



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

October 12, 2021

9:00 AM

Administration Building
Valleyview, AB

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES		
	3.1 Regular Council Meeting Minutes held September 28, 2021.		3
	3.2 Business Arising from the Minutes		
#4	PUBLIC HEARING		
	9:15 a.m.		
	4.1 Bylaw 21-881 Public Hearing		17
	4.2 Bylaw 21-882 Public Hearing		23
#5	DELEGATION		
#6	BYLAWS		
	6.1 Bylaw 21-892 Procedural Bylaw Amendment		30
	6.2 Bylaw No. 21-881 Re-designate from Agricultural One (A-1) District to Country Residential One (CR-1) District		49
	6.3 Bylaw No. 21-882 Re-designate from Agricultural One (A-1) District to Institutional (INS) District		57
#7	BUSINESS		
	7.1 Policy 1008 Council and Board Member Remuneration		69
	7.2 Policy 1002 Travel and Subsistence		105

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#8 NOTICE OF MOTION

#9 CLOSED SESSION

#10 MEMBERS REPORTS/EXPENSE CLAIMS	<ul style="list-style-type: none"> • Ward 1 • Ward 4 • Ward 6 • Ward 7 • Ward 8 • Ward 9 	264
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#11 ADJOURNMENT

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Greenview Administration Building,
Valleyview, Alberta on Tuesday, September 28, 2021

#1
CALL TO ORDER
PRESENT

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

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

ATTENDING

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

ABSENT

Chief Financial Officer	Aleks Nelson
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#2
AGENDA

MOTION: 21.09.466 Moved by: COUNCILLOR DALE GERVAIS
That Council adopt the September 28, 2021, Regular Council Meeting
Agenda as amended

- Agenda Item 7.5 revised RFD
- Addition of 9.3 Section 19 FOIP
- Move Agenda Item 9.1 to New Business 7.10

For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor
Urness, Councillor Chapman, Councillor Acton, Councillor Burton,
Councillor Olsen, Councillor Delorme

Against: Deputy Reeve Bill Smith

CARRIED

**#3
MINUTES**

MOTION: 21.09.467 Moved by: COUNCILLOR ROXIE CHAPMAN
That Council adopt the minutes of the Regular Council Meeting held on Tuesday, September 14, 2021, as presented.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith
CARRIED

**#3.2
BUSINESS ARISING
FROM THE MINUTES**

3.2 BUSINESS ARISING FROM MINUTES
- Truth and Reconciliation Day – educational component for internal staff.

**BYLAW 21-879 SECOND
READING**

6.1 BYLAW NO. 21-879 RE-DESIGNATE FROM AGRICULTURAL ONE (A-1) DISTRICT TO COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT
MOTION: 21.09.468 Moved by: COUNCILLOR DUANE DIDOW
That Council give Second Reading to Bylaw No. 21-879 to re-designate a 3.91-hectare (9.67-acre) ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-28-70-22-W5, as amended. (Option 2)
For: Councillor Gervais, Councillor Didow, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme,
Against: Reeve Dale Smith, Deputy Reeve Bill Smith
CARRIED

**BYLAW 21-879 THIRD
READING**

MOTION: 21.09.469 Moved by: COUNCILLOR WINSTON DELORME
That Council give Third Reading to Bylaw No. 21-879 to re-designate a 3.91-hectare (9.67 acre) ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-28-70-22-W5, as amended.
For: Councillor Gervais, Councillor Didow, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme,
Against: Reeve Dale Smith, Deputy Reeve Bill Smith
CARRIED

#4 PUBLIC HEARING

**4.0 PUBLIC HEARING
4.1 BYLAW 21-890**

Chair Dale Smith opened the Public Hearing regarding Bylaw 21-890 at 9:34 a.m.

IN ATTENDANCE

Leona Dixon, Development Officer

**REFERRAL AGENCY &
ADJACENT**

Development Officer, Leona Dixon, provided a summary of the responses from referral agencies.

**LANDOWNER
COMMENTS**

**APPLICANT
BACKGROUND
INFORMATION**

The re-designation would allow for both encroaching landowners to purchase and consolidate Lot 26W with Lot 27, Block 29, Plan 772 2953, and Lot 123W with Lot 124, Block 26, Plan 772 2943, bringing both lots into compliance with Grande Cache Land Use Bylaw 799. Both landowners have indicated that they wish to purchase the UR-1 lots.

Complaints were received from landowners regarding development that appeared to be encroaching onto public property on Lots 26W and Lot 123W. Encroachments were confirmed through the survey dated September 24, 2018, and the survey revealed the following:

- Plan 772 2953, Block 29, Lot 27 encroaches onto public walkway Lot 26W by a fence that blocks public access to the walkway. As well, the garage does not meet the required side yard setback of 1.2m (4.0 ft.) and the asphalt driveway encroaches onto the entire public walkway. However, this is considered a legal non-conforming building.
- Plan 772 2953, Block 26, Lot 124 encroaches onto public walkway Lot 123W by a fence that blocks the public access to the walkway.
- Plan 772 2953, Block 29, Lots 37 & 39 are compliant.

On May 25, 2021, options were presented to Council and motion 21.05.275 was made to solve the encroachment issues.

**QUESTIONS FROM
COUNCIL**

The Chair called for any questions from Council.
Reeve Smith asks if the lots will need subdividing as well as rezoning, and if the zoning that shows on the Munisight Cadastre is correct and up to date.

IN FAVOUR

The Chair requested that anyone in favour of the application come forward.
Hearing None.

OPPOSED

The Chair requested that anyone opposed of the application come forward.
Hearing None.

**QUESTIONS FROM THE
APPLICANT OR
PRESENTER**

The Chair called for any questions form the Applicant or those that had spoke in favour or against the application.
Hearing None.

**FAIR & IMPARTIAL
HEARING**

The Chair asked the Applicant if they had a fair and impartial hearing.

CLOSING BYLAW

Chair Dale Smith closed the Public Hearing regarding Bylaw 21-890 at 9:41 a.m.

4.2 BYLAW 21-880

Chair Dale Smith opened the Public Hearing regarding Bylaw 21-891 at 9:41 a.m.

IN ATTENDANCE

Leona Dixon, Development Officer

**REFERRAL AGENCY &
ADJACENT
LANDOWNER
COMMENTS**

Development Officer, Leona Dixon, provided a summary of the responses from referral agencies and adjacent landowners.

**APPLICANT
BACKGROUND
INFORMATION**

The re-designation would allow for encroaching landowners to purchase and consolidate the 3.5 m width lot adjacent to them, bringing lots into compliance with Grande Cache Land Use Bylaw 799. Several landowners have indicated that they wish to purchase the UR-1 lots.

When the subdivision, commonly known as Phase 6, was being developed in 1997, there was 10 m wide strip of land between two rows of residential lots and was designated to be an MR. In 2008, Council passed Bylaw 677 to dispose of 3.5 m wide strip of land and make those portions available to the adjacent property owners to purchase and consolidate with their residential lots. This would make the adjacent residential lots bigger and reduce the MR to a 3.0 m strip of land.

In 2009, the strip was subdivided, and the proposed subdivision application stated the reason for the subdivision was "The 10m wide MR strip was considered excessive and beyond that is normally required to provide for pedestrian and other access and to provide separation between two rows of lots both which consist of low-density residential lots." Some property owners have purchased the 3.5 m strip and consolidated with their lot, but many have not.

On May 25, 2021, options were presented to Council and motion 21.05.274 was made to solve the encroachment issues by offering the 3.5 m wide strip to adjacent landowners.

**QUESTIONS FROM
COUNCIL**

The Chair called for any questions from Council.

Councillor Olsen asks, looks like we are doing it all to the manufactured home subdivision, what about the lots that back onto the single detached residential zone?

Councillor Delorme asks if Council is only dealing with the North side today as it is three separate zonings.

Reeve Smith says Munisight zones it Municipal Reserve. Is that different than Urban Reserve? Is Munisight up to date?
Councillor Gervais asks that the corrections and issues will be made before this comes back for second reading.

IN FAVOUR

The Chair requested that anyone in favour of the application come forward.
Hearing none.

OPPOSED

The Chair requested that anyone opposed of the application come forward.
Hearing none.

**QUESTIONS FROM THE
APPLICANT OR
PRESENTER**

The Chair called for any questions form the Applicant or those that had spoke in favour or against the application.
Hearing None.

**FAIR & IMPARTIAL
HEARING**

The Chair asked the Applicant if they had a fair and impartial hearing.

CLOSING BYLAW

Chair Dale Smith closed the Public Hearing regarding Bylaw 21-891 at 9:50 a.m.

#5 DELEGATIONS

5.0 DELEGATIONS

There were no Delegations presented.

**#6
BYLAWS**

6.0 BYLAWS

**BYLAW 21-880 SECOND
READING**

**6.2 BYLAW NO. 21-880 RE-DESIGNATE FROM AGRICULTURAL ONE (A-1)
DISTRICT TO COUNTRY RESIDENTIAL ONE (CR-1) DISTRICT**

MOTION: 21.09.470 Moved by: COUNCILLOR ROXIE CHAPMAN
That Council give Second Reading to Bylaw No. 21-880 to re-designate a 4.04-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-09-71-25-W5.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

CARRIED

**BYLAW 21-880 THIRD
READING**

MOTION: 21.09.471 Moved by: COUNCILLOR ROXIE CHAPMAN
That Council give Third Reading to Bylaw No. 21-880 to re-designate a 4.04 hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE-09-71-25-W5.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith
CARRIED

**BYLAW 21-896 FIRST
READING**

**6.3 BYLAW NO. 21-896 – CONSOLIDATION OF LAND USE BYLAWS:
GRANDE CACHE (BYLAW 799) AND MD OF GREENVIEW (BYLAW 18-800)**
MOTION: 21.09.472 Moved by: COUNCILLOR SHAWN ACTON
That Council give First Reading to Land Use Bylaw No. 21-896, as amended.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith
CARRIED

Reeve Dale Smith recessed the meeting at 10:22 a.m.
Reeve Dale Smith reconvened the meeting at 10:30 a.m.

#7 NEW BUSINESS

7.0 NEW BUSINESS

**ALTAGAS FRANCHISE
FEE**

7.1 ALTAGAS FRANCHISE FEE – GRANDE CACHE
MOTION: 21.09.473 Moved by: COUNCILLOR TYLER OLSEN
That Council agrees to have the franchise fee for the Hamlet of Grande Cache AltaGas Gas Distribution Agreement remain at 0% for 2022.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith
CARRIED

ATCO FRANCHISE FEE

7.2 ATCO FRANCHISE FEE – HAMLET GRANDE CACHE
MOTION: 21.09.474 Moved by: COUNCILLOR DUANE DIDOW
That Council agrees to have the franchise fee for the Hamlet of Grande Cache ATCO Electric Distribution remain at 0% for 2022.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith
CARRIED

**TAX PAYMENT
PROPOSAL**

7.3 TAX PAYMENT PROPOSAL

MOTION: 21.09.475 Moved by: COUNCILLOR DALE GERVAIS

That Council take no action on the proposed payment plan from Razor Energy Corporation, for their 2020 and 2021 property taxes and penalties.

For: Councillor Gervais, Councillor Didow, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Deputy Reeve Bill Smith

Against: Reeve Dale Smith, Councillor Delorme

CARRIED

**2022 MUNICIPAL
INTERN**

7.4 2022 MUNICIPAL INTERN APPLICATION

MOTION: 21.09.476 Moved by: COUNCILLOR TOM BURTON

That Council direct Administration to submit an application for a Municipal Intern under the 2022 Municipal Internship Program offered through Municipal Affairs.

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

CARRIED

INTERN EXPENSES

MOTION: 21.09.477 Moved by: COUNCILLOR ROXIE CHAPMAN

That Council approve to cover additional expenses for the Intern, with \$10,000 to be accounted for in the 2022 Budget and \$35,000 in the 2023 Budget.

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

CARRIED

**APPROACH
APPLICATION**

7.5 APPROACH APPLICATION REQUEST

MOTION: 21.09.478 Moved by: COUNCILLOR SHAWN ACTON

That Council approve a third farmland approach for field access to SW 18-70-19 W5M.

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

CARRIED

**2021 AGGREGATE
SUPPLY**

7.6 2021 AGGREGATE SUPPLY RFQ

RIDGEVALLEY/CC

MOTION: 21.09.479 Moved by: COUNCILLOR TOM BURTON
That Council agree to purchase 25,000 tonnes of 4:25 gravel for the Ridgevalley / Crooked Creek area from Glacier Rock Resources Inc. in the amount of \$350,000 according to the terms of the 2021 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

CARRIED

NEW FISH CREEK

MOTION: 21.09.480 Moved by: COUNCILLOR DALE GERVAIS
That Council agree to purchase 25,000 tonnes of 4:25 gravel for the New Fish Creek area from Glacier Rock Resources Inc. in the amount of \$350,000 according to the terms of the 2021 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

CARRIED

**SUNSET
HOUSE/SWEATHOUSE**

MOTION: 21.09.481 Moved by: COUNCILLOR DALE GERVAIS
That Council agree to purchase 25,000 tonnes of 4:25 gravel for the Sunset House / Sweathouse area from Glacier Rock Resources Inc. in the amount of \$350,000 according to the terms of the 2021 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

CARRIED

**NORTH FORESTRY
TRUNK**

MOTION: 21.09.482 Moved by: COUNCILLOR TOM BURTON
That Council agree to purchase 75,000 tonnes of 4:25 gravel for the North Forestry Trunk Road Area from Timber Pro Logging Ltd. in the amount of \$1,068,750 according to the terms of the 2021 Aggregate Supply RFQ with funding to come from Operations' Gravel Purchasing budget.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Burton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

CARRIED

7.7 CLAY SHOOT REPORT

CLAY SHOOT REPORT

MOTION: 21.09.483 Moved by: COUNCILLOR TYLER OLSEN

That Council accept the 2021 Greenview Clay Shoot event report for information, as presented.

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

CARRIED

CLAY SHOOT DATE

MOTION: 21.09.484 Moved by: COUNCILLOR DALE GERVAIS

That Council authorize Administration to hold a Clay Shoot event on September 8, 2022, with a budget upset limit of \$30,000 with funds to come from the 2022 Greenview Communications Budget.

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

CARRIED

7.8 EVERGREENS FOUNDATION LETTERS OF SUPPORT

EVERGREENS FOUNDATION – VICTOR LAKE

MOTION: 21.09.485 Moved by: COUNCILLOR WINSTON DELORME

That Council authorize Administration to provide The Evergreens Foundation with a letter of support regarding the Strategic Plan for the Victor Lake senior supportive housing development, located in the Victor Lake Cooperative adjacent to Grande Cache, Alberta.

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

Against: Reeve Dale Smith

CARRIED

EVERGREENS FOUNDATION - WILDWOOD

MOTION: 21.09.486 Moved by: COUNCILLOR TOM BURTON

That Council authorize Administration to provide The Evergreens Foundation with a letter of support regarding the Strategic Plan for the Wildwood senior supportive housing development, located in Wildwood, Alberta.

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

CARRIED

**TRANSMISSIBLE ILLNESS
POLICY**

7.9 TRANSMISSIBLE ILLNESS POLICY

MOTION: 21.09.487 Moved by: COUNCILLOR DUANE DIDOW
That Council to accept Administrative Transmissible Illness Policy for information, as presented.

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

CARRIED

CANFOR

7.10 RESCIND MOTION 15.02.089 CANFOR REQUEST

MOTION: 21.09.488 Moved by: REEVE DALE SMITH
That Council rescind motion 15.02.089 Canfor's request to "increase the maximum Gross Vehicle Weight to 68,000 kilograms under non-frozen conditions from kilometer 80 to kilometer 115 on the Forestry Trunk Road contingent on the proper road bonds and approvals being in place" to come into effect on October 15, 2021.

For: Councillor Didow, Reeve Dale Smith, Councillor Urness, Councillor Chapman, Councillor Acton, Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

Against: Councillor Gervais, Councillor Burton

CARRIED

Reeve Dale Smith recessed for lunch at 12:07 p.m.

Reeve Dale Smith reconvened at 12:45 p.m.

**#8
NOTICE OF MOTION**

8.0 NOTICE OF MOTION

9.0 CLOSED SESSION

MOTION: 21.09.489 Moved by: COUNCILLOR TYLER OLSEN

That the meeting go to Closed Session, at 12:48 p.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

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

CARRIED

**9.2 DISCLOSURE HARMFUL TO PERSONAL PRIVACY
(SECTION 17, FOIP)**

**9.3 CONFIDENTIAL EVALUATIONS
(SECTION 19, FOIP)**

MOTION: 21.09.490 Moved by: COUNCILLOR DALE GERVAIS
That, in compliance with Section 197(2) of the Municipal Government Act,
this meeting come into Open Session at 1:39 p.m.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor
Urness, Councillor Chapman, Councillor Acton, Councillor Burton,
Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

CARRIED

MOTION: 21.09.491 Moved by: COUNCILLOR DALE GERVAIS
That Council accept the Grande Cache Medical Clinic report for information
as presented.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor
Urness, Councillor Chapman, Councillor Acton, Councillor Burton,
Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

CARRIED

MOTION: 21.09.492 Moved by: REEVE DALE SMITH
That Council appoint Stacey Wabick as Chief Administrative Officer for the
MD of Greenview, effective October 1, 2021, as per employment contract.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor
Urness, Councillor Chapman, Councillor Acton, Councillor Burton,
Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

CARRIED

**#10
MEMBER REPORTS &
EXPENSE CLAIMS**

WARD 1

10.0 MEMBERS BUSINESS

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

- September 14, Regular Council Meeting
- Horse Lake Ground-breaking Ceremony
- September 21, Committee of the Whole
- Evergreen Foundation Board Meeting
- Emergency Advisory Meeting
- Alberta Seniors Community Housing Association

WARD 2

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

- Sept 14, Regular Council Meeting
- September 21, Committee of the Whole
- Policy Review Committee

WARD 3

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

- Municipal Planning Commission
- September 14, Regular Council Meeting
- September 21, Committee of the Whole

WARD 4

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

- Valleyview Recreation Board Meeting
- Municipal Planning Commission
- Policy Review Committee
- Valleyview Library Board Meeting
- September 21, Committee of the Whole
- Emergency Advisory Committee Meeting
- Fox Creek Library Board Meeting
- Golden Triangle Meeting

WARD 5

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

- September 14, Regular Council Meeting
- Little Smoky Ski Hill Emergency Meeting
- Policy Review Committee Meeting
- Municipal Planning Commission Meeting
- Heart River Housing Meeting
- Northern Alberta Elected Leaders Meeting
- September 21, Committee of the Whole
- Emergency Advisory Committee Meeting
- Heart River Housing Budget Meeting

WARD 6

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

- Municipal Planning Commission
- Policy Review Committee
- Grande Prairie Regional Recreation Committee
- September 21, Committee of the Whole
- Peