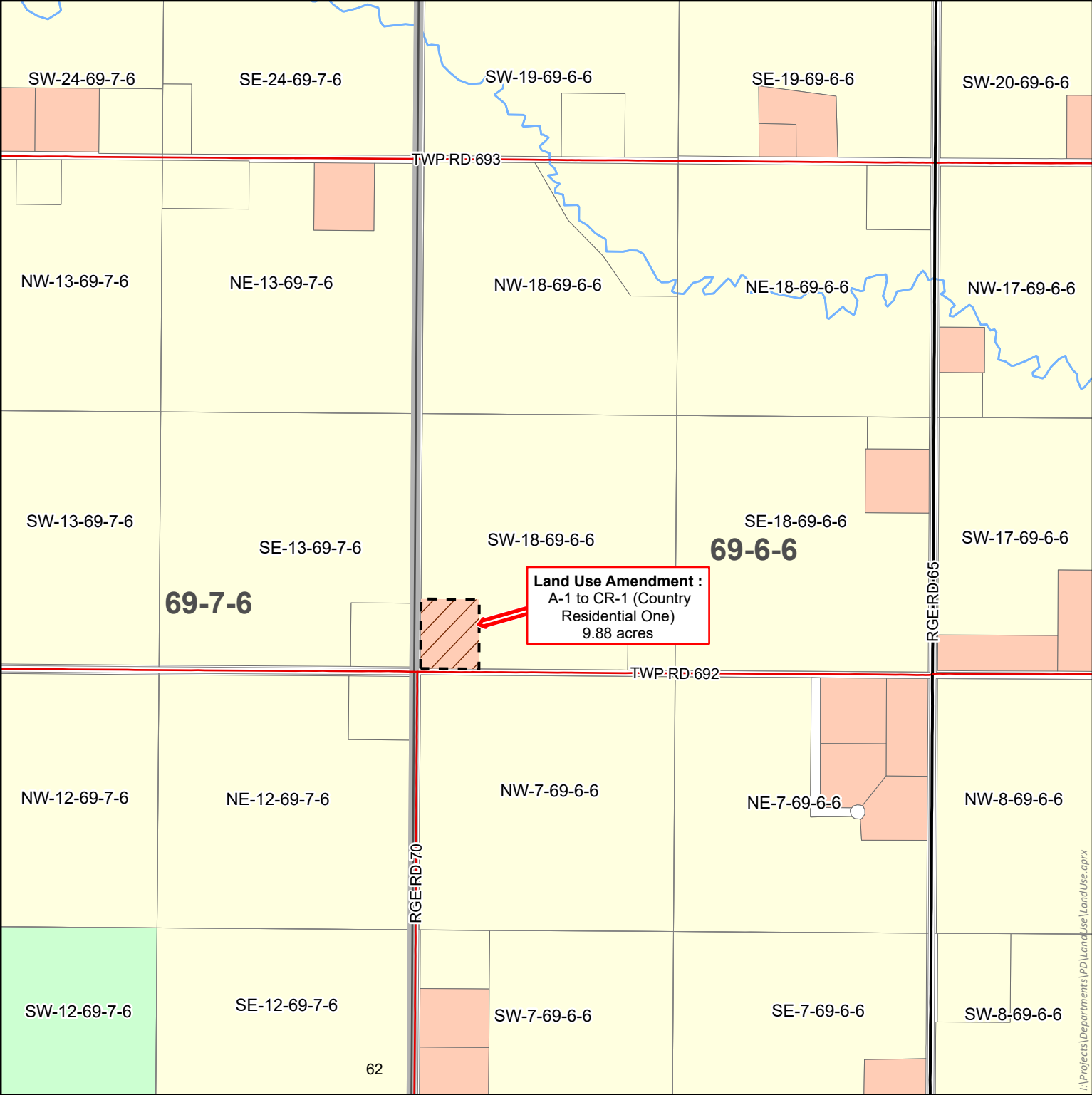


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# **BYLAW No. 21-881**

## **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. 18 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to reclassify the following area:

All that Portion of the  
Southwest (SW) Quarter of Section Eighteen (18)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

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 September, 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. 21-881

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Southwest (SW) Quarter of Section Eighteen (18)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

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





# REQUEST FOR DECISION

---

**SUBJECT:** Bylaw No. 21-882 Re-designate from Agricultural One (A-1) District to Institutional (INS) District

<b>SUBMISSION TO:</b>	REGULAR COUNCIL MEETING	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>	
<b>MEETING DATE:</b>	September 14, 2021	<b>CAO:</b> EK	<b>MANAGER:</b> JS
<b>DEPARTMENT:</b>	PLANNING & DEVELOPMENT	<b>GM:</b> RA	<b>PRESENTER:</b> LD
<b>STRATEGIC PLAN:</b>	Development		

---

## RELEVANT LEGISLATION:

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

**Council Bylaw/Policy (cite)** – Municipal Development Plan No. 15-742, Grovedale Area Structure Plan 17-785 and Land Use Bylaw No. 18-800

---

## RECOMMENDED ACTION:

**MOTION:** That Council give First Reading to Bylaw No. 21-882, to re-designate a 0.4-hectare (1.0-acre) ± area from Agricultural One (A-1) District to Institutional (INS) District within SW-21-69-6-W6.

---

## BACKGROUND/PROPOSAL:

The application for land use amendment A21-004 has been submitted by the Municipal District of Greenview No. 16 (Greenview) to re-designate a 0.4-hectare ± (1.0-acre) area from Agricultural One (A-1) District to Institutional (INS) District area within SW-21-69-6-W6, in the Grovedale area, Ward 8.

The proposed rezoning would allow for the subsequent subdivision of a parcel for an observation well for the Grovedale water treatment facility. The observation well is a requirement for. There were no concerns received from referral agencies and no additional widening is required on the adjacent Range Road 64 as it measures 30-metre in width.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Institutional (INS) District. The application meets the requirements of the Municipal Government Act, the Municipal Development Plan and the Grovedale Area Structure Plan, except that the 0.4-hectare parcel does not meet the minimum parcel size in the Institutional (INS) District of 1.0-hectare specified in the Land Use Bylaw and would require that a variance be granted at the subdivision stage. Administration does not anticipate any negative development or land use impacts from the proposal and the amendment will be compatible with existing surrounding developments. Administration is recommending that Council give first Reading to Bylaw No. 21-882.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that re-designation would allow development of Greenview's observation well on property owned by them.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of Council accepting the recommended motion is the lot is too small for future development, if the well is reclaimed in the future

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to table Bylaw No. 21-882 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.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

---

**STAFFING IMPLICATION:**

Staff functions associated with the recommended motion are part of staff's normal anticipated duties.

---

**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 and send an advertisement for the Public Hearing.

---


**ATTACHMENT(S):**

- Schedule 'A' – Bylaw No. 21-882
- Schedule 'B' – Proposed Land Use Amendment Maps







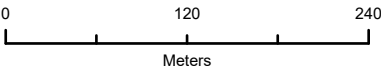
# Proposed Land Use Amendment

Long Legal: SW-21-69-6-6

 Proposed Amendment

## Zoning Type

-  Agricultural One (A-1)
-  Country Residential One (CR-1)
-  Crown Land (CL)
-  Institutional (INS)

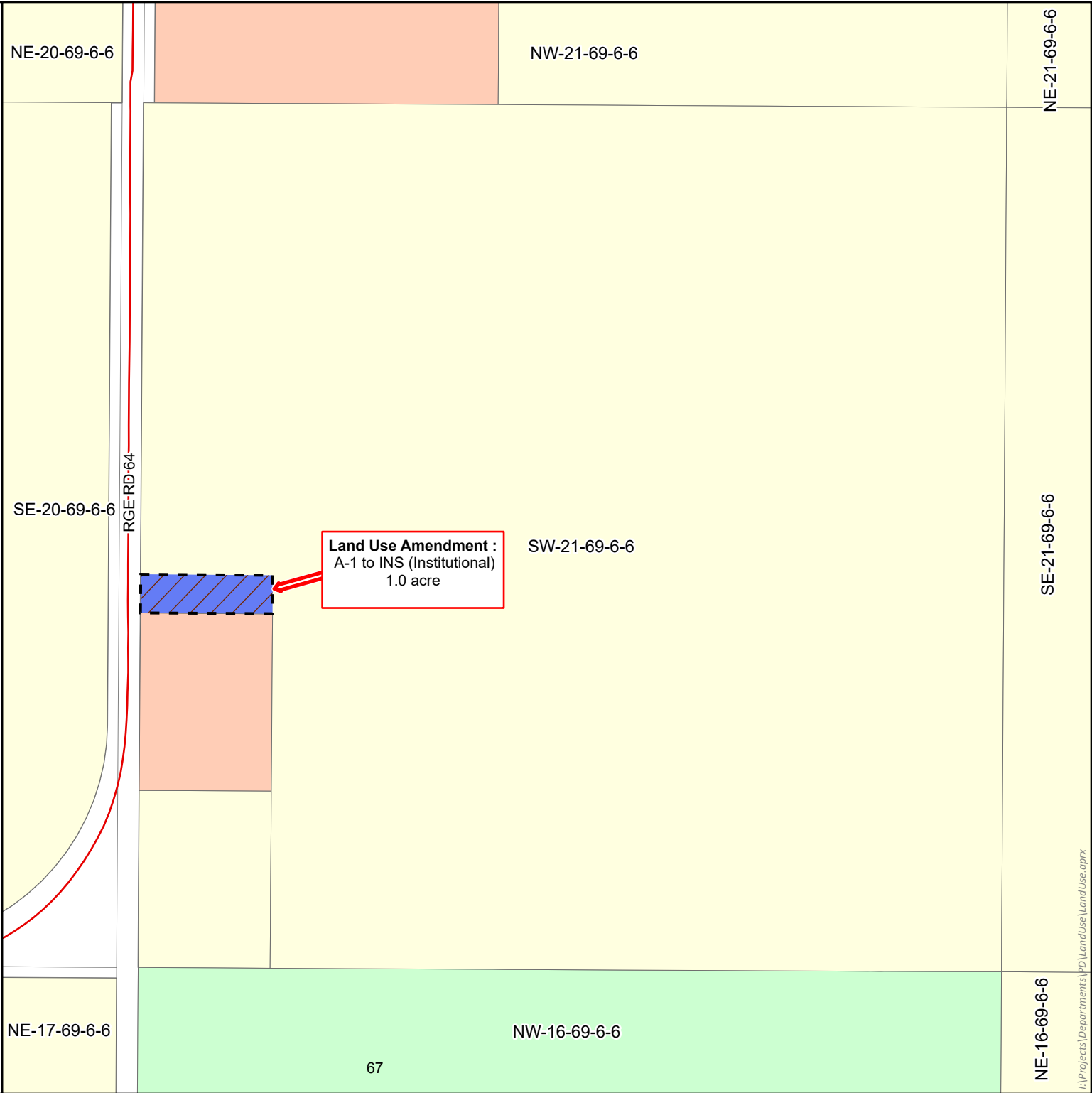


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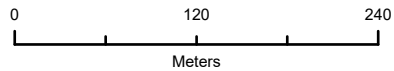


## Proposed Land Use Amendment

Long Legal: SW-21-69-6-6

 Proposed Amendment

30cm Imagery, 2016

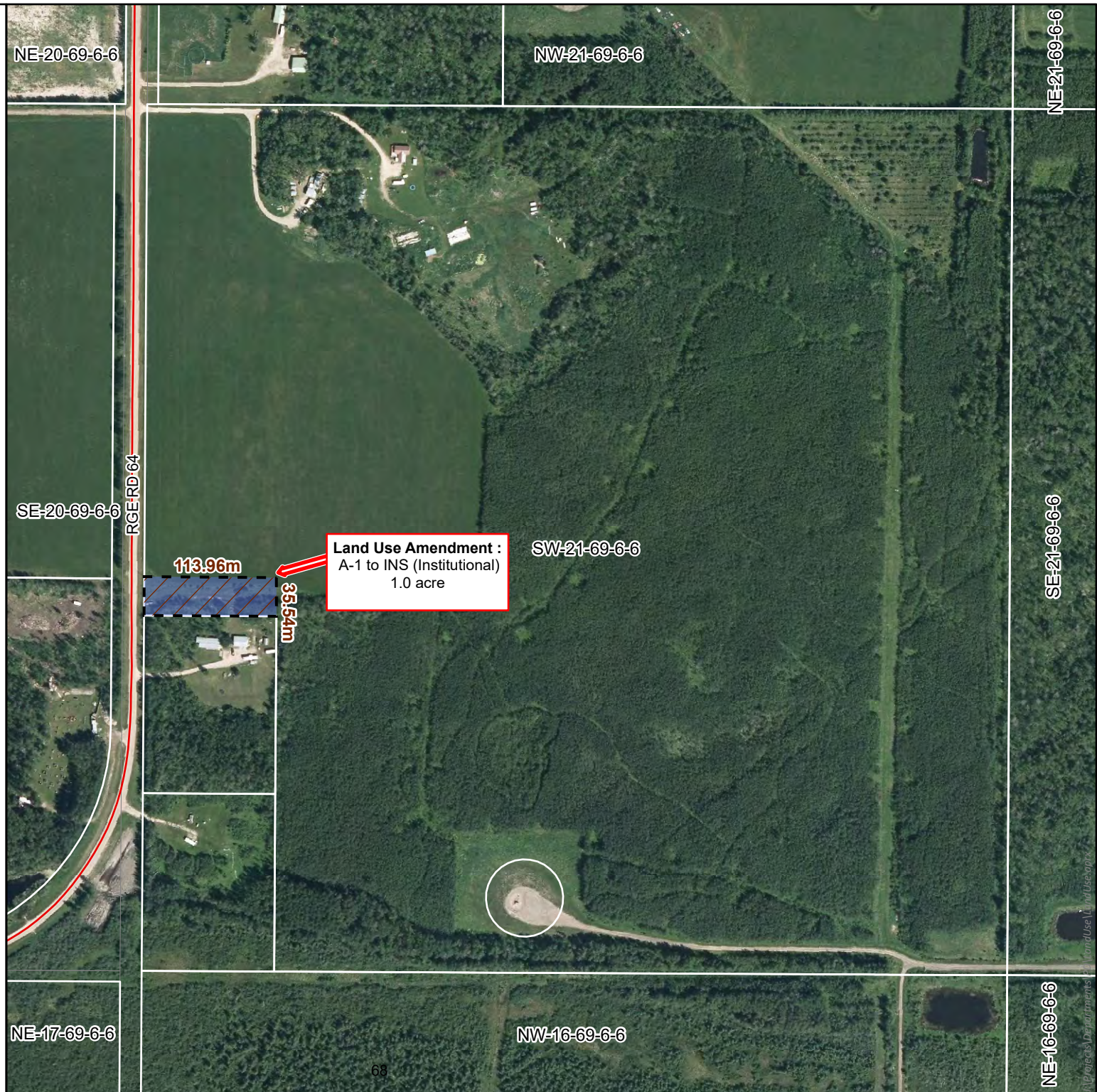


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





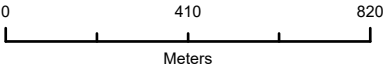
# Proposed Land Use Amendment

Long Legal: SW-21-69-6-6

 Proposed Amendment

## Zoning Type

-  Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Country Residential One (CR-1)
-  Crown Land (CL)
-  Institutional (INS)

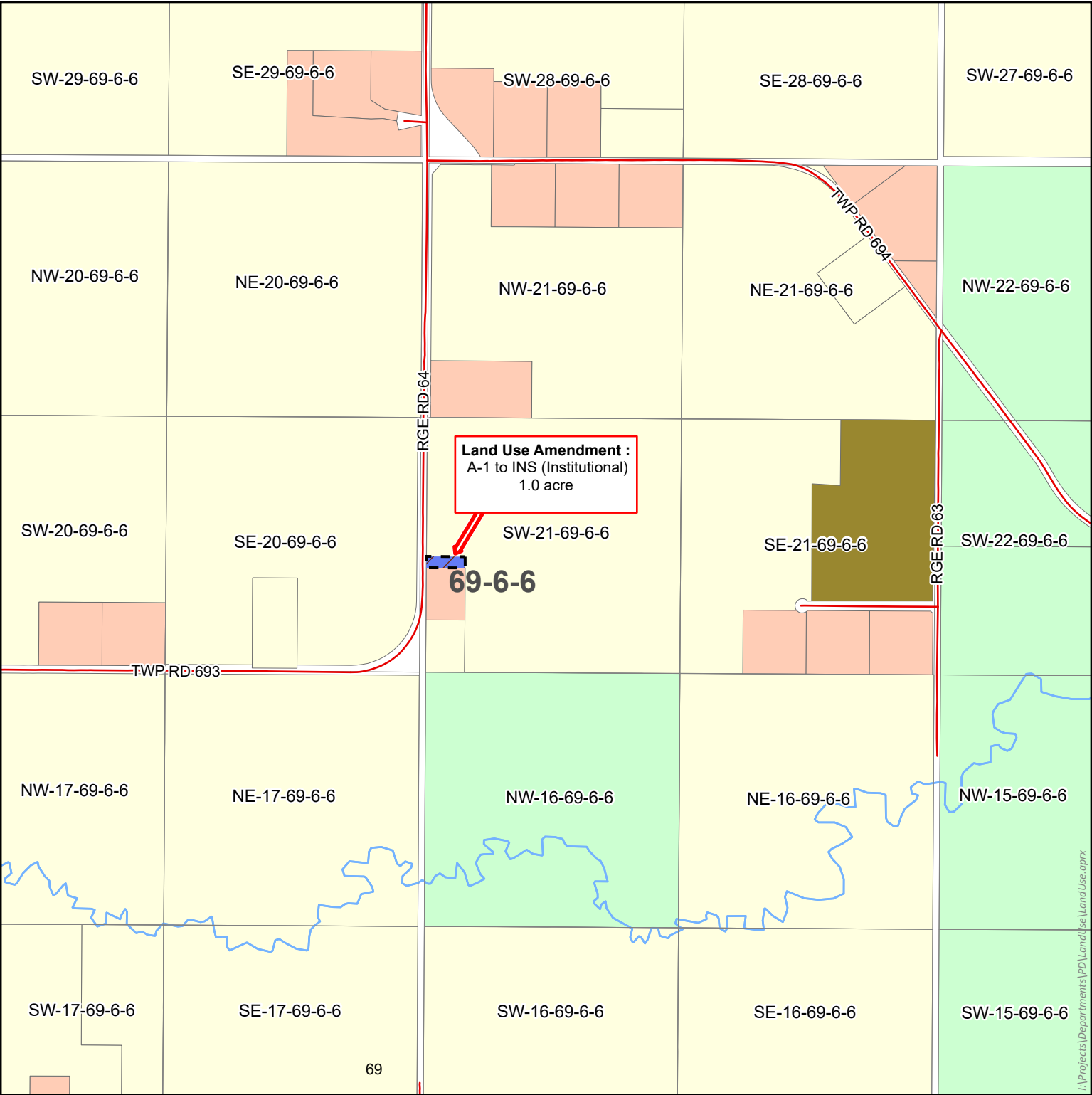


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# **BYLAW No. 21-882**

## **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. 18 in the Land Use Bylaw, being Bylaw No. 18-800, be amended to reclassify the following area:

All that Portion of the  
Southwest (SW) Quarter of Section Twenty-One (21)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

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 September, 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**

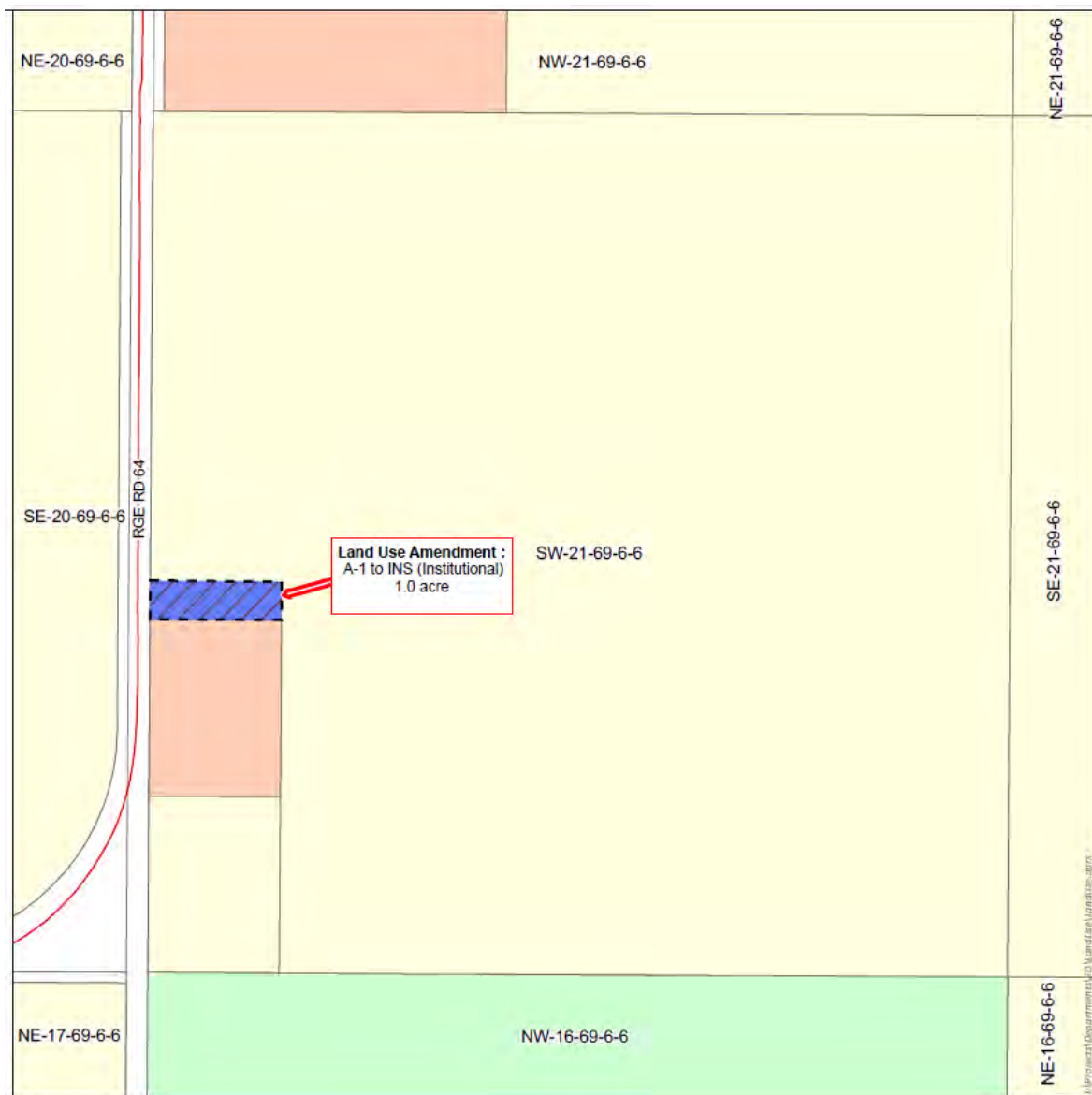
## SCHEDULE "A"

To Bylaw No. 21-882

### MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the  
Southwest (SW) Quarter of Section Twenty-One (21)  
Within Township Sixty-Nine (69)  
Range Six (6) West of the Sixth Meridian (W6M)

Is reclassified from Agricultural One (A-1) District to Institutional (INS) District as identified below:





# REQUEST FOR DECISION

---

SUBJECT:	<b>River Top Sand &amp; Gravel Pit – Gravel Crushing</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 14, 2021	CAO: EK	MANAGER: JF
DEPARTMENT:	OPERATIONS	GM: RA	PRESENTER: JF
STRATEGIC PLAN:	Level of Service	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) –N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council accept TerraShift Engineering's proposal for 2021 gravel crushing at the River Top Sand & Gravel Pit in the amount of \$395,440.00 with funding to come from Operations' Road Maintenance Budget.

---

## BACKGROUND/PROPOSAL:

Greenview entered into an aggregate supply agreement for 10 years with River Top Sand & Gravel in 2013 obligating payment for 50,000 tonnes of crushed aggregate per year with costs of crushing to be Greenview's responsibility. The River Top Sand & Gravel Pit (SML990008) is located at NW-10-15-74-02-W5 northwest of DeBolt at the north end of the Goodwin Road and is often referred to as the Airth Pit.

AMI Rockchain/TerraShift Engineering is an approved Canoe Procurement/RMA vendors and service provider. Administration requested a proposal for engineering services and gravel crushing combined. The received proposal is within the scope of industry standard prices.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to have aggregate inventory at the River Top Sand & Gravel Pit available for the 2022 road gravelling program in the DeBolt and Puskwaskau areas.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to direct Administration to tender engineering and crushing services for this project however Administration does not recommend this action as it will put the project at least a month behind and the proposed pricing and services are competitive to industry standards.

**Alternative #2:** Council has the alternative to not proceed with this project. However, Administration does not recommend this action as gravel would need to be hauled from areas further away to complete the 2022 road re-gravelling program in the area.

---

**FINANCIAL IMPLICATION:**

Funding will come from Operations' Road Maintenance Budget

**Direct Costs: \$376,950.00 + GST**

**Ongoing / Future Costs:** Ongoing costs would be the use of the crushed gravel in the road re-gravelling program.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

If Council passes the motion, administration will inform TerraShift Engineering of the decision and agreements will be entered into so work can proceed.

---

**ATTACHMENT(S):**

- TerraShift Memo re: Professional Engineering Services, Quality Assurance, and Crushing Services for SML990008
- Location Map

September 1, 2021

MD of Greenview  
4806 – 36 Avenue, PO Box 1079  
Valleyview, AB  
T0H 3N0

Attention: Josh Friesen, Manager of Operations

**Memo:** *Professional Engineering Services, Quality Assurance, and Crushing Services for SML990008*

Dear MD of Greenview:

Attached to this memo is the proposal for professional engineering services, quality assurance, and crushing services to produce 50,000 tonnes of modified 4-25 spec material at SML990008 through the 2020-004 Municipal Buying Program. The total project cost is quoted to be \$395,440<sup>+</sup> GST. For details on the project schedule, scope, and costs please refer to the attached proposal.

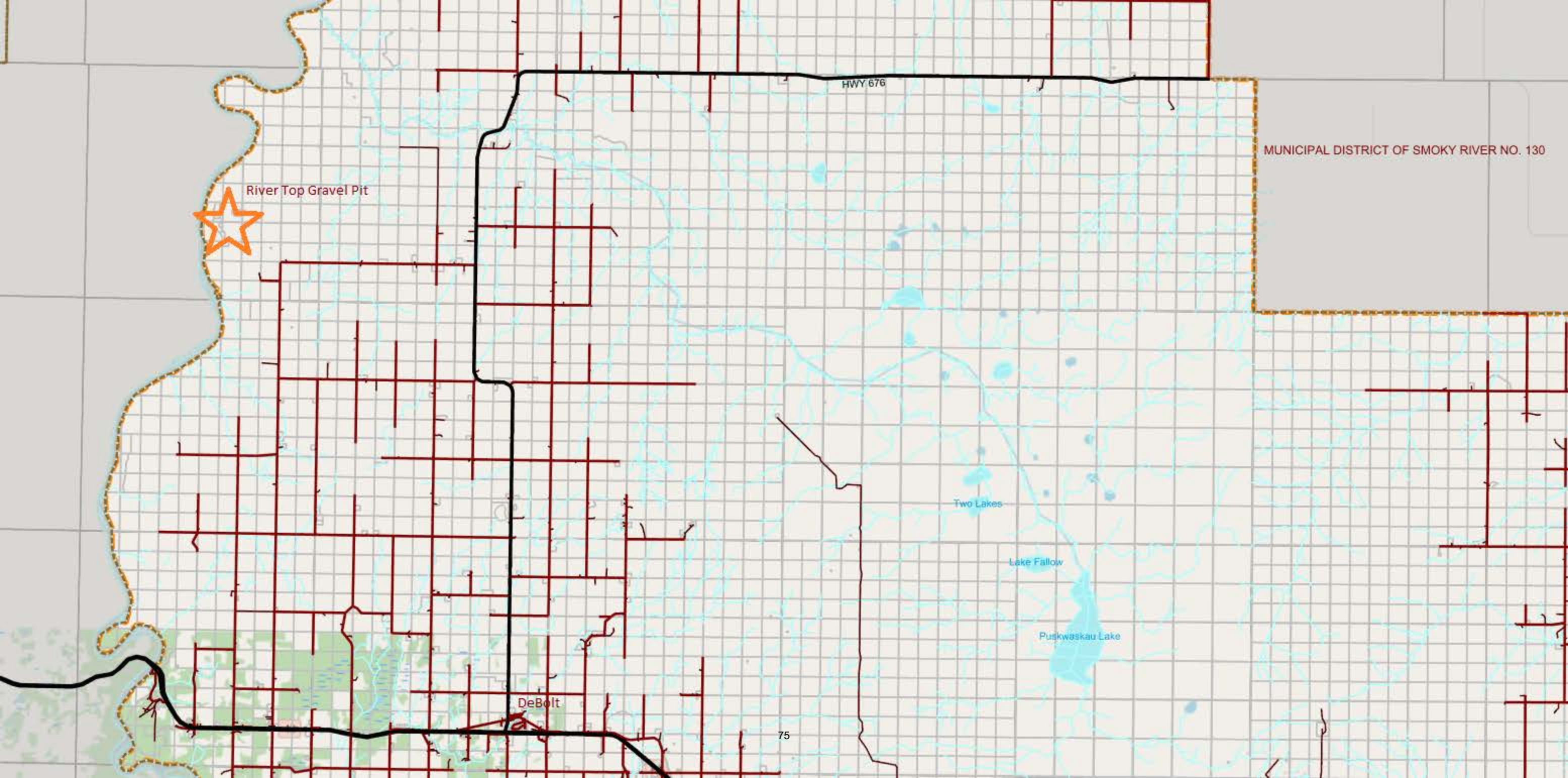
Please feel free to contact me if you have any questions or concerns.

Sincerely,



Paul Leveille  
VP of Business and Resource Development  
TerraShift Engineering Ltd.  
paul.levaille@terrashift.ca  
(587) 341-0496





HWY 676

MUNICIPAL DISTRICT OF SMOKY RIVER NO. 130

River Top Gravel Pit

Two Lakes

Lake Fallow

Puskwaskau Lake

DeBolt

75





# REQUEST FOR DECISION

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SUBJECT:	<b>Athabasca 3 Gravel Pit – Gravel Crushing</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 14, 2021	CAO: EK	MANAGER: JF
DEPARTMENT:	OPERATIONS	GM: RA	PRESENTER: JF
STRATEGIC PLAN:	Level of Service	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION: That Council award the 2021 crushing tender for the Athabasca 3 Gravel Pit to R Bee Aggregate Consulting Ltd in the amount of \$769,000.00 with funding to come from Operations 2021 Road Maintenance Budget.**

---

## BACKGROUND/PROPOSAL:

A public tender was advertised for crushing, stockpiling, and other work to be completed at the Athabasca 3 Gravel Pit for a total of 100,000 m<sup>3</sup> of gravel. The material to be manufactured is a 4:25 (1 inch) modified specification and is to be stockpiled on-site. Other work includes mobbing/demobbing, re-sloping the pit face once work is completed, stockpiling any oversized rocks, etc.. Tenders were opened in public on August 31, 2021 and the results are attached. R Bee Aggregate Consulting Ltd provided the lowest bid and has worked for Greenview previously crushing gravel at both the Athabasca Pit and the Pinto Pit west of Grovedale.

The Athabasca 3 Gravel Pit (SML 060086) is located at SE-12-60-18-W5 south of Fox Creek and down HWY 749 towards the Athabasca River.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The Benefit of Council accepting the recommended motion is that Greenview will have gravel available for road re-gravelling and other needs.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to reject or delay the motion. Administration does not recommend, as the contract specifies a completion date of November 15, 2021, and would delay the production of the materials for stockpiling and road re-gravelling in 2022.

---

**FINANCIAL IMPLICATION:**

Funding will come from Operations 2021 Road Maintenance Budget.

**Direct Costs: \$769,000 + GST**

**Ongoing / Future Costs:** Ongoing costs would be the use of the crushed gravel in the road re-gravelling program.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

If Council passes the motion, administration will inform R Bee Aggregate Consulting Ltd of the awarded contract and work can proceed.

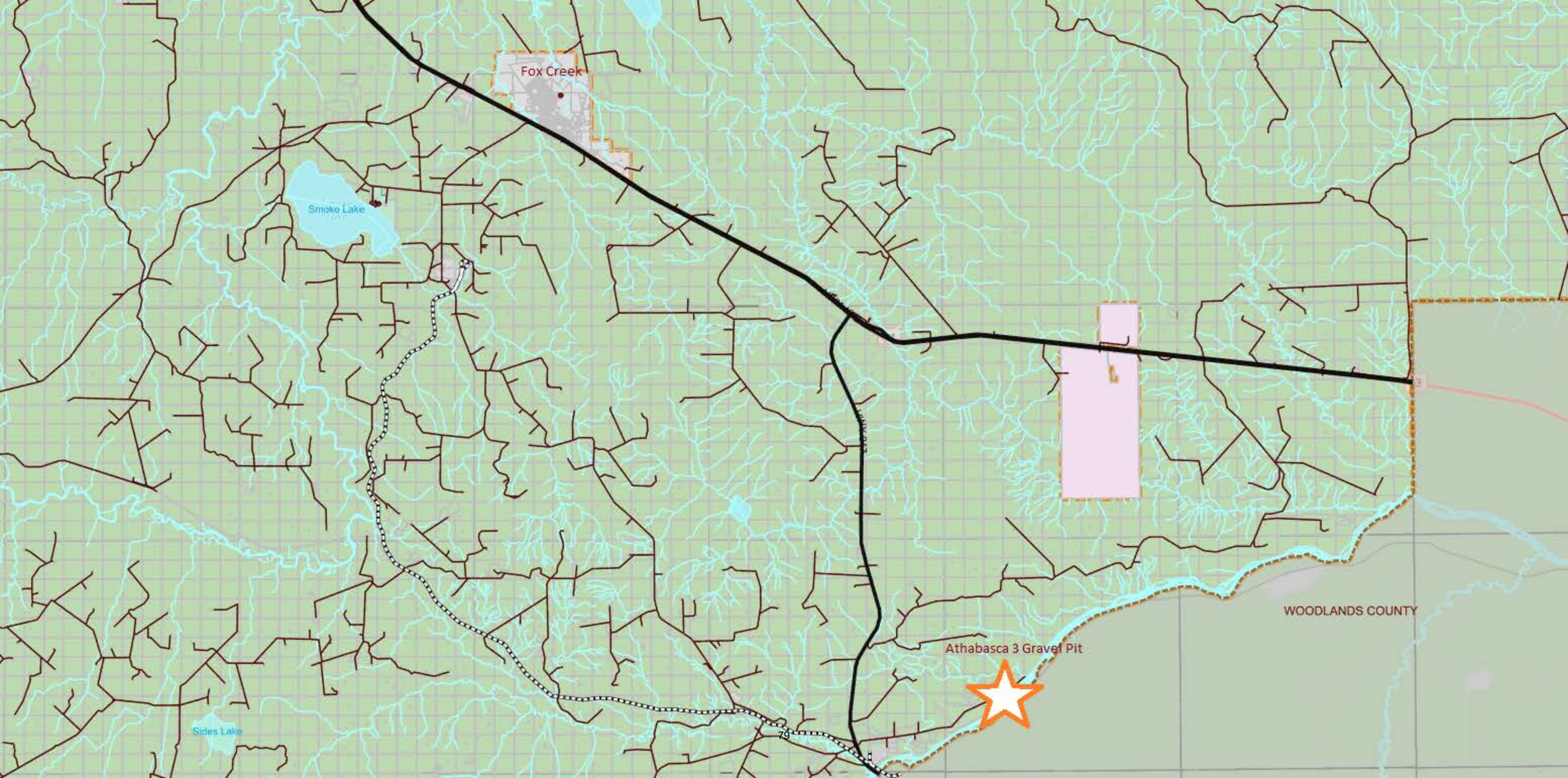
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**ATTACHMENT(S):**

- Tender Results form
- Location Map

Crushing, Stockpiling and Other Work				Contractors:		R. Bee Aggregate Consulting Ltd.		Jones Trucking and Backhoe Service Ltd.		Surmont Sand & Gravel Ltd.		Wapiti Gravel Suppliers, A Div. of N.P.A. Ltd	
Bid Item	Description	Estimated Quantity		Unit Price	Total Bid	Unit Price	Total Bid	Unit Price	Total Bid	Unit Price	Total Bid		
1	Crush, Haul and Stockpile Gravel Designation 4, Class 25 (3.2.4) (Special Provisions)	100,000	m3	\$ 7.69	\$ 769,000.00	\$ 8.08	\$ 808,000.00	\$ 9.90	\$ 990,000.00	\$ 10.83	\$ 1,083,000.00		
TOTAL TENDER (G.S.T. not included)					\$ 769,000.00		\$ 808,000.00		\$ 990,000.00		\$ 1,083,000.00		





Fox Creek

Smoke Lake

Sides Lake

Athabasca 3 Gravel Pit

WOODLANDS COUNTY

79





# REQUEST FOR DECISION

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SUBJECT:	<b>DeBolt Operations Building Extension</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 14, 2021	CAO: EK	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: RA	PRESENTER: RA
STRATEGIC PLAN:	Infrastructure	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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## RECOMMENDED ACTION:

**MOTION:** That Council direct Administration to terminate the remaining portion of the tender awarded to Quattro Homes, that relates to the Operations Building Addition at the Public Services Building, in DeBolt, AB.

---

## BACKGROUND/PROPOSAL:

Administration presented a draft plan regarding an Operations Building in DeBolt at the October 26, 2020, Council Meeting. At that time, Administration had recommended a stand-alone building near the DeBolt Public Service Building. At the January 12, 2021, Regular Council Meeting Administration presented an update to Council stating that the ground in which was proposed was not stable and Administration altered the plans so that the building would be attached to the south side of the Public Service Building.

The Tender was awarded to Quattro on October 26, 2020, as per motion 20.10.571. Quattro has the salt and sand storage shed 50% complete but has yet to start on the addition to the Public Service Building. The Contractor has informed Administration that they are unable to maintain sub-contractors due to COVID and are unable to secure the exterior SIP (Structural Insulated Panels) needed to finish the exterior of the new addition to the DeBolt PSB. The SIP panels come from the United States, and a delivery date hasn't been able to be established in a timely manner, which in turn has caused a delay in the project.

Recently Administration and the Contractor have come to a mutual agreement to terminate the remainder of the tender for the Operations Building in DeBolt. The Contractor has agreed to 100% completing the salt and sand storage shed. The contractor is showing remorse and willing to work with administration on all levels to finalize.

Administration will re-tender this item at a later date, when all materials can be sourced and delivered in a timely manner.



---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that administration can rewrite the tender to state that all materials must be on site before the build can begin.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage to the recommended motion is that the project will not be completed in 2021 and cost may come in higher to complete.

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:** Council has the alternative to deny the request to terminate the tender, however Administration does not recommend this action because Quattro will not be able to complete the project in a timely manner.

**Alternative #2:** Council has the alternative to deny the request to terminate the tender, and direct Administration to work with the contractor and re-establish timelines.

---

**FINANCIAL IMPLICATION:**

There are no financial implications to the recommended motion.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation. .

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will inform Quattro of Council's decision.

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**ATTACHMENT(S):**

- Motions



# REQUEST FOR DECISION

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SUBJECT:	<b>Award Construction of Operations Building in DeBolt</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 26, 2020	ACAO SW	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	GM: RA	PRESENTER: RA
STRATEGIC PLAN:	Level of Service		

---

## RELEVANT LEGISLATION:

**Provincial – N/A**

**Council Bylaw/Policy – N/A**

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## RECOMMENDED ACTION:

**MOTION: That Council approve Administration to award the building of a new operations building in DeBolt to Quattro Homes for \$460,000, with funding contingent on grants and additional funding from operational reserves.**

---

## BACKGROUND/PROPOSAL:

One of the findings through Administration's assessment was that the Operations department's equipment, personnel and yard space is currently stretched between buildings in Grovedale and Valleyview. The Operations department currently has no dedicated shop space to store equipment and product for winter and summer maintenance. The winter snowplowing is presently conducted out of Grovedale, which consists of numerous hours of travel time (equipment hours and personnel).

Interdepartmental meetings were held to find solutions to alleviate the required need for a building with storage space, equipment and personnel. However, due to the lack of adequate building space in the area, administration sees an opportunity to improve the daily operational functions and operational costs in DeBolt.

Administration was informed in late 2019 that DeBolt Contracting, located at 72104ABC Range Road 10, adjacent to Highway 43, was interested in selling. Administration contacted a realtor in Grande Prairie to communicate with the owners to acquire an assessed market value. The attached documents show that the owners asked for a selling price of approximately 2.2 million dollars including some material. At that time, the property was assessed at \$1,440,040. Administration had communicated to Council that this building was for sale and asked if Council was interested in purchasing this land and buildings. Council at that time turned down the request to purchase another building.

Due to the lack of available building space, Administration has requested proposals from various contractors (five in total) to construct an operations building along with a salt/sand storage building. Specifications recommended to consider for the proposed building included such items as: size of 60' wide x 20' high x 50' deep, two bay doors, three man doors, steel or wood structure, metal exterior, fully insulated metal interior

(except for offices), clear-span trusses, full concrete floor, heating system, space for office, lunchroom, fully insulated and sheeted/drywalled, two washrooms and wiring and plumbing. Specifications for the salt/sand storage shed included covered roof, two bays and approximately 60' wide x 30' deep. Four quotes have been received for consideration.

Contractor	Proposed Cost	Comments
Turcotte Construction	\$693,000 + GST	Building only
Quattro Homes	\$460,000 + GST	Building & sand/salt storage shed
Dorado Developments	Did not submit	Did not submit
LHI Construction	\$560,000 + GST	Building only
Castle Ridge Construction	\$345,400 + GST	Building – Not supplying services to the building – No dirt works – No true footings for building
	\$98,300 + GST	Sand/salt storage shed
	Total: \$443,700 + GST	

---

#### BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that construction can be completed in the current year.

---

#### DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

#### ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to award construction to the lowest submitted quote; however, this is not recommended because the quote shows anticipated future costs.

**Alternative #2:** Council has the alternative to direct Administration to pursue building only a Sand / Salt building to help out with winter maintenance.

---

#### FINANCIAL IMPLICATION:

**Direct Costs:** \$650,000

#### **Ongoing / Future Costs:**

Annual operating cost of the building will be included in annual budgets (approximately \$15,000 per year).

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#### STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

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**PROMISE TO THE PUBLIC**

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---

**FOLLOW UP ACTIONS:**

Administration will proceed as directed.

---

**ATTACHMENT(S):**

- Request for Proposal
- Rough layout of proposed operations building
- Proposed location of DeBolt operations building
- Turcotte Construction quote
- Quattro Homes quote
- LHI Construction quote
- Castle Ridge Construction quote

## Cost Estimate for New Building in DeBolt

Building – similar to this:



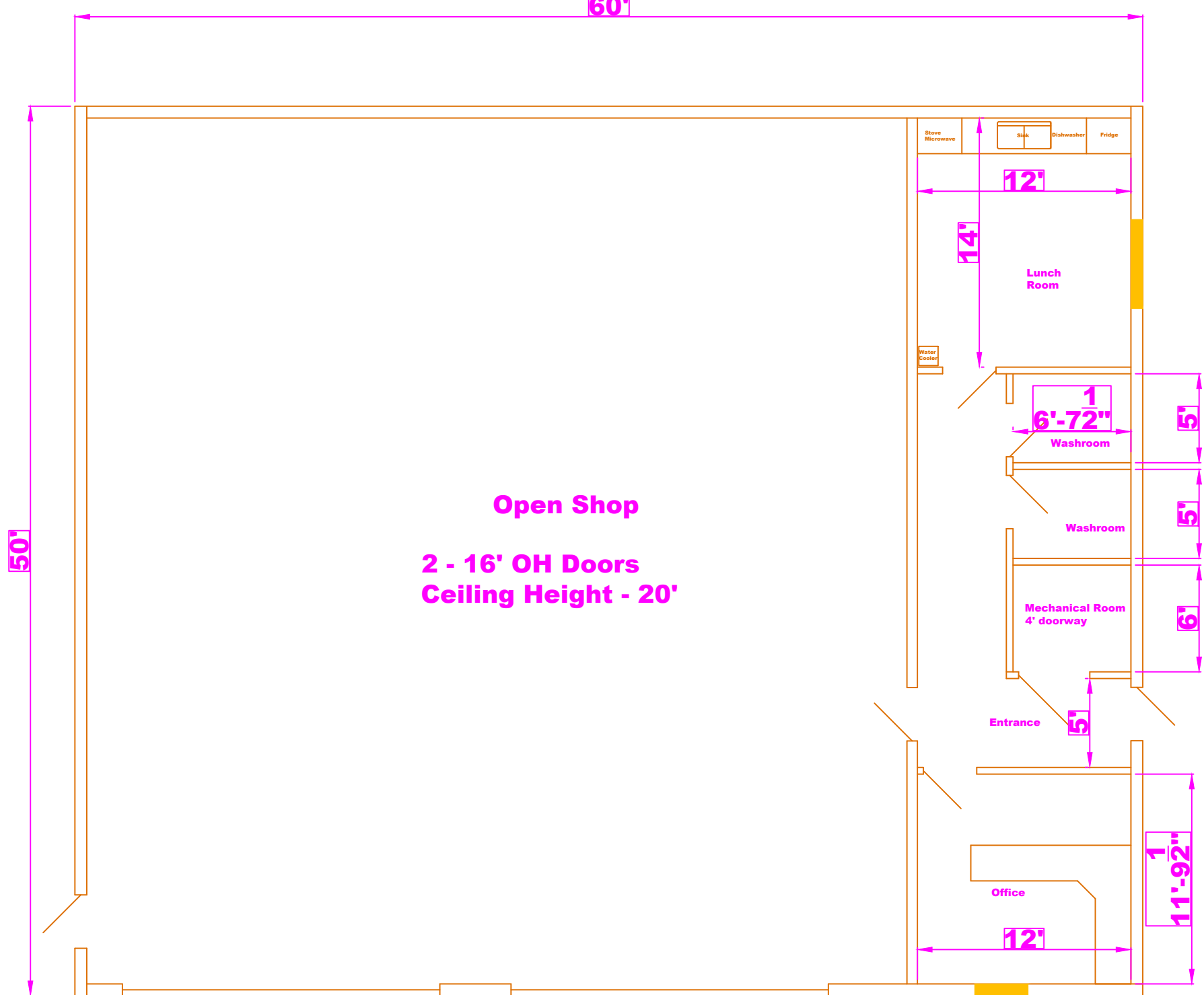
- 60' W x 20' H x 50' D
- 2 bay doors (18' W x 16' H)
- 3 exterior man-doors
- Steel or wood structure – Builders Choice
- Metal exterior
- Fully insulated with metal interior wall and roof sheeting (except for offices)
- Clear-span trusses
- Full concrete floor
- In-floor heating – Cost estimate
- Forced Air Heating – Cost Estimate
- Air Conditioning in Office space – Cost Estimate
- Office space, washrooms, lunchroom, ETC as per attached rough layout
- Lunch room – full kitchen as per layout
- Fully insulated and drywall for office spaces
- 2 washrooms – as per layout
- Wiring and plumbing including CAT wire to ALL door ways, garage doors, and office spaces



Sand/storage storage – similar to this:

- Fabric , metal or wood covered
- 6' high exterior and interior walls
- Concrete floor
- 2 bays
- Approximately 60' W x 30' D









**o/a TURCOTTE CONSTRUCTION**

769484 Alberta Ltd.

GST #871451241RT

Box 252

DONNELLY, ALBERTA T0H 1G0

Phone (780) 925-2387 Fax (780) 925-2817

0490

SUBMITTED TO <b>MD OF Greenview</b>			TELEPHONE <b>780-524-6107</b>	DATE <b>OCT 5, 2020</b>
STREET			JOB NAME <b>DeBolt Shop</b>	
CITY	PROVINCE	POSTAL CODE	JOB LOCATION <b>DeBolt</b>	
CONTACT <b>roger. guthrie@mdgreenview.ab.ca</b>			DATE OF PLANS <b>96-09</b>	JOB TELEPHONE

We hereby submit specifications and estimates for:

**LABOUR & MATERIAL TO CONSTRUCT 60'x50'x20' HIGH WOOD FRAME SHOP**

- 4' ICF CONCRETE GRABER BEAM ON 2' WIDE x 10" THICK FOOTING
- 6" THICK CONCRETE FLOOR C/W IN FLOOR HEAT
- 2" x 8" x 20' WOOD FRAME CONSTRUCTION METAL OUTSIDE + INTERIOR
- ENGINEERED ROOF SYSTEM
- ENGINEERED FLOOR SYSTEM FOR MEZZANINE C/W STAIRS + RAILING
- OFFICE SPACE, 2 WASHROOMS, LUNCH ROOM, MECHANICAL ROOM
- FORCED AIR HEATING FOR OFFICES, ETC.
- DRYWALL OFFICES, ETC. - TAPE, MUD, PAINT
- METAL COMMERCIAL EXTERIOR + INTERIOR DOORS - PVC WINDOWS
- ELECTRICAL + FIXTURES + UNDERGROUND CABLE TO POWER POLE
- PLUMBING + FIXTURES
- KITCHEN CABINETS + JANITIES + RECEPTION DESK
- 2 Sumps in SHOP AREA C/W EXTERIOR HOLDING TANK
- SEPTIC TANK
- SITE EXCAVATION + GRAVEL
- FLOORING FOR ENTRANCE; OFFICES, WASHROOMS, LUNCH ROOM, MEZZANINE

**We Propose** hereby to furnish material and labour - complete in accordance with above specifications, for the sum of:

dollars \$ **693,000.00 + GST**

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, windstorm and other necessary insurance. Our workers are fully covered by the applicable workplace safety and insurance programs.

Authorized Signature

*Doris Turcotte*

Note: This proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

89 Signature \_\_\_\_\_





Box 4085 Barrhead, AB T7N 1A1

Phone - (780) 674-9494

Fax - (780) 674-9593

**Bid to construct a 60' x 50' shop with offices and a 60' by 30' sand/ storage building for the MD of Greenview at DeBolt AB.**

**SHOP/ OFFICE BUILDING**

The following bid is based on the specifications as per supplied picture and floor layout of a similar building. Anything over and above information listed in them is not included in this bid.

**Specifications:**

- 60' x 50' x 20' tall
- 2400 sqft. of shop space
- 600 sqft of officespace
- Dirt work and utility connections
- 2 - 18' x 16' overhead doors with pull chains
- 3 exterior steel man doors and 2 windows
- Metal exterior, interior metal liner and metal roof
- Concrete floor
- Kitchen and washrooms
- Electrical and plumbing as required
- 2 ceiling mounted radiant heaters in shop
- Furnace system with ducting for office/ bathroom area
- Gas lines
- Fully insulated
- Offices, washrooms, lunch room areas complete with drywall, taped, mudded, textured ceilings, primed and painted walls
- Cabinets complete as per drawings
- Millwork and interior doors complete
- Commercial baseboard throughout office areas

**Sand/ Storage Building**

**Specifications:**

- 60 ft by 30 ft
- 9 ft concrete grade beam on spread footings (4 ft in ground for frost protection)
- 6 ft concrete perimeter and interior walls
- divider grade beam between bays
- steel frames with fabric cover over bays

### Financial:

Bid \$460,000 plus gst

**Quotes requested provided separately from the above bid.**

- AC for offices \$4,500.00 + GST
  - o AC unit and hook up
- In floor heat upgrade from the furnace system currently included (replace) \$23,000.00 + GST
  - o Boiler unit complete with pumps, thermostats, electrical
  - o Heat lines in concrete
  - o Insulation under slab
  - o Gas line x 1

Thankyou for the opportunity to bid on this project

**From:** [Roger Autio](#)  
**To:** [Jenny Cornelsen - Municipal District of Greenview No. 16 \(jenny.cornelsen@MDGreenview.ab.ca\)](#)  
**Subject:** FW: LHI - New Shop Quote  
**Date:** October 7, 2020 2:07:00 PM

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**From:** Lincoln Eidse [mailto:smartframer1@gmail.com]  
**Sent:** October 6, 2020 4:39 PM  
**To:** Roger Autio <Roger.Autio@MDGreenview.ab.ca>  
**Subject:** LHI - New Shop Quote

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good day,

Our rough estimate for the construction of the shop as described is \$560,000.

We will give a more detailed quote once we have confirmation.

Please contact Larry Isaac @ 780-876-5000 if you have any questions.

Thanks,  
Lincoln Eidse

780-296-6027

LHI Construction



**Debolt Shop and Salt Shed**

**For**

**MD of Greenview**







October 5, 2020

Md. Greenview  
Debolt, Alberta.

Attention: Roger Autio

## My Proposal

### Salt Shed



- Compact 8-12 inches of gravel
- Place 3 rows of Concrete precast blocks for the foundation making a total height of concrete wall 6 ft. high.
- Set tarp building on this wall.
- 2 bays as per picture
- 60 wide X 30 deep



#### Changes to Original

- Excavate
- Build concrete wall on top of footing
- Back fill with gravel

#### Note:

- no gravel will be placed and compacted on the ground where the sand will go
- Any heating and Hording is not included in this price including the heat in the concrete
- This quote is based on a 12 inch wall of concrete underneath the tarp building. Any engineering or drawings needed for this is not part of this pricing.
- Changes to these specifications will be discussed and priced when it is determined if changes are required.

#### Material Specifications:

Rolled structural tubing sections conform to ASTM A500-C  
 Ø1.00" x 0.083" Wall Tubing – 46,000 psi yield / 62,000 psi tensile  
 Ø1.25" x 0.083" Wall Tubing – 46,000 psi yield / 62,000 psi tensile  
 Ø1.90" x 0.083" Wall Tubing – 46,000 psi yield / 62,000 psi tensile  
 Ø2.38" x 0.095" Wall Tubing – 46,000 psi yield / 62,000 psi tensile  
 All Structural plates conform to CSA G40.21 – 44W (300W)  
 All fabric to be FRU88X-6 (4 mil)

#### Fabric Specifications RU88X-6 (4 mil):

WEAVE Woven clear HDPE scrim  
 COATING 4.0 mil average, two sides LDPE (94 g/m<sup>2</sup>, two sides LDPE)  
 COLOR Natural (clear), white, blue, green, yellow, red, beige  
 WEIGHT 12.0 oz/yd<sup>2</sup> (407 g/m<sup>2</sup>) +/- 5%  
 THICKNESS 20 mils (0.05 mm) ASTM D5199

GRAB TENSILE	Warp 370 lb 1664 N	Weft 345 lb 1532 N	ASTM D5034-95
STRIP TENSILE, lb/inch(N/5cm)	Warp 275 (2444)	Weft 245 (2187)	ASTM D5035-95
TRAPEZOIDAL TEAR	Warp 90 lb 400 N	Weft 90 lb 400 N	ASTM D4533-04
TONGUE TEAR	Warp 115 lb 510 N	Weft 100 lb 489 N	ASTM D2261-96
MULLEN BURST	675 psi 4658 kpa		ASTM D3786-01
ACCELERATED UV WEATHERING	>90% strength retention after 2000 hrs exposure @ 0.77 W/m <sup>2</sup> /nm, or 1200 hrs, exposure @ 1.35 W/m <sup>2</sup> /nm		ASTM G151-00 ASTM G154-04
ACCELERATED NATURAL WEATHERING	>80% strength retention after 5 Florida standard years		ASTM G90-98
LOW TEMPERATURE BEND	-60°C		ASTM D2136-94

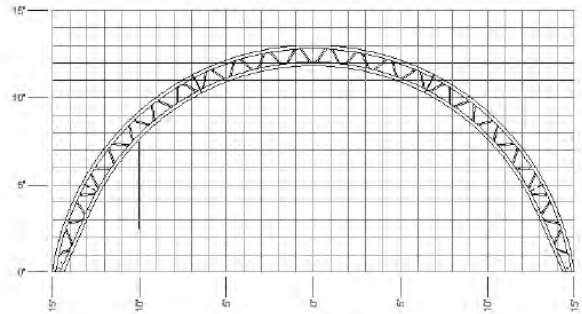
Q.U.V. [A-340 Lamps]: 8 hrs UV @ 60° C; 4 hrs condensation @ 50° C<sup>2</sup> 1333 MJ

#### FR PERFORMANCE

This product meets the requirements of ASTM E84-00a (Class 1)

#### General Notes:

1. Frames to be covered with a woven polyethylene fabric.
2. All bolts & nuts to be minimum Grade 5.
3. All welds to conform to W59, welders to W47.1.



#### Building Style:

30' Paramount Low Profile

#### Frame:

Rafter Spacing: 8', 10', 12', 14' O.C.  
 Truss Chord Material: Ø2.38" x 0.095"  
 Truss Webbing Material: Ø1.00" x 0.083"  
 Leg Chord Material: Ø2.38" x 0.095"  
 Leg Webbing Material: Ø1.00" x 0.083"  
 Truss Depth: 14"  
 Purlin Diameter, 8' & 10' & 12' O.C.: Ø1.90" x 0.083"  
 Purlin Diameter, 14': Ø2.38" x 0.095"  
 Purlins per Bay: 10

#### Cover Tie Down:

Side Tie Down Pipe: Ø2.38" x 0.095"  
 Side Tie down Winches: 11,000 Break Strength  
 High Tension Pipe: Ø1.25" PVC Tubing  
 High Tension Ratchets: 4,400 Break Strength



**WINKLER  
STRUCTURES**

Box 1268  
 Winkler, Manitoba  
 R6W 4B3 Canada  
 PHONE 204.325.9548  
 TOLL FREE 800.852.2638  
 FAX 204.325.5434  
 EMAIL info@winklerstructures.com

[www.WinklerStructures.com](http://www.WinklerStructures.com)

**30' Paramount Low Profile**

Salt Shed Cost

\$98300.00

GST

\$4915.00

**Total**

**\$103,215.00**

Site Preparation prior to the work commencing is not part of this cost estimate.

**Construct shop**



## Proposal

- Engineered Wood Structure pole building

## Advantages

- Engineered pole building - most cost effective and the easiest to construct during the fall and winter months
- Engineered and easy for permitting
- Cost Effective to build and Maintain

## Building Specifications

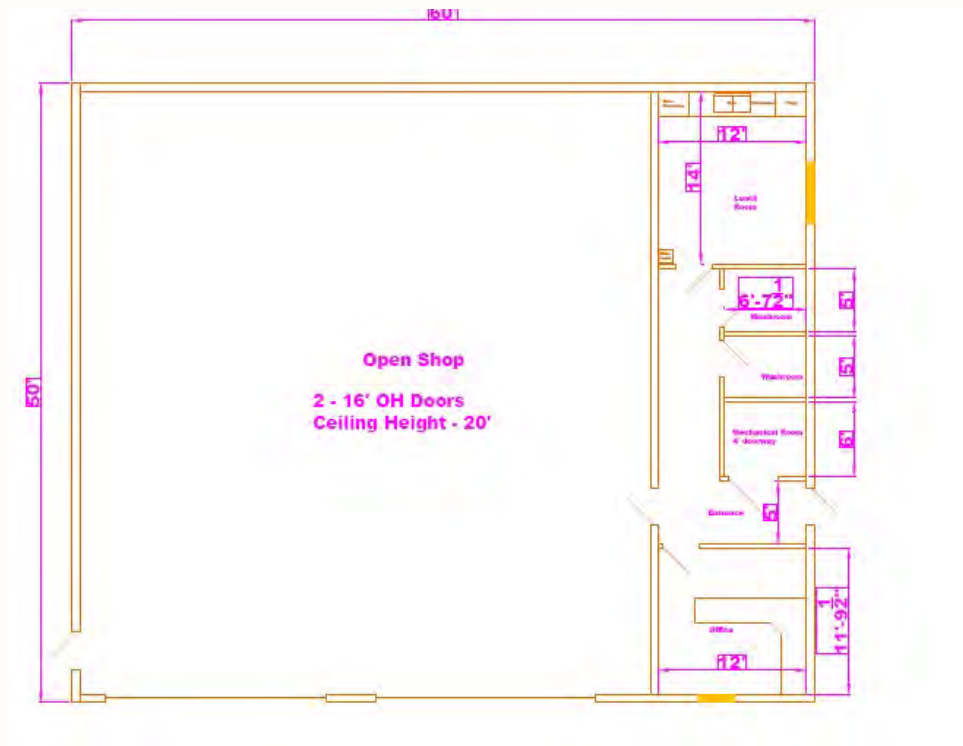




- 60' W x 20' H x 50' D
- 2 bay doors 18 wide X 16 high
- 3 exterior man doors
- Wood Construction
- Metal exterior
- Fully insulated with metal interior wall and roof sheeting (except for offices)
- Clear-span trusses
- Full concrete floor
- Office space, washrooms, lunchroom
- Lunch room
- Fully insulated and drywall for office spaces
- 2 washrooms
- Wiring and plumbing including CAT wire to ALL doorways, garage doors, and office spaces
- Shop space to be 50ft X 48 ft.
- Office 12 ft. X 50 ft.
- Heating will be tube heaters exhausted out the end of the building
- 1 small forced air furnace for the office space (No Air-conditioning) with the ducting run above the tee bar ceiling.

### Electrical Specifications

- 1 - 200 amp single phase service
- 6 - LED highbays
- 2 - ceiling fans
- 11 – 4 ft. LED wraps
- 2 - unit heaters (connection only) shop
- 1 - furnace (connection only) office
- 1 - condenser (connection only)
- 12 - 15 amp receptacles (shop)
- 2 – outside receptacles
- 2 – counter plugs (kitchen)
- 1 – fridge plug
- 8 – 15 amp receptacles (office)
- Security wires (cables only)



### Shop and Office Cost

Shop space \$98.00 per sq. ft.	\$235,200.00
Office Space \$147.00 per sq. ft.	\$88,200.00
Kitchen (appliances not included)	\$22,000.00
Shop and office	<u>\$345,400.00</u>
GST	\$17,270.00
<b>Total</b>	<b>\$362,670.00</b>



**Note:**

- Services brought into the building is not part of this estimate
- Dirt work or any site preparation will be done by the owner
- Heating and Hording needed is not part of this estimate
- Above the Office space the area will be left open for future development
- Air-conditioning adds approximately \$4,500.00 per forced air furnace depending on the size and the need
- Hanging furnaces for the shop space is \$7500.00 per unit.
- In floor heating including the piping in the floor and the boilers will add \$32,000.00

This price is valid for 15 days





# REQUEST FOR DECISION

---

SUBJECT: **DeBolt Operations Building Update**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: January 12, 2021  
DEPARTMENT: INFRASTRUCTURE & PLANNING  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: DT  
GM: RA  
MANAGER:  
PRESENTER: RA

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council accept the update on the DeBolt Operations Building for information, as presented.**

---

## BACKGROUND/PROPOSAL:

Administration presented a draft plan regarding the Operations Building in DeBolt at the October 26, 2020 Regular Council Meeting. At that time, Administration had recommended a stand-alone building near the DeBolt Public Service Building. Since this time Administration has learned that the ground in which was proposed is not stable. Administration has since altered the plans. (See Attached)

In the updated design the Operations Building will be attached to the south side of the public service building.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be updated on the progress of the Operations Building in DeBolt.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

---

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to direct Administration to find another location for the Operations building.

