



MUNICIPAL DISTRICT OF GREENVIEW No. 16

ORGANIZATIONAL MEETING AGENDA

Tuesday, October 26, 2021

9:00 AM

Council Chambers
Administration Building

| | | |
|----|---------------------------------------|-----|
| #1 | CALL TO ORDER | |
| #2 | OATH OF OFFICE | |
| #3 | ADOPTION OF AGENDA | 1 |
| #4 | APPOINTMENT OF REEVE | 2 |
| #5 | APPOINTMENT OF DEPUTY REEVE | 3 |
| #6 | 2022 MEETING DATES | 4 |
| #7 | APPOINTMENT OF BOARDS & COMMITTEES | 11 |
| #8 | CAO COVENANT | 166 |
| #9 | ADJOURNMENT | |



REQUEST FOR DECISION

SUBJECT: **Appointment of Reeve**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – MGA Section 150(2), 152, 156, and 185.1

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: See below for voting options.

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

BACKGROUND/PROPOSAL:

Under Section 150(2) the Council of a Municipal District is to select a Chief Elected Official (Reeve) from amongst its membership. Voting may be secret ballot.

Before selecting the Chief Elected Official (Reeve), Council will need to first determine the manner in which they intend to vote on the selection of Chief Elected Official. Section 185.1 of the MGA provides that voting is to be by secret ballot if any council member present requests same; otherwise, voting will be by show of hands. If a secret ballot is used then the appointment must be confirmed by a resolution of Council.

Once a winner has been declared by the CAO then the selected member will complete the requisite Oath of Office for Reeve. Following this, the Reeve will assume the chair.



REQUEST FOR DECISION

SUBJECT: **Appointment of Deputy Reeve**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – MGA Section 150(2), 152, 156

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

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

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

BACKGROUND/PROPOSAL:

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

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



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Regular Scheduled Council Meetings | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – MGA Section 193(1)

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to schedule the Regular Council Meetings as per options below.

BACKGROUND/PROPOSAL:

Section 193(1) of the MGA cites; Council may decide at a Council Meeting at which all the Councillors are present to hold regularly scheduled council meetings on specified dates, times, and places.

Administration sees merit in continuing with the Regular Council meeting on the Tuesdays because of overtime travel incurred by staff on Sundays. This also allows for time for Administration to prepare and bring forward any immediate items that may arise over the weekends.

Option A MOTION: That Council hold the Regular Scheduled Council Meetings on the second and fourth Tuesday of each month, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36th Avenue, Valleyview, and cancel the following Regular Council Meetings;

August 09, 2022 for Council Break

November 22, 2022 for RMA Fall Conference

December 27, 2022 in lieu of Boxing Day

And further, that any Regular Scheduled Council Meeting that fall on a statutory holiday will be held on the Tuesday immediately following that holiday.

Option B MOTION: That Council hold the Regular Scheduled Council Meetings on the second and fourth Monday of each month, commencing at 9:00 a.m. in the Council Chambers, Administration Building, 4806-36th Avenue, Valleyview, and cancel the following Regular Council Meetings;

August 8, 2022 for Council Break

November 21, 2022 for RMA Fall Conference

December 27, 2022 in lieu of Boxing Day

And further, that any Regular Scheduled Council Meeting that fall on a statutory holiday will be held on the Tuesday immediately following that holiday.

Option B

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have set dates for the 2022 Regular Council meetings.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose different dates, start times and frequency for its Regular Council Meetings.



REQUEST FOR DECISION

| | | | |
|-----------------|---------------------------------------|--------------------------------------|------------|
| SUBJECT: | Committee of the Whole Meeting | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:
Provincial (cite) – MGA 195

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to schedule the Regular Council Meetings as per options below.

BACKGROUND/PROPOSAL:

Committee of the Whole meetings are an opportunity for Council to discuss such matters as policies, bylaws, agreements and programs/projects which are still in the planning, draft or development stage. Council may choose different dates, start time and frequency for these meetings if it so chooses. Any meeting dates cancelled by Council will be advertised so that the public is aware of the change.

Administration sees merit in continuing the Committee of the Whole meeting on the Tuesdays because of overtime travel incurred by staff on Sundays. This also allows for time for Administration to prepare and bring forward any immediate items that may arise over the weekends.

Committee of the Whole in the various location would be a good time for Council to network throughout Greenview.

Option A: That Council hold the Committee of the Whole meetings on the third Tuesday of each month, at the following locations within Greenview;

January 18, 2022 commencing at 10:00 a.m. at the DeBolt Public Services Building
February 15, 2022 commencing at 10:00 a.m. at the Grovedale Public Services Building
April 19, 2022 commencing at 9:00 a.m. at the Grande Cache Public Services Building
May 17, 2022 commencing at 10:00 a.m. at the DeBolt Public Services Building
June 21, 2022 commencing at 10:00 a.m. at the Grovedale Public Services Building
July 19, 2022 commencing at 9:00 a.m. at the Grande Cache Public Services Building
September 19, 2022 commencing at 9:00 a.m. at the Grande Cache Public Services Building
October 17, 2022 commencing at the 10:00 a.m. at the Grovedale Public Services Building
November 15, 2022 commencing at 10:00 a.m. at the DeBolt Public Services Building

December 20, 2022 commencing at 9:00 a.m. at the Administration Building, Valleyview
And further, that the Committee of the Whole meeting for the month of March be cancelled for the RMA Spring Convention and the meeting for August be cancelled for Council Break.

Option B: Council has the alternative to choose Mondays for their Committee of the Whole Meeting, the dates are as follows:

That Council hold the Committee of the Whole meetings on the third Monday of each month, at the following locations within Greenvue;

January 17, 2022 commencing at 10:00 a.m. at the DeBolt Public Services Building
February 21, 2022 commencing at 10:00 a.m. at the Grovedale Public Services Building
April 18, 2022 commencing at 9:00 a.m. at the Grande Cache Public Services Building
May 16, 2022 commencing at 10:00 a.m. at the DeBolt Public Services Building
June 20, 2022 commencing at 10:00 a.m. at the Grovedale Public Services Building
July 18, 2022 commencing at 9:00 a.m. at the Grande Cache Public Services Building
September 19, 2022 commencing at 9:00 a.m. at the Grande Cache Public Services Building
October 17, 2022 commencing at the 10:00 a.m. at the Grovedale Public Services Building
November 21, 2022 commencing at 10:00 a.m. at the DeBolt Public Services Building
December 19, 2022 commencing at 9:00 a.m. at the Administration Building, Valleyview

And further, that any Committee of the Whole meeting that falls on a statutory holiday will be held on the Tuesday immediately following that holiday.

And further, that the Committee of the Whole meeting for the month of March be cancelled for the RMA Convention and the meeting for August be cancelled for Council Break.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have set dates and locations for the 2022 Committee of the Whole meetings.
2. The benefit of Council accepting the recommended motion is that this gives Council the opportunity to visit the various locations within Greenvue and increases engagement with ratepayers throughout the municipality.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose different dates, start times and frequency for its Committee of the Whole Meetings.



REQUEST FOR DECISION

SUBJECT: **Municipal Planning Commission Meeting Dates**
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 26, 2021 CAO: MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council schedule the Municipal Planning Commission Meeting on the Tuesday/Wednesday following the first Regular Council meeting of each month.

BACKGROUND/PROPOSAL:

As per Greenview history, MPC follows the first Regular Council Meeting of the month.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have set dates for the 2022 Municipal Planning Commission meetings.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose different dates, start times and frequency for the Municipal Planning Commission Meeting.



REQUEST FOR DECISION

SUBJECT: **Policy Review Committee Meeting Dates**
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 26, 2021 CAO: MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council schedule the Policy Review Committee Meeting immediately following the Municipal Planning Commission Meeting on the Tuesday/Wednesday following the first Regular Council meeting of each month.

BACKGROUND/PROPOSAL:

As per Greenview history, PRC follows the Municipal Planning Commission Meeting

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have set dates for the 2022 PRC meetings.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose different dates, start times and frequency for the Municipal Planning Commission Meeting.



REQUEST FOR DECISION

SUBJECT: **Greenview Ratepayer BBQ**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy CO 01

RECOMMENDED ACTION:

MOTION: That Council host the Annual Ratepayer Barbeques between 5:00 p.m. and 7:00 p.m. on the following dates, with funds to come from the 2022 Communications Citizens Engagement Budget;

June 20/21, 2022 at the Grovedale Public Services Building

June 27/28, 2022 at the Outdoor Rec Building, Valleyview

July 11/12, 2022 at the DeBolt Public Services Building

July 18/19, 2022 at the Recreation Centre, Grande Cache

BACKGROUND/PROPOSAL:

Council hosts annual ratepayer BBQ's throughout Greenview. Administration is recommending the same locations as started in 2019.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council holding the barbeques on the same dates as the Regular Council Meetings and the Committee of the Whole meetings, is that there is a greater likelihood of Council and community participation.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to change the dates or venues of the Annual Ratepayer Barbeques.

FINANCIAL IMPLICATION:

Funding for the Barbeques has been allocated in the 2022 Communications Citizen Engagement Budget.



REQUEST FOR DECISION

SUBJECT: **Agriculture Service Board**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint Councillor _____ to the Agriculture Services Board.

MOTION: That Council appoint Councillor _____ to the Agriculture Services Board.

MOTION: That Council appoint Richard Brochu to the Agriculture Service Board as a member at large for a 2 year term.

BACKGROUND/PROPOSAL:

Municipal District of Greenview No. 16's Agricultural Service Board is appointed under the Agricultural Service Board Act of Alberta. A.S.B.'s were first conceived by Alberta Agriculture in 1945. The intent was to have a local grassroots body to work with area agricultural producers on issues and concerns specific to that municipality. Every rural municipality in Alberta has an appointed Agricultural Service Board. The A.S.B. and agricultural department staff under the supervision of an Agricultural Fieldman, work under the Agricultural Service Board Act, the Weed Control Act, Agricultural Pests Act, the Soil Conservation Act and the Environmental Protection and Enhancement Acts.

Currently, Councillor Dale Smith and Councillor Bill Smith along with 5 appointed members are on this board.

Stephen Lewis has resigned from the Board, leaving one vacant seat. Administration will continue to advertise for this seat.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Ag Service Board

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

Ag Service Board

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: Richard Brochu

Home/Mailing Address: Box 2384

City: Valleyview AB

Postal Code: T0H 3N0

Phone (home): 780-524-2824

Phone ^{cell} (work): 780-300-1414

Email: brochu.rb@gmail.com

Qualifications: I have completed two terms on the Ag Service Board, and enjoy applying my knowledge of farming and ranching practices.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: I have been farming and ranching for over 40 years.
I have done custom land clearing and custom baling,
some grain farming, and currently have 200 Angus cow/calfes.

Volunteer Activities you have been involved with: Provincial and Municipal Highway
Cleanup, St. Rita's Parish Finance Committee and former Parish
Pastoral Council member, MD of Greenview Ag Service Board

How do you feel you could contribute to your chosen Board or Committee?

I am interested in learning and applying updated farming and
ranching practices, and sharing this knowledge with others.

Applicant's Signature

September 27, 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.



REQUEST FOR DECISION

| | | | |
|-----------------|------------------------|--------------------------------------|------------|
| SUBJECT: | Alberta Care | REVIEWED AND APPROVED FOR SUBMISSION | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | CAO: | MANAGER: |
| MEETING DATE: | October 26, 2021 | GM: | PRESENTER: |
| DEPARTMENT: | CAO SERVICES | | |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Alberta Care Board.

BACKGROUND/PROPOSAL:

Alberta Care focuses on coordinating recycling and waste management activities at the community level, establish partnerships that will bring together diverse interest groups towards a common focus and implementation strategy for recycling and waste management, promotes recycling and waste management as part of the day to day lifestyle and culture of Albertans and promote awareness of new recycling initiatives to the general public.

Councillor Roxie Chapman previously sat on this board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|------------------------|--------------------------------------|------------|
| SUBJECT: | Audit Committee | REVIEWED AND APPROVED FOR SUBMISSION | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | CAO: | MANAGER: |
| MEETING DATE: | October 26, 2021 | GM: | PRESENTER: |
| DEPARTMENT: | CAO SERVICES | | |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint three (3) Members of Council to the Audit Committee.

BACKGROUND/PROPOSAL:

The Audit Committee works with the Council appointed auditors to help guide the yearly financial audit of the municipality.

Currently Councillor Tom Burton, Councillor Duane Didow and Councillor Shawn Acton sit on this committee.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Canfor FMA Advisory Committee**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor and an alternate to the Canfor FMA Advisory Committee.

BACKGROUND/PROPOSAL:

Canfor establishes this Committee with one representative from Council. The Committee's role is to act as a sounding board for issues that affect Canfor's management of their Forest Management Area. Canfor's FMA includes the area east of the Smoky River, south to Grande Cache and east to the Little Smoky River. Meetings are held monthly.

Currently Councillor Bill Smith sits on this committee with Councillor Roxie Chapman as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Canfor Forest Management Advisory Committee Background & Mandate

CANFOR FOREST MANAGEMENT ADVISORY COMMITTEE (FMAC)

Background & Mandate

Canfor has been working with the Forest Management Advisory Committee for the past 20 years to develop credible Sustainable Forest Management Plans, General Development Plans and Annual Operating Plans to provide opportunities for public review and comment.

Canfor's Environment Policy and Sustainable Forest Management Commitments include commitments to "provide opportunities for interested parties to have input into our sustainable forest management planning activities" and "provide opportunities for the public, communities, other stakeholders and Aboriginal Peoples with rights and interests in sustainable forest management to participate in the development and monitoring of our Sustainable Forest Management Plans".

CSA requires "extensive public participation in the development of its Standards. In this Standard, the public identifies forest values of specific importance to environmental, social, and economic concerns and needs. Public also takes part in the forest managing process and works with organizations to identify and select SFM objectives, indicators, and targets to ensure that these values are addressed."

Canfor Alberta's Forest Management Agreement (FMA) area encompasses a small area north and west of Spirit River bordering the Peace River, an area north and east of DeBolt and an area south of Grande Prairie and east of the Smoky River. The main neighboring communities include DeBolt, Valleyview, Spirit River, Grande Cache and Grande Prairie. For certification with CSA, this FMA will serve as the Defined Forest Area (DFA).

In 1995 the Forest Management Advisory Committee (FMAC) was initiated to provide public input into preparing a long-term Detailed Forest Management Plan (DFMP). Initially this Committee met monthly to identify key issues and concerns to be addressed. From December 1999 to 2015, Canfor and FMAC have worked together on some of the following key certification documents:

1. Development and Revision on the Sustainable Forest Management Plan (SFM) and the values, goals, indicators and objectives for the SFMP;
2. The Detailed Forest Management Plan (DFMP) (10 year legal plan with Alberta Government);
3. Healthy Pine Strategy DFMP Amendment which was approved by Government of Alberta in January 2010;
4. Canfor 2015 Forest Management Plan.

Defined Goals of FMAC

The Forest Management Advisory Committee aims to help ensure that sustainable forest management decisions are made as a result of informed, inclusive and fair consultation with local people who are directly affected by or have an interest in sustainable forest management. The FMAC consists of members who represent a broad range of interested parties. The FMAC will work with Canfor Alberta to:

1. Identify and select values, objectives, indicators and targets, based on the CSA SFM elements and any other elements of relevance to the DFA;
2. Develop, access and select one or more possible strategies;
3. Review the SFM plan;
4. Design monitoring programs, evaluate results and recommend improvements; and
5. Discuss and resolve any issues relevant to SFM in the DFA.

Canfor and the FMAC shall ensure that the values, objectives and targets are consistent with relevant government legislation, regulations and policies. Additionally they recognize Aboriginal and treaty rights and agree that aboriginal participation in the public process will not prejudice those rights.

In addition, the FMAC will continue to:

1. Provide input regarding the Forest Management Plan; and
2. In partnership with Canfor, will review, refine and implement the Public Involvement Program.

Operating Rules

1. Rules and Conduct

The FMAC and its members agree to work by the following rules:

- a) All members will be given the opportunity to voice their perspectives;
- b) All members will listen to the range of perspectives;
- c) Meetings will be well-structured and facilitated to enable efficient progress; and
- d) Refreshments and food will be provided for the meetings.

2. Meetings

- a) Semi-annual meetings, unless additional meetings are required;
 - (i) At each meeting, there will be an educational opportunity provided.
- b) Meeting dates:
 - (i) Will be confirmed jointly between Canfor and the FMAC.
- c) Meeting notices:
 - (i) At least 2 weeks advance notice of meeting dates will be given; and
 - (ii) Generally, the next meeting date will be confirmed at each FMAC meeting.
- d) Meeting Location:
 - (i) Meetings will be held at a time and place most suitable to the members of the group;
- e) Meeting Agendas:
 - (i) Will address where possible, both the needs of the Forest Management Plan and CSA Certification;
 - (ii) Input on upcoming meeting agendas will be obtained during each FMAC meeting; and
 - (iii) Canfor will finalize the meeting agenda.
- f) Material, if available, will be provided for review in advance of meetings.

Meeting Expenses and Logistics

1. Meeting Expenses

- a) On request, members are eligible for \$50 per ½ day meetings for expenses (full day meetings to be covered at \$100);
- b) Additional travel costs to meetings will be reimbursed at \$0.52/km;
- c) If required, accommodation for members who must travel in excess of 1 hour for meetings will be covered; and
- d) Expense forms for the above need to be submitted to Canfor for reimbursement.

Roles & Responsibilities

1. FMAC Structure:

- a) Structure will be inclusive with a range of representatives from any of the following:

Alberta Conservation Association
Alberta Fish & Game Association
Alberta Professional Outfitters Society
Alberta Trappers Association
Aseniwuche Winewak Nation
Canadian Association of Petroleum Producers (CAPP)
City of Grande Prairie
DFA Regulated Worker
Ducks Unlimited
Grande Prairie #1, County of
Grande Prairie & District Chamber of Commerce
Grande Prairie Regional College
Grande Prairie Regional Tourism Association
Horse Lake First Nations
M.D. of Greenview No.16
M.D. of Spirit River No. 133
Métis Nation Zone 6
Métis Nation of Alberta
Public member(s) at large
Peace Wapiti School Division No. 76 Saddle
Hills County

South Peace Environmental Association
Sturgeon Lake Cree Nation
Town of Grande Cache
Town of Spirit River
Town of Valleyview
And others as identified by the FMAC.

- b) New or additional members will be considered on an annual basis.
- c) In addition to the above members, advisors from the following will assist the group:
 - Canfor
 - Alberta Environment & Sustainable Resource Development
 - Tolko Industries
 - Norbord Inc.
 - And others as identified by the FMAC.

2. FMAC Member's Role

- a) To provide input as related to the Defined Goals (Section A) as related to the Forest Management Plan (FMP) and CSA planning processes;
- b) The voting members are responsible for consensus reaching and decision making for the FMAC;
- c) To act as a liaison between FMAC and the organization they are representing;
- d) To attend meetings regularly;
- e) Members will be appointed by each of the member organizations;
- f) Members can be replaced if more than 2 consecutive meetings are missed without a valid reason;
- g) To replace a member, the member organization will be asked, by either the current member or by the Canfor representative, to reappoint a new member;
- h) Canfor will confirm appointment;
- i) Existing members, who no longer represent their original organization, may choose to remain on as members-at-large as this will provide ongoing continuity;
- j) Use of Alternates:
 - i. an organization may appoint an alternative to act as an interim replacement for the member; and
 - ii. alternates are also guided by the Terms of Reference.
- k) **Conflict of Interest:**
If a FMAC member (or alternate) has a perceived or real conflict of interest regarding their input relating to the goals for the FMAC (Section A), this must be declared. The FMAC and Canfor will then decide at the meeting what actions are then needed. Potential actions could lead to restricted involvement in discussion and decision making for the conflicting topic.

3. Non-members:

- a) Non-members are by invitation and/or by request only;
- b) Non-members are welcome to observe the FMAC meetings, but will not receive print materials;
- c) Non-members may participate in discussions or make presentations only with agreement by the group, chairperson or facilitator;
- d) Forestry students are encouraged to attend as non-members; and
- e) Will not take part in reaching consensus or decision-making of the FMAC.

4. Canfor's Role:

- a) To review and consider the recommendations from the FMAC;
- b) To make decisions regarding sustainable forest management and certification;
- c) To report to the FMAC on how input was considered and that responses are provided;
- d) To demonstrate that there is ongoing public communication about the DFA, including the public involvement process;
- e) To provide the necessary human, physical, financial, and technological resources to the FMAC as necessary and reasonable;
- f) Will not take part in reaching consensus or decision-making of the FMAC except in areas of conflict of interest as stated in 2(l);
- g) Provide the Forest Management Advisory Committee Evaluation Form (to be voluntarily filled out by FMAC members) at each meeting and report (the calculated satisfaction on each of the four sections of the evaluation) results with the minutes from each meeting to the members; and
- h) Distribute the Sustainable Forest Management Plan, meeting minutes, annual performance monitoring report and other materials deemed necessary.

5. Advisor's Role:
 - a) To actively provide background or technical information, participate in discussions and provide support to the FMAC group;
 - b) To clarify technical information for the FMAC group; and
 - c) Will not take part in reaching consensus or decision-making of the FMAC
6. Chairperson/Facilitator's Role:
 - a) To ensure that meetings address agenda topics;
 - b) To ensure that all members have an equitable opportunity to participate in the meeting;
 - c) To provide support in summarizing and clarifying issues, recommendations, etc.; and
 - d) Will not take part in reaching consensus or decision-making of the FMAC.



REQUEST FOR DECISION

SUBJECT: **Little Smoky Cemetery Committee**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 97-218

RECOMMENDED ACTION:

MOTION: That Council appoint Councillor Ryan Ratzlaff to the Little Smoky Cemetery Committee.

BACKGROUND/PROPOSAL:

The Little Smoky Cemetery is one of four cemeteries within Greenview. Council has established a bylaw appointing five community members to the committee as well as one Councillor. The Cemetery Committees run on three year terms with this term ending October of 2022.

Councillor Dale Gervais sat on this board previously.

Currently Connie Admundson, Stephen Lewis, Ann Nichols, Donna Duda, and Josh McMillan sit on this board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Application
- Bylaw 97-218



REQUEST FOR DECISION

SUBJECT: **Valleyview Cemetery Committee**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 97-218

RECOMMENDED ACTION:

MOTION: That Council appoint Councillor Sally Rosson to the Valleyview Cemetery Committee.

BACKGROUND/PROPOSAL:

The Valleyview Cemetery Committee was set up to look after the operation, maintenance, and policies of the Valleyview Cemetery. This committee meets on an as needed basis.

Previously Councillor Les Urness sat on this committee.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Valleyview Cemetery Agreement with the Town of Valleyview
- Bylaw 2019-03

VALLEYVIEW CEMETERY AGREEMENT

BETWEEN

THE TOWN OF VALLEYVIEW

P.O. Box 270
Valleyview, Alberta
T0H 3N0

And

THE MUNICIPAL DISTRICT OF GREENVIEW

P.O. Box 1079
Valleyview, Alberta
T0H 3N0

VALLEYVIEW CEMETERY AGREEMENT

Made this 10 day of July, 2012

BETWEEN

THE TOWN OF VALLEYVIEW

Hereinafter referred to as the "Town"

OF THE FIRST PART

And

THE MUNICIPAL DISTRICT OF GREENVIEW

Hereinafter referred to as the "M.D"

OF THE SECOND PART

WHEREAS, the Town owns the Valleyview Community Cemetery located within the boundaries of the M.D., on that area legally described as Part of the Northwest Quarter of the Section Twenty-three (Pt. NW 23), Township Seventy (70), Range Twenty-two (22), West of the Fifth Meridian (W5), hereinafter referred to as the "Cemetery"; and

WHEREAS, the Town and the M.D. wish to establish a Cemetery Committee, a volunteer body hereby established by mutual agreement, hereinafter referred to as the "Committee", to advise on the operations of the Cemetery for the benefit of residents of the Town and the M.D.; and

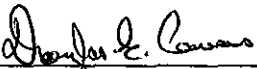
WHEREAS, the M.D. wishes to contribute to the cost of operating the Cemetery, and/or any capital expenditures of the Cemetery;


THEREFORE, pursuant to the Municipal Government Act R.S.A. 2002 and any amendments thereto, the Town and the M.D. AGREE AS FOLLOWS:


1. There Valleyview Cemetery Committee hereby established, and the Committee's membership shall consist of:
 - 1 member of Council from the Town of Valleyview
 - 1 member of Council from the M.D. of Greenvview
 - 1 member of Staff from the Town of Valleyview
2. The Town shall operate, maintain, and manage the Cemetery.
3. The Town shall allow use of the Cemetery to residents of the surrounding area and Town, and in the event that the Committee imposes fees for such use, the fees shall not differentiate between the residents of the Town and the M.D.
4. Annually, before the 30th day of November in each year, the Committee shall submit to the Town and the M.D. an estimate of proposed expenditures for the ensuing years.
5. The Town will maintain a good record of expenditures and revenues relating to the maintenance and operation of the Cemetery, and shall, prior to February 28th of each year, provide the M.D. a financial statement of same.
6. The M.D. shall contribute to the Town for the operation and maintenance of the Cemetery a sum up to fifty percent (50%) of the deficit cost incurred for the operations of the Cemetery.
7. Any sum contributed by the M.D. pursuant to this Agreement shall be used to offset the M.D.'s portion of the deficit and any sum not so used shall be credited to the following year's deficit as part of the M.D.'s contribution.
8. The M.D.'s responsibility and liability under the Agreement shall be limited to the payment of the amount stipulated in Clause 5 above. The Town shall bear the responsibility of operating and maintaining the Cemetery and shall indemnify and save harmless the M.D., it's agents and employees, from any and all claims, damages, costs, losses, expenses, actions and suits caused by or arising out of anything done or omitted to be done, directly or indirectly, by the Committee in connection with the operation and maintenance of the Cemetery.
9. The Town shall obtain such consent, approvals or licenses as may be necessary to operate the Cemetery.


10. The Committee shall determine all rules of procedure for the conduct of its meetings.
11. This Agreement shall be deemed to have come into effect on the date first written above, and may be terminated by either party hereto giving written notice of the intention to terminate 6 months prior to the specific date of termination.
12. This Agreement may be amended by mutual consent of the Parties hereto.
13. This Agreement is not assignable without the consent in writing of the Parties hereto.
14. This Agreement nullifies and voids all previous agreements.

IN WITNESS WHEREOF the Parties have executed this document on the date first written above.


MUNICIPAL MANAGER
M.D. of Greenview


REEVE
M.D. of Greenview


MANAGER
Town of Valleyview


MAYOR
Town of Valleyview

BY-LAW # 2016-03
OF THE TOWN OF VALLEYVIEW
IN THE PROVINCE OF ALBERTA

Revised: April 22, 2016

BEING a by-law to control the operation of the cemetery of the Town of Valleyview and District, and

WHEREAS the council of the Town of Valleyview, duly assembled, enacts as follows:

PART I

An Advisory Committee shall be formed to advise and recommend to the Town Council on matters relating to cemetery operation, memorial fund, trust fund and policies pertaining to the cemetery.

The Advisory Committee shall consist of:

- | | |
|-------------------|---|
| 1- Town Councilor | 1- MD of Greenview Councilor |
| 1- Legion Member | 1- Ministerial Association Representative |

The Advisory Committee members' term of office shall be for four years, to run concurrently with the Municipal election year.

The Advisory Committee will meet annually to review the budget and set priorities.

The Chairman is to be elected from within the Committee for a term of one year.

PART II

DEFINITIONS:

1. District means the portion of the MD of Greenview that is serviced by the Town of Valleyview
2. Cemetery means that facility operated by the Town of Valleyview located at Pt. of NW 23-70-22-W5, and called the Valleyview and District Cemetery.
3. Caretaker means the person placed in charge of the cemetery by resolution of Council.
4. Lot means a single grave site.
5. Plot means two or more lots shown on a plan and officially recorded with the Town.
6. Maintenance means both short and long term care of the cemetery.
7. Niche is a compartment in the Columbarium that is designed for a maximum of two cremains.
8. Monument- for the purpose of this by-law, a monument shall be understood to be any permanent memorial structure.

PART III

CONTROL:

1. The Municipal Council of the Town of Valleyview hereinafter delegates its authority to the caretaker with respect to the control and maintenance of the cemetery.
2. All powers granted to the caretaker by this by-law shall be subject to the supervision and control of the Municipal Council of the Town of Valleyview.
3. The Town of Valleyview Administrative Officers shall supervise all sales of lots, plots and niches.

4. The Town of Valleyview shall keep a correct account of all revenues and expenditures made in connection with the cemetery.
5. Two copies of all burial records and reservations shall be maintained in the Town office.

PART IV

CARE OF LOTS:

1. Any owner shall be allowed to place monuments, plant flower beds, or make any improvements on the lot(s), providing such work is in accordance with this by-law. Use the entire lot less six (6) inches from the boundary on all sides of the lot, is allowed for a period of no longer than one hundred and eighty (180) days from the date of interment, after which time the caretaker may level and landscape to municipal standards.
2. The owner of each lot shall have the right to improve his lot at his convenience subject to the provisions of this by-law.
3. No person or licensee shall plant any tree or shrub.
4. No person other than the caretaker shall remove any growing plants, flowers, slips or cuttings from anywhere in the Town cemetery.
5. The caretaker may remove after a period of one hundred and eighty (180) days from any lot, any weeds, grass, funeral design or floral pieces which may become wilted, or any other article deemed unsightly.
6. To ensure neatness and to preserve the beauty of the cemetery, the caretaker shall approve placement and removal of:
 - A) Wreaths, flowers and other removable mementos.
 - B) Flowers, shrubs, weeds and grass growing on graves.

7. The owner of niches will be allowed to place memorial displays in front of columbarium for 180 days from the date of interment, after which the caretaker may remove any article deemed unsightly.

PART V

MONUMENTS:

1. All memorials must be of granite, marble, limestone or bronze. No fixtures of any type such as pictures or ornaments made of breakable materials may be attached or affixed in any manner whatsoever to any part of a memorial.
2. The outside back of any monument on any adult grave, whether it be upright or flat, must be placed exactly six (6) inches from the boundary at the head of the lot as well as six inches from sides of the gravesite. Maximum footprint size of the monument for a single plot would be forty-eight (48) inches wide and sixteen (16) inches deep. In the sections where concrete monument runners are provided, monuments need to fit in the space provided on the concrete monument runners.
3. Full length grave covers are not allowed due to the high maintenance factor.
4. All foundations for erecting memorials shall be made of concrete and must extend not less than six (6) inches around the complete base of the memorial and must be level with the surface of the ground.
5. The behavior of all workmen employed by others, upon the cemetery property shall be subject to the control of the caretaker. Contractors, masons, and stone cutters shall lay planks on the lots and paths over which heavy materials are to be moved in order to protect them from injury.
6. The caretaker is to approve any headstone or monument prior to placement on the grave.
7. It is the lot owner's responsibility to maintain the monument in a manner acceptable to the caretaker.

8. No person shall place upon any monument the name of the dealer, supplier or manufacturer.
9. Columbarium niches come with a twelve (12) inch by twelve (12) inch granite marker for engraving.

PART VI

SALES AND RESERVATIONS:

1. The Municipal Council shall from time to time review the Cemetery Operation Fee Schedule and set the prices for all lots and plots, and the charges for opening/closing of lots and care and maintenance.
2. Reservation for one or more lots or plots may be made, however, if after one hundred and eighty (180) days the lots or plots are not paid for, they will be forfeited.
3. Lots and plots may not be transferred for an amount greater than the original fees charged by the Town.
4. The caretaker may from time to time designate portions of the cemetery for the interment of Veterans of War in which Canada has participated.
5. It is a condition of every sale that the purchaser expressly waives any claim arising by reason of any error or misdescription of any burial plot. The Town undertakes that it will attempt insofar as it is reasonably possible, to avoid such errors but its liability shall only extend to refund in case of error, any money paid to the Town for a lot(s) or niche it undertakes to make an equivalent quality of lot(s) or niche available.
7. Application for interment should be made thirty-six (36) hours prior to the time established for burial from May to September inclusive and Forty-

eight (48) hours during the months of November to April inclusive, not including weekends.

PART VII

MISCELLANEOUS:

1. The Town cemetery shall be open to the public for foot traffic from 8:00am until sundown between May 1st and October 31th in each year, and from 8:00am until 5:00pm from November 1st to April 30th each year. Keys to the main gate will be given to authorized persons only and will be kept at the Town office. Any person who causes a ground disturbance shall be wholly responsible for the cost of repair and maintenance of the area that is damaged.
2. If any trees, shrubs, plants, or other such impediments situated on or about the cemetery shall, in the opinion of the caretaker become by means of their roots or branches or in any other way detrimental to adjacent lots, walks or driveways, prejudicial to the general appearance of the grounds or dangerous or inconvenient to the public, the caretaker shall have the right to enter the said lot and remove such trees, shrubs or plants or parts thereof as may be considered detrimental, dangerous or inconvenient.
3. No person shall remove sod from any grave or from any portion of the cemetery without first obtaining the written consent of the caretaker.
4. No person shall erect on a lot or a plot any fence, railing, wall, stone copping, hedge or the like. Where any of the same have been previously erected around a plot or a lot and have by reason of age or neglect become unsightly or objectionable, the caretaker may cause such to be removed, after giving notice to the purchaser of the lot to notify them of intent to remove.

5. Posts to mark the limits of the lots are permissible provided they are located within the limits of the lots and are level with and not projecting above the ground.
6. Speed limits within the boundaries of Town cemetery shall be limited to 20 km/hr. The caretaker may prohibit the entrance of vehicles into the cemetery when the roads are not fit for vehicles. The owner of any motor vehicle shall be responsible for any damages done by such a vehicle within the boundaries of the cemetery.
7. It is unlawful for any person, body corporate or partnership to inter any dead body in any land situated within the Town limits.
8. The cemetery shall not be used for any purpose other than burial grounds for dead human bodies and human cremated remains.
9. All burials are to be made within the confines of a single lot. There must be a minimum of twelve (12) inches of earth between remains buried in adjoining lots. There shall not be more than two burials in a single adult grave space and there shall be a minimum of three (3) feet of earth above the outer shell. Double burial in one lot must be indicated at the time of sale of the lot.
10. There shall not be more than six (6) containers of cremated remains permitted per single lot. There must be a minimum of two and one half (2½) feet of earth placed over each container.
11. Provisions may be made to inter more than one stillborn body within the confines of one lot. There must be a minimum of one (1) foot of earth between remains buried in such communal graves, with at least three feet of soil over the uppermost casket.
12. No person shall disturb the quiet and good order of the cemetery by noise or any other improper conduct.
13. Any person who willfully damages or destroys or removes any tomb, monuments, gravestone, or any other structure placed in the cemetery or

any railing or other work for the protection or ornamentation of the cemetery of burial lot or willfully damages or destroys any tree, shrub or plant in the cemetery or any person who in the cemetery discharges firearms (save at military funerals) or commits a nuisance shall on summary conviction thereof be liable to a fine not exceeding \$2,500.00 and costs of prosecution.

READ a first time this _____ day of _____ 2016, A.D

READ a second time this _____ day of _____ 2016, A.D

READ a third time this _____ day of _____ 2016, A.D



REQUEST FOR DECISION

| | | | |
|-----------------|--|--------------------------------------|------------|
| SUBJECT: | Community Education Committee (CEC) | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Northern Lakes College Community Education Committee for Fox Creek.

MOTION: That Council appoint one (1) Councillor to the Northern Lakes College Community Education Committee for Valleyview.

BACKGROUND/PROPOSAL:

The CEC is comprised of members of Student Council, First Nations, Metis, Municipalities, Chambers of Commerce and community groups. With these groups they work to identify program services and needs for their communities and will assist the college with marketing and recruitment activities.

Previously this was one committee that looked after regional business. They have now split into the two communities as listed in the motions.

Nominees will participate on the CEC for a two year term, ending 2024.

Previously Councillor Roxie Chapman sat on this board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Terms of Reference
- Appointment Request Letter

Terms of Reference: Council of Community Education Committees

1. Purpose:

- A. The Council of Community Education Committees (the Council), and its Community Education Committees (the Committees) are the principal public advisory bodies of Northern Lakes College (the College). The Council and its Committees make recommendations to the President that will enhance the quality, credibility and integrity of the adult education programs and services offered by the College to the community.
- B. The Council and its Committees are to:
 - i. Ensure that the community residents have access to education and training suitable to their needs and goals.
 - ii. Represent the needs and views of the community to the Board of Governors.
 - iii. Represent the policies, procedures and position statements of the College to the community.
 - iv. Promote adult education and advocate for the College in their communities.

2. Objectives:

- A. The Council and Committees will:
 - i. Understand College programs and policies as they relate to their communities.
 - ii. Promote and publicize College programs and policies in their communities.
 - iii. Provide reports and feedback on economic, political and social developments in their communities that may be relevant to the College.
 - iv. Meet with their nominating bodies at least twice a year. At a minimum they should report on the following:
 - a. enrollments
 - b. programs offered in the local campus
 - c. achievements
 - d. needs of post-secondary learners in their communities
 - e. any other issue that may be relevant to the College and the community.

In turn they should inquire about any activities, present and future, that may have an

effect on post-secondary education needs in their community.

- v. The Chair or designate of each Committee will attend the Council and report on the activities of their respective community and in turn will report back to their Committee on the activities of the College.
- vi. Liaise with other adult education authorities and programs and any other organizations that have an interest in education in their communities for the betterment of adult education in general.
- vii. Where a Community Program Fund is available, it is the responsibility of Committees to use this money to promote and fund adult education in their communities, in consultation with the Regional Manager.
 - a. Refer to the Community Program Fund Procedure for guidelines on acceptable CEC expenditures.

3. Authority:

Prior to becoming Board governed, a Ministerial Order allowed the President to establish the Council and its Committees. Since becoming Board governed, the Board has set policy that authorizes the President to continue this practice.

4. Membership:

- A. Committee members are nominated by the community and are appointed by the President for a two-year term, to a maximum of two terms. A term extension may be authorized if no other community members show interest and CEC members agree to an extension.
- B. The Committee generally consist of five members, one of whom is nominated by the Student Association and four members nominated by members in the community.

5. Operational Guidelines:

- A. The Committees will meet five times per year and follow an agenda that reflects the Objectives and Deliverables as noted above.
- B. Minutes of meetings will be kept in an approved template and format.
- C. Committee members will exercise due diligence in the performance of their duties, maintain respect for confidentiality in such circumstances that may apply, and follow procedures for disclosing and dealing with conflict of interest and act, at all times, in the interests of the College and their respective communities.
- D. Committee members are expected to attend all meetings.

6. Review Cycle:

These Terms of Reference will be reviewed annually by Council at the AGM.



September 23, 2021

M.D. of Greenview
Box 1079
Valleyview, AB T0H 3N0

To whom it may concern:

On behalf of Northern Lakes College, I am requesting the MD of Greenview to appoint a Council member to the Fox Creek & Valleyview Community Education Committees.

The Fox Creek and Valleyview Community Education Committees (CEC) are comprised of local individuals from municipalities, organizations and businesses across the Greenview region who meet on a monthly basis (approximately two hours per meeting). The principal role of the CEC is to advise the College of the region's education and training needs, and to ensure that the residents have access to local educational opportunities. Each of NLC's campuses has a local CEC. The local CEC Chairs attend quarterly Council of Community Education Committee meetings acting in the capacity of the primary advisory body to the College.

If you have any questions, please feel free to contact me at your earliest convenience at (780)-624-5176 ext. 3711 or cec@northernlakescollege.ca.

Sincerely,

Jasmine Light

Jasmine Light, BA, BEd, MA.EL
Chair, Academic Upgrading



REQUEST FOR DECISION

| | | | |
|-----------------|--|--------------------------------------|------------|
| SUBJECT: | Community Futures Grande Prairie & Region | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Community Futures Grande Prairie & Region.

BACKGROUND/PROPOSAL:

The Board's role is to help to guide and plan Community Futures operations, sit on Investment Review Committee and make investments decisions to approve or decline loan applications, report back to respective communities and organizations regarding Community Futures activities, projects and events and to act as a liaison to respective communities and organizations. One member of Greenview is appointed to the board. The Community Futures Board meets monthly.

****Alternates are not accepted on this board.**

Previously Councillor Bill Smith sat on this board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Community Futures West Yellowhead (CFWY) Board | | |
| SUBMISSION TO: | REGULAR COUNCIL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint two (2) Councillors to the Community Futures Community Futures West Yellowhead Board and one (1) Councillor as an alternate.

BACKGROUND/PROPOSAL:

The Boards mandate is to promote economic growth and development within the West Yellowhead Region – which includes Grande Cache and the surrounding Cooperatives and Enterprises. CFWY is a corporation in which the MD of Greenview holds 20% shares.

Currently Councillors Duane Didow and Tyler Olsen sit on this board with Councillor Winston Delorme as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- None



SCHEDULE "B"

AMENDED ARTICLES OF ASSOCIATION

OF

COMMUNITY FUTURES WEST YELLOWHEAD (the "Company")

TABLE "A"

1. The regulations of Table "A" in the first schedule of the Act shall not apply to the Company except insofar as the same are repeated or incorporated in these presents.

INTERPRETATION

2. In these articles, including this clause, unless the context or subject matter requires a different meaning;
 - a. **"Act"** means the *Companies Act*, Revised Statutes of Alberta, 2000, Chapter C-21, or any statutes from time to time enacted in substitution thereof, as amended from time to time;
 - b. **"Annual General Meeting"** means the Annual General Meeting of the Society, as set out in the Act;
 - c. **"Auditor"** includes accounting advisors where permitted in accordance with the Act;
 - d. **"Board"** and **"Board of Directors"** means the Board of Directors of the Company;
 - e. **"Company"** means the above-named Company;
 - f. **"Directors"** means a director of the Company;
 - g. **"General Meeting"** means Annual General Meetings and Special General Meetings of the Company;
 - h. **"Member"** means a Member of the Company, being a municipality within the West Yellowhead region, and such other members whose names are entered in its register of members;

- i. **“Ordinary Resolution”** means a resolution passed by a simple majority (51%) of the Members or Directors, as the case may be presented and voting where the term “resolution” alone means an Ordinary Resolution (except where used in the definition of “Special Resolution”)
 - j. **“Special General Meetings”** means any meeting of the Members other than an Annual General Meeting;
 - k. **“Special Resolution”** means a resolution of at least 75% of the votes cast by the Ordinary Members;
 - l. **“West Yellowhead Region”** means the geographic area of Yellowhead County, the hamlet of Grande Cache and surrounding aboriginal communities including Muskeg Seepee Cooperative, Susa Creek Cooperative, Kamisak Development Corporation (Grande Cache Lake), Victor Lake Cooperative, Joachim Enterprises, Wanyandie Flats West and Wandyandie Flats East Cooperative within the Municipal District of Greenview, the Town of Edson, the Municipality of Jasper and the Town of Hinton.
3. While Corporate Registry formally recognizes the Company as having “shareholders” due to the reference to “authorized capital” and “shares” in the Memorandum of Association, the Company uses and applies the term “member” interchangeably with “shareholder” and *vice versa* for the purposes of its Memorandum of Association, the herein Articles of Association, corporate resolutions and operational matters.

REGISTERED OFFICE

4. The registered office of the Company may be established or changed from time to time by ordinary resolution of the directors.

MEMBERS

5. In pursuant with the Companies Act, RSA 2000, Section 1(r)(i):
- a. The Company restricts or prohibits the right to transfer any of its shares,
 - b. Limits the number of its members to 50 or less exclusive of persons who are in the employment of the company, and persons who, having been formerly in the employment of the company, but where 2 or more persons hold one or more shares in the company jointly they shall, for the purposes of this definition, be treated as a single members; and
 - c. Prohibits the invitation to the public to subscribe for any shares or debentures of the company.

6. The Members of the Company shall be:
 - a. The subscribers of its Memorandum of Association and Articles;
 - b. The Municipality of Jasper, Town of Hinton, Town of Edson, Yellowhead County and the Municipal District of Greenview; and/or
 - c. Such other persons as shall apply for admission as Members of the Company and are accepted by the Directors.
7. Additional Members to the maximum at any time of Nine (9) may be admitted as Members in the Company upon Special Resolution and upon such terms and conditions not inconsistent herewith as may be prescribed from time to time by the directors.
 - a. Any invitation to the public to become Members is prohibited
 - b. The Directors shall maintain a register of Members and anyone admitted as a Member shall have their name added thereto.
8. No right or privilege of any Members shall be in any way transferable or transmissible, but all such rights and privileges shall cease upon the Member ceasing to be such.
9. Each Member shall have two Directors appointed to exercise the Member's entitlement to vote. A Member may elect to appoint both Directors or, should it choose, may elect to appoint only one (1) of the two (2) Directors. If the Members chooses the latter, the already appointed Directors shall be, at liberty, at their sole discretion, to appoint the second Director from the Member's municipality.
10. Applications for Members shall be submitted to the Company by candidates seeking admission to become a Member.
11. All Members shall be entitled to such information and advice with regard to the affairs of the Company as the company or any of its officers may be able to supply.
12. A Member shall be deemed to have been removed as a Member and such Member's name shall be deleted from the register of Members in any of the following events:
 - a. Such Member withdraws from being a Member under Article 12; or
 - b. Such Member is removed from its position as Member by Special Resolution of the Members, in which event, such Members may only be reinstated by Special Resolution of the Members.
13. Any Member who wishes to withdraw from the Company shall signify such desire in writing to the registered office of the Company or to the Board of Directors and Member upon receiving notice shall be removed from the list of Members, and upon such removal, shall cease to be a Member.

MEETINGS OF MEMBERS

14. The Annual General Meeting of the Members shall be held, on or before July 31st in each calendar year. Subject to the foregoing, Annual General Meetings shall be held at such time and place as the Directors shall appoint.
15. The Directors may, wherever they think fit, convene a Special General Meeting with fourteen (14) days notice.
16. Meetings of Members shall be held at such time and place within the Province of Alberta as may be determined by the Directors.
17. Notice of a Members' Meeting shall be served on each Member, each Director and on the Auditor of the Company. A General Meeting, other than a meeting for the passing of a special resolution, may be called on not less than twenty (20) days written notice sent to the last known address or by tagged electronic mail., which notice shall specify the day, hour and place of the meeting and in the case of special business, the nature of the business. Where it proposed to pass a special resolution at a General Meeting such notice as is required to be given by the Companies Act shall be given.

The Company shall also provide, by way of public medium, notice setting out the date, time and place of each Annual General Meeting to members of the public residing within the Region not less than twenty (20) days prior to the Annual General Meeting. The accidental omission to give such public notice shall not affect the validity of the meeting.
18. At any General Meeting, if all the Members are present, they may waive the necessity of giving any previous notice to such meeting and an entry in the minutes of such waiver shall be sufficient evidence of the due convening of the meeting.
19. The accidental omission to give notice to any such Member, or the non-receipt by any such Member of such notice or any error in any notice not affecting the substance thereof shall not invalidate the proceeding at any General Meeting held pursuant to such notice or otherwise founded thereon.
20. No business shall be transacted at any meeting unless a quorum is present at the commencement of such business. A quorum shall be the Members of record as the date of the meeting.
21. For all purposes the quorum for a General Meeting shall be the lesser of sixty percent (60%) of the membership. No business shall be transacted at a General Meeting unless the requisite quorum shall be present at the commencement of the business.

22. A quorum is not necessary to choose a Chair of the meeting or to adjourn.
23. The Chair of the Company shall preside as Chair at every General Meeting of the Company. If the Chair of the Company is not present at the time of holding a meeting, the Members shall choose one of their numbers to be Chair of such meeting.
24. At every General Meeting every question shall be decided in the first instance by a show of hands, unless before or upon the declaration of the result of the show of hands, a poll is demanded by a Member present in person. If a poll be demanded in the manner above mentioned, it shall be taken at such time and place and in such manner as the Chair of the meeting may direct, and the result of such pool shall be deemed to be the resolution of the General Meeting at which the poll was demanded. A demand for a poll may be withdrawn.
25. Every Member Director shall have one (1) vote. In the case of an equality of votes at any meeting, whether upon a show of hands or at a poll, the vote shall be deemed defeated. In case of a dispute as to the admission or rejection of any vote, the Chair of the meeting shall determine the same, and such determination made in good faith shall be final and conclusive.
26. No proxies shall be accepted at any meeting of the Company.
27. A resolution (whether ordinary or special) or a document purporting to be the minutes of a meeting shall have full force and effect according to its tenor and purport whether or not any meeting was held, or properly constituted, or the proper procedure followed thereat, provided that the resolution or document is signed or consented to in writing by all of the Members entitled to the vote at a meeting held on the date thereof.
28. Where such consent is given by facsimile or by email, such consent shall be effect upon the receipt thereof provided that within three (3) weeks the Company or some officer or Director thereof shall have received a signed version or confirmation of such consent.
29. A meeting may be held by means of a conference telephone notwithstanding the fact that the persons constituting such meeting are not all together in the same room or place, provided that all such persons entitled to vote thereat are able to hear the matter discussed at such meeting.

ELECTION OF DIRECTORS

30. Further to para. 8 herein, each Member shall have two (2) Directors which will represent the Member's interest in the Corporation. The Directors shall be appointed as follows:
- a. Two (2) Directors representing the Member as appointed by the Member; or
 - b. The Member may appoint one (1) Director to represent the Member and will notify the Corporation in writing that it does not wish to appoint a second Director. If this is the case, the already appointed Directors will then be at liberty, at their sole discretion, to appoint a second director to exercise the Member's entitlement to vote from the Member's municipality.
31. The Board shall consist of a maximum of ten (10) Directors
32. Each Member shall designate not more than two (2) representatives and one (1) alternate to act as Directors. Should the Member decide to only appoint one (1) representative to the Board of Directors, the Member must also appoint one (1) alternate for Director.
33. At each Annual General Meeting, all of the Directors, however appointed or elected, shall retire from office. A retiring Director shall be eligible for re-election.
34. The office of a Director shall be vacated on the occurrence of any one of the following events:
- a. The council of the Member who appointed the Director may remove that Director before the expiration of his period of office, in its sole discretion; or
 - b. The Director is not a resident of West Yellowhead Region; or
 - c. The Director is absent for three (3) consecutive regular meetings of the Board, unless the Board concludes that there was adequate reason for such absences; or
 - d. The Director violates the Conflict of Interest guidelines as hereinafter set out; or
 - e. The Director is declared bankrupt, or upon a receiver or a receiver-manager being appointed to govern their affairs, or upon making a proposal or assignment or seeking any protection from creditors, under the *Bankruptcy and Insolvency Act* or the *Companies Creditors Arrangement Act*.
35. Upon the decision of the council of a Member to remove and replace a Director as described in sub paragraph 33(a) herein, the removal of the first Director and appointment of the second Director shall be effective without any Resolution by the Members or Directors of the Company.

36. Upon the determination that an event listed in sub-paragraphs 33(b) through (e) herein has taken place, a Director may be expelled by a special resolution of the Members passed at a General Meeting, and:
- a. The notice of the special resolution for expulsion shall be accompanied by a brief statement of the reason(s) for the proposed expulsion.
 - b. The person who is subject of the proposed expulsion shall be given an opportunity to be heard at the meeting before the special resolution is put to a vote, and then shall remove themselves from the meeting before the vote is held.
 - c. The Director's replacement shall be appointed in the same manner and by the same Member by which they were appointed. The person so appointed shall hold office during such time only as the Director in whose place they were appointed would have held the same if they had not been removed.
37. Directors shall serve a maximum length of term of nine (9) years. Individuals are required to wait a minimum of one (1) year before re-appointment to the Board of Directors after serving the maximum of term of nine (9) years.

POWER OF THE DIRECTORS

38. The Board of Directors shall control and manage all the affairs and property of the Company and may exercise all the powers of the Company and do so on behalf of the Company all such acts as may be exercised and done by the Company, and as are not by these presents required to be exercised or done by the Company in a General Meeting. Notwithstanding the foregoing provisions of this paragraph, the Members in General Meeting may by ordinary resolution:
- a. Do anything which the Directors may do;
 - b. Ratify anything which purports to have been done as an act of the Directors; and
 - c. Govern or restrict the powers of the Directors or the manner in which they exercise them, so long as this is not done retroactively.
39. No Directors shall receive remuneration from the Company for their service while acting as a Director, but shall be entitled to be paid out-of-pocket expenses incurred in discharging his duties while conducting authorized business of the Board. Such remuneration, including mileage rates and meal allowances, is subject to established policy.
40. The various grants or declarations of powers to the Directors contained herein shall be read cumulatively, no one shall grant or declare to cut down or create any exception from the scope of any other such grant or declaration.

PROCEEDINGS OF DIRECTORS

41. The Directors may meet together for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as they think fit. For the transaction of business, a majority of the Directors in office shall constitute a quorum. Questions arising at any meeting shall be decided by a majority of votes or a show of hands unless a poll is demanded by at least two (2) of the Directors. If a poll is required, it shall be taken by secret ballot with the appointment of scrutineers. In the case of equality of votes, the motion shall be deemed defeated.
42. A meeting of the Directors for the time being at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretion by or under these Articles for the time being vested in or exercisable by the Directors.
43. Meetings of the Directors may be summoned by the Chair or by the Secretary-Treasurer at the request of the Chair, and failing that at the request of a majority of Directors. A meeting of the Directors may be summoned on forty-eight (48) hours' notice verbally or in writing and by means of telephone, facsimile, email or any other means of communication. Meetings of the Directors may be held anywhere in the Province of Alberta, or, with the consent of a majority of the Directors, at any other place.
44. All acts done by any meeting of the Directors or by any persons acting as Directors shall, notwithstanding that it be afterwards discovered that there was some defect in the appointment of any such Directors or persons acting as aforesaid, or that they or any of them were disqualified, be as valid as if every such person has been duly appointed and was qualified to be a Director.
45. A resolution, or a document purporting to be minutes of a meeting of the Directors, signed by the Chair and Secretary-Treasurer as such shall be as valid and effectual as if it had been passed at a meeting of the Directors duly called and constituted, and shall be entered in the minute book of the Company accordingly, and shall be held to relate back to any date therein stated to be the date thereof.
46. A meeting of Directors or any committee of Directors may be held by means of a conference telephone notwithstanding the fact that the persons constituting such meeting are not all together in the same room or place, providing that all such persons entitled to vote thereat are able to hear the matters discussed at such meeting.

GENERAL MANAGER

47. The Board shall appoint one (1) individual to the position of General Manager.
48. The General Manager shall be responsible for:
- a. Daily operations of the Company;
 - b. The general supervision, direction and control of all employees of the Company to ensure the proper performance of their duties and responsibilities;
 - c. All administrative functions of the Company including budget preparations and control, maintenance of the books of account, correspondence and clerical support.
49. The General Manager shall be responsible for the custodianship of all property and records of the Company.
50. At the direction of the Chair, the General Manager shall attend all meetings of the Board or any other meetings of Members or committees of the Board, provided however that the General Manager shall have no voting authority.
51. The General Manager shall do all other things as may reasonably be required of him or her by the Directors in order to maintain successful operation of the Company.

EXECUTIVE COMMITTEE

52. The Board shall meet annually, unless otherwise agreed to by resolution, to elect the Officers of the Company, who shall make up the Executive Committee.
53. Any Director in good standing is eligible for election as an Officer.
54. The Directors shall not be bound by the nominees submitted but may appoint such Officers as they deem advisable.
55. The Officers of the Company shall consist of:
- a. A Chair;
 - b. A Vice-Chair;
 - c. A Secretary-Treasurer; and
 - d. Investment Review Committee Chair.

And such other officers as the Directors may from time to time determine. Every such officer shall be elected by the Directors and shall hold office for a period of one (1) year, or such other period as the directors may determine. Every officer shall have such powers and duties as the Directors shall determine. The Directors may remove a person from their position as an Officer whenever the Directors deem fit.

56. Each Officer shall be and remain during their term of office a Director of the Company.
57. In the event that the office of the Chair becomes vacant, the Vice-Chair shall automatically fill the balance of the Chair's term.
58. In the event that any other office be vacant, the Directors shall elect a person to such office at the next meeting of the directors following notification of the vacancy.
59. The Chair may preside at all meetings of the Board when present, shall preside at all meetings of the Members when present, shall be an ex-officio member of every committee, and generally shall perform such other duties as the Board, by resolution, may determine from time to time.
60. The Vice-Chair shall be empowered to as Chair in any circumstance where the Chair is unwilling or unable to act and generally shall perform such other duties as the Board, by resolution, may determine from time to time.
61. The Secretary-Treasurer , and in his or her absence a person designated by the Chair of the meeting:
- a. Shall attend all meetings of the Directors and all meetings of the Members;
 - b. Shall ensure recording of all proceedings of the meetings of the Company and of the Directors in a book to be kept for that purpose and shall perform like duties for any standing committees established by the Company when required;
 - c. Shall ensure accurate maintenance of the records of the Members and Directors and their addresses;
 - d. Shall have, or provide for, custody of the corporate seal of the Company, and in addition to such other persons as may be authorized, shall have authority to affix the same to any instrument requiring it and when affixed, it may be attested by his or her signature;
 - e. Shall ensure proper filing of all documents prescribed by the *Companies Act*, and any amendments thereto, by the Canada Revenue Agency, by the department responsible for the Community Futures Program, and of any other documents legally required;
 - f. Shall ensure the establishment and maintenance of proper and adequate systems for the receipt of, protection of, deposit of, and accounting for both the operating and investment funds of the Company, in accordance with normal accounting procedures;
 - g. Shall ensure the establishment and maintenance of adequate systems for the control of expenditures;
 - h. Shall ensure preparation, regular review, and any required alteration of operating and investment budget;
 - i. Shall ensure that all necessary appointments of signing officers for banking and other financial documentation are made as required;
 - j. Shall assist the Chair in such other areas of financial or record keeping control as the Chair may require; and
 - k. Shall perform such other duties as may be prescribed by the Directors.

62. The Investment Review Committee Chair shall:
- a. Shall endeavour to attend all meetings of the Investment Review Committee and shall preside over the proceedings of their meetings;
 - b. Shall represent the Investment Review Committee to the Board of Directors but may delegate such power in regard to public pronouncements to such member(s) of the Investment Review Committee as they may decide.

COMMITTEES

63. The Directors may from time to time appoint both standing and ad-hoc committees to advise the Directors.
64. The Directors may consider geographic and municipal representation in appointing such committees.
65. The Directors may invite such committees to attend meeting in an ex-officio and advisory capacity.
66. The Directors may establish rules and procedures regulating the business and affairs of such committees.
67. The Directors may delegate various powers and duties to such person or person as they deem fit.
68. Each committee shall have such officers' positions as the Directors may determine.

SIGNING AUTHORITY

69. Unless otherwise resolved by the Board of Directors, two signatures are required for the execution of contracts and other documents binding on the Company, bank account withdrawals, or any other legal transactions. Signatories for the Company in these instances include the Chair, Vice-Chair, Secretary-Treasurer or General Manager. Subject to the Memorandum of Association and these Articles of Association, all matters of a contractual nature must be first ratified by the Board.

FINANCE

70. The fiscal year of the Company shall commence on the first day of April in each year and terminate on the last day of March.
71. All money belonging to the Company shall be deposited in an account for the account of the Company at a branch of any financial institution which guarantees the money at, or exceeding, the level of insurance by the Canadian Depositors Insurance Company of Canada, by any officer or by any employee so designated by the Board.
72. The books, accounts and records of the Company shall be audited at least once per year by a professionally recognized accountant. Complete and proper financial statements for the previous year shall be represented at the Annual General Meeting for approval.
73. Any Director may inspect the books of account and documents of the Company at the office of the Company at any time during regular business hours. Directors shall be accompanied by a member of the Executive Committee when examining the books.
74. The books of account and account records shall be kept at the registered office of the Company of, subject to limitations of the *Companies Act* and amendments thereto in this regard, at such other place or places as the Board may determine by resolution.

BORROWING POWERS

75. The Board may from time to time at its discretion raise or borrow money for the purpose of the Company's business and may secure the repayment of the same by mortgage or other charge upon the undertaking and the whole or any part of the assets and property of the Company (present and future), give and grant securities under the Bank Act and generally borrow money for the purposes of the Company, secured or charged upon the whole or any part of the assets and properties of the Company, or otherwise as may be advisable or necessary in the interest thereof.
76. The Company shall comply with the requirements of the Companies Act in respect of filing or registering such mortgages and charges as are herein mentioned, and, where necessary, the Company shall keep a register of mortgages as required by the Companies Act.

CONFLICT OF INTEREST

77. The Company shall not:

- a. Make a loan to,
- b. Guarantee the repayment of a loan made to, or
- c. Enter into any transaction

With a Director or employee of the Company or to a partnership or incorporated business in which a Director or employee, has a significant business interest.

78. The Company shall not:

- a. Make a loan to,
- b. Guarantee the repayment of a loan to, or
- c. Purchase shares in,

Any incorporated business in which a Director or employee of the Company with decision-making responsibilities in relation to investment fund applications, or a Director with the Company, has a significant business interest.

79. Where the Company is considering

- a. An application for a loan guarantee by the spouse or child or related party of a Director or Officer of the Company or any employee of the Company with decision making responsibilities in relation of investment fund applications,
- b. An application for a loan, a loan guarantee or an equity investment by an incorporated business in which a spouse or child or related party of a Director or employee referred to in paragraph (a) has a significant business interest, or
- c. Any other motion, issue or discussion item relating to the above,

The applicant shall be referred for consideration by the full Board of Directors for decision and the conflict of interest on the part of the Director or employee, as the case may be shall be recorded in the minutes of the meeting. In addition, the Director, Office or the employee (if the Officer or employee is present at the meeting), as the case may be, shall physically remove themselves from the room, shall not participate in any or all discussions and deliberations in respect of the application and refrain from attempting to influence, lobby or persuade the Board of Directors in regard to the application.

80. Goods and services contracts between the Company and a Director or business in which a Director, or the spouse or child of that Director has a significant business interest are permitted provided that:
- a. The decision is made by the full Board, irrespective of the existing contracting authorities; and
 - b. The conflict of interest is declared by the Director and recorded in the minutes of the Board;
 - c. The Director refrains from any and all discussions and deliberations in respect of the contract, vacates the meeting when the contract comes before the Board for review and refrains from any attempt to influence, lobby or persuade the Board in regard to the contract;
 - d. A minimum of three (3) independent competitive bids are obtained; and
 - e. The Board of Directors exercises due diligence in selecting the contract that best meets the terms of reference specifications and contract criteria.

CONFIDENTIALITY

81. All material and information that applicants, clients and partners provide to the Company be considered confidential.
82. Care must be taken to ensure that the circulation of all such materials and information relating to the Company is restricted to those Members and staff who have direct responsibility for a specific aspect of the administration.
83. Disclosures of information to anyone not authorized to deal with the same is strictly prohibited. In extraordinary cases, these prohibitions may be waived with the written consent of the applicant, client or partner.

PROTECTION AND IDEMNITY OF DIRECTORS, OFFICERS, AND OTHERS

84. Except to the extent required by the Companies Act, no Director or Office of the Company shall be liable for:
- a. The Acts, receipts, neglects or defaults of any other Director or Officer;
 - b. Any loss or expense happening to the Company through the insufficiency or deficiency of title to any property acquired by order of the Directors or for or on behalf of the Company;
 - c. The insufficiency or deficiency of any security in or upon which any of the monies of the Company shall be invested;
 - d. Any loss of damage arising from bankruptcy, insolvency or tortuous acts of any person with whom any of the monies, securities or effects of the Company shall be deposited; or
 - e. Any loss, damage or misfortune whatever which shall happen in the execution of the duties of their office or in relation thereto unless the same shall happen through his own dishonesty.
85. Subject to the limitations contained in the Companies Act, the Company shall and does hereby indemnify a Director or Office, a former Director or Officer, or a person who acts or has acted at the Company's request as a Director or Officer of the Company and his or her heirs and legal representatives, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred in respect of any civil, criminal or administrative action or proceeding to which he or she is made a party by reason of being or having been a Director or Officer of the Company if:
- a. They acted honestly and in good faith with a view to the best interests of the Company; and
 - b. In the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, they had reasonable grounds for believing that such conduct was lawful.

THE SEAL

86. The Company shall have a corporate seal of such design as may be approved by the Directors. The Secretary-Treasurer shall ensure for the safe custody of the seal, which shall be used by the authority of the directors, who may make such regulations with respect to the affixing thereof as they may deem necessary. In default of such regulations, the seal may be validly used only if its use is authenticated by the signatures of one or more Directors of the Company.
87. Notwithstanding the foregoing, any contract or other document may be validly executed without use of the corporate seal.

BOOKS OF THE COMPANY

88. The Secretary-Treasurer shall ensure minutes to be made in books provided for that purpose of:
- a. All appointments of officers made by Directors;
 - b. The names of the Directors present at every meeting of the Directors; and
 - c. All resolutions and proceedings at all General Meetings and all meetings of the Directors and Members;
 - d. A copy of the Memorandum of Association of the Company and of these Articles and of any amendments thereto;
 - e. All filings in respect of the Company made at corporate registry;
 - f. The names for all persons who are and have been Members;
 - g. The names of the representatives for the corporate Members;
 - h. The address of every Members; and
 - i. The names and addresses of all persons who are or have been Directors, with the dates at which each became or ceased to be such Directors.
89. The Company shall keep and maintain adequate and correct accounting records including, without limitation all records or all properties and business transactions of the Company, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
90. At the Annual General Meeting in every year, the Directors shall lay before the Members a balance sheet and an income and expenditure statement and the auditors' report made up and submitted by a duly qualified accountant in accordance with the provisions of the Act.

AMENDMENTS TO THE ARTICLES

91. The Articles of the Company, or any part thereof, may be repealed, altered, or amended by other Articles passed at any General Meeting of the Company, provided that in each case at least twenty-one (21) days notice of such intention to repeal, alter or amend the Articles has been sent to each Member entitled to vote. The notice must specify in detail each proposed repeal, alteration and amendment.
92. Only Members in good standing are entitled to vote on the resolution and these Articles may only be amended, repealed, or altered by a majority vote of seventy-five percent (75%) of Members attending the General Meeting.
93. No new Articles, or amended Articles, or repeal of Articles shall have force or effect until a copy thereof, certified by the Chair and General Manager of the Company to be a true copy of the Articles passed by the Company, as here and before, is filed with the Registrar of the Companies.
94. The Articles will be reviewed and/or updated every three years.

NOTICES

95. Any notice or documents may be served by the Company upon any Member or Director either personally or Member electronic mail.

DISSOLUTION

96. The Company may be voluntarily dissolved provided, however, that at least twenty-one (21) days notice of such meeting called for that purpose be sent to each Member entitled to it.
97. Only Members in good standing are entitled to vote at such meeting and dissolution shall not be approved unless passed by a fifty-one percent (51%) of the Members present at the meetings.
98. In the event of dissolution of the Company, any assets remaining after payment of its debts and liabilities are to be transferred to another Community Futures Development Corporation or to some other organization as required by the Ministry of the Government of Canada. In each case, such disbursement shall require the approval of the Minister.



REQUEST FOR DECISION

SUBJECT: **Crooked Creek Recreation Board**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Crooked Creek Recreation Board and one (1) Councillor as the alternate.

BACKGROUND/PROPOSAL:

The Crooked Creek Recreation Club operates the Crooked Creek arena, which is owned by Greenview. It is felt there is a need to have a Councillor on this Committee to ensure the Crooked Creek Recreation Club stays financially sustainable.

Previously Councillor Roxie Chapman sat on this board with Councillor Tom Burton as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **East Smoky Recreation Board**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the East Smoky Recreation Board, and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

Consisting of eleven members from the communities of Goodwin, Puskwaskau, DeBolt, Crooked Creek, Clarkson Valley, Sturgeon Heights and one member from Council. The boards mandate is to provide recreation services for these areas. The board meets monthly to provide direction on issues of funding, program needs and facility enhancement and operation.

Previously Councillor Tom Burton sat on this board with Councillor Roxie Chapman as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **Emergency Management Committee**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 09-607

RECOMMENDED ACTION:

MOTION: That Council appoint three (3) Councillors and the Deputy Reeve to the Emergency Management Committee.

BACKGROUND/PROPOSAL:

The Emergency Management Committee was established to act as the agent of the Council to carry out the Council's statutory powers and obligations.

Currently Councillor Winston Delorme Councillor Shawn Acton, Councillor Bill Smith and the Deputy Reeve sit on this board with the Reeve as Ex Officio.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Bylaw 09-607



BYLAW NO. 09-607 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 a MUNICIPAL EMERGENCY MANAGEMENT AGENCY

WHEREAS the Council for the Municipal District of Greenview is responsible for the direction and control of its emergency response and is required, under the Emergency Management Act, Chapter E-68 to appoint a Municipal Emergency Management Committee and to establish and maintain a Municipal Emergency Management Agency; and

WHEREAS it is desirable in the public interest, and in the interest of public safety, that such a Committee be appointed and such an agency be established and maintained to carry out Council's statutory powers and obligations under the said Emergency Management Act;

THEREFORE, the Council for the Municipal District of Greenview, duly assembled, enacts as follows:

1. This Bylaw may be cited as the "Emergency Management Agency Bylaw".
2. In this Bylaw:
 - a) "Act" means the Emergency Management Act;
 - b) "Council" means the local authority of the Municipal District of Greenview;
 - c) "emergency" means an event that requires prompt co-ordination of action or special regulation of persons or property to protect the safety, health and welfare of people or to limit damage to property;
 - d) "disaster" means an event that results in serious harm to the safety, health or welfare of people or in widespread damage to property;
 - e) "Emergency Management Agency" means the agency established under this Bylaw;
 - f) "Minister" means the Minister determined under Section 16 of the *Government Organization Act* as the Minister responsible for this Act; and
 - g) "Municipal Emergency Plan" (MEP) means the emergency plan prepared by the Director of Emergency Management to co-ordinate response to an emergency or disaster.
3. There is hereby established an Emergency Management Committee to advise Council on the development of emergency plans and programs.
4. There is hereby established an Emergency Management Agency to act as the agent of the Council to carry out the Council's statutory powers and obligations under this Act. This does not include the power to declare, renew or terminate a state of local emergency.
5. Council shall:
 - a) By resolution, appoint four (4) of its members to serve on the Emergency Management Committee;
 - b) Provide for the payment of expenses of the members of the Emergency Management Agency;
 - c) By resolution, on the recommendation of the Emergency Management Committee, appoint a Director of Emergency Management;
 - d) Ensure that emergency plans and programs are prepared to address potential emergencies or disaster in the Municipal District of Greenview;
 - e) Approve the Municipal Emergency Plan; and
 - f) Review the status of the Municipal Emergency Plan, and related plans and programs, at least once each year.

6. Council may:
 - a) By Bylaw, borrow, levy, appropriate and expend, without consent of the elector, all sums required for the operation of the Emergency Management Agency; and
 - b) Enter into agreements with and make payments or grants, or both, to persons or organizations for the provision of services in the development or implementation of emergency plans or programs, including mutual aid plans and programs.
7. The Emergency Management Committee shall:
 - a) Review the Municipal Emergency Plan and related plans and programs on a regular basis; and
 - b) Advise Council, duly assembled, on the status of the MEP and related plans and programs at least once year.
8. The Emergency Management Agency shall be comprised of one or more of the following:
 - a) The Director of Emergency Management;
 - b) The Deputy Director of Emergency Management;
 - c) The Chief Administrative Officer;
 - d) The Director of Operations;
 - e) The Director of Corporate Services;
 - f) The lead Public Information Officer;
 - g) The Disaster Social Services Manager;
 - h) The Manager of the local Emergency Medical Services;
 - i) A representative of the region's Fire Departments;
 - j) The senior NCO of the region's RCMP Detachments;
 - k) A representative of the region's Hospitals;
 - l) A representative(s) of contract utility providers (Atco, Telus);
 - m) The Administrator or Designate of the region's School Boards; and
 - n) Anyone else who might serve a useful purpose in the preparation or implementation of the MEP.
9. The Director of Emergency Management shall:
 - a) Prepare and co-ordinate the MEP and related plans and programs for the Municipal District of Greenview;
 - b) Act as Director of Emergency Operations or ensure that someone is designated under the MEP to so act, on behalf of the Emergency Management Agency;
 - c) Co-ordinate all emergency services and other resources used in an emergency; and
 - d) Ensure that someone is designated to discharge the responsibilities specified in paragraphs a), b) and c).
10. The power to declare or renew a state of local emergency under the Act and the requirement specified in Section 13 of this Bylaw, are hereby delegated to a Committee comprised of the Reeve or Deputy Reeve and any one councilor, or in their absence, any other two members of Council. This Committee may, at any time when it is satisfied that an emergency exists or may exist, by resolution, make a declaration of a state of local emergency.
11. When a state of local emergency is declared, the person or persons making the declaration shall:
 - a) Ensure that the declaration identifies the nature of the emergency and the area of the Municipal District of Greenview in which it exists;
 - b) Cause the details of the declaration to be published immediately by such means of communication considered most likely to notify the population of the area affected; and
 - c) Forward a copy of the declaration to the Minister forthwith.
12. When a state of local emergency is declared:
 - a) Neither Council nor any member of Council, and no person appointed by Council to carry out measures relating to emergencies or disasters, is liable in respect of damage caused through any action taken under this Bylaw, nor are they subject to any proceedings by prohibition, certiorari, mandamus or injunction.

13. Notwithstanding Section 11:

- a) Council and any member of Council and any person acting under the direction or authorization of Council, is liable for gross negligence in carrying out their duties under this Bylaw.

14. When, in the opinion of the person or persons declaring the state of local emergency, an emergency no longer exists in relation to which the declaration was made, they shall be resolution, terminate the declaration.

15. A declaration of a state of local emergency is considered terminated and ceases to be of any force or effect when:

- a) A resolution is passed under Section 14;
- b) A period of seven (7) days has lapsed since it was declared, unless it is renewed by resolution;
- c) The Lieutenant Governor in Council makes an order for a state of emergency under the Act, relating to the same area; or
- d) The Minister cancels the state of local emergency.

16. When a declaration of local emergency has been terminated, the person or persons who made the declaration shall cause the details of the termination to be published immediately by such means of communication considered most likely to notify the population of the area affected.


17. Bylaw 00-308 is hereby rescinded.

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

Read a first time this 26 day of AUGUST, A.D., 2009.

Read a second time this 23 day of SEPTEMBER, A.D., 2009.

Read a third time and finally passed this 23 day of SEPTEMBER, A.D., 2009.


REEVE


CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: **Evergreens Foundation**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Evergreens Foundations Board and one (1) Councillor as the alternate.

BACKGROUND/PROPOSAL:

Evergreens Foundation is a board established under the Alberta Housing Act. This board is one of three within Greenview and is comprised of member municipalities, including the MD of Yellowhead #94, the Towns of Grande Cache, Hinton, Evansburg and Edson, and the MD of Greenview. Their mandate is to deal with issues regarding the senior's lodge, apartments, and low income housing in the respective municipalities. The Evergreens Foundation meets monthly in Edson.

Meetings are generally held every second month, on the second Thursday of the month at 10 a.m. Location of the meeting is most often in Edson, due to central location, however teleconferences are held when the agenda allows for it.

Currently Councillor Winston Delorme sits on this board with Councillor Duane Didow as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Board Members Orientation

THE MANAGEMENT BODY BOARD Subject: 2.1

Purpose

The following is an overview of a management body board, the board members and elected officials; their prescribed duties and responsibilities; and some of their other functions. In dealing with this subject there is also reference to the appointed officers and employees of a management body, as many of the management body responsibilities and functions can be delegated to them by the board unless restricted by the Regulations. The organizational structure of a management body and the assignment of responsibilities and functions will depend on the size of the organization among other factors. Except where prescribed in the Act and Regulations, the information provided is a flexible guideline and can be adapted according to the needs and circumstances of an individual management body.

The Board

The board is the decision making group that is ultimately responsible for the overall operation and management of the management body's social housing accommodation portfolio. The ministerial order establishing the management body will set out:

- The number of board members and the method of changing the number and representation
- The method of appointing or electing board members and filling vacancies
- The term of board members
- Any additional duties of board members
- The method of determining the chairperson and vice-chairperson, their term and filling a vacancy
- Voting requirements

Natural Person Powers

Section 6 of the Act provides that management bodies are corporations with the capacities of natural persons, subject to limitations placed in the legislation. The corporate status gives the management body a legal status; the natural person capacity makes the management body a "legal person". Its ability to act, obligations to act, and the consequences of acting all have legal implications, similar to any other person.

The Board (Continued)

Natural Person Powers (Continued)

Without corporate status, any individual member of a board of a management body would individually assume the obligations of the management body. The corporate identity of the management body serves to envelop all board members and make their actions as board members, the actions of the management body. The collective of individual board members is replaced by one legal entity. Its assets and obligations are separate from that of its board members.

With natural person powers, the establishing ministerial order for a management body does not have to list every activity that the management body can undertake. A management body can build any type of building, operate any type of housing and undertake any other activity, providing the Act, the Regulations and the management body's establishing ministerial order do not impose restrictions on the type of activity. Beyond the *Alberta Housing Act*, the other rules the management body must follow are the same as for any other person; if it wants to construct a building, it will have to obtain a development permit, etc.

The management body can, subject to applicable laws, determine its own destiny. Practically, this would be done through its board; legally, the undertakings are those of the management body. The natural person powers allow every action and obligation of a management body to be analyzed in the same manner as any other person.

Board Responsibilities

As prescribed in the Regulations, the major responsibilities of the board include:

- Ensuring the management body carries out the powers, duties and functions assigned to it under the Act
- Developing and evaluating policies introduced by motions and programs of the management body
- Appointing a chief administrative officer of the management body
- Authorizing signing authority for the management body
- Preparing and adopting business plan (General Administration Section 3.1)
- Adopting annual operating and capital budgets before submitting them to the department
- Initiating or authorizing payment of expenditures
- Creating and maintaining reserve funds

The Board (Continued)

- Ensuring the management body efficiently operates and administers the housing accommodation under its authority
- Ensuring housing accommodation under its authority is provided to those persons in greatest need of that type of accommodation

Other functions of the board include:

- Providing overall clear policy direction to the chief administrative officer regarding the affairs of the management body and monitoring the implementation of the Regulations and policies by the administration in areas such as:

Human resources
Purchasing
Signing authority
Selection of tenants

- Maintaining a positive public image of the management body

Board Members

Board members are citizens who provide a service to their community. All board members work together to ensure the management body carries out its duties and responsibilities. Board member functions include:

- Participating at management body board meetings or other meetings as directed by the board by being prepared for the meeting and, by taking part in discussions and decision making
- Advising the department of any change of chairperson or vice-chairperson on the board
- Considering the welfare and interests of the management body as a whole and bringing to the board's attention anything that would promote the welfare or interests of the management body
- Participating in the development and evaluation of the management body's policies and programs
- Obtaining information, as required, about the operation and administration of the management body from the chief administrative officer or designated employee
- Maintaining open communication and good relations with management body employees, tenants, the department, related municipalities and service organizations, other management bodies and the community
- Maintaining confidentiality of board discussions conducted in camera, and tenant and employee information
- Performing any other duties or functions as prescribed by the Act, its Regulations or as directed by the board
- Participating in any committees appointed to by the board

Chairperson

Under the direction of the board, the chairperson provides leadership to the management body. A chairperson's responsibilities include:

- Calling any special meetings of the board according to the manner prescribed in the Regulations
- Presiding at the management body board meetings
- Performing any other duties imposed under the Act, its Regulations or the management body board
- Fostering a positive relationship between the management body board and the employees
- Initiating and participating in the development of the management body's objectives, policies and procedures
- Conducting the chief administrative officer's annual performance appraisal and salary review unless otherwise assigned by the board, e.g., to a committee of board members
- Acting as the formal liaison with the department
- Acting as a spokesperson for the management body

Vice-Chairperson

The vice-chairperson assumes the role of chairperson when the chairperson is unavailable.

Responsibilities and Functions of Other Management Body Positions.

There are numerous other responsibilities and functions that need to be carried out by either management body board members or employees. In some organizations board members may be designated as an official secretary, treasurer, or combined secretary/treasurer, and assigned specific responsibilities. In others, the chief administrative officer may be the one assigned those responsibilities among other functions. In any given situation, the board may authorize the designate to delegate those responsibilities to others in the management body. Outside resources may also be used, for example, a professional secretary may be hired specifically to record minutes at a board meeting.

***Responsibilities and
Functions of Other
Management Body
Positions (Continued)***

The following are some responsibilities and functions that the board should ensure are carried out:

- Implementation of the policies and procedures of the management body
- Advising and informing the board on the operation and affairs of the management body
- Performing the duties and exercising the powers and functions assigned by the Act, its Regulations, or other acts, or the board
- Recording minutes of board meetings and the names of those present at those meetings
- Providing the recorded minutes to the board for adoption at a subsequent board meeting
- Arranging and maintaining the safe storage of all records and documents of the management body
- Acting as a liaison with the department in general administrative matters
- Informing the department of changes of the management body chief administrative officer
- Responsibility for the management body corporate seal
- Collection and control of management body revenues
- Responsibility for the management body banking
- Responsibility for payment of authorized expenditures
- Maintaining accurate records and accounts of the financial affairs of the management body
- Acting as signing authority on behalf of the management body
- Participating on any committees appointed to by the board

Committees

The board may decide to set up committees to carry out specific functions or to make recommendations to the board. Committees can be made up of board members, management body staff or other individuals. Committees can be either a standing committee for frequent and recurring matters such as finance or maintenance or, an ad hoc committee to deal with short term or one time items such as a fund raising campaign. All committees should have terms of reference. The terms of reference ensure that all members are aware of the purpose, timing and responsibilities of the committee.

GETTING STARTED

Responsibilities

New members of a management body's board should become familiar with and develop a clear understanding of:

- The *Alberta Housing Act* and its relevant Regulations
- The Ministerial Order establishing the management body
- The management body's business plan
- The responsibilities of a board member
- The management body's policies, organizational structure, committees, social housing portfolio and client characteristics
- The roles and responsibilities of the management body's chief administrative officer and employees, possibly through position descriptions particularly if they are going to be involved in the performance appraisal of the chief administrative officer
- The minutes of recent board meetings
- The details of the management body's financial operations

ACTIVITIES REPORT TO BOARD

Purpose

The chief administrative officer should prepare a report on the current status of the management body's activities and present the report at each regular board meeting. Regular reports will keep the board members informed and up to date on the operations of the management body. If possible, the reports should be circulated to the board members prior to the meetings.

Report Content

The board and the chief administrative officer should determine what information is to be included in the reports to the board. The following are the main areas of operation and some of the activities that could be reported on:

Daily Operations

- Status of applications
- Vacancy information
- Selection of tenants and allocation of units
- Tenant issues

Financial Operations

- Statement of actual income and expenses
- Current balances of bank accounts

Maintenance Operations

- Status of maintenance activities versus plan:
- Quotations for major budgeted or emergency maintenance

General Operations

- Projects that may be planned for the future
- Status of previous action requests from the board or outside sources
- Issues not dealt with in other areas of the report or the meeting agenda

Definition of Pecuniary Interest

Pecuniary interest, with respect to board members, is an interest in matters that could financially affect:

- Board members personally and immediate family members
- Businesses where board members are decision makers or employees
- Partnerships or firms with which board members are associated
- Businesses with public shares where board members have 10% or more of the shareholders' voting rights, or are decision makers or employees

Pecuniary Interest Policies

There should not be, nor seem to be, any conflict between the private interests of the management body board members and its employees, the communities serviced, and the residents of the social housing accommodation. The Regulations incorporate specific provisions of the *Municipal Government Act* stipulating the rules for determining where a pecuniary interest may arise and what action should be taken.

CODE OF CONDUCT AND ETHICS

*Developing a Code of
Conduct and Ethics*

Establishing a code of conduct and ethics for board members and employees is considered a good business practice. The code may outline the manner in which the management body expects its board and employees to carry out their roles and responsibilities. The following are some conflict of interest or ethical situations that may be considered when developing a code of conduct and ethics.

- Board member and employee are related or dependent on each other and both have signing authority on behalf of the management body
- Person related to, dependent on, or personal associates of board member or employees who are applicants, given priority, or appear to be given priority for available units
- Board members or employees who have other employment that may conflict with their responsibilities to the management body
- Persons not associated with the management body, perform favours or services for the management body and expect preferential treatment for themselves, a relative or dependent, as applicants or tenants
- Acceptance of gifts to the management body or board members
- Employees or board members using equipment or facilities for purposes other than management body business e.g. using snow blower to clear snow on personal property
- Personal use of telephone calls including long distance for personal business
- Use of office supplies, paper, photocopying, etc. for personal use or outside employment
- Board members or employees releasing confidential information or documents to any unauthorized source

THE EVERGREENS FOUNDATION

CONSTITUTION AND BY-LAWS

Amended - February 7, 2004
- November 5, 2004
- February 9, 2006
- May 10, 2007
- April 8, 2010
- December 5, 2013

THE EVERGREENS FOUNDATION

Constitution and By-Laws

I. Title and Addresses

1. The name of the organization shall be The Evergreens Foundation as incorporated as a Management Body under Ministerial Order Number H: 192/94 – January 1, 1995.
2. The Foundation address shall be as follows:

The Evergreens Foundation
102 Government Road
Hinton, AB T7V 2A6

II. Effective Date

These By-Laws shall be effective on the date assented to by The Evergreens Foundation Board of Directors.

III. Purpose

1. The mission of The Evergreens Foundation is to provide citizens with affordable housing alternatives that promote quality of life and independence in a respectful and supportive manner. It is the Foundation's mission to accomplish this in a cost effective manner.
2. The purpose of the Foundation shall further be to manage and direct all aspects of business and finances for:

Parkland Lodge, Edson
Sunshine Place, Evansburg
Pine Valley Lodge, Hinton
Whispering Pines Lodge, Grande Cache
Alpine Summit Seniors Lodge, Jasper
Future projects approved by the Board of Directors
3. The purpose of the Foundation shall also be to manage seniors' self-contained apartments including but not limited to Heritage Court (Edson), Heatherwood Manor (Edson), Pine Grove Manor (Jasper) and Lion's Sunset Manor (Hinton); also Community Housing projects (Edson + Hinton) and the Rent Supplement and Direct Rent Supplement programs throughout our

boundaries, all subject to guidelines established by the Alberta Housing Act and any applicable Alberta Ministry.

4. All business shall be carried on in the manner stipulated by any agreements approved by the Board.

IV. Definitions

1. "Foundation" shall mean "The Evergreens Foundation" and "Management Body".
2. "Board" shall mean "Board of Directors of Evergreens Foundation".
3. "Directors" shall mean "Board of Directors of The Evergreens Foundation".
4. "Councils" shall mean "Councils of the Town of Edson, the Town of Hinton, the Town of Grande Cache, Yellowhead County, Municipal District of Greenview #16, Municipality of Jasper and Parkland County."
5. "Chairperson" shall mean "the elected Chairperson of the Board of Directors"; or in his/her absence, "the Vice-Chairperson" or in their absence "a Board Member as delegated by the Board to act as Chairperson".
6. "Corporation" shall mean "Alberta Social Housing Corporation".
7. Words in the singular include the plural and words in the plural include the singular.
8. Words imparting male persons include female persons and corporations.
9. "Administrator" shall mean "Chief Administrative Officer" or "CAO".
10. "Conflict of Interest" shall mean a pecuniary interest as defined by the MGA.
11. "Emergency Expense" shall mean an expense that is incurred to ensure the health and safety of all residents is maintained.

V. Board of Directors

1. The Board of Directors shall be composed of seven (7) members chosen as follows:

The Councils of the MD of Greenview #16, Town of Edson, Town of Hinton, Town of Grande Cache, Yellowhead County, Municipality of Jasper, and Parkland County shall each appoint one (1) councilor to sit on the Board.

The Board is responsible for:

- a) ensuring that the management body it governs operates efficiently and provides accommodation for those persons in greatest need of that type of housing
 - b) developing and evaluating the policies and programs of the management body, and;
 - c) carrying out the powers, duties, and functions expressly given to it under the applicable Acts.
2. The Board of Directors shall have the power to direct and control all business of the Foundation.
3. The Board shall hire an Administrator to conduct the day-to-day business of the Foundation. This Administrator is answerable to the Board in all matters pertaining to the Foundation.
4. The Board shall do an annual evaluation and performance appraisal of the Administrator.
5. The Chairperson shall be the spokesperson for the Board except and unless the duty is delegated to another Board Member.
6. A Board Member wishing to resign from the Foundation must do so in writing to the Foundation.
7. If the contracting Municipality appointed an alternative representative to represent it in the absence of the director, then where such director is unable to attend the meeting of the Board, the afore-mentioned alternative representative may attend the meeting of the Board and participate in its business and vote in any question put to the Board as if he were a duly appointed member of the Board.

8. Board Member disqualification shall reflect Section 6 (1-4) of the Alberta Housing Act 1994 regulations and subsequent amendments to such Act.

VI. Director's Remuneration

1. Funds from the Foundation shall be made available for:
 - a) Directors shall receive mileage remuneration as per the current Government of Canada rates while on Foundation business.
 - b) Directors shall receive an Honorarium as determined from time to time, for meetings attended.
 - c) Directors shall receive full remuneration for "out of pocket" while on Foundation business and while attending Foundation approved conventions, seminars, meetings, etc.

VII. Power of the Board of Directors

1. The Board of Directors shall have and exercise all the powers of the Foundation, subject always to the provisions of:
 - a) The Statutes of Alberta;
 - b) The Laws of Canada, and;
 - c) The Foundation By-Laws and Constitutions.
2. Within the parameters set forth in the Alberta Housing Act and Regulations, the Board of Directors is vested with the power to make By-Laws for the Administration and Management of the body corporate and its properties and in particular but without restricting the generalities of the following:
 - a) Governing the holding of annual/organizational and special meetings of the Board of Directors.
 - b) Providing for the election at the annual meeting of a Chairperson from among the members of the Board to serve as such until the next annual meeting.
 - c) Providing for the appointment of a Vice- Chairperson who shall act in the stead of the Chairperson in his absence and who shall act as Chairperson upon the resignation from the Board of the elected Chairperson,

or upon his death, until a new Chairperson is elected at the next annual meeting.

- d) Providing for the appointment of an Administrator and such other officers as may be deemed necessary for the operation of the Foundation.
- e) Prescribing the books and records to be kept by the Foundation in accordance with accepted records management guidelines.
- f) Designating the signing officers of the Foundation and designating the official who shall be the custodian of the seal of the Foundation.
- g) Prescribing the method of appointing the employees of the Foundation, conditions of employment and governing dismissals and suspensions of employees.
- h) Prescribing priorities for selection of persons to be accommodated in the housing units operated by the Foundation.

VIII. Executive

- 1. The executive officers of the Foundation shall be a Chairperson and Vice- Chairperson and any other officers the Board deems necessary.
- 2. Said officers shall be elected at the annual organizational meeting of the Board, which follows the organizational meeting of the Councils.

IX. Meetings

- 1. Board meetings are open to the public, although a motion to exclude the public from parts or all of a meeting may be made.
- 2. Regular Board meetings shall be held a minimum of six (6) times and the schedule to be determined annually by the Board. Meetings will commence at 10 a.m. A regular board meeting date and or time may be changed by resolution of the Board.
- 3. The elected Chairperson when present will chair all meetings. In his or her absence, the Vice-Chair or appointee will chair the meeting.
- 4. The Chairperson may cancel any meeting upon notice to all Board Members.

5. The Chairperson of the Board may call special meetings of the Board whenever the Chairperson considers it expedient to do so, and shall call a special meeting of the Board when requested by a majority of the members of the Board.
6. Notice of a special meeting, stating the time 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 given to each member of the Board at least three (3) days before the day of the meeting.
7. The Chairperson may orally or by notice in writing call a special meeting of the Board on shorter notice than that required under subsection 6, but the special meeting may not be held unless:
 - a) the notice states the time and place at which the meeting is to be held and in general terms the nature of the business to be transacted at the meeting, and
 - b) at least two thirds (2/3) of the members of the Board give consent to the holding of the meeting.
8. No business other than that stated in the notice shall be transacted at any special meeting of the Board unless all the members of the Board present give unanimous consent to any other business that may be transacted.
9. When a special meeting is requested by a majority of the members of the Board, the meeting will be held within fourteen (14) days of the date on which the request was delivered to the Chairperson under subsection 6.
10. A majority of Board Members shall constitute a quorum.
11. An annual organizational meeting shall be held at the next regular Board meeting following the organizational meeting of the Councils.
12. Board meetings may be held by electronic form subject to policies approved by the board of directors.
13. Board meetings will use Robert's Rules of Order.

X. Voting

1. Each Board member present at a meeting shall vote unless ineligible to do so due to a declared conflict of interest.

2. Motions shall be carried by a simple majority of the votes cast by the Board members who vote (exceptions – Section X, Paragraph 3 and Section XX).
3. The Constitution and By-Laws shall not be altered or added to except by a motion passed by the majority of not less than two thirds of the Board members present.
4. There shall be no voting by proxy.
5. Voting shall be by a show of hands unless two (2) or more Board members request a vote by secret ballot.
6. Motions and nominations shall not require a second.

XI Employees, Agents, Officers:

1. The Board of Directors may from time to time appoint such officers and agents and authorize the employment of such other persons as deemed necessary to carry out the objectives of the Foundation.
2. Such officers, agents and employees shall have such authority and shall perform such duties and shall receive such remuneration as from time to time may be prescribed by the Board.

XII Administration:

1. The Board shall appoint one (1) Administrator for the Foundation.
2. The Administrator shall receive such remuneration as prescribed by the Board.
3. The Administrator shall be responsible for all duties as prescribed by the Board, and as outlined in the job description attached hereto as Appendix A.
4. The Administrator shall be one of the signing authorities for the Foundation (Section XIV).

APPENDIX A

Authority of the Administrator

In order to carry out the responsibilities of the position, the Administrator has the authority to:

1. Hire, dismiss, promote, demote, reward or discipline any member of the Foundation employees, subject to the following provisions:
 - (a) The dismissal of a Manager shall be made in a written statement indicating the reasons for dismissal and the Board of Directors shall afford such person with reasonable opportunity to be heard before the Board of Directors in person, or through his solicitor or agent.
2. Implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the Foundation. If a major organizational change is effected the Administrator shall report such a change to the Board of Directors.
3. Be present at any meeting of the Board of Directors or Committee of the Board of Directors and be recognized to speak on any subject brought before the Board.
4. In case of emergency, incur any expenditure not previously approved by the Board of Directors, provided a detailed report on such expenditure and its need is presented to the next meeting of the Board.
5. Negotiate contracts, agreements and transactions required for the effective operation of the Foundation and to recommend the approval of such contracts, agreements and transactions by the Board of Directors.
6. Sign any order, agreement or document made or executed on behalf of the Foundation.
7. Take such other actions necessary to carry out the responsibilities assigned by the Board of Directors.

Specific Duties of the Administrator

The Administrator shall:

1. Attend all meetings of the Board of Directors and any committee meeting as required by the Board unless otherwise excused.
2. Undertake all other actions and duties required to carry out the responsibilities given and exercise the authority delegated by the Board as set out in the Administrator's by-Law, Position Description, and in any policy adopted by the Board of Directors.

XIII Books and Records:

The Directors shall ensure that all necessary books and records of the Foundation, as required by the Constitution and By-Laws and as required by any Federal and Provincial Statutes or By-Laws, are regularly and properly kept.

XIV Signing Authority and Seal:

1. The board shall determine signing authority and delegation by policies approved by the Board of Directors.

XV A. Budget:

1. The Administrator shall prepare yearly budgets, both operating and capital, for the Foundation.
2. The budgets shall be presented to the Board for its approval.
3. A copy of the capital and operating budgets shall be filed with the Minister, for information, by March 31 of the fiscal year.
4. The Budget shall be for January 1 to December 31, inclusive, of the same year.

B. Business Plan:

1. The Administrator shall prepare a three (3) year Business Plan for the Board to be presented to the Board for its approval.

Following Board approval, the three (3) year Business Plan shall be presented to the concerned Councils and Municipal Affairs.

XVI Borrowing Powers:

1. The Foundation may borrow money for the purposes of the Foundation by Promissory Note, Bank Draft or with the approval of the corporation, by the issue of bonds or debentures and for such purposes may mortgage or otherwise create a charge upon the real and personal property of the Foundation, but subject always to any regulations governing borrowing by bodies corporate created pursuant to the applicable Act.

XVII Audit:

1. The Board shall appoint an Auditor and tender for a 3-year period.
2. An audited statement shall be made available to the participating councils each year.
3. Any Board member shall not be appointed as Auditor.
4. An Administrator shall not be appointed as Auditor.

XVIII Banking:

1. At least one bank account shall be set up in a chartered bank within The Evergreens Foundation boundaries.
2. The Administrator shall have the power to invest as much money as possible in high interest accounts or term deposits in a chartered bank.
3. Signing authority shall be as Section XIV.
4. In this section, "securities" includes bonds, debentures, trust certificates, guaranteed investment certificates or receipts, certificates of deposit, deposit receipts, bills, notes and mortgages of real estate or leaseholds and rights or interests in respect of such securities.
5. A management body may only invest its money in the following:
 - a) Securities that are issued or guaranteed by the Crown in right of Canada or a province, or an agent of the Crown;

- b) Securities of a municipality, school division, school district, hospital district, or regional services commission in Alberta;
- c) Securities that are issued or guaranteed by a bank, treasury branch, credit union, or trust corporation;
- d) Units in pooled funds in any of the investments in clauses a to c;
- e) Shares of a corporation incorporated or continued under the Canada Business Corporations Act or incorporated, continued or registered under the Business Corporations Act, if the investment is approved by the Minister.

XIX Requisitions:

1. Requisitions to the member municipalities shall be based on an equalized assessment formula or a formula approved by the Minister(s).
2. Each member municipality shall pay its share of the requisitions within ninety (90) days, after notice of the amount of the requisition is given by the Foundation.

XX Alteration of Constitution and By-Laws:

The Constitution and By-Laws shall not be altered or added to except by a motion passed by a majority of not less than two-thirds (2/3) of the Board members (Section X-5).

XXI Cancellation:

All previous Constitutions and/or By-Laws of the Foundation are hereby cancelled and revoked.

XXII Effective Date:

December 5, 2013 and on further Amendments.



REQUEST FOR DECISION

SUBJECT: **Fox Creek Area Synergy Group**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Fox Creek Area Synergy Group and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

Synergy Alberta is a non-profit organization that supports multi-stakeholder collaborative initiatives, referred to as Synergy Groups, throughout Alberta. The group will foster information sharing and understanding regarding resource development and its impacts on local communities. Synergy Groups are community based and can include active participation from the community, industry, government departments and the Alberta Energy Regulator. Participation in the groups is voluntary and they do not replace consultation or regulatory bodies. Mutual understanding is promoted through education and respectful dialogue to assist at all stages of industrial development.

Currently Councillor Shawn Acton sits on this board with Councillor Gervais as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Terms of Reference

Terms of Reference – Fox Creek Synergy Partnership

BACKGROUND

In recent years, technologies emerged that enable the energy industry to further develop Alberta's rich and largely untapped unconventional oil and gas resources. The use of these advanced technologies and hydraulic fracturing processes have created new opportunities, as well as new challenges.

The Fox Creek area is rich in subsurface resources and was the focus of provincial initiatives, including the Alberta Energy Regulator's Play-based and Area-base pilot projects. Many topics important to the people who live, work and recreate in the MD of Greenview were out of scope for the purposes of the pilots. When the pilots concluded, a group got together in March of 2018 to start exploring the potential value in having a synergy group in the Fox Creek area.

Synergy groups are multi-stakeholder groups focusing on resource development issues in a localized area, and consisting of companies, regulators / government agencies, and community representation, as well as any other interested parties. The main purpose of these types of groups is to provide a forum for respectful conversations with an eye towards resolving local issues and supporting local opportunities. One of the key focuses of a synergy group is to build relationships and understanding.

FOX CREEK SYNERGY PARTNERSHIP CORE VALUES:

- Respect
- Understanding
- Openness
- Transparency
- Relationships matter

FOX CREEK SYNERGY PARTNERSHIP FOCUS / PURPOSE: To provide opportunities for industry, regulatory and community stakeholders to learn, share information and seek collaborative approaches to local challenges and opportunities in the Fox Creek Synergy area.

FOX CREEK SYNERGY PARTNERSHIP GOALS: To share information internally on local activities, trends, challenges and opportunities relevant to stakeholders and indigenous peoples the Fox Creek Synergy Area.

FOX CREEK SYNERGY PARTNERSHIP IS:

- Part of a solution, we attack problems, not people
- Community focused
- A place to identify and advocate community issues
- A way to connect people

FOX CREEK SYNERGY PARTNERSHIP IS:

- A place and sounding board for new ideas
- About building relationships

FOX CREEK SYNERGY PARTNERSHIP DOES NOT:

- Develop policy
- Make decisions on behalf of others
- Deal with individual issues between an individual and a company
- Does not constitute formal regulatory requirement for consultation

GEOGRAPHIC SCOPE: Fox Creek is the hub for this synergy group and covers activity occurring within the municipal boundaries of MD of Greenview with respect for the traditional territory of local Indigenous people.

MEMBERSHIP/PARTICIPATION: Fox Creek Synergy offers community members, indigenous peoples, industry and government bodies interested in working together a way to connect, become informed and contribute in a meaningful process.

OPERATIONS: Fox Creek typically meets on the third Tuesday of the month at 1:00 pm. Start times will vary between afternoon and evenings to encourage diverse and inclusive participation. Frequency of meetings will be adjusted as needed to meet the needs of the group.

COMMUNICATIONS AND DOCUMENTATIONS: Meetings will be documented through meeting notes and will be distributed to members of the group via email or by mail where necessary. If members have updates they want included in the notes, members are to submit their reports to the facilitator. Notes will not be formally approved, any concerns with meeting notes should be brought to the attention of the facilitator.

GOVERNANCE STRUCTURE: Based on the budget of the group, a facilitator is recommended to provide meeting and administration support. The group will have an industry and community Co-Chairs. Banking signatories will include both Co-Chairs and the group facilitator. 2 signatures are required for any Fox Creek Synergy Partnership Cheques.

BUDGET: Industry members participating in Fox Creek Synergy are asked to pay an annual invoice that is reviewed and agreed upon on during the yearly budget review. The funds collected are managed by the group's facilitator and Co-Chairs and are used for the operation of the group, facilitation and/or administration costs, and events held by the group.



REQUEST FOR DECISION

SUBJECT: **Fox Creek Recreation Board**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Fox Creek Recreation Board, and one (1) Councillor as the alternate.

BACKGROUND/PROPOSAL:

Administration is working with the recreation boards to establish a mutual agreement.

Currently Councillor Dale Gervais sits on this board and Councillor Tom Burton as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **Golden Triangle Consortium**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:
Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:
MOTION: That Council appoint one (1) Councillor to the Golden Triangle Consortium.

BACKGROUND/PROPOSAL:

As per Council's direction administration entered into an agreement with the Golden Triangle Consortium for a three year term. The Golden Triangle Consortium partners include, Town of Whitecourt, Fox Creek, Swan Hills and Woodlands County. These partners each contribute to keep the Golden Triangle Trails open and maintained.

Currently Councillor Shawn Acton sits on this consortium.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Grande Prairie Hospital Foundation | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Grande Prairie Hospital Foundation and one (1) Councillor as the alternate.

BACKGROUND/PROPOSAL:

The primary purpose of the Grande Prairie Regional Hospital Foundation is to enhance the quality of health care in the community by raising money for needs of the QE II Regional Hospital and the Grande Prairie Regional Hospital. The Foundation plays a critical role in funding for essential specialized equipment, major projects, education and patient care programs for which there is no other funding.

Currently Councillor Bill Smith sits on this foundation with Councillor Roxie Chapman as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Grande Prairie Regional Recreation Committee**
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 26, 2021 CAO: MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Grande Prairie Recreational Committee and one (1) Councillor as an alternate.

BACKGROUND/PROPOSAL:

Currently Deputy Reeve Tom Burton sits on this board with Councillor Bill Smith as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Grande Prairie Tourism Board**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Grande Prairie Tourism Association and one (1) Councillor as the alternate.

BACKGROUND/PROPOSAL:

The Grande Prairie Regional Tourism Association is an ambassador for the Grande Prairie Region and is the visible voice for the industry. Grande Prairie Regional Tourism Association is a non-profit marketing organization funded by partnership fees, memberships, marketing programs and fundraising initiatives. GPRTA is dedicated to increasing local business revenue by promoting the Grande Prairie area through every possible marketing avenue and is continually seeking new opportunities to showcase the region. We are a tourism destination marketing organization (DMO) working in conjunction with Travel Alberta as a Tourism Destination Region (TDR) helping promote tourism by negotiating and investing in marketing programs and partnership proposals.

Currently Councillor Tyler Olsen sits on this board with Councillor Tom Burton as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Grande Spirit Foundation**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Grande Spirit Foundation and one (1) Councillor as the alternate.

BACKGROUND/PROPOSAL:

This is the second foundation of three, and is comprised of member representatives from the municipalities quoted for the Grande Prairie Ambulance, plus MD 19, MD 20, the Village of Rycroft and the Town of Spirit River. Their mandate is to deal with issues regarding the senior's lodge, apartments, and low income housing in the respective municipalities. The foundation meets monthly.

Currently Councillor Roxie Chapman sits on this Foundation with Councillor Bill Smith as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Green View Family & Community Services (FCSS)**
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 26, 2021 CAO: MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint two (2) Councillors to the Green View Family & Community Services Board, and one (1) Councillor as the alternate.

MOTION: That Council appoint Tammy Day, Roxanne Perron, and Katrina Parker-Carroll as members at large to the Green View Family & Community Services Board.

BACKGROUND/PROPOSAL:

The Green View FCSS Board is comprised of seven members; one from the Town of Valleyview Council, one Town of Valleyview resident, two from Councillors from Greenview and three Greenview residents – all appointed by their respective Councils. The role of the committee is to promote Community Support Services and Programs within the Town and MD under a joint agreement. Their mandate is to provide programs that must be preventive in nature and enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity. The Board meets on the Wednesday following Committee of the Whole every month.

Previously Councillor Roxie Chapman, Councillor Duane Didow, Roxanne Perron, Trina Carroll-Parker and Tammy Day sat on this board.

Councillor Shawn Acton is the alternate.

See applications attached.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Applications



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Green View FCSS

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

Green View FCSS - Oct. 2021 SDAB - Oct. 2021

Greenview Library Board - Oct. 2021

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

Green View FCSS - 2021 SDAB - 2021

Greenview Library Board - 2021

Personal Resume

Name: Roxanne Perron

Home/Mailing Address: Box 77

City: Little Smoky

Postal Code: T0H 3Z0

Phone (home): 780-524-8954

Phone (work): -

Email: roxanneperron@gmail.com

Qualifications: 20+ years of board experience



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: 20+ Board experience

Volunteer Activities you have been involved with: Little Smoky Community Center
4H, Toastmasters, PAL, Youth Group, WOW, Friends of
the Library, Valleyview Enhancement, VR Fair & Rodeo

How do you feel you could contribute to your chosen Board or Committee?

I know that FCSS provides essential services in
our communities & I want to be part of growing those
services in the future.

Roxanne Lervan

Applicant's Signature

Sept 27/20

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Green View FCSS.

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

Green View FCSS. this fall

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

Green View FCSS.

Personal Resume

Name: Katrina Parker-Carroll

Home/Mailing Address: Box 300

City: Valley View, AB

Postal Code: T0H 3N0

Phone (home): (780) 524-2801

Phone (work):

Email: trinaparker-carroll@gmail.com

Qualifications: I was the FCSS Director for Greenview 2000-2008, and have been a board member for over 9 years.

**Please Print**

Experience: I have many years with FCSS from the
start of it in both the town & mp. I know the
policies, acts etc.

Volunteer Activities you have been involved with: Volunteer application day,
events through out town/mp. Volunteer manger
of hockey/sports teams, volunteer at school events.

How do you feel you could contribute to your chosen Board or Committee?

I feel my experience over the years with
FCSS is a positive contribution to Board
decision making.

KPCandell

Applicant's Signature

Oct 1 / 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
 4806 – 36th Avenue
 PO Box 1079
 Valleyview, AB T0H 3N0
 Email: Wendy.Holscher@mdgreenview.ab.ca

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MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

MUNICIPAL DISTRICT
OF GREENVIEW No. 16

RECEIVED

SEP 22 2021

VALLEYVIEW

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

FCSS - Public Member

Are you a resident of Greenview?



Yes



No

Are you currently serving on a Municipal Board or Committee?



Yes



No

Which Board or Committee are you serving on and when does your term expire?

FCSS - 2021

Have you served on a Municipal Board or Committee in the past?



Yes



No

What Municipal Board or Committee have you served on and what year did you last serve?

FCSS - since 2017 - to present

Personal Resume

Name: Tammy Day

Home/Mailing Address: Box 90

City: Grovedale, AB Postal Code: T0H 1X0

Phone (home): 780-831-8575 Phone (work): _____

Email: Tammyday1963@outlook.com

Qualifications: Previous FCSS member.

President - Grovedale Seniors Housing

Society. Co-ordinator - South Wapiti

Readers Book Club.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: Former Councillor - ID #16 '89-'92
Former School Trustee - Peace Wapiti
School Division.

Volunteer Activities you have been involved with: Grovedale Fair;
Seniors Housing; Community
Book Club

How do you feel you could contribute to your chosen Board or Committee?

Interested in betterment and welfare of
my community. Keen reader/researcher/
speaker of relevant topics.

Sammy Day

Applicant's Signature

Sept. 15, 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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REQUEST FOR DECISION

SUBJECT: **Greenview Regional Multiplex Advisory Board**
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 26, 2021 CAO: MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint two (2) Councillors to the Greenview Regional Multiplex Board.

MOTION: That Council appoint Judy Smith, Mary Wilson, Jessica Lavoie and Joshua McMillan as Members at Large to the Greenview Regional Multiplex Board.

BACKGROUND/PROPOSAL:

The Greenview Regional Multiplex Board Terms of Reference specifies that the board shall consist of seven voting members. The following is the board's voting membership: two elected officials from Greenview Council; two elected officials from the Town of Valleyview Council; two members at large appointed by Greenview and one appointed by the Town of Valleyview.

Councillor Dale Gervais and Councillor Les Urness sat on this board previously.

Judy Smith, Mary Wilson, Jessica Lavoie and Joshua McMillan have submitted applications.

FINANCIAL IMPLICATION:

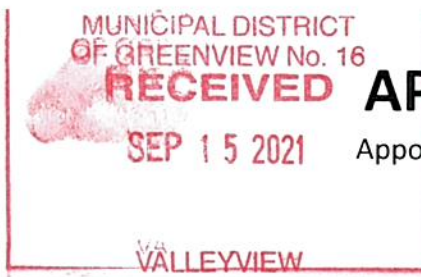
As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Applications



MD OF GREENVIEW



APPLICATION

Appointment to a Municipal Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Greenview Regional Multiplex Board

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

Greenview Regional Multiplex Board (Oct '21), ~~SAB~~ Subdivision Development Appeal Board (Oct '21), Greenview Library Board (Oct '21), Valleyview + District Recreation Board (Oct '21), Little Smoky Cemetery Committee (Oct '22)

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: Joshua McMillan

Home/Mailing Address: P.O. Box 202

City: Valleyview

Postal Code: T0H 3N0

Phone (home): 780 300 8400

Phone (work): _____

Email: hello@joshmcmillan.ca

Qualifications: Bachelor of Arts - Music (Piano Focus)



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: 7+ years as a self-employed businessman. Home owner.
Born and raised in the little smoky area. Frequent Customer of the
Greenview Regional Multiplex.

Volunteer Activities you have been involved with: _____

How do you feel you could contribute to your chosen Board or Committee?

I want to help grow and develop the multiplex to meet the
needs of the community while ensuring its continued financial
success as a much needed recreational facility.



Applicant's Signature

September 7, 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**
Greenview Regional Multiplex Advisory Board

Are you a resident of Greenview?

☒ Yes ☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes ☐ No

Which Board or Committee are you serving on and when does your term expire?

MD of Greenview Library Board October 2023

Greenview Regional Multiplex Advisory Board October 2021

Have you served on a Municipal Board or Committee in the past?

☒ Yes ☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

I served on the Valleyview Municipal Library Board, beginning in 2013. At the end of 2015, I resigned. I had accepted the position of Program Manager of the Valleyview Community Learning Council, working under the Library Board.

Personal Resume

Name: Judy Smith

Home/Mailing Address: Box 1555

City: Valleyview

Postal Code: T0H 3N0

Phone (home): 780-524-2790

Phone (work): 780-524-6691 (cell)

Email: drjs@iwantwireless.ca

Qualifications: Bachelor of Physical Education Degree, University of Alberta



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: 1979-1980, Employed with the City of Grande Prairie as a Recreation Programmer.
1980-1982, Employed with the Town of Valleyview as the Recreation Coordinator. During this
time we hosted the Peace Winter Games, for hundreds of athletes.

Volunteer Activities you have been involved with: Board member for the Red Willow Curling Club
Instructed Curl Canada Clinics for the club for several years. Organizer and supervised Junior Curling.
For two years I volunteered as a tutor with the Partnership Approach to Literacy Program (PAL)

How do you feel you could contribute to your chosen Board or Committee?

I have an educational background in Physical Education. Sports and activity continues to be a part of my life.

Having worked 28 years as coordinator of a community based program has given me a strong
knowledge of this community, it's residents and their needs.

Judy Smith

Applicant's Signature

September 23/21

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

Greenview MultiPlex Board

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

I have been a member of the above Board since it opened.

Personal Resume

Name: Mary Wilson

Home/Mailing Address: Box 341

City: Valleyview, AB

Postal Code: T0H 3N0

Phone (home): 780-524-3719

Phone (work): 780-524-8324

Email: mk-wilson@ymail.com

Qualifications: Worked with a Board for 20 yrs while I was
Program Manager with Victims Assistance.

Also a Board Member with Red Willow Lodge Seniors Club since 2000



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: Also on the Hospital Foundation Board.

Volunteer Activities you have been involved with: My job at present is
Volunteer Coordinator at Hospital. Volunteer activities
part of my job.

How do you feel you could contribute to your chosen Board or Committee?

My experience + I have been part of the Multi Flex
Board since the beginning.

Mary Wilson

Applicant's Signature

Sept 2/21

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

GRM Multiplex Board

Are you a resident of Greenview?



Yes

☐ No

In town of Valleyview

Are you currently serving on a Municipal Board or Committee?



Yes



No

Which Board or Committee are you serving on and when does your term expire?

GRM Multiplex Board

Have you served on a Municipal Board or Committee in the past?



Yes



No

What Municipal Board or Committee have you served on and what year did you last serve?

GRM Multiplex Board

Personal Resume

Name: Jessica Lavoie

Home/Mailing Address: Box 2395 4714 56A Ave.

City: Valleyview Postal Code: T0H 3N0

Phone (home): (780) 552-4767 Phone (work): _____

Email: jblavoie@gmail.com

Qualifications: BEd - Phys. Ed Major



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: I have 10 years experience teaching and substitute teaching in the PE department, have organised basketball tournaments, and have been a member of

Volunteer Activities you have been involved with: Youth Group Leader, Soccer coach, High School Basketball coach, Parent Council sponsored events at OAP.

The Multiplex Board & Parent Council for OAP for 3 yrs

How do you feel you could contribute to your chosen Board or Committee?

I use the multiplex facility almost daily. We swim as a family, I use the running track and weight rooms personally, and participate in drop-in basketball & volleyball. I interact with many facility users as well, therefore my input in meetings will be extremely
Jessica Louche Sept. 3, 2021 informed & relevant.

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Greenview Regional Waste Management Commission (GRWMC) | | |
| SUBMISSION TO: | REGULAR COUNCIL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint two (2) Councillors and one (1) Councillor as the alternate to the Greenview Regional Waste Management Commission.

MOTION: That Council appoint Jake Drozda as a Member at Large to the Greenview Regional Waste Management Commission.

BACKGROUND/PROPOSAL:

The Greenview Regional Waste Management Commission is a partnership between the Town of Valleyview, the Town of Fox Creek and the Municipal District of Greenview No. 16. As of January 1st, 2010 the facility came under the management of the M.D. The Greenview Regional Landfill is a Class II Municipal Solid Waste Landfill that accepts commercial, industrial and institutional waste from the three communities as well as private companies within the member communities.

Jake Drozda has submitted an application form (please see attached).

Currently Councillor Shawn Acton, Councillor Les Urness and Councillor Dale Gervais as the alternate, sit on this commission.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Application



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Regional Landfill Committee

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

Regional Landfill Committee 2021

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

MPC

Landfill

Personal Resume

Name: Jake Drozda

Home/Mailing Address: Box 1295

City: Valherview Postal Code: T0H 3N0

Phone (home): 780 524 3254 Phone (work): 780 524 9701

Email: _____

Qualifications: years of experience



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: _____

Volunteer Activities you have been involved with: Organic Agriculture
boards

How do you feel you could contribute to your chosen Board or Committee?

opinion from a member of the community

[Signature]

Applicant's Signature

Sept 15 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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REQUEST FOR DECISION

| | | | |
|-----------------|--|--------------------------------------|------------|
| SUBJECT: | Grovedale / South Wapiti Recreation Board | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor as a Member at Large to the Grovedale/South Wapiti Recreation Board.

BACKGROUND/PROPOSAL:

The Grovedale/South Wapiti Recreation Board was established to provide recreational services to the Grovedale area.

Currently Councillor Bill Smith sits on this board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Heart River Housing Foundation**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Heart River Housing Foundation.

BACKGROUND/PROPOSAL:

The last of the three foundations consists of the municipalities to the north east of Greenview. Their mandate is to deal with issues regarding the senior's lodge, apartments, and low income housing in the respective municipalities. The foundation meets monthly.

Currently Councillor Dale Smith sits on this board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **High Prairie Advisory Council**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the High Prairie Advisory Council and one (1) Councillor as the alternate.

BACKGROUND/PROPOSAL:

The High Prairie Resource Advisory Council meets quarterly in High Prairie.

Currently Councillor Dale Smith sits on this council and Councillor Tom Burton as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **International Paper Committee**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the International Paper Committee and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

International Paper Committee, formerly Weyerhaeuser International Paper.

Currently Councillor Tom Burton sits on this committee with Councillor Bill Smith as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Joint Town Of Valleyview / MD of Greenview Committee | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint all members of council to the Joint Town of Valleyview/MD of Greenview Committee.

BACKGROUND/PROPOSAL:

This committee consists of both the Town of Valleyview Council and Greenview Council. This is an ad-hoc committee that reviews proposals and issues that jointly affect the Town and Greenview.

Council as a whole sits on this committee.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|--------------------------------------|--------------------------------------|------------|
| SUBJECT: | MD of Greenview Library Board | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint two (2) Councillors to the MD of Greenview Library Board.

MOTION: That Council appoint Roxanne Perron, Beverly Plamondon-Street, and Joshua McMillan to the MD of Greenview Library Board.

BACKGROUND/PROPOSAL:

The MD of Greenview Library Board was established in 2019 due to the dissolution of Grande Cache. This library board governs the Grande Cache and DeBolt libraries and acts as the primary liaison for the Valleyview, Grande Prairie and Fox Creek Libraries, as well as the Peace Library System.

Due to the expiration of agreements with Valleyview, Fox Creek and Grande Prairie the MD of Greenview Library Board is taking over the negotiations of these agreements and will be responsible for recommending members for appointment.

Councillor Tom Burton, and Councillor Tyler Olsen currently sit on this board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

MD of Greenview Library Board

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

MD Greenview Library Board - ~~2021~~ 2021 (Oct)
FCSS - 2021 (Oct) SDAB - 2021 (Oct)

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

MD Greenview Library Board - 2021
SDAB - 2021 FCSS - 2021

Personal Resume

Name: Roxanne Perron

Home/Mailing Address: Box 77

City: Little Smoky

Postal Code: T0H 3Z0

Phone (home): 780-524-8954

Phone (work): -

Email: roxanne.perron@gmail.com

Qualifications: 20+ years of board experience



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: 20+ years of board experience

Volunteer Activities you have been involved with: Little Smoky Community Centre, 4H, Toastmasters, PAL, Youth Group, WOW Friends of the library, Valleyview Enhancement, VV Fair & Rodao

How do you feel you could contribute to your chosen Board or Committee?

I am passionate about libraries & their value in our communities

Royanne Perron

Applicant's Signature

Sept 27/21

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

MD of Greenview Library Board Jan 26/22 (one year term)

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: Beverly Plamondon-Street

Home/Mailing Address: Box 242

City: Valleyview, AB

Postal Code: T0H 3N0

Phone (home): 780-524-2361

Phone (work): _____

Email: bjps1950@gmail.com

Qualifications: Active Library Board member at present. Licensed Practical Nurse for 20+ years. Baker-Bakery Supervisor prior - 5 yrs

Lioness Club - Secretary treasurer (Tumbler Ridge)



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: Have been a library board ^{member} for past 8 mos. Have attended monthly board meetings regularly. Taken part in learning sessions offered by PLSB. Prior to retirement worked as LPN; have taken many courses to improve & learn new nursing skills.

Volunteer Activities you have been involved with: Minor hockey fund raising events, participant in gardening club activities in community, planning & participating in community events as Lions Club member.

How do you feel you could contribute to your chosen Board or Committee?

Have been amazed at the depth of the library board system. This is definitely an ongoing learning process. I would like to have the opportunity to continue to serve on this board or renewal by participating in future library events, virtual and in person educational sessions, attending monthly meetings, being part of decision making.

B. Plamondon-Steele

Sept 23 / 21

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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MD OF GREENVIEW

MUNICIPAL DISTRICT
OF GREENVIEW No. 16

RECEIVED

SEP 15 2021

VALLEYVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

MD of Greenview Library Board

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

Greenview Regional Multiplex Board (Oct '21), Subdivision and Development Appeal Board (Oct '21), Greenview Library Board (Oct '21), Valleyview District Recreation Board (Oct '21), Little Smoky Cemetery Committee (Oct '21)

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: Joshua McMillan

Home/Mailing Address: P.O. Box 202

City: Valleyview

Postal Code: T0H 3N0

Phone (home): 780 300 8400

Phone (work): _____

Email: hello@joshmcmillan.ca

Qualifications: Bachelor of Arts - Music (Piano Focus)



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: 7+ years as a self employed businessman. Homeowner.
Born and raised in the Little Smoky area. Regular library ~~paper~~
user.

Volunteer Activities you have been involved with: _____

How do you feel you could contribute to your chosen Board or Committee?

I want to help grow and develop our libraries to meet the
needs of the community while providing a safe, fun, and
inclusive space for everyone.

John McMillan

Applicant's Signature

September 7, 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Millar Western Public Advisory Committee | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one member of Council and one Councillor as the alternate to the Millar Western Public Advisory Committee.

BACKGROUND/PROPOSAL:

Currently Councillor Shawn Acton sits on this committee with Councillor Dale Gervais as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Nitehawk Year-Round Adventure Park | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Nitehawk Ski Recreation Board and one Councillor as the Alternate.

BACKGROUND/PROPOSAL:

Nitehawk Recreation Area has been in existence since 1960 and run by a board of directors, a dedicated team of volunteers and a hard working crew of staff.

Currently Councillor Tyler Olsen sits on this board with Councillor Bill Smith as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|--|--------------------------------------|------------|
| SUBJECT: | Norbord Environmental Committee | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Norbord Environmental Committee and one Councillor as the alternate.

BACKGROUND

Currently Councillor Bill Smith sits in this committee with Councillor Shawn Acton as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

Norbord Inc.
ENVIRONMENTAL, HEALTH & SAFETY COMMITTEE
TERMS OF REFERENCE

Role of Environmental, Health and Safety Committee

Sustainable economic development is the principal operating philosophy of the Company. It means: “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” All employees, including all levels of management and the Board, must actively participate in making this philosophy part of daily decisions. The role of the Environmental, Health and Safety Committee is to assist the Board in overseeing the commitment of the Company to environmental, health and safety matters and to ensure that policies and procedures are in place so that the Company manages its responsibilities in these areas effectively.

Authority and Responsibilities

In carrying out its role, the Environmental, Health and Safety Committee has the following authority and responsibilities:

1. **Policies** - to review and make recommendations to the Board on environmental, health and safety policies of the Company (the “Policies”).
2. **Compliance** - to ensure:
 - (a) Programs and procedures are in place to effectively monitor the implementation and consistency of the Policies;
 - (b) Any non-compliance with the Policies is brought to the Board’s attention and corresponding action plans are handled in accordance with the Policies;
 - (c) Corporate assets and human resources are protected and multiple use and regeneration of natural resources is promoted;
 - (d) All material environmental, health and safety matters are brought to the Board’s attention, addressed and resolved;
 - (e) Environmental, health and safety charges or convictions or any that are threatened are brought to the Board’s attention; and
 - (f) A suitable environment, health and safety communication program is developed and implemented.

Composition and Procedures

1. **Size** – The Environmental, Health and Safety Committee will consist of a minimum of three Directors. The members and the Chair of the Committee are appointed by the Board upon the recommendation of the Corporate Governance and Nominating Committee and may be removed by the Board in its discretion.
2. **Qualifications** – All members of the Committee must be “independent” Directors within the meaning of section 1.4 of National Instrument 52-110.

3. **Meetings** – The Committee will meet as frequently as it determines is appropriate to fulfill its responsibilities, which will not be less than three times each year and a portion of each meeting will be held without the presence of management. Quorum for meetings will be a majority of the members of the Committee. Notice of meetings of the Committee shall be given not less than 48 hours before the time when the meeting is to be held. The Committee may invite any member of management, employee or other person to attend any of its meetings.
4. **Evaluation** – The Committee will conduct an annual evaluation of the performance of the Committee and the adequacy of these Terms of Reference and recommend any proposed change to the Board for approval.
5. **Access to Independent Advisors** – The Committee or any member of the Committee may at any time retain outside advisors and may request continuing education and/or on-site visits at the expense of the Company, subject to the approval of the Chair of the Board.
6. **Other Matters** – The Committee will conduct reviews and, where appropriate, recommend action by the Board on matters within its responsibilities.



REQUEST FOR DECISION

SUBJECT: **Northern Transportation Advocacy Bureau**
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 26, 2021 CAO: MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Northern Transportation Advocacy Bureau.

BACKGROUND/PROPOSAL:

The Northern Transportation Advocacy Bureau (NTAB) is a joint committee created through a partnership of PREDA and REDI.

The focus of this committee is to highlight the need for transportation infrastructure in Alberta's Northwest to ensure our region is competitive and efficiently access the global markets.

Currently Councillor Roxie Chapman sits on this board.

An alternate is not required for this committee.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT: **PACE Board of Directors**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Pace Board of Directors.

BACKGROUND/PROPOSAL:

Pace is an organization that provides a variety of services in the Grande Prairie community and area, including crisis intervention, family support, educational workshops, and counselling services involving sexual abuse, sexual assault, child abuse and trauma.

Pace meets once a month at the Grande Prairie PACE Office.

Currently Councillor Roxie Chapman sits on this board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Peace Library System Board**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Peace Library System Board and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

The goal of the Peace Library System Board is to help municipalities meet the information, educational and cultural needs of their residents in the most cost effective and efficient way. It provides a regional network of 30 public and 52 school libraries in an effective way of connecting residents and a way for member libraries to share resources and expertise, serving all of northwestern Alberta.

Unlike the previous Library Boards, Peace Library System requires a Council representative to speak to the needs of Greenview.

Currently Councillor Roxie Chapman sits on this board with Councillor Tom Burton as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Peace Region Economic Development Alliance (PREDA) | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Peace Region Economic Development Alliance and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

This Alliance is a consortium of municipalities, businesses and business groups across northwest Alberta having an interest in designing and managing a regional economic development strategy for the area. PREDA believes that by creating the conditions in which investment thrives, the evolution of new business developments will naturally follow. It focuses its initiatives on improving technological capabilities, identifying new sources of capital, improving entrepreneurship, and developing human resources.

Currently Councillor Roxie Rutt sits on this board with Councillor Tom Burton as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Policy Review Committee**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____
GM: _____
MANAGER: _____
PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint three (3) Councillors to the Policy Review Committee and seven (8) Councillors as alternates.

BACKGROUND/PROPOSAL:

Administration is reviewing all Policies for any changes needed to bring the Policies up-to-date. The Policy Review Committee is given copies of the updated policies for review and concerns. Meetings are bi-monthly or as needed at the Greenview Administration Building.

Currently Councillor Dale Gervais, Councillor Tom Burton and Councillor Roxie Rutt sits on this committee.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Smoky Applied Research & Demonstration Association (SARDA)**
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 26, 2021 CAO: MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Smoky Applied Research & Demonstration Association and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

SARDA is a non-profit organization which conducts research related to agriculture. It is one of the six applied research associations across the province (one in every agricultural region). The main goal of SARDA is to facilitate the transfer of new technology and sound production practices from research institution and industry to local producers by establishing farm demonstrations and applied research trials in the South East Peace Region.

Currently Councillor Dale Smith sits on this association with Councillor Les Urness as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **South Peace Regional Archives**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the South Peace Regional Archives and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

The purpose of the SPRA Society is to gather, preserve, and share the historical records of municipalities, organizations, businesses, families and individuals within the region, both now and in the future. These records reflect the personal, cultural, social, economic, and political life of the South Peace River Country of Alberta and are in all formats and media, including textual records, maps, plans, drawings, photographs, film and sound recordings.

Currently Councillor Shawn Acton sits on this board with Councillor Roxie Chapman as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Subdivision and Development Appeal Board (SDAB)**
SUBMISSION TO: ORGANIZATIONAL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 26, 2021 CAO: MANAGER:
DEPARTMENT: CAO SERVICES GM: PRESENTER:
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint Roxanne Perron, Ken Wilson, Stephen Lewis, Rene Moulun, and Joshua McMillan to the Subdivision & Development Appeal Board.

BACKGROUND/PROPOSAL:

The SDAB was established by the Municipal Government Act and consists of five members at large. The SDAB hears appeals lodged against all development permits and those subdivisions that are defined within the Act. The SDAB meets on an as-needed basis, approximately six times per year, but this can vary. Members of the SDAB cannot be members of the Municipal Planning Commission.

All applicants have submitted an application form (please see attached).

There is one empty seat on this board, Administration will continue to advertise until it has been filled.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Applications



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

SDAB

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

MPC 13 YEARS

Personal Resume

Name: _____

Home/Mailing Address: _____

City: _____ Postal Code: _____

Phone (home): _____ Phone (work): _____

Email: _____

Qualifications: _____



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: _____

Volunteer Activities you have been involved with: _____

How do you feel you could contribute to your chosen Board or Committee?

Applicant's Signature

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to serve as a member of a Board or Committee of Greenview Council. The information is collected under the authority of section 146 of the Municipal Government Act (MGA) and section 33 of the Freedom of Information and Protection of Privacy Act. The collection of this information can be directed to the Administrative Liaison to the respective Board and to the Board Selection Committee. Names, address and home telephone numbers of successful applications will be provided to the public.



MD OF GREENVIEW

MUNICIPAL DISTRICT
OF GREENVIEW No. 16

RECEIVED

SEP 15 2021

VALLEYVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Subdivision and development Appeal Board

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

Greenview Regional Multiplex Board (Oct '21), Subdivision Development Appeal Board (Oct '21), Greenview Library Board (Oct '21), Valleyview + District Recreation Board (Oct '21), Little Smoky Cemetery Committee (Oct '22)

Have you served on a Municipal Board or Committee in the past?

☐ Yes

☒ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name: Joshua McMillan

Home/Mailing Address: P.O. Box 202

City: Valleyview

Postal Code: T0H 3N0

Phone (home): 780 300 8400

Phone (work): _____

Email: hello@joshmcmillan.ca

Qualifications: Bachelor of Arts - Music (Piano Focus)



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: 7+ years as a self employed businessman. Homeowner.
Born and raised in the Little Smoky area.

Volunteer Activities you have been involved with: _____

How do you feel you could contribute to your chosen Board or Committee?

I recognize the importance of land development in growth, and want
to help resolve these issues in a way that balances the needs of the
community, as a whole, with the needs of the individual.

Debra McMillan

Applicant's Signature

September 7 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Subdivision & Development Appeal Board

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

SDAB - Exp. Oct. 2021 Greenview Library Board - Exp. Oct. 2021
FCSS - Exp. Oct. 2021

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

SDAB - 2021 Greenview Lib Library Board 2021
FCSS - 2021

Personal Resume

Name: Roxanne Perron

Home/Mailing Address: Box 77

City: Little Smoky Postal Code: T0H 3Z0

Phone (home): 780-524-8954 Phone (work): -

Email: roxanneperron@gmail.com

Qualifications: 20 years of board experience



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: 20+ years of board experience.

Volunteer Activities you have been involved with: Little Smoky Community Centre, 4H, Toastmasters, PAL, Youth Group, WOW, Friends of the Library, Valleyview Enhancement, V.V. Fair & Rodeo.

How do you feel you could contribute to your chosen Board or Committee?

I have a passion for development on both sides of the table. I'm also a team player & enjoy the process of resolution.

Ryan Loran

Applicant's Signature

Sept. 27/21

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

SUBDIVISION AND DEVELOPMENT APPEAL BOARD

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

CEMETERY COMMITTEE - LITTLE SMOKY

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

AG SERVICE BOARD 2021

Personal Resume

Name: STEPHEN LEWIS

Home/Mailing Address: Box 23

City: LITTLE SMOKY Postal Code: TOH 3Z0

Phone (home): 780 524 3611 Phone (work): 780 524 8538

Email: dayspr2m@TELUS.NET

Qualifications: INTERESTED IN LEARNING PROCESS



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: SOME YEARS ON AB SERVICE BOARD

Volunteer Activities you have been involved with: _____

How do you feel you could contribute to your chosen Board or Committee?

I WOULD LIKE TO BE INVOLVED IN SHAPING OUR COMMUNITY'S FUTURE

Applicant's Signature

SEPT. 30 2021

Date of Application

Return completed form and all attachments to:

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4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenvview.ab.ca

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MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

SDAB

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

COMMUNITY FUTURES BOARD OR BUSINESS DEVELOPMENT BANK.

(FIRST CHOICE) ↑

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

N/A

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve? (1993-2001)
COMMUNITY FUTURES AND CO-CHAIRED BUSINESS DEVELOPMENT
COMMITTEE, BYLAW COMMITTEE, BUILDING CODES COMMITTEE
FCSS COMMITTEE, LIBRARY BOARD COMMITTEE, COMMITTEE AS WHOLE

Personal Resume

Name: RENE A MOULUN

Home/Mailing Address: Box 535

City: Grande Cache, Alberta Postal Code: T0E 0Y0

Phone (home): 780-827-3880 Phone (work): 780-827-6180

Email: rene.moulun@icloud.com

Qualifications: GENERAL MANAGER OF HOME HARDWARE
AND HOME BUILDING SUPPLIES GRANDE CACHE. (2 STORES)
LOTS OF BUSINESS EXPERIENCE AND BUILDING EXPERIENCE

I ALSO WAS ON THE MD OF GREENVIEW COMMITTEE
THAT REVIEWED COUNCILLOR REMUNERATION ON
TRAVEL AND BENEFITS APPROXIMATELY 7 OR 8 YEARS AGO.



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: GRANDE CACHE
SCHOOL BOARD TRUSTEE 1979-1986 (7 YEARS)
TOWN COUNCILLOR (9 YEARS) ATTACHED VOLUNTEER
ACTIVITIES

Volunteer Activities you have been involved with: ATTACHED VOLUNTEER ACTIVITIES

How do you feel you could contribute to your chosen Board or Committee?

IM RETIRED LOTS OF TIME. LOT OF BOARDS, TOWN
COUNCIL, SCHOOL BOARD EXPERIENCE 50 YEARS GRANDE
CACHE RESIDENT COMMUNITY MINDSET



Applicant's Signature

OCT 13 / 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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RE-ELECT RENE MOULUN



To Council

- Grande Cache Resident for 30 years
- Manager of Home Hardware for 30 years
- School Board Trustee for 7 years
1979 - 1986
- Town Councillor for 12 years
1986 - 1989; 1992 - 2001
9 45 HRS 86-89
92-95
CRP 95-98
- Grande Cache Municipal Library Board
- West Yellowhead Investment Review Board member
- West Yellowhead Community Futures Board member (10 years)

Past Community Commitments

- Kinsmen President • Cystic Fibrosis & Blood Donor Chairman
- Director, Grande Cache Curling Club • Minor hockey & Minor ball coach (10 yrs.)
- 1994 Director of Grande Cache 25th Anniversary Celebrations
- 1995 Protocol & Grand Opening Chairman Zone V Summer Games
- Independent Order of Foresters member

"Known for being well organized, accountable for fiscal and economic responsibility. Strong family and community values."

"Past experiences help in being a Good Councillor."

"I am always very accessible to all Grande Cache residents to listen to your concerns, bring them up to council and follow-up."

Thank You

*Because there is a Better Way. On Oct. **15th***

**Please
Vote**

MOULUN, Rene

FOR COUNCILLOR

X

BUSINESS



DEVELOPMENT
CENTRE

*of Your Dedication
and Commitment
To
Community
Economic
Development*

*Rene Moulun
1993 - 2001*

West York Regional Council



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? Please complete a separate form for each board you are applying for.

Municipal Planning Commission (I would consider other boards)

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☐ Yes

☒ No

Which Board or Committee are you serving on and when does your term expire?

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

Personal Resume

Name:

Same As Previous Resume

Home/Mailing Address:

City:

Postal Code:

Phone (home):

Phone (work):

Email:

Qualifications:

Volunteer Activities you have been involved with: _____

How do you feel you could contribute to your chosen Board or Committee?



Applicant's Signature

Oct 13 / 2021

Date of Application

Return completed form and all attachments to:

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4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
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REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | The River of Death and Discovery Dinosaur Museum Society (Philip J Currie) | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to The River of Death and Discovery Dinosaur Museum Society and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

A not-for-profit society formed in 2010, the River of Death and Discovery Dinosaur Museum Society (RDDDMS) operates the Philip J. Currie Dinosaur Museum under a tenancy lease agreement with the County of Grande Prairie No.1 and extends an endowed professorship in palaeontology with the University of Alberta.

Currently Councillor Tyler Olsen sits on this society with Councillor Dale Gervais as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Valleyview & District Medical Centre | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint three (3) Councillor to the Valleyview & District Medical Centre and one (1) Councillor as the alternate.

BACKGROUND/PROPOSAL:

Representatives from the Town of Valleyview and Greenview meet on an as-needed basis to discuss operations.

Currently Councillor Shawn Acton, Councillor Roxie Chapman, and Councillor Dale Smith sit on this board with Councillor Dale Gervais as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Valleyview & District Recreation Board | | |
| SUBMISSION TO: | REGULAR COUNCIL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor and (1) alternate to the Valleyview & District Recreation Board.

MOTION: That Council appoint Kim Havell and Sara Nichol to the Valleyview & District Recreation Board.

BACKGROUND/PROPOSAL:

Under the agreement with the Town of Valleyview, Greenview has a Councillor appointed to this Board. The purpose of the Recreation Board is to develop policies and implement programs, which are carried out by the Recreation Director. The board meets monthly.

Councillor Shawn Acton currently sits on this board.

All applicants have submitted an application form (please see attached).

This will leave one vacancy on this board. Administration will continue to advertise until the position has been filled.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Applications



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Valleyview + District Rec Board

Are you a resident of Greenview?



Yes



No

Are you currently serving on a Municipal Board or Committee?



Yes



No

Which Board or Committee are you serving on and when does your term expire?

VV Rec Board Oct 1/21

Have you served on a Municipal Board or Committee in the past?



Yes



No

What Municipal Board or Committee have you served on and what year did you last serve?

Same + I've been on this board for years

Personal Resume

Name:

Kim Havell

Home/Mailing Address:

Box 158

City:

Sunset House AB

Postal Code:

T0H 3H0

Phone (home):

780 524 4495

Phone (work):

780 552 6427

Email:

kim.havell@naps.ca

Qualifications:

NGPS staff for many years as well as a board member



MD OF GREENVIEW

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: _____

Volunteer Activities you have been involved with: Alberta High School
Rodeo - Valleyview Ag Society

How do you feel you could contribute to your chosen Board or Committee?

I bring years of contributions to this
board

K Howell

Applicant's Signature

Sept 21/21

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 – 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

What Municipal Board or Committee are you interested in serving on? **Please complete a separate form for each board you are applying for.**

Valleyview + District Recreation Board

Are you a resident of Greenview?

☒ Yes

☐ No

Are you currently serving on a Municipal Board or Committee?

☒ Yes

☐ No

Which Board or Committee are you serving on and when does your term expire?

this one. Oct 1 2021

Have you served on a Municipal Board or Committee in the past?

☒ Yes

☐ No

What Municipal Board or Committee have you served on and what year did you last serve?

this one.

Personal Resume

Name: Sara Nichol

Home/Mailing Address: Box 33

City: Little Smoky Postal Code: TOH 3Z0

Phone (home): 780 524 9394 - cell Phone (work): 780 524 4020 - work

Email: pitchforkvalleyranch@gmail.com

Qualifications: resident of MD Greenview, active community member

APPLICATION

Appointment to a Municipal
Board/Committee

Please Print

Experience: I have previously sat on this board since 2019
and am actively involved in the recreation activities
in Little Smoky.

Volunteer Activities you have been involved with: Little Smoky Community
Hall - vice president currently and active member for
10yrs. Prairie Rose Light Horse 4H club alumni

How do you feel you could contribute to your chosen Board or Committee?

I feel that my prior experience with this board, my
continued commitment to learn about the ~~relate~~ available
resources and planning opportunities contribute to the board
in a positive manner. I also enjoy reporting to/from the community
meetings, I attend, and helping the Little Smoky Community implement
some of the things I have learned from conferences.



Applicant's Signature

Oct 19 2021

Date of Application

Return completed form and all attachments to:

Executive Assistant to Council, MD of Greenview
4806 - 36th Avenue
PO Box 1079
Valleyview, AB T0H 3N0
Email: Wendy.Holscher@mdgreenview.ab.ca

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REQUEST FOR DECISION

SUBJECT: **Valleyview Seed Cleaning Plant**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Valleyview Seed Cleaning Plant.

BACKGROUND/PROPOSAL:

The Valleyview Seed Cleaning Plant meets approximately three times a year.

Currently Councillor Dale Smith sits on this board.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Veterinary Services Incorporated (VSI) | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Veterinary Services Incorporated Board of Directors and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

VSI is a program that provides a cost-shared service to the livestock producers within our municipality. A yearly meeting is held in December to discuss fee schedules and services provided by VSI.

Currently Councillor Dale Smith sits on this board with Councillor Bill Smith as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Wapiti River Management Plan Committee | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Wapiti River Management Plan Committee and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

The Wapiti River Water Management (WRWMP) Stakeholder Group consists of municipalities within the region as well as provincial and federal government departments, industry, user groups and the Might Peace Watershed Alliance. The group is tasked with providing recommendations to the Provincial Government.

Currently Councillor Bill Smith sits on this committee with Councillor Tom Burton as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

| | | | |
|-----------------|--|--------------------------------------|------------|
| SUBJECT: | Weyerhaeuser Advisory Committee | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint one Councillor to the Weyerhaeuser Advisory Committee and one Councillor as the alternate.

BACKGROUND/PROPOSAL:

This Committee was established by Weyerhaeuser, and is comprised of stakeholders who have an interest in their Forest Management Area. The Committee meets monthly to discuss issues and concerns raised about Weyerhaeuser's F.M.A. practices.

Currently Councillor Duane Didow sits on this committee with Councillor Bill Smith as the alternate.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.



REQUEST FOR DECISION

SUBJECT: **Grovedale Cemetery Committee**
SUBMISSION TO: ORGANIZATIONAL MEETING
MEETING DATE: October 26, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
GM: _____ PRESENTER: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 97-218

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Grovedale Cemetery Committee.

BACKGROUND/PROPOSAL:

Council has established a bylaw appointing five community members to the committee as well as one Councillor. The Cemetery Committees run on three year terms with this term ending October of 2022.

Councillor Bill Smith sat on this board previously.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Application
- Bylaw 97-218



REQUEST FOR DECISION

| | | | |
|-----------------|--|--------------------------------------|------------|
| SUBJECT: | New Fish Creek Cemetery Committee | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 97-218

RECOMMENDED ACTION:

MOTION: That Council appoint (1) Councillor to the New Fish Creek Cemetery Committee.

BACKGROUND/PROPOSAL:

The New Fish Creek Cemetery is one of four cemeteries within Greenview. Council has established a bylaw appointing five community members to the committee as well as one Councillor. The Cemetery Committees run on three year terms with this term ending October of 2022.

Councillor Dale Smith sat on this board previously.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Application
- Bylaw 97-218



REQUEST FOR DECISION

| | | | |
|-----------------|--|--------------------------------------|------------|
| SUBJECT: | Sunset House Cemetery Committee | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 97-218

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Sunset House Cemetery Committee.

BACKGROUND/PROPOSAL:

The Sunset House Cemetery is one of four cemeteries within Greenview. Council has established a bylaw appointing five community members to the committee as well as one Councillor. The Cemetery Committees run on three year terms with this term ending October of 2022.

Councillor Shawn Acton Sat on this board previously.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Application
- Bylaw 97-218



REQUEST FOR DECISION

| | | | |
|-----------------|---|--------------------------------------|------------|
| SUBJECT: | Grande Cache Cooperatives & Enterprises Cemetery Committee | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 97-218

RECOMMENDED ACTION:

MOTION: That Council appoint one (1) Councillor to the Grande Cache Cooperatives & Enterprises Cemetery Committee.

BACKGROUND/PROPOSAL:

In December 2017, Council authorized the development of a Cemetery Committee for the Grande Cache Cooperatives and Enterprises to manage and maintain grave sites at all the surrounding communities. Council approved funding to contribute to this committee through their annual budgeting process, with additional funding approved at the June 25, 2018 Regular Council Meeting.

Councillor Winston Delorme sat on this board previously.

Currently Marlin Moberly, Alvin Findlay, and Shirley Haggart sit on this board, with the remaining 3 seats vacant.

FINANCIAL IMPLICATION:

As per Policy 1008, honorariums may be incurred. Council honorariums are included in the yearly Operating Budget.

ATTACHMENT(S):

- Application
- Bylaw 97-218



REQUEST FOR DECISION

| | | | |
|-----------------|------------------------|--------------------------------------|------------|
| SUBJECT: | CAO Covenant | | |
| SUBMISSION TO: | ORGANIZATIONAL MEETING | REVIEWED AND APPROVED FOR SUBMISSION | |
| MEETING DATE: | October 26, 2021 | CAO: | MANAGER: |
| DEPARTMENT: | CAO SERVICES | GM: | PRESENTER: |
| STRATEGIC PLAN: | Level of Service | LEG: | |

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1007

RECOMMENDED ACTION:

MOTION: That Council accept and execute the CAO Covenant as presented.

BACKGROUND/PROPOSAL:

The purpose of this Council-CAO covenant is to formalize relational protocols to support respect for each other's functions. A Council-CAO Covenant commits both parties to seek clarity in the relationship, as well as emphasize the sincerity of undertaking their respective roles appropriately.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Council and CAO will have a clear understanding of their roles and responsibilities in regards to working together.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council can choose not to accept the recommended motion, however this would go against Policy.

FINANCIAL IMPLICATION:

Direct Costs:

Ongoing / Future Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision, Council and CAO will sign off on the covenant.

ATTACHMENT(S):

- Policy 1007
- CAO Covenant

Title: Council-Chief Administrative Officer Covenant

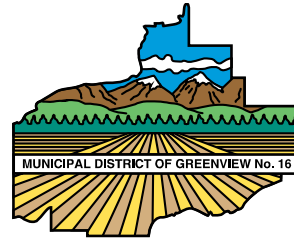
Policy No: 1007

Effective Date: July 9, 2013

Motion Number: 18.05.287

Supersedes Policy No: (None)

Review Date: May 28, 2018



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Purpose: The purpose of this Council-CAO covenant is to formalize relational protocols to support respect for each other's functions. A Council-CAO Covenant commits both parties to seek clarity in the relationship, as well as emphasize the sincerity of undertaking their respective roles appropriately.

DEFINITIONS

Council means the Reeve and Councillors of the M.D of Greenview No. 16 for the time being elected pursuant to the provisions of the Local Authorities Election Act whose term is unexpired, who have not resigned, and who continue to be eligible to hold office as such under the terms of the Municipal Government Act.

Chief Administrative Officer (CAO) means the person appointed by Council pursuant to Sections 207-210 of the Municipal Government Act.

Senior Leadership Team (SLT) means the CAO, the General Manager of Infrastructure and Planning, the General Manager of CAO and Corporate Services, and the General Manager of Community Services.

The Covenant means the Council-CAO Covenant outlined herein.

POLICY

1. An effective organization demonstrates clarity and trust in the relationship between Council and its Chief Administrative Officer.
2. Establishing a Council-CAO Covenant commits both parties to seeking clarity in the relationship and to seriously undertake conduct within their respective roles appropriately.
3. The Covenant, as described, is authorised for the Reeve, Council Members and Chief Administrative Officer to sign for added authority.

4. The Covenant may be reviewed and amended from time to time with the mutual consent of the parties.

PROCEDURE

1. The Covenant shall be executed by all parties at the beginning of each political term at the organizational meeting following the General Election.
2. The Covenant shall be provided annually and whenever a new member of council begins their term. At these times this Covenant shall be reaffirmed by Council Motion.

APPENDIX

The Covenant is attached to this Policy as Schedule A.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Council - Chief Administrative Officer Covenant

PURPOSE:

The purpose of this Council-CAO covenant is to formalize relational protocols to support respect for each other's functions. A Council-CAO Covenant commits both parties to seek clarity in the relationship, as well as emphasize the sincerity of undertaking their respective roles appropriately.

PRINCIPLES:

- 1.1. An effective organization demonstrates clarity and trust in the relationship between Council and its Chief Administrative Officer.
- 1.2. Establishing a Council-CAO Covenant commits both parties to seeking clarity in the relationship and to seriously undertake conduct within their respective roles appropriately.
- 1.3. The Covenant, as described, is authorised for the Reeve, Council Members and Chief Administrative Officer to sign for added authority.
- 1.4. The Covenant shall be executed by all parties at the beginning of each political term at the organizational meeting following the General Election.
- 1.5. The Covenant shall be provided annually and whenever a new member of council begins their term. At these times this Covenant shall be reaffirmed by Council Motion.
- 1.6. The Covenant may be reviewed and amended from time to time with the mutual consent of the parties.

COVENANT

1. The Members of Council will:

- 1.1 Carry out the responsibilities set out in the Municipal Government Act, and other applicable legislation; and follow the Bylaws and Policies of Greenview, to the best of their abilities;
- 1.2 Make decisions which are believed to be in the best interests of Greenview;

- 1.3 Review the background information and advice provided by Administration prior to rendering a decision;
- 1.4 Seek further input from the Senior Leadership Team (SLT) when there is uncertainty regarding the issues or the preferred course of action;
- 1.5 Refer any complaints, either written or verbal; about the decisions of Council or the actions of the organization, to the Chief Administrative Officer for review, comment and follow-up as appropriate;
- 1.6 Refrain from making any commitments on behalf of Council to individual citizens or groups other than a commitment to take the request to Council or the Chief Administrative Officer for response;
- 1.7 Seek to participate actively in the decision making process;
- 1.8 Refrain from any public or private criticism of the organization, or individual employees;
- 1.9 Act as good stewards for Greenview;
- 1.10 Demonstrate ethical conduct as public servants;
- 1.11 Provide effective leadership through guiding the corporation and the municipality through the approved strategic directions and goals, and the priorities set in annual budgets, and by agreeing to reasonable policies which reflect the best interests of Greenview;
- 1.12 Respect the apolitical nature of the office of Chief Administrative Officer and to receive their advice as being in the perceived interest of the community and/or organization. Councillors will respectfully listen to comments in response to questions posed at Council Meetings and will ensure that the CAO is accorded a respectful audience;
- 1.13 Internal requests for information and questions relative to Administration will be directed through the offices of the CAO and SLT.
- 1.14 Respect the apolitical nature of senior staff and treat their advice and reports with respect. Councillors will not knowingly or willfully interfere with their work and will coordinate concerns through the CAO and SLT, and;
- 1.15 Ensure a thorough and detailed evaluation of the performance of the CAO is conducted at least once annually and involve the CAO in this process so as to ensure a full understanding of Council's candid assessment.
 - a. Provide two (2) weeks' notice to the CAO and all members of Council that a formal evaluation will be occurring to allow parties time to prepare;
 - b. Provide the CAO with a written assessment from Council;

- c. Allow the CAO the opportunity to respond to the performance evaluation by providing a written response letter that will be shared with all members of Council;

- 1.16 Council will annually conduct a self-assessment on Council and how they are functioning;
- 1.17 Council acknowledges that Administration will introduce counterpoints and alternate viewpoints as part of their advisory role, and that information should be treated with respect; and
- 1.18 When possible, make information requests in advance of Council Meetings so as to allow Administration time to research answers.

2. The Chief Administrative Officer will:

- 2.1 Abide by the Municipal Government Act, and other applicable legislation, as well as the Bylaws and Policies of the M.D of Greenview to the best of their abilities;
- 2.2 Conduct them self as the chief policy advisor in an honest and ethical manner;
- 2.3 Ensure that the Reeve and Councillors are accorded respect in all personal and public comments;
- 2.4 Provide advice on all issues which is professionally sound, ethical, legal, and in accordance to the policies and resolutions of Council;
- 2.5 Guide the actions of the organization so that they are in accordance with the policies and resolutions of Council;
- 2.6 Act only on the will of Council as a whole as established by the resolutions, policies and bylaws of Greenview Council;
- 2.7 Forward any complaints or concerns of Council to the appropriate department and individual, so that reasonable and prompt follow-up is assured;
- 2.8 Ensure that Council is made aware of the full picture with regard to each issue, at least to the extent that the organization is aware of such information and ensure that Council has access to the reasonable decision options, as well as a recommendation as your Chief Administrative Officer;
- 2.9 Seek to ensure that Council is aware of any key issues as they arise and therefore mitigate the problems associated with surprises;
- 2.10 Maintain a current understanding of the applicable legislation as well as relevant programs, policies, and initiatives, of the Provincial and Federal governments;
- 2.11 Admit to any mistakes of substance made individually and on behalf of staff, and take corrective action;

- 2.12 Listen carefully to the concerns of Council vis-a-vis performance and seek to improve any deficiencies on an ongoing basis;
- 2.13 Ensure that all major issues are tracked in sufficient detail so as to advise Council of any progress, anticipated problems, or decision points.

3. Relationship Building

In recognition that the relationship between Council and the CAO is paramount in the effective governance and operations of the M.D of Greenview, Council and the CAO, jointly agree to the following:

- 3.1 Hold a minimum of two (2) informal meetings between Council, the CAO and the SLT to discuss the status of the organization and the Council/Administration relationship.
 - a. Council, the CAO and the SLT agree that discussions will generally focus on the following:
 - i. Overall health and future dynamics impacting the organization;
 - ii. General concerns regarding the organization;
 - iii. Current relationship between Council and Administration;
 - iv. General inquiries relating to the operation of departments; and,
 - v. Concerns related to policies and programs of the municipality.
 - b. Council, the CAO and the SLT shall generally refrain from discussing:
 - i. Hiring and firing of staff;
 - ii. Individual staff performance; and,
 - iii. Formal matters more appropriate for discussion at Council Meetings.
- 3.2 It is understood that the informal meeting is to foster a positive relationship and not to conduct Council Business, give direction, or overstep the roles of the respective parties.

Signed this _____ day of _____, 2021.

| | |
|---------------------|-----------------------|
| _____ Reeve | _____ Deputy Reeve |
| _____ Councillor | _____ Councillor |
| _____ Councillor | _____ Councillor |
| _____ Councillor | _____ Councillor |
| _____ Councillor | _____ Councillor |
| _____ Councillor | _____ Councillor |

Signed this _____ day of _____, 2021.

Stacey Wabick, Chief Administrative Officer