---

## FINANCIAL IMPLICATION:

The cost will remain the same, \$450,000., approved at the October 26, 2020 Regular Council meeting.

---

## STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.



---

PUBLIC ENGAGEMENT LEVEL:

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

---

ATTACHMENT(S):

- Updated Drawings



FOR

## FIRE HALL ADDITION

ADDRESS  
MD of Green view No.16.

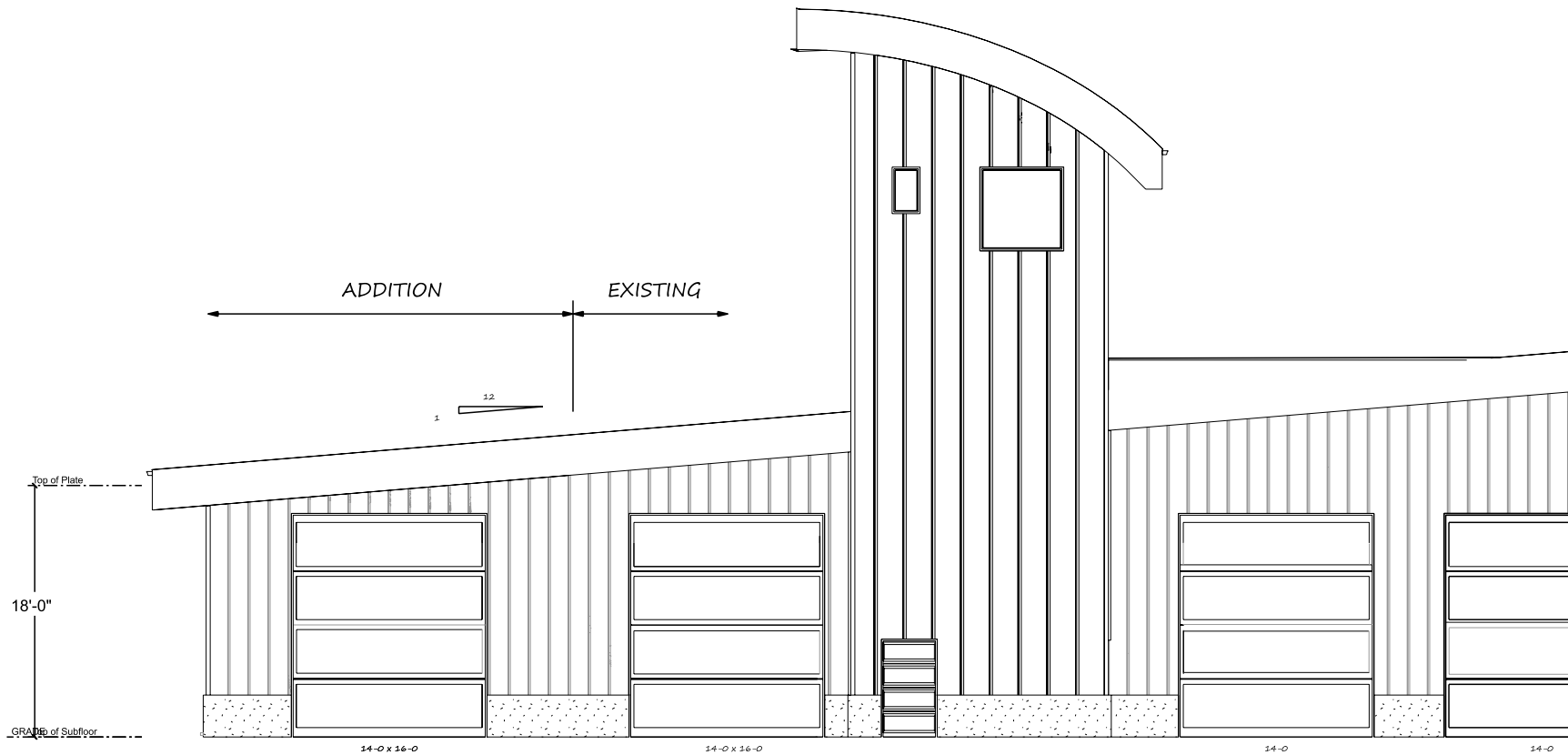
PLAN

JOB

CONTACT  
sales@qmslimited.netPHONE  
780-307-4345DRAWING#  
103SCALE  
As NotedDRAWN BY  
KADATE  
2020-12-17

APPROVED





## FRONT ELEVATION

SCALE: 0.0800" = 1'-0"



FOR

## FIRE HALL ADDITION

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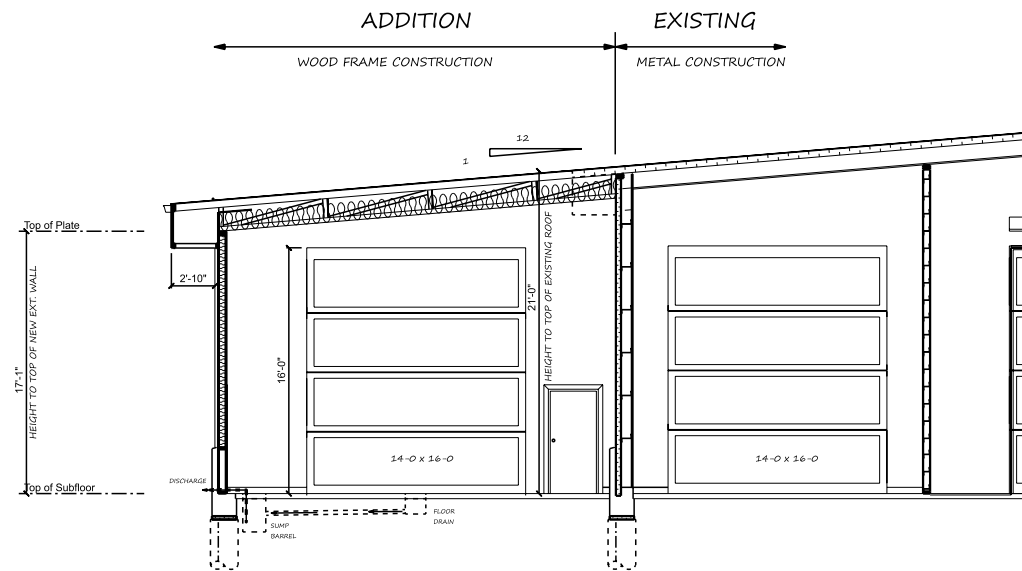
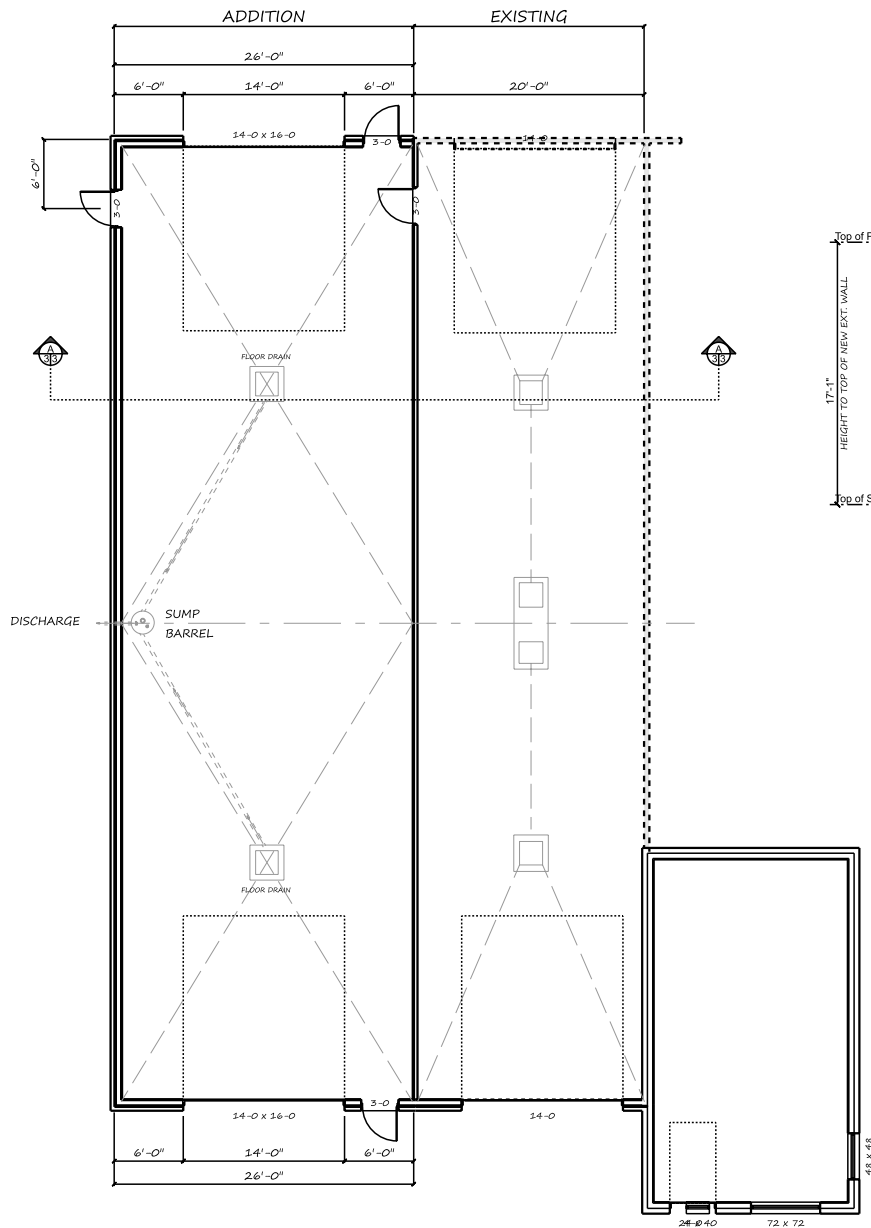
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KADATE  
2020-12-17

APPROVED

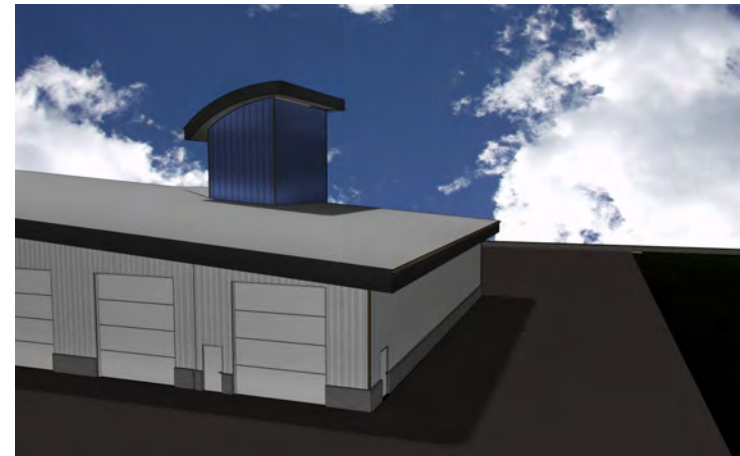




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33

## CROSS SECTION A

SCALE: 0.0800" = 1'-0"



FOR

## FIRE HALL ADDITION

ADDRESS  
MD of Green view No.16.

PLAN

JOB

CONTACT  
sales@qmslimited.net

PHONE  
780-307-4345

DRAWING#  
305

SCALE  
As Noted

DRAWN BY  
KA

DATE  
2020-12-17

APPROVED





# REQUEST FOR DECISION

---

SUBJECT: **2021 RMA Hospitality Suite**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: July 27, 2021  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: EK  
GM: MANAGER:  
LEG: PRESENTER: WH

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council direct Administration to plan a hospitality suite during the 2021 RMA Fall Convention with a budget of \$15,000.00 and funds to come from Councils Hospitality Budget.

---

## BACKGROUND/PROPOSAL:

In 2019 Council hosted its first hospitality suite at the Courtyard Marriott during the Fall RMA Convention. The event was hosted in the Private Dining Room (\$500 booking fee), which offered 517 sq ft. of space. Due to the success of the event from 2019 we have tentatively booked the Thornton room (\$1200.00 booking fee) which will offer 1200 sq ft. of space. Set up will be similar to that of 2019 with food tables for appetizers and drinks, and smaller tables for standing/networking. The larger space will also allow us to offer seating for guests as well. The Thornton Room is available on Wednesday, November 24, 2021 and has been tentatively booked for the day.

The 2019 event cost us \$11, 886.00 for the venue, food and beverages.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of hosting a hospitality suite at RMA is the networking opportunities that arise. Council will be able to have conversations with other municipalities, vendors, and stakeholders that they may not otherwise have. It is also a chance to share and promote projects such as the Greenview Industrial Gateway.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that the public perception of Council hosting an event such as a hospitality suite may be negative.



---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the option to not host a hospitality suite this year.

FINANCIAL IMPLICATION:

**Direct Costs:**

Venue: \$1200.00

Food & Beverage: \$12,000.00 (approx.)

---

STAFFING IMPLICATION:

There are no staffing implications for this event.

---

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:

Once Council makes a decision Administration will plan according to the recommendations from Council.

---

ATTACHMENT(S):

- No Attachments



# REQUEST FOR DECISION

---

**SUBJECT: Council Compensation Review Committee Final Report and Recommendations 2021**

<b>SUBMISSION TO:</b>	REGULAR COUNCIL MEETING	<b>REVIEWED AND APPROVED FOR SUBMISSION</b>	
<b>MEETING DATE:</b>	September 14, 2021	<b>CAO:</b> EK	<b>MANAGER:</b>
<b>DEPARTMENT:</b>	CORPORATE SERVICES	<b>GM:</b> EK	<b>PRESENTER:</b> DL
<b>STRATEGIC PLAN:</b>	Level of Service	<b>LEG:</b> DL	

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**RELEVANT LEGISLATION:**

**Provincial (cite) – N/A**

**Council Bylaw/Policy (cite) – N/A**

---

**RECOMMENDED ACTION:**

**MOTION: That Council accept “Council Compensation Review Final Report and Recommendations 2021” for information as presented.**

---

**BACKGROUND/PROPOSAL:**

Council Compensation Review Committee is an impartial ad hoc committee made up of three members at-large that have been reviewing the current Greenview Council Compensation package for the past three months. CCRC has created a report encompassing their formal recommendations on adjusting the future Greenview Council compensation package. The report outlines the mandate of CCRC as well as the methodology used to collect and analyze data pertaining to Council compensation and remuneration at Greenview and comparator municipalities. Both surveys completed by members of the public have been included as well as a break down of Councils anonymous survey responses.

The proposed changes recommended by Council Compensation Review Committee include:

**Policy 1008 “Councillor and Board Member Remuneration”**

1. That the monthly honorarium be increased by a flat rate of \$200.00 for Councillors and \$300.00 for the Reeve.
2. That the meeting Per Diem Scheme be adjusted to the following:
  - A) \$196.00 (adjusted to current rate with COLA) for meeting (and travel) in a day of 0-4 hours;
  - B) \$294.00 (adjusted to current rate with COLA) for meetings (and travel) in a day of 4-8 hours;
  - C) \$390.00 (adjusted to current rate with COLA) for meetings (and travel) in a day of 8-12 hours;
  - D) \$500.00 for meetings (and travel) in a day of 12 or more hours.
3. That the wording of provision 3 outlining the Per diem rates be clarified to ensure that they capture that compensation is based on hours of meetings and travel in a day, not for the length of each meeting.

4. That provision 4 be removed as the committee is recommending a four-step approach rather than the hourly rate after 9 hours.
5. That the compensation for conference attendance remain at \$390.00 per day.

Policy 1002 "Travel and Subsistence"

1. That the compensation for Dinners be increased to \$50.00.
2. That the Compensation for Private Accommodation be increased to \$50.00.
3. That Council review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

Policy 1011 "Northern Travel Premium"

1. That the Northern Travel Premium be increased to \$0.17 per km for the first 5000 km travelled in a given year and to \$0.26 per km for every km over 5000km.
2. That the Northern Travel Premium be reviewed annually.

Policy 1033 "Compensation Review"

1. That Council annually review travel, mileage and subsistence rates to ensure Greenview remains comparable with the recommended rates established annually by the CRA Directive on Travel.
2. That in the year prior to each General Election, Council establish the Council Compensation Review Committee and appoint Members to the Committee to review the full compensation package and make recommended changes for the future Council's consideration.

Policy 1009 "Internet Services for Members of Council"

1. That a provision be added for the annual review of internet service rates to ensure the policy continues to meet the needs of Council members.

Rational also accompanied each recommendation.

---

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will have the recommendation of an impartial ad hoc committee to aid in their decision to stay or adjust Greenview's future Council Compensation Package.
- 

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council may recommend additional changes to the report.

**Alternative #2:** Council may direct administration to bring back the amended policies for adoption no later than October 12, 2021.

**MOTION:** That Council direct administration to bring back the amended policies for adoption by Council no later than October 12, 2021.

**Alternative #3:** Council may accept the recommendations of the "Council Compensation Review Final Report and Recommendations 2021" and immediately adopt the following policy changes:

**MOTION: That Council approve Policy 1008 “Councillor and Board Member Remuneration” as amended.**

1. That the monthly honorarium be increased by a flat rate of \$200.00 for Councillors and \$300.00 for the Reeve.
2. That the meeting Per Diem Scheme be adjusted to the following:
  - A) \$196.00 (adjusted to current rate with COLA) for meeting (and travel) in a day of 0-4 hours;
  - B) \$294.00 (adjusted to current rate with COLA) for meetings (and travel) in a day of 4-8 hours;
  - C) \$390.00 (adjusted to current rate with COLA) for meetings (and travel) in a day of 8-12 hours;
  - D) \$500.00 for meetings (and travel) in a day of 12 or more hours.
3. That the wording of provision 3 outlining the Per diem rates be clarified to ensure that they capture that compensation is based on hours of meetings and travel in a day, not for the length of each meeting.
4. That provision 4 be removed as the committee is recommending a four-step approach rather than the hourly rate after 9 hours.
5. That the compensation for conference attendance remain at \$390.00 per day.

**MOTION: That Council approve Policy 1002 “Travel and Subsistence” as amended.**

1. That the compensation for Dinners be increased to \$50.00.
2. That the Compensation for Private Accommodation be increased to \$50.00.
3. That Council review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

**MOTION: That Council approve Policy 1011 “Northern Travel Premium” as amended.**

1. That the Northern Travel Premium be increased to \$0.17 per km for the first 5000 km travelled in a given year and to \$0.26 per km for every km over 5000km.
2. That the Northern Travel Premium be reviewed annually.

**MOTION: That Council approve Policy 1033 “Compensation Review” as amended.**

1. That Council annually review travel, mileage and subsistence rates to ensure Greenview remains comparable with the recommended rates established annually by the CRA Directive on Travel.
2. That in the year prior to each General Election, Council establish the Council Compensation Review Committee and appoint Members to the Committee to review the full compensation package and make recommended changes for the future Council’s consideration.

**MOTION: That Council approve Policy 1009 “Internet Services for Members of Council” as amended.**

1. That a provision be added for the annual review of internet service rates to ensure the policy continues to meet the needs of Council members.

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FINANCIAL IMPLICATION:

Increasing Council Compensation and Remuneration will have additional financial implications for the municipality.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

---

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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**PROMISE TO THE PUBLIC**

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---

**FOLLOW UP ACTIONS:**

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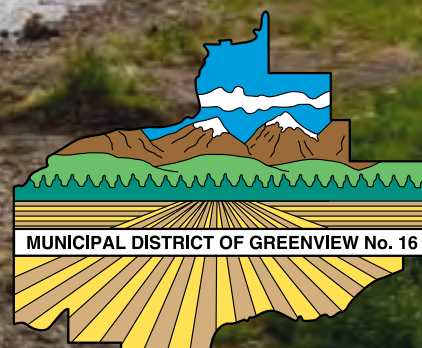
**ATTACHMENT(S):**

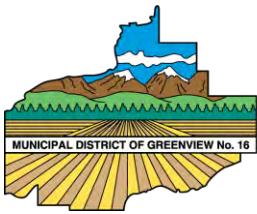
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- Council Compensation Review Final Report and Recommendations 2021



# **COUNCIL COMPENSATION REVIEW COMMITTEE FINAL REPORT & RECOMMENDATIONS 2021**





# MUNICIPAL DISTRICT OF GREENVIEW

## Table of Contents

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Summary of Data	5
Summary of Public Engagement	7
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## 2021 Council Compensation Review Committee

The Council Compensation Review Committee, appointed pursuant Bylaw 21-877, has completed its mandate and has the honour of submitting its final report for the consideration of Council.

Respectfully submitted,

Roxanne Perron (Chair)  
Herb Castle  
Lesley Vandemark

## Introduction:

The M.D. of Greenview Council recognized that it would be appropriate to review the remuneration and compensation paid to Council members prior to the new term of Council beginning in October 2021. To this end, Council established the Council Compensation Review Committee by Bylaw 21-877 with the mandate to provide a written report to Council with recommendations on:

- A) Appropriate compensation for members of Council, including salary, benefits, pensions, allowances, and any other form of compensation; and
- B) Frequency of future review of compensation.

Three Members-at-Large with past experience as municipal councillors were appointed to the Committee by Council. Council sought Members with past Councillor experience because they believed the Committee would provide the best recommendations if they had a strong understanding of the duties and time commitments that are required in the office of Councillor. The three Members represent all areas of Greenview with one Member from the Hamlet of Grande Cache, Grovedale and Landry Heights, and Little Smoky. It was paramount to the process, that the Members-at-Large, appointed to the Committee remained free of any conflict of interest. Thereby none of the Members-at-Large are currently elected to serve on the M.D. of Greenview Council, nor have they submitted Nomination Papers to run in the upcoming election during this process.

It was also important for the meetings and deliberations of the Committee to be open to the public, and the public be afforded opportunities to participate and provide input throughout the process. Due to restraints with Covid-19 on in-person meetings, all meetings were made open to the public through Zoom. Members of the public were invited to provide written submissions to the Committee at any time to be addressed at the meetings. Additionally, Greenview launched an online public engagement portal – Engage Greenview through Social Pinpoint. This allowed the public to attend meetings, review all materials that were discussed by the Committee, take a survey, or post an comment to the idea wall.

Starting with the Organizational Meeting held June 10<sup>th</sup>, 2021, the Committee met a total of four (4) times during the months of June through August. The minutes of the Committee along with the background information the Committee used to develop their recommendations were made available on Greenview's website and linked through Social Pinpoint. The Committee was provided with data obtained from financial statements of comparator municipalities. The compensation and remuneration rates provided as additional comparators were obtained from policies created in 2019. The 2019 policies were selected because a number of municipalities made changes in 2020-2021 to adapt to the Covid-19 pandemic. As well, some municipalities simply had not updated all remuneration or compensation policies since 2019. Municipalities were contacted directly to ensure data was correct for 2019. The eight comparator municipalities used in this review include:

- A) The County of Grande Prairie



- B) Yellowhead County
- C) Mackenzie County
- D) Big Lakes County
- E) Saddle Hills County
- F) Clearwater County
- G) Northern Sunrise County
- H) Lac La Biche County

The recommendations of the Committee are based on the following principles:

- A) Compensation must be appropriate to attract a diverse range of candidates;
- B) Compensation must reflect the responsibilities, accountabilities, and time commitment required from members of Council;
- C) Compensation must be reasonable in light of economic circumstances and Greenview's objectives and financial constraints; and
- D) Compensation must be comparable to other jurisdictions.

## Summary of Data

The financial statements of each comparator municipality were used to evaluate Greenview's compensation levels compared to other municipalities based on a number of factors. The factors considered by the Committee include:

- A) Population
- B) Geographic Size
- C) Kilometres of Road
- D) Operating Revenue
- E) Total Assessment
- F) Residential Assessment
- G) Farmland Assessment
- H) Non-Residential Assessment
- I) Non-Residential Linear Assessment

The findings in these comparisons show that the compensation Greenview Councillors receive is fairly consistent with the market average. Generally, Greenview is below the average by less than 1%. It should be noted that while Greenview is comparable to the average, there are substantial differences between the municipalities which impact the results, even though they are the most comparable to Greenview across the province. See Appendix A for a complete breakdown of the financial statement comparisons.



The compensation policies of each municipality were compared side-by-side as well. The Committee found this comparison the most useful in their deliberations. This comparison focused on a number of factors outlined in each municipality's policies. These included:

- A) The type of Compensation Scheme
- B) Per Diem Rates
- C) Monthly Honorarium/ Salary
- D) Communications Allowance
- E) Travel Allowance (Mileage)
- F) Meal Allowance
- G) Accommodation Allowance
- H) Benefits Package
- I) Type and Frequency of Council Compensation Review

In this comparison, Greenview was found to pay Councillors 9% less than the average for half-day meetings, or meetings that are 0-4 hours in length. They were found to be paid 2% more for full day meetings, or meetings that are 4-8 hours in length. They were paid 61% more for days over 9 hours, or the maximum day rate allowed. It should be noted that the County of Grande Prairie was removed from this data as they are only paid on a Per Diem rate.

When comparing monthly Honorariums or salaries, Greenview's Reeve is paid 17% less than the average and Councillors are paid 22% less than the average. It should be noted that Yellowhead County was removed from this data as they only pay their Councillors by a monthly salary.

Communications allowances varied across all municipalities with most providing either a municipal device or providing compensation for personal internet or phones. Travel rates or mileage vary some between municipalities with some choosing to use the Canadian Revenue Agency Directive on Travel rates, and others utilizing their own rates. Greenview is the only municipality to provide the Northern Travel Premium to top up regular mileage rates. When comparing meal allowances, Greenview pays Councillors \$8.07 less on average for breakfast, \$8.99 less for lunch, and \$15.51 less for dinner. Most municipalities reimburse hotels at full cost with receipts. For Private Accommodation Rates, the majority use the CRA recommended rate of \$50.00 per night. Greenview is below average at \$30.00 per night. The Committee recommended the addition of CRA Directive on Travel, and Government of Alberta rates for travel and subsistence to be included in the comparisons.

The benefits packages were also summarized and reviewed. The majority of municipalities offer the municipal benefits plan to Councillors. Some offer TFSA or RRSP options as well. Overall, the Committee

recognized the robustness of Greenview's benefits package for Councillors. See Appendix B for a full breakdown.

## Summary of Public Engagement

Social Pinpoint is the new platform Greenview is utilizing to increase public engagement. The website has been live since June 23<sup>rd</sup>. Members of the public were able to join Council Compensation Review Committee meetings by clicking on a link embedded on the website that automatically connects them to the Zoom meeting. No members of the public have attended the meetings of the CCRC. Thus far, the CCRC page has had 242 total visits from 51 unique users. People spend an average of 1:32 minutes on the page and there has been 3 document downloads. Two individuals have submitted surveys.

1.

Do you believe that the current compensation package of monthly honorarium and meeting per diems, adequately compensates Greenview Council for their work?

Agree

Would the pay and benefits package influence your decision to run for Council?

Disagree

Various payment regimes exist and are utilized by other municipalities. Some use a salary model with a flat rate per month; some utilize a strictly per diem-based model; others, like Greenview, use a combination. What are your thoughts on the best way to compensate councillors?

They should have to show up to get paid.

The current compensation package helps provide equal opportunities for all to run for Council, no matter the personage, gender, socio-economic status, race, religion, etc.

Agree

The social and economic challenges currently facing Greenview in both the local economy and the Covid-19 pandemic warrant permanent changes be made to the Council compensation package or other policies.

Agree

If you could change 1 thing in the overall Council compensation package (including per diems, monthly flat rate honorarium, benefits, travel/subsistence, etc) what would those changes be?

I would cut everything by 20%.

The existing benefits program (health and life insurance, pension, etc.) meet the needs of Councillors.

Agree

2.

Do you believe that the current compensation package of monthly honorarium and meeting per diems, adequately compensates Greenview Council for their work?

Agree

Would the pay and benefits package influence your decision to run for Council?

### Agree

The current compensation package helps provide equal opportunities for all to run for Council, no matter the personage, gender, socio-economic status, race, religion, etc.

### Agree

The social and economic challenges currently facing Greenview in both the local economy and the Covid-19 pandemic warrant permanent changes be made to the Council compensation package or other policies.

### Disagree

If you could change 1 thing in the overall Council compensation package (including per diems, monthly flat rate honorarium, benefits, travel/subsistence, etc) what would those changes be?

### Lower the wage

The existing benefits program (health and life insurance, pension, etc.) meet the needs of Councillors.

### Agree

The public engagement was open until September 1<sup>st</sup>. No members of the public submitted any written comments via email or post.

## Summary of Councillor Surveys

Council was provided an anonymous survey regarding their views on the current Council Compensation package. Questions included, if they believed the current package adequately compensated their work, if the package influenced their decision to run, if cost of living adjustments were an appropriate annual pay increase, if the package provided equal opportunities for all to run, whether the COVID-19 pandemic warranted permanent changes, the estimated amount of time spent on Council related duties, what they would change and what they believe is the best way to compensate councillors.

The purpose of this survey was to provide Council Compensation Review Committee with insight into how Greenview Council views their compensation packages, as well as their concerns and desired changes. Having this information aided the CCRC in compiling recommended changes to present to Council.

45% of the councillors agreed that the current compensation package adequately compensates them for their work. 33% disagreed and 22% were neutral.

All the Councillors agreed that the existing benefits program is valuable.

89% agreed that the present method to determine annual pay increase (COLA adjustment equal to that provided to staff) is appropriate and 11% disagreed.

78% of Councillors disagreed that the pay and benefits package influenced their decision to run for Council and 22% were neutral.

44% agreed that the current compensation package helps provide equal opportunities for all to run for Council, no matter the persons age, gender, socio-economic status, race, religion, etc. 56% of the Councillors disagreed.

On whether the social and economic challenges currently facing Greenview in both the local economy and the COVID-19 pandemic warrant permanent changes be made to the council compensation pack or other policies, the Councillors were split evenly at 33.33% agreeing, 33.33% disagreeing and 33.33% neutral.

On average, Greenview Councillors work a total of 27 hours per week and 16 average days per month. The most prevalent comment regarding working hours is the need to always be available to talk with ratepayers.

Regarding the best way to compensate Councillors, 66% believe the current method should be maintained and 34% would like to see it changed to a salary model.

Common changes that are desired are an increase in monthly honorarium, equal participation on committees and boards and an increase in mileage and private accommodation. A full breakdown of Council responses can be viewed in Appendix C.

## Committee Recommendations

### Policy 1008 “Councillor and Board Member Remuneration.

The Committee recommended the following Changes to Policy 1008 “Councillor and Board Member remuneration:”

1. That the monthly honorarium be increased by a flat rate of \$200.00 for Councillors and \$300.00 for the Reeve.
2. That the meeting Per Diem Scheme be adjusted to the following:
  - A) \$196.00 (adjusted to current rate with COLA - \$200.00) for meetings (and travel) in a day of 0-4 hours;
  - B) \$294.00 (adjusted to current rate with COLA - \$300.00) for meetings (and travel) in a day of 4-8 hours;

- C) **\$390.00 (adjusted to current rate with COLA - \$398.00) for meetings (and travel) in a day of 8-12 hours;**
- D) **500.00 for meetings (and travel) in a day of 12 or more hours.**
- 3. **That the wording of provision 3 outlining the Per Diem rates be clarified to ensure that it captures that compensation is based on hours of meetings and travel in a day, not for the length of each meeting.**
- 4. **That provision 4 be removed as the committee is recommending a four-step approach rather than the hourly rate after 9 hours.**
- 5. **That the compensation for conference attendance remain at \$390.00 per day ( adjusted to crrent rate with COLA - \$398.00).**

Rationale:

The increase in the Monthly honorarium is recommended based on the data in the policy comparison with comparator municipalities that Greenview Councillors are paid 22% less than the average and the Reeve is paid 17% less than the average. Additionally, comments from current Councillors were considered and the Committee recognized the demands on Councillors outside of scheduled meetings to attend community events and answer ratepayer phone calls and emails.

The changes to the meeting Per Diem Scheme are recommended to simplify the process, while maintaining appropriate compensation for meetings and travel on days that exceed 12 hours. \$390.00 is fairly close to the average (2% more) for a standard full day meeting of up to 8 hours. The hourly compensation rate after 9 hours was difficult to understand, and the committee felt a four-step approach would be simpler.

### **Policy 1002 “Travel and Subsistence”**

The Committee recommended the following changes to Policy 1008 “Travel and Subsistence:”

- 1. **That the Compensation for Dinners be increased to \$50.00.**
- 2. **That the Compensation for Private Accommodation be increased to \$50.00.**
- 3. **That Council review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.**

Rationale:

The Committee compared meal allowances with the comparator municipalities, the annual CRA Directive on Travel rates, and comments from Councillors and found that Greenview was below average compensation quite significantly in the areas mentioned above. The Committee recommends aligning the Dinner compensation and Private Accommodation rates with the CRA Directive on Travel rates.



The Committee recognised the increased costs of food and travel and that these may change quite often in a given year. The Committee recommends that the travel and subsistence costs for mileage, accommodations, and meals be reviewed annually and be consistent with the CRA Directive on Travel rates.

### **Policy 1011 “Northern Travel Premium”**

The Committee recommended the following changes to the Northern Travel Premium:

- 1. That the Northern Travel Premium be increased to \$0.17 per km for the first 5000 km travelled in a given year and to \$0.26 per km for every km over 5000km.**
- 2. That the Northern Travel Premium be reviewed annually.**

The Committee recognised the increase cost of travel and fuel, and the wear and tear of vehicles associated with travelling for meetings. The Committee also acknowledged the feedback from Councillors suggesting an increase to mileage rates. While the committee felt the general mileage rate should remain comparable with the CRA Directive on Travel rates, they felt a small adjustment to the NTP would be fair compensation for the realities of northern travel.

Additionally, the Committee recognized that this rate has not changed since the implementation of the NTP in 2013. To this end, the Committee felt an annual review of the NTP rates should be captured in the policy.

### **Policy 1033 “Compensation Review”**

Policy 1033 “Compensation Review” does not address Council compensation. The Committee recommended that the following provisions be added to the Policy to ensure regular review of Councillor compensation:

- 1. That Council annually review travel, mileage and subsistence rates to ensure Greenview remains comparable with the recommended rates established annually by the CRA Directive on Travel.**
- 2. That in the year prior to each General Election, Council establish the Council Compensation Review Committee and appoint Members to the Committee to review the full compensation package and make recommended changes for the future Council’s consideration.**

Rationale:

The Committee felt an annual review of the travel, mileage and subsistence rates were necessary to ensure Greenview continues to provide comparable compensation to that recommended by the CRA Directive on Travel. It will also allow Council to make regular changes to adapt to changing gas or food costs. The Committee felt a comprehensive Council Compensation review should be done each year preceding an election. This would entail forming the Council Compensation Review Committee and

reviewing all the policies that form the compensation package. Additionally comparable municipalities should be used to ensure Greenview Council is being compensated fairly.

### **Policy 1009 “Internet Services for Members of Council”**

The Committee recommended the following change to Policy 1009 “Internet Services for Members of Council”:

- 1. That a provision be added for the annual review of internet service rates to ensure the policy continues to meet the needs of Council members.**

Rationale:

The Committee was satisfied that Greenview compensated Councillors for their internet at full cost. The Committee was provided the internet compensation provided to Councillors over the last few years and felt that it was fair compensation. As further support to this, the Committee requested an internet cost comparison be done for the different providers in Greenview. The Committee recommended an annual review of internet rates to ensure Councillors were being provided the most effective internet at the best price available. This will also allow Councillors to be aware of significant internet changes, such as fibre optic or satellite internet being made available in their area.

### **Policies reviewed with no recommended changes**

The Committee also reviewed the following policies with no recommended changes:

- Policy 1019 “Issuance of Digital Communications Tools”**

Discussion:

The “Issuance of Digital Communications” Policy was discussed by the Committee. The Committee was satisfied with the IT equipment provided to Councillors. The Committee discussed the challenges of internet services in rural areas and were satisfied that Greenview provides boosters where possible to try to alleviate some of these issues.

- Policy 1015 “Conference Attendance”**

Discussion:

The “Conference Attendance” Policy was discussed at the Committee and no concerns were raised.

APPENDIX A: FINANCIAL STATEMENT COMPARISON

General Information

Municipality	Population	# of hamlets	FTE Staff	Gepographic size (ha)	kms of road	# of councillors	Type of compensation	Operating Revenues	Total Assessment	residential assessment	Farmlad Assessment	Non-Residential Assessment	Linear Assessment	Machinery and Equipment
Greenview	9,615	6	172	3,332,871	2,284	10	Mixed	\$116,330,853	\$12,181,789,038.00	\$708,406,315.00	\$55,978,370.00	\$949,920,783.00	\$5,647,673,180.00	\$4,819,810,390.00
County of Grande Prairie	22,502	11	275	597,410	3,668	9	Per Diem	\$108,845,271	\$8,892,050,813.00	\$3,917,990,895.00	\$116,003,030.00	\$2,253,843,798.00	\$1,419,954,260.00	\$1,184,258,830.00
Yellowhead County	10,995	8	98	2,251,235	2,284	9		\$68,191,908	\$9,600,396,791.00	\$1,425,744,171	\$39,267,290	\$738,932,070	\$4,612,476,410	\$2,783,976,850
Mackenzie County	12,512	3	79	8,186,963	2,053	10	Mixed	\$35,227,044	\$2,433,723,918	\$919,466,926	\$45,580,580	\$308,495,602	\$807,592,160	\$352,588,650
Big Lakes County	4,103	5	72	1,299,363	1,351	9		\$29,273,974	\$1,909,938,933	\$534,672,051	\$35,345,530	\$160,351,272	\$818,680,540	\$360,889,540
Saddle Hills County	2,225	1	69	587,659	1,868	7	Mixed	\$38,578,007	\$2,724,561,968	\$124,490,581	\$49,889,970.00	\$149,248,857.00	\$1,439,526,690.00	\$961,405,870.00
Clearwater County	11,947	5	114	1,880,663	2,225	7	Mixed	\$56,751,795	\$7,141,581,897	\$1,819,599,117	\$57,710,480.00	\$482,579,950.00	\$2,987,003,000.00	\$1,786,743,890.00
Northern Sunrise County	1,891	5	44	2,145,028	1,158	6	Mixed	\$32,085,510	\$2,201,237,116	\$200,236,247	\$28,789,940.00	\$205,031,809.00	\$1,127,947,020.00	\$639,232,100
Lac La Biche County	9,636	5	182	1,361,092	1,188	8	Mixed	\$74,745,320	\$4,592,459,505	\$1,209,295,356	\$21,968,330	\$467,276,599	\$1,297,687,360	\$1,596,231,860

Analysis: Operating Revenues

Municipality	Operating revenue	Reeve/Mayor base salary	%OR	Total Reeve Comp	%OR	Council base comp (Lowest)	%OR	Total Council Copensation (Lowest)	% OR	Council Total	%OR
Greenview	\$116,330,853	\$64,968.00	0.06	\$74,055.00	0.06	\$44,411.00	0.04	\$53,397.00	0.05	\$731,164.00	0.63
County of Grande Prairie	\$108,845,271	\$96,695.00	0.09	\$112,892.00	0.10	\$64,263.00	0.06	\$92,053.00	0.08	\$912,782.00	0.84
Yellowhead County	\$68,191,908	\$70,026.00	0.10	\$79,491.00	0.12	\$60,748.00	0.09	\$67,290.00	0.10	\$649,362.00	0.95
Mackenzie County	\$35,227,044	\$82,520.00	0.23	\$82,739.00	0.23	\$34,580.00	0.10	\$34,799.00	0.10	\$502,226.00	1.43
Big Lakes County	\$29,273,974	\$30,500.00	0.10	\$50,300.00	0.17	\$16,250.00	0.06	\$31,250.00	0.11	\$337,975.00	1.15
Saddle Hills County	\$38,578,007	\$51,240.00	0.13	\$57,077.00	0.15	\$30,060.00	0.08	\$34,768.00	0.09	\$478,797.00	1.24
Clearwater County	\$56,751,795	\$56,365.00	0.10	\$63,640.00	0.11	\$39,128.00	0.07	\$45,524.00	0.08	\$376,732.00	0.66
Northern Sunrise County	\$32,085,510	\$90,194.00	0.28	\$99,195.00	0.31	\$65,495.00	0.20	\$71,885.00	0.22	\$500,908.00	1.56
Lac La Biche County	\$74,745,320	\$55,374.00	0.07	\$118,263.00	0.16	\$32,156.00	0.04	\$63,238.00	0.08	\$719,519.00	0.96
Mean	\$62,225,520	\$66,431	0.13	\$81,961.33	0.16	\$43,010.11	0.08	\$54,911.56	0.10	\$578,829.44	1.05
Median	\$56,751,795	\$64,968	0.10	\$79,491.00	0.15	\$39,128.00	0.07	\$53,397.00	0.09	\$502,226.00	0.96
Greenview compared to mean	\$54,105,333	-\$1,463	-0.07	-\$7,906.33	-0.1	\$1,400.89	-0.04	-\$1,514.56	-0.05	\$152,334.56	-0.42
<b>Note:</b> CGP includes travel, this number was not included here - only base and benefits											
SHC includes travel, this number was not included here -only base and benefits											

An analysis of compensation as a percentage of operating revenues indicates that the MD of Greenview lags the market average in relation to the comparison pool as follows:

- Reeve base wage is **below** the market average by 0.07% as a percentage of operating revenues.
- Reeve total compensation is **below** the market average by 0.1% as a percentage of operating revenues.
- Council base wage is **below** the market average by 0.04% as a percentage of operating revenues.
- Lowest Council total compensation is **below** the market average by 0.05% as a percentage of operating revenues
- Total Council compensation is **below** the market average by 0.42% as a percentage of operating revenues

Analysis: Population												
Municipality	Population	# of councillors	Reeve Base Comp	Cost per Resident	Reeve Total	Cost per Resident	Council base comp (lowest)	Cost per Resident	Council Total Comp (lowest)	Cost per Resident	Council Total	Cost per Resident
Greenview	9,615	10	\$64,968.00	\$6.76	\$74,055.00	\$7.70	\$44,411.00	\$4.62	\$53,397.00	\$5.55	\$731,164.00	\$76.04
County of Grande Prairie	22,502	9	\$96,695.00	\$4.30	\$112,892.00	\$5.02	\$64,263.00	\$2.86	\$92,053.00	\$4.09	\$912,782.00	\$40.56
Yellowhead County	10,995	9	\$70,026.00	\$6.37	\$79,491.00	\$7.23	\$60,748.00	\$5.53	\$67,290.00	\$6.12	\$649,362.00	\$59.06
Mackenzie County	12,512	10	\$82,520.00	\$6.60	\$82,739.00	\$6.61	\$34,580.00	\$2.76	\$34,799.00	\$2.78	\$502,226.00	\$40.14
Big Lakes County	4,103	9	\$30,500.00	\$7.43	\$50,300.00	\$12.26	\$16,250.00	\$3.96	\$31,250.00	\$7.62	\$337,975.00	\$82.37
Saddle Hills County	2,225	7	\$51,240.00	\$23.03	\$57,077.00	\$25.65	\$30,060.00	\$13.51	\$34,768.00	\$15.63	\$478,797.00	\$215.19
Clearwater County	11,947	7	\$56,365.00	\$4.72	\$63,640.00	\$5.33	\$39,128.00	\$3.28	\$45,524.00	\$3.81	\$376,732.00	\$31.53
Northern Sunrise County	1,891	6	\$90,194.00	\$47.70	\$99,195.00	\$52.46	\$65,495.00	\$34.64	\$71,885.00	\$38.01	\$500,908.00	\$264.89
Lac La Biche County	9,636	8	\$55,374.00	\$5.75	\$118,263.00	\$12.27	\$32,156.00	\$3.34	\$63,238.00	\$6.56	\$719,519.00	\$74.67
Mean	9,492	8	\$66,431	\$13	\$81,961	\$15	\$43,010	\$8	\$54,912	\$10	\$578,829	\$98
Median	9,636	9	\$64,968	\$7	\$79,491	\$8	\$39,128	\$4	\$53,397	\$6	\$502,226	\$75
Greenview	123	2	-\$1,463	-\$6	-\$7,906	-\$7	\$1,401	-\$4	-\$1,515	-\$4	\$152,335	-\$22

An analysis of compensation as a cost per resident population (CPR) indicates that the MD of Greenview is below the market average in relation to the comparison pool as follows:

- Reeve base wage is **below** the market average by \$6 per resident population.
- Reeve total compensation is **below** the market average by \$7 per resident population.
- Council base wage is **below** the market average by \$4 per resident population.
- Lowest Council total compensation is **below** the market average by \$4 per resident population.
- Total Council compensation is **below** the market average by \$22 per resident population.

Analysis: Geographic Area													
Municipality	Operating	Area	PPA- Percentage of Geographic footprint	Reeve	PPA	Reeve Total	PPA	council base(lowest)	PPA	Council Base Total (lowest)	PPA	Council Total	PPA
Greenview	\$116,330,853	3,332,871	2.86	\$64,968.00	1.95	\$74,055.00	2.22	\$44,411.00	1.33	\$53,397.00	1.60	\$731,164.00	21.94
County of Grande Prairie	\$108,845,271	597,410	0.55	\$96,695.00	16.19	\$112,892.00	18.90	\$64,263.00	10.76	\$92,053.00	15.41	\$912,782.00	152.79
Yellowhead County	\$68,191,908	2,251,235	3.30	\$70,026.00	3.11	\$79,491.00	3.53	\$60,748.00	2.70	\$67,290.00	2.99	\$649,362.00	28.84
Mackenzie County	\$35,227,044	8,186,963	23.24	\$82,520.00	1.01	\$82,739.00	1.01	\$34,580.00	0.42	\$34,799.00	0.43	\$502,226.00	6.13
Big Lakes County	\$29,273,974	1,299,363	4.44	\$30,500.00	2.35	\$50,300.00	3.87	\$16,250.00	1.25	\$31,250.00	2.41	\$337,975.00	26.01
Saddle Hills County	\$38,578,007	587,659	1.52	\$51,240.00	8.72	\$57,077.00	9.71	\$30,060.00	5.12	\$34,768.00	5.92	\$478,797.00	81.48
Clearwater County	\$56,751,795	1,880,663	3.31	\$56,365.00	3.00	\$63,640.00	3.38	\$39,128.00	2.08	\$45,524.00	2.42	\$376,732.00	20.03
Northern Sunrise County	\$32,085,510	2,145,028	6.69	\$90,194.00	4.20	\$99,195.00	4.62	\$65,495.00	3.05	\$71,885.00	3.35	\$500,908.00	23.35
Lac La Biche County	\$74,745,320	1,361,092	1.82	\$55,374.00	4.07	\$118,263.00	8.69	\$32,156.00	2.36	\$63,238.00	4.65	\$719,519.00	52.86
Mean	\$62,225,520		5.30		4.95		6.22		3.23		4.35		45.94
Median	\$56,751,795		3.30		3.11		3.87		2.36		2.99		26.01
Greenview	\$54,105,333		-2.44		-3.01		-3.99		-1.90		-2.75		-24.00

An analysis of compensation as a percentage of geographic footprint (PPA) indicates that the MD of Greenview is below the market average in relation to the comparison pool as follows

- Reeve base wage is **below** the market average by 3.01% per geographic footprint
- Reeve total compensation is **below** the market average by 3.99% per geographic footprint
- Council total base wage is **below** the market average by 2.75% per geographic footprint
- Council total compensation is **below** the market average by 24.00% per geographic footprint

Analysis: Kilometres of Road													
Municipality	Operating	km of road	Price per km (PPK)	Reeve	PPK	Reeve Total	PPK	council base(lowest)	PPK	Council Base Total (lowest)	PPK	Council Total	PPK
Greenview	\$116,330,853	2,284	\$50,932.95	\$64,968.00	\$28.44	\$74,055.00	\$32.42	\$44,411.00	\$19.44	\$53,397.00	\$23.38	\$731,164.00	\$320.12
County of Grande Prairie	\$108,845,271	3,668	\$29,674.28	\$96,695.00	\$26.36	\$112,892.00	\$30.78	\$64,263.00	\$17.52	\$92,053.00	\$25.10	\$912,782.00	\$248.85
Yellowhead County	\$68,191,908	2,284	\$29,856.35	\$70,026.00	\$30.66	\$79,491.00	\$34.80	\$60,748.00	\$26.60	\$67,290.00	\$29.46	\$649,362.00	\$284.31
Mackenzie County	\$35,227,044	2,053	\$17,158.81	\$82,520.00	\$40.19	\$82,739.00	\$40.30	\$34,580.00	\$16.84	\$34,799.00	\$16.95	\$502,226.00	\$244.63
Big Lakes County	\$29,273,974	1,351	\$21,668.37	\$30,500.00	\$22.58	\$50,300.00	\$37.23	\$16,250.00	\$12.03	\$31,250.00	\$23.13	\$337,975.00	\$250.17
Saddle Hills County	\$38,578,007	1,868	\$20,652.04	\$51,240.00	\$27.43	\$57,077.00	\$30.56	\$30,060.00	\$16.09	\$34,768.00	\$18.61	\$478,797.00	\$256.32
Clearwater County	\$56,751,795	2,225	\$25,506.42	\$56,365.00	\$25.33	\$63,640.00	\$28.60	\$39,128.00	\$17.59	\$45,524.00	\$20.46	\$376,732.00	\$169.32
Northern Sunrise County	\$32,085,510	1,158	\$27,707.69	\$90,194.00	\$77.89	\$99,195.00	\$85.66	\$65,495.00	\$56.56	\$71,885.00	\$62.08	\$500,908.00	\$432.56
Lac La Biche County	\$74,745,320	1,188	\$62,916.94	\$55,374.00	\$46.61	\$118,263.00	\$99.55	\$32,156.00	\$27.07	\$63,238.00	\$53.23	\$719,519.00	\$605.66
Mean	\$62,225,520	2,009	\$31,785.98		\$36.17		\$46.66		\$23.30		\$30.27		\$312.44
Median	\$56,751,795	2,053	\$27,707.69		\$28.44		\$34.80		\$17.59		\$23.38		\$256.32
Greenview	\$54,105,333	275	\$19,146.96		-\$7.72		-\$14.23		-\$3.86		-\$6.89		\$7.69

An analysis of compensation as a dollar amount per kilometer of road (\$PKM) indicates that the MD of Greenview is above and below the market average in relation to the comparison pool as follows:

- Reeve base wage is **below** the market average by \$7.72 per kilometer
- Reeve total compensation is **below** the market average by \$14.23 per kilometer
- Council total base wage is **below** the market average by \$6.89 per kilometer
- Lowest Council total compensation is **below** the market average by \$6.89 per kilometer
- Total Council compensation is **above** the market average by \$7.69 per kilometer

Analysis: Total Assessment											
Municipality	Total Assessment	Reeve base	% of total Assessment	Reeve Total	% of Total Assessment	Councillor Base (lowest)	% of Total Assessment	Councillor Total (lowest)	% Total Assessment	Total Council	% Total Assessment
Greenview	\$12,181,789,038.00	\$64,968.00	0.0005	\$74,055.00	0.0006	\$44,411.00	0.0004	\$53,397.00	0.0004	\$731,164.00	0.0060
County of Grande Prairie	\$8,892,050,813.00	\$96,695.00	0.0011	\$112,892.00	0.0013	\$64,263.00	0.0007	\$92,053.00	0.0010	\$912,782.00	0.0103
Yellowhead County	\$9,600,396,791.00	\$70,026.00	0.0007	\$79,491.00	0.0008	\$60,748.00	0.0006	\$67,290.00	0.0007	\$649,362.00	0.0068
Mackenzie County	\$2,433,723,918	\$82,520.00	0.0034	\$82,739.00	0.0034	\$34,580.00	0.0014	\$34,799.00	0.0014	\$502,226.00	0.0206
Big Lakes County	\$1,909,938,933	\$30,500.00	0.0016	\$50,300.00	0.0026	\$16,250.00	0.0009	\$31,250.00	0.0016	\$337,975.00	0.0177
Saddle Hills County	\$2,724,561,968	\$51,240.00	0.0019	\$57,077.00	0.0021	\$30,060.00	0.0011	\$34,768.00	0.0013	\$478,797.00	0.0176
Clearwater County	\$7,141,581,897	\$56,365.00	0.0008	\$63,640.00	0.0009	\$39,128.00	0.0005	\$45,524.00	0.0006	\$376,732.00	0.0053
Northern Sunrise County	\$2,201,237,116	\$90,194.00	0.0041	\$99,195.00	0.0045	\$65,495.00	0.0030	\$71,885.00	0.0033	\$500,908.00	0.0228
Lac La Biche County	\$4,592,459,505	\$55,374.00	0.0012	\$118,263.00	0.0026	\$32,156.00	0.0007	\$63,238.00	0.0014	\$719,519.00	0.0157
Mean	\$5,741,971,108.78		0.0017		0.0021		0.0010		0.0013		0.0136
Median	\$4,592,459,505.00		0.0012		0.0021		0.0007		0.0013		0.0157
Greenview	\$6,439,817,929.22		-0.0012		-0.0015		-0.0007		-0.0009		-0.0076

An analysis of compensation as percentage of total Municipal Assets indicates that the MD of Greenview below the market average in relation to the comparison pool as follows:

- Reeve base wage is **below** the market average by 0.0012% of the total Municipal assets
- Reeve total compensation is **below** the market average by 0.0015% of the total Municipal assets
- Council total base wage is **below** the market average by 0.0007% of the total Municipal assets
- Lowest Council total wage is **below** the market average by 0.0009% of the total Municipal assets.
- Total Council compensation is **below** the market average by 0.0076% of the total Municipal assets



Analysis: Residential Assessment											
Municipality	Residential Assessment	Reeve Base	% of Res. Assessment	Reeve Total	% of Res. Assessment	Councillor Base (lowest)	% of Res. Assessment	Councillor total (lowest)	% of Res. Assessment	Total Council	% of Res. Assessment
Greenview	\$708,406,315.00	\$64,968.00	0.0092	\$74,055.00	0.0105	\$44,411.00	0.0063	\$53,397.00	0.0075	\$731,164.00	0.1032
County of Grande Prairie	\$3,917,990,895.00	\$96,695.00	0.0025	\$112,892.00	0.0029	\$64,263.00	0.0016	\$92,053.00	0.0023	\$912,782.00	0.0233
Yellowhead County	\$1,425,744,171	\$70,026.00	0.0049	\$79,491.00	0.0056	\$60,748.00	0.0043	\$67,290.00	0.0047	\$649,362.00	0.0455
Mackenzie County	\$919,466,926	\$82,520.00	0.0090	\$82,739.00	0.0090	\$34,580.00	0.0038	\$34,799.00	0.0038	\$502,226.00	0.0546
Big Lakes County	\$534,672,051	\$30,500.00	0.0057	\$50,300.00	0.0094	\$16,250.00	0.0030	\$31,250.00	0.0058	\$337,975.00	0.0632
Saddle Hills County	\$124,490,581	\$51,240.00	0.0412	\$57,077.00	0.0458	\$30,060.00	0.0241	\$34,768.00	0.0279	\$478,797.00	0.3846
Clearwater County	\$1,819,599,117	\$56,365.00	0.0031	\$63,640.00	0.0035	\$39,128.00	0.0022	\$45,524.00	0.0025	\$376,732.00	0.0207
Northern Sunrise County	\$200,236,247	\$90,194.00	0.0450	\$99,195.00	0.0495	\$65,495.00	0.0327	\$71,885.00	0.0359	\$500,908.00	0.2502
Lac La Biche County	\$1,209,295,356	\$55,374.00	0.0046	\$118,263.00	0.0098	\$32,156.00	0.0027	\$63,238.00	0.0052	\$719,519.00	0.0595
Mean	\$1,206,655,739.89		0.0139		0.0162		0.0090		0.0106		0.1117
Median	\$919,466,926.00		0.0057		0.0094		0.0038		0.0052		0.0595
Greenview	-\$498,249,424.89		-0.0047		-0.0058		-0.0027		-0.0031		-0.0084

An analysis of compensation as percentage of total residential assessment indicates that the MD of Greenview is below the market average in relation to the comparison pool as follows:

- Reeve base wage is **below** the market average by 0.0047% of residential assessment
- Reeve total compensation is **below** the market average by 0.0058% of residential assessment
- Council total base wage is **below** the market average by 0.0027% of residential assessment
- Lowest Council total compensation is **below** the market average by 0.0031% of residential assessment
- Council total compensation is **below** the market average by 0.0084% of residential assessment

Analysis: Farmland Assessment											
Municipality	Farmland Assessment	Reeve Base	% Farmland Assessment	Reeve Toial	% Farmland Assessment	Councillor Base (lowest)	% Farmland Assessment	Councillor Total (lowest)	% Farmland Assessment	Total Council	% Farmland Assessment
Greenview	\$55,978,370.00	\$64,968.00	0.1161	\$74,055.00	0.1323	\$44,411.00	0.0793	\$53,397.00	0.0954	\$731,164.00	1.3062
County of Grande Prairie	\$116,003,030.00	\$96,695.00	0.0834	\$112,892.00	0.0973	\$64,263.00	0.0554	\$92,053.00	0.0794	\$912,782.00	0.7869
Yellowhead County	\$39,267,290	\$70,026.00	0.1783	\$79,491.00	0.2024	\$60,748.00	0.1547	\$67,290.00	0.1714	\$649,362.00	1.6537
Mackenzie County	\$45,580,580	\$82,520.00	0.1810	\$82,739.00	0.1815	\$34,580.00	0.0759	\$34,799.00	0.0763	\$502,226.00	1.1018
Big Lakes County	\$35,345,530	\$30,500.00	0.0863	\$50,300.00	0.1423	\$16,250.00	0.0460	\$31,250.00	0.0884	\$337,975.00	0.9562
Saddle Hills County	\$49,889,970.00	\$51,240.00	0.1027	\$57,077.00	0.1144	\$30,060.00	0.0603	\$34,768.00	0.0697	\$478,797.00	0.9597
Clearwater County	\$57,710,480.00	\$56,365.00	0.0977	\$63,640.00	0.1103	\$39,128.00	0.0678	\$45,524.00	0.0789	\$376,732.00	0.6528
Northern Sunrise County	\$28,789,940.00	\$90,194.00	0.3133	\$99,195.00	0.3445	\$65,495.00	0.2275	\$71,885.00	0.2497	\$500,908.00	1.7399
Lac La Biche County	\$21,968,330	\$55,374.00	0.2521	\$118,263.00	0.5383	\$32,156.00	0.1464	\$63,238.00	0.2879	\$719,519.00	3.2753
Mean	\$50,059,280.00		0.1568		0.2070		0.1015		0.1330		1.3814
Median	\$45,580,580.00		0.1161		0.1423		0.0759		0.0884		1.1018
Greenview	\$5,919,090.00		-0.0407		-0.0748		-0.0221		-0.0376		-0.0752

An analysis of compensation as percentage of total farm assessment indicates that the MD of Greenview is below the market average in relation to the comparison pool as follows:

- Reeve base wage is **below** the market average by 0.0407% of farm assessment
- Reeve total compensation is **below** the market average by 0.0748% of farm assessment
- Council total base wage is **below** the market average by 0.0221% of farm assessment
- Lowest Council total compensation is **below** the market average by %0.0376 of farm assessment
- Council total compensation is **below** the market average by 0.0752% of farm assessment

Analysis: Non-Residential Assessment											
Municipality	Non-Res. Assessment (%NRA)	Reeve Base	% NRA	Reeve Total	%NRA	Councillor Base (Lowest)	%NRA	Councillor Total (lowest)	%NRA	Total Council	%NRA
Greenview	\$949,920,783.00	\$64,968.00	0.0068	\$74,055.00	0.0078	\$44,411.00	0.0047	\$53,397.00	0.0056	\$731,164.00	0.0770
County of Grande Prairie	\$2,253,843,798.00	\$96,695.00	0.0043	\$112,892.00	0.0050	\$64,263.00	0.0029	\$92,053.00	0.0041	\$912,782.00	0.0405
Yellowhead County	\$738,932,070	\$70,026.00	0.0095	\$79,491.00	0.0108	\$60,748.00	0.0082	\$67,290.00	0.0091	\$649,362.00	0.0879
Mackenzie County	\$308,495,602	\$82,520.00	0.0267	\$82,739.00	0.0268	\$34,580.00	0.0112	\$34,799.00	0.0113	\$502,226.00	0.1628
Big Lakes County	\$160,351,272	\$30,500.00	0.0190	\$50,300.00	0.0314	\$16,250.00	0.0101	\$31,250.00	0.0195	\$337,975.00	0.2108
Saddle Hills County	\$149,248,857.00	\$51,240.00	0.0343	\$57,077.00	0.0382	\$30,060.00	0.0201	\$34,768.00	0.0233	\$478,797.00	0.3208
Clearwater County	\$482,579,950.00	\$56,365.00	0.0117	\$63,640.00	0.0132	\$39,128.00	0.0081	\$45,524.00	0.0094	\$376,732.00	0.0781
Northern Sunrise County	\$205,031,809.00	\$90,194.00	0.0440	\$99,195.00	0.0484	\$65,495.00	0.0319	\$71,885.00	0.0351	\$500,908.00	0.2443
Lac La Biche County	\$467,276,599	\$55,374.00	0.0119	\$118,263.00	0.0253	\$32,156.00	0.0069	\$63,238.00	0.0135	\$719,519.00	0.1540
Mean	\$635,075,637.78		0.0187		0.0230		0.0116		0.0145		0.1529
Median	\$467,276,599.00		0.0119		0.0253		0.0082		0.0113		0.1540
Greenview	\$314,845,145.22		-0.0119		-0.0152		-0.0069		-0.0089		-0.0759

An analysis of compensation as percentage if total non-residential assessment indicates that the MD of Greenview is below the market average in relation to the comparison pool as follows:

- Reeve base wage is **below** the market average by 0.0119% of non-residential assessment
- Reeve total compensation is **below** the market average by 0.0152% of non-residential assessment
- Council total base wage is **below** the market average by 0.0069% of non-residential assessment
- Lowest Council total compensation is **below** the market average by 0.0089% of non-residential assessment
- Council total compensation is **below** the market average by 0.0759% of non-residential assessment

Analysis: Non-Residential Linear Assessment											
Municipality	linear assessment	Reeve Base	% Linear Assessment (%NRLA)	Reeve Total	% Linear Assessment (%NRLA)	Councillor Base (Lowest)	% Linear Assessment (%NRLA)	Councillor Total (lowest)	% Linear Assessment (%NRLA)	Total Council	% Linear Assessment (%NRLA)
Greenview	\$5,647,673,180.00	\$64,968.00	0.0012	\$74,055.00	0.0013	\$44,411.00	0.0008	\$53,397.00	0.0009	\$731,164.00	0.0129
County of Grande Prairie	\$1,419,954,260.00	\$96,695.00	0.0068	\$112,892.00	0.0080	\$64,263.00	0.0045	\$92,053.00	0.0065	\$912,782.00	0.0643
Yellowhead County	\$4,612,476,410	\$70,026.00	0.0015	\$79,491.00	0.0017	\$60,748.00	0.0013	\$67,290.00	0.0015	\$649,362.00	0.0141
Mackenzie County	\$807,592,160	\$82,520.00	0.0102	\$82,739.00	0.0102	\$34,580.00	0.0043	\$34,799.00	0.0043	\$502,226.00	0.0622
Big Lakes County	\$818,680,540	\$30,500.00	0.0037	\$50,300.00	0.0061	\$16,250.00	0.0020	\$31,250.00	0.0038	\$337,975.00	0.0413
Saddle Hills County	\$1,439,526,690.00	\$51,240.00	0.0036	\$57,077.00	0.0040	\$30,060.00	0.0021	\$34,768.00	0.0024	\$478,797.00	0.0333
Clearwater County	\$2,987,003,000.00	\$56,365.00	0.0019	\$63,640.00	0.0021	\$39,128.00	0.0013	\$45,524.00	0.0015	\$376,732.00	0.0126
Northern Sunrise County	\$1,127,947,020.00	\$90,194.00	0.0080	\$99,195.00	0.0088	\$65,495.00	0.0058	\$71,885.00	0.0064	\$500,908.00	0.0444
Lac La Biche County	\$1,297,687,360	\$55,374.00	0.0043	\$118,263.00	0.0091	\$32,156.00	0.0025	\$63,238.00	0.0049	\$719,519.00	0.0554
Mean	\$2,239,837,846.67		0.0046		0.0057		0.0027		0.0036		0.0378
Median	\$1,419,954,260.00		0.0037		0.0061		0.0021		0.0038		0.0413
Greenview	\$3,407,835,333.33		-0.0034		-0.0044		-0.0019		-0.0026		-0.0249

An analysis of compensation as percentage of total non-residential linear assessment indicates that the MD of Greenview is below the market average in relation to the comparison pool as follows:

- Reeve base wage is **below** the market average by 0.0034% of non-residential linear assessment
- Reeve total compensation is **below** the market average by 0.0044% of non-residential linear assessment
- Council lowest base wage is **below** the market average by 0.0019% of non-residential linear assessment
- Lowest council total compensation is **below** the market average by 0.0026% of non-residential linear assessment
- Council total compensation is **below** the market average by 0.0249% of non-residential linear assessment

## APPENDIX B: MUNICIPAL COMPARISON

Type of Compensation	
Municipality	Type of Compensation
Lac La Biche	Mixed
Northern Sunrise County	Mixed
Clearwater	Mixed
Saddle Hill	Mixed
Big Lakes County	Mixed
Yellowhead County	Salary
County of Grande Prairie No. 1	Per Diem
Mackenzie County	Mixed
Greenview	Mixed

Whether a municipality compensates Council via only salary, only per diem or a mixture of both.

Per Diem Rates	
Municipality	Per Diem
Lac La Biche	\$286 per day \$143 half day \$429 8+hours/max
Northern Sunrise County	\$135.00 4 hours or less \$270.00 4 - 8 hours \$395.00 >8 hours
Clearwater	\$172 First 4 hours \$136 Second + third 4 hours \$308 max for any regular meeting \$444 max for any single day
Saddle Hill	\$270 per meeting + \$25.00 if chair
Big Lakes County	\$250 per day
Yellowhead County	N/A
County of Grande Prairie No. 1	\$346.46/day Reeve \$323.05/day Councillor \$323.05/day MPC \$323.05/day Committee Meetings \$323.05/day Convention
Mackenzie County	\$340/ Special Meeting & Council Meeting \$240/ Committee Meeting \$340/ Seminars/Conventions/Workshops
Greenview	\$196/meeting 0-4 hours \$294/meeting 4-8 hours \$390/meeting 8+ \$64/hour for meetings beyond 9 hours to a max of \$253 \$390 conferences

The average per diem rate is \$238.63 for a half day meeting (less than 4 hours), \$292.63 for a full day meeting (up to 8 hours), and \$386.76 for the maximum rate allowed. If the County of Grande Prairie is removed (they only pay a per diem), the average meeting rate is \$215.14 for a half day meeting, \$288.29 for a full day meeting, and \$395.86 for the maximum rate allowed. Greenview Councillors are paid 9% less for a half day meeting, 2% more for full day meetings, and 61% more for the maximum per diem allowed for a single day.

Salary	
Municipality	Salary
Lac La Biche	\$55,374 Mayor \$38,110 Deputy Mayor \$32,156 Councillor
Northern Sunrise County	\$4362.00/month Reeve \$4175.00/month Deputy Reeve \$3975.00/month Councillors
Clearwater	\$2,054/month Reeve \$1,105/month Councillors
Saddle Hill	\$1,700/month Reeve \$1,200/month Councillors
Big Lakes County	\$1,550/month Reeve \$1,250/month Deputy Reeve \$1,150/month Councillors
Yellowhead County	\$7,231.59/month Mayor \$4,988.29/month Deputy Mayor \$4,797.45/month Councillors
County of Grande Prairie No. 1	N/A
Mackenzie County	\$1,500/month Reeve \$1,350/month Deputy Reeve \$1,200/month Councillors
Greenview	\$2,129/month Reeve \$1,419/month Councillors

The average monthly honorarium rate is \$3,142.76 for the Reeve/Mayor and \$2,190.77 for Councillors (excluding County of Grande Prairie who does not provide a monthly honorarium or salary. If Yellowhead County is also removed (as they only provide a salary with no per diems), the average is \$2558.64 for Reeve/Mayor and \$1818.38 for Councillors. Greenview's Reeve is paid 17% less than the average. Greenview Councillors are paid 22% less than the average.

Communication Allowance	
Municipality	Communication Allowance
Lac La Biche	\$50.00/month + County phone \$150.00/month with no phone
Northern Sunrise County	\$50/month for internet + County phone
Clearwater	\$50.00/month + County phone
Saddle Hill	\$55.00/month + the Reeve gets a County phone
Big Lakes County	\$100.00/month
Yellowhead County	Internet costs claimed on monthly expense claims
County of Grande Prairie No. 1	\$25/month Electronic device \$100/month Internet \$75/month Personally owned cell phone \$20/month Personally owned cell phone hardware upgrade/replacement
Mackenzie County	\$75/month internet allowance \$50/month personal computer allowance \$60/month telephone allowance for Councillors \$100/month telephone allowance for Reeve
Greenview	MD phone and laptop/tablet BYO Device option Greenview provides internet compensation claimed on monthly expense claims.

It varies amongst Municipalities as to the type of communication allowance that is offered. The most common is to provide a cell phone as well as a monthly honorarium.

Greenview does not provide compensation for a cell phone unless the Councillor chooses to use their personal device. Greenview may also provide a cell phone booster for Councillors.



Travel Allowance	
Municipality	Travel
Lac La Biche	\$0.52/km
Northern Sunrise County	<5000km \$0.58/km >5000km \$0.52/km Air travel = economy paid by county Taxi/parking = reimbursed with receipt
Clearwater	\$0.59 <5000km \$0.53 >5000km
Saddle Hill	\$0.50/km Taxi reimbursed with receipt
Big Lakes County	\$0.58/km Taxi and parking reimbursed with receipt
Yellowhead County	0-20km \$25.00/month \$31.25/month Mayor 21-40km \$50.00/month \$62.50/month Mayor 41-60km \$75.00/month \$93.75/month Mayor 61-80km \$100.00/month \$125.00/month Mayor 81-100km \$125.00/month \$156.25/month Mayor 101-120km \$150.00/month \$187.50/month Mayor 121-140km \$175/month \$218.75/month Mayor 141-160km \$200.00/month \$250.00/month Mayor
County of Grande Prairie No. 1	\$0.60/km Airfare paid by county
Mackenzie County	\$0.58/km for personal vehicle Taxi, vehicle rental, parking charges, public transportation fares all reimbursed with receipt.
Canada Revenue Agency 2019 Kilometric Rates	\$0.48.0/km - Alberta
Canada Revenue Agency 2021 Kilometric Rates	\$0.48.5/km - Alberta
Government of Alberta 2021 Travel, Meal and Hospitality Expenses Policy	\$0.505/km \$10.25/day Daily vehicle allowance \$8.55/day Adverse Driving Condition Allowance
Greenview	\$0.59/km < 5000km + 0.15/km <5000km \$0.53/km >5000km + 0.24/km <5000km Taxi/transit/car rental reimbursed with receipt

The majority of municipalities pay above the federal rate set by the Canada Revenue Agency

<b>Meal Allowance</b>	
<b>Municipality</b>	<b>Meals</b>
Lac La Biche	Breakfast \$15.00 Lunch \$20.00 Supper \$30.00 Full reimbursement with receipt to max of twice the claimable amount
Northern Sunrise County	Breakfast \$25.00 Lunch \$30.00 Supper \$35.00
Clearwater	Breakfast \$11.00 Lunch \$16.00 Supper \$21.50
Saddle Hill	Breakfast \$15.00 Lunch \$15.00 Dinner \$25.00
Big Lakes County	Breakfast \$21.10 Lunch \$21.35 Dinner \$52.40
Yellowhead County	Breakfast \$10.00 Lunch \$20.00 Dinner \$30.00 Reimbursed the cost of the mean with receipt
County of Grande Prairie No. 1	\$55.00/day - No receipt required
Mackenzie County	Breakfast \$25.00 Lunch \$30.00 Dinner \$45.00
Canada Revenue Agency 2019 Meal Allowances	Breakfast \$20.35 Lunch \$20.60 Dinner \$50.55
Canada Revenue Agency 2021 Meal Allowances	Breakfast \$21.10 Lunch \$21.35 Dinner \$52.40
Government of Alberta 2021 Travel, Meal and Hospitality Expenses Policy	Breakfast \$9.20 Lunch \$11.60 Dinner \$20.75
Greenview	Breakfast \$20.00 Lunch \$20.00 Dinner \$30.00 Total reimbursed with receipt

Greenview pays its Councillors on average \$8.07 less for breakfast, \$8.99 less for lunch and \$15.51 less for dinner compared to similar municipalities.

<b>Accommodation</b>	
<b>Municipality</b>	<b>Accommodation</b>
Lac La Biche	\$50.00 for private dwelling Hotel reimbursed with receipt
Northern Sunrise County	\$50.00/day for private dwelling Hotel is paid/booked by county
Clearwater	Reimbursed with receipt \$25.00 unreceipted
Saddle Hill	\$50.00/night for private dwelling Hotel reimbursed with receipt
Big Lakes County	Reimbursed with receipt \$50.00/day for private accommodation
Yellowhead County	Reimbursed with receipt \$25.00/night for private accommodation
County of Grande Prairie No. 1	\$220/day
Mackenzie County	\$100/night or reimbursed with receipt
Canada Revenue Agency 2019	\$50.00/night for private accommodation
Canada Revenue Agency 2021	\$50.00/night for private accommodation
Government of Alberta 2021 Travel, Meal and Hospitality Expenses Policy	\$20.15/night for private accommodation Or reimbursed with receipt
Greenview	Hotel reimbursed with receipt \$30 Private accommodation

The majority of municipalities use the Canadian Revenue Agency's rates of \$50 a night for a private dwelling, with hotels being reimbursed fully with receipts.

<b>Benefits</b>	
<b>Municipality</b>	<b>Benefits</b>
Lac La Biche	County benefits - Great West Life pension plan
Northern Sunrise County	RMA Pension Plan = 5% of basic monthly honorarium matched by county Not on pension = TFSA = \$100.00/month
Clearwater	County benefits (life insurance, accidental death & dismemberment, critical illness insurance, extended health, and medical insurance, dental, employee assistance program)
Saddle Hill	County benefits
Big Lakes County	Covered 100% by the County Employee's Group Extended Health Care Plan
Yellowhead County	County extended health and dental
County of Grande Prairie No. 1	Able to join RRSP, County will contribute 10% of 2/3rds of the gross pay for all per diems. Those who cannot join are paid an amount equal to 10% of 2/3rds of the gross pay for all per diems
Mackenzie County	Group benefits at 50% of the cost of the premiums
Greenview	Greenview benefit plan – Equitable Life

All municipalities provide the same benefits to Council that they do to staff.

Type of Review	
Municipality	Type
Lac La Biche	Reviewed annually by a third-party consultant during the annual budget process
Northern Sunrise County	Reviewed annually by Council + cost of living adjustment
Clearwater	Annual market adjustment if appropriate + 50% based off of similar municipalities/Council Compensation Committee
Saddle Hill	Reviewed annually by Council, adjusted in equal proportion to the cost-of-living adjustment provided to County employees
Big Lakes County	Reviewed annually by Council
Yellowhead County	Reviewed every four years in advance of the municipal election by a Compensation Review Committee. Cost of living adjustment annually.
County of Grande Prairie No. 1	Reviewed annually for market adjustment, economic adjustment, and cost of living adjustment
Mackenzie County	Reviewed annually by Council
Greenview	Reviewed every 3 years by surveying similar sized municipalities in Alberta.  Cost of living is also considered.

The majority of municipalities do a cost of living adjustment for Councilors alongside staff.



## APPENDIX C: COUNCIL SURVEY

Council Compensation Survey	Agree	Neutral	Disagree
1. The current compensation package, of monthly honorarium and meeting per diems, provided to Greenveiw council adequately compensates me for my work.	45%	22%	33%
2. The existing benefits program (health and life insurance, pension, etc.) are valuable to me.	100%	0%	0%
3. The pay and benefits package influenced my decision to run for Council.	44%	22%	78%
4. The present method to determine Council's annual pay increase(COLA adjustment equal to that provided to staff) is appropriate.	89%	0%	11%
5. The current compensation package helps provide equal opportunities for all to run for Council, no matter the persons age, gender, socio-economic status, race, religion, etc.	44%	0%	56%
6. The social and economic challenges currently facing Greenview in both the local economy and the Covid-19 pandemic warrant permanent changes be made to the council compensation package or other policies.	33%	33%	33%

7. Understanding each week can be different, on average, how much time do you spend on Council related duties? Please express this as average hours per week and days per month.	Hours per Week	Days per Month
1	30	17
2	15-25	12-15
3	20-22	13-15
4	50	20
5	30-40	20-24
6	20-30	15
7	12	10
8	N/A	N/A
9	20	15

8. If you could change 1 to 3 things in the overall Council compensation package (including per diems, monthly flat rate honorarium, benefits, travel/subsistence, etc) what would those changes be?

1. Nothing. Should not be considered employment.
2. Per diem, honorarium, travel. Travel doesn't take into account the extra maintenance needed on a personal vehicle.
3. Compensation for private accommodation should be increased.
4. Increase monthly honorarium. Councillors are expected to always be on call to ratepayers.
5. Increase monthly honorarium and spread participation on boards and committees evenly.
6. Spread participation on boards and committees evenly and increase milage rates.
7. Travel and subsistence increased.
8. Monthly honorarium increased as well as increased milage rates.
9. Increase the monthly flat rate, per diems and travel and subsistence.

9. Various payment regimes exist and are utilized by other municipalities. Some use a salary model with a flat rate per month; some utilize a strictly per diem based model; others, like Greenvview, use a combination. What are your thoughts on the best way to compensate councillors?

1. Current method is good.
2. Would like to see it changed to a salary model. It would allow more people to run
3. Current method is good.
4. Current method is good.
5. With the salary model, boards and committee would need equal participation.
6. Current method is good.
7. Current method is good, if trying to attract younger people, a salary method would be better.
8. Would like to see it changed to a salary model that includes travel and subsistence.
9. Current method is good.

**Title: COUNCIL AND BOARD REMUNERATION**

**Policy No: 1008**

**Motion: 19.12.870**

**Effective Date: December 9, 2019**

**Supersedes Policy No: (CO 14)**

**Review Date: December 9, 2022**



**Purpose:** The purpose of this policy is to establish fair rates of compensation for Council Members and Board and Committee members.

## Definitions

**Meeting Per Diem** means the rate-of-pay for each meeting attended on behalf of Greenview as appointed by Council. Unless otherwise approved by Council, this refers to Council appointed Boards and Committees.

**Monthly Honorarium** means the monthly flat-rate of pay to account for the time each member of Council spends representing Greenview and conducting the day-to-day business of a Council Member, including meetings with ratepayers, phone calls, ward-specific community meetings, social events, etc.

**Special Event** means any special event or meeting to which Greenview is sent an invitation for the Reeve, or other designate appointed by Council, to attend as a representative of Greenview Council or the Municipality.

## Policy

1. Starting with the first meeting of the new Council in 2019, Council members, other than the Reeve, will be paid a monthly flat-rate honorarium of \$1,419.00 per month; the Reeve will be paid \$2,129.00 per month;
2. The monthly honorarium is compensation for the time a Council Member spends representing Greenview and conducting the day-to-day business of a Councillor, including meetings with ratepayers and appearances at community events.
3. Starting with the first meeting of the new Council in 2019, Council members and Greenview appointed at-large Board and Committee members will be paid for each meeting attended on behalf of Greenview, using the meeting per diem rates as follows:
  - a) \$196.00 for meetings (and travel) in a day of 0-4 hours;
  - b) \$294.00 for meetings (and travel) in a day of 4-8 hours;
  - c) \$390.00 for meeting (and travel) in a day of over 8 hours.
4. In addition to the per diem paid under provision 3 and 7, Council Members and appointed Board and Committee members will be paid \$64.00 per hour, or portion thereof, for total meeting time (and travel) in excess of nine (9) hours in one day, to a maximum of \$253.00 additional dollars;

5. A meeting per diem is compensation for attendance at Council appointed Boards and Committees.
6. Councillors and the Reeve may also receive meeting per diem compensation for attendance at Special Events. Special Events are those that Greenview receives an invitation for the Reeve to attend on behalf of Greenview, or that Council has appointed a member to attend as a designate.
7. Notwithstanding provisions 3, for conference attendance, conference attendees will be paid a per diem rate of \$390.00;
8. Annually, established rates of honoraria will be adjusted for a cost of living allowance, at the same time, in the same manner and for the same amount (if any) as the salary grid of Greenview. All rates under this policy will be rounded to the closest dollar for ease of processing;
9. Council members and appointed Board and Committee members will be paid for attending a meeting through electronic means (teleconference, Skype and such similar methods), so long as the meeting exceeds fifteen (15) minutes;
10. In accordance with Section 154(2) of the Municipal Government Act, the Reeve, by nature of the position, is a member of all council committees and all bodies to which council has the right to appoint members. The Reeve may choose to attend any committee or board meeting, and will be eligible to receive the meeting per diem compensation for this attendance as outlined in this policy.
11. Should a Councillor receive an invitation to attend meeting on behalf of Greenview and there is not time for Council to make a motion to approve attendance at the meeting or function, the Councillor must make a request to the Reeve for approval prior to attending the meeting or function in order to receive compensation for attending the meeting.
12. All honoraria paid under this policy is subject to the taxation requirements of the Canada Revenue Agency;
13. Greenview will compensate Council Members for mileage to all events attended as a Councillor.
14. All per diem claims are to be submitted every two weeks and will correspond with the payroll cycle determined by the payroll and benefits department of Greenview;
15. Expense claims for Board and Committee members will be reviewed by the most senior Greenview employee directly involved in the Board and Committee in question;
16. All Council Member expense claims, other than the expense claim for the Reeve, will be submitted to the Reeve (or in his or her absence, the Deputy Reeve) for review and approval. The Reeve will submit his or her expense claim to the Deputy Reeve for review and approval. If the Reeve is absent then the Deputy Reeve will submit his or her expense claim to another member of Council for review and approval.
17. Greenview will engage an external party to conduct a compensation review for Council and Board remuneration to be complete and approved by Council prior to each Municipal Election.

**Title: Travel and Subsistence**

**Policy No: 1002**

**Effective Date: May 25, 2020**

**Motion Number: 20.05.313**

**Supersedes Policy No: NONE**

**Review Date: May 25, 2023**



**Purpose:** To provide an equitable process for reimbursing Council, Board Members, and staff for travel abroad when conducting Greenview business.

## DEFINITIONS

**CAO** means the Chief Administrative Officer.

**GM** means the General Managers of Infrastructure and Planning, and Community Services, as well as the Chief Financial Officer.

**Greenview** means the Municipal District of Greenview no. 16.

## POLICY

1. Greenview believes it is appropriate to reimburse Council and staff for out-of-pocket expenses when travelling to carry-out Greenview business. All reasonable expenses will be covered by Greenview for Council and staff.
2. When an expense requires the provision of a receipt, the receipt submitted must be the original or a scanned copy of the original or the claim may be disallowed. In the instance of a contractor who is required to provide original receipts to their company, a reasonable copy of the receipt will suffice.
3. Greenview will not pay for expense claims submitted more than sixty (60) days after the end of the month has elapsed for the expense incurred unless approval is given by the appropriate Committee/Board, or in the case of an employee, by the Chief Administrative Officer.

## **Claim Parameters**

4. Mileage
  - 4.1 The kilometre rate will be paid in accordance with the current Canada Revenue Agency rates and will also include the Northern Travel Premium as required.
  - 4.2 When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.
  - 4.3 Travel out of province will be undertaken by the method approved in advance.



4.4 While on conferences or training, a claimant may hire a rental vehicle or be reimbursed for taxi expenses

## 5. Meals

5.1 Meals may be reimbursed without receipts at the following rates:

- Breakfast: \$20.00;
- Lunch: \$20.00;
- Dinner \$30.00.

5.2 Alternatively, meals may be reimbursed upon the production of original receipts for the total amount of the receipt including taxes and a maximum gratuity of 15%.

## 6. Travel Expenses

6.1 The following rates will be paid to claimants for the travel expenses listed below:

- Incidental allowance \$15.00 per 24 hour period;
- Private Accommodation \$30.00 per night;
- Taxi/Transit/Car Rental actual cost per receipt;
- Parking actual cost per receipt;
- Hotel accommodation actual cost per receipt.

## Responsibilities

### 7. Council Members and Staff

7.1 Submit expense claims in accordance with the provisions of this policy;

7.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

### 8. Council and Senior Management

8.1 May claim a business meal when hosting another person(s). An original receipt must be provided with the claim as well as the name(s) of the person(s) hosted.

### 9. Management

9.1 Responsible for reviewing all expense claims submitted from employees within their department;

9.2 Provide authorization to staff prior to staff attending meetings, training or other Greenview business and incurring expenses pursuant to this policy, however, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.

9.3 Refer their expense claims to their GM or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

### 10. Corporate Services Staff

10.1 To issue payment to claimants within thirty (30) days of approval.

**Title: NORTHERN TRAVEL PREMIUM**

**Policy No: 1011**

**Approval: Council**

**Effective Date: October 8, 2013**

**Supersedes Policy No: (None)**



## MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

**Policy Statement:** The Municipal District of Greenview No. 16 (Greenview) believes that it is appropriate to provide additional compensation to Council members, staff and board and committee members for mileage travelled while on Greenview business, due to the special and challenging conditions that exist for owning and operating a vehicle in this area. The Northern Travel Premium will be provided as a taxable benefit to assist with covering the large costs of owning and operating vehicles in this area.

**Purpose:** To provide sufficient mileage compensation to Council, staff and board and committee members while performing duties on behalf of Greenview.

**Principles:**

1. The Northern Travel Premium will be provided as a taxable benefit to all, Council, staff and board and committee members.
2. The premium paid will be \$0.15 per km for the first 5000 km travelled in that year by the claimant and \$0.24 cents per km for expense claims where the claimant has exceeded 5000 km in mileage claimed for the year.
3. This additional compensation is paid in recognition of the high fuel prices and expense of operating vehicles suitable for the conditions in the area.

**Approved: 13.10.605**

**Title: Compensation Review**

**Policy No: 1033**

**Effective Date: December 9, 2019**

**Motion Number: 19.12.874**

**Supersedes Policy No: NONE**

**Review Date: December 9, 2022**



**Purpose:** Greenview will provide for fair and equitable overall compensation to all staff based on internal equity and market comparison. Compensation will be structured so as to attract and retain competent and qualified staff and to appropriately reward performance.

## DEFINITIONS

**CAO** means the Chief Administrative Officer of the M.D of Greenview No. 16.

**Greenview** means the municipal corporation of the M.D of Greenview No. 16.

**Pay Grid** means the salary structure that determines how much an employee is paid as a wage or salary, based on one or more factors such as the employee's level, rank, or status within the organization, the length of employment, and the difficulty of the job.

**Pay Rate** the individual salary or wage of an employee.

**Percentile** A value on a scale of one hundred that indicates the percent of a distribution that is equal to or below it. The 75th percentile is the point below which 75 percent of the data falls.

## POLICY

1. Greenview's compensation package includes, competitive pay, employee benefit programs, vacation entitlements and paid leaves. Other elements include: Opportunities for employee learning and development, occupational health and safety, and other entitlements under the Staff Agreement.

### **Compensation Review**

2. Greenview will engage an external consultant to conduct a compensation review at least every three years by surveying similar sized municipalities in Alberta, other public sector organizations in Alberta, and the broader public sector in Western Canada, to examine overall compensation provided to similar positions of relatively equal responsibility. A recommendation for changes will be made by the CAO to Council.
3. In addition, Council may annually, at their sole discretion upon the recommendation of the CAO, apply a cost of living factor to the pay grid, in order to maintain the Greenview pay structure in a competitive position.

4. Greenview strives to set pay for all positions at the 75% percentile of current pay levels of other similar sized municipalities in Alberta, other public sector organizations in Alberta, and the broader public sector in Western Canada.

#### **Pay Grid**

5. The pay Grid is based on a robust job classification process designed to ensure internal equity across all jobs at Greenview.
6. A pay range within Greenview's pay grid will be assigned to each employment position that is appropriate in relation to both the external market and relative internal responsibilities.
7. Compensation upon hiring will be based on the successful applicant's past experience and qualifications, as well as general market conditions.
8. An employee's movement within each range will be based upon the overall performance of the incumbent as determined by a performance review conducted prior to the end of their probationary period and in the employees annual performance review.
9. An employee who is not at the top of their wage range may be eligible for a step increase, dependent on their performance, at the recommendation of their immediate supervisor, and with the approval of their General Manager or CAO.

#### **Benefits Program**

10. Greenview provides an attractive package of affordable benefits for employees. Greenview's benefits offerings are intended to provide insurances for the financial consequences of health-related events and to promote over-all good health.
11. Benefits plan designs endeavor to balance sustainability and affordability while offering a package valued by current and potential employees. As with pay ranges, Greenview's benefits provisions are competitive with the benefits packages offered by other similar sized Alberta municipalities and other public sector organizations in Alberta.

#### **Staff Agreement**

12. Greenview provides a range of other benefits, including annual vacation entitlements, illness leave and special leaves, ensuring employees are treated in a fair and equitable manner. These provisions are included in the Staff Agreements and other policies.

**Title: Issuance of Digital Communications Tools**

**Policy No: 1019**

**Effective Date: April 27, 2021**

**Motion Number: 21.04.218**

**Supersedes Policy No: NONE**

**Review Date: April 27, 2024**



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

## 1. DEFINITIONS

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

## 2. POLICY STATEMENT

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



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

### 3. PROCEDURE

- 3.1. Councillors and Employees shall sign the User Authorization Agreement prior to being issued Digital Communication Tools.
- 3.2. Digital Communication Tools are to be used solely by the Councillor or Employee it is issued to.
- 3.3. Councillors and Employees shall consult the Information Systems Department when planning to purchase enhanced accessories to ensure compatibility with Greenview's Digital Communication Tools.
- 3.4. The Information Systems Department will not provide technical support for any software that is not work-related.
- 3.5. Councillors and Employees shall provide 2 weeks' notice to the Information Systems Department and/or the Chief Administrative Officer of any work-related or any other international travel plans whereby they will be using Greenview's Digital Communication Tools.

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

**Title: Conference Attendance**

**Policy No: 1015**

**Effective Date: December 9, 2019**

**MOTION: 19.12.872**

**Supersedes Policy No: CO 04**

**Review Date: December 9, 2022**



**Purpose:** To provide opportunities for Council Members and Appointed Board Members to attend conferences in order to continue to learn and enhance their knowledge on relevant subjects and issues.

## Definitions

**Adult Interdependent Partner** means a person who has lived with a person in a relationship of interdependence:

- i. For a continuous period of not less than 3 years, or
- ii. Of some permanence, if there is a child of the relationship by birth or adoption,

Or the person has entered into an adult interdependent partner agreement with the other person in accordance with the Adult Interdependent Relationships Act, R.S.A 2000, Chapter A-4.5.

**Relationship of Interdependence** means a relationship outside marriage in which any 2 persons

- i. Share one another's lives,
- ii. Are emotionally committed to one another, and
- iii. Function as an economic and domestic unit.

**Spouse** means the legally married partner of an individual.

## Policy

1. Through attending conferences, Council and Board Members will maintain awareness of matters and current issues affecting residents and functions of the municipality.
2. All Council Members are encouraged to attend both Rural Municipalities of Alberta conferences each year, as well as the annual "Growing the North" conference and the annual Federation of Canadian Municipalities conference.
3. Appointed Board Members are encouraged to attend the conferences which are appropriate to their appointments.
4. Council Members and Appointed Board Members will be reimbursed for expenses and will be paid an honorarium in accordance with the applicable policies of

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Greenview.

5. Conference participants under this policy are to provide written or verbal reports regarding conferences attended to the Council or Board, as appropriate.
6. Council will consider requests for approval for attendance of a Council Member or Appointed Board Member to other conferences not otherwise specifically identified or implied by this policy.
7. Council Members or Appointed Board Members will not be compensated for any expenses associated with attendance at a conference for which Greenview Council has not provided prior approval.
8. Any costs incurred as a result of a Council Member or Appointed Board Member failing to attend a conference without the necessary cancellation arrangements being made prior to the conference will be borne by that Council Member or Appointed Board Member, unless otherwise exempt by Council motion.
9. Greenview will pay for the travel/meal expenses and spousal conference packages, if any, of the Council Member's or Appointed Board Member's spouse, adult interdependent partner, or individual who is in a relationship of interdependence with the Councillor.
10. The travelling partner of the Council Member must be over the age of eighteen (18).



# REQUEST FOR DECISION

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SUBJECT: **Committee of the Whole Meeting October 19, 2021**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	September 14, 2021	CAO: EK                      MANAGER:
DEPARTMENT:	CAO SERVICES	GM: AN                      PRESENTER:
STRATEGIC PLAN:	Level of Service	LEG:

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## RELEVANT LEGISLATION:

**Provincial** (cite) –

**Council Bylaw/Policy** (cite) –

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## RECOMMENDED ACTION:

**MOTION:** That Council cancel the Committee of the Whole meeting scheduled for October 19, 2021.

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## BACKGROUND/PROPOSAL:

The municipal election will be held on October 18, 2021.

Based on current knowledge of proposed retirements and a newly created seat, a minimum of four new councillors will be elected.

Election results will not become official until noon of October 22, 2021.

Technically, the sitting Council can continue to hold the scheduled meeting.

At this time, there are no time sensitive agenda items for the scheduled meeting.

The Municipal Government Act is silent on holding meetings in the period between election day and the day election results become official.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is to leave discussion on Committee of the Whole items to the newly elected Council body.
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## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

### **Alternative #1:**

Council has the alternative to continue to hold the scheduled meeting however Administration does not recommend this action because the public perception of holding a meeting when a number of elected positions will change may be unfavourable.

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## FINANCIAL IMPLICATION:

N/A

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**Direct Costs:**

**Ongoing / Future Costs:**

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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**FOLLOW UP ACTIONS:**

The meeting cancellation will be communicated to the public.

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**ATTACHMENT(S):**

None



# REQUEST FOR DECISION

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SUBJECT: **Beaver Harvest Program**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: September 14, 2021

DEPARTMENT: COMMUNITY SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: EK

MANAGER: SK

GM: DM

PRESENTER: SK

RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – Policy 6321 – Beaver Harvest Program

RECOMMENDED ACTION:

**MOTION: That Council discontinue the Beaver Harvest Incentive Program effective January 1, 2022.**

BACKGROUND/PROPOSAL:

At the August 24<sup>th</sup> Regular Council meeting, the following Notice of Motion was presented:

*That Administration bring back a motion to discontinue the Beaver Incentive Program.*

In September of 2020 a Beaver Harvest Incentive Program was initiated within Greenview. The program was initiated in 2020 as a result of excessive precipitation in multiple years leading to beavers causing issues on both private land and Greenview infrastructure. To-date the program has resulted in 532 beavers being submitted with the reimbursement cost of \$15,960.00 (\$30.00 per beaver).

It is Administration's view that bounty programs are a successful public relations tool which may be very popular with the general public, however, they can be a questionable management tool when looking to achieve positive results. There may be short term value in establishing a bounty program, however it has not been demonstrated that these programs effectively mitigate beaver problems long term.

There are other municipalities within the province that do have a beaver bounty program which again question the value of the program versus an effective management plan. At present, Greenview has a Problem Wildlife Officer that is dealing with problem beavers impacting infrastructure as well as servicing clients who have beaver related issues on private land. The 2021 budget has included a full time Problem Wildlife Officer as well as the ability to hire a contractor as needed. To-date, a contractor has not been required primarily due to the lack of precipitation received this season. It is Administration's view that with the present staffing compliment the management of problem beavers within Greenview can be maintained.

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**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that an effective management practice can be utilized in controlling problem beavers.

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**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. The disadvantage of the recommended motion is that participants in the program may not be in favour of deleting the beaver incentive program.
- 2.

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**ALTERNATIVES CONSIDERED:**

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

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**FINANCIAL IMPLICATION:**

The discontinuation of the beaver program will result in an operational budget reduction.

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**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS: N/A**

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**ATTACHMENT(S):**

- Policy 6321 - Beaver Harvest Program
- Exponential Growth Chart
- Tularaemia Fact Sheet

**Title: Beaver Harvest Program**

**Policy No: 6321**

**Effective Date: July 13, 2020**

**Motion Number: 20.07.385**

**Supersedes Policy No: NONE**

**Review Date: July 13, 2023**



**Purpose:** Greenview is committed to protecting municipal infrastructure from water movement problems related to beaver activity. Greenview will implement the policy and procedures to provide for the harvest of beavers and/or removal of beaver dams, for the purpose of preventing damage to infrastructure and flooding caused by beavers.

## 1. DEFINITIONS

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

## 2. POLICY STATEMENT

2.1 Greenview Administration shall prioritize the harvesting of beaver and/or removal of beaver dams in the following order:

- a) Areas that occur on Greenview land and cause operational and/or structural integrity issues to municipal infrastructure (i.e., roads, bridges, culverts etc.), at no cost.
- b) Areas that occur on Greenview land that is currently or has the potential to cause damage/flooding to private land such as yard sites and agricultural crops and pasture land, at no cost.
- c) Areas that occur on drainage ditches registered by Greenview to prevent flooding of agricultural land, at no cost and with landowner authorization as per policy procedure.

2.2 Greenview shall hold a valid Damage Control License authorizing the removal of beavers.

2.3 Greenview shall implement a Beaver Harvest Incentive Program that will pay a bounty of (\$30.00) thirty dollars for each beaver harvested by a ratepayer or resident within the municipal boundaries of Greenview in accordance with policy procedure. Problem Wildlife personnel employed or specifically contracted by Greenview are exempt from this program.

2.4 Greenview will maintain a license authorizing the appropriate handling and use of explosives for the purpose of blasting beaver dams (i.e., licensed magazine, certified blaster).

2.5 Landowners with beaver issues on private land (i.e., agricultural crop and pasture lands, yards etc.) are encouraged to rectify the issue independently.

## 3. PROCEDURE

3.1. All beaver dam removal on designated watercourses must comply with all relevant acts (i.e., Fisheries Act, Alberta's Water Act, Public Lands Act etc.).

- 3.2. The Manager of Agricultural Services, or their designate, shall work with internal departments and the public on prioritizing the harvesting and/or removal of beaver dams in accordance with section 2.1 of this policy.
- 3.3. The Manager of Agricultural Services, or their designate, shall ensure the delivery of the Beaver Harvest Incentive Program.
- 3.4. Beavers harvested under the Beaver Harvest Incentive Program will be compensated upon a signed declaration of the following:
  - a) The legal land location where the beaver was harvested.
  - b) The date of harvest.
  - c) The harvest was conducted in a lawful manner, in accordance with current legislation.
  - d) The participant had permission to harvest on said land.
  - e) The beaver tail is marked by a Greenview employee, in the presence of the individual who harvested the animal.
- 3.5. Disposal of all beavers submitted under the Beaver Harvest Incentive Program will be the responsibility of the person submitting the carcass/tail after proper submission procedures have taken place.





= 2,000 beaver

Start with 10,000 beaver. 5,000 females, 5,000 males. They raise 4 kits per year, population now 30,000



These 30,000 beaver, 15,000 female, raise 4 kits per year, population now 90,000

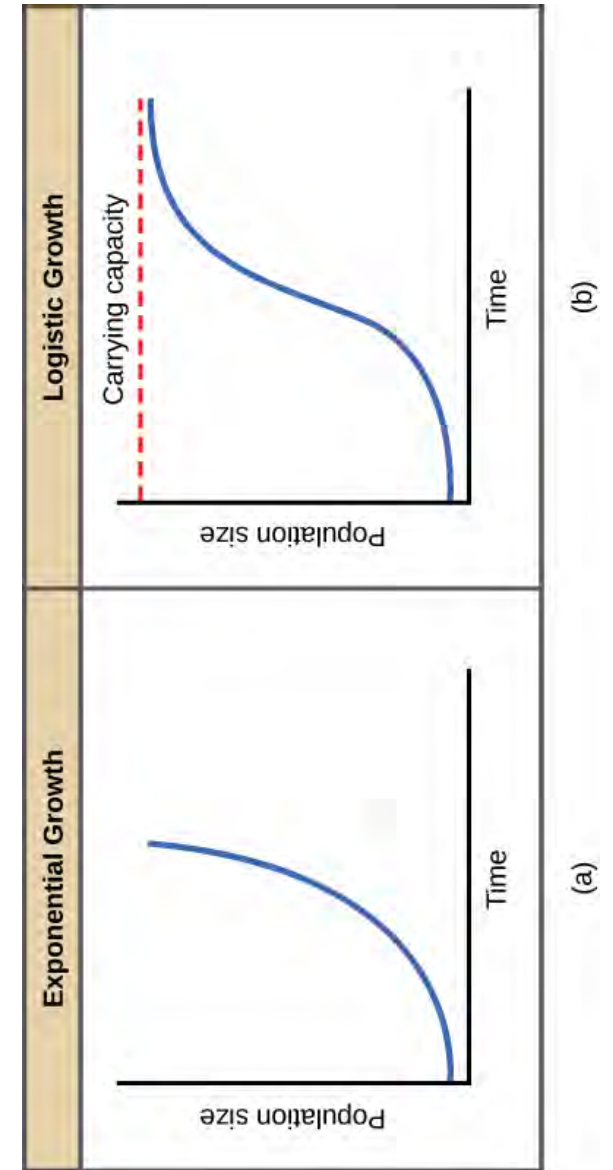


These 90,000 beaver, 45,000 female, raise 4 kits per year, population 270,000



270,000 beaver

## Why doesn't this happen? Carrying Capacity + Disease





## Common name

tularaemia,  
hare plague  
Ohara's disease  
rabbit fever

## Scientific name

a bacterium,  
*Francisella tularensis*

## What's Bugging Wild Critters?

Fact sheet #35:  
Tularaemia



## Significance

*Tularaemia is widespread throughout the world in a broad range of wildlife. Within local wildlife populations, it can cause sickness and death in various species, and can pose a health risk to humans.*

## What? Where? How?

Originally isolated from ground squirrels in California, the bacterium is now known to occur widely in North America, Europe, and Asia. It has extremely broad habitat requirements and can survive in over 180 species of mammals, 20 species of birds, a few amphibians, and over 80 species of invertebrates.

There are two recognized subspecies of *Francisella tularensis*, one found mainly in North America and the other found in Europe, Asia, and North America.

Infections often result in tiny white spots (focal necrosis) in the liver or spleen. These are areas where local cells died and thus no longer have blood in the tissues. Other bacteria can cause the same tiny white spots; therefore, the lesion does not specifically indicate tularemia. Nevertheless, any beaver, muskrat, rabbit or hare with focal necrosis in the liver or spleen should be suspected of having *F. tularensis*.

# Tularaemia in Alberta

## Transmission Cycle

Bacteria are passed to other individuals by direct contact (particularly through small cuts in the skin) as well as in urine, water, contaminated food, or in the bite of a blood-sucking arthropod (e.g., mosquito, deerfly, tick). The bacteria are well adapted for survival and can live as resistant spores for long periods in the environment. In North America there are two distinct life cycles. One occurs in beaver and muskrats, and is spread in water. The other occurs in rabbits and hares, and uses ticks as a means of moving between individuals.

Once inside an animal, the bacteria can multiply rapidly and spread to various organs and lymph nodes. Often they collect in the liver and spleen where they are filtered from the blood and cause local cell damage.

## Distribution in Alberta

The bacteria undoubtedly occur in many waterbodies throughout the province. Early records of outbreaks in Alberta date back to the 1940s and 50s.

Recently, outbreaks of disease most often occur in beaver and muskrat. We see recurrent mortality in Elk Island National Park and various watersheds in central Alberta but outbreaks can be separated widely over time.

We see few, if any, cases of tularaemia in snowshoe hares or jack rabbits in Alberta.

# Tularaemia in Alberta

(*Francisella tularensis*)

## Importance for Wildlife Management

Tularaemia rarely causes clinical signs, making it impossible to identify an infected animal when it is still alive. Generally, our first clue that tularaemia is present is when someone finds a dead beaver or muskrat. Quite often this involves carcasses in a lodge or in ponds when the ice goes out in the spring.

The disease is contagious and tends to occur in situations of high density. For example, the more beavers in an area, the more habitat in which the bacteria can reproduce, and the more opportunity for the bacteria to be passed on to others. As beavers die and the population density decreases, the bacterium is less able to maintain a population and mortality decreases. Thus, it can act to reduce the number of beaver and help return the system to its natural balance. A similar situation can occur in hares and rabbits, but this is more common in eastern North America.

Epizootics (rapid, widespread outbreaks) can decimate local beaver and muskrat populations within river systems. In the past, wildlife managers introduced beaver to re-colonize an area. In extreme situations, trapper harvest quotas were reduced following major outbreaks. However current populations are self-sustaining. And more often, mortality of beaver or muskrat is limited to a few lodges or ponds and the dead individuals are quickly replaced in the population.



## Public Significance

There are few documented human cases of tularaemia in Alberta. This may reflect a low risk of exposure as well as the mild symptoms in most infected people. Human infections generally involve mild flu-like symptoms, in conjunction with swollen regional lymph nodes, particularly those in the armpits. This suggests that the bacteria enter small cuts on the hands and then move up the arms. The infection tends to run its course in less than a week and may be passed off as "flu". In a few people, the disease may become more serious; however, this is indeed rare even among people who handle beavers on a regular basis.

Although very few human cases have been reported in Alberta, people who regularly handle wildlife should be aware of the clinical signs. Prompt treatment by a physician is recommended if clinical signs consistent with possible infection occur. Be sure to tell the physician if you handled wildlife.



# Tularaemia in Alberta

(*Francisella tularensis*)

## Prevention/Control

In most ecosystems, tularaemia cannot be controlled. As a basic precaution, trappers and rabbit hunters should wear gloves when handling carcasses, particularly if the body cavity is opened. If you see lots of little white spots inside the animal and you don't have gloves on, wash your hands and clean the work area with mild bleach. Put gloves on before handling the carcass again!

The disease in humans is controlled readily with appropriate antibiotics early in the infection. Trappers and hunters who have chills, sweats, nausea, headaches, high temperature, vomiting and body pain should alert their physician to the fact that they handle potentially-infected wildlife.



## Summary

*Bacteria that cause tularaemia occur naturally throughout the world. Although the overall impact on wild populations in Alberta is minimal, localized outbreaks of mortality in beaves and muskrats is not uncommon. While infection in humans in Alberta is very rare, appropriate precautions should be taken.*

## Additional Information

Infectious Diseases of Wild Mammals, Third Edition. Edited by Elizabeth S. Williams and Ian K. Barker. 2001. Chapter 18 - Tularemia.

British Columbia Wildlife: [http://www.env.gov.bc.ca/wld/documents/wldhealth/tularem\\_fs.pdf](http://www.env.gov.bc.ca/wld/documents/wldhealth/tularem_fs.pdf)

Michigan Dept NATural Resources: [http://www.michigan.gov/dnr/0,4570,7-153-10370\\_12150\\_12220-27293--,00.html](http://www.michigan.gov/dnr/0,4570,7-153-10370_12150_12220-27293--,00.html)

Public Health Agency of Canada: <http://www.phac-aspc.gc.ca/tularemia/tul-qa-eng.php>





# REQUEST FOR DECISION

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SUBJECT:	<b>Greenview Industrial Gateway – Logo and Style Guide</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 14, 2021	CAO: EK	MANAGER: SS
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER: SS
STRATEGIC PLAN:	Development	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A-

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council approves the Greenview Industrial Gateway logo and style guide presented in Schedule A.**

---

## BACKGROUND/PROPOSAL:

The draft logo graphic samples for the Greenview Industrial Gateway initially presented to Council at the June 8, 2020 Council Meeting, was revised by the Greenview Communications and Marketing Manager after the Tri-Municipal Industrial Partnership TMIP partnership was dissolved. The new logo identity includes a colour palette similar to the one used within Greenview's visual standard guide. Administration recommends that Council approve the logo identity and style guide as presented in Schedule A to maintain consistent visual standards for the Greenview Industrial Gateway project.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that by having a logo and style guide approved, consistent visual standards will be maintained for the Greenview Industrial Gateway project.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

## ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to alter or deny the recommended action, however, the logo has been informally utilized to-date.

---

## FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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## STAFFING IMPLICATION:

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There are no staffing implications to the recommended motion.

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**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will proceed accordingly with the logo and style guide usage as authorized by Council.

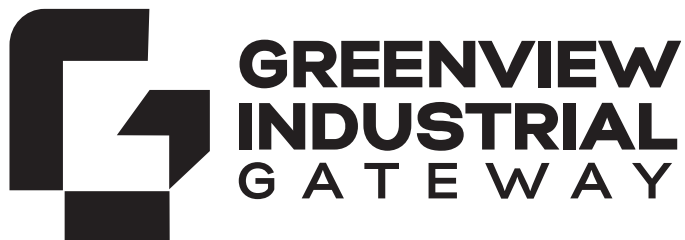
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**ATTACHMENT(S):**




- Schedule A Greenview Industrial Gateway Logo and Style Guide

# GREENVIEW INDUSTRIAL GATEWAY - LOGO & STYLEGUIDE

## LOGO VARIATIONS



## APPROVED COLOUR PALETTE:

	HEX #00538b RGB 0 83 139 CMYK 100 71 22 5 PANTONE 7462 C
	HEX # 0085CA RGB 000 133 202 CMYK 100 013 001 002 Pantone Process Blue
	HEX #96ca4f RGB 150 202 79 CMYK 46 0 90 0 PANTONE 375 CP

## ALTERNATE COLOUR:

	HEX #4c9c2e RGB 76 156 46 CMYK 74 15 100 2 PANTONE 362 CP
---	--



The identity must always have a minimum space around which can be calculated by the grid above - away from the Greenview Industrial Gateway wordmark. This will minimize visual clutter around the logo and provide clarity and focus when surrounded by other elements.

## LOGO TYPOGRAPHY

**GREENVIEW  
INDUSTRIAL**

**Gabriel Sans Black**

**G A T E W A Y**

**Gabriel Sans Bold**

## DOCUMENT FONTS & HEADINGS

### DOCUMENT FONTS

Calibri Regular

### DOCUMENT HEADINGS

Calibri Bold

For a full list of acceptable document fonts, see page 13 of the Greenview Visual Standards Guide.



# REQUEST FOR DECISION

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SUBJECT: **Day for Truth and Reconciliation**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: September 14, 2021  
DEPARTMENT: HUMAN RESOURCES  
STRATEGIC PLAN: Quality of Life

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: EK  
GM: EK  
LEG:  
MANAGER: LM  
PRESENTER: LM

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: To observe September 30<sup>th</sup> as a general holiday in recognition of the importance of Truth and Reconciliation.**

---

## BACKGROUND/PROPOSAL:

One of the 'Calls to Action' from the Truth and Reconciliation Commission, is for a day to "honour Survivors, their families, and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process." In response the Federal Government recently passed legislation to make September 30<sup>th</sup> a federal statutory holiday called National Day for Truth and Reconciliation. It has been added to the list of statutory holidays for federally regulated employers under the Canada Labour Code. The MD of Greenview falls under Alberta Employment Standards, which has not yet acted to amend provincial legislation. The provincial government has left the decision to individual municipalities and businesses.

Observing this day as a general holiday will provide an opportunity for MD of Greenview employees to take a day of quiet reflection or the ability to participate in a community event to recognize and commemorate the legacy of residential schools.

To honour the importance of this day, many Alberta municipalities, and institutions have made the decision to close offices and reduce hours for services that will remain open.

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## BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council accepting the recommended motion is showing support for the Truth and Reconciliation Commissions' 'Call to Action' to recognizing Truth and Reconciliation.

---

## DISADVANTAGES OF THE RECOMMENDED ACTION:

The disadvantage of Council accepting the recommended motion is reduced services.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to receive the request for information however, Administration does not recommend this action because it could be seen as unsupportive in the reconciliation process.

**Alternative #2:** Council has the alternative to observe September 30<sup>th</sup> in other ways.

---

FINANCIAL IMPLICATION:

**Direct Costs:** Wages for an additional general holiday.

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

---

STAFFING IMPLICATION:

Reduced services.

---

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 need to inform employees of the additional general holiday and the reason for it.

Administration will need to inform the public of closures and reduced hours for services that will remain open.

---

ATTACHMENT(S): Bill C-5

Second Session, Forty-third Parliament,  
69-70 Elizabeth II, 2020-2021  
**STATUTES OF CANADA 2021**

**CHAPTER 11**

An Act to amend the Bills of Exchange Act, the Interpretation Act and the Canada Labour Code (National Day for Truth and Reconciliation)

**ASSENTED TO**

JUNE 3, 2021

BILL C-5

**SUMMARY**

This enactment amends certain Acts to add a new holiday, namely, National Day for Truth and Reconciliation, which is observed on September 30.

Available on the House of Commons website at the following address:

**[www.ourcommons.ca](http://www.ourcommons.ca)**

**69-70 ELIZABETH II**

**CHAPTER 11**

An Act to amend the Bills of Exchange Act, the Interpretation Act and the Canada Labour Code (National Day for Truth and Reconciliation)

*[Assented to 3rd June, 2021]*

Her Majesty, by and with the advice and consent of the Senate and House of Commons of Canada, enacts as follows:

Purpose of this Act

**Purpose**

**1** The purpose of this Act is to respond to the Truth and Reconciliation Commission of Canada's call to action number 80 by creating a holiday called the National Day for Truth and Reconciliation, which seeks to honour First Nations, Inuit and Métis Survivors and their families and communities and to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process.

R.S., c. B-4

Bills of Exchange Act

**2 Subparagraph 42(a)(i) of the *Bills of Exchange Act* is replaced by the following:**

**(i)** Sundays, New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, National Day for Truth and Reconciliation, which is observed on September 30, Remembrance Day and Christmas Day,

R.S., c. I-21

Interpretation Act

**3 The portion of the definition *holiday* in subsection 35(1) of the *Interpretation Act* before paragraph (a) is replaced by the following:**



**holiday** means any of the following days, namely, Sunday; New Year's Day; Good Friday; Easter Monday; Christmas Day; the birthday or the day fixed by proclamation for the celebration of the birthday of the reigning Sovereign; Victoria Day; Canada Day; the first Monday in September, designated Labour Day; National Day for Truth and Reconciliation, which is observed on September 30; Remembrance Day; any day appointed by proclamation to be observed as a day of general prayer or mourning or day of public rejoicing or thanksgiving; and any of the following additional days, namely,  
R.S., c. L-2

Canada Labour Code

**4 The definition *general holiday* in section 166 of the *Canada Labour Code* is replaced by the following:**  
***general holiday*** means New Year's Day, Good Friday, Victoria Day, Canada Day, Labour Day, National Day for Truth and Reconciliation, which is observed on September 30, Thanksgiving Day, Remembrance Day, Christmas Day and Boxing Day and includes any day substituted for any such holiday under section 195; (*jours fériés*)

**5 Subsection 193(2) of the Act is replaced by the following:**

**Alternative day for holiday falling on non-working Saturday or Sunday**

**(2)** Except as otherwise provided by this Division, when New Year's Day, Canada Day, National Day for Truth and Reconciliation, Remembrance Day, Christmas Day or Boxing Day falls on a Sunday or Saturday that is a non-working day, the employee is entitled to and shall be granted a holiday with pay on the working day immediately preceding or following the general holiday.

Coming into Force

**Two months after royal assent**

**6 This Act comes into force on the day that, in the second month after the month in which it receives royal assent, has the same calendar number as the day on which it receives royal assent or, if that second month has no day with that number, the last day of that second month.**

Published under authority of the Speaker of the House of Commons

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Source: <https://parl.ca/DocumentViewer/en/43-2/bill/C-5/royal-assent>



# REQUEST FOR DECISION

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SUBJECT:	<b>Tax Arrears &amp; Penalties Proposed Payment Plan</b>		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 14, 2021	CAO: EK	MANAGER: CF
DEPARTMENT:	CORPORATE SERVICES	GM: EK	PRESENTER: MJ
STRATEGIC PLAN:	Level of Service	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial (cite)** – In accordance with Section 347(1) of the Municipal Government Act

**Council Bylaw/Policy (cite)** – Bylaw 21-874, 20-843, 19-810 & 18-791

---

## RECOMMENDED ACTION:

**MOTION:** That Council take no action on the proposed payment plan from i3 Energy Canada Ltd to waive 2018, 2019, 2020 penalties and reduce 2018 and 2019 tax levies by 50%.

---

## BACKGROUND/PROPOSAL:

On August 9, 2021 Administration received an email from the Controller of i3 Energy Canada Ltd. requesting that Council waive the penalties in the amount of \$83,877 and reduce the 2018 and 2019 tax levies by 50% for properties they acquired in 2020 from Toscana Energy Income Corp and its operating unit Firenze Energy Ltd. The remaining amount would be paid in four monthly installments. The 2021 taxes of \$22,921.40 are to be paid by September 30, 2021.

Due to the economic downturn faced by the Canadian oil and gas industry, Toscana Energy Income Corporation became technically bankrupt. i3 Energy Canada Ltd acquired Toscana's bank debt at a markdown from Alberta Treasury Branch. i3 Energy Canada Ltd presents this proposal citing "100% of the above debt would have become uncollectible had i3 Energy Canada Ltd. not stepped in".

Administration processed the \$70,000 payment on August 4, 2021. A balance of \$231,468.85 remains on the properties in the proposal. This balance does not include all i3 Energy Canada Ltd. properties.

---

## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have upheld Council's bylaw and will have treated all ratepayers equally.
  2. A second benefit of the recommended action is that Council will avoid creating a precedence by going against Council's bylaw.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

1. A possible disadvantage to the recommend action is the property taxes for all i3 Energy Canada Ltd. properties may not get paid.

---

ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the alternative to accept the proposal from i3 Energy Canada Ltd., however due to the precedence this may set, and potential cash flow problems, if other companies make a similar request, Administration does not recommend this action.

---

FINANCIAL IMPLICATION:

\$153,598.18

**Direct Costs:**

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

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

---

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

FOLLOW UP ACTIONS:

Administration will notify i3 Energy Canada Ltd. of Council's decision.

---

ATTACHMENT(S):

- Request from i3 Energy Canada Ltd.
- MGA Section 347(1)
- Tax Bylaw 2018 2019 and 2020
- Spreadsheet of Levy and Penalties on proposed properties

August 09, 2021

Municipal District of Greenview No 16  
4806, 36 Avenue  
Valleyview, Alberta T0H 3N0

Attn: Reeve Dale Smith  
Councillors & Administration

Via email: [Dale.Smith@mdgreenview.ab.ca](mailto:Dale.Smith@mdgreenview.ab.ca)

RE: Property Taxes Outstanding

i3 Energy Canada Ltd. ("i3") is reaching out to council in hope of rectifying delinquent property tax obligations, previously owed by Firenze Energy Ltd. ("Firenze"), for outstanding 2018, 2019 and 2020 property taxes. We respectfully request that the MD of Greenview rely on the sections of The Municipal Government Act and consider its ability under Section 347(1)(a) to "cancel or reduce tax arrears."

To demonstrate our commitment to a resolution and an interest in building our relationship with the MD and resolving our debt, on July 30<sup>th</sup>, 2021 we remitted \$70,000 representing approximately 25% of our outstanding balance prior to our 2021 taxes as outlined below. In addition, we intend to pay our current 2021 taxes by the due date of September 30, 2021.

After applying our recent payment, our records indicate outstanding taxes owing of \$208,656.94.

2018 Tax Levied to Firenze Energy	\$70,109.90
2018 Penalties Applied to July 2021	\$46,369.92
2019 Tax Levied to Firenze Energy	\$69,672.92
2019 Penalties Applied to July 2021	\$27,762.96
2020 Tax Levied to Firenze Energy – i3 Energy acquisition	\$54,997.45
2020 Penalties Applied to July 2021	\$9,743.79
Total	<hr/> \$278,656.94
Payment remitted July 30 2021	-\$70,000.00
Total Outstanding	<hr/> \$208,656.94

We respectfully request that all penalties associated with unpaid taxes be removed (\$83,877) along with 50% of 2018 and 2019 taxes (\$69,891), representing obligations owed by Firenze a full two years prior to i3 becoming involved with the assets. i3 will pay the remaining amount owed of \$54,888.94 in monthly instalments as follows:

August 31, 2021	\$10,977.79
September 30, 2021	\$10,977.79
October 31, 2021	\$10,977.79
November 30, 2021	\$10,977.79
December 31, 2021	\$10,977.79

i3 is encouraged by signs of economic recovery in the Canadian oil and gas sector, however we are reminded that it was not long ago that the sector was battered from years of severe headwinds - oil price war, demand destruction brought on by COVID-19, increased regulation, lack of pipeline and market access, increased taxation. We cannot just turn the page and move forward without addressing the devastating effects these headwinds had had on corporations. Many corporations partially shut-in production or, even worse, filed for bankruptcy. This dynamic had a dramatic trickle-down effect, including job losses, landowners being burdened by well abandonments, and municipalities carrying significant losses from delinquent property taxes.

Under the terms of its senior credit facility with the Alberta Treasury Branch ("ATB"), Toscana Energy Income Corporation (and its operating unit, Firenze Energy) were in default and technically bankrupt through early 2020. At that time, i3 Energy PLC took substantial risk by stepping in to acquire Toscana's bank debt from ATB, which it agreed to sell for 12 cents on the dollar. The severe write-down accepted by ATB directly correlates to the financial state that Toscana was in. Mindful of the challenges being faced by the Canadian oil and gas industry, and with a scarcity of newly injected capital by North American investors, i3 Energy PLC turned to UK-based investors with an opportunity to enter the basin and to build an upstanding presence in western Canada. A critical component to succeeding at this will be i3's rectification of past grievances created by Toscana, and though we are optimistic by the recent uplift in oil prices, we remain reliant on the grace of numerous parties to whom substantial sums were owed, including the MD of Greenview.

i3 would like to reach an agreement to settle its outstanding property taxes. We respectfully request that the MD of Greenview rely on the sections of The Municipal Government Act cited above, and any other legislation that may allow it to consider presenting to i3 a proposal that would be acceptable to it, which recognizes the fact that 100% of the above debt would have become uncollectible had i3 not stepped in to save Toscana in 2020. We feel that, by working together, we can help protect our economy and its future prosperity. We appreciate your time and look forward to our future relationship.

Yours truly,  
i3 Energy Canada Ltd.

A handwritten signature in blue ink, appearing to read 'Gary Taylor', with a stylized flourish at the end.

Gary Taylor  
Controller



(3) The penalty must not be imposed sooner than January 1 of the year following the year in which the tax was imposed or any later date specified in the bylaw.

1994 cM-26.1 s345

#### **Penalties**

**346** A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

1994 cM-26.1 s346

#### **Cancellation, reduction, refund or deferral of taxes**

**347(1)** If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

1994 cM-26.1 s347

#### **Tax becomes debt to municipality**

**348** Taxes due to a municipality

- (a) are an amount owing to the municipality,
- (b) are recoverable as a debt due to the municipality,
- (c) take priority over the claims of every person except the Crown, and
- (d) are a special lien
  - (i) on land and any improvements to the land, if the tax is a property tax, a community revitalization levy, a special tax, a local improvement tax or a community aggregate payment levy, or
  - (ii) on goods, if the tax is a business tax, a community revitalization levy, a well drilling equipment tax, a community aggregate payment levy or a property tax imposed in respect of a designated manufactured home in a manufactured home community.

RSA 2000 cM-26 s348:2005 c14 s12

#### **Fire insurance proceeds**

**349(1)** Taxes that have been imposed in respect of improvements are a first charge on any money payable under a fire insurance policy for loss or damage to those improvements.

(2) Taxes that have been imposed in respect of a business are a first charge on any money payable under a fire insurance policy for loss or damage to any personal property

- (a) that is located on the premises occupied for the purposes of the business, and
- (b) that is used in connection with the business and belongs to the taxpayer.

1994 cM-26.1 s349

#### **Tax certificates**

**350** On request, a designated officer must issue a tax certificate showing

- (a) the amount of taxes imposed in the year in respect of the property or business specified on the certificate and the amount of taxes owing, and



## BYLAW NO. 18-791 of the Municipal District of Greenview No. 16

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to authorize the rates of taxation to be levied against assessable property within the Municipal District of Greenview No. 16 for the 2018 taxation year**

**Whereas**, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on December 11, 2017; and

**Whereas**, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2018 total \$ 155,744,948; and

**Whereas**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 53,420,624 and the balance of \$ 102,324,324 is to be raised by general municipal taxation; and

**Whereas**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	1,730,598
Non-residential	20,808,913
Opted Out School Boards	
Residential/Farm land	70,849
Non-residential	2,173
	<hr/>
Total School Requisitions	22,612,533
Requisition Allowance MGA(359(2))	100,000
Seniors Foundation	1,235,700

**Whereas**, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**Whereas**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

**Whereas**, the assessed value of all property in the Municipality of Alberta as shown on the assessment roll is:

	<u>Assessment</u>
Residential	672,469,690
Non-residential	5,994,292,890
Farm land	57,481,660
Machinery and equipment	<u>4,531,184,940</u>
	11,255,429,180

**THEREFORE** under the authority of the Municipal Government Act, the Council of the Municipal District of Greenview, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Greenview No. 16:

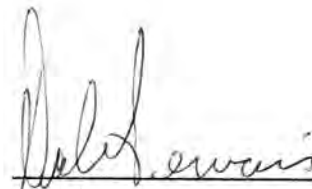
	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
Residential/Farmland	1,970,869	729,951,350	2.7000
Non-Residential	82,393,440	10,525,477,830	7.8280
<b>ASFF</b>			
Residential/Farm land	1,702,268	701,243,141	2.4275
Non-residential	19,860,488	5,942,517,468	3.3421
<b>Opted-Out School Boards</b>			
Residential/Farm land	69,689	28,708,209	2.4275
Non-residential	2,074	620,582	3.3421
Requisition Allowance	\$100,000	6,673,089,400	0.015
Seniors Foundation	1,235,700	11,255,429,180	0.1098
Designated Industrial Properties	350,955	10,268,450,880	0.034178

2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
  - a) Non-Residential Municipal taxes are due and payable on June 30<sup>th</sup>
  - b) Residential/Farmland Municipal taxes are due and payable on November 15<sup>th</sup>.
3. In the event of any current taxes remaining unpaid for Non-Residential after June 30<sup>th</sup> of the current year, there shall be levied a penalty of 8%.
4. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15<sup>th</sup> of the current year, there shall be levied a penalty of 8%.
  - a) In the event of any taxes of Non-Residential and Residential/Farmland after December 31<sup>st</sup>, in the current year, there shall be levied a penalty of 10% on January 1<sup>st</sup>
  - b) In the event of any arrears of taxes of Non-Residential and Residential/Farmland remaining unpaid after December 31<sup>st</sup>, in the succeeding year, there shall be levied a penalty of 18% on January 1<sup>st</sup>, and in each succeeding year thereafter, so long as the taxes remain unpaid.
5. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid Portion must be severed and the remainder of the bylaw is deemed valid.
6. This Bylaw shall come into force and effect upon the day of the third and final reading.

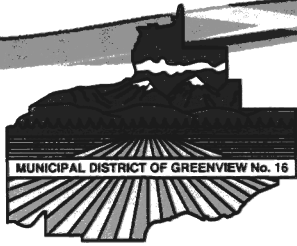
Read a first time this 26<sup>th</sup> day of March, A.D., 2018.

Read a second time this 9<sup>th</sup> day of April, A.D., 2018.

Read a third time and passed this 9<sup>th</sup> day of April, A.D., 2018.

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER



## **BYLAW NO. 19-810 of the Municipal District of Greenview No. 16**

**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to authorize the rates of taxation to be levied against assessable property within the Municipal District of Greenview No. 16 for the 2019 taxation year**

**Whereas**, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on March 11, 2019; and

**Whereas**, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2019 total \$ 189,435,877; and

**Whereas**, the estimated municipal revenues and transfers from all sources other than taxation is estimated at \$ 69,213,372 and the balance of \$ 120,222,505 is to be raised by general municipal taxation; and

**Whereas**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farm land	2,491,056
Non-residential	21,059,961
Opted Out School Boards	
Residential/Farm land	69,664
Non-residential	2,150
	<hr/>
Total School Requisitions	23,622,831
Requisition Allowance MGA(359(2))	100,000
Seniors Foundation	1,530,474
	<hr/>
Designated Industrial Properties Requisitions	877,971

**Whereas**, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**Whereas**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

**Whereas**, the assessed value of all property in the Municipal District of Greenview No. 16 as shown on the assessment roll is:

Greenview (not including Grande Cache)	<u>Assessment</u>
Residential	695,515,300
Non-residential	6,609,519,030
Farm land	57,624,090
Machinery and equipment	<u>4,834,317,410</u>
	12,196,975,830
Greenview (Grande Cache only)	
Residential	267,901,110
Non-residential	<u>110,701,901</u>
	378,603,020
Total	12,575,578,850

**THEREFORE** under the authority of the Municipal Government Act, the Council of the Municipal District of Greenview, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Greenview No. 16:

	Tax Levy	Assessment	Tax Rate
<b>General Municipal (without Grande Cache)</b>			
Residential/Farmland	2,033,476	753,139,390	2.7000
Non-Residential	89,582,352	11,443,836,440	7.8280
<b>General Municipal (Grande Cache only)</b>			
Residential/Farmland	2,066,053	267,901,110	7.7120
Non-Residential	866,575	110,701,910	7.8280



**Grande Cache Properties****Special Tax (Borrowing)****Residential/Farmland**

345,057

267,901,110

1.2880

**Non-Residential**

142,584

110,701,910

1.2880

**ASFF****Residential/Farm land**

2,485,551

991,325,889

2.5073

**Non-residential**

20,994,897

6,636,813,795

3.1634

**Opted-Out School Boards****Residential/Farm land**

74,503

29,714,611

2.5073

**Non-residential**

983

310,710

3.1634

**Requisition Allowance**

100,000

6,673,089,400

0.0150

**Seniors Foundation**

1,530,474

12,575,578,850

0.1217

**Designated Industrial Properties**

877,791

11,170,109,000

0.0786

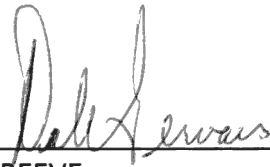
2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
- a) Non-Residential Municipal taxes are due and payable on June 30<sup>th</sup>
  - b) Residential/Farmland Municipal taxes are due and payable on November 15<sup>th</sup>.
3. In the event of any current taxes remaining unpaid for Non-Residential after June 30<sup>th</sup> of the current year, there shall be levied a penalty of 8%.
4. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15<sup>th</sup> of the current year, there shall be levied a penalty of 8%.
- a) In the event of any taxes of Non-Residential and Residential/Farmland after December 31<sup>st</sup>, in the current year, there shall be levied a penalty of 10% on January 1<sup>st</sup>
  - b) In the event of any arrears of taxes of Non-Residential and Residential/Farmland remaining unpaid after December 31<sup>st</sup>, in the succeeding year, there shall be levied a penalty of 18% on January 1<sup>st</sup>, and in each succeeding year thereafter, so long as the taxes remain unpaid.

5. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid Portion must be severed and the remainder of the bylaw is deemed valid.
6. This Bylaw shall come into force and effect upon the day of the third and final reading.

Read a first time this 25<sup>th</sup> day of March, A.D., 2019.

Read a second time this 25<sup>th</sup> day of March, A.D., 2019.

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

  
REEVE

  
CHIEF ADMINISTRATIVE OFFICER



**BYLAW NO. 20-843**  
**of the Municipal District of Greenview No. 16**

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**A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to authorize the rates of taxation to be levied against assessable property within the Municipal District of Greenview No. 16 for the 2020 taxation year**

**WHEREAS**, the Municipal District of Greenview No. 16 has prepared and adopted detailed estimates of the municipal revenues and expenditures as required, at the council meeting held on April 27, 2020; and

**WHEREAS**, the estimated municipal expenditures and transfers set out in the budget for the Municipality of Greenview No. 16 for 2020 total \$222,623,797.; and

**WHEREAS**, at \$133,299,962. and the balance of \$89,323,835. is to be raised by general municipal taxation; and

**WHEREAS**, the requisitions are:

Alberta School Foundation Fund (ASFF)	
Residential/Farmland	2,575,774
2019 Under levy	40,955
Non-Residential	24,838,470
2019 Under Levy	1,651,347
Opted Out School Boards	
Residential/Farmland	74,071
Non-Residential	1,224
Requisition Allowance MGA(359(2))	150,000
Seniors Foundation	1,638,462
Designated Industrial Properties Requisition	941,580

**WHEREAS**, the Council of the Municipality is required each year to levy on the assessed value of all property, tax rates sufficient to meet the estimated expenditures and the requisitions; and

**WHEREAS**, the Council is authorized to classify assessed property, and to establish different rates of taxation in respect to each class of property, subject to the Municipal Government Act, Chapter M-26, Revised Statutes of Alberta, 2000; and

**WHEREAS**, the assessed value of all property in the Municipal District of Greenview as shown on the assessment roll is:

	<u>Assessment</u>
Residential/Farmland	765,105,040
Residential Muni Only	3,685,360
Residential Grande Cache	270,165,460
Residential Grande Cache Muni Only	2,481,590
DIP Residential/Farmland	102,330
Non-Residential	260,057,460
Non-Residential Muni Only	1,697,750
Non-Residential Grande Cache	114,471,440
DIP Non-Residential	6,596,689,630
Machinery & Equipment	16,414,180
DIP Machinery & Equipment	5,712,795,520
DIP-Power Generation	<u>79,726,580</u>
Total	13,823,392,340

**THEREFORE**, under the authority of the Municipal Government Act, the Council of the Municipal District of Greenview, in the Province of Alberta, enacts as follows:

1. That the Chief Administrative Officer is hereby authorized to levy the following rates of taxation on the assessed value of all property as shown on the assessment roll of the Municipal District of Greenview No. 16:

	<b>Tax Levy</b>	<b>Assessment</b>	<b>Tax Rate</b>
<b>General Municipal</b>			
<b>Residential/Farmland</b>	1,920,462	768,892,730	2.4977
<b>Residential GC</b>	1,956,192	272,647,050	7.1748
<b>Non-Residential</b>	85,447,181	12,781,852,560	6.6850
<b>Grande Cache Properties Special Tax (Borrowing)</b>			
<b>Residential/Non-Residential</b>	487,641	387,118,490	1.2597

## ASFF/Opted-Out School Boards

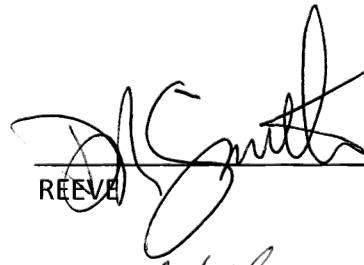
<b>Residential/Farmland</b>	2,690,800	1,035,372,830	2.5989
<b>Non-residential</b>	26,491,041	6,971,218,530	3.8001
<b>Requisition Allowance</b>	150,000	8,006,591,360	0.0187
<b>Seniors Foundations</b>	1,638,462	13,815,527,640	0.1186
<b>Designated Industrial Properties</b>	941,580	12,389,211,730	0.0760

2. The minimum amount payable as property tax for general municipal purposes shall be \$20.00.
  - a) Non-Residential taxes are due and payable on September 30<sup>th</sup>, 2020.
  - b) Residential/Farmland taxes are due and payable on November 15<sup>th</sup>, 2020.
3. In the event of any current taxes remaining unpaid for Non-Residential after September 30<sup>th</sup>, 2020, there shall be levied a penalty of 8%, on October 1<sup>st</sup>, 2020.
4. In the event of any current taxes remaining unpaid for Residential/Farmland after November 15<sup>th</sup>, 2020, there shall be levied a penalty of 8%, on November 16, 2020.
  - a) In the event of any current taxes remaining unpaid after December 31<sup>st</sup>, 2020, there shall be levied a penalty of 10% on January 1<sup>st</sup>, 2021.
  - b) In the event of any arrears taxes remaining unpaid after December 31<sup>st</sup>, 2020, there shall be levied a penalty of 18% on January 1<sup>st</sup>, 2021 and in each succeeding year thereafter, so long as the taxes remain unpaid.
5. If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the bylaw is deemed valid.
6. This Bylaw shall come into force and effect upon the day of the third and final reading.

Read a first time this 27<sup>th</sup> day of April, 2020

Read a second time this 27<sup>th</sup> day of April, 2020

Read a third and final time this 11<sup>th</sup> day of May, 2020



REEVE



CHIEF ADMINISTRATIVE OFFICER



ROLL	2018	2019	2020	LEVY	2018	2019	2020	PENALTY	2021	Total	August 4/2021
313905	\$ 1,229.51	\$ 1,184.65	\$ 1,013.91		\$ 231.15	\$ 485.63	\$ 743.95		\$ 968.37	\$ 5,857.17	\$ (1,229.51) \$ 4,627.66
313906	\$ 1,844.18	\$ 1,777.02	\$ 1,520.89		\$ 346.70	\$ 728.44	\$ 1,115.91		\$ 1,452.47	\$ 8,785.61	\$ (1,844.18) \$ 6,941.43
313908	\$ 152.83	\$ 152.63	\$ 143.89		\$ 28.74	\$ 61.37	\$ 96.94		\$ 55.56	\$ 691.96	\$ (152.83) \$ 539.13
313909	\$ 740.05	\$ 719.27	\$ 515.53		\$ 139.13	\$ 293.47	\$ 431.26		\$ 664.30	\$ 3,503.01	\$ (740.05) \$ 2,762.96
313910	\$ 585.39	\$ 571.31	\$ 482.99		\$ 110.05	\$ 232.58	\$ 355.74		\$ 465.54	\$ 2,803.60	\$ (585.39) \$ 2,218.21
313911	\$ 635.69	\$ 619.87	\$ 522.40		\$ 119.52	\$ 252.48	\$ 385.81		\$ 503.58	\$ 3,039.35	\$ (635.69) \$ 2,403.66
314208	\$ 29,503.31	\$ 28,688.94	\$ 17,226.98		\$ 5,546.62	\$ 11,702.52	\$ 16,570.26		\$ 16,553.41	\$ 125,792.04	\$ (29,503.31) \$ 96,288.73
314380	\$ 729.64	\$ 705.40	\$ 593.57		\$ 137.17	\$ 288.64	\$ 440.45		\$ 574.04	\$ 3,468.91	\$ (729.64) \$ 2,739.27
314635	\$ 646.48	\$ 622.47	\$ 531.94		\$ 121.54	\$ 255.27	\$ 390.87		\$ 507.88	\$ 3,076.45	\$ (646.48) \$ 2,429.97
315487	\$ 817.74	\$ 789.54	\$ 662.22		\$ 153.74	\$ 323.30	\$ 492.86		\$ 640.52	\$ 3,879.92	\$ (817.74) \$ 3,062.18
316037	\$ 682.19	\$ 659.24	\$ 554.07		\$ 128.26	\$ 269.82	\$ 411.59		\$ 535.73	\$ 3,240.90	\$ (682.19) \$ 2,558.71
319240	\$ 32,542.89	\$ 33,303.40	\$ 31,229.06		\$ 6,118.06	\$ 13,220.01	\$ 20,916.51		Inactive	\$ 137,329.93	\$ (32,432.99) \$ 104,896.94
	<b>\$ 70,109.90</b>	<b>\$ 69,793.74</b>	<b>\$ 54,997.45</b>	<b>\$ 194,901.09</b>	<b>\$ 13,180.68</b>	<b>\$ 28,113.53</b>	<b>\$ 42,352.15</b>	<b>\$ 83,646.36</b>	<b>\$ 22,921.40</b>	<b>\$ 301,468.85</b>	<b>\$ (70,000.00) \$ 231,468.85</b>
	\$ (70,000.00)										
BALANCE	\$ 109.90	\$ 69,793.74	\$ 54,997.45	\$ 124,901.09				\$ 83,646.36	\$ 22,921.40	\$ 231,468.85	

2018	\$ 70,109.90
2019	\$ 69,793.74
Balance	<u>\$ 139,903.64</u>
less	<u>50%</u>
Levy	\$ 69,951.82
Penalty	<u>\$ 83,646.36</u>
<b>Write-off</b>	<b><u>\$ 153,598.18</u></b>



# REQUEST FOR DECISION

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SUBJECT: **Request From Wheatland County**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: September 14, 2021

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Intergovernmental Relations

REVIEWED AND APPROVED FOR SUBMISSION

CAO: EK

GM: AN

LEG:

MANAGER:

PRESENTER:

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RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

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RECOMMENDED ACTION:

**MOTION: That Council approves the request from Wheatland County to re-introduce Greenview's 2020 Rural Municipalities Association (RMA) resolution 14-20F (Seniors Foundation Requisitions) at the 2021 RMA Convention.**

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BACKGROUND/PROPOSAL:

At the 2020 RMA fall convention, Greenview sponsored Resolution #14-20F (Seniors Foundation Requisitions) was presented. The resolution was defeated.

On August 30, 2021 Reeve Smith received an email from Reeve Amber Link (Wheatland County) requesting permission from Greenview to re-introduce the resolution at the 2021 RMA Fall Convention. Wheatland County proposes to amend the resolution slightly with respect to aligning budget requirements to reflect current Municipal and Foundation practices.

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BENEFITS OF THE RECOMMENDED ACTION:

1. Supports a request from a member municipality.

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DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

**Alternative #1:** Council has the option to deny the request from Wheatland County, however that action would be contrary to Council's support of the RMA resolution and will not support a member municipality.

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

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**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:

An email will be drafted to Wheatland County on behalf of Council reflecting Greenview's response.

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ATTACHMENT(S):

- Email from Reeve Amber Link to Reeve Dale Smith dated August 30, 2021.
- Copy of 2020 RMA resolution 14-20F
- RFD-RMA Resolution: Seniors Housing Requisitions July 27, 2020

## Wendy Holscher

---

**From:** Dale Smith  
**Sent:** September 1, 2021 9:59 AM  
**To:** Wendy Holscher  
**Subject:** Fwd: MD of Greenview RMA Resolution regarding Seniors' Foundation Requisitions

Sent from my iPhone

Begin forwarded message:

**From:** Dale Smith <Dale.Smith@mdgreenview.ab.ca>  
**Date:** August 30, 2021 at 7:22:00 PM MDT  
**To:** Amber Link <amber.link@wheatlandcounty.ca>  
**Subject:** Re: MD of Greenview RMA Resolution regarding Seniors' Foundation Requisitions

I will bring this up with our council. Should not be a problem.

Sent from my iPhone

On Aug 30, 2021, at 10:01 AM, Amber Link <amber.link@wheatlandcounty.ca> wrote:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning Reeve Smith,

Our Council has recently been in discussion regarding some challenges around seniors housing governance and provincial legislation. We found your resolution very relevant when it was previously presented at RMA. We have since had conversations at our Mayors and Reeves District meeting and there was consensus that this continues to be a challenge for municipalities in our region. We would like to bring your resolution back for consideration at the Fall RMA Convention, but wanted your permission to utilize your former resolution. I did get some direction from our neighbouring municipalities to add an operative clause asking the provincial government to consider changing the legislation to more closely align with current practice and make budgeting more straight forward. Please let me know if your Council would permit this and if you have any other insight for us.

<https://rmalberta.com/resolutions/14-20f-seniors-foundation-requisitions/>

Sincerely,

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wheatlandcounty.ca

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Resolution 14-20F

## Seniors' Foundation Requisitions

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Date:

November 1, 2020

Sponsors:

MD of Greenview

District:

4 - Northern

Year:

2020

Convention:

Fall

Category:

Seniors

Status:

Archived

Vote Results:

Defeated

Preamble:

WHEREAS the *Housing Act* (hereafter referred to as "the Act") provides that a management body may annually requisition municipalities for which the management body provides lodge accommodation for the amount of the management body's annual deficit for the previous fiscal year, and any amounts necessary to establish or continue a reserve fund for the management body; and

WHEREAS the Act provides that the management body shall supply a copy of its calculation of the requisitioned amount for the municipality; and

WHEREAS the Act provides that if a municipality agrees to contribute to the operating costs of any housing accommodation, other than lodge accommodation, provided by a



management body, it shall make the contribution agreed to within 90 days after the mailing of the invoice by the management body; and

WHEREAS the Management Body Operation and Administration Regulation (hereafter referred to as “the Regulation”) provides that each year, a management body must prepare and submit to the Minister a business plan that includes the operating budget for the upcoming three-fiscal-year period, a capital plan for the upcoming five-fiscal-year period, and any other information required by the Minister; and

WHEREAS the Regulation places limits on reserve funds, including a requirement for ministerial approval to establish reserves and limits on the amount of reserves in relation to the management body’s estimated capital and operational costs; and

WHEREAS the current Act and Regulation lacks clarity regarding the scope of housing management body requisitions, specifically relating to capital project costs;

WHEREAS this lack of clarity has resulted in situations in which housing management bodies have attempted to requisition municipalities for capital costs, expenses based on the current year’s budget, and to contribute to reserve funds not approved by members, all of which do not align with the intent of the Act and Regulation;

Operative Clause:

THEREFORE, BE IT RESOLVED that the Rural Municipalities of Alberta (RMA) request the Government of Alberta review the oversight of the Ministry of Seniors and Housing over housing management bodies (HMBs) to ensure that all HMBs are correctly and consistently requisitioning municipalities under the requirements of the *Housing Act*; and FURTHER BE IT RESOLVED that RMA request that the Government of Alberta provide enhanced training and education to HMBs on the *Housing Act* and the Management Body Operation and Administration Regulation to ensure they have a clear understanding of their financial powers, limitations and responsibilities, including related to requisitioning and reserve creation; and FURTHER BE IT RESOLVED that RMA request the Government of Alberta to amend the *Housing Act* to clearly state the ability of municipalities to approve or deny requests for capital projects.

Member Background:

The *Housing Act* provides parameters for how housing management bodies may requisition member municipalities for operating deficits and reserve funds. It is the general understanding that housing management bodies may requisition funds for the operating deficit of the previous year as well as any reserve funds, both capital and operating, as agreed upon between the management body and the member municipalities. There are some housing management bodies across the province that have been requisitioning municipalities for capital funds outside of any agreement that creates an operating or capital reserve between member municipalities and the housing management body.

The discrepancies between housing management bodies' understanding of their requisitioning abilities may be due to a lack of oversight and clarity in the Act and Regulation from Alberta Seniors and Housing. While many housing management bodies appear to be following the correct process in working with their municipal partners to raise capital funds through official agreements for reserve contributions and operating deficits, there are other housing bodies that are not following the proper process and approaching capital projects as a requisition, to which the municipality has no ability to deny.

Further, some housing management bodies have been requisitioning municipalities based on the current year's operational budget. The Act states that the operating requisition must be based on the previous year's operating deficit. This discrepancy should also be rectified under the oversight of Alberta Seniors and Housing or clarified in the Act and Regulation.

RMA Background:

RMA has no active resolutions directly related to this issue.

Provincial Ministries:

Seniors



# REQUEST FOR DECISION

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SUBJECT: **Housing Management Body (Seniors) Requisitions**  
SUBMISSION TO: COMMITTEE OF THE WHOLE  
MEETING DATE: May 19, 2020  
DEPARTMENT: FINANCE  
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION  
CAO: \_\_\_\_\_  
GM: AN  
MANAGER: \_\_\_\_\_  
PRESENTER: AN

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – *Alberta Housing Act Sec 7(1)*  
*Management Body Operations and Administration Regulation (AR 243/94 (Sec 23))*  
*Ministerial Order H:023/17*

## RECOMMENDED ACTION:

**MOTION:** *That Council accept material regarding Housing Management funding as information.*

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## BACKGROUND/PROPOSAL:

Greenview is a member of three Housing Management Bodies (HMB):

- Evergreens Foundation (EF)
- Grande Spirit Foundation (GSF)
- Heart River Housing (HRH)

Under the Alberta Housing Act, HMB's are allowed to requisition member municipalities for the amount of the annual deficit for the prior year and any amounts required to establish or continue a reserve fund. AR243/94 stipulates a reserve fund can only be established with Ministerial approval, however MO H:023/17 relaxes the requirement where, for lodge accommodations only, member municipalities may agree to create a reserve fund and establish limits on the reserve fund.

Member municipalities are required to pay the annual requisition, just as they are required to pay the Alberta School Foundation Fund requisition. A separate tax rate is established to raise the required revenue for the requisitions. Requisition amounts are calculated on the equalized assessment of each member municipality.

- For EF Greenview pays 24.226% of the overall requisition
- For GSF Greenview pays 8.01% of the overall requisition
- For HRH Greenview pays 52.15% of the overall requisition

In 2020, Greenview received the annual requisition from GSF for the operating (annual deficit) and has been paid \$144,237. We have requested a copy of the GSF 2019 financial statement and the 2020 budget but have not yet received these documents.

The EF sent 2 invoices to Greenview in 2020:

- Operating Requisition in the amount of \$795,189.
- Capital Requisition in the amount of \$1,267,423.

The operating requisition has been paid, however research into the authority of the EF to requisition for capital revealed the HMB does not have authority to requisition for capital project contributions. If required, these capital contributions would need to be separately requested from Greenview Council. Council discussed this issue at the April 14, 2020 regular council meeting and made the following motion:

*MOTION: 20.04.224. Moved by: COUNCILLOR ROXIE RUTT*

*That Council direct Administration to seek additional information on the capital request in the amount of \$1,267,423.21 from Evergreens Foundation. CARRIED*

Subsequently, discussions have occurred with the EF and Greenview was told other member municipalities are also concerned with the request for capital funding and that EF will provide more information in the future. Greenview now awaits more information from the EF. We have requested a copy of the EF 2019 financial statement and the 2020 budget. The 2019 financial statement has been received and we have been advised the 2020 budget will be forwarded shortly.

The requisition from HRH increased in 2020 to \$1,241,773. from \$644,755 in 2019. Upon review, it was noted the HRH has included Greenview's share of \$1,000,000. in capital funding (reserve) and added it to the operating requisition. Several emails to the CAO of HRH and an advisor with Alberta Seniors has provided more information. We also now understand that some HMB's are not requisitioning municipalities according to the provisions of the Alberta Housing Act. We were told (by the advisor) the department (Alberta Seniors) is supportive of calculating the requisition based on a budget, providing it has been agreed to with member municipalities and the HMB. (please see email). We were also told by the same advisor that a request for capital funding can not be a part of the legislated requisition amount. The CAO from HRH was asked to separate the capital from the allowed requisition but has advised he will not do so. The financial statements for 2019 and the budget for 2020 has also been requested but not yet received. No amounts have been paid to HRH.

Areas for discussion:

**Should Greenview be making payments for HMB requisitions that are not calculated according to legislation?**

Pros-will be easier for Greenview to budget as budgets are generally established before audited financial statements are available to accurately identify prior year shortfall.

Cons-not according to legislation.

-may allow for surpluses to be created without savings being passed on to members.

**Should Greenview request a copy of both the budget and the financial statements to be submitted with the requisition invoice?**

Pros-allows council and administration to review financial information prior to paying the requisition

Cons-none identified

**Should Greenview ask that HMB's routinely (maybe every election cycle?) update the authorities of councils regarding any capital reserves?**

Pros-will allow new councils to gain an understanding of the HMB and council responsibilities to the HMB.

-a new council may have a different philosophy for funding capital projects.

-approvals will not be lost in old records.

Cons-will be some extra work for the HMB and Greenview

**Should Greenview require capital requests to be made outside of the requisition?**

Pros-allows council to determine capital amounts to be paid and budget accordingly (eg. A request in 2020 may have to wait for funding until 2021 if not included in the MD 2020 operating budget)

-complies with legislation.

Cons-none identified.

We understand a meeting is being organized between Greenview administration and administration for the 3 HMB's.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. *Administration will have a clear understanding of the direction council wishes to move.*

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

---

**FINANCIAL IMPLICATION:**

---

**STAFFING IMPLICATION:**

---

**PUBLIC ENGAGEMENT LEVEL:**

**INCREASING LEVEL OF PUBLIC IMPACT**

Choose an item.

**PUBLIC PARTICIPATION GOAL**

Choose an item.

**PROMISE TO THE PUBLIC**

Choose an item.

---

**FOLLOW UP ACTIONS:**

*Once Council makes a decision what follow up actions will occur? (eg. Letters to be sent out, Policies to be drafted.)*

*Or*

*There are no follow up actions to the recommended motion.*

---



ATTACHMENT(S):

- Alberta Housing Act Sec 7 (Requisitions)
- Management Body Operations and Administration Regulation (AR 243/94 (Sec 23)) (Limits on Reserve Funds)
- MO H:023/17 (will be provided at meeting)
- Email-CFO/Housing Advisors/HRH CAO

**Requisitions**

7(1) On or before April 30 in any year a management body that provides lodge accommodation may requisition those municipalities for which the management body provides lodge accommodation for (a) the amount of the management body's annual deficit for the previous fiscal year arising from the provision of lodge accommodation, and RSA 2000 Section 8 Chapter A-25 ALBERTA HOUSING ACT 6 (b) any amounts necessary to establish or continue a reserve fund for the management body.

(2) The municipalities requisitioned under subsection (1) may determine the basis on which the total requisition is to be shared, and if the municipalities are unable to make that determination for any year, the total requisition for each year shall be shared on the basis of the proportion that the equalized assessment for each municipality in that year bears to the total of the equalized assessments for that year of all the municipalities requisitioned.

(3) If the Minister considers that a municipality that has not been requisitioned under subsection (1) should contribute to the deficit of the management body arising from the provision of lodge accommodation, the Minister may by order direct that the municipality be requisitioned under subsection (1).

(4) The management body shall supply a copy of its estimates and a copy of its calculation of the requisitioned amount to the municipality.

(5) A municipality shall pay to the management body the amount requisitioned within 90 days after the mailing of the notice by the management body.

(6) If after the 90-day period, the amount of the requisition or any portion of it remains unpaid, the municipality shall pay interest in accordance with the regulations to the management body on that unpaid amount, and that unpaid amount and the accrued interest are recoverable as a debt due to the management body.

**Limits on reserve funds**

23(1) Unless the Minister requires surplus funds to be transferred under section 22, a board may use any portion of a surplus from its operating or capital budgets for the creation and maintenance of reserve funds.

(2) A board may create a reserve fund only with the prior approval of the Minister.

(3) A reserve fund may be invested only in the securities referred to in section 26.

(4) The aggregate amount in capital reserve funds shall not exceed at any time in a year the reasonable estimated capital cost of replacing all of the housing accommodation owned, or otherwise operated and administered, by the management body in that year.

(5) The aggregate amount in operating reserve funds shall not exceed at any time in a year an amount reasonably estimated to be the equivalent of 6 months operating expenditures for the management body in that year.

(6) Notwithstanding subsections (4) and (5), the Minister may authorize a board to maintain in a reserve fund a greater amount that would otherwise be permitted under those subsections.



(7) Any surplus amount in excess of the maximum amount permitted under subsection (4), (5) or (6) that the board allows to remain in a reserve fund is deemed to be held in trust for the Minister until it is paid to the Minister, and the management body shall not use any of that surplus amount.



# REQUEST FOR DECISION

---

SUBJECT: **COVID-19 Discussion**  
SUBMISSION TO: REGULAR COUNCIL MEETING  
MEETING DATE: September 14, 2021  
DEPARTMENT: CAO SERVICES  
STRATEGIC PLAN: Level of Service

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

---

## RELEVANT LEGISLATION:

**Provincial** (cite) –

**Council Bylaw/Policy** (cite) –

---

## RECOMMENDED ACTION:

**MOTION:** That Council accept the discussion regarding Greenview's organizational approach to mitigating the impact of COVID-19 on the operations of the municipality for information, as presented.

**MOTION:** That Council mandate, in accordance with a Mandatory Vaccine Policy, that full COVID-19 vaccination will be required for all members of Council and Municipal employees as of November 15, 2021, unless the individual is able to provide acceptable evidence of an applicable exemption under the policy, which may include religious or medical reasons.

---

## BACKGROUND/PROPOSAL:

For Councils consideration, two motions are provided and are intended to provide flexibility depending on the position Council wishes to take regarding the management of COVID-19 within the organization.

Since the onset of COVID-19, Greenview has attempted to mitigate its impact to staff, Council and visitors to municipal buildings through implementing guidance provided by the Province of Alberta and Alberta Health Services. This guidance provided the municipality a benchmark for expectations of testing, close contact tracing and entering and exiting quarantine. As an organization, Greenview also provided enhanced cleaning services, accommodated social distancing and when possible provided equipment for working from home, all while also promoting vaccinations through awareness campaigns and contests.

During COVID-19 waves 1 thru 3, this combination of approaches was able to somewhat mitigate the negative impact to Greenview staff wellness and therefore operations. However, now, with the province no longer providing key services such as contact tracing and is communicating information only related to positive test results and travel. As a result, Administration believes that the organization now lacks an overarching governing body and therefore must become more proactive in the design of COVID related rules that are in the best interests of the organization.

Currently, approximately 33% of staff within the organization have reported receiving vaccination. However, this number is predicted to be low because reporting is not mandatory. When considering this, along with the relatively low rate of COVID-19 immunization throughout the municipal population as a whole, there could be negative impacts to the organization by way of increased staff absences and therefore operational interruptions.

To address this potential in a somewhat proactive manner Greenview can consider implementing one or more strategies, some of which may be:

1. Mandatory vaccination policy
2. Infectious disease policy
3. Status quo/implement existing Occupation Health and Safety measures

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of Council accepting the recommended motion is that Administration and Council will have a better understanding on the desired direction the organization may take in relation to governance and control of COVID19 in the workplace.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

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

---

**ALTERNATIVES CONSIDERED:**

**Alternative #1:**

Greenview can develop an Infectious Disease Policy that provides guidance and expectations of when staff are to remain at home when feeling ill.

**Alternative #2:**

Greenview remain operating as it currently does which is often on a case by case basis.

---

**FINANCIAL IMPLICATION:**

N/A

**Direct Costs:**

**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:**

Administration will act accordingly to Council's motion.

---

**ATTACHMENT(S):**

- Current vaccination rates within the Municipal District of Greenview, August 2021

GEONAME	Age Group	At-least one dose	Percent of population with at-least one dose	2 doses	Percent of population with 2 doses	Percent of AB population with at-least one dose	Percent of AB population with 2 doses	Population
MUNICIPAL DISTRICT OF GREENVIEW NO. 16	12-19 yrs	593	37.3	473	29.7	67.1	56.3	1,590
MUNICIPAL DISTRICT OF GREENVIEW NO. 16	20-39 yrs	1774	43.4	1366	33.4	66.3	55.8	4,089
MUNICIPAL DISTRICT OF GREENVIEW NO. 16	40-59 yrs	2217	55.7	1882	47.2	77.4	70.1	3,984
MUNICIPAL DISTRICT OF GREENVIEW NO. 16	60-74 yrs	1704	76.5	1598	71.8	89.2	85.3	2,227
MUNICIPAL DISTRICT OF GREENVIEW NO. 16	75+ yrs	567	81.3	553	79.3	91	89.2	697
MUNICIPAL DISTRICT OF GREENVIEW NO. 16	12+ yrs	6878	54.6	5884	46.7	76.9	68	12,587
MUNICIPAL DISTRICT OF GREENVIEW NO. 16	ALL yrs	6878	46	5884	39.4	65.4	57.9	14,949



# REQUEST FOR DECISION

---

SUBJECT:	<b>Carbon (CO<sub>2</sub>) Sequestration Management Plan</b>		
SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 14, 2021	CAO: SW	MANAGER:
DEPARTMENT:	CAO SERVICES	GM: DM	PRESENTER: KR
STRATEGIC PLAN:	Development	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council authorize Administration to proceed with McDaniels & Associates Consultants Ltd., Calgary, Alberta to prepare a Carbon Sequestration Management Report for an upset limit of \$35,000.00, with funds to come from Economic Development.

---

## BACKGROUND/PROPOSAL:

At the Greenview Industrial Gateway Committee Meeting held September 7, 2021, the Greenview Industrial Gateway Committee made the following recommendation to Council:

*That the Greenview Industrial Gateway Committee recommend that Council authorize Administration to proceed with McDaniels & Associates Consultants Ltd., Calgary, Alberta to prepare a Carbon Sequestration Management Report for an upset limit of \$35,000.00.*

A preliminary report has been completed by McDaniel & Associates Consultants Ltd. in regard to opportunities for carbon sequestration and management within close proximity of the Greenview Industrial Gateway project. The report has concluded that the area is very conducive to capture large quantities of carbon in the Woodbend Formation (underground geological structure). This formation is directly northeast of the proposed industrial area and has various depths in which to capture carbon.

Administration is recommending that Greenview's philosophy on carbon sequestration should be to identify and facilitate suitable locations as to aid in the marketing of the area in which to capture carbon. Future proponents will be responsible for all costs and associated risks associated with integrating the carbon management into their operations. Greenview as per legislation / MGA is restricted from participating in the development and operation of carbon sequestration projects.

In establishing the Greenview Industrial Gateway as a carbon sequestration centre of excellence it will ensure carbon sequestration options and opportunities for future proponents. If Greenview does not establish a carbon sequestration framework it risks the economic viability for all future development whereby proponents will be required to look offsite at other carbon sequestration options.



An expression of interest is required with the federal/provincial governments as to apply for a carbon sequestration permit for the Greenview Industrial Gateway area. A further synopsis is required in order for Greenview to complete the required technical capacity for the expression of interest. This report can be generated from McDaniels and Associates for a cost of approximately \$35,000.00, which will include:

- Well lists indicating all company owned wells in each property.
- Well logs, cores, production information, pressure test information and all other basic well data for new wells.
- Geophysical data and detailed information on abandonment, decommissioning and reclamation costs.
- Etc.

Administration is recommending that Greenview proceed with the technical data analysis from McDaniels and Associates. It should be noted that Administration foresees no additional Greenview costs in establishing the Greenview Industrial Gateway project as a carbon sequestration area.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that the Carbon Sequestration Management Report will be prepared aiding in the marketability of the land for future potential proponents.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no disadvantages to the recommended motion.

---

**ALTERNATIVES CONSIDERED:**

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

---

**FINANCIAL IMPLICATION:**

The carbon sequestration management report will cost an upset limit of \$35,000.00.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will proceed with the Carbon Sequestration Management Plan in accordance with Council's recommendation.

---

**ATTACHMENT(S):**

- McDaniels and Associates – Site Screening and Selection Report



# McDANIEL

VALUE THE DETAILS

## Carbon Sequestration Site Screening and Selection

Provided to

Municipal District of Greenview No. 16



Municipal District of Greenview No. 16

---

Carbon Sequestration Site Screening and Selection

Prepared For:  
Municipal District of Greenview No. 16.  
4806, 36 Avenue  
Valleyview, Alberta  
T0H 3N0

Prepared By:  
McDaniel & Associates Consultants Ltd.  
2200, 255 – 5<sup>th</sup> Avenue SW  
Calgary, Alberta  
T2P 3G6

August 2021

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## 1. Executive Summary

Site Screening is the first of several steps used to evaluate large regions and identify geological formations that have the highest potential for carbon dioxide (CO<sub>2</sub>) storage. Site Selection is used to assess selected areas and extract a list of potential sites suitable for site characterization.

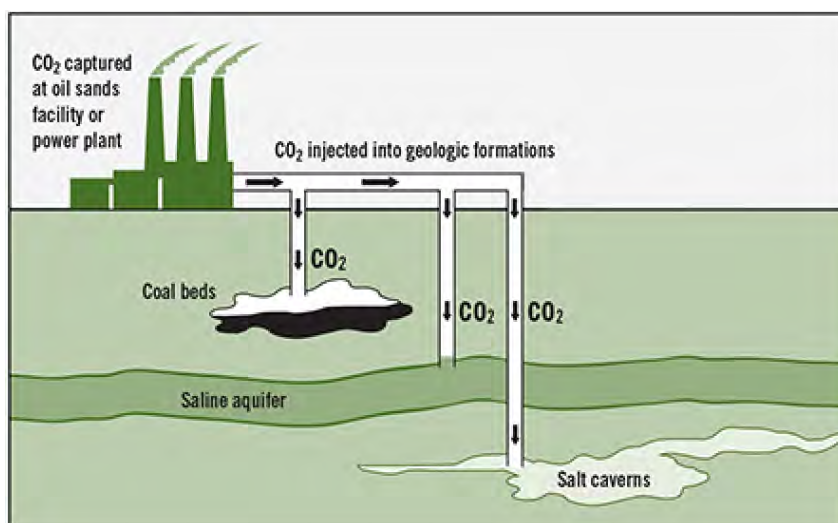
To acquire a carbon sequestration lease in Alberta a CO<sub>2</sub> Evaluation Permit must first be obtained. The major requirement for an evaluation permit is a Measurement and Monitoring Verification plan (MMV), which outlines proposed steps for the safe operation of a sequestration project. Geological interpretation and modelling can help reduce subsurface risk and are a necessary step in the MMV. After the receipt of an Evaluation Permit and subsequent testing of the subsurface, the permit can be converted to a longer-term sequestration lease.

Large scale regional maps of identified saline aquifers were created to estimate storage potential using filtered and curated public data. Saline aquifers were assessed for depth, thickness, rock volume, porosity, estimated CO<sub>2</sub> density and eventually Mass Storage of CO<sub>2</sub> for a permit area. The two horizons selected for this project were the Devonian aged Winterburn and Woodbend Groups.

## 2. CO<sub>2</sub> Background and Description

### 2.1 Carbon Capture and Storage (CCS)

CCS is the process of capturing CO<sub>2</sub> from a large point source and storing it underground to avoid its release into the atmosphere. In a CCS project the CO<sub>2</sub> gas is separated from an industrial process and injected at high pressures into a subsurface geological storage site. Storage sites include coal beds, saline aquifers, salt caverns or depleted oil reservoirs <sup>[2]</sup>. Extensive geological studies are required to ensure the injected CO<sub>2</sub> does not leak to the surface.



*Figure 1: Carbon capture storage potential solutions (Energywatch Inc.)*

### 2.1.1 CCS

There have been few pilot projects and small projects that have injected CO<sub>2</sub> underground solely for the purpose of sequestration in Canada over the years, but by far the largest and most successful is the Quest CCS facility northeast of Edmonton. Since 2015, this facility has been capturing about 1.1 Mt of CO<sub>2</sub> per year from the Shell Scotford Upgrader and sending it 65 kilometres north to inject into a saline aquifer deep underground <sup>[20]</sup>. The Alberta government has invested \$745 million in this project through 2025 <sup>[22]</sup>.

## 3. Regulatory and Tenure

### 3.1 Carbon Offset and Performance Credits

As of January 1, 2020, the Technology Innovation and Emission Reduction (TIER) program regulates large emitters (>100,000 CO<sub>2</sub>e/year) in Alberta. The federal government has approved this regulation and it replaces any federal carbon tax that would be placed on large emitters in Alberta. Benchmarks are stated as allowable emissions per production unit, called emission intensity. Examples include power generation (Tonnes CO<sub>2</sub>e/MWh), steam assisted gravity drainage facilities (SAGD) (Tonnes CO<sub>2</sub>e/bbl oil) or fertilizer plants (Tonnes CO<sub>2</sub>e/e<sup>3</sup>m<sup>3</sup> Ammonia). Facilities that produce more will have a higher total CO<sub>2</sub>e emission allowance.

A facility will earn Emission Performance Credits (EMPs) when they are below their emission benchmark. These EMPs can then be sold on markets to large emitters that are over their benchmark. Recently, there was federal approval for EMPs created in Alberta to be sold to large emitters outside of Alberta.

Each tonne of CO<sub>2</sub>e reduced in specified gas emissions, or tonne of CO<sub>2</sub>e sequestered will grant the company responsible one Emission Offset, which can then be sold on markets.

EMPs and Emission Offsets present a huge opportunity to highly efficient facilities and carbon sequestration projects in Alberta, although at the cost to less efficient emitters.

The TIER is what large emitters are regulated under in Alberta, but this is currently contingent on the federal government approval of the regulation. If the federal government does not approve a provincial carbon pricing regulation, the federal Output Based Pricing System (OBPS) will act as a backstop. OBPS carbon taxes are planned to gradually increase to \$170 per tonne CO<sub>2</sub>e over set benchmarks by 2030. [23]

### 3.2 Evaluation Permit and Sequestration Lease for Saline Storage

Before acquiring a Carbon Sequestration Lease (Section 116 of the Mineral Act) in Alberta, a Sequestration Evaluation Permit must be obtained. The application for an Evaluation Permit must be submitted to the Minister outlining the Measurement, Monitoring and Verification (MMV) plans that will be undertaken to ensure safe operation. The MMV plan should include necessary steps to measure and monitor the atmosphere, soil, groundwater and subsurface to identify CO<sub>2</sub> leaks. Examples of information included are three-dimensional (3D) geological modelling, carbon dioxide plume modelling, ground water well monitoring, satellite imagery, soil sampling and atmospheric testing.

The Sequestration Evaluation Permit (Section 115 of the Mineral Act) grants the right to perform detailed testing and characterization of the subsurface. After information has been gathered regarding the suitability of the storage reservoir a 15-year Sequestration Lease can then be obtained.

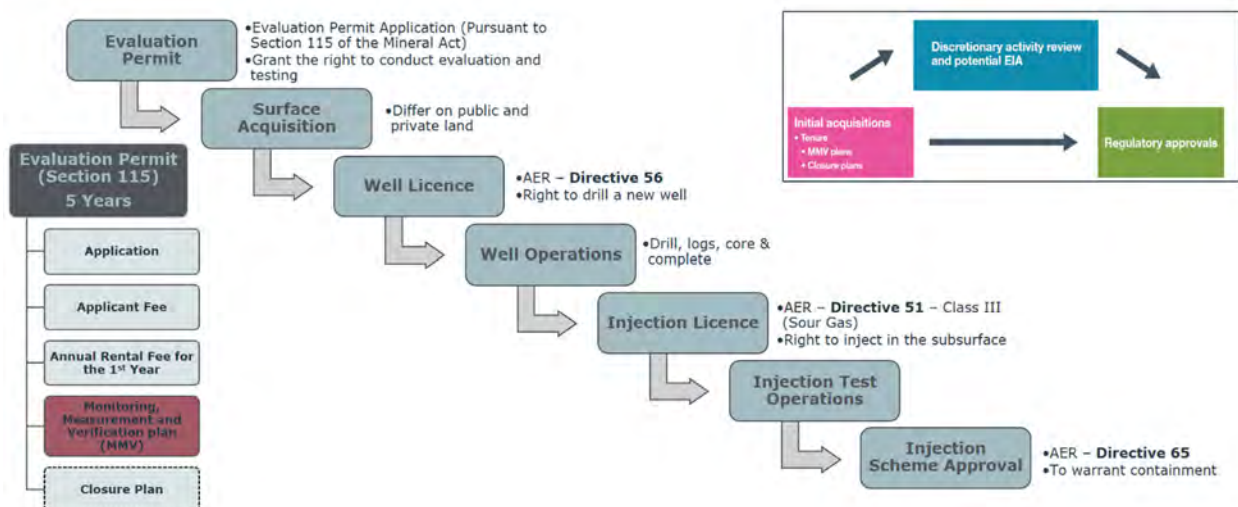
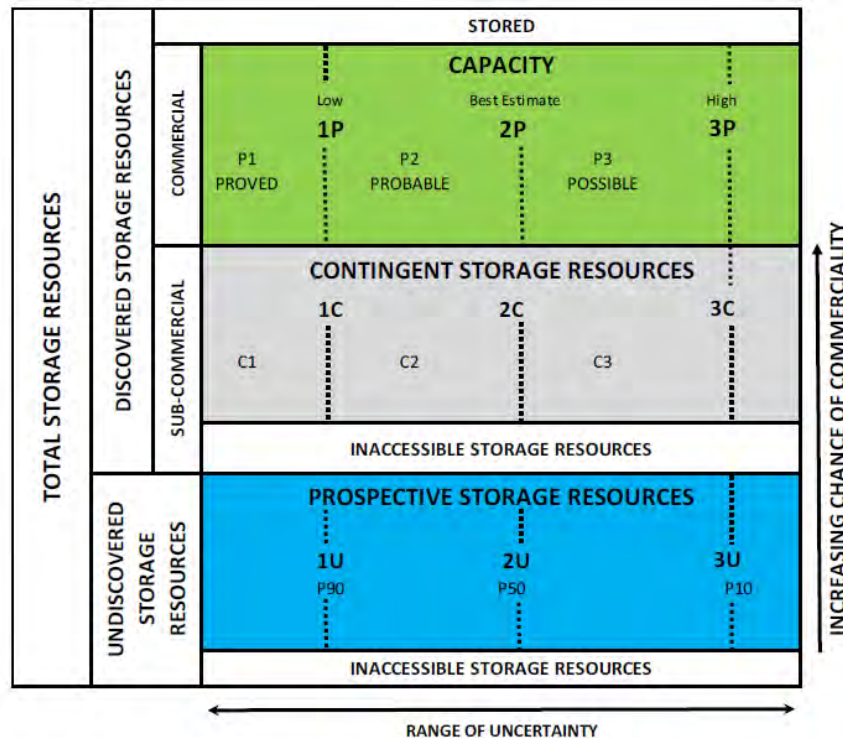


Figure 2: Regulatory Approval Process

### 3.3 Society of Petroleum Engineers Resource Management System

The Society of Petroleum Engineers (SPE) has published a system to define the quantity of CO<sub>2</sub> that can be stored. The Storage Resource Management System (SRMS) provides a consistent approach to estimate storable quantities, evaluate development projects and present results in a consistent framework. Figure below summarizes the stages of resources and capacity.



*Figure 3: Resources Classification Framework*

### 3.4 Class III Injection and Disposal Wells - Directive 051

Upon receiving an evaluation permit and a well license (Directive 056), an operator can move forward with development. Once initial well operations are completed, an application to the AER under directive 051 is required. This Class III (Sour Gas including CO<sub>2</sub>) application is needed to ensure that well design, operating, and monitoring requirements are consistent across the province for any given substance being injected in the subsurface. The primary purpose of the directive lies in the need to ensure wellbore integrity during injection or disposal operations.

### 3.5 Injection Scheme Approval - Directive 065

Following the drilling, completion and testing of injection wells, an operator will apply to the AER for an injection scheme under directive 065. Directive 065 requires all proposed injection wells to be completed and tested prior to the application. The primary purpose of the directive is to ensure containment of the disposal fluid in the geological zone under injection as well as conservation of the oil and gas resources when disposal occurs adjacent to hydrocarbon accumulations.

#### 4. Site Screening, Selection and Characterization

Numerous social, environmental, and geological considerations must be addressed to identify the appropriate location for a carbon sequestration project. The goal is to reduce a large prospective region that can be tens if not hundreds of million hectares to a permit of 73,728 hectares. McDaniel's suggested approach to choose the best location is designed from the guidelines proposed by the National Energy Technology Laboratory (NETL). The document proposes a gradual three step system to high-grade locations for more in-depth analysis. Initial site screening identifies areas potentially suitable for geologic storage. Subsequently, site selection is intended to determine if potential sites can be identified within the prospective areas. Finally, site characterization is further analysis on one or more sites that were highly ranked. When a site emerges from the site characterization and is deemed to have met all necessary criteria it is then progressed toward regulatory approval and operations, it moves up the pyramid of resource characterization from prospective to contingent. Figure shows the described workflow.

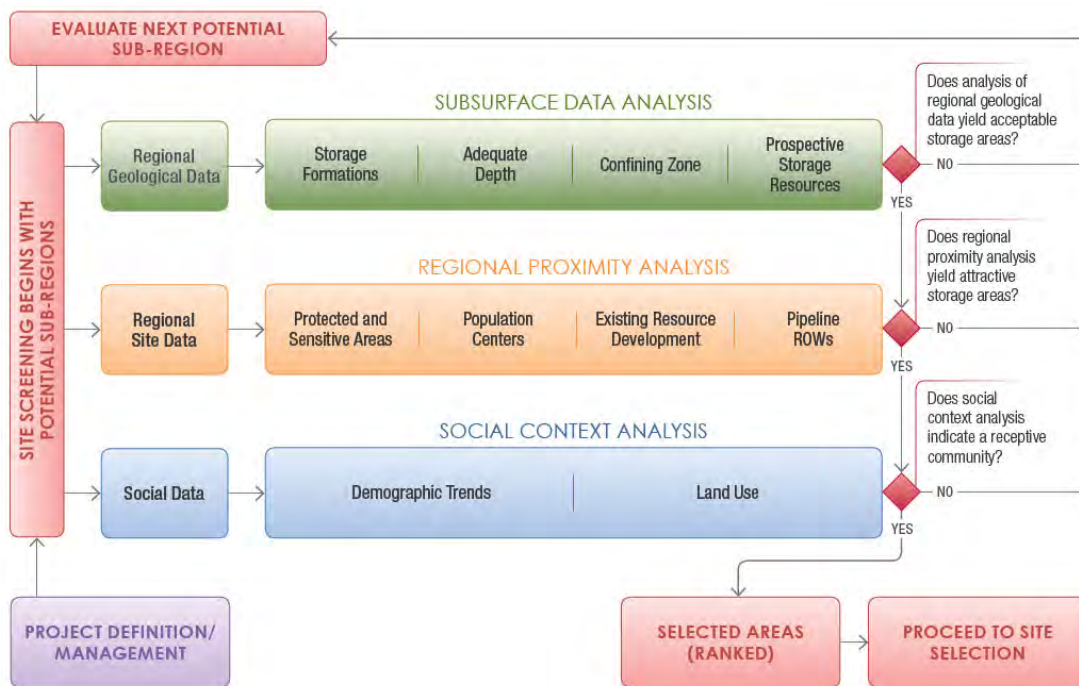


*Figure 4: Carbon Sequestration Progress Chart*

##### 4.1 Site Screening

The purpose of site screening is to evaluate large regions within a basin scale area of interest. Areas with the highest potential can be classified for storage while others are rejected. The site screening step has three major components: subsurface data analysis, regional proximity analysis and social context analysis. McDaniel's Phase One report scope is focused on the subsurface portion of site screening. The subsurface analysis includes storage assessment by zone, depth, confining zone analysis and prospective storage resources for potential sub-regions. Progressing in parallel a surface and social analysis is required to identify viable storage areas. Figure 5 shows the described flowcharts.

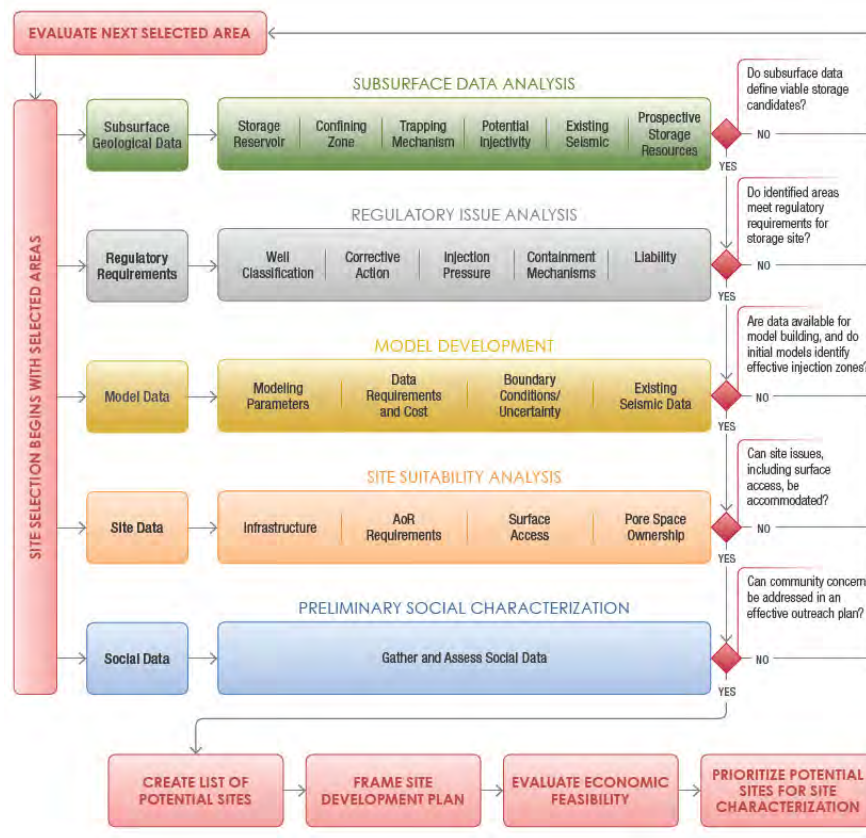




**Figure 5:** Process Flowchart for Site Screening (NETL)

## 4.2 Site Selection

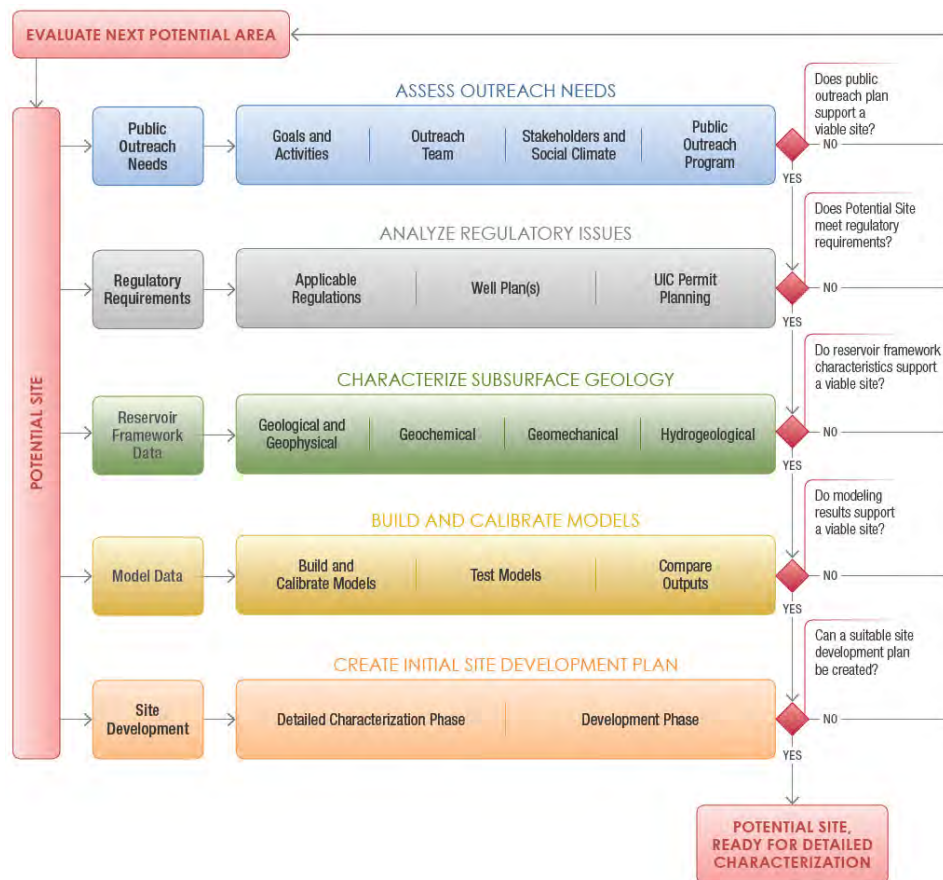
The purpose of site selection is to assess selected areas and extract a list of potential sites suitable for site characterization. Site selection has five major components: subsurface data analysis, regulatory issue analysis, model development, site suitability analysis and preliminary social characterization. This subsurface analysis includes in depth storage analysis and petrophysics, confining zone analysis, review of core data, legacy wells containment and prospective storage resources at the area level. The model development is a two dimensional (2D) representation of the subsurface through stacked maps. Figure shows the described flowcharts.



**Figure 6:** Process Flowchart for Site Selection (NETL)

### 4.3 Site Characterization

The purpose of site characterization is to assess all potential sites to define their storage attributes and determine if they should be progressed as a qualified site. Site characterization has five major components: assess outreach needs, analyze regulatory issues, characterize the subsurface geology, build and calibrate models and finally create an initial site development plan. McDaniel's phase three report scope is focused on the subsurface and modelling portion of the site characterization. This subsurface analysis includes building a 3D static geo-model, calibrating the model, testing injection scenarios and comparing outputs. Figure shows the described flowcharts.



**Figure 7: Process Flowchart for Site Characterization (NETL)**

## 5. Saline Aquifer Methodology

### 5.1 Effective Mass Storage Calculation

The effective mass storage calculation can be derived volumetrically by attempting to quantify the size of the pore space available and the mass of carbon dioxide that can be held within that space. The major maps used in the mass storage calculation can be found in the Appendix.

Site screening is defined as a high-level regional assessment of the aquifers, the volumetric-based approach covers vast aerial extents and multiple formations. The storage calculations are derived from the “Best Practices Manual” published by the National Energy Technology Laboratory. Three governing equations exist to evaluate the potential effective mass storage of CO<sub>2</sub> from the pore space medium.

$$MCO_2e = A \times h \times \phi_t \times \rho_{CO_2} \times E \text{ [Eq. 1]}$$

The effective mass storage (MCO<sub>2</sub>e) is a direct function of the total area (A), the gross formation thickness (h), the total porosity (φ<sub>t</sub>), the carbon dioxide density (ρCO<sub>2</sub>) and finally the efficiency factor (E).

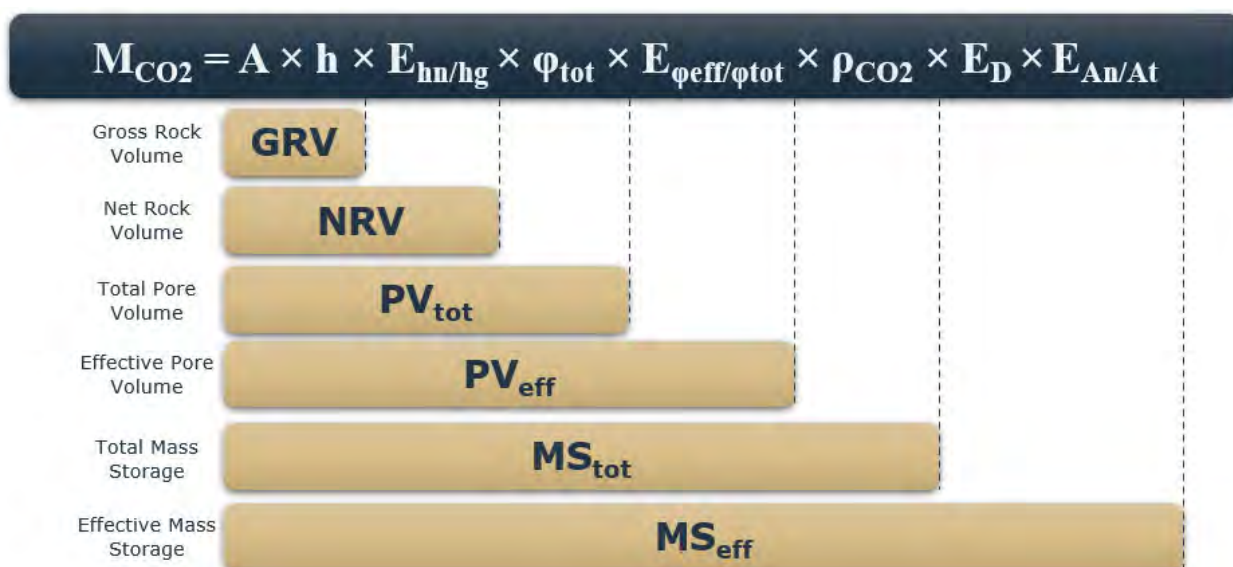
$$E = E_{\text{geol}} * E_D \text{ [Eq. 2]}$$

The efficiency factor ( $E$ ) is derived from the multiplication of the geology efficiency factor ( $E_{\text{geol}}$ ) and the displacement efficiency factor ( $E_D$ ).  $E_{\text{geol}}$  represents the fraction of the geologic media that can act as storage. This value varies spatially on a horizontal and vertical axis but is considered constant on a temporal basis. On the other end, the displacement efficiency factor ( $E_D$ ) is a function of the shape of the  $\text{CO}_2$  plume. Through a series of complex interactions between the pore space, the injectivity rate and the buoyancy forces, this value will change temporarily making this parameter challenging to assess in a volumetric-based estimate.

$$E_{\text{geol}} = E_{A_n/A_t} * E_{h_n/h_g} * E_{\phi_{\text{eff}}/\phi_{\text{tot}}} \text{ [Eq. 3]}$$

The geological efficiency factor ( $E_{\text{geol}}$ ) is in turn the product of these three ratios. The net-to-total area ( $E_{A_n/A_t}$ ) which represents the fraction of the total area available for storage. The net-to-gross thickness ( $E_{h_n/h_g}$ ) which represents the vertical ratio of the total thickness that is deemed prospective to injection or “net”. Finally, the effective-to-total porosity ( $E_{\phi_{\text{eff}}/\phi_{\text{tot}}}$ ) represents the fraction of the pore space that is not connected and commonly tied to low permeability shale facies.

The terms of the first three equations can be re-arranged into a single equation. This equation shows from left to right the typical workflow employed in a storage assessment. Furthermore, the underlying bars show the maps commonly created during the process and the portion of the equation they belong to. For example, the *Gross Rock Volume (GRV)* is derived from the multiplication of the area ( $A$ ) and the thickness ( $h$ ) only.

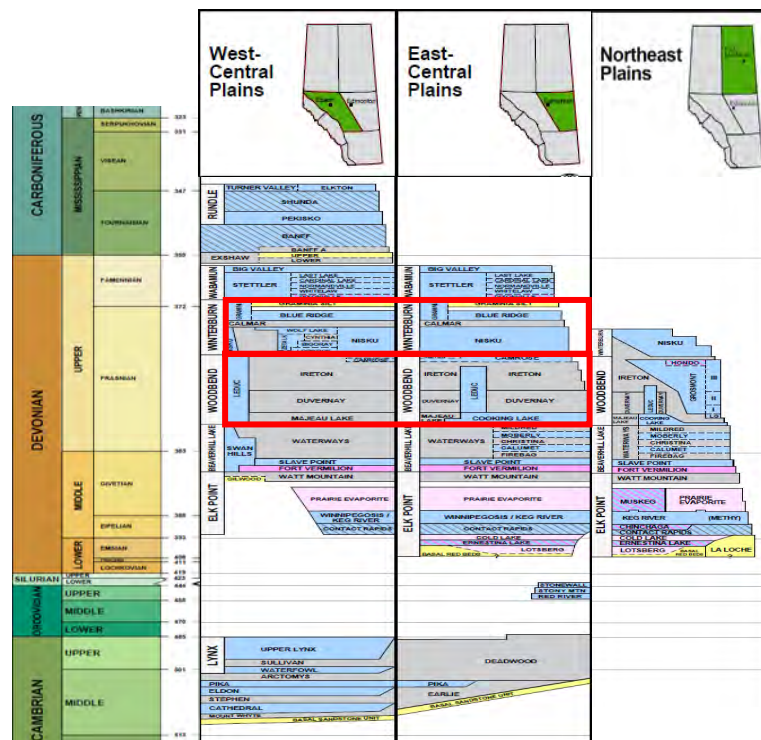


**Figure 8:** Effective Mass Storage equation in relation to the maps derived from it



## 5.2 Aquifer Selection

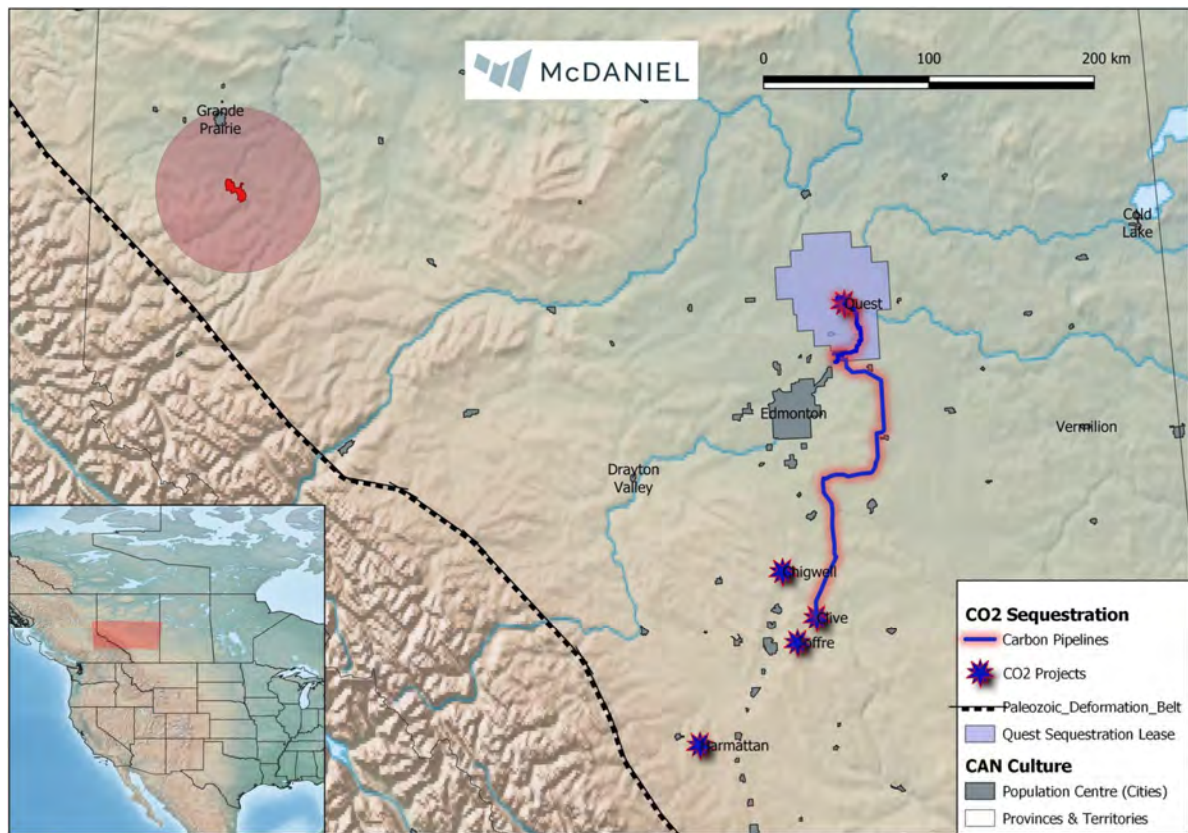
The study was limited to the aquifers within the Winterburn and Woodbend Groups which are both Devonian in age. These deeper horizons have limited hydrocarbon potential or development and no underlying fields and pools that would be sterilized once a CO<sub>2</sub> plume is initiated above. These reservoirs are overlain in part by the Jurassic Fernie shale which acts as a vertical and lateral seal. The regional unconformity is overlain by tighter permeability facies which prevent up-dip buoyant migration in some localities.



**Figure 9:** Stratigraphic Column for Central and Eastern Alberta (AER - Table of Formations)

## 5.3 Area Definition

The study area for the scope of this report comprised 50-kilometre radius centered around the "GIG" area south of Grand Prairie. Figure below shows the aerial extent of the area.



**Figure 10:** Map showing Greenview study areas, major carbon capture landmark and the deformation belt (Dashed)

## 5.4 Gross Thickness

### 5.4.1 Seeds

The study area includes numerous wells drilled to the Devonian depth, some of which were drilled decades ago. The nature and quality of the data available is diverse. McDaniel has developed an algorithm to rank all the wells in the study area. The wells can be ranked by any parameter. For the present study, some of the important parameters used were:

- Depth of the well relative to all offsets
- Presence of Devonian formation tops
- Petrophysical log data available
- Well type (horizontal vs vertical)
- Well vintage

Once all the wells across the study area were ranked, an equally spaced grid was created. The wells with the highest score within each cell of the grid was then selected. This high grading of wells is commonly referred to as selecting “seed” wells. These seed wells carry the richest data set from the deepest stratigraphic horizons. Seed wells are also spread across the study area evenly, declustering the data and providing even coverage for optimal mapping.



#### 5.4.2 Gross Rock Volume (GRV)

The true vertical thickness of a formation is calculated from the difference between the top and base of the zone. This calculation is run on every well then gridded in mapping software to create a 2D map. The gross rock thickness is measured in metres. Multiplying an area [ $\text{m}^2$ ] by the average value of the GRV map [ $\text{m}$ ] yields the gross rock volume of a zone [ $\text{m}^3$ ].

#### 5.4.3 Zone Sub-crop and Zero Edge

The Western Canadian Sedimentary Basin (WCSB) is a foreland basin which dips towards the southwest and is coupled with multiple periods of surface erosion throughout geological history. This means that formations tend to have an up-dip erosional limit to the northeast which occurs in the subsurface and is referred to as the Paleozoic-Cretaceous unconformity. This sub-crop edge limits the extension of all six zones. The aerial extent of formations is reduced as we move upward through the stratigraphic column. The only zone that breaks this trend is the Cambrian, which is eroded by the Devonian unconformity, an older period of erosion.

The line where the gross thickness of a formation reaches zero is referred to as the zero edge. The location of this contour is approximated from the seed control points, however, secondary sources such as the WCSB ATLAS were also used for its recognition. These zero edges are used to assist gridding of certain maps including gross rock volume (GRV) and net rock volume (NRV).

#### 5.5 Net to Gross Thickness Ratio

Net Rock Volume (NRV) was calculated using a five percent porosity cutoff along with a 50 percent shale volume cutoff. The porosity cutoff is derived from core analysis showing 1 mD permeability at five percent porosity, this is also supported from our internal database of existing carbon capture projects.

Volume of shale was calculated using the average of two equations. The first being derived directly from the gamma ray curve using a linear scale between a clean value of reservoir at 20 API and a 100 percent shale value at 120 API. The second using the neutron density curve separation.

The neutron density cross plot method was used to estimate porosity due to lithology and grain density changes vertically and laterally. To calculate effective porosity, the total porosity from the neutron density cross plot was reduced by the volume of shale.

## 5.6 Total Porosity

Total porosity is mapped directly from core analysis. Values below five percent are filtered out as they do not meet the NRV cutoff. The average value per well was gridded into an average total porosity map. Core data summaries and statistics are shown in section six below in the individual aquifer sections. The total pore volume ( $PV_{tot}$ ) map is calculated by multiplying the net rock volume map (NRV) by the total porosity map ( $\phi_t$ ).

## 5.7 Total to Effective Porosity Ratio

To transition from total porosity pore volume into the effective (connected) porosity, a ratio must be applied to remove the shale porosity which has little or no permeability. The effective porosity ratio reduction is derived from the average volume of shale within the net interval. This value is computed at all wells for all zones and subsequently gridded into a map. The effective pore volume ( $PV_{eff}$ ) map is calculated by multiplying the total pore volume ( $PV_{tot}$ ) map by the average volume of shale ( $E_{\phi_{eff}/\phi_{tot}}$ ) map.

## 5.8 Density of Carbon Dioxide

The density of  $CO_2$  is derived from pressure and temperature and requires calculations to establish its phase (liquid or gas) and the relative density. It is possible to assert a fourth non-direct relationship [Eq. 7] between TVD and  $CO_2$  density from equation 4 to 6.

$$\text{Temperature} = f(\text{TVD}) \text{ [Eq. 4]}$$

$$\text{Pressure} = f(\text{TVD}) \text{ [Eq. 5]}$$

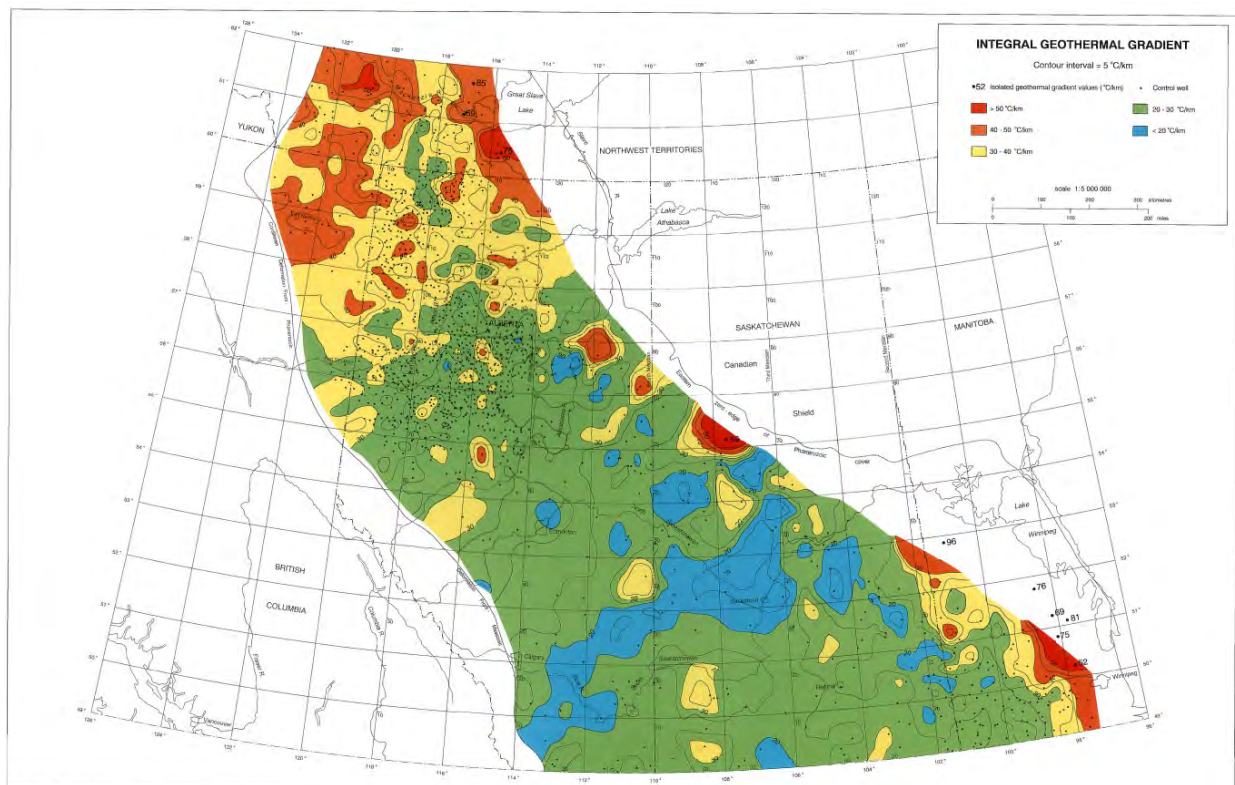
$$pCO_2 = f(\text{Temperature}, \text{Pressure}) \text{ [Eq. 6]}$$

$$pCO_2 = f(\text{TVD}) \text{ [Eq. 7]}$$

### 5.8.1 Temperature

Geothermal gradient and temperature vary across the study area. Figure 11 shows the spatial variation. The general temperature gradient is 25°C/kilometre with an average surface temperature of 10°C. This allows to derive equation 8 directly from equation 4 as:

$$\text{Temperature } [^{\circ}\text{C}] = 0.025 [^{\circ}\text{C}/\text{m}] * \text{TVD } [\text{m}] + 10 [^{\circ}\text{C}] \text{ [Eq. 8]}$$

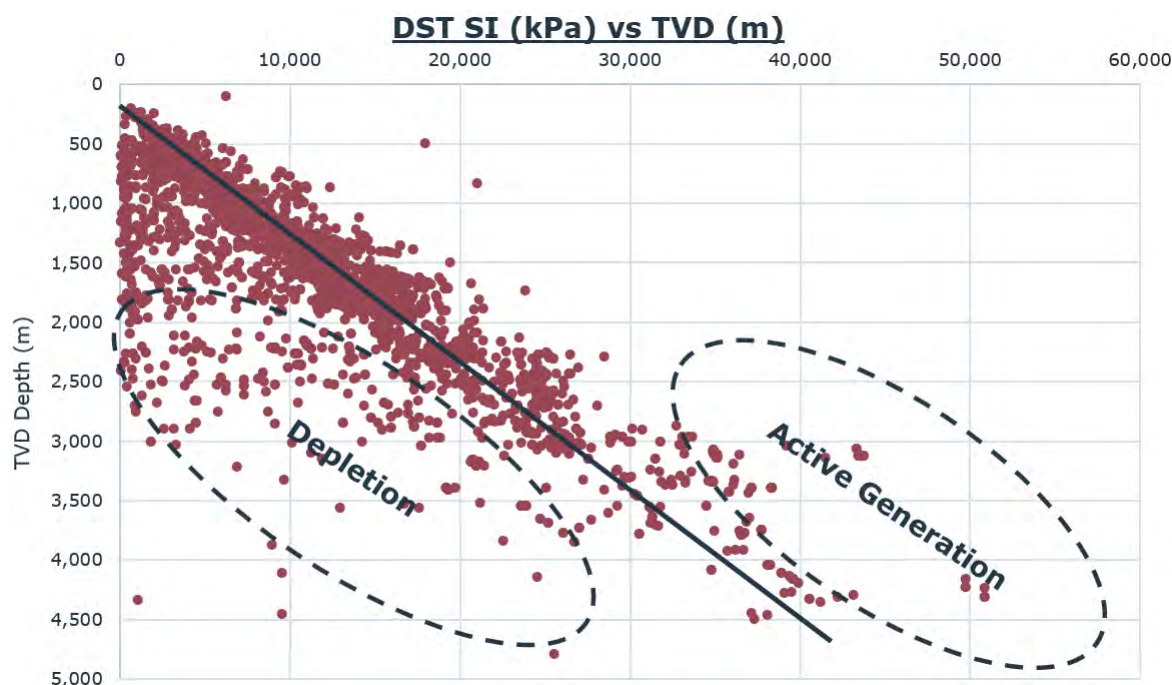


**Figure 11:** Geothermal Gradient across WCSB (ATLAS)

### 5.8.2 Pressure

McDaniel possesses a large database of drill stem test (DST) data across Alberta. This data was analyzed to estimate the pressure gradient for the target aquifers. Figure below shows the maximum shut-in pressure data cross plotted against true vertical depth (TVD). There is a strong linear trend when the depleted and generating intervals are removed. Equation 9 is derived from equation 5 as:

$$\text{Pressure [kPa]} = (\text{TVD [m]} - 250)/0.106 \text{ [m/kPa]} \text{ [Eq. 9]}$$



**Figure 2:** DST data for Devonian aquifers and older. Max shut-in pressure vs TVD

TVD [m]	Pressure [MPa]	Temperature [K]	Density [Kg/m3]
300	0.5	291	9
500	2.4	296	49
700	4.2	301	99
900	6.1	306	172
1100	8.0	311	317
1300	9.9	316	558
1500	11.8	321	611
1700	13.7	326	634
1900	15.6	331	647
2100	17.5	336	656
2300	19.3	341	662
2500	21.2	346	667
2700	23.1	351	671
2900	25.0	356	674
3100	26.9	361	676
3300	28.8	366	678
3500	30.7	371	680
3700	32.5	376	681
3900	34.4	381	683

**Figure 3:** Summary table between TVD, Pressure, Temperature and CO<sub>2</sub> Density

### 5.8.3 CO<sub>2</sub> Density using Polynomial Regression

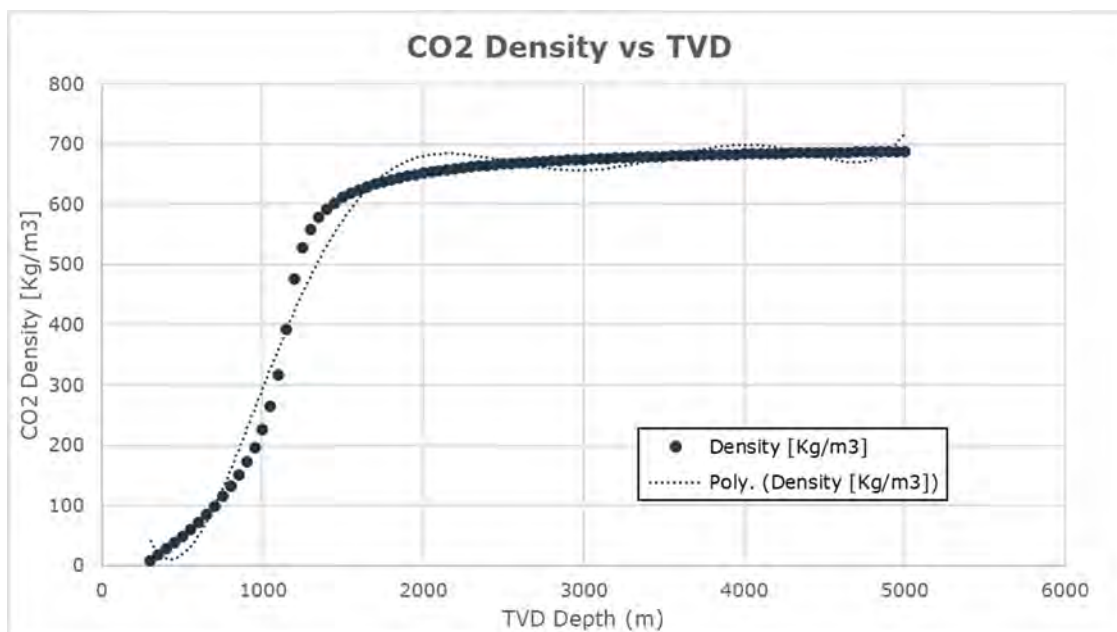
As demonstrated previously (equations 4 to 7), CO<sub>2</sub> density can be a function of depth. Figure 14 summarizes how CO<sub>2</sub> density varies with depth. This complex relationship can be estimated with high accuracy with a 6<sup>th</sup> degree polynomial regression. Equation 7 can therefore be rewritten into equation 10. The true vertical depth map can then be converted to a CO<sub>2</sub> density equivalent map.



If TVD  $\geq$  500m Then

$$pCO_2 = 7.84E-18TVD^6 - 1.34E-13TVD^5 + 8.90E-10TVD^4 - 2.86E-06TVD^3 + 4.37E-03TVD^2 - 2.43TVD + 4.46E+02$$

If TVD < 500m Then  $pCO_2 = 0$  [Eq. 10]



**Figure 14:** Cross plot of density over TVD and polynomial regression approximating the relationship

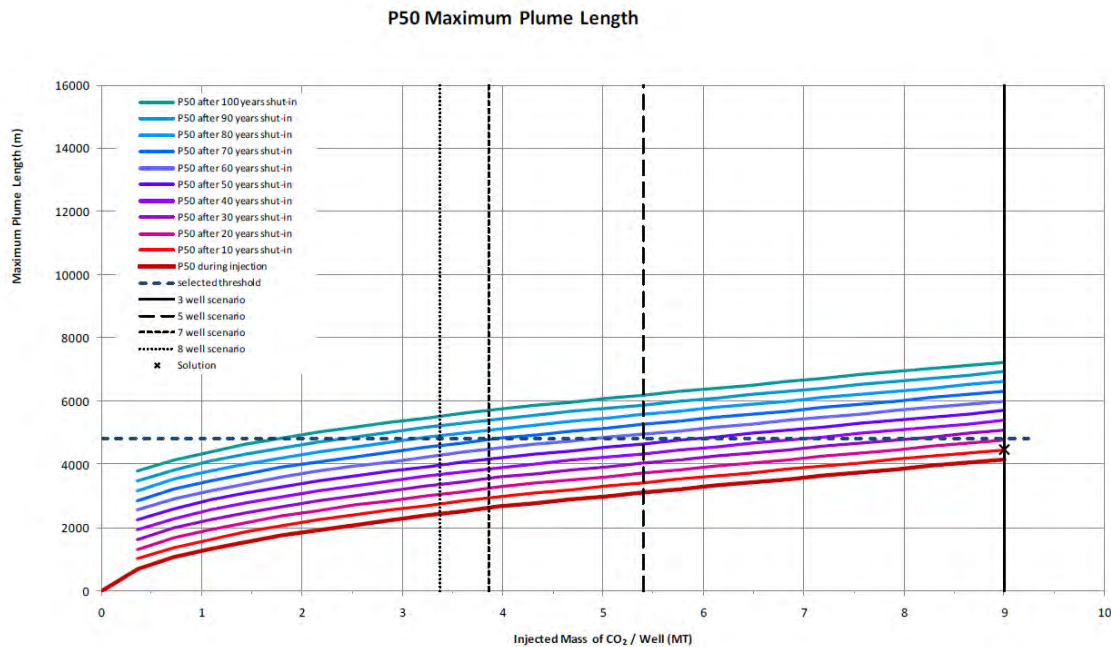
## 5.9 Displacement Efficiency

The displacement efficiency ( $E_D$ ) represents the fraction of pore volume that can be actively displaced by injection. Plume growth continues over time once injection has stopped. As the plume increases its distance away from the injection site, its relative thickness decreases leading to a displacement efficiency factor that diminishes overtime. The time horizon chosen has a significant impact on in  $E_D$ .

Dynamic plume modeling would be the preferred option to characterize  $E_D$ . The vast number of combinations for gross thickness, net-to-gross, porosity and injection strategies make it prohibitive during site selection.

Scientific literature presents analogs and documentation for efficiency factor ( $E$ ) as per equation 2, but there appears to be a shortage when it comes to separating  $E_{\text{geol}}$  from  $E_D$ . Therefore, the most reliable way to appraise  $E_D$  is to turn to the nearest analog and back calculate this parameter from the plume modeling that was undertaken. Figure shows the post injection  $P_{50}$  plume size overtime at the Quest facility. The equation in Figure 15 can be rewritten to isolate the  $E_D$  parameters. This leads to equation 11 where  $M_{CO_2}$  is equal to the specified nine Mt,  $E_{An/At}$  is assigned as one and  $MS_{\text{tot}}$  is sampled directly from the Cambrian map at the Quest project location.

$$E_D = M_{CO_2} / (M_{Stot} \times E_{An/At}) \text{ [Eq. 11]}$$



**Figure 15:** Quest project dynamic P50 plume modeling (Quest - Gen 4 Integrated Reservoir Modeling)

Figure summarizes the inputs used to calculating  $E_D$ . Directly post injection, this number is expected to be around 19 percent, but steadily decreases down to six percent after 100 years has passed. The table also allows calculation of the efficiency factor ( $E_s$ ) which ranges from 6 percent down to 1.9 percent. This  $E_s$  value is within the range of values that have been previously published. For the scope of this study, a 50 year post-injection  $E_D$  value of 10 percent is chosen to convert the total mass storage ( $M_{Stot}$ ) into an effective mass storage ( $M_{Seff}$ ).

SI post injection time [Yrs]	P50 Maximum Plume Length [km]	P50 Max Orthogonal Plume Width [km]	P50 Avg Plume Diameter [km]	Plumes Area [ha]	Mapped MStot [t/m2]	MS Storage [Mt]	Storage per plume [Mt]	Ed [Frac]	Egeol [Frac]	Es [Frac]
0	4.1	1.8	3.0	685	7	48	9	19%	32%	6.0%
10	4.4	1.9	3.2	789	7	55	9	16%	32%	5.2%
20	4.7	2.1	3.4	900	7	63	9	14%	32%	4.6%
30	5.0	2.2	3.6	1,019	7	71	9	13%	32%	4.0%
40	5.3	2.3	3.8	1,158	7	81	9	11%	32%	3.6%
50	5.7	2.5	4.1	1,305	7	91	9	10%	32%	3.2%
60	6.0	2.6	4.3	1,467	7	103	9	9%	32%	2.8%
70	6.3	2.8	4.5	1,617	7	113	9	8%	32%	2.5%
80	6.6	2.9	4.8	1,775	7	124	9	7%	32%	2.3%
90	6.9	3.0	5.0	1,940	7	136	9	7%	32%	2.1%
100	7.2	3.2	5.2	2,112	7	148	9	6%	32%	1.9%

**Figure 16:** Displacement Efficiency calculation inputs overtime

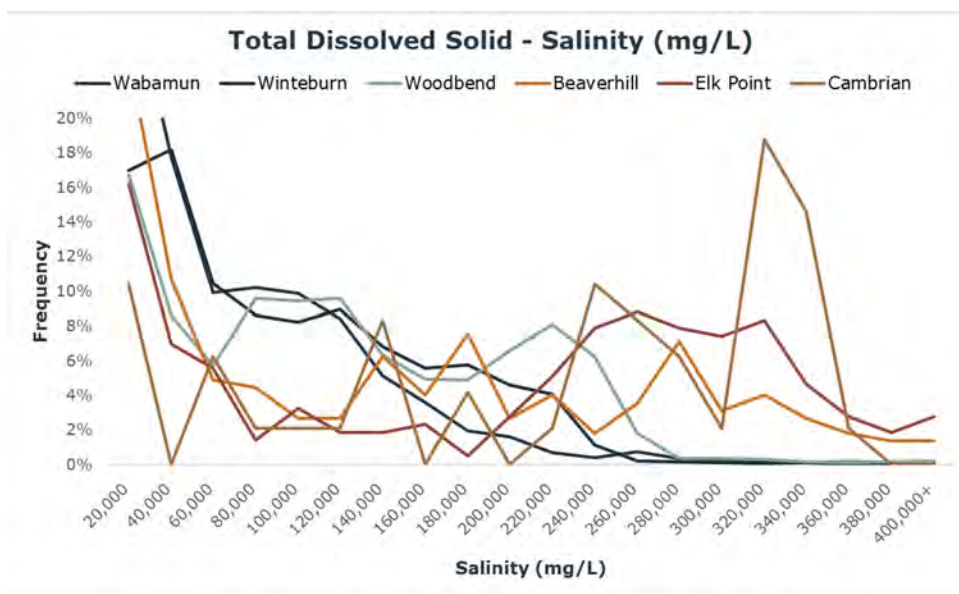


## 5.10 Net-to-Total Area Ratio

The net to total area ( $E_{An/At}$ ) ratio is an important parameter to properly assess the effective mass storage of carbon dioxide. From a spatial and geological standpoint, a net rock volume (NRV) map that was properly completed should already account for ineffective areas. Therefore, there is no need to reduce the net rock volume with an aerial reduction due to geological reasons. It is possible, however, to relate the net to total area ratio to regulatory factors. In other words, plume extent follows physical processes, but evaluation permits and sequestration leases follow man made rules. For this phase of site screening a one hundred percent net-to-total area ratio is carried across the report.

## 5.11 Salinity

The salinity distribution for all zone was obtained directly from water analysis. McDaniel has access to over 30,000 water analysis over the study area. This was intended to confirm the chosen zones were qualifying as “saline” which has a minimum threshold in Alberta greater than 4,000 mg/l. All dissolved elements were combined tallied, and each analysis was assigned to its respective zone. Figure is obtained directly by charting the histogram of the distributions.



*Figure 17: Salinity distribution per zone*

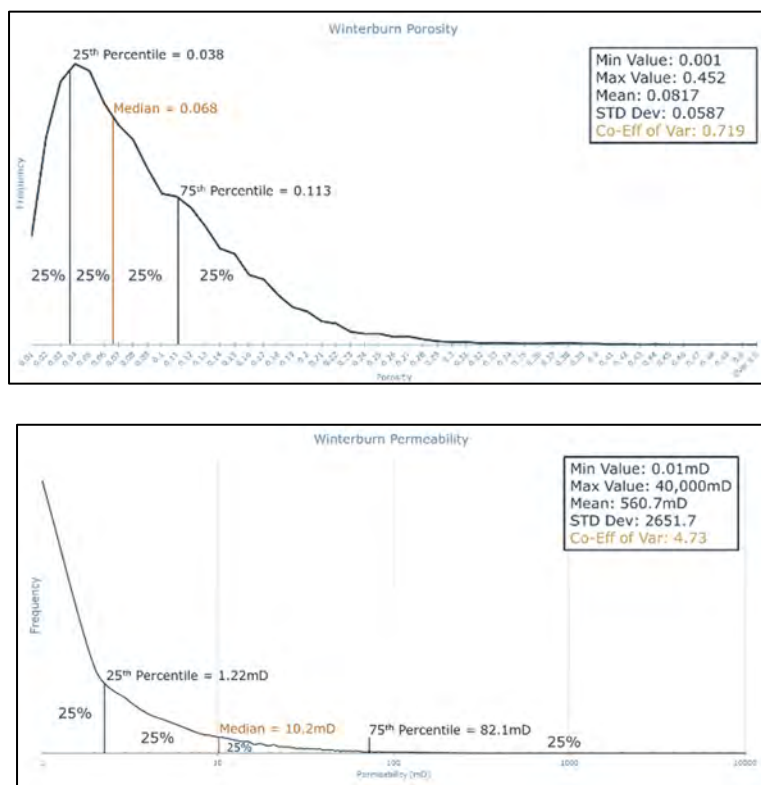


Cambrian have greater aerial extents. Figure 18 above shows a type log of the Winterburn Group.

### 6.1.2 Storage

The Winterburn Group is up to 200 metres thick and grades towards zero towards the erosional unconformity. The net thickness is up to 100 metres but only a small fraction of the study area is over 50 metres. The thickest areas are directly North of Edmonton. The study area has a good spread of wells with the proper mapping log suites.

Core analysis is summarized in Figure for the Winterburn zone. The range of porosity value is wider than the Wabamun, and this zone is mid-range compared to the others.



**Figure 19: Winterburn Core Analysis Summary**

The Winterburn holds one of the smallest storage potentials across the study area due to a combination of reservoir properties. The areas with the greatest storage potential are directly northwest and southwest of Edmonton. These areas could hold a full-size permit with 100 Mt of prospective storage. Figure below shows the effective storage across the study area.

There are many oil and gas wells drilled into and through the Winterburn indicating higher risk in regard to containment.



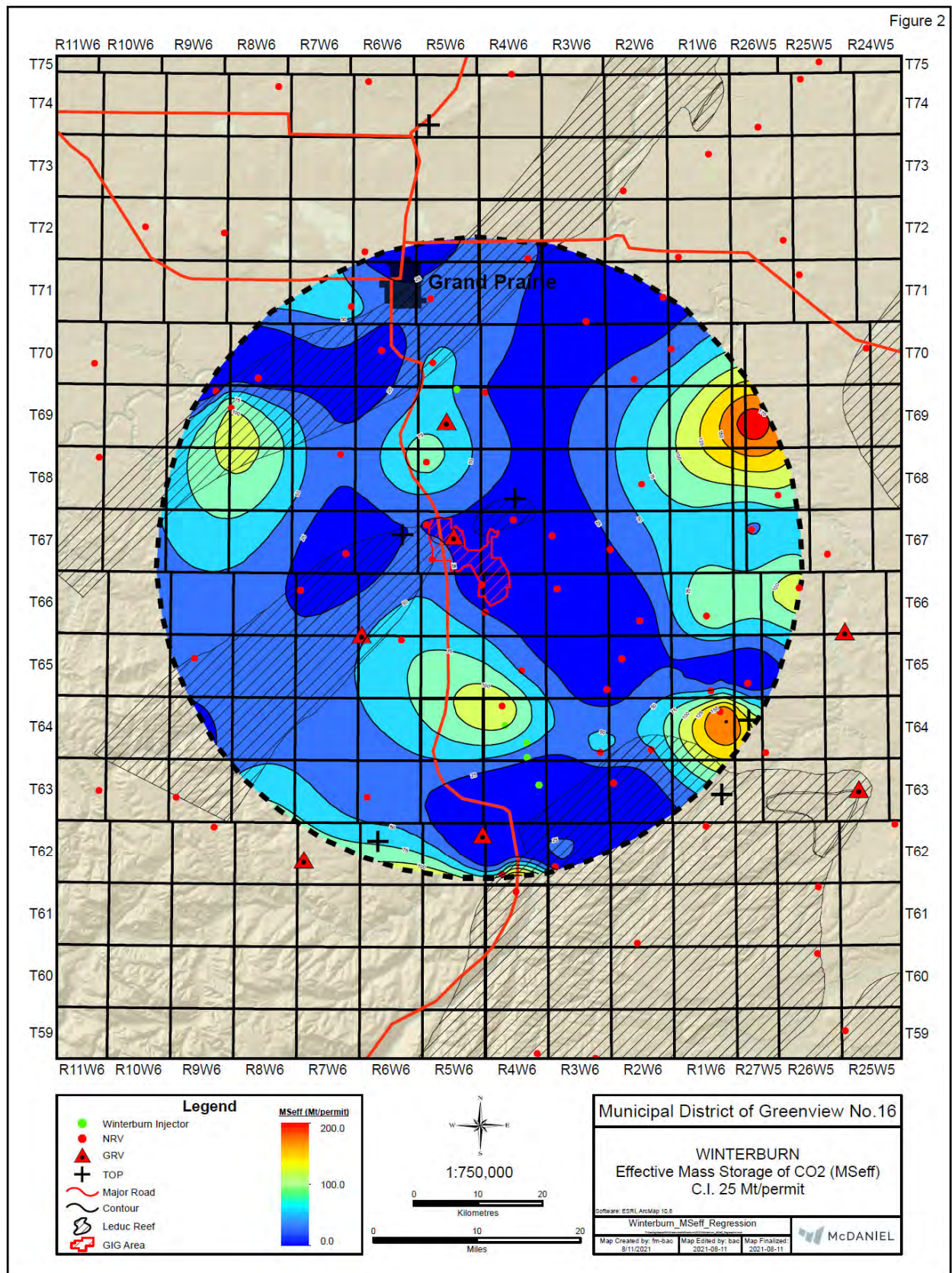
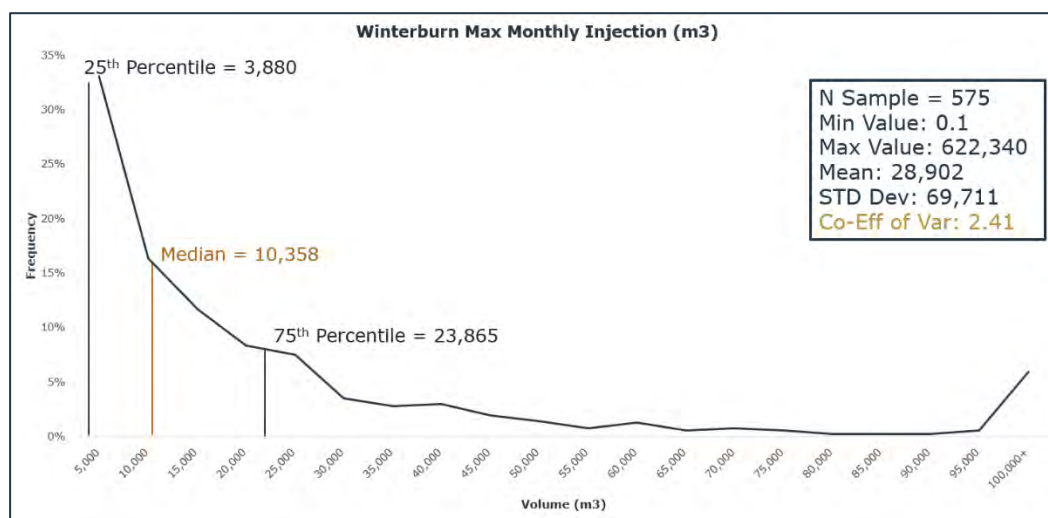


Figure 20: Winterburn Effective Mass Storage Map

### 6.1.3 Injectivity

Peak water injection rates for the for the Winterburn group are summarized below in Figure . The zone has a mid-range injectivity compared to the others.



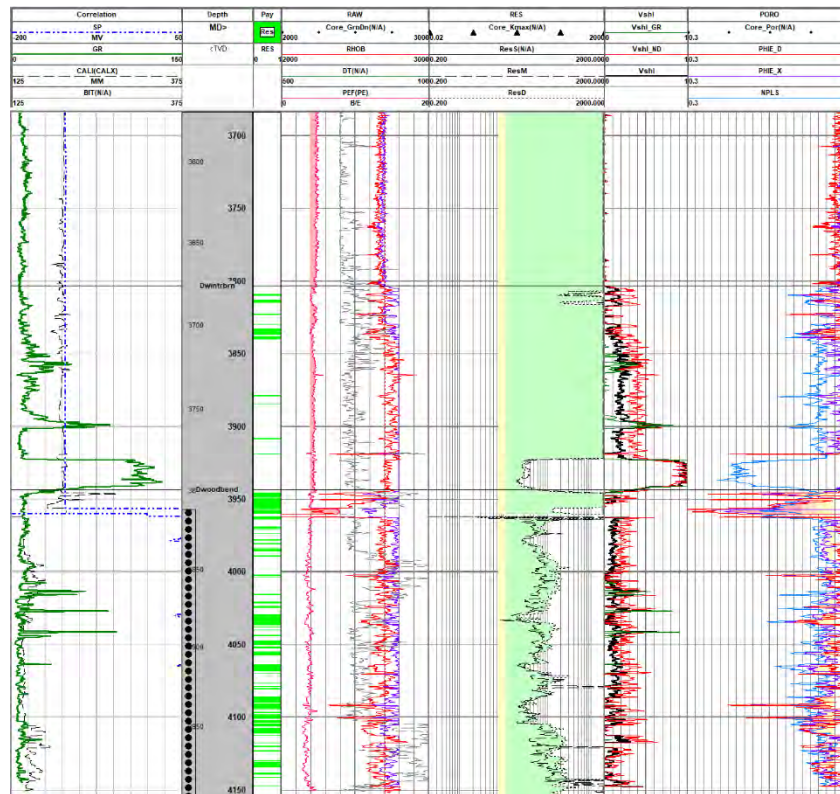
**Figure 21:** Winterburn Histogram of Water Injectors Max Monthly Rate

## 6.2 Woodbend Group

### 6.2.1 Geological Overview and Containment

The Woodbend Group conformably overlies the Beaverhill Lake Group. The group is composed of multiple formations. The highest reservoir potential can be found in the Cooking Lake, Leduc and Camrose Formations. There is also a significant amount of shale deposited during this period. Shale formations include the Majeau Lake, Duvernay and the lower Ireton. To the west, the Woodbend/Winterburn groups are undifferentiated and referred as the Fairholme Group. The Woodbend is either conformably overlain by the Winterburn Group or is partially eroded by the sub-cretaceous unconformity. Some of the younger seals present above the sub-cretaceous unconformity include the shales from the Fernie Group. The dominant lithology is carbonate and shale, but clastic and evaporite facies can also be found. The zone shows abundance of dolostone, particularly along the reef complex trends. Limestones are also present. The Woodbend deposition is characterized by gradual deepening driven by significant basin subsidence and eustatic level changes. The Woodbend is a unique group due to the inclusion of the Duvernay shale, a significant contributor to the WCSB petroleum system. Numerous hydrocarbon accumulations are found within the unit with most of them at the erosional sub-crop edge or centered around reef complexes. All the deeper zones except for the Wabamun, Winterburn and Cambrian have a greater aerial extent. Figure below, shows a type log of the Woodbend Group.





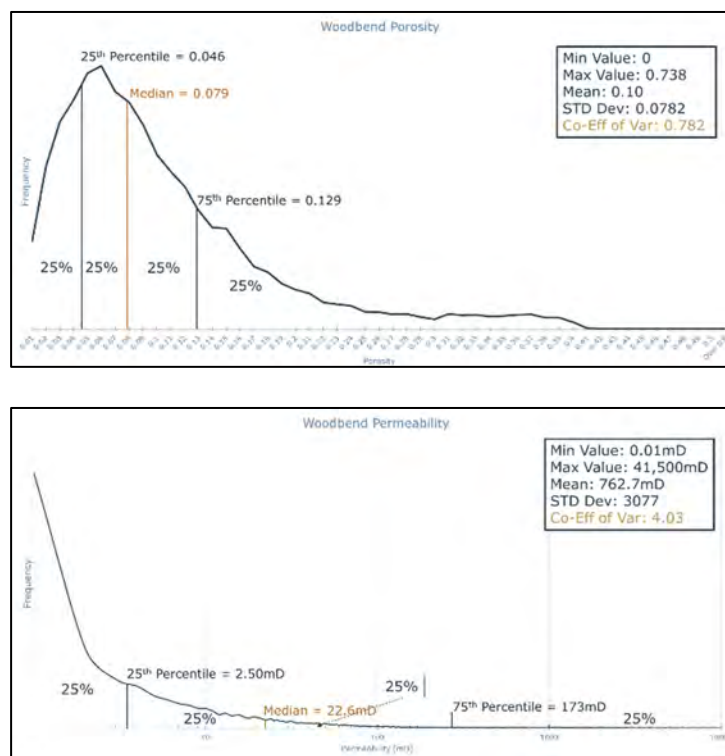
**Figure 22:** Woodbend Type Log (06-08-067-05W6)

### 6.2.2 Storage

The Woodbend Group is up to 350 metres thick and grades towards zero towards the erosional unconformity. The net thickness is up to 280 metres with the thickest areas being up-dip or along the Rimbey-Meadowbrook reef trend. The study area has a good spread of wells with the proper mapping log suite.



Core analysis is summarized below for the Woodbend in Figure .



**Figure 23:** Woodbend Core Analysis Summary

The Woodbend Group has a mid-range depth yielding a CO<sub>2</sub> density that is median compared to other zones. A little less than half of the study area has a density less than 0.5 t/m<sup>3</sup>. The net impact of higher net thickness, mid-range porosity and mid-range CO<sub>2</sub> density means that the Woodbend holds the second largest storage potential across the study area. The areas with the greatest storage within the Woodbend are along the Rimbey-Meadowbrook reef trend directly southwest of Edmonton as well as a large area near Provost and the Saskatchewan border. These areas could hold a full-size permit with 250 to 500 Mt of prospective storage. Figure shows the effective storage across the study area.

There are many oil and gas wells drilled across the zone along the Rimbey reef trend and in the vicinity of Provost.

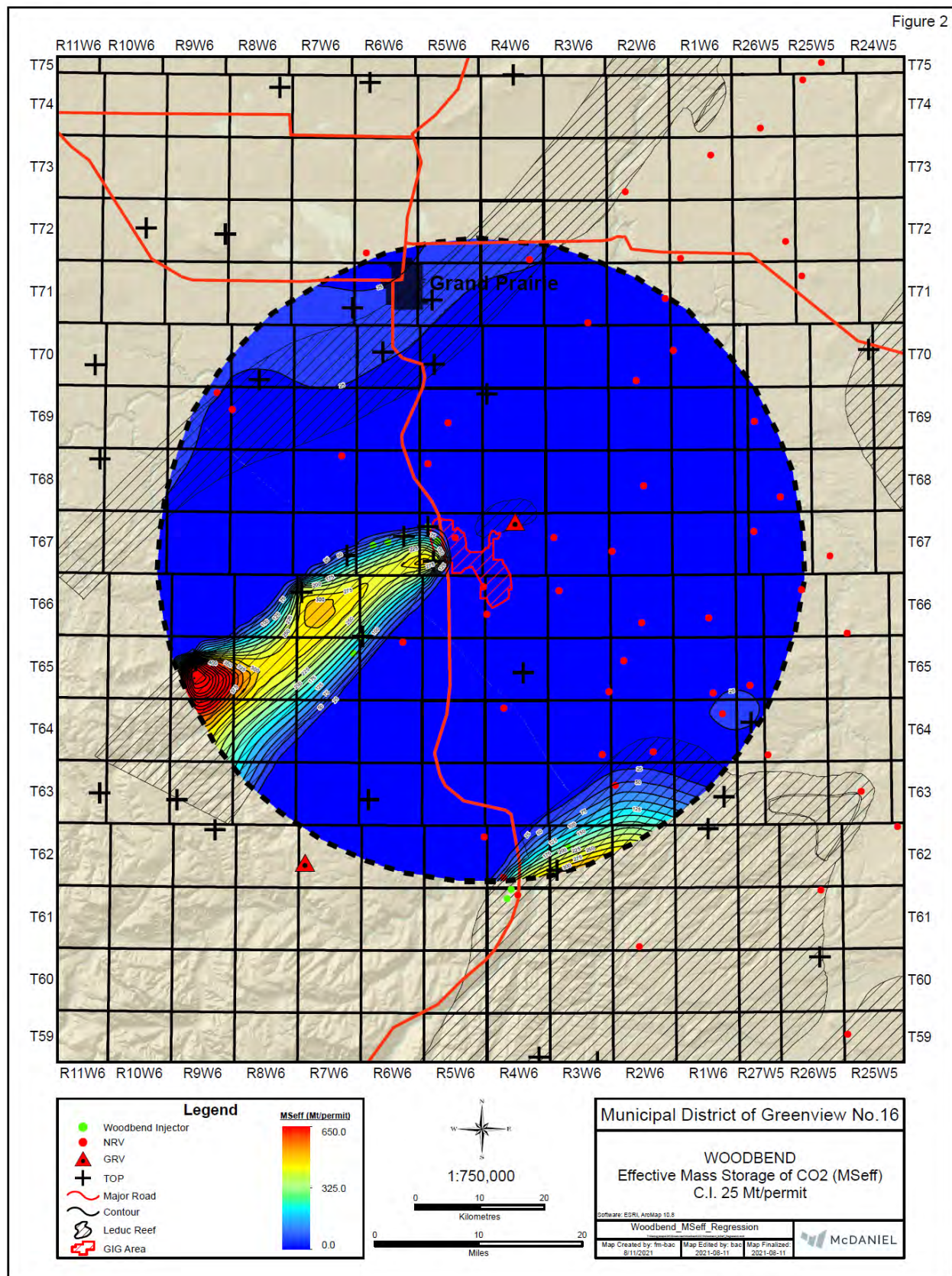
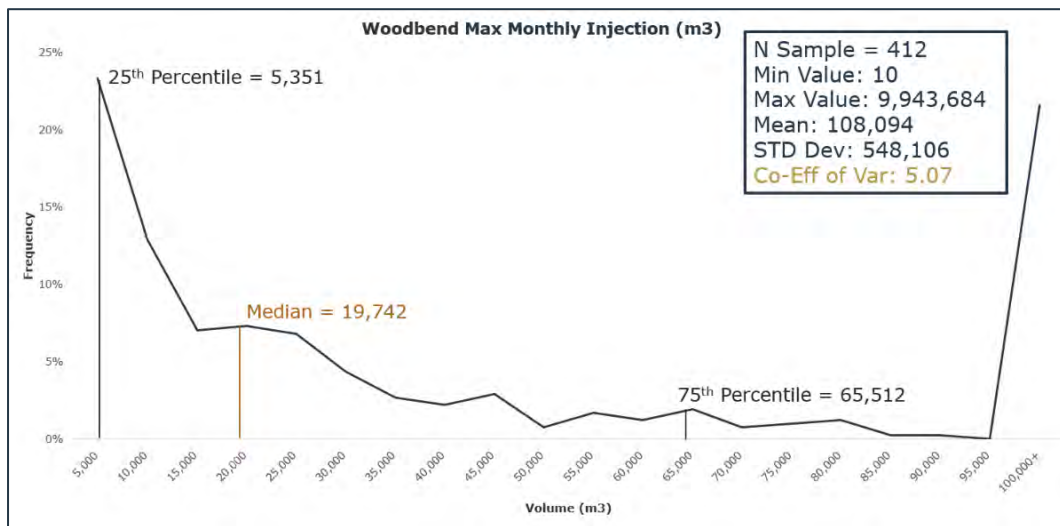


Figure 24: Woodbend Effective Mass Storage Map

### 6.2.3 Injectivity

Peak water injection rates for the Woodbend Group are summarized below in Figure . The Woodbend zone is a common target for water disposal. Most of the injection occurs at lower peak rates (<100,000 m<sup>3</sup>/month) but a few wells are taking a considerable amount of volume. This is due to the difference between the area under waterflood development and the disposal wells. The top three injectors have peak monthly rates greater than two million cubic metres. These results support the Woodbend as a tremendous target from an injectivity perspective.



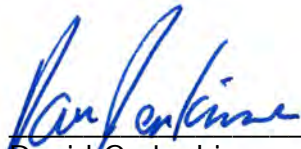
**Figure 25:** Woodbend Histogram of Water Injectors Max Monthly Rate

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We reserve the right to revise any estimates provided herein if any relevant data existing prior to preparation of this report was not made available, if any data between the effective date of the evaluation and the date of this report were to vary significantly from that forecast, or if any data provided was found to be erroneous.

Sincerely,

McDANIEL & ASSOCIATES CONSULTANTS LTD.  
APEGA PERMIT NUMBER: P3145



David G. Jenkinson, P. Geol.  
August 20, 2021



Francis F. Morin, P. Geo.

DGJ/FFM:jep  
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- [33] The Government of Alberta, "Enhanced Hydrocarbon Recovery Program," [Online]. Available: <https://www.alberta.ca/enhanced-hydrocarbon-recovery-program.aspx>.

## CERTIFICATE OF QUALIFICATION

I, David G. Jenkinson, Petroleum Geologist of 2200, 255 - 5th Avenue, S.W., Calgary, Alberta, Canada hereby certify:

1. That I am an Executive Vice President for McDaniel & Associates Consultants Ltd., APEGA Permit Number P3145, which Company did prepare, at the request of Municipal District of Greenview No. 16, the report entitled "Carbon Sequestration Site Screening and Selection", dated August 20, 2021, and that I was involved in the preparation of this report. I am also registered as a Responsible Member as outlined by APEGA for McDaniel & Associates Consultant Ltd. APEGA Permit Number 3145.
2. That I attended the University of Saskatchewan in the years 2000 to 2004, graduating with a Bachelor of Science degree in Geology; that I am a registered Professional Geologist with the Association of Professional Engineers and Geoscientists of Alberta and that I have in excess of 15 years of experience in oil and gas reservoir studies and evaluations.
3. That I have no direct or indirect interest in the properties or securities of Municipal District of Greenview No. 16, nor do I expect to receive any direct or indirect interest in the properties or securities of Municipal District of Greenview No. 16, or any affiliate thereof.
4. That the aforementioned report was not based on a personal field examination of the properties in question, however, such an examination was not deemed necessary in view of the extent and accuracy of the information available on the properties in question.



APEGA ID 81046  
Calgary, Alberta  
Dated: August 20, 2021

## CERTIFICATE OF QUALIFICATION

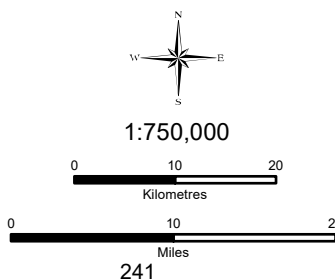
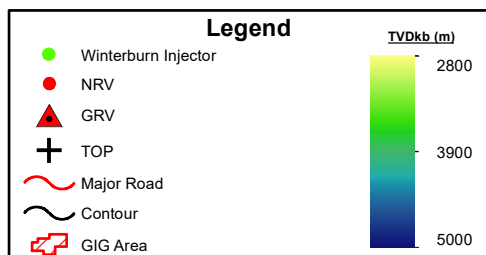
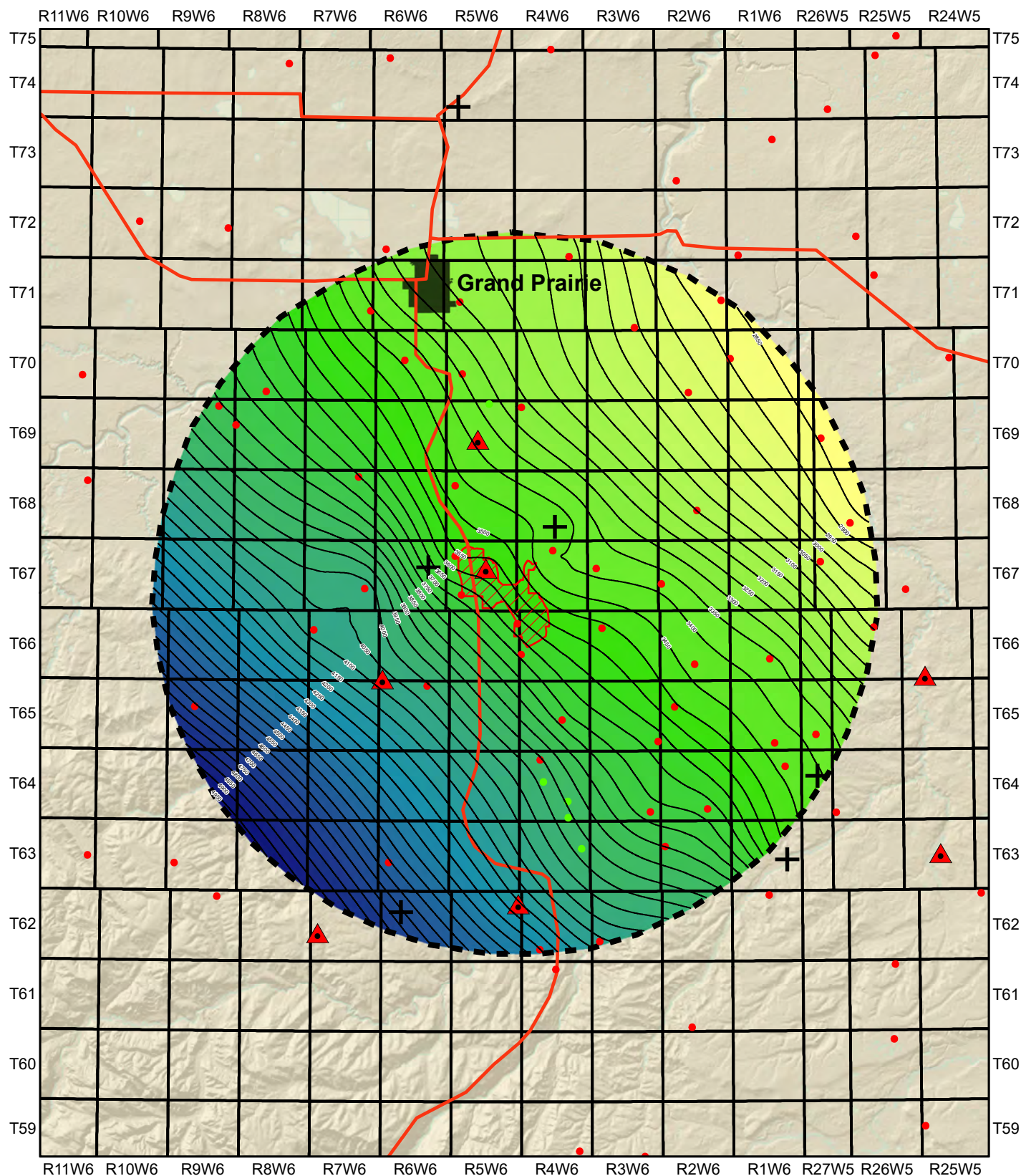
I, Francis Fortin-Morin, Petroleum Geologist of 2200, 255 - 5th Avenue, S.W., Calgary, Alberta, Canada hereby certify:

1. That I am a Senior Geologist for McDaniel & Associates Consultants Ltd., APEGA Permit Number P3145, which Company did prepare, at the request of Municipal District of Greenview No. 16, the report entitled "Carbon Sequestration Site Screening and Selection", dated August 20, 2021, and that I was involved in the preparation of this report.
2. That I attended Laval University in the years 2007 to 2011 and graduated with a Baccalaureate of Engineering. I also attended the University of Alberta in the years 2011 to 2012 graduating with a Master of Science. I am a member of the Canadian Society of Petroleum Geologists and I am registered as a Professional Geoscientist with the Association of Professional Engineers and Geoscientists of Alberta and that I have in excess of eight years of experience in oil and gas reservoir studies and evaluations.
3. That I have no direct or indirect interest in the properties or securities of Municipal District of Greenview No. 16, nor do I expect to receive any direct or indirect interest in the properties or securities of Municipal District of Greenview No. 16, or any affiliate thereof.
4. That the aforementioned report was not based on a personal field examination of the properties in question, however, such an examination was not deemed necessary in view of the extent and accuracy of the information available on the properties in question.



APEGA ID 136788  
Calgary, Alberta  
Dated: August 20, 2021

Figure 1



Municipal District of Greenview No.16

WINTERBURN  
True Vertical Depth (TVD)  
C.I. 50 Metres (KB)

Software: ESRI ArcMap 10.8

Winterburn TVD

Map Created by: fmorin-rf

Map Edited by: rcf

Map Finalized:

07/27/2021

08/20/2021

08/20/2021

McDANIEL



Figure 2

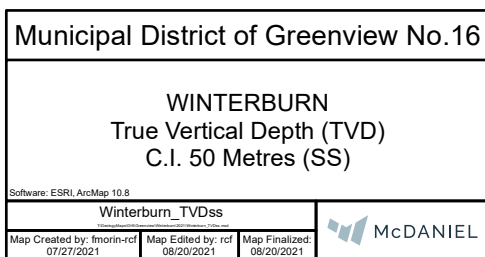
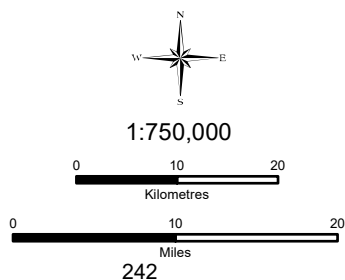
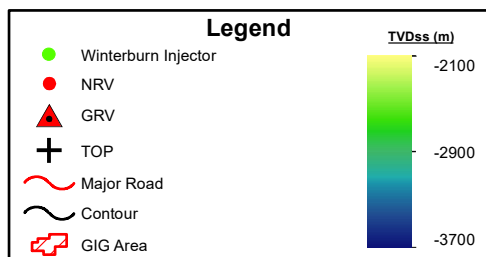
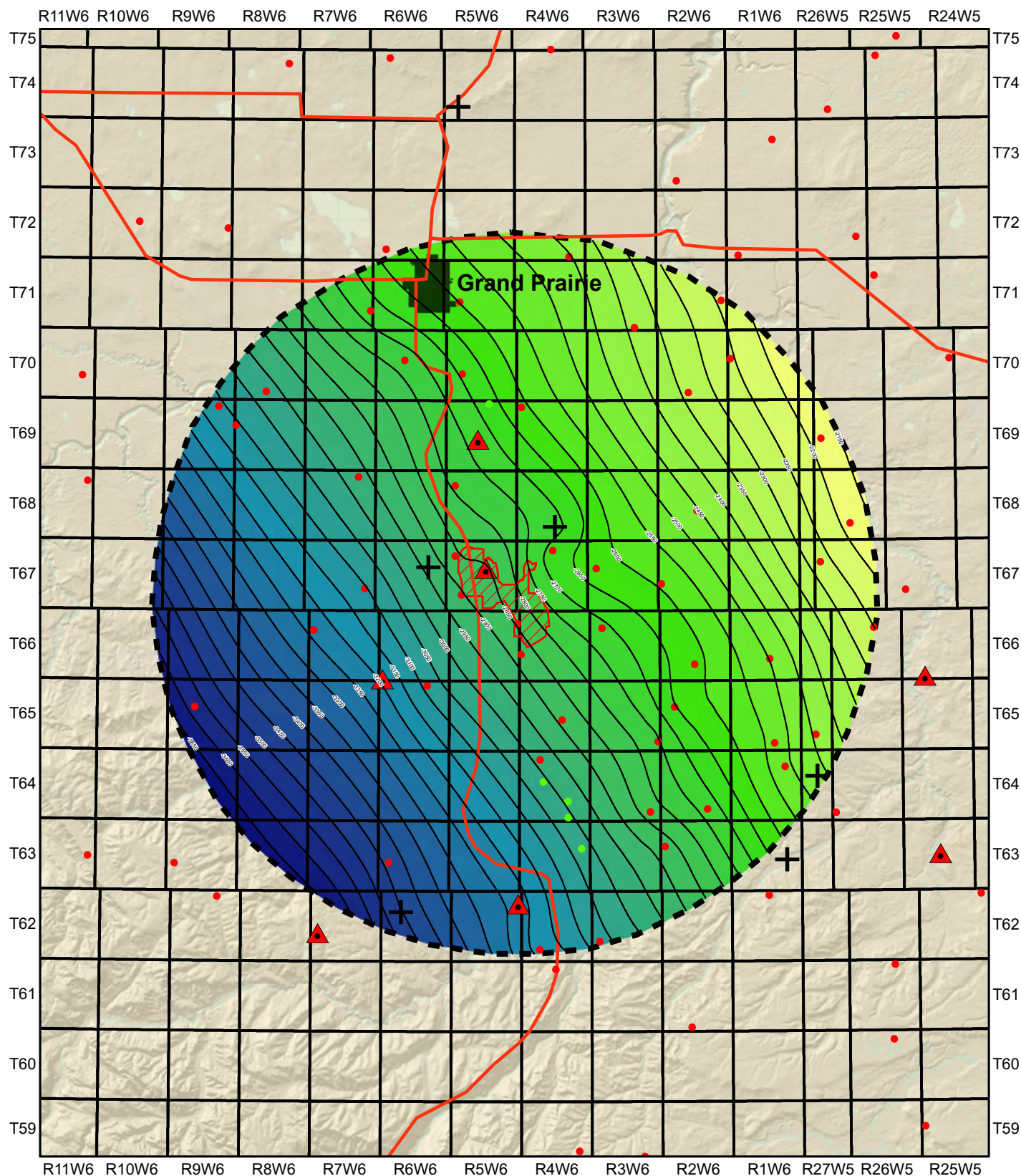


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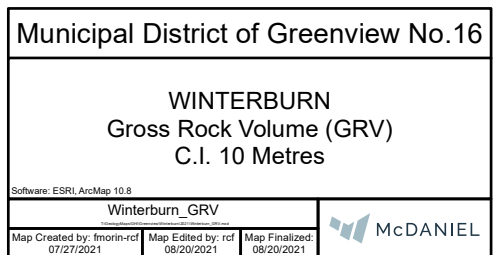
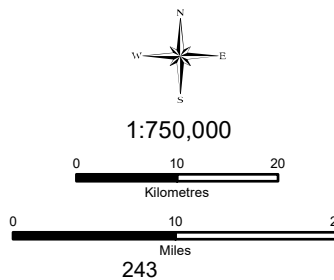
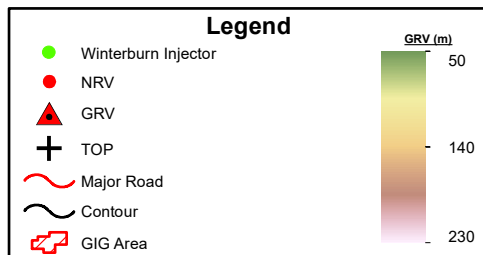
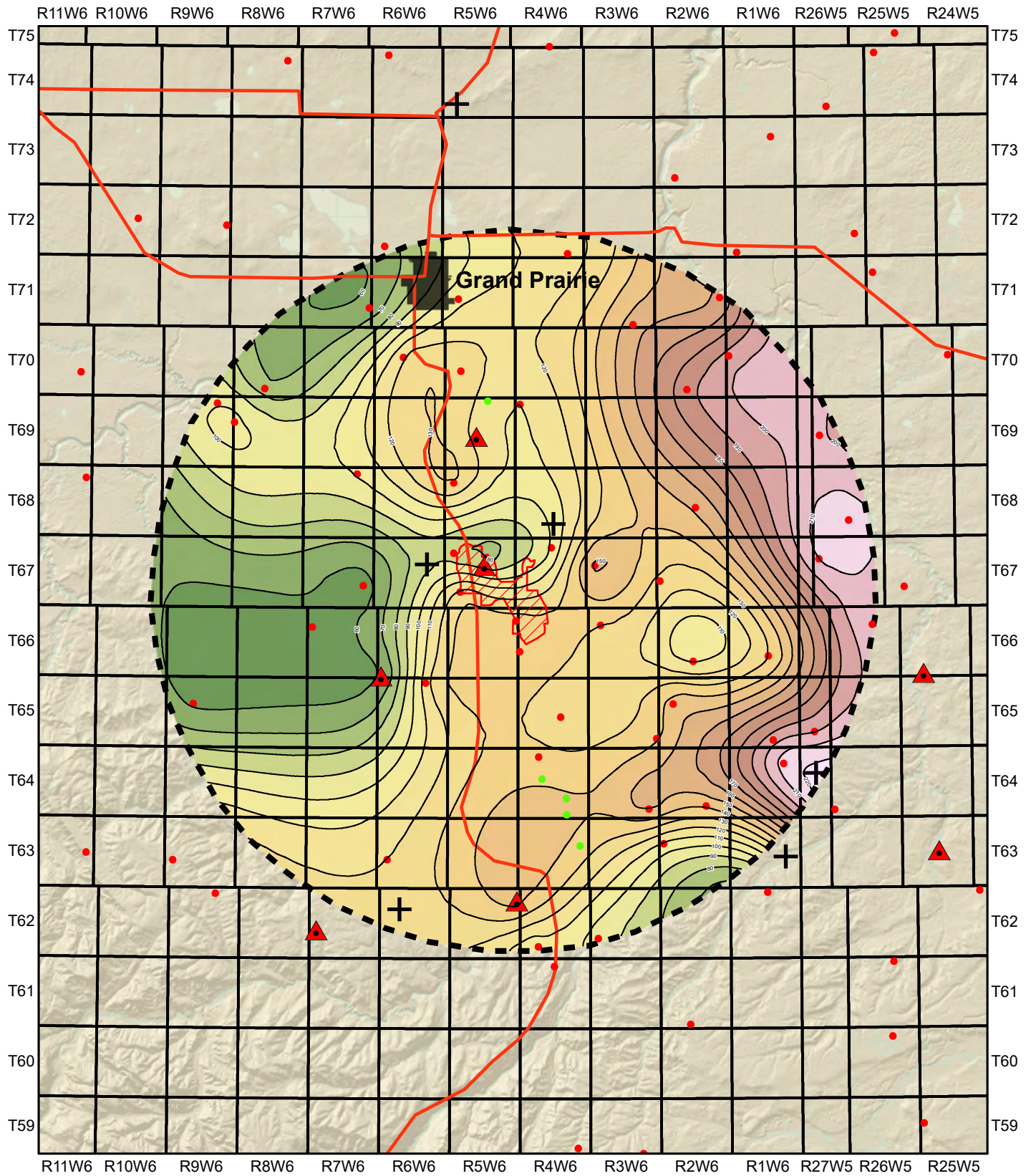




Figure 4

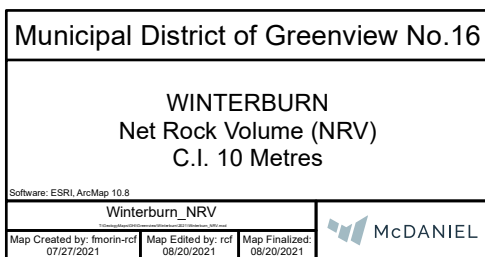
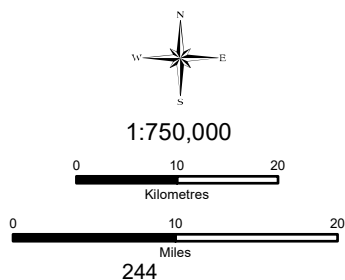
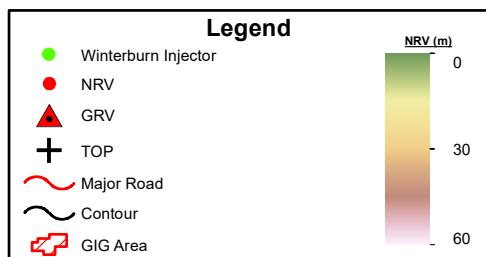
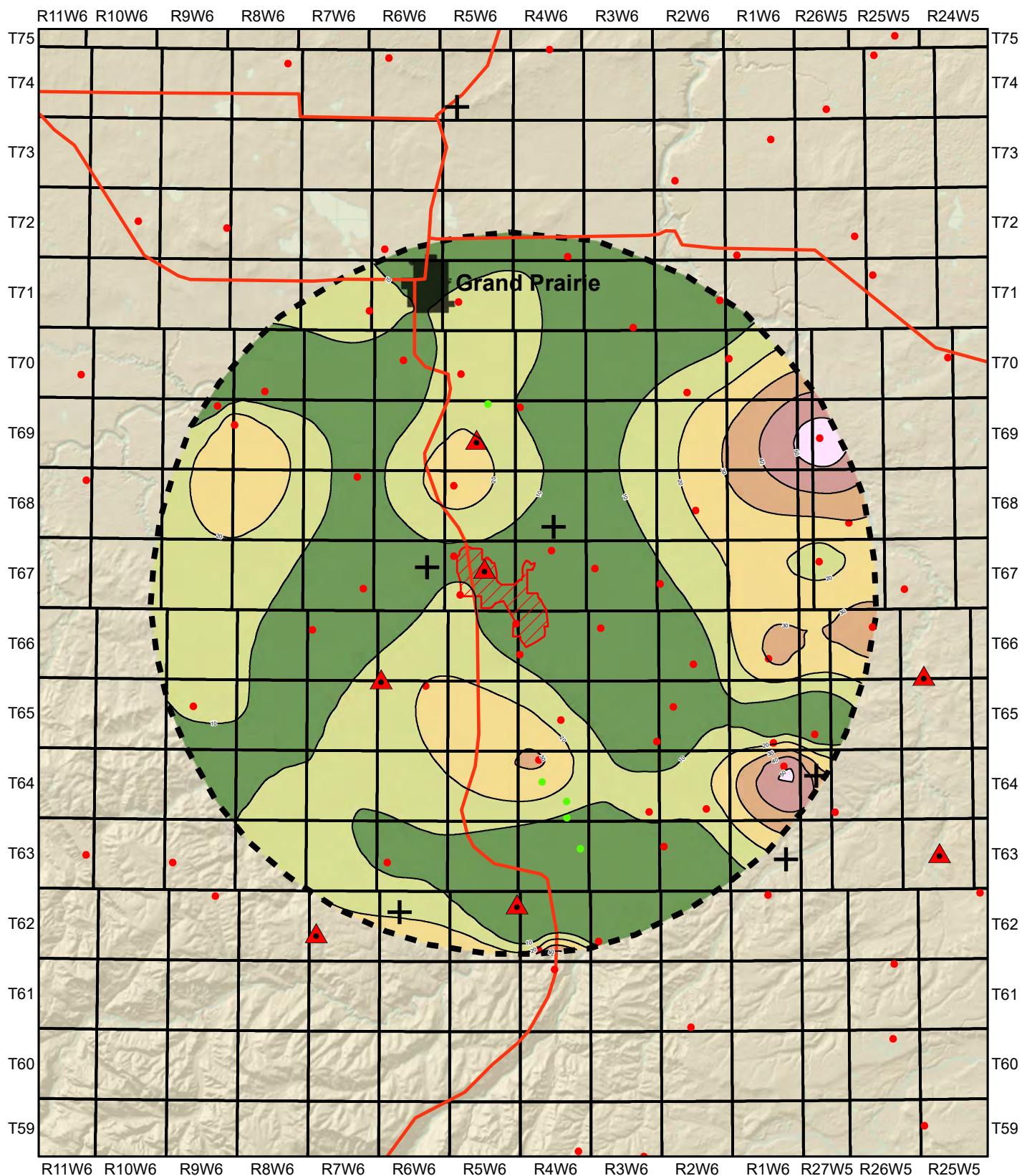
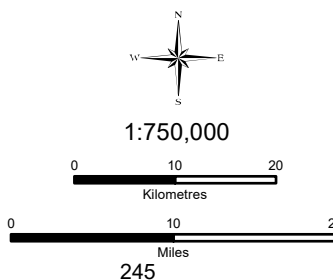
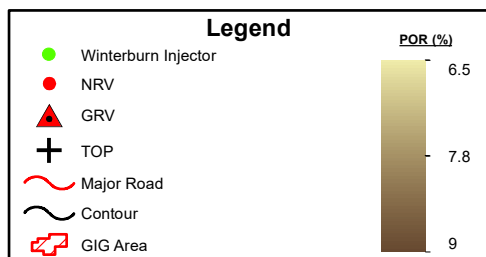
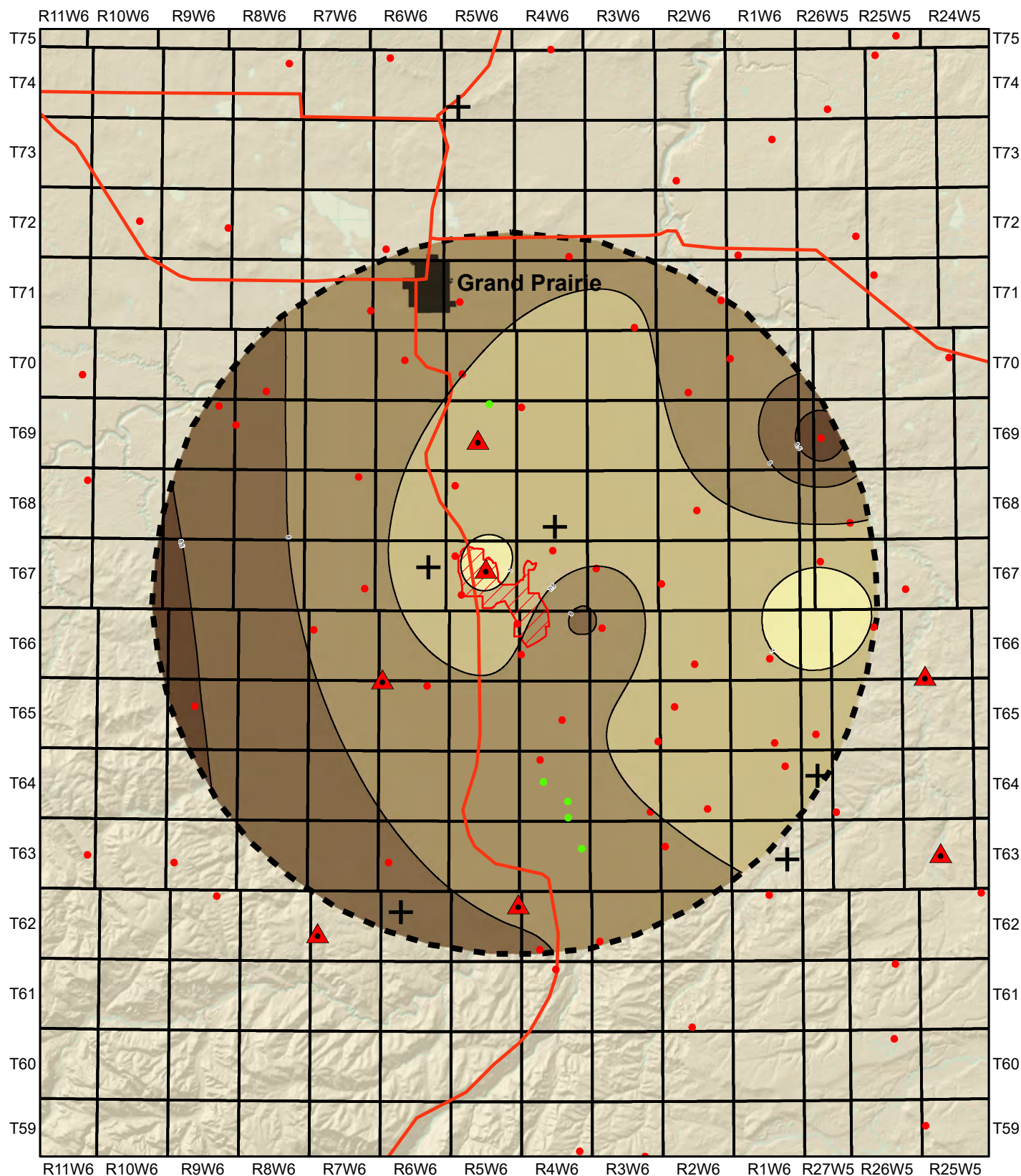


Figure 5



Municipal District of Greenview No.16

WINTERBURN  
Total Porosity  
C.I. 0.5%

Software: ESRI ArcMap 10.8

Winterburn\_Total Porosity

Map Created by: fmcin-rcf

Map Edited by: rcf

Map Finalized:

07/27/2021

08/20/2021

08/20/2021





Figure 6

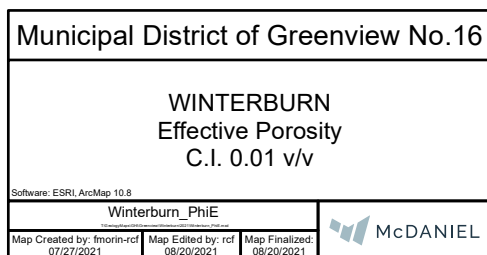
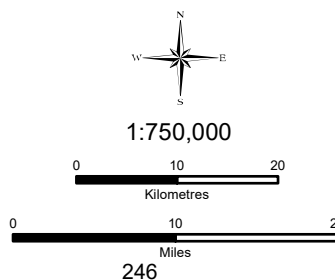
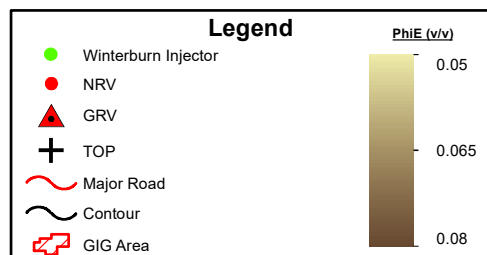
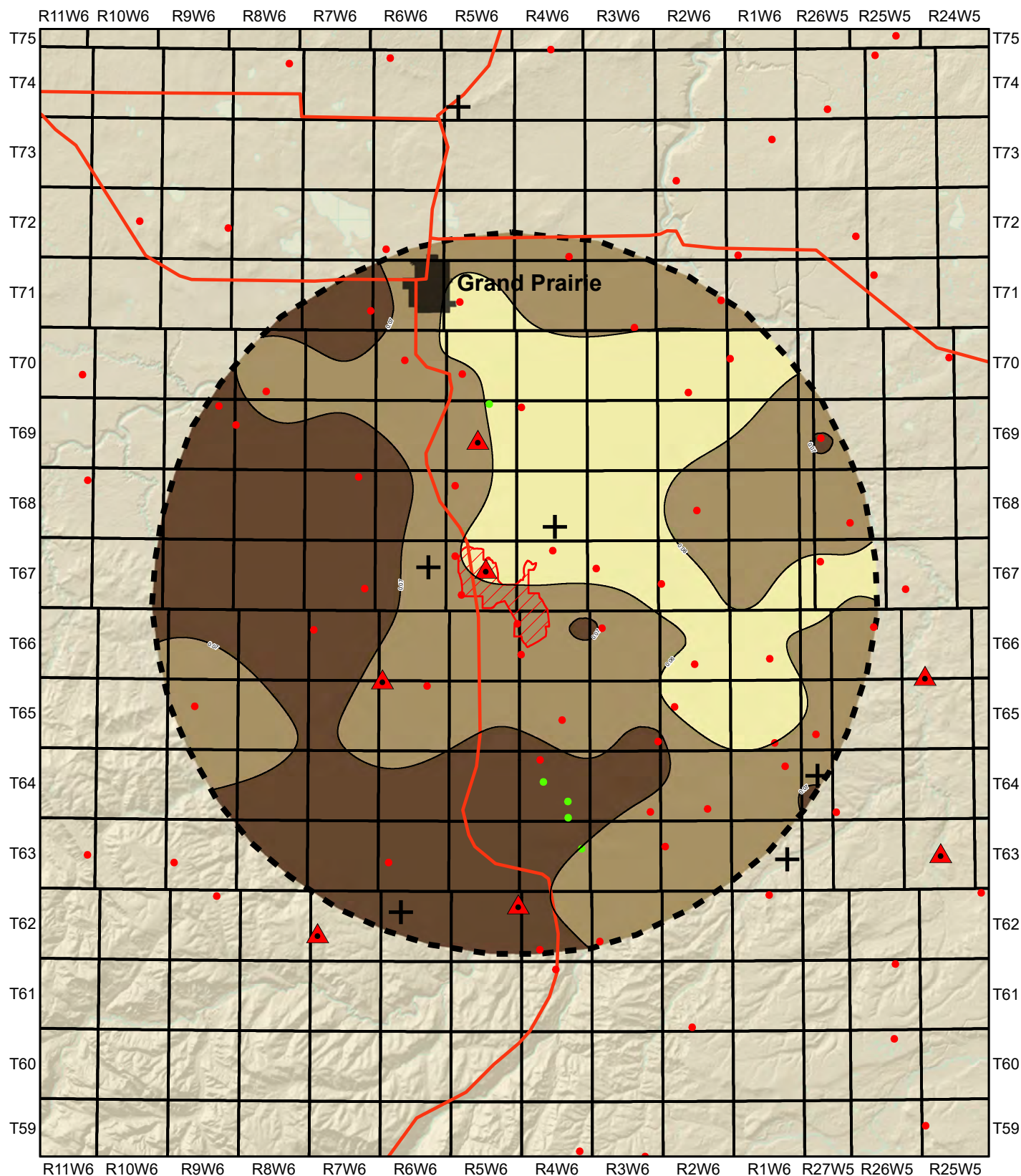
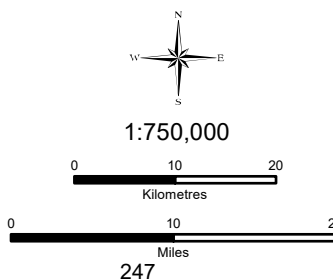
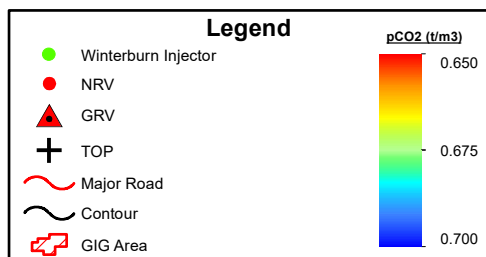
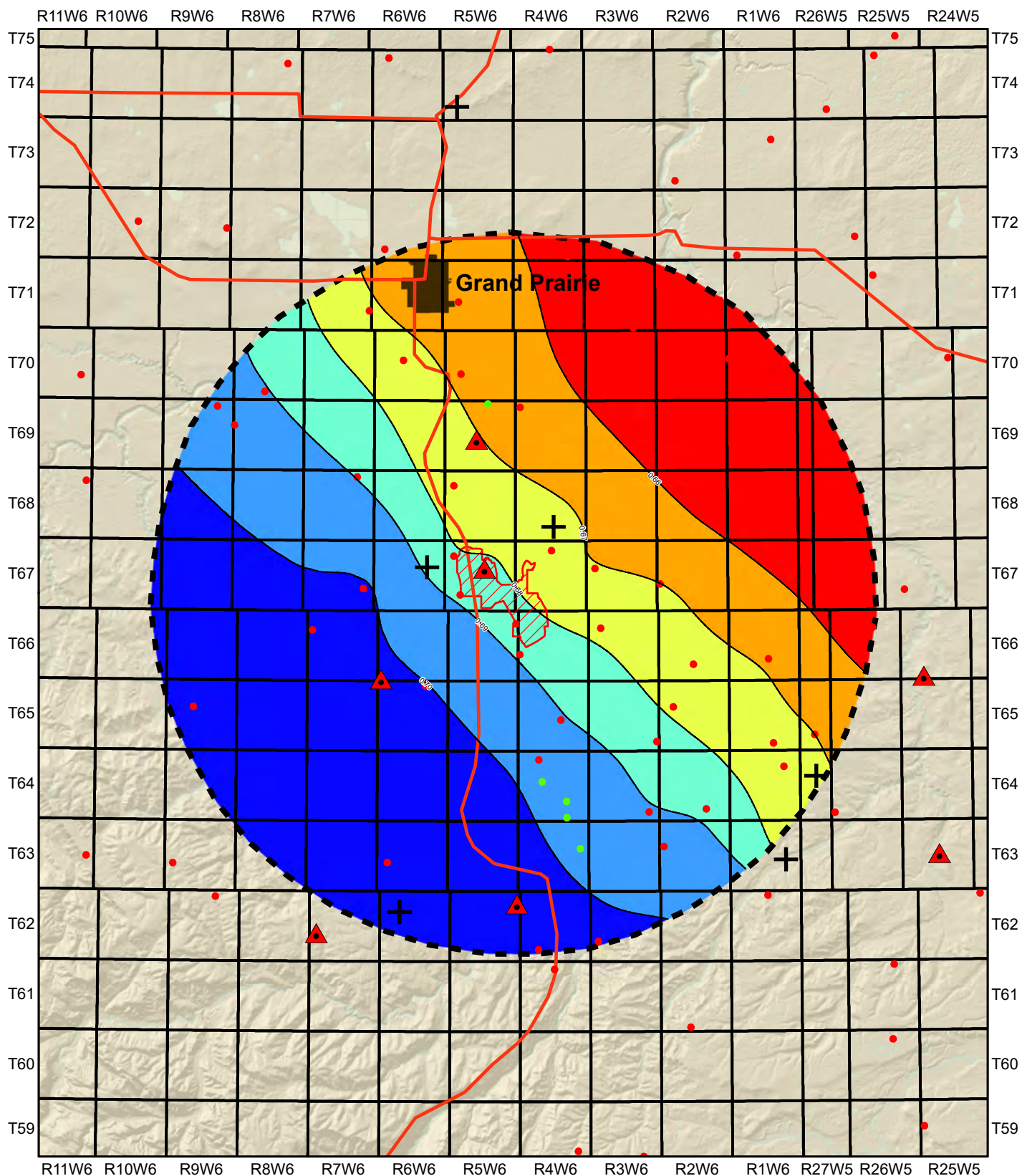


Figure 7



Municipal District of Greenview No.16

WINTERBURN  
Density of CO<sub>2</sub> (pCO<sub>2</sub>)  
C.I. 0.01 (t/m<sup>3</sup>)

Software: ESRI ArcMap 10.8

Winterburn\_pCO<sub>2</sub>\_Regression

Map Created by: fm-bac  
8/11/2021

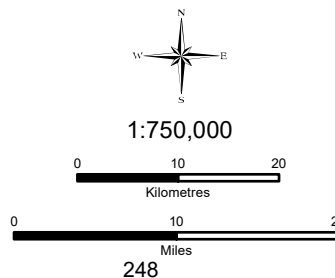
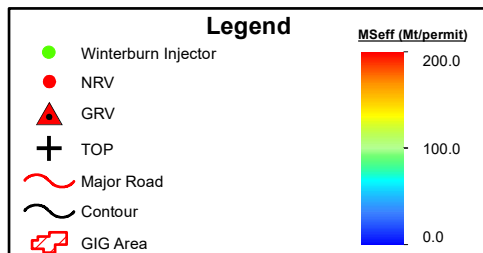
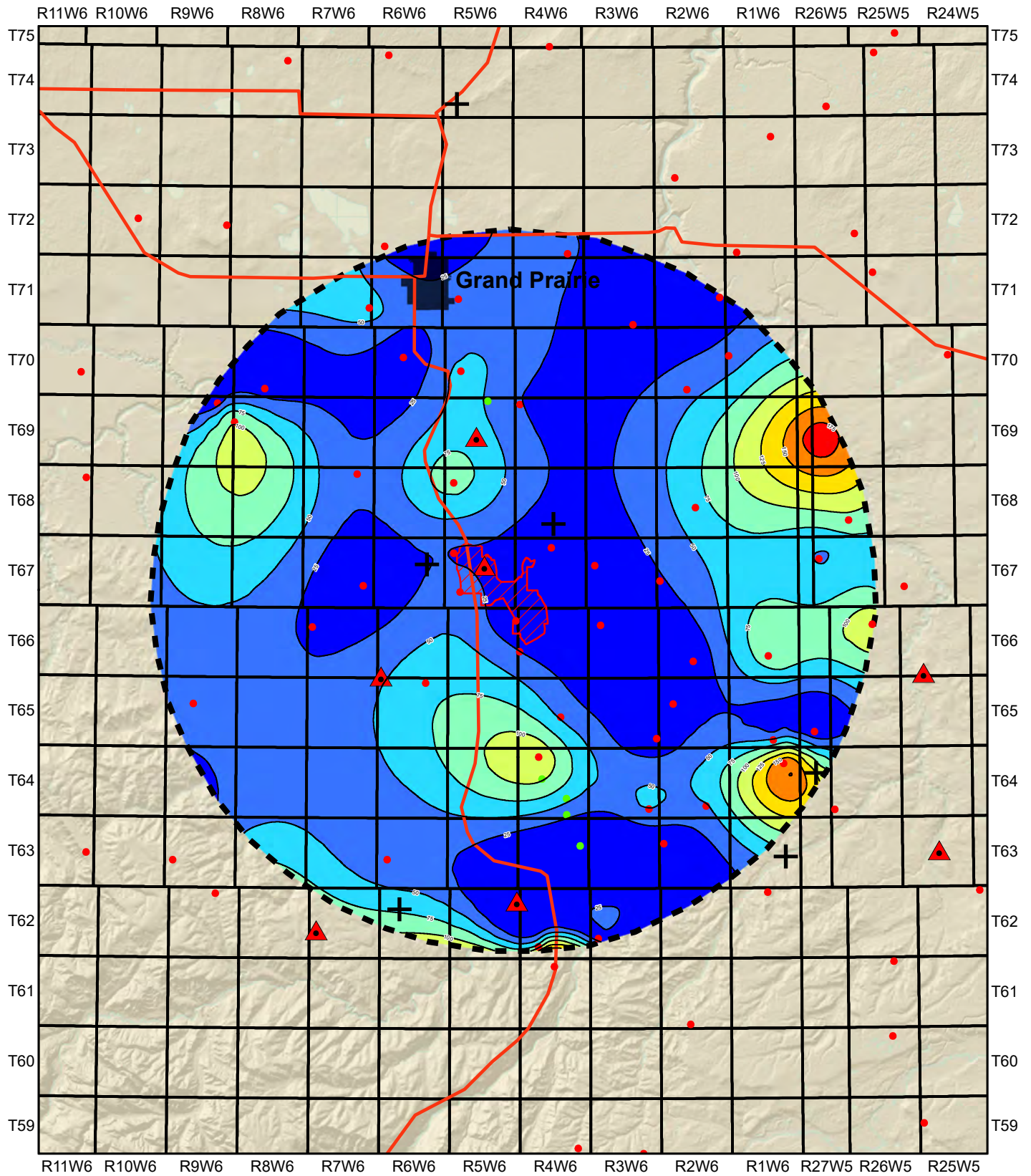
Map Edited by: rcf  
08/20/2021

Map Finalized:  
08/20/2021

McDANIEL



Figure 8



Municipal District of Greenview No.16

WINTERBURN  
Effective Mass Storage of CO<sub>2</sub> (MSeff)  
C.I. 25 Mt/permit

Software: ESRI ArcMap 10.8

Winterburn\_MSeff\_Regression

Map Created by: fm-bac  
8/11/2021

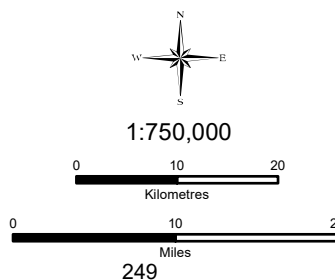
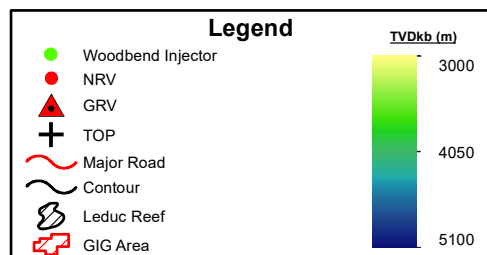
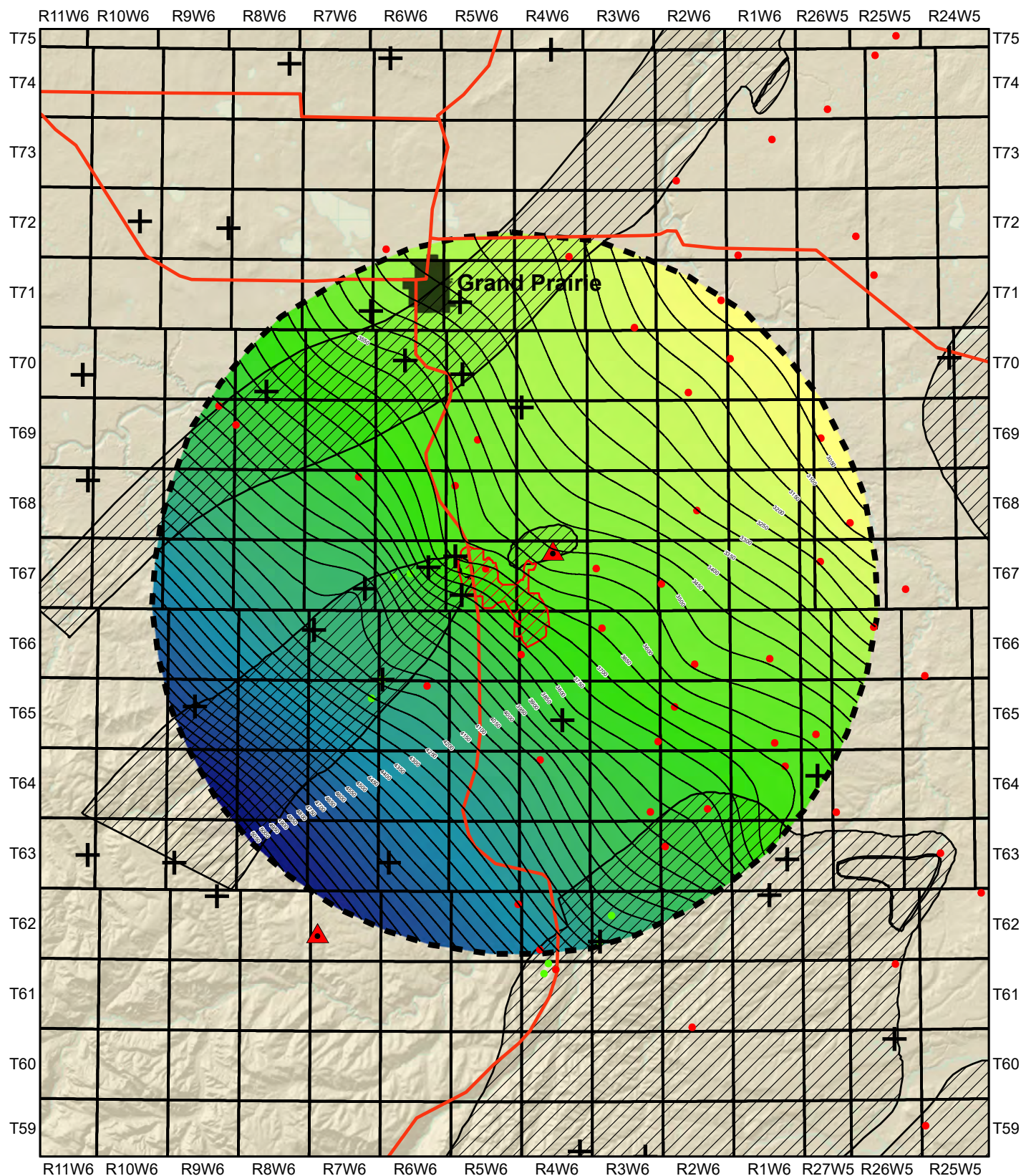
Map Edited by: rcf  
08/20/2021

Map Finalized:  
08/20/2021

McDANIEL



Figure 9



Municipal District of Greenview No.16

WOODBEND  
True Vertical Depth (TVD)  
C.I. 50 Metres (KB)

Software: ESRI ArcMap 10.8

Woodbend\_TVD

Map Created by: fmorin-rcf

Map Edited by: rcf

Map Finalized: 08/04/2021

McDANIEL



Figure 10

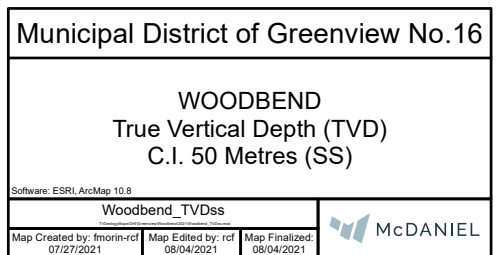
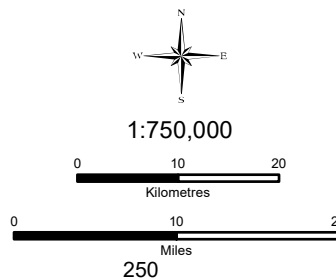
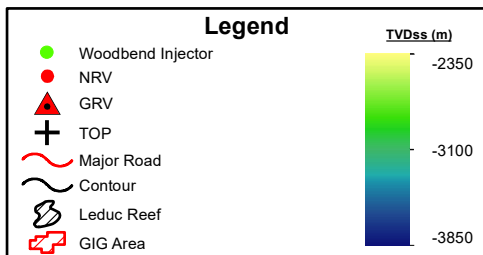
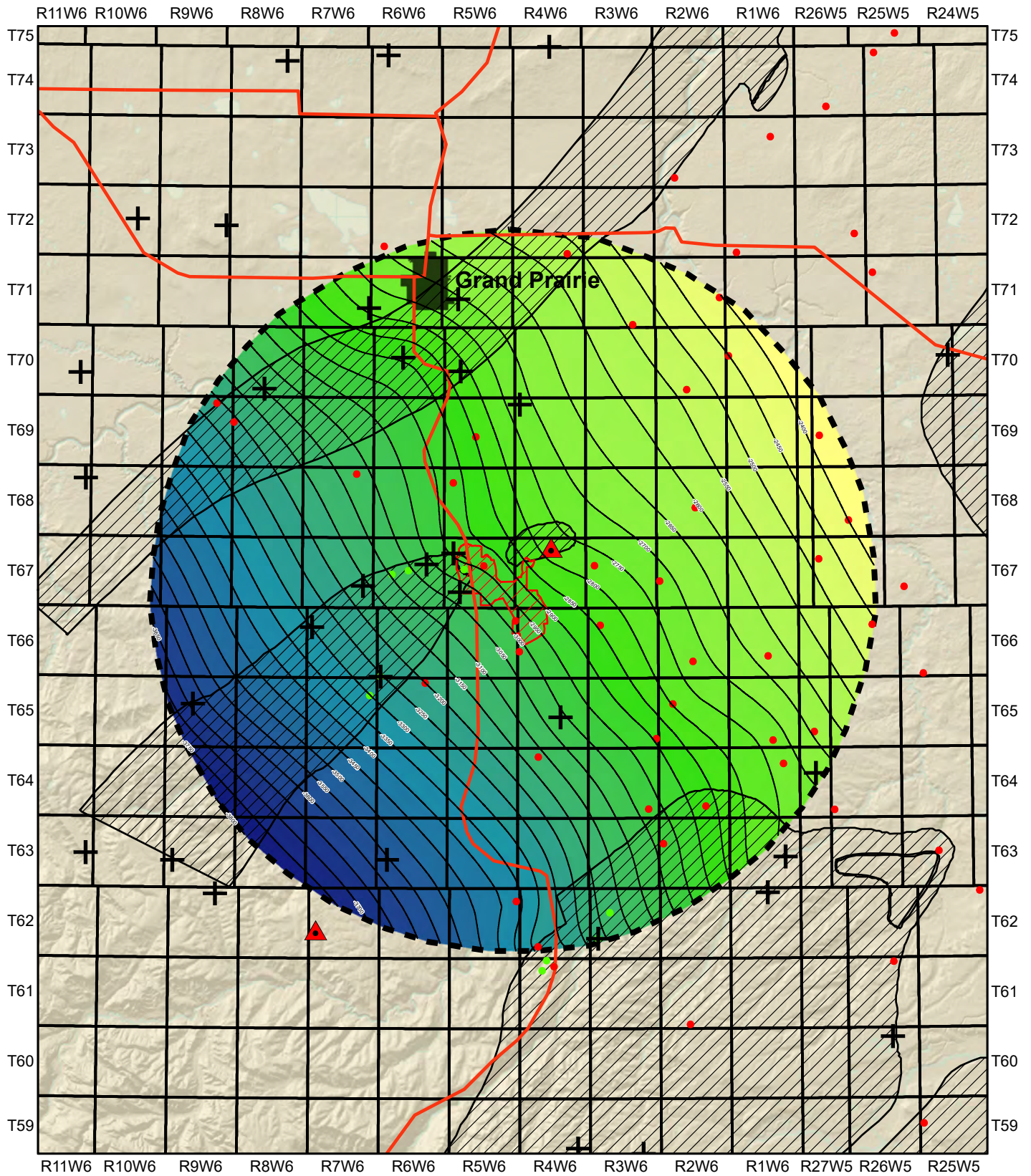




Figure 11

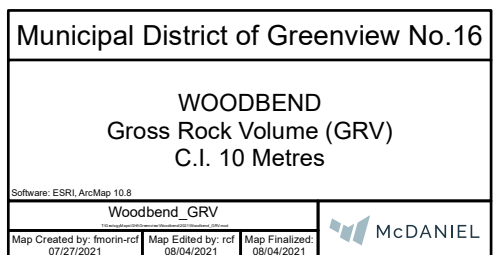
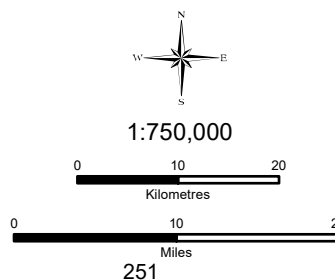
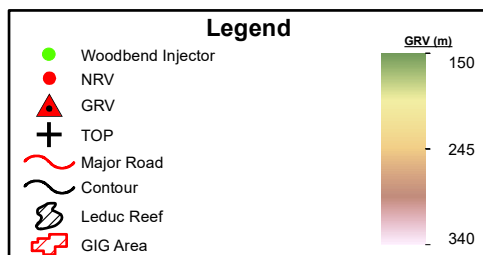
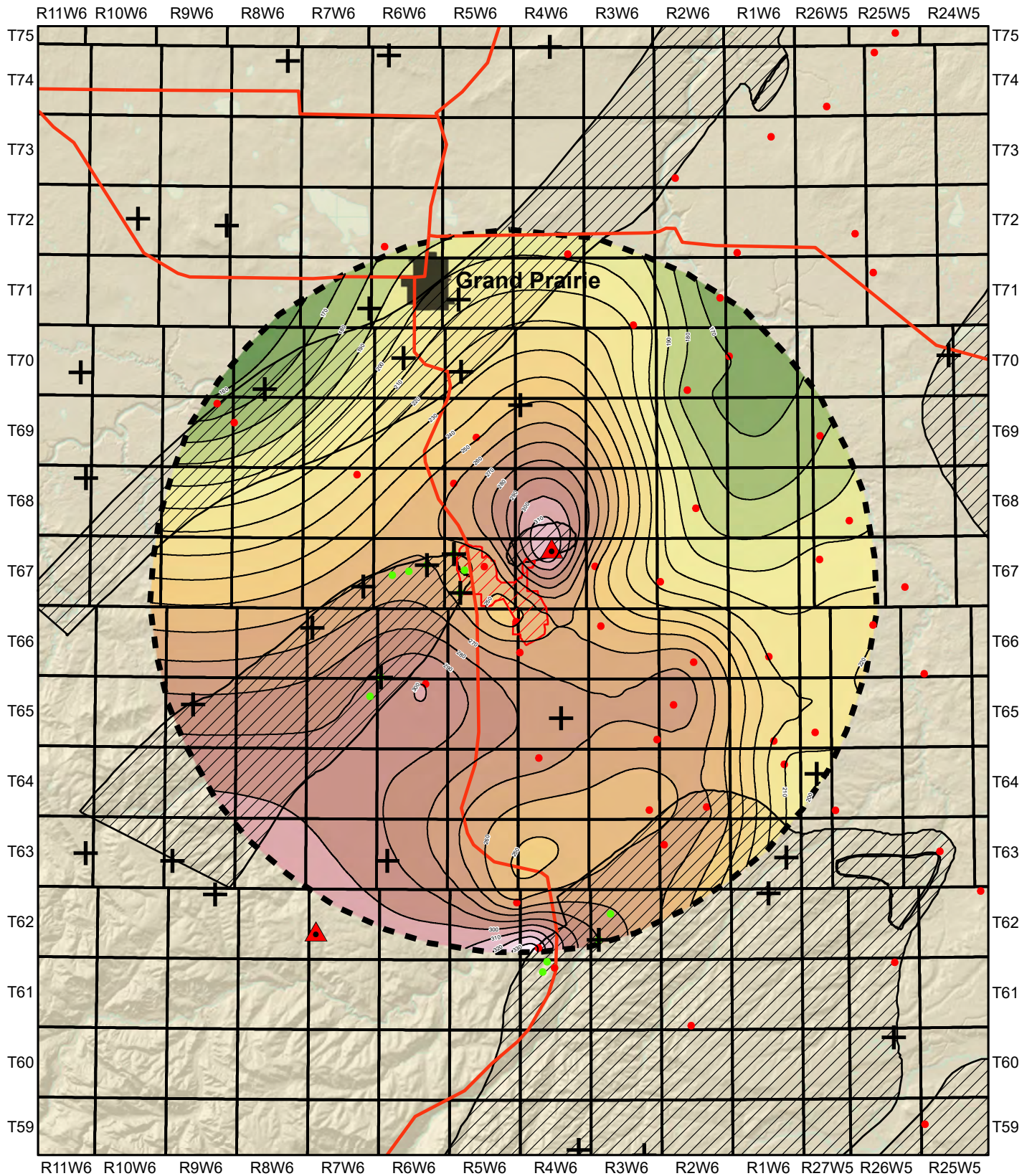




Figure 12

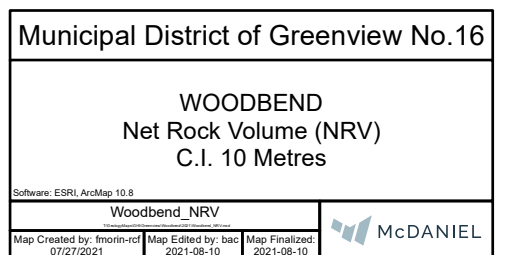
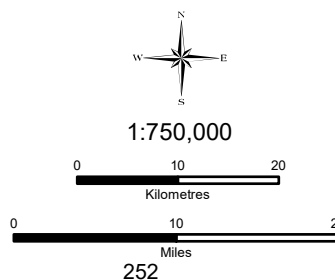
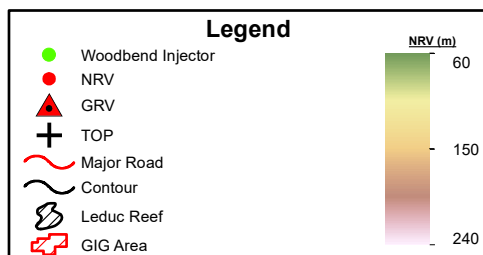
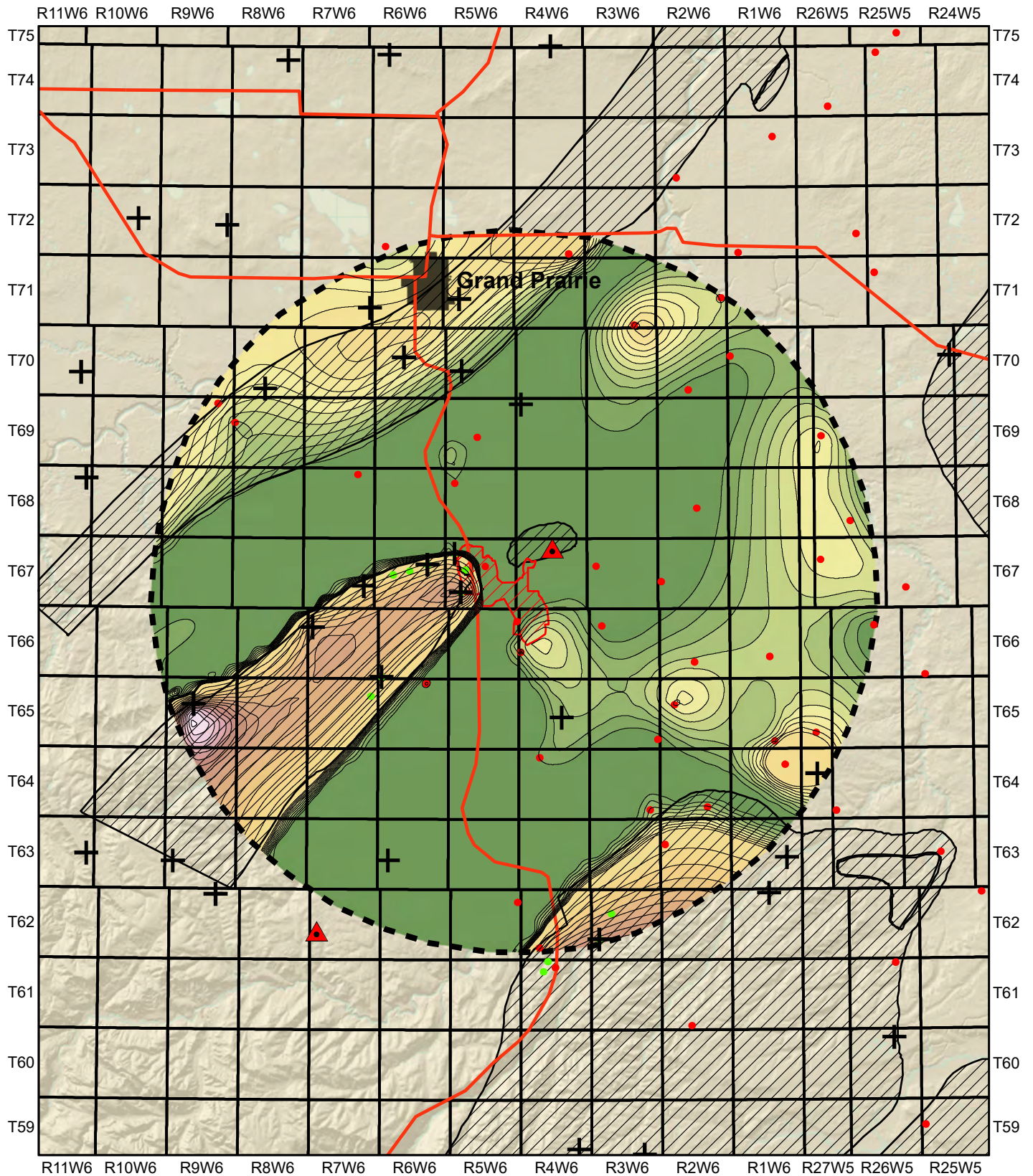




Figure 13

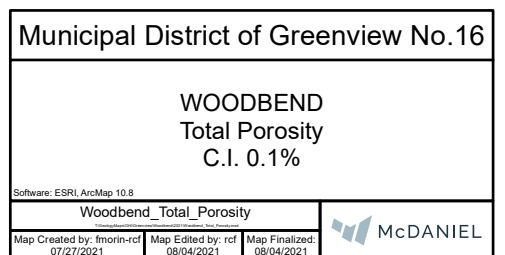
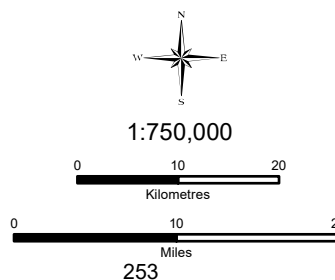
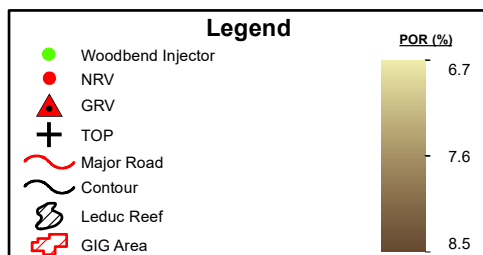
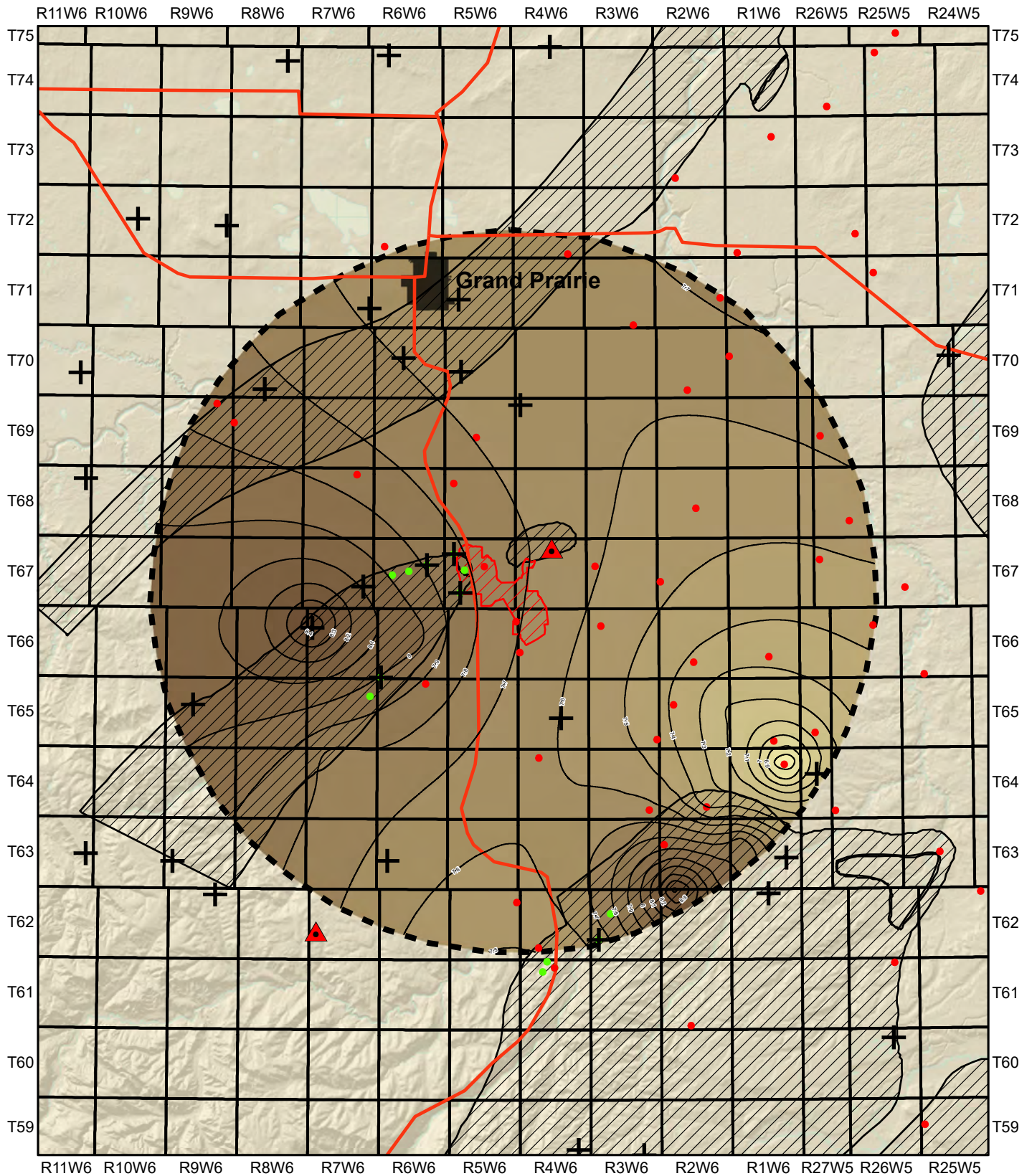




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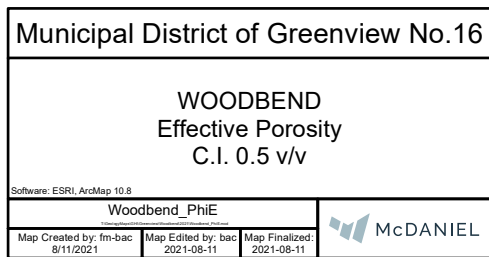
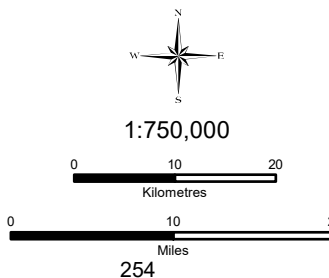
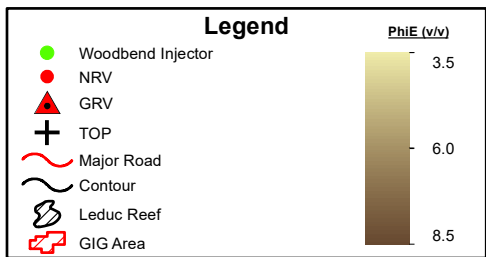
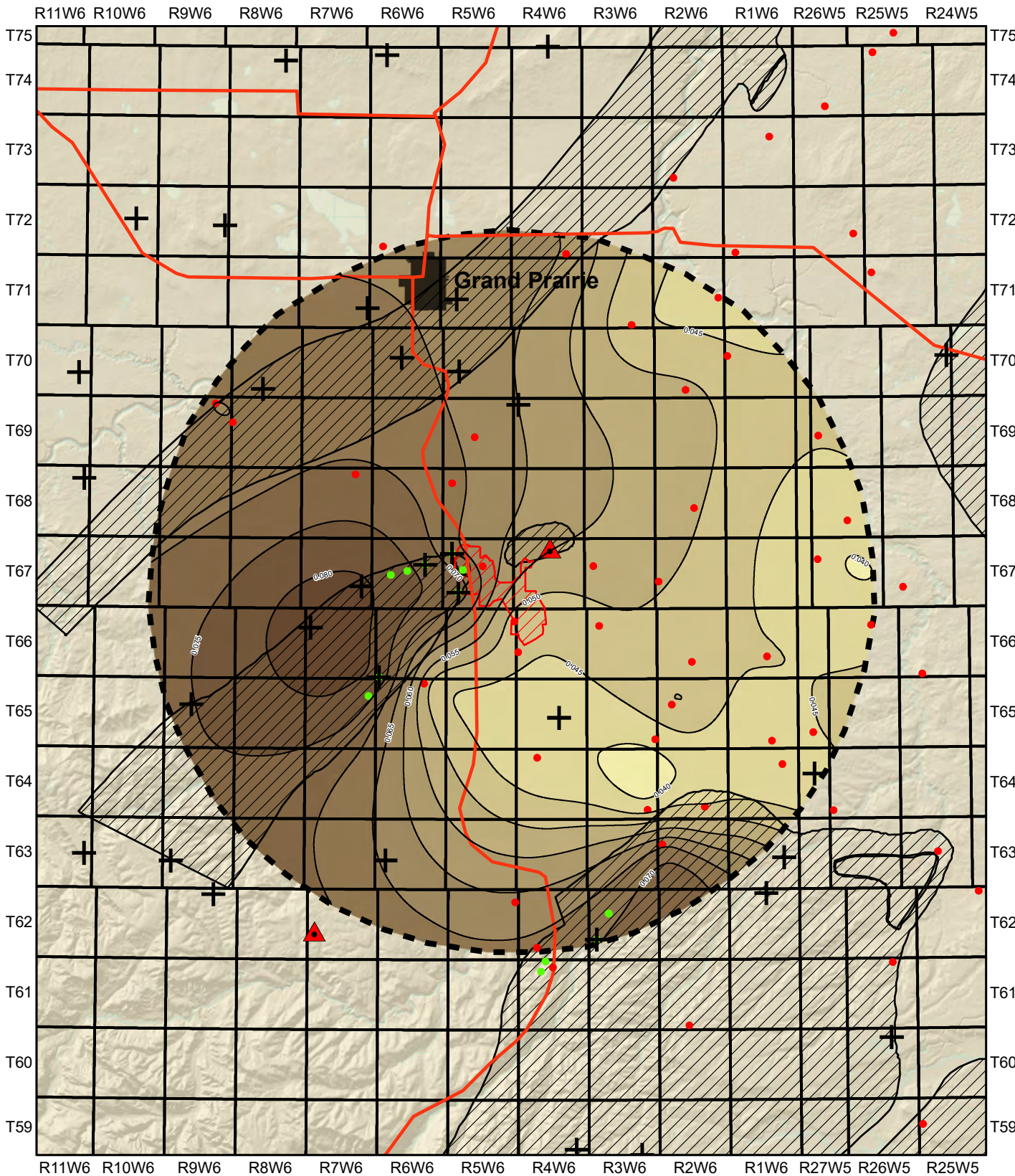


Figure 15

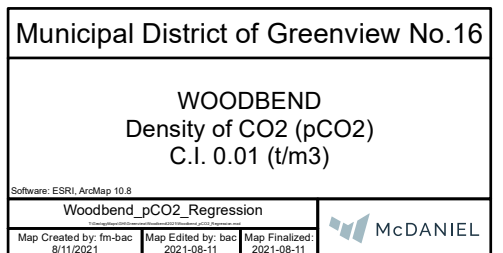
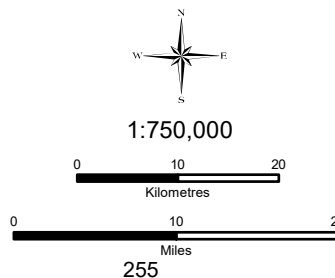
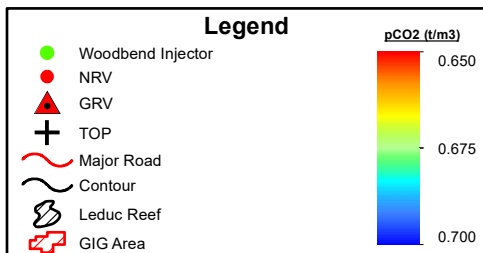
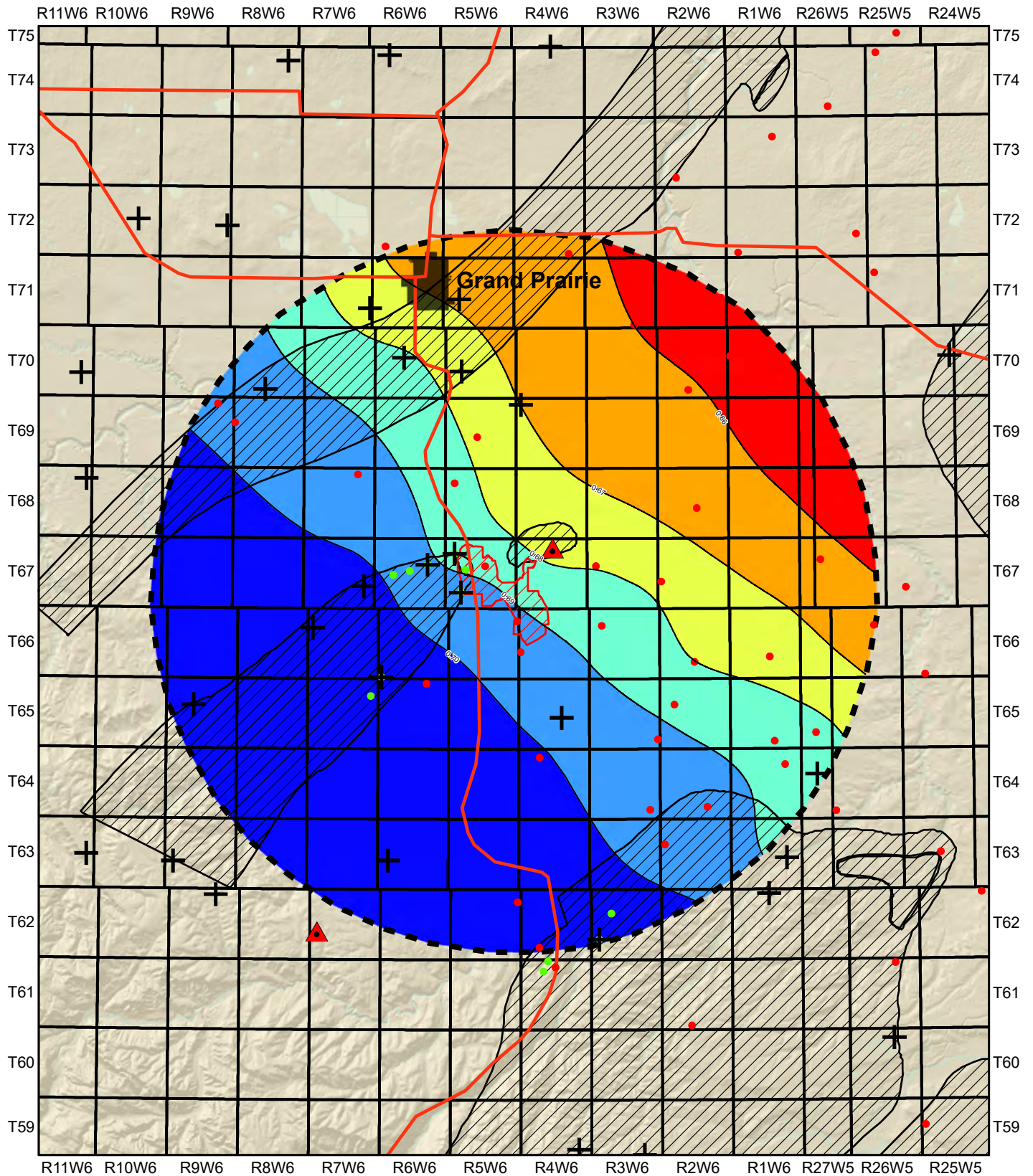
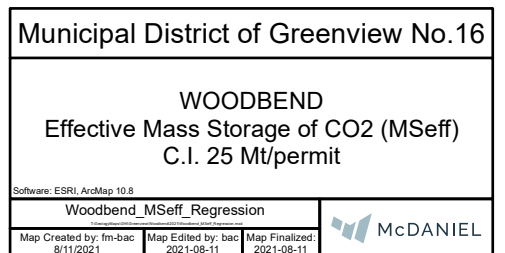
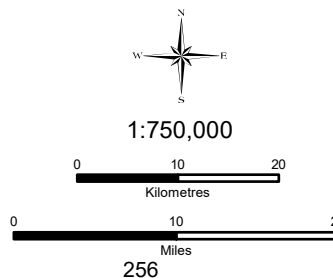
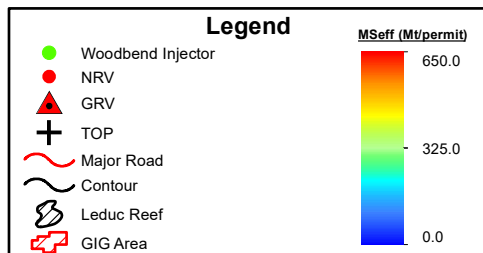
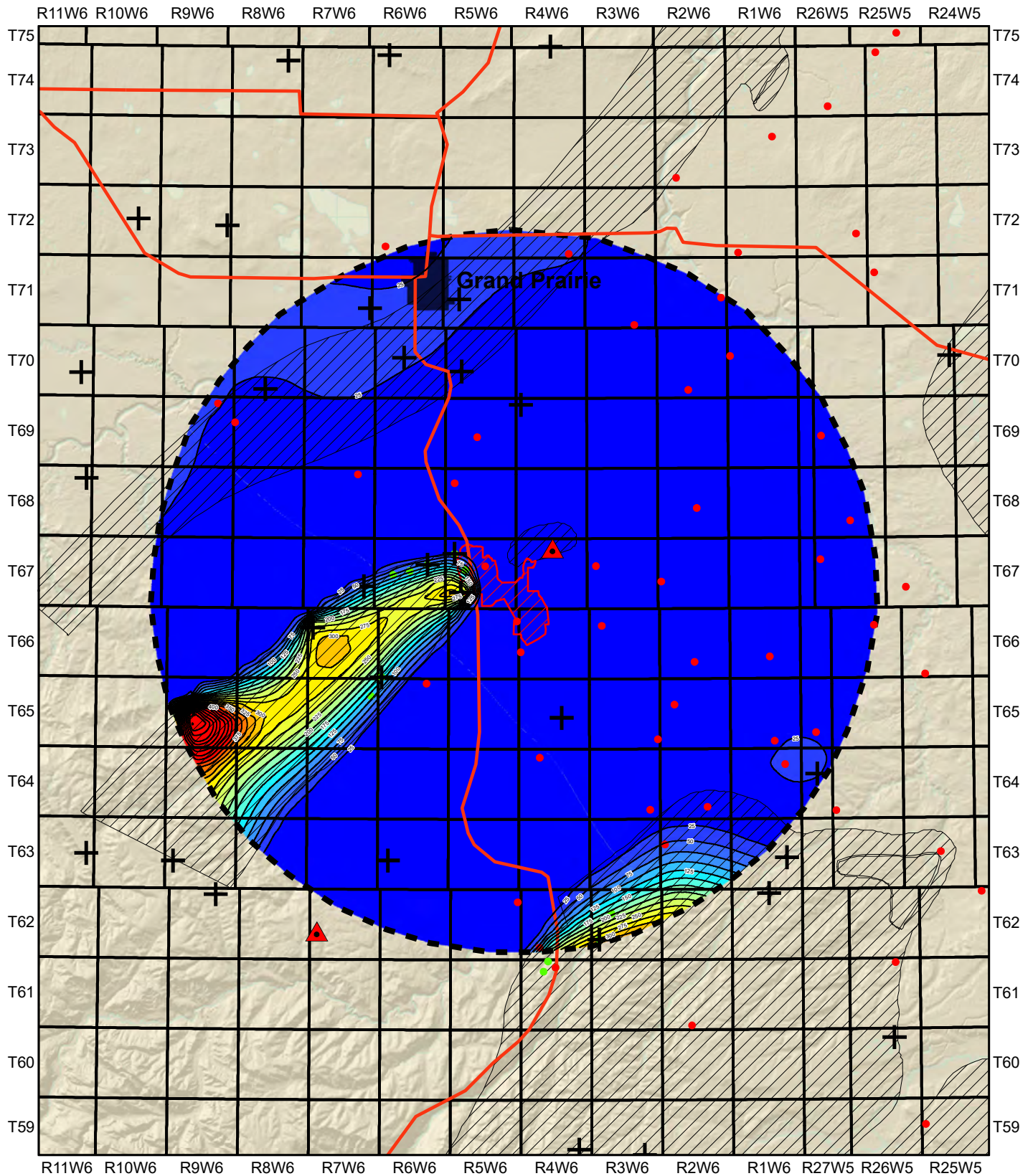




Figure 16





# REQUEST FOR DECISION

---

SUBJECT:	<b>Greenview Industrial Gateway – Stakeholder Event</b>		
SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	September 14, 2021	CAO: SW	MANAGER:
DEPARTMENT:	CAO SERVICES	GM: DM	PRESENTER: KR
STRATEGIC PLAN:	Development	LEG:	

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION:** That Council authorize Administration to proceed with a Greenview Industrial Gateway Stakeholder Event, November 10<sup>th</sup>, 2021, Evergreen Park, Grande Prairie, Alberta.

---

## BACKGROUND/PROPOSAL:

At the Greenview Industrial Gateway Committee meeting held September 7, 2021, the following recommendation was made to Council:

*That the Greenview Industrial Gateway Committee recommend that Council authorize Administration to proceed with a Greenview Industrial Gateway Stakeholder Event, November 10<sup>th</sup>, 2021, Evergreen Park, Grande Prairie, Alberta.*

Administration is recommending that Greenview host a Stakeholder Event in order to inform stakeholders of this proposed world class industrial area. The benefits of hosting this event will be the following:

- Inform all stakeholders of the project status and economic benefits.
- An opportunity in a formal setting to make key announcements.
- An opportunity to inform municipal stakeholders of future potential opportunities.
- The ability for businesses and corporations to network.
- Infrastructure updates (rail, highway, CO<sub>2</sub>, water, etc.)
- An opportunity for Council to showcase this exciting economic initiative.
- An opportunity to promote value-added opportunities.
- Provincial government message delivery.
- Etc.

The cost associated with an event of this nature will be approximately \$50,000.00 which will include, venue, food, keynote speaker, marketing, promotional items, etc. The tentative proposal would include a continental breakfast, keynote speaker, welcoming addresses, announcements, project update and lunch.

This exciting event will be a great opportunity for the official introduction of the Greenview Industrial Gateway project.

---

**BENEFITS OF THE RECOMMENDED ACTION:**

1. The benefit of the recommended motion is that a Greenview Industrial Gateway event will be planned to provide stakeholders with information about the proposed world class industrial area.

---

**DISADVANTAGES OF THE RECOMMENDED ACTION:**

1. There are no disadvantages to the recommended motion.

---

**ALTERNATIVES CONSIDERED:**

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

---

**FINANCIAL IMPLICATION:**

The financial implication of the event will be approximately \$50,000.00.

---

**STAFFING IMPLICATION:**

There are no staffing implications to the recommended motion.

---

**PUBLIC ENGAGEMENT LEVEL:**

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

---

**FOLLOW UP ACTIONS:**

Administration will follow up with preparing for hosting the event in accordance with the decision made by Council.

---

**ATTACHMENT(S):**

- Tentative Greenview Industrial Gateway Event Schedule



# GIG First Annual Stakeholder Update:

8:00 – Doors Open

8:00 – 8:30 – Continental Breakfast and Networking

8:30 – 8:35 – Welcoming Remarks – Kyle Reiling

Recognition of First Nation Traditional Territory

8:35 – 8:40 – Reeve and Council Welcoming - Reeve Smith, Recognition of all Council Members

8:40 – 8:50 – Province of Alberta Update and Greetings ( Premier, Minister Nixon, Minister Toews)

8:55: 9:30 – GiG =Overview and Questions Period – KR

9:30 – 10:00 - Break and Networking

10:05– 11:00 – Industry and Infrastructure Updates

- Northern Petrochemical
- CNRL
- ARC
- CN
- Atco
- Nauticol

11:00 – 11:15 – Break and Networking

11:15 – 12:00 – Keynote Speaker – TBD –

12:00 – 12:45 – Lunch and Prizes - KR

12:45 – 1:00 – Closing Remarks and Prizes – KR

1:00 – 2:00 – Closing and Networking



# REQUEST FOR DECISION

---

SUBJECT: **Greenview Industrial Strategic Business Plan**

SUBMISSION TO:	Regular Council Meeting	REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE:	September 14, 2021	CAO: SW                      MANAGER:
DEPARTMENT:	CAO SERVICES	GM: DM                      PRESENTER: DM
STRATEGIC PLAN:	Development	LEG:

---

## RELEVANT LEGISLATION:

**Provincial** (cite) – N/A

**Council Bylaw/Policy** (cite) – N/A

---

## RECOMMENDED ACTION:

**MOTION: That Council adopt the Greenview Industrial Gateway Strategic Business Plan as presented.**

---

## BACKGROUND/PROPOSAL:

At the Greenview Industrial Gateway Committee Meeting held September 7, 2021, the following recommendation was made to Council:

*That the Greenview Industrial Gateway Committee recommend that Council adopt the Greenview Industrial Gateway Strategic Business Plan as presented.*

The Greenview Industrial Gateway Strategic Business Plan will act as the guiding document in the development of the proposed area, assist in setting specific goals and strategies and will demonstrate the potential economic deliverable. An additional benefit is that Greenview's preparedness in understanding the scope and complexities involved will be evident to all stakeholders. The adopted Greenview Industrial Gateway plan may be presented at the Greenview Industrial Gateway event as a professional demonstration of Greenview's commitment to the project.

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## BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that the Strategic Business Plan will identify Greenview as having a guiding strategic plan for addressing the complexities involved with the Greenview Industrial Gateway project.
- 

## DISADVANTAGES OF THE RECOMMENDED ACTION:

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

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ALTERNATIVES CONSIDERED:

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

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FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

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STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

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PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

**INCREASING LEVEL OF PUBLIC IMPACT**

Inform

**PUBLIC PARTICIPATION GOAL**

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

**PROMISE TO THE PUBLIC**

Inform - We will keep you informed.

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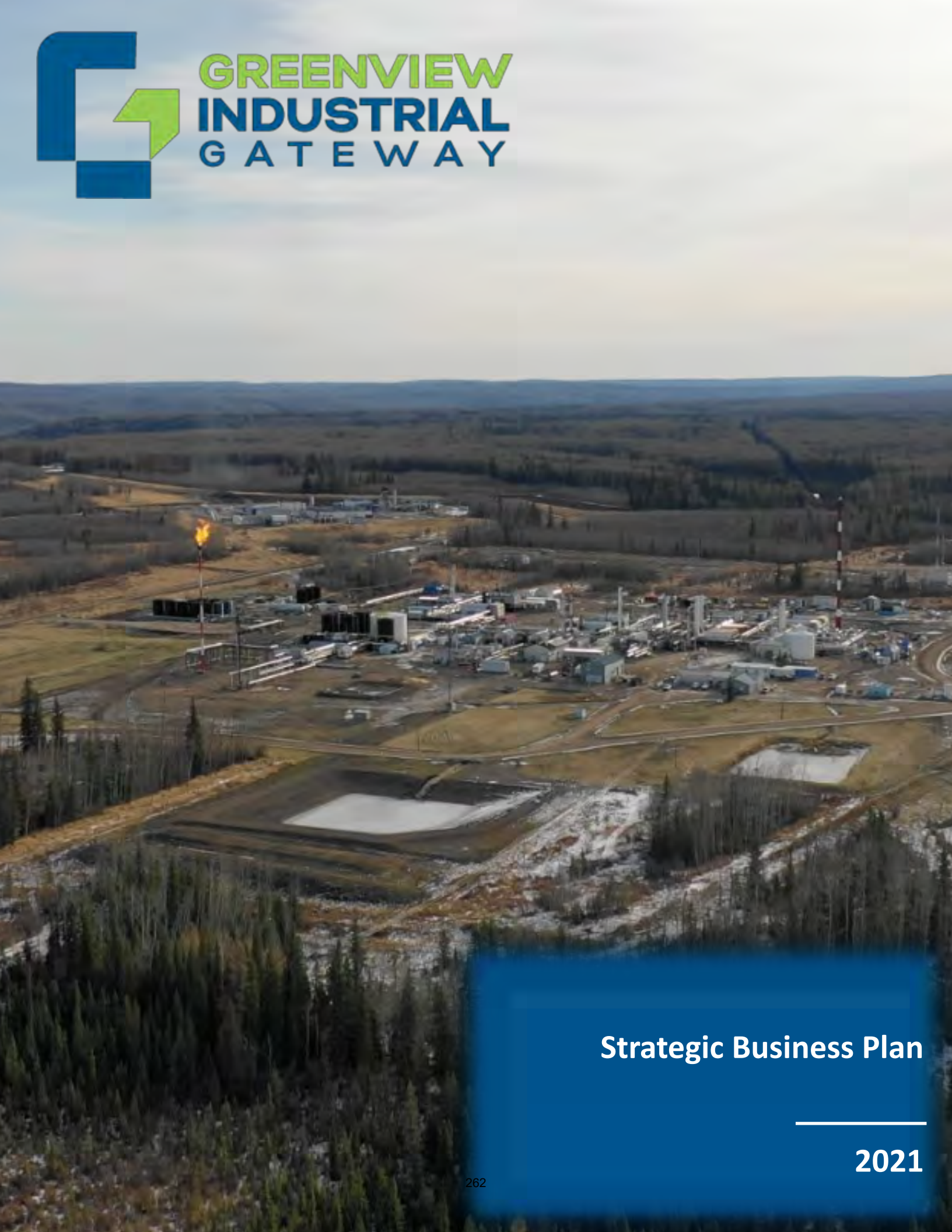
FOLLOW UP ACTIONS:

Administration will proceed with the course of action as outlined in the Strategic Plan in accordance with Council's approval.

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ATTACHMENT(S):

- Greenview Industrial Gateway Strategic Business Plan



## Strategic Business Plan

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**2021**



**Vision:**

*That Greenview develop a world class eco-industrial site focused on the processing and development of natural gas by-products which will result in a sustainable economy for the region.*



The Municipal District of Greenview with the support of the Alberta Government, through extensive consultation and collaboration, is developing the Greenview Industrial Gateway project located in Northwestern Alberta, Canada. The Greenview Industrial Gateway project will encompass a world class heavy industrial development focused on value added petrochemical development linked to the Montney's abundant natural gas deposit.

The large-scale industrial area offers low-cost natural gas feedstock utilized in the processing and development of petrochemicals. The industrial gateway which is positioned on the CanAmex Heavy Load Corridor with full rail capacity, provided by CN Rail provides an efficient transportation route to the ports of Kitimat and Prince Rupert. The project provides access to pipeline and infrastructure which provides an effective alternative in transporting product to market.

The diverse demographic region consists of a skilled and experienced industrial workforce specializing in conventional energy production, manufacturing and processing.

Greenview is excited to introduce the Greenview Industrial Gateway project, the development will have the capacity to deliver a world class integrated eco-industrial site that will enhance the economy on a vast encompassing scale.



## Strategic Business Plan

**A. Vision: That Greenview develop a world class integrated eco-industrial site focused on the processing and development of natural gas biproducts which will result in a sustainable economy for the region.**

### 1. Strategy: Legal and Legislative Requirements

Greenview will be required to adhere to legal and legislation requirements including various provincial acts and regulations in order to proceed with the development of an integrated eco-industrial site.

Action:	Projected Timeline:	Status:
<b>1.1 First Nations Consultations</b> Indigenous consultations are a legal requirement that the provincial government is required to enact upon prior to the sale or disposal of crown lands.	January 2021 – August 2021	Complete
<b>1.2 Public Sales Agreement</b> Greenview will require a legal and binding agreement/contract with all proponents to ensure that all parties assets and mutual interests are adhered.	February 2022 - ongoing	In progress
<b>1.3 Project Management/Government Relations</b> Greenview will engage a Government Advocacy Company in order to ensure that the development of the Greenview Industrial Gateway is conveyed to the appropriate industry and government representatives and/or agencies.	January 2021 – August 2021	Complete
<b>1.4 Development Agreement</b> Greenview will be required to develop a comprehensive development agreement with all applicable proponents in order to ensure orderly growth and development of the proposed industrial site.	February 2022 - ongoing	



Action:	Projected Timeline:	Status:
<p>1.5 Legal Land Purchase Sales Agreement – Land (approx. 2000 acres). Greenview will consult and negotiate with the provincial government as to a purchase price of the above-noted land and enter into all applicable agreements.</p>	August 2021 - February 2022	In progress
<p>1.6 Risk Assessment Analysis Greenview will obtain the services of a consulting firm in order to develop a detailed risk assessment of the proposed industrial site in order to minimize all parties' future liabilities.</p>	August 2021- October 2021	In progress
<p>1.7 Area Structure Plan Review Greenview has previously developed and approved an area structure plan for the proposed industrial development in 2018. The existing document should be reviewed with any required revisions enacted upon.</p>	September 2021 – February 2022	
<p>1.8 Utility Ownership Model A comprehensive utility ownership model needs to be developed in order to proceed with the various utilities, services and corridors required as to service the proposed industrial area.</p> <p>There are various forms of utility models in which to review as to determine the most appropriate course of action to be taken as to aid in the development (i.e., Greenview, industry or private ownership models etc.)</p>	August 2021 – October 2021	In progress
<p>1.9 Sustainability Funding Model A sustainable funding model will be required as to address the long-term financial implications that result from the development of an industrial project of this magnitude. The model may include i.e, future utility, infrastructure and capital costs etc. as well as the revenue generated.</p>	August 2021 – January 2022	In progress
<p>1.10 Budget Annual budgets will be established for both the industrial park development and administrative operations addressing all capital and operational requirements.</p>	August 2021 – December 2021	In progress



## 2. Strategy: Infrastructure

Action:	Projected Timeline:	Status:
<p>2.1 Engineering Detailed engineering plans are required for the numerous project components as to be compliant with applicable legislation and aid in the project development.</p>	November 2021 -	Ongoing
<p>2.2 Infrastructure/Utility Plans Detailed plans including cost analysis will be prepared for each component as to aid in the development of present and future infrastructure and utility requirements.</p>	November 2021 -	Ongoing
Stormwater Plan	August 2021 -	Initiated
Processed Water Plan	November 2021 –	
Land Acquisition Plan	August 2021 – February 2022	
CO2 Management Plan	August 2021 – March 2022	
Rail Design Plan	August 2021 – January 2022	
Geotechnical Analysis Plan	August 2021 – October 2022	
Emergency Services Plan	September 2021 – February 2022	
GIG - Industrial Master Development Agreement		
Linear Infrastructure Corridor Plan	November 2021	Completed
Traffic Impact Assessment Study	August 2021 - November 2021	Initiated
Others		





<b>Action:</b>	<b>Projected Timeline:</b>	<b>Status:</b>
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2.3 Cost Sharing Agreements  
 Agreements will be established with potential stakeholders outlining the various components and fiscal models to be utilized in the development of all utility/infrastructure capital and operations (water, power, gas, etc.).

February 2022 - ongoing

2.4 Air Quality Management  
 An air quality management plan will be established as to be compliant with all current provincial/federal legislative requirements.

February 2022

**3 Strategy: Stakeholder Partnerships**

Establishing various stakeholder partnerships is a vital component as to lead in the viability and sustainability of the industrial development. Stakeholders (including, but not limited to the following) shall be consulted as to establish the level and degree of a partnership opportunity.

<b>Action:</b>	<b>Projected Timeline:</b>	<b>Status:</b>
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3.1 Province of Alberta (Alberta Environment, AER, Land Assessment, Alberta Energy, Alberta Jobs and Innovation).  
  
 Invest Alberta, municipal, industry and indigenous, etc.

June 2021 -



**4 Strategy: Governance**

Greenview Council shall act as the governing body in providing governance and direction as to achieve all the strategic directives in the development of the industrial project.

<b>Action:</b>	<b>Projected Timeline:</b>	<b>Status:</b>
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4.1 Advisory Board  
 Establish an advisory board comprised of elected officials and industry stakeholders as to aid in the future development and success of the industrial project.

November 2021



**Action:****Projected Timeline:****Status:****4.2 Administrative Committee**

A committee comprised of various Greenview staff will enact upon the authorized strategies and actions and provide Council with the required information as to make informed decisions in the development of the industrial project.

November 2021

**5. Strategy: Marketing and Promotion****Action:****Projected Timeline:****Status:****5.1 Marketing/Promotions Plan**

A comprehensive marketing/promotions plan will be established as to deliver various forms of communications to provincial, national and global potential stakeholders.

January 2022

**5.2 Stakeholder and Industry Events**

Events (tradeshows, conferences, meet-and-greet, etc.) will be hosted in order to promote and network with various stakeholders.

November 2021

**5.3 Leads Generational Analysis Development of a focussed targeted list of natural gas producers, manufacturers and stakeholders.**

July 2021

Ongoing

**5.4 Explore the opportunity to develop a Greenview Industrial Gateway Association (GIGA) which will be a medium for stakeholders to communicate collectively.**

January 2022





## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** CAO Services

**Submitted by:** Stacey Wabick, Interim CAO

**Date:** 9/14/2021

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### **Interim Chief Administration Officer, Stacey Wabick**

August was a month that many departments made good progress on their budgeted items. Gravel hauls were in full force, planning for the development of a new outdoor recreation facility in Little Smoky commenced and construction made headway on approaches, bridge files and roads. Ironically, while the weather appeared to be ideal for these activities, the excessive dry conditions did pose challenges for grading and dust control and accomplishing suitable compaction on construction sites. The dry conditions that persisted through August also created devastating conditions for our producers. Poor crop yields and lack of livestock forage has created a negative impact to one of Greenviews significant economic sectors.

The Greenview Industrial Gateway continues to make meaningful progress. As water and land securement nears closer to completion, Greenview developed a committee that includes Council and select Administration. This committee allows for more focus on key subject areas, the presence of delegations and more opportunity to flesh out specific details. These discussions then can be summarized and brought before Council for final decisions.

August has also been an important month for the planning of two extremely important events. The first is the 2022 budget. As we near the fall, the upcoming budget becomes much more of a focus. The second is the newly created Greenview University which will provide key information to the newly elected Council so they can hit the ground running. With so many duties on their plate, Councillors can get busy, fast, and Administration is hoping to alleviate some of the unknowns by providing timely information through this approach.

August also unfortunately saw the resurgence of COVID-19. Like most businesses this has once again began to impact how goals and objectives are accomplished for the year. With increased staff absences due to the virus or close contacts Administration continues to track its impact and adjust staffing accordingly. Through waves one thru three and now four Greenview remains committed to the safety of its staff, Council and facility visitors.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** CAO Services

**Submitted by:** Stacey Sevilla, Manager Communications & Marketing

**Date:** 8/25/2021

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### General Communications

The communications department continues to produce regular external communications for ratepayers, stakeholders and the general public. Throughout the month, digital communications efforts continue to be dominated by putting out timely and accurate information for ratepayers and stakeholders on upcoming meetings, facility hours or operations changes, COVID updates, etc. The Greenview entrance signs and Grande Cache LED Digital Sign capital projects are both in production, and the Communications Officer is working closely with the project manager to manage both projects.

### Projects completed or underway:

- Greenview Golf Master 2021 website and social media campaign launched in conjunction with Economic Development to promote Golf Courses throughout Greenview
- Created and launched a Rural Crime Prevention website section on our corporate website home page with tips and resources, links to crime maps from RCMP and information on Light Catch, our newest partnership to work on rural crime prevention
- Communications Officer has completed the extensive job of building and creating the 2020 Annual Report, which have been provided to printers
- Working with Telmatik notification systems to create an internal emergency notification system to use for staff to be notified of evacuation orders, etc in all Greenview buildings and facilities
- [www.engagegreenview.ca](http://www.engagegreenview.ca) – Our new web-based public engagement platform (Social Pinpoint) to expand and enhance public engagement process has been launched. This platform will allow for online town hall meetings, and more robust engagement opportunities for the public. This is accessible from the corporate website and will be supported by a social media campaign
- Fire-Rescue PTSD Awareness Campaign – selling T-shirts with proceeds going to a local charity that works to help those suffering with or caring for someone with PTSD has been very successful, with shirts going as far as southern California to Fire-Rescue and US Marines representatives.
- Report a Problem education for website and app reporting - social media campaign scheduled and running
- Bank of Montreal Farm Family Award nominations to recognize an outstanding Farm family from Greenview campaign still running with scheduled social media posts and website post

- Light Catch Crowdsourcing Crime reporting app one year partnership launched. Comprehensive social media campaign has been scheduled and launched to corporate social media pages. Working with Light Catch CEO for further promotions opportunities
- Lead Management program website section for Environmental Services, Smartsheet survey created as per Province of AB program requirements of municipalities, and social media campaign created and running on corporate channels
- Grande Cache LED Sign in production – projected completion mid August
- Internal Vaccination Incentive Program launched; Custom T-shirts, Poster and SmartSheet entry system created for HR to collect data
- Greenview App social media app awareness + instruction campaign launched
- Created a professional Gardening Resources booklet

## Digital presence statistics

### Website (June 2021)

Greenview's website has seen 36,491 pageviews on the website through June. The Greenview website has gained 11,414 new website users. Website access from mobile devices increased slightly in June to about 57% of users. We attribute some change to users accessing information via the Greenview App.



### Facebook (June 2021)



Efforts continue to build our Twitter and Instagram presence continue. Twitter followers as of June 25, 2021, = 1,807. Instagram followers as of June 25, 2021, = 528.

### Greenview APP (June 2021)

The app is still being downloaded 1-4 times per day on average, with users accessing the "Notifications" section the most often as push notifications are sent out for Council Meetings, etc. Approx 582 Users to date. A new custom video has been created to further explain all of the many features of the app and is being shared on social media as part of an ongoing campaign.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Function:** Protective Services

**Submitted by:** Acting CAO, Stacey Wabick

**Date:** 9/14/2021

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### Greenview Fire-Rescue Services (GFRS)

**Reported by:** Regional Fire Chief, Wayne Brown

#### Administration:

Regional Fire Chief has prepared a draft Greenview Emergency Management Plan that has been sent to Alberta Emergency Management Agency (AEMA) for review.

Regional Fire Chief is preparing a draft Fireworks Bylaw that will be presented to Greenview Council for review and acceptance. This Bylaw will ensure the safe storage, handling, transportation, and use of fireworks in Greenview and will align with applicable regulations and legislation.

Regional Fire Chief and FCSS have engaged and are working with representatives of the Co-operatives and Enterprises to increase the effectiveness of emergency management planning, response, and communications.

A simulated wildfire incident (Grande Cache area) is being jointly planned for early November that will involve AEMA, AG & Forestry, and the Co-operatives and Enterprises.

Deputy Fire Chief Meek attended a meeting with CASA to discuss bringing the Rural Firefighters Delivering Agriculture Health and Safety (RF-DASH) program into Canada. Currently, RF-DASH is a United States based program with great success throughout the country. Will have further discussions with CASA for an in-depth look at how to proceed with the program in Canada.

#### Safety Codes Activities:

Regional Fire Chief met with the Facilities Manager to discuss the fire inspections planned for all Greenview buildings. A schedule will be prepared, and fire inspections will start in October.

GFRS Fire Chiefs assisted Health & Safety in fire extinguisher training of all Greenview staff.



### **Agreements/Bylaws/Policies:**

The Fire Services Contract between Greenview and Valleyview will expire on December 31, 2021. A draft contract has been prepared and is currently being reviewed by Valleyview Administration.

The Fire Services Contract between Greenview and Fox Creek will expire on December 31, 2021. A draft 3-year contract is being prepared.

### **Fire Stations update:**

#### **First Responses**

Station 31 responded to 20 incidents for August. Of the 20 incidents, there were 17 Medical Co-Responses, 1 Motor Vehicle Collision, 1 Smoke investigation, and 1 Structure fire (controlled burn).

Station 32 responded to 34 incidents for August. Of the 34 incidents, there were 6 Motor Vehicle Collisions, 9 Fire Calls, 2 Swift Water Calls, and 17 Medical Co-Responses.

Station 33 responded to 29 incidents for August. Of the 29 incidents, there were 3 Backcountry Rescues, 4 Wildfires, 1 Elevator Rescue, 2 Medical Examiner Transports, 3 Motor Vehicle Collisions, and 16 Medical Co-Responses.

#### **Equipment and Apparatus**

Station 32 has received the wet rescue from Grande Cache. It has been completely equipped and has entered service as a front-line unit.

Additional AFRRCS portable radios were purchased, have been programmed and deployed in all stations. It is expected that Greenview Fire-Rescue Services will be fully AFFRCS in 2022.

Mobile Command Unit #3282 had a water closet installed and is back in service, this will increase its useability at large incidents throughout Greenview.

The new Wet Rescue Unit #3330 is fully commissioned and in operation at station 33 in Grande Cache. It is a very user-friendly apparatus that has many safety features built into it.

The inventory program is progressing well thanks to Volunteer Fire Lt. Lypkie from Station 32. It is expected that the three stations will complete the full inventory by end of October.

#### **Training:**

Six Firefighters completed the 1002 Pump Operator Course and 5 firefighters completed the 1002 Driver Maintenance Course.

The new training center in Grande Cache is showing real progress. The exterior is 80 % completed, the interior will be the focus in the coming. Pictures of the training center are provided at the end of the Fire Rescue Service report.

Eight firefighters have completed their NFPA 1002. This includes driving, pumping, and operation of all pumpers and aerials.

GFRS Deputy Chiefs and Grande Prairie County Personnel will be visiting Wood Buffalo Fire Department in Mid-October to view and operate their Class B Fire Training unit in preparation for the purchase and operation of the similar unit at the joint training facility.

Station 32 conducted a successful joint training session with the County of Grande Prairie Regional Fire Service utilising the GFRS System 64 Training Prop (vehicle fire prop).

### **2021 Planned Training:**

Four Firefighters will be completing 1001 Professional Firefighter Level 1 on October 2, 2021, 6 Firefighters will be completing 1001 Professional Firefighter Level 2 on October 2, 2021, and 6 Firefighters to complete 1002 Pump Operator October 9, 2021.

Given the pipeline activity throughout Greenview, we will be investigating training and equipment for confined space/trench rescue.

A Low Angle Rope Rescue course is being prepared for all stations; logistics are currently being organized. Alberta College of Paramedics is now offering a course for Emergency Medical Responders (EMRs) to take to receive their endorsement on ENTONOX. Station 31 Deputy Fire Chief is investigating the possible application for GFRS.

### **Community Outreach:**

#### **Station 31 DeBolt**

Heritage Days was held in DeBolt on August 21. Station 31 participated in the parade and afterward ran a Junior firefighter challenge for children ages 5-12. The Junior firefighter challenge was a success with approximately 70 participants. Station 31 will be making this an annual event and expanding to allow 12-15-year-olds to participate. This year was the first year Station 31 participated in fair activities, not just the parade.

#### **STN 32 – Grovedale**

August 28th, 2021 Station 32 provided two units for traffic control and an escort for Northern Sunrise County Deputy Fire Chief - Julien Bergeron's long-distance run "2021 Northern Trek for Canadian Fallen Firefighters" (CFF) GFRS Units 3282 and 3250 of the Grovedale fleet escorted Julien Bergeron for 30 km of his 207 km trek to raise money for the CFF. Station 32 crew ran with him to support and encourage him. New firefighter Taylor Gardipy (photo below) ran 17 km and Lieutenant Misty Lypkie ran 2 km. We are very proud of our firefighters who are always willing to offer support.



The Greenview Fire Pump trailer has been moved out to Nose Creek Settlement. Station 32 Deputy Fire Chief has made contact with residents on pump operations. Future engagements with residents will be held next summer.

#### Grande Cache Fire Training Center Progress Photos





### **Sergeant, George Ferraby**

#### **Administration**

July and August were busy months for Enforcement Services. CPO Schultz and Sgt. Ferraby continued with assisting CPO Thibeault in Grovedale with enforcement. Grovedale was very busy with the users of the Wapiti River and surrounding areas.

The highway 40 construction on and near the Wapiti River created road closures and detours that frustrated the local traffic. Numerous people tried to use Highway 666 entrance from highway 40 as an exit onto highway 40

creating a hazardous situation for all users of the roadway in the area. A new set of traffic lights was installed on highway 40 at TWP RD 700.

Enforcement has had a heavy presence in the area throughout construction, which is scheduled to continue into the winter months.

The FTR traffic is slow on the South end, however, the North end was quite busy. Patrols were made and enforcement issued several tickets for commercial vehicles in the area.

Sgt. Ferraby and CPO Schultz will continue to cover Grovedale and Valleyview areas in the fall while CPO King and Thibeault are away at training.

School zone patrols throughout the MD will begin in September with school back in session.

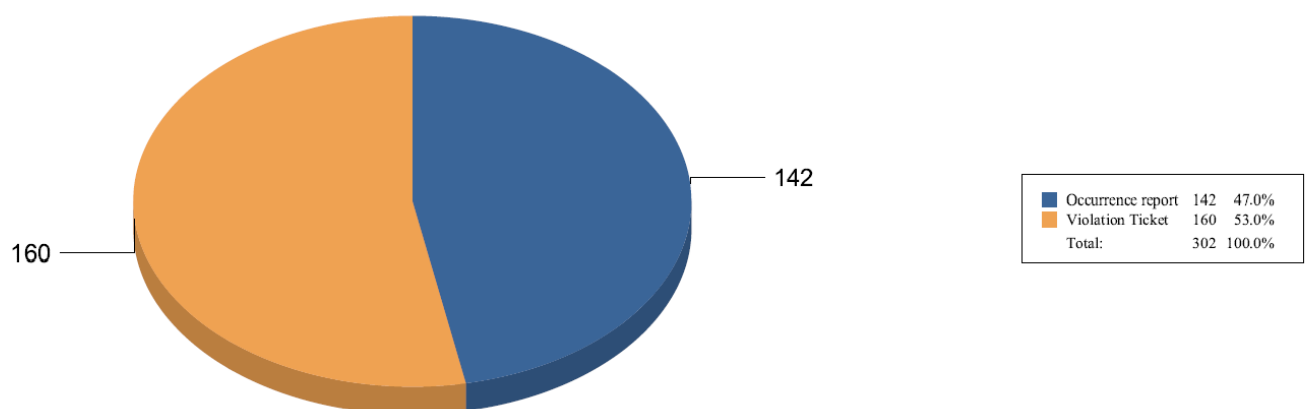
Officers wrote a total of 163 violation tickets and responded to 142 calls for service. 41 violation tickets/calls were Grovedale area, 28 were from the Grande Cache area, 8 were from the DeBolt/Ridgevalley area, and 23 were from the Valleyview area, 27 were from our Recreation areas and the remaining 36 were on highways.

#### Training:

CPO Thibeault and King began their CPOIP training on August 23, 2021, in Lac La Biche, and will graduate on October 22, 2021. Once they have completed training, they will be able to enforce all provincial laws that Sgt. Ferraby and CPO Schultz currently enforce.

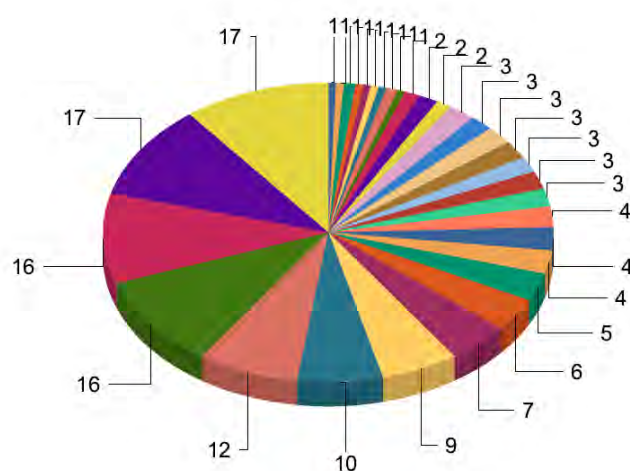
#### Stats:

### Count of Reports Completed





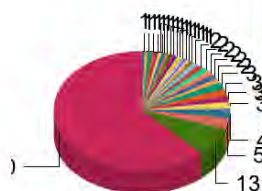
## Count of Incident Types



ASSIST OTHER GREENVIEW DEPARTMENT	1	0.6%
ASSIST RCMP	1	0.6%
FOUND PROPERTY	1	0.6%
MUNICIPAL BYLAW : ANIMAL CONTROL : IMPOUNDED ANIMAL	1	0.6%
MUNICIPAL BYLAW : PARKING	1	0.6%
MUNICIPAL BYLAW : TRAFFIC	1	0.6%
PROVINCIAL : TRESPASS TO PREMISES ACT	1	0.6%
TRAFFIC : ASSIST FIRE	1	0.6%
TRAFFIC : RADAR/LIDAR ENFORCEMENT	1	0.6%
CRIMINAL CODE	2	1.2%
MUNICIPAL BYLAW : WASTE MANAGEMENT	2	1.2%
TRAFFIC : COMMERCIAL VEHICLE CHECKSTOP	2	1.2%
CRIMINAL CODE : THEFT UNDER \$5000	3	1.8%
MUNICIPAL BYLAW : LITTERING	3	1.8%
OHV	3	1.8%
PROVINCIAL : GAMING LIQUOR AND CANNABIS ACT	3	1.8%
PROVINCIAL : PETTY TRESPASS ACT	3	1.8%
PROVINCIAL : TRAFFIC SAFETY ACT : ABANDONED VEHICLE	3	1.8%
PROVINCIAL : TRAFFIC SAFETY ACT : VEHICLE TOW/ REMOVAL	3	1.8%
ASSIST GENERAL PUBLIC	4	2.5%
ASSIST OTHER AGENCY	4	2.5%
MUNICIPAL BYLAW : LAND USE BYLAW	4	2.5%
CRIMINAL CODE : MISCHIEF	5	3.1%
TRAFFIC : COMMERCIAL VEHICLE STOP	6	3.7%
PROVINCIAL : FOREST PRAIRIE PROTECTION ACT	7	4.3%
MUNICIPAL BYLAW : COMMUNITY STANDARDS	9	5.5%
PROVINCIAL : TRAFFIC SAFETY ACT	10	6.1%
OHV : OFF HIGHWAY VEHICLE	12	7.4%
MUNICIPAL BYLAW : PARKS AND RECREATION PROTECTION BYLAW	16	9.8%
TRAFFIC : OTHER TRAFFIC	16	9.8%
MUNICIPAL BYLAW : ANIMAL CONTROL	17	10.4%
PROVINCIAL : TRAFFIC SAFETY ACT : TRAFFIC WARNING	17	10.4%
Total:	163	100.0%

violation ticket

## Count of Incident Types



ABANDON MV ON HWY 76(1)(A)	1	0.6%
DISPLAY ON MV/TRAILER LIC PLATE IMPROPERLY ISSUED/AUTH'D 53(1)(B)	1	0.6%
DOG ATTACK BITE OR THREATEN A PERSON DOG CAT LIVESTOCK FOWL OR OTHER ANIMALS 10.1.3	1	0.6%
DRIVE LEFT OF CENTER LINE 12(1)	1	0.6%
DRIVE WHILE UNAUTHORIZED 94(2)	1	0.6%
FAIL TO DISPLAY PROPER SIGN AT EXTREME REAR OF VEHICLE/LOAD CLEARLY VISIBLE TO TRAFFIC APPROACHING FROM REAR- COM VEH->3.05M WIDE 15(3)(B)(II)	1	0.6%
FAIL TO DISPLAY WARNING FLAGS ON WIDEST PART - COM VEH-> 2.6 M WIDE OPERATED DURING DAYLIGHT 15(3)(A)(I)	1	0.6%
FAIL TO OBEY STOP SIGN 37(A)	1	0.6%
FAILURE TO PROVIDE PO W/ OPERATORS LICENCE 167(1)(A)	1	0.6%
MUNICIPAL BYLAW	1	0.6%
PARKS AND RECREATION PROTECTION BYLAW #16-765	1	0.6%
SPEEDING CONSTRUCTION 115(2)(P.1)	1	0.6%
TIRE HAS EXPOSED CORDS 28(2)(D)	1	0.6%
TRAFFIC SAFETY ACT	1	0.6%
TRESPASS ON PREMISES 3	1	0.6%
TRESPASS TO PREMISES ACT	1	0.6%
ALLOW DOG OR CAT TO RUN AT LARGE 6.1	2	1.2%
DRIVE UNINSURED MV ON HWY 54(1)(A)	2	1.2%
IMPROPERLY CROSS DOUBLE SOLID LINES 15(1)(A)	2	1.2%
OPERATE MV W/O LIC IN POSSESSION 51(D)	2	1.2%
PARK ON ROADWAY WHEN PRACTICAL TO PARK ELSEWHERE -NON-URBAN 43(2)	2	1.2%
STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE 44(N)	2	1.2%
DRIVE MV W/O LIC PLATE PROPERLY DISPLAYED 53(1)(A)	3	1.9%
OPERATE COMMERCIAL VEHICLE IN PROHIBITED MANNER/CONTRARY TO CERT/REGS 131(1)(D)	3	1.9%
OPERATE MV WITHOUT HOLDING SUBSISTING OPERATORS LIC 51(A)	3	1.9%
UNREGISTERED VEHICLE 52(1)(A)	3	1.9%
FAIL TO OBEY TRAFFIC CONTROL DEVICE 57	4	2.5%
DRIVE/PARK MV/TRAILER W/ EXPIRED LIC PLATE 53(1)(C)	5	3.1%
SPEEDING CONSTRUCTION PERSONS PRESENT 115(2)(P.2)	13	8.0%
Total:	100	61.7%
	162	100.0%

### Grande Cache Pound Report:

July 2021 the Grande Cache Pound had:

- 6 impounded dogs
- 3 impounded cats
- 11 complaints of dogs running at large
- 2 animal welfare complaints
- 1 complaint of a vicious dog at large

On July 14<sup>th</sup> we found a home for one of the two remaining dogs brought in on April 14<sup>th</sup>, 2021. We traveled to Spruce Grove to take him to his new home. We still have not been able to find a suitable home or rescue for the remaining dog "Bo" as he can be unpredictable and has a bite history. He has gone out on two trial adoptions but has sadly been brought back to us each time. Out of the 9 animals impounded in July, all but one cat was claimed by their owners. 1 animal welfare complaint required the assistance of CPO Schultz.

*August 2021* the Grande Cache Pound had:

- 5 impounded dogs
- 3 impounded cats
- 9 complaints of dogs running at large
- 1 cat spay

On August 11<sup>th</sup>, "Bo" our remaining dog from the 13 impounded in April went on another adoption trial. Sadly, again, it did not work out. After being in the pound for 124 days and spending time with myself, my husband and our 2 dogs. We have decided that the best place for "Bo" is with us, he was officially adopted by us on August 17<sup>th</sup>.

We are very happy to report that all animals impounded in August were claimed by their owners.

Currently we have one cat in the pound that was brought in on July 6<sup>th</sup>, she has been spayed and vaccinated and is now ready for adoption.



## MUNICIPAL DISTRICT OF GREENVIEW No. 16

# Manager's Report

**Department:** Corporate Services

**Submitted by:** Ed Kaemingh, Director Corporate Services

**Date:** 9/3/2021

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**Director Corporate Services, Ed Kaemingh**

### Meetings & Updates

There was one assessment complaint with respect to Farmland which has subsequently been withdrawn. The Town of Valleyview has asked for our help with an assessment complaint they received. They have no certified members or clerk for the CARB hearing. Two MD board members were contacted to determine if they were willing to act as members for Valleyview and both have agreed to do so. Wanda will be taking on the responsibility of Clerk.

Staff are taking advantage of the summer by taking well deserved vacation days.

Election preparation is ongoing.

### Finance & Administration Interim Manager, Carolyn Ferraby

Both July & August have been busy covering holidays throughout the department everyone.

Accounts Payable clean up of duplicate vendors has been completed. As Project work increases for the summer months, this department keeps very busy keeping up with payments to vendors on a timely basis.

We are in the process of changing two, accounts payable printers, to Magnetic Ink Character Recognition (MICR) for more secure cheque printing. MICR printers use a special toner to print the check number, account number and bank routing number across the bottom of the cheque.

Issuance of cheques with Magnetic Ink Character Recognition (MICR) has still been delayed due to programming with the Vendor. Samples have been sent to the bank for approval and the goal is to move forward with this process sometime in September.

It is the goal of the Department to move vendors to electronic fund transfer and away from paper cheques for security reasons. While this is the goal, exceptions are always necessary and will be dealt with as required to meet the needs of all departments. We encourage new vendors to sign up for electronic funds transfer (EFT) payments, with a quick call when their first invoice is received. This has been well received from vendors.

Currently we have 701 vendors set up to be paid electronically.

#### EFT Statistics:

Month	# of payments	# of Invoices	\$ Value of payments
July 31 2021	426	1,038	\$ 7,380,413.90
August 31, 2021	595	1,493	\$ 7,574,365.17

We currently have 344 rolls on the Tax Instalment Payment Plan (TIPP). This program allows taxpayers to pay their property tax in monthly instalments. The following is a summary of taxes paid for 2021 thus far. Note that Non-Residential are due Sept 30, 2021, and Residential Nov 15, 2021.

#### Property Tax:

2021 Tax Levy	\$ Amount Paid YTD	% Of taxes paid YTD
\$122,827,831	\$9,252,943	7.5%

#### Finance Reporting Manager, Deb Welsh

**Pearl Government Suite (WorkTech)** – During the in-house training on June 29 several features of the program were identified as not working properly. A subsequent session was then booked with the Programmer John DeFazio in attendance. John identified that the municipality was not utilizing the most current version of Pearl. Greenview IT updated Pearl to the current version, and there are still errors identified in the program operations which are being troubleshooted by Central Square.

**Pearl Government Suite (Worktech)- Mobile Work Orders** - This went operational on September 1, 2021, in the Shop with the mechanics so fingers-crossed that this moves forward with the other areas of the municipality smoothly.

**Pearl Government Suite (Worktech) - Electronic Purchase Orders** - September 2, 2021, received quote for implementation from Central Square -further discussion and action will take place in September.

**Pearl Government Suite (Workplace)** - The program was internally updated with users and authorizations. Demonstration of the program was carried out by Central Square during which time Greenview Administration identified concerns. Administration has reached out to Central Square for an update on the plan for implementation of the program and is waiting on a reply.

**Questica Budget Software** – The municipality has utilized this budgeting software for several years but provides financial reporting through a different program. Administration is currently working with Questica to have the ability to do budgeting and reporting all with the same software program while providing the same level of service to internal departments.

This program is scheduled to be upgraded to the 2021 version on Wednesday September 8<sup>th</sup> which should allow easier financial reporting to Council and the municipal departments.

## Information Systems, Peter Stoodley

### Internal IT Projects

There is one facility in Grande Cache left for fiber to be installed... Waste Treatment Plant. I did receive a report that cost will be reduced due to Canadian Fibre able to use exiting electrical poles instead of trenching. Still awaiting report from Environmental Services when this can be completed. There are renovations happening there.

Fibre is live in Grovedale and has tested well. Sites include the PSB, Operations, AG, and Water Treatment Plant. All printers have proper naming convention with a big yellow label affixed to the frontside of the printer for users to identify and use the printer they need. This will eliminate frustration and confusion from our staff/councillors and better manager for IS. Faxing will be internet based instead of land line based. Fax lines will be eliminated reducing cost, staff will be able to fax from the PC (reducing price per page, toner, and paper costs).

This was on the last report and is behind schedule due to priority projects. Confidential Printing Project is nearly completed. Again, Grovedale PSB is the test site before going live in Valleyview. Printers (big black Toshiba) will have a card reader attach to better control private/confidential print jobs for the staff member. When a staff member prints to that printer it will hold it in a queue, once the staff member taps the card on the printer it will log them, prompt them for what jobs they want released and print while they are at the printer. This will help to reduce the cost of leasing printers for each office. This will include Follow Me Printing feature which enables a user to send a print job in one facility to another and the print job stays in a queue. Once at the new location the user taps their card, finds the print job and releases it. This cuts down on the staff member having to load a print driver for each site.

Due to a need, FCSS in Grande Cache is set up for internet faxing. This has been successful, and it will be rolled out by next report to most if not all the MD.

An update to FileHold which now has a Single Sign On option enabled. Once a user logs into their workstation, FileHold captures the credentials and populates FileHold login. This eliminates password issues by users. Karen C. has provided me with updates to say how much time and work this has saved her.

### Monthly Happenings

- New users are being setup each month. This process does not stall or stop. Multiple updates to user's accounts.
- Setup and rollout of new cell phones, laptops, desktops, deskside phone are occurring each month.
- Meetings with Yardstick on monthly happenings, projects and security.
- A new reporting software has been deployed to provide reports on departmental use of mobile devices. This allows AP to better allocated costs to the proper departments. This also allows IS dept to query devices and generate reports on the overall use of all mobile devices.
- Meeting with Canadian Fibre for status updates and developing a plan for fibre installation in other parts of the district.



- Weekly team huddle within the IS department.
- Site visits to GC, VV as needed for technical/hardware issues.
- Continue to reduce fax analog lines and cell subscriptions in Grande Cache.
- No issues reported with the recent installation of Starlink (Elon Musk Internet via dish). This was installed at the campground.
- Monthly meeting with Corporate Services and the director ongoing.
- Valleyview Administration office was recently upgraded to 500 Mbps. Up from 250 Mbps. This will provide a better network coverage and experience for all staff within that building and those remotes site communication with the Data Centre there. This will better the Wi-Fi as well.
- Staff and Non-profit IT equipment sold/donated.

### Service Tickets

- Incident tickets that were opened – approximately 262 in July & 155 in August actioned by internally or Yardstick.
- 7 IS eForms were submitted to Information Systems and actioned internally.
- 7 Onboarding/Offboarding eForms were submitted to Information Systems and actioned. Expect this number to increase once the summer season ends.
- Although there were plenty, there is no data for office visits, phone calls, emails and text for support by out staff.

## Legislative Services, Danie Leurebourg

### Municipal Elections

Administration continues preparations for the 2021 Municipal Election. Administration has booked polling stations in all areas and elections materials have been ordered. Administration is also partnering with local school districts to share space in the election.

Advance Vote is planned to be held in all wards holding an election October 13, 2021. Administration has put out hiring notices to gather letters of interest for potential Deputy Returning Officers leading up to Nomination Day. Administration has also circulated posters to community groups to post to try and gather more public interest. We will not know for certain how many election staff will be needed until after Nomination Day (September 20). To date we have received 9 applications from the public. Another social media push will be in the works leading up to September 20.

Fourteen individuals have filed nomination papers. No one has filed nomination papers for Ward 1 - Grande Cache Co-ops. To date we have elections occurring in the Little Smoky, Valleyview, Sunset House, and DeBolt Wards. All wards will host the Senate Selection and Referendum votes. Two questions are posed by the province in the referendum: Daylight Savings Time and Equalization.

The Candidate listing to date is as follows:

WARD	CANDIDATES (IN ALPHABETICAL ORDER)
WARD 1 - Grande Cache Cooperatives & Enterprises	
WARD 2 - Little Smoky	Ryan Ratzlaff Sara Nichol
WARD 3 - Valleyview	Darren Soderquist Sally Rosson
WARD 4 - Sunset House/Sweathouse	Dave Berry Shawn Acton
WARD 5 - New Fish Creek	Dale R. Smith
WARD 6 - DeBolt	Mike Gerwatoski Tom R. Burton
WARD 7 - Ridgevalley, Crooked Creek, Sturgeon Heights	Jennifer Scott
WARD 8 - Grovedale	Christine Schlieff Kristeva Dowling
WARD 9 - Grande Cache	Duane Didow Tyler Olsen

### Council Compensation Review Committee

The Council Compensation Review Committee met for the final time August 19<sup>th</sup>, 2021, to review the final recommendations for Council. The final report is being presented at the September 14<sup>th</sup> meeting. Chair of the Committee Roxanne Perron will be in attendance.

### Policy Review Committee

Policy Review Committee is expected to meet September 15<sup>th</sup>, 2021.



# Manager's Report

**Department:** Infrastructure & Planning

**Submitted by:** Roger Autio, Director Infrastructure & Planning

**Date:** 9/14/2021

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### **Director, Infrastructure & Planning, Roger Autio**

- Dealing the HR matters
- Meeting in Sweathouse on road maintenance, Bridge file and upcoming project
- Training
- Department team meetings

### **Manager, Construction & Engineering, Leah Thompson**

- DeBolt Creek Stabilization proposal posted for information.
- Engineering Professional services has been posted for Twp. Road 692.
- Bridge file 78838 box culvert is in progress of being replaced, located on RR 222.
- Bridge file 79713 box culvert will be completed once BF78838 is completed, estimated time of September 20<sup>th</sup>, 2021.
- Final inspection of the Forestry Trunk Road Asphalt was complete. Minimal deficiencies to be address, rip rap placement and segregation to be sealed.
- Medical Clinic destruction in complete.
- Preconstruction meeting for Range Road 85 overlay was complete and to commence on August 23<sup>rd</sup>. Stared project and is in a phase break between milling and asphalt.
- Range Road 260 is in progress and at 65% completed.
- Sloughing of approx. 6ft brought forward on Township Road 694 in sweathouse. Completed and improved, fence replaced ditch widened and sloped to improve future drainage. Seeding has been completed.

- Sloughing on Range Road 201 north in New Fish Creek. Issues were present last year purchased some land for sloping requirements to ensure drainage would stop impacting the infrastructure as the road was sliding. Seeding has been completed.
- Received call from landowner located on Range Road 15 as the water was backing up and causing flooding issues. Clearing of some trees was completed to the ability the landowner would provide. Also worked with transportation ensure the drainage would continue without backing up into the yard site. Seeding has been completed.
- Administration is looking at the whole picture of the drainage to ensure that the water is being shared vs being sent to only one side of the road.
- Approach applications are being completed as received. To date approx. 12 approaches have been completed.
- Range Road 221 drainage, culvert replacements and seeding has been completed.
- Sunset House Drainage final inspection has been completed and Conditional Completion Certificate is in progress.
- FTR Phase 5 is in progress of all the agreements in place. Preconstruction meeting held during the week of the August 23<sup>rd</sup> and 27<sup>th</sup>. Clearing, culverts and as much material placed prior to winter shutdown without interfering with the existing road is the plan.
- Budget preparations in progress.
- Grovedale Arena parking lot asphalt is complete. Minor tidy up that will be completed internally.
- Grovedale Cemetery access is complete. Minor tidy up that will be completed internally.
- Wanyandie East sloughing is in progress, obtained Temporary Field Authorization for the work to be completed out of our right of way for storage. Work should be completed by September 13<sup>th</sup>.
- Rail fence is in progress to be installed at the Valleyview Muiltplex.
- Waiting on landowners in areas where ditching is scheduled but they are farming, and we don't want to impede on their progress.
- Engineering services for the DeBolt Creek Stabilization was tendered and awarded to MPE Engineering with the lowest bid and an evaluation process being complete.
- Grande Cache roads rehabilitation contract preconstruction meeting was held on August 31<sup>st</sup> with Knelsen Sand & Gravel. Anticipated start date is 2<sup>nd</sup> week in September weather dependant.

## **Manager, Operation, Josh Friesen**

- Tender for Athabasca gravel crushing closed on August 31. Results will be brought to Council in RFD.
- Proposal for engineering services and gravel crushing for River Top Gravel Pit has been received from AMI RockChain/Terrashift Engineering. These are RMA service providers. Results will be brought to Council in RFD.
- Aggregate supply RFQ for the north portion of the Forestry Trunk Road, New Fish Creek, Sunset House, and Ridge Valley will be drafted and posted. Results will be brought to Council in RFD

## **Operations East**

- Ditch mowing has been completed from Valleyview to The Hamlet of Little Smoky and 1 crew is moving to Sunset House/Sweathouse areas then to Valleyview North and New Fish Creek.

Mowing is complete in Grovedale, Ridge Valley/Crooked Creek, DeBolt, and Puskwaskau areas and mowing is beginning on the Forestry Trunk Road

- Road re-gravelling in the Little Smoky area was completed between July 13<sup>th</sup> & 27<sup>th</sup>. Valleyview South completed August 9<sup>th</sup>, Sunset House/Sweathouse completed August 17<sup>th</sup> and the Valleyview North grader beat is nearing completion. The program will move into New Fish Creek and then to Crooked Creek/Ridge Valley areas next.
- Culvert installations/replacements at TWP RD 712 and Puskwaskau Tower Road, RGE RD 234 South of TWP RD 683, RGE 205 South of TWP RD 734, and TWP RD 725 East of HWY 49.
- Brushing crews are falling leaning trees, clearing windfall, and trimming regrowth that is obscuring signage, cleared sightlines in New Fish Creek and brushed along TWP RD 734, TWP RD 740, TWP RD 710A, TWP RD 661, TWP RD 720 East of HWY 43, RGE RD 221, RGE RD 225, RGE RD 224 North of TWP RD 722 to the New Fish Creek Road.
- Beaver dam removal completed in Sunset House drainage area by HWY 669 and in Cosy Cove
- [Iosegun bridge deck boards replaced on the Little Smoky Road South.](#)

### Operations Central

- The DeBolt and Puskwaskau road re-gravelling programs were completed in mid August.
- Crews will be returning to re-gravel roads in response to ratepayer's concerns.
- Ditching projects on RGE RD 12 & RGE RD 13 and within the Hamlet of DeBolt have been completed or are underway.
- Brushing was done mid July to address ratepayer concerns.
- 4 culverts were repaired in July and 2 failed culverts were replaced within the Hamlet of DeBolt in August.
- A 70-metre culvert bore was completed on the FTR at KM 17 to replace a failed culvert. At this location it was more cost-effective than excavating and less disruptive to traffic

### Operations West

- Ditch cleaning for drainage is in progress along HWY 666 from TWP RD 701 to TWP RD 700.
- Drainage work is underway along TWP RD 701 East of HWY 666.
- 4 signs were replaced/installed including Aspen Grove signs and stop signs.
- 3 cement culverts have been removed and are in the process of being replaced on TWP RD 701 East of HWY 666.
- Installed 5 culverts, 4 on TWP RD 701 East of HWY 666 and 1 on the service road in front of the Grovedale Operations office.
- The Grovedale road re-gravelling program is underway.
- Winter sand has been mixed and stockpiled for winter.
- Worked with Ag Services on beaver dam issues related to local drainage.
- Ditch cleaning is in progress along HWY 666 from TWP RD 701 to TWP RD 700 and drainage work along TWP RD 701 East of HWY 666.



## Operations South

- Street sweeping, pothole patching and street/curb painting are ongoing.
- Collaborated with Environmental Services on 4 water digs in the Hamlet of Grande Cache.
- Installed 2 No Exit signs and 2 Wetland signs at Victor Lake, replaced the No Exit sign on Airport Road and 14 40 Km/Hr signs within the Hamlet of Grande Cache.
- Road re-gravelling was completed on the FTR between KM 138 and KM 141.
- Calcium application on the south half of the FTR has now been completed.
- Applied 2 cemetery plaques and completed 2 burials.
- Replaced culverts and graded Beaver Dam Road prior to the Annual Death Race event.
- Repaired exposed culvert at Kamisak Enterprises.
- Hauled 64 loads of fill to the landfill.
- Completed bridge repair and grading on Huckleberry Tower Road.
- Utilized combo vac unit to clean catch basin sumps.

## Fleet

- Mechanics in Valleyview have completed 15 vehicle air conditioner recharges using the new AC machine. Approximately a \$6,000.00 cost saving to-date and has more than covered the cost of the unit.
- T25 John Deere 6140R engine failure, same issue as the last engine on the same unit. The engine rebuild plan for this unit including parts is estimated at \$22,000.
- Volvo loader L8 in Valleyview is having various mechanical issues, recommendation is to surplus this unit instead of L7 to avoid major repairs on L8.
- Delivery of the replacement loader for Grovedale has been delayed, new ETA is September 19th.
- Valleyview mechanics have covered in Grovedale while the HET position is vacant.
- Purchased extended warranties for Kubota Tractors (\$17,400 each). Warranty repairs to-date on each tractor has exceeded the value of the extended warranty
- Delivery of two tendered pick-up trucks from Windsor Ford has been delayed until October 2<sup>nd</sup>, and the insurance replacement trucks have also been delayed with no specified ETA.

Road Concerns Received - 30	Valleyview	Grovedale	DeBolt	Grande Cache
Culverts	1		1	1
Brushing	1			
Dust Control	6	2	5	
Ditching & Drainage	1		1	
Road Concern			1	
Safety Concern	1	1	4	
Gravel Request	2		1	
Signs	15	4		19
Road Conditions				1

<b>TOTAL</b>	<b>27</b>	<b>7</b>	<b>13</b>	<b>21</b>
<b>Fleet &amp; Shop Work Order Requests for Current Reporting Period</b>				
<b>Grande Cache Shop</b>	68			
<b>Grovedale Shop</b>	30			
<b>Valleyview Shop</b>	150			
<b>TOTAL</b>	<b>248</b>			

<b>RoaData-Municipal Approval Requests</b>	<b>Service Rigs</b>	<b>Heavy Hauls</b>	<b>Drilling Rigs</b>	<b>Well Services</b>
<b>TOTAL</b>	<b>35</b>	<b>372</b>	<b>10</b>	<b>3</b>

<b>RoaData-Municipal Loads</b>	<b>Single Trip Loads</b>	<b>Multiple Legal Trip Loads</b>
<b>TOTAL</b>	<b>429</b>	<b>837</b>
<b>Grand Total-Approval Requests/Municipal Loads</b>	<b>1676</b>	

## Manager, Environmental Services, Doug Brown

### Overall

- Ongoing Review of the Municipal Servicing Standards.
- Reviewed Utility bylaw revisions and returned to legislative services.
- All staff participated in fire extinguisher training.
- Advertised and hand delivered notices regarding the water ban enacted by Town of Valleyview bylaw to Valleyview Rural Waterline residents.
- Staff training, 2 operators have achieved certification for water and wastewater with 1 staff member completing all Level 1 certifications.
- Met consultant in Grovedale for servicing Greenview buildings with water/ sewer. Waiting on Contractor pricing.
- Working with Velocity Group on a plan to tie into the DeBolt water distribution system and sewage collection system for the new Grand Spirit Foundation building addition.

### Water

- Grovedale Raw waterline has passed the pressure test. Swabbing and cleaning has also been completed.
- Grovedale water plant start up and commissioning began Aug 24. It was delayed with some communication issues however the plant will now run for 720 consecutive hours. SAT (Site Acceptance Test) will be completed September 9<sup>th</sup>.
- Grande Cache reservoir cleaned and inspected.
- Donated 2 water storage tanks to Operations for water storage.
- Sunset House well testing, drawdown recovery completed, awaiting final water analysis and report. Recovery for this well and production rate is very low at 4 m<sup>3</sup> day, not successful.

- Initiated consultant AE for Valleyview rural water line extensions feasibility study.
- Grande Cache raw water line replacement is delayed probably 1 month, contractor has steel delivery delays.
- Invitational bid package went out to 4 contractors for Grande Cache water plant deficiency list pricing.
- Landry Heights landscaping/ seeding AE is getting prices from 3 contractors for remediation works.
- Initial lead samples completed for Ridgevalley, DeBolt, Little Smoky and Valleyview Rural and notifications for passed samples have been sent out. Failed samples were notified in person, given a onetime water filter and followed up with profile sampling to determine the source of the lead.
- Sweathouse Water Plant, sample taken on plant effluent entering the pond to ensure water quality is acceptable, results came in and shared with landowner who had concerns.
- Replaced CC at 10818 99<sup>th</sup> Ave Grande Cache.
- Repaired Raw chlorine pump at Sweathouse Waterpoint.
- Hydrant in Ridgevalley converted to Storz adapter.
- Hach serviced analytical equipment and lab equipment.
- Grande Cache collected (40) samples for the Lead management Program. Results received and starting to hand deliver back to residents (5 fails) Next steps are investigative sampling.
- Maintenance and parts ordered for Century Mueller hydrants
- Working on getting flow point up and running at Grande Cache water plant.

## Wastewater

- Met with consultants and discussed Sturgeon Heights future servicing. The final report is underway.
- Completed Geotube and some centrifuge sludge disposal from Grande Cache sewer plant to Grande Cache Landfill to use as daily cover or Landfill cap. 2 Geotubes will be filled for disposal in 2022.
- Initiated consultant M2 for Ridgevalley Lagoon feasibility study.
- Replaced relay on lift station pump #1 in Grovedale
- Lift station pumps in Grovedale are receiving too high of a voltage. This could shorten the lifespan of the equipment. CDN is investigating and they believe it to be an issue with the sizing of the transformers.
- Grande Cache Sewer plant design is at 50%, anticipate tendering in December.
- Traps have been set at DeBolt Lagoon for muskrats.
- DeBolt Lift station pump #1 breaker replaced.
- Grovedale Septic Receiving station was plugged by a vac truck. Operator took it apart, cleaned it out and returned the SRS to service.
- Clarifier repairs GC STP were completed. This project was not only completed early it also came \$94,654 UNDER budget.

## Solid Waste

- All four motor vehicles and the trailer that require CVIP inspections have had all proper documentation placed in waterproof folders and stored on the unit. CPO has approved.
- Supervisor have completed substance-abuse recognition course.

- Transfer station attendants from DeBolt & New Fish Creek will attend the two-day first aid course on the 9<sup>th</sup> and 10<sup>th</sup> of August 2021. Grand Cache personnel should complete by the end of August. Personnel have been notified.
- Signs have been put up at Grande Cache land fill.
- New locks have been put on all transfer stations. If relevant staff haven't received keys yet they will receive them in the near future.
- Metal Crushing completed in Grande Cache.
- Due to fire restriction Greenview had issued a wood ban. The wood ban was lifted on August 26th
- Fuel tank has been removed from Grande Cache landfill; skid remains.
- Sunset House waste/ recycle bins area graveled walking area and cleaned up.
- Manager held discussions with West Yellowhead Regional Landfill Authority regarding Greenview becoming a future Commission partner.
- Video surveillance signs have been put up and the Greenview Regional landfill.

### **Manager, Planning & Development, Jennifer Sunderman**

- Council passed the Sturgeon Lake Area Structure Plan and P&D waiting on signed copy so that it can be provided to the Planner.
- Consolidation of Land Use Bylaw for Grande Cache and MD of Greenview will be going for first reading.
- First reading given for Land Use Amendments for Grande Cache encroachments (Leonard St. & Mawdsley Cres.).
- New Development Officer hired.
- Rural Addressing – Preparing for fall orders and installation.
- Developer (Grande Cache Dairy Queen/Gas Station) requesting CCC and refund of monies. Working with the developer on deficiencies as per the Developer's Agreement.
- Working with the Peace Officer in Grovedale area on enforcement issues.
- Mountain Metis Nation Association has contacted planning staff looking for information in the commercial area of Grande Cache. Geotechnical and Phase 1 Environmental information was provided to the developer.
- Public inquiries on new businesses in Grande Cache area and whether Development Permits and Business Licenses are required.
- Environmental Phase 1 on various sites located in the MD.

GIS staff have worked on various activities including the following:

- Ongoing work on GIS mapping with various departments.
- Capturing Water sources (dugouts and ponds) for Emergency services (my background time fill task), combined with Moving Address Points onto houses, (as better data for submission to AMDSP for Telus 911 ).
- Working with AG Department, misc. tasks, handling issues with Munisight, deleting inspections and old "Clean" polygons, discuss changing AG Systems, create Clubroot Map of 2021 cases, and review spray data from the summer.
- Adding Missing Address Signs from Video Data.

- Look into 2021 Aerial Imagery, they're flying in the Fall due to weather and Smoky conditions all summer.
- Work with Munisight to add Fleet Complete integrating into the WebMap viewer.
- Review Electoral maps created by Felecia.
- Create 3 different Aerial imagery maps for ratepayer requests.
- Discussion and setup of GIS Data for Associated Engineering to Update Valleyview regional waterline.
- Updated all Land-use Bylaw maps based on requested changes highlighted by Development Officers. (Note: Grande Cache pending).
- Performed map review, updated, and finalized Electoral maps, 2021.
- Completed map requests for upcoming budget.
- Created proposed land-use maps.
- Edit and update proposed land-use data accordingly.
- Recreated batch export script.
- Updated Council maps (11x17) based on requested changes.
- Working on ownership maps and their corresponding annotations.
- Extracted and evaluated data schema used by Parkland County for possible iTree integration (tree management platform).

The following information provides a summary of new planning and development applications:

Type	Applications
Business Licenses:	4
Development Permits:	42
Lease Referrals:	1
Road Allowance Licenses:	0
Land Use Amendments:	3
Subdivisions:	0
Approaches:	3
Road Closures:	0

The following provides a detailed breakdown of planning and development applications:

#### **Business Licenses:**

B21-246 / PLAN 8923075, BLOCK 9A, LOT 19 / MY COMPUTER TECH / WARD 9

B21-247 / NON-RESIDENT / KYMAND INC. / WARD 9

B21-248 / NON-RESIDENT / CIMCO REGRIGATION / WARD 9

B21-273 / SE-04-57-08-W6, PLAN 1122571, BLOCK 9D, LOT 20A / GRANDE CACHE HOTEL INC. / WARD 9

#### **Development Permits:**

D21-238 / S½-23-67-5-W6 / SUSTAINITECH / AG PROCESSING; GREENHOUSE / \$14,900,000 / WARD 8

D21-240 / 7722953, B26, L145 / BROWN / BLDGS & USES ACC. TO PMTD USES; ADDITION / \$10,000 / WARD 9

D21-241 / 7620980, B3, L1 / SAND / ACCESSORY BUILDING; SHED / \$4,000 / WARD 2



D21-242 / SE-14-70-22-W5 / POZNIAK / ACCESSORY BUILDING; COVERED DECK / \$10,000 / WARD 3  
 D21-243 / N½-12-62-19-W5 / AIM LAND SERVICES LTD. / OIL & GAS FACILITY; TRUCKING TERM. / WARD 2  
 D21-244 / 04-13-65-23-W5 / GREENBRIDGE TECH LP / SHIPPING CONTAINERS / \$3,000,000 / WARD 2  
 D21-249 / SE-4-69-7-W6 / SMITH / DWELLING UNIT, MANUFACTURED / \$300 / WARD 8  
 D21-250 / 7621152, B1, L25 / FAHL / ACCESSORY BUILDING; REPLACE SHED / \$3,000 / WARD 7  
 D21-251 / 15-30-63-18-W5 / RIDGEBACK RESOURCES / ACC. BLDG; 32' X 52' SHOP / \$175,000 / WARD 2  
 D21-252 / SW-15-63-20-W5 / HURLAND SERVICES LTD. / BORROW PIT / \$16,000 / WARD 2  
 D21-253 / 1523507, B1, L1 / MAYER / DWELLING UNIT, SINGLE DETACHED; ADDITION \$50,000 / WARD 3  
 D21-254 / 8921873, L6 / LAGACE / ACCESSORY BUILDING; SHED / \$7,000 / WARD 7  
 D21-255 / 1020851, B1, L4 / BRITTIK MECHANICAL LTD / CABIN / \$18,000 / WARD 7  
 D21-256 / SW-15-59-23-W5 / RIGHT CHOICE CAMPS / 376-PERSON WORK CAMP / \$3,000,000 / WARD 2  
 D21-257 / SW-15-59-23-W5 / RIGHT CHOICE CAMPS / 272-PERSON WORK CAMP / \$2,000,000 / WARD 2  
 D21-258 / 2650RS, B30, L3 / BIG ROCK CHRYSLER / TEMP. VEHICLE SALES & SIGNS / \$100,000 / WARD 9  
 D21-259 / 4355RS, B24, L11 / DEZAN / BLDGS & USES ACC TO PMTD USES; GARAGE / \$35,000 / WARD 9  
 D21-260 / 9523315, B1, L7 / SCAMMELL / SHIPPING CONTAINER / \$500 / WARD 8  
 D21-261 / 8021889, L1 / STEWART / ACCESSORY BUILDING; GARAGE / \$5,000 / WARD 8  
 D21-262 / 15-3-62-19-W5 / STANTEC CONSULTING LTD / ACC. BLDG; CONTROL BLDG / \$82,168 / WARD 2  
 D21-263 / SE-23-69-22-W5 / YOUNG / DWELLING UNIT, MODULAR; 22.28 M VAR / \$221,627.95 / WARD 3  
 D21-264 / 0823266, B1, L4 / ERME / HOME OCCUPATION, MAJOR; STOLEN HARVEST / \$25,000 / WARD 8  
 D21-265 / 0823266, B1, L4 / ERME / ACCESSORY BUILDING; TASTING ROOM / \$25,000 / WARD 8  
 D21-266 / 2022466, B1, L1 / LOEWEN / GREENHOUSE / \$12,000 / WARD 7  
 D21-267 / NE-10-71-23-W5 / SCAMMELL / DWELLING UNIT, SINGLE DETACHED / \$30,000 / WARD 5  
 D21-268 / 11-8-64-15-W5 / MURPHY OIL COMPANY LTD. / 75 KW COMPRESSOR / \$300,000 / WARD 2  
 D21-269 / 12-12-65-16-W5 / MURPHY OIL COMPANY LTD. / 75 KW COMPRESSOR / \$300,000 / WARD 2  
 D21-270 / NE-26-64-16-W5 / VERTEX PROF SERVICES LTD. / 200 HP COMPRESSOR / \$300,000 / WARD 2  
 D21-271 / NW-13-69-22-W5 / ARNOLD / ACCESSORY BUILDING; POLE SHED / \$45,000 / WARD 3  
 D21-272 / 14-1-66-5-W6 / PARAMOUNT RESOURCES LTD / 1500 HP COMPRESSOR / \$1,500,000 / WARD 8  
 D21-275 / 0220039, B38, L6 / 795060 ALBERTA LTD. / AUTO & MINOR RV SALES/RENTAL; TOWING  
 COMPANY AND ABANDONED VEHICLE SALES / \$50,000 / WARD 9  
 D21-276 / NE-34-67-5-W6 / HELIX ENGINEERING LTD. / CARTAGE TERMINAL / \$1,200,000 / WARD 8  
 D21-277 / 12-7-62-25-W5 / SPUR PETROLEUM LTD. / 2-PERSON WORK CAMP / \$75,000 / WARD 2  
 D21-278 / 15-31-62-21-W5 / PETROCHINA CANADA LTD. / ACC BLDG; OFFICE TRAILER / \$300,000 / WARD 2  
 D21-279 / NW-33-70-25-W5 / HILLTOP KENNELS / ACCESSORY BUILDING; OFFICE / \$30,000 / WARD 7  
 D21-280 / NW-3-69-20-W5 / WESTLUND DAVID / DWELLING UNIT, SINGLE DETACHED / \$70,000 / WARD 1  
 D21-281 / 1-4-69-25-W5 / INTEGRITY LAND INC. / 400 HP COMPRESSOR / WARD 7  
 D21-282 / 7720002, B43 / MCFADYEN-LANDRY / BLDGS & USES ACC TO PMTD USES; DECK / \$10,000 /  
 WARD 9  
 D21-283 / 3-4-63-5-W6 / INTEGRITY LAND INC. / BORROW PIT / \$100,000 / WARD 8  
 D21-284 / 7722953, B26, L9 / LECOUR / BLDGS & USES ACC TO PMTD USES; SHIPPING CONTAINER / WARD  
 9  
 D21-285 / 0623794, B1, L1 / HILDEBRAND / DWELLING UNIT, MANUFACTURED / \$176,000 / WARD 6  
 D21-286 / 1620156, B1, L1 / SAWATZKY / DWELLING UNIT, MANUFACTURED / \$8,600 / WARD 4

#### Lease Referrals:

L21-245 / NW-10-62-8-W6 / EVOLVE SURFACE STRATEGIES INC. / STORAGE – STOCKPILE / WARD 8

**Land Use Amendments:**

A21-004 / SW-21-69-6-W6 / AG-1 TO INS DISTRICT / GREENVIEW / OBSERVATION WELL / WARD 8

A21-005 / PLAN 7722953, BLOCK 29, LOT 26W / UR-1 TO R-1C DISTRICT / GREENVIEW / WARD 9

A21-006 / PLAN 1026164, BLOCK 46, LOT 69MR / UR-1 TO R-MHS-VI / GREENVIEW / WARD 9

**Approaches:**

APPR21-13 / SW-21-69-06-W6 / FARMLAND – NEW / GREENVIEW / WARD 8

APPR21-14 / NW-16-70-22-W5 / FARMLAND – NEW / TELUS / WARD 3

APPR21-15 / SW-18-70-19-W5 / FARMLAND – NEW / CZABAN / WARD 4

# Manager's Report

**Department:** Community Services

**Submitted by:** Dennis Mueller, Interim Director

**Date:** 8/31/2021

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## **Interim Director Community Services, Dennis Mueller**

Administration has met with the architect regarding the Grande Cache community hall event centre project, bi-weekly meetings will be scheduled as to move the process along. It is anticipated that two architectural renderings will be drafted and presented to Council for ratification. Upon Council approving the proposed event centre, Administration will implement a plan/strategy informing the community of this exciting project.

Greenview has received a lease proposal from the owners of the Grande Cache Medical Clinic. Administration will be meeting with the applicable physicians to finalize an operational model then will present the model to Council for ratification.

A tourism community engagement meeting has been scheduled for September 22<sup>nd</sup> in Grande Cache as to gather input from the community to develop a comprehensive tourism strategic plan and form a tourism committee.

Administration will be meeting with the Town of Fox Creek in the near future hopefully to resolve some issues i.e. the recreation agreement, Community Development Initiative agreement etc.

The Community Services Administration has been providing assistance to the Grande Cache Golf Board as to develop a strategic business plan charting a course that leads to the overall success of the golf course.

## **Agricultural Services Manager, Sheila Kaus**

Administration is pleased to report that all privately held land has been inspected for weed infestations with return inspections and contact completed in areas of concern. The process followed this year involved a great deal of speaking with landowners, offers of assistance and advice, and gathering contact information to ease inspections in the future. The data collected

will be used to begin contact with landowners with infestations of concern and early-season weed species over the winter months.

Concerns regarding privately owned oilfield roads were investigated. There are two (2) active Provincial ASB Resolutions regarding the Orphan Well Association and weed control. Greenview inspectors reported that all requests to spray have been met in a timely fashion or are included in rotational plans for 2022. Concerns expressed include the lag in official transfer of sites to the Association from the defunct companies and the difficulty in identifying the owner of the road.

90% of rotational weed spraying has been completed, though the water ban in Valleyview has slowed the crew. Due to the ban, staff will focus on permanent brush control to support operations, the Forestry Trunk Road, and trouble areas in DeBolt. Next year, a permanent water point in DeBolt has been identified, which will add to 2022 departmental efficiencies.

Administration has been reviewing different methods that the Agricultural Department can provide more assistance to producers/Greenview residents regarding herbicide applications. After numerous calls regarding the rate of application for herbicides, Administration created a calculator that landowners can use to determine how much herbicide and surfactant are needed, depending on the capacity of the spray tank. To address calibration concerns, Administration reached out to the Ministry of Agriculture in Ontario to utilize Ontario's independent sprayer calibration calculator. The Ministry granted permission, and Administration will be working towards publicizing these calculators to the benefit of our residents in the coming months.

Clubroot and Blackleg inspections have been completed, with 515 canola fields inspected over five days. This accomplishment allowed Administration to inform producers of test results before harvest, a key tactic in reducing the pathogen's spread. Inspectors identified minor cases of blackleg and four clubroot positive fields. Pest notices are being hand-delivered for the clubroot positive fields, providing the opportunity for producers to ask questions and discuss the pest with Administration.

Agricultural Services completed five (5) provincial canola samplings and four (4) grain samplings for research projects and continued clubroot spore research in partnership with municipalities around the province. Bertha Army Worm survey numbers have not approached the economic threshold to this point. Grasshopper surveys have been completed, with unexpectedly low numbers found. Administration is working with Alberta Agriculture to determine what has impacted the populations.

A tree inventory has been compiled in Grande Cache to assist the Beautification team in planning for care, maintenance, and replacement in the future. The report provides information about the monetary value of the trees, carbon sequestration benefits, and potential conflicts with utilities and municipal infrastructure.

The feasibility of a booklet supporting the potential shelterbelt program and assisting with best practices for large caliper landscape trees is being researched. Like the “Gardening Resources” booklet generated in June, Administration's aim is to provide a resource to the residents. The Garden Resources booklet has been extremely popular, providing information to ratepayers well into the future. If the shelterbelt and tree care booklet proceeds, it is hoped it will be in a similar style.

Rental Equipment stands at 370.5 rental days for 2021

Up to August 31<sup>st</sup>, 40 wolves have been submitted for incentive, totalling \$12,000, and 430 beavers have been submitted for incentive, totalling \$12,900.

**Problem Wildlife Work Orders**, up to August 31<sup>st</sup>

File Status	Beaver-MD	Beaver-Ratepayer	Customer Service	Predation	TOTAL
Open					0
Monitor	11	7	2	5	23
Closed	10	13	4	5	34
<b>TOTALS</b>	21	20	6	10	57

**Veterinary Services Incorporated Quarterly Reports and Service Breakdown- 2<sup>nd</sup> quarter**

**Semen Testing:** 309 claims; \$12,802.36

**Preg Checks:** 1382 claims; \$3,869.60

**Calvings:** 14 claims; \$3,714.05

**C-Sections:** 8 claims; \$2,179.20

**Exams:** 67 claims; \$3,147.65

	# Services	2021	2020	+/- (%)
<b>Total 1<sup>st</sup> Quarter</b>	99	\$19,269.77	\$21,172.35	-8.99%
<b>Total 2<sup>nd</sup> Quarter</b>	231	\$33,953.33	\$36,569.40	-7.15%
<b>2021 Claims</b>	<b>330</b>	<b>\$53,223.10</b>	<b>\$57,741.75</b>	<b>-7.83%</b>



### **Economic Development Manager, Kevin Keller**

The Trail Wayfinding Signage project within the Hamlet of Grande Cache is complete. This final project was part of the Coal Transition Funding, received from the Province of Alberta by the former Town of Grande Cache.

### **Community:**

The Grovedale Daycare construction is on schedule; the exterior of the building is complete. Administration is coordinating with the Grovedale Community Club & Agricultural Society on the utility hookups for the facility. Administration is providing guidance to the Society with a revised business plan for the daycare.

The new community bulletin boards have been installed with Greenview branding to be installed on all of the boards by October 1<sup>st</sup>. Administration has received positive feedback on the boards from all communities.

New “Proudly Supported by Greenview” signage will be installed at locations and facilities that Greenview supports annually via the operating budget (i.e. halls, cemeteries, museums etc.) (September/October 2021)

Administration hosted a networking session between leadership of the Greenview Museums, mid- August. The session focused on building relationships amongst the museums and Greenview, discussing challenges and successes.

### **Business:**

Through July and August, Administration focused on creating, enhancing, and developing relationships with businesses in the Northeast region of Greenview. Face to face, sessions addressed topics such as:

- How has Greenview supported your business in the past?
- What type of support does your business require?
- What staffing challenges does your business face?
- What are some successes and struggles that have happened in the last 18 months?

This information will be used to guide administration with the development of training sessions and programming specific to local business needs.

Administration, through the EVenture advisory committee sent a letter to multiple Provincial Ministers, requesting Provincial funding support for the Northwest electric vehicle-charging network. This request mimics the request and support the province provided to Southern Alberta’s completed Peaks to Prairie’s EV charging project.

Administration attended the first Growing the North 2022 (GTN) planning meeting, in August. The 2022 GTN event will be a hybrid format (in-person and virtual) so attendees can participate while being safe. Further details to be provided in autumn 2021.

Administration is collaborating with Community Futures to host Inventures Outbound as a Community Host in Grande Cache. **Inventures Outbound** - it is a **live-stream** event from Calgary of three global keynotes and up to 6 feature sessions on topics that are shaping innovation in Alberta and around the world. Administration has coordinated this program to be available to all Greenview businesses thru a virtual link. Event taking place September 22-24th.

Social Media influencer Zen Seekers will be in Greenview early September highlighting locations throughout the municipality, with specific focus on picturesque locations that are home to the Greenview Green Chairs. This social media campaign will run thru autumn 2021.

#### **Tourism:**

A new business, Breath Outdoors & Adventure, is relocating from Grande Prairie to Grande Cache, effective September 1, 2021 to explore tourism and outdoor recreational services they can offer to the community and visitors.

The Canadian Death Race weekend brought 621 visitors through the Centre. GC Community Events Foundation hosted comedians, a small carnival and vendor village in Central Park.

AWN Culture Camp training sessions were hosted at the Grande Cache Tourism Interpretive Centre August 20-24. Pilot Program to be held Sept 1.

Administration (TIC) will be in numerous meetings with various Grande Cache based community groups through the upcoming months to plan for community events for winter/spring of 2021-22.

The facility has seen an increase in usage over the summer. Room bookings for events, corporate meetings and open houses have increased through the summer months.

- **Statistics**

- Total June 2021 Visitors: 1012
- Total June 2021 Gift shop Revenue: \$7,837.59
- Total July Visitors: 3885
- Total July Revenue Sales: \$25,672.32
- Total August Visitor: 3055 (Aug 1-Aug 24)
- Total August Revenue Sales: \$23,378.14 (Aug 1-Aug 24)
- Total Visitors YTD: 12,317 (Jan 1-August 24)

**Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford**

Summer youth programs during July and August included Babysitting Courses and Life Skills camps. The day camps were completed in Grande Cache, Valleyview, Grovedale and DeBolt with a total of 55 children attending. 93% of the children surveyed showed that they are more open to try new things, and 100% reported they feel more supported by adults they know after attending day camps. This year the focus of the camps included public speaking, respect, and healthy communication.

The Community Resource Centre in Valleyview averaged 500 visits/inquires in both July and August while the Grande Cache office had 360 inquiries. Supports are provided in many areas including help to apply for provincial and federal benefits such as AISH applications (Assured Income for the Severely Handicapped), Canada Revenue, employment insurance; employment supports like resume writing and job searches, victims assistance referrals, commissioning of documents, food bank inquires, Heart River Housing, mental health referrals, plus support to navigate a variety of government forms.

Front line administration in Valleyview and Grande Cache completed a 5-day series of workshops in July resulting in Emotional Safe Spot certification. Many clients seeking services are struggling, and the workshops are intended to help build our capacity to help anyone walking through the doors who need a supportive place to go. The trainings consisted of Front-Line Skills for Social Services, De-escalating Potentially Violent Situations, Mental Health Awareness and Support, Wellness Strategies, and Suicide Prevention, Intervention and Postvention.

Administration has created a Budgeting and Debt Management information package with a variety of resources that clients can access at the Resource Centers. This package consists of information on Payday loans, how to rebuild credit, information from Money Mentors on managing your debt, budget plans, and budgeting basics information. Also included in this resource package is a booklet from Alis.Alberta.ca called Money 101 – Budgeting Basics for Further Education that teaches youth how to finance their post-secondary education and setting personal goals.

There have been an influx of new home support clients requesting service, and we are now servicing over 100 clients, 74 Greenview residents, and 27 who reside in the Town of Valleyview. The need for light house cleaning, meal preparation, travel to essential services and limited respite services are high. This trend is anticipated to continue as our aging population continues to rise.

Administration met with new Minister of Community and Social Services, Jason Luan on July 26<sup>th</sup> which provided an opportunity to inform the Minister on programs and services offered in Greenview. The new Minister is a supporter of the Family and Community Support Services Program and was impressed with the diversity of programs and the number of residents who access services.

On September 8, FCSS administration will host Community Connections in Grande Cache at the Recreation Centre. During this event multiple organizations interact with community members to highlight programs and services offered in the community. The Town of Valleyview hosts a similar event on September 7.

An Older Adult information day will be held in Grande Cache on September 28 at the Tourism Centre. A line-up of guest speakers will share information relevant to this populations physical, financial and mental wellbeing. A similar event will be held in Valleyview early October. The HEART team (health, education, action in relationships team) comprised of Green View FCSS and Valleyview Victims Assistance will be hosting a Breakfast With the Guys, on October 19 at the Burnside Performing Arts building. All men are invited to this breakfast which aims to increase awareness on how men can be a part of the solution to end domestic violence. The breakfast has been sponsored by Pembina Pipeline.

Several external agencies have submitted grant applications for 2022, a list of the grants requests as well as Coordinators updates are included in this report.

### **Recreation Services Manager, Kevin Gramm**

#### **Recreation Services Administration:**

Administration met with representatives of GEC Architecture kicking off the preliminary meet and greet for the Grande Cache Events Centre Community Hall design services project meeting on August 19<sup>th</sup>. This was the initial meeting to discuss the purpose and directives for the space, discuss ideas, design intentions, and tour the facility mechanical components. Once the preliminary planning phase is complete, Administration will present Council with options for consideration in the near future. Administration expects to meet regularly with the design team through the concepts phase and address any questions the team may have about the project.

Administration has realized an increase in the number of patrons over the past two months, as it relates to campground stays, facility passes, facility drop-ins, baseball rentals, facility bookings, program attendance and trail adventures. Administration feels that this is a direct result of the restrictions having lifted, as customers seek to gain a sense of normalcy in their life, while utilizing our Recreation sites, more than ever before.

The province of Alberta recreation facilities have realized through COVID19 closures and restrictions a severe shortage in certified lifeguards and recreation team members. Collectively Greenview administration continues to rebuild the team including 9 Lifeguards, customer service representatives and various programming and laborer positions.

Administration is currently working on a Member Survey which will generate responses from our members as to what type of programming would like to be seen within the facilities, preferred times and general information. The plan is for the survey to capture all departments within Recreation facilities.

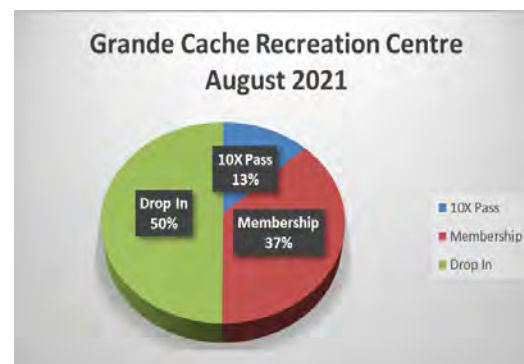
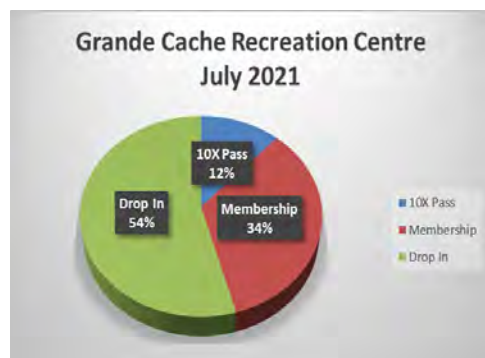
Administration celebrated International Lifeguard Day recognizing the contribution that our lifeguards bring to the facility and our members. In conjunction with that day, the opportunity to conduct an employment initiative within our GRM Aquatic Department was utilized. National Drowning Prevention Week was also celebrated within the facility. Members experienced informative aquatic sessions; a facility wide scavenger hunt was facilitated as well as daily social media posts bringing awareness to drowning prevention.

Administration hosted an open house in Little Smoky to conduct public consultation regarding the proposed day-use area adjacent to the hamlet. The vast majority of attendees supported the project, and Administration is moving forward on the next steps for the project. General construction tenders will be posted by the end of August, with a goal of the site being entirely completed by October 31<sup>st</sup>, 2021.

### **Recreation Services Facilities:**

#### **Grande Cache Recreation Centre Facility Attendance**

The drop-in recreation passes, facility memberships and 10 times punch passes have remained consistent overall, however, there was a bit of a decrease in the number of attendees in August which Administration feels is a by product of people being on vacation. In July, we saw a total of 273 punch pass drop ins, 790 monthly passes accessed, and 1262 drop in attendees to our facility. August saw 256 punch pass drop ins, with 751 membership accesses and 1002 drop ins (effective until August 25, 2021). Depicted below is the corresponding charts that reflect the percentages of membership purchases over the past two months.

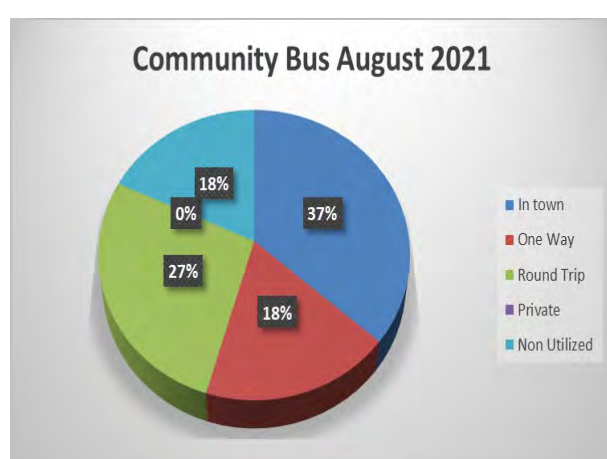
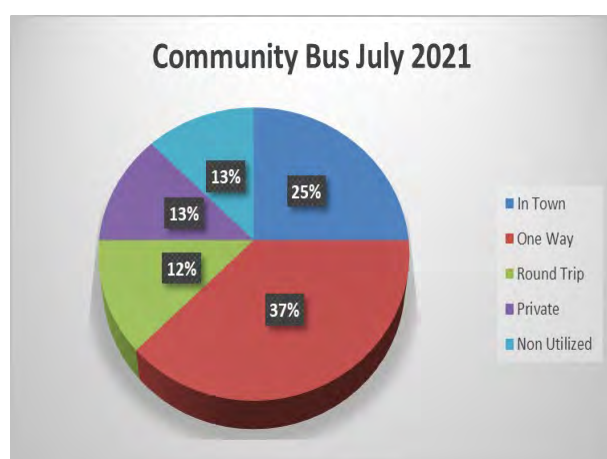




	10 X Pass	Membership	Drop In
<b>July 2021</b>	273	790	1,262
<b>August 2021</b>	256	751	1,002

### Grande Cache Community Bus Attendance

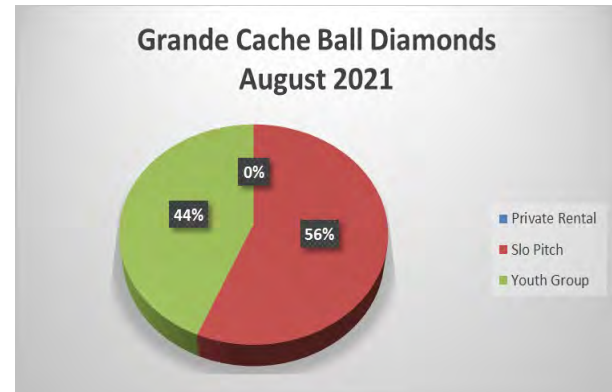
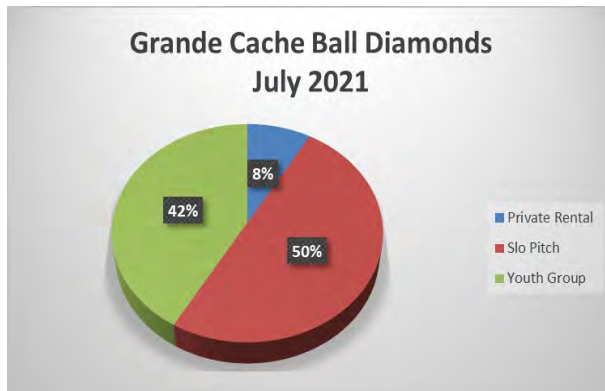
The Grande Cache Community Bus saw an increase in the number of trips from July to August. As news of the Community Bus relaunch gains momentum, so does the attendance. We anticipate having more clients in the fall, given the nature of medical trips and appointments. July 2021, we had a total of 2 in town trips, 3 one-way trips, 1 round trip and 1 private booking, since reopening July 20<sup>th</sup>. There was one day in which the community bus was not utilized in July. In August, we had 4 in town trips, 2 one-way trips, 3 round trips and no private bookings. There were two days in which the bus was not utilized during the month of August.



	In Town	One Way	Round Trip	Private	Non Utilized
<b>July 2021</b>	2	3	1	1	1
<b>August 2021</b>	4	2	3	0	2

### Grande Cache Ball Diamonds

The Grande Cache community ball diamonds saw a huge increase in the utilization of the diamonds this year. The Ball Diamonds have been utilized 6 days a week, for not only ball tournaments, but also youth ball, private rental and Adult Slo Pitch. July saw 46 diamonds rented, which included a private rental, while August saw 48 diamonds rented. Depicted below are the breakdown (in percentages) corresponding to the amount each designated group or booking type utilized over the past two months for comparison purposes.

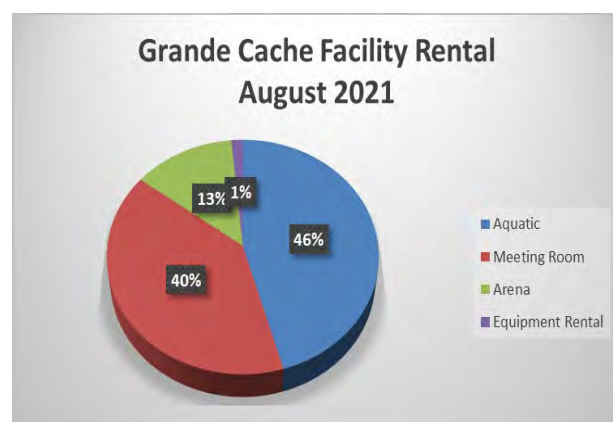
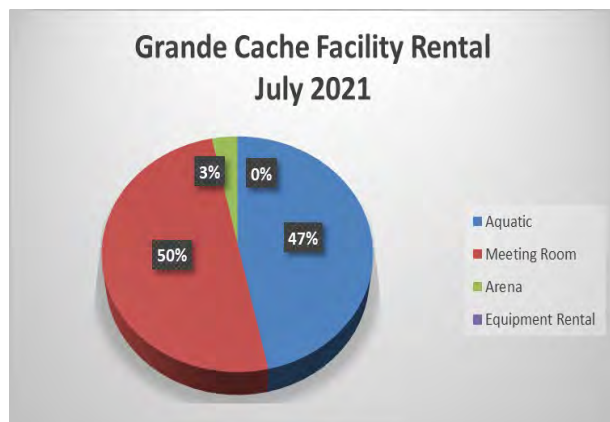


	Youth Group	Slo Pitch	Private Rental
<b>July 2021</b>	20	24	4
<b>August 2021</b>	21	27	0

### Grande Cache Recreation Centre

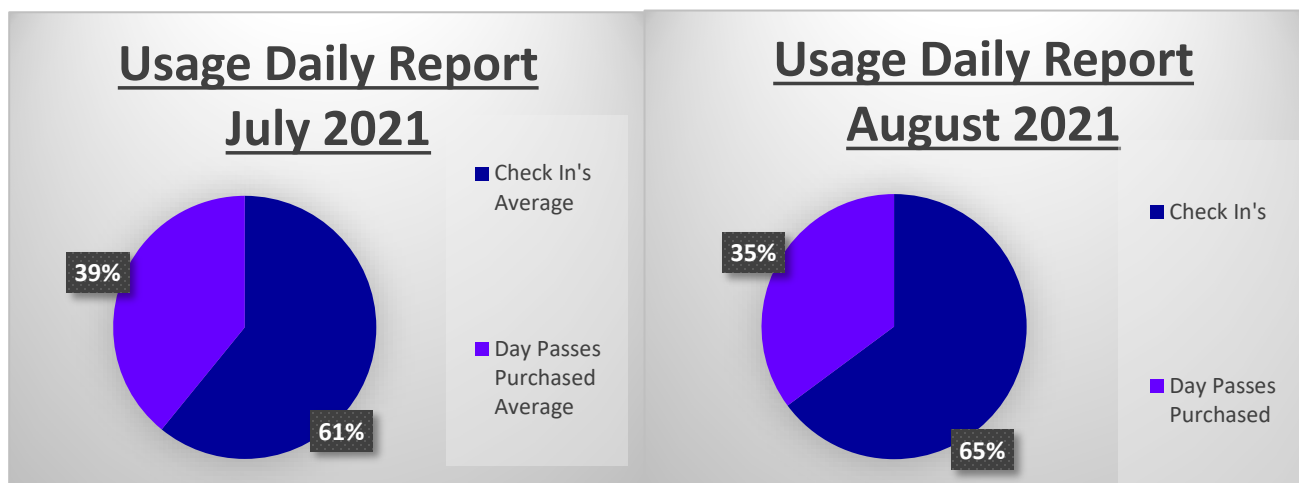
The Grande Cache Recreation Centre also saw an increase in the number of facilities rented, both internal and external. The various rental usage included training sessions, birthday parties, meetings, events and programs were booked in the various locations within our facility.

Depicted below are pie charts representing the specific area of interest July 2021, we saw Aquatics utilized 28 times, Meeting Rooms utilized 30 times/ days, Arena utilized twice and no equipment rentals. August saw an increase in rentals slightly, with 31 times that the Aquatic Centre was utilized, 27 times various meeting rooms were utilized, 9 times/ days the Arena was utilized with 1 equipment rental (table and chairs rented for an off site event).



	Aquatic	Meeting Rm.	Arena	Equipment
<b>July 2021</b>	28	30	2	0
<b>August 2021</b>	31	27	9	1

## Greenview Regional Multiplex Facility Attendance:



Check In's Average	97
Day Passes Purchased Average	62
<b>Total</b>	<b>159</b>

Check In's Average	107
Day Passes Purchased	58
<b>Total</b>	<b>165</b>

The Greenview Regional Multiplex was struck by lighting on August 4<sup>th</sup> during an intense storm. As a result of this storm, a power outage caused a cascade of electrical concerns and failures requiring the maintenance team to bring in technical trade and support to work through the repairs. Fire suppression system, elevator controls as well as aquatic operating systems were affected during this outage.

The Greenview Regional Multiplex parking lot upgrades and repairs are coming to a close and near completion at this time. Patrons are excited about the secondary access into the parking lot and the improvements that have been necessitated after such work was originally completed. Various locations of drainage and lighting improvements have also been completed during this project.

Administration met with representatives of ATCO and Clark Construction to review on site the location of the Combined Heat and Power Generator. Electrical design is now 80% complete and mechanical design nearing completion. When reviewing the location, sound attenuation was reviewed and confirmed acceptable in close proximity to the Grande Cache Community High School.



Administration is pleased with the design and look of the newly completed retaining wall. This wall replaced the dilapidated and aging railroad tie wall originally in place behind the curling rink. Completion of the railing is scheduled for September 15<sup>th</sup> with installation following immediately after. This project is scheduled to be complete by October 1<sup>st</sup>.

The Grande Cache Recreation Centre ammonia refrigeration plant project is not anticipated to be completed prior to the proposed timelines. Due to the many delays, obtaining structural components from the U.S. and the shipping periods the work will commence into the last week of October into November. Cimco Refrigeration teams are standing by the moment the equipment arrives and there will be no delays in the installation once on site.



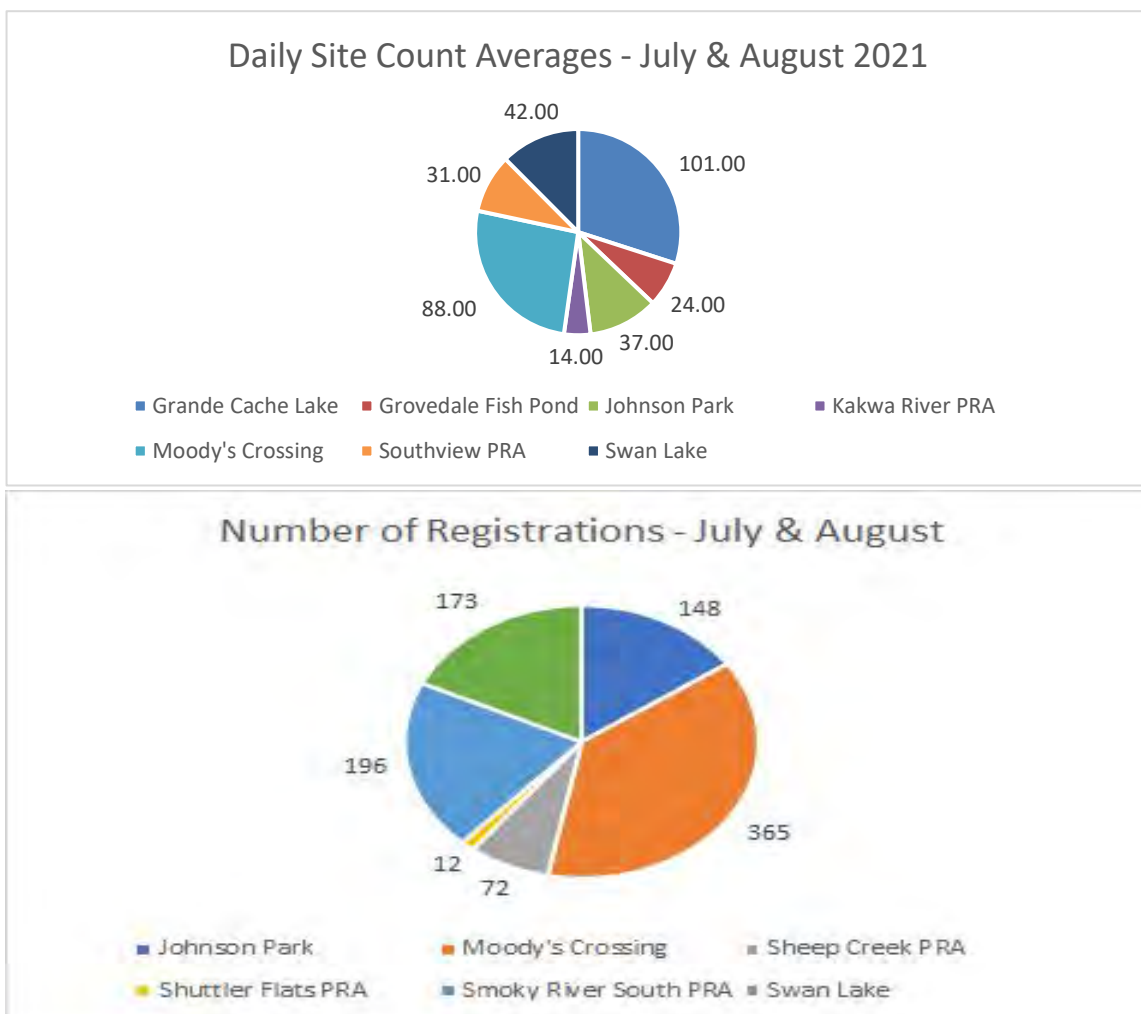
The Wibit floater has been in the 25-meter pool in both Recreation facilities a couple of weekends and has been a huge hit. Given the magnitude for the Aquatics team to set it up and additional staffing, the Wibit only comes out for special occasions.

### Outdoor Recreation Services:

The installation of trail signage and informational kiosks for the trail systems adjacent to the Hamlet of Grande Cache is currently underway.

Alberta Parks returned the signed agreement regarding grant funding for the Kakwa Falls Trail in late August. Administration will be meeting with provincial staff to discuss next steps September 10<sup>th</sup>.

The outdoor recreation sites and Provincial Recreation Areas, Lakes and Trails have seen a huge increase in usage this year. There are several reasons behind it, including an increased number of people that have purchased a camper this year, BC restrictions for Alberta residents meant that Albertans were camped closer to home, in addition to COVID restrictions, which saw more people utilize trails as a form of exercise.



Administration has submitted a preliminary proposal to Alberta Parks regarding the proposed suspension bridge over Sulphur Gates. After a site review of the location it was determined that, the possibility exists



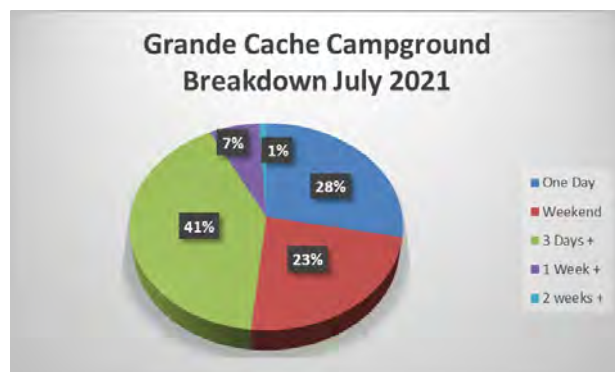
to increase tourism attraction to the Grande Cache region. Through a joint project venture with Economic Development administration will continue to work with the province on defining this project.



Administration has been working with contract services to install the trail wayfinding signage in the Hamlet of Grande Cache. There are over 100 signs and posts to be completed with the expected completion date of August 30th 2021. This is a joint project initiative born from the former Town project, Grande Cache Recreation and Trails Masterplan, which carried through into the MD of Greenview planning stages. Project remainder currently is the installation of Trail Head signage, which will see 3 large kiosks installed in various locations of the Hamlet so that users can see, map and understand how the network trail system works and ensure a great experience.

### Grande Cache Campground

The Grande Cache Campground has seen a rapid increase in the number of people staying 3 days or more, while the number of long stays has decreased from previous years. Early in the year it was determined that the focus of the Grande Cache Campground should be tourism and travellers which necessitated a reduction in long term stays by people working in the area at the campground.



	One Day	Weekend	3 Days +	1 Week +	2 Weeks +
July 2021	121	101	176	28	4

<b>August 2021</b>	87	58	137	14	15
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### **Programming and Partnerships:**

Administration recently booked an event to take place in the Fieldhouse on September 15<sup>th</sup>. A local business hosting a community barbeque. We are excited to have users renting spaces within the facility once again. User groups have recently completed booking spaces to offer gymnastics, dance, and tentatively karate. Our local swim club is considering a Winter Club format and may consider aquatic rentals.

Administration is working with our programming teams in both locations and are currently putting together programming for the fall. Fall Into Fitness being our slogan for programming commencing mid September at the Greenview Regional Multiplex the teams are developing fun, interactive and informative programming opportunities for children and youth. Our Fitness programming team is working to rebuild opportunities in programming for adults as recent resignations has resulted in a staffing delay. Administration has been working with other organizations planning Lunch & Learns within the facility that would include Childminding services. These sessions are to commence end of September and have been scheduled into the New Year.

Youth programming has seen a record number of attendees this year, as compared with previous years thanks to collaborations with FCSS, and the Fitness Department. This year's youth programming summer lineup opened to kids 0 – 5, which Greenview residents took advantage of, with these summer programs filling up on the first day of registration.

The Grande Cache Recreation Fitness and Programs Departments are looking at increasing partnerships in the fall as organisations fill positions, to have more staff on hand, which would allow them the opportunity to collaborate more for programs and events in the fall. Programs is also collaborating with Communications to develop a survey to find out what is the best time and days to run programming for 0-5-year-old in the fall, as this is a new program offered this year to address the lack of 0–5-year old's programming options with the loss of the Parent Link Centre

Through a joint funded venture between the MD of Greenview and the Healthy You Committee, Pickle ball programming will be introduced in Grande Cache as an additional activity.

Aquatic Department offered various in-house training including First Aid, Bronze Cross, Bronze Medallion and National Lifesaving Society. This has significantly reduced travel costs for staff, as this training is available in house.



Employee # :

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
08-23-21				Debolt Ratepayers BBQ	170						
NOTES:				KILOMETER CLAIM			TOTAL				
5 COUNT-100.30 5 NTP-2550  Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	170	100.30	NET CLAIM				
				\$0.15 per km	170	25.50					
				SUBTOTAL		125.80	TOTAL CLAIM				125.80
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		125.8	AMOUNT DUE (OWING)				\$125.80

Date \_\_\_\_\_



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
08/24/2021	Other	VV Ratepayer BBQ
08/24/2021	Regular Council Meeting	
09/07/2021	Other	Greenview Industrial Gateway Committee Meeting
09/09/2021	Other	Clayshoot



# Municipal District of Greenview No. 16

NAME: shawn acton

ADDRESS : \_\_\_\_\_

Employee # : \_\_\_\_\_

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
24-Aug			m	rcm	94						
24-Aug			m	vv rate payer bbq	94						
26-Aug			m	meeting with Stacey/Roger	40						
NOTES:				KILOMETER CLAIM			TOTAL				
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	228	134.52	NET CLAIM				
				\$0.15 per km	228	34.20					
				SUBTOTAL		168.72	TOTAL CLAIM			168.72	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		168.72	AMOUNT DUE (OWING)			\$168.72	

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Claimant

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Date





# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 5 Reeve Dale Smith		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
8/23/2021	Other	DeBolt Ratepayer BBQ
8/24/2021	Regular Council Meeting	
8/24/2021	Other	Valleyview Ratepayer BBQ
8/25/2021	Agriculture Services Board	
9/2/2021	Other	Sarda board mtg— looking at requesting an increase in annual operations grant. Looking to get a quote on a design/build of the new Sarda office/ shop building
9/7/2021	Other	Greenview Industrial Gateway Committee Meeting
9/7/2021	Heart River Housing	Budget Meeting - Looking at 2% increase in requisition for operating.
9/8/2021	Other	Grande Prairie art gallery media release for the Picasso/Chagall exhibit.
9/9/2021	Other	Clayshoot for Charity



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
August 25, 2021	Grande Prairie Regional Tourism Association	Reviewed the different committee reports Discussed the GPRTA 2025- A Vision for Driving the New Economy, this a draft report of the strategic planning session which was held previously. The session was held on a day where neither Tyler nor myself could attend. I provided some comments which were convey back to the author of the report.
September 4, 2021	MD of Greenview Library Board	Grande Yellowhead Public School Division held an “Kick Off” for the school year. Had a discussion with some of their board about different concerns for the Grande Cache Library. There was also in attendance MLAs Martin Long, Shane Getson, Town of Edson councillors Janet Wilkinson, Trevor Bevan. There was a keynote speaker Dr. Greg Wells with the topic “The Ripple Effect: Sleep Better, Eat Better, Move Better, Think Better”. Dr. Wells is a scientist and physiologist who has dedicated to making the human limits understandable and actionable. The presentation was an excellent one to listen to.
September 11, 2021	MD of Greenview Library Board	Our monthly meeting. On the agenda will be discussing the draft Plan of Service, it needs to be approved and sent to the Public Services Library Branch before the end of 2021.



# Municipal District of Greenview No. 16

NAME: Tom Burton  
 ADDRESS : Box 419, DeBolt, Alberta T0H 1B0

Employee # : 378  
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
August 22 2021			M	Grande Prairie Regional Tourism Association	130							
August 23 2021			M	DeBolt Rate Payers Appreciation BBQ								
August 24 2021			M	Council Meeting	120							
August 24 2021			M	Valleyview Rate Payers Appreciation BBQ								
August 25 2021			M	Grande Prairie Regional Tourism Association	120							
NOTES:				KILOMETER CLAIM			TOTAL					
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.59 per km	370	218.30	NET CLAIM					
				\$0.15 per km	370	55.50						
				SUBTOTAL		273.80	TOTAL CLAIM				273.80	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		273.8	AMOUNT DUE (OWING)				\$273.80	

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# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Ward 8 Councillor Bill Smith		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
8/24/2021	Regular Council Meeting	
8/25/2021	Agriculture Services Board	
9/7/2021	Other	Greenview Industrial Gateway Committee Meeting
9/9/2021	Community Futures Grande Prairie & Region	



# Municipal District of Greenview No. 16

NAME: Bill Smith

Employee # : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
12-Apr			M	Land use bylaw discussion	300	x			20.00		
13-Apr			M	Council	300	x			20.00		
18-Apr			M	Community Futures - Virtual							
20-Apr			M	COTW	300	x			20.00		
20-Apr			M	Emergency Advisory Committee							
27-Apr			M	Council	300	x			20.00		
28-Apr			M	ASB	300						
NOTES:				KILOMETER CLAIM			TOTAL		80.00		
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	1500	885.00	NET CLAIM		80.00		
				\$0.15 per km	1500	225.00					
				SUBTOTAL		1110.00	TOTAL CLAIM			1190.00	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1110	AMOUNT DUE (OWING)			\$1,190.00	

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Approved

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Date





# Municipal District of Greenview No. 16

NAME: Bill Smith

Employee # : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
11-May			M	Council - Virtual	30		X		20.00		
13-May			M	Community Futures - Virtual							
18-May			M	COTW	300	X			20.00		
25-May			M	Council - Virtual	30		X		20.00		
26-May			M	ASB	300						
NOTES:				KILOMETER CLAIM			TOTAL		60.00		
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	660	389.40	NET CLAIM		60.00		
				\$0.15 per km	660	99.00					
				SUBTOTAL		488.40	TOTAL CLAIM			548.40	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		488.4	AMOUNT DUE (OWING)			\$548.40	

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Claimant

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Date

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Approved

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Date



# Municipal District of Greenview No. 16

NAME: Bill Smith

Employee # : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
08-Jun			M	Council - Virtual	30		X		20.00		
09-Jun			M	MPC - Virtual							
10-Jun			M	Community Futures - Virtual							
15-Jun			M	COTW	300						
16-Jun			M	Policy review - Virtual							
				Indigenous day Ceromony	75			X	30.00		
				Highway 40 Zoom meeting							
22-Jun				Council	300	X			20.00		
23-Jun				ASB - Virtual							
NOTES:				KILOMETER CLAIM			TOTAL		70.00		
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	705	415.95	NET CLAIM		70.00		
				\$0.15 per km	705	105.75					
				SUBTOTAL		521.70	TOTAL CLAIM			591.70	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		521.7	AMOUNT DUE (OWING)			\$591.70	

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Claimant

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Date

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Approved

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Date



# Municipal District of Greenview No. 16

NAME: Bill Smith

ADDRESS : \_\_\_\_\_

Employee # : \_\_\_\_\_

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
06-Jul				Special Council Meeting	300						
13-Jul				Council	300	X			20.00		
19-Jul				Cooperatives open house GC	200			X	30.00		
20-Jul				COTW	200		X		20.00		
27-Jul				Council	300	X			20.00		
28-Jul				Special Council	300		X		20.00		
NOTES:				KILOMETER CLAIM			TOTAL		110.00		
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	1600	944.00	NET CLAIM		110.00		
				\$0.15 per km	1600	240.00					
				SUBTOTAL		1184.00	TOTAL CLAIM			1294.00	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1184	AMOUNT DUE (OWING)			\$1,294.00	

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Claimant

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Date





# Municipal District of Greenview No. 16

NAME: Bill Smith

Employee # : \_\_\_\_\_

ADDRESS : \_\_\_\_\_

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
			M	Transportation Minister GP	75		X		20.00		
24-Aug			M	Council	300	X			20.00		
25-Aug			M	ASB	300	X			20.00		
NOTES:				KILOMETER CLAIM			TOTAL		60.00		
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.53 per km	675	357.75	NET CLAIM		60.00		
				\$0.24 per km	675	162.00					
				SUBTOTAL		519.75	TOTAL CLAIM			579.75	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		519.75	AMOUNT DUE (OWING)			\$579.75	

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Claimant

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Date



# MUNICIPAL DISTRICT OF GREENVIEW No. 16

## COUNCIL MEMBERS BUSINESS REPORT

Division 9 Councillor Duane Didow		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
8/24/2021	Regular Council Meeting	Highlights on website
8/25/2021	GOA Engagement Session re: the Hamlets and the Forest Protection Area	RMA resolution 18-20F
9/7/2021	GIG Committee meeting	Strategic Business plan – next steps
9/10/2021	FCSSAA Regular Board meeting	2022 Budget, Year-end budget report, Provincial update, Strategic plan, Meeting with new minister update





# Municipal District of Greenview No. 16

NAME: Tyler Olsen  
 ADDRESS : \_\_\_\_\_

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

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
14-Aug				greenview library board							
19-Aug				River of death and Discovery Dinosaur Board							
23-Aug				Debolt raye payers BBQ	350						
24-Aug				Regular Council	350						
NOTES:				KILOMETER CLAIM			TOTAL				
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	700	413.00	NET CLAIM				
				\$0.15 per km	700	105.00					
				SUBTOTAL		518.00	TOTAL CLAIM			518.00	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		518	AMOUNT DUE (OWING)			\$518.00	

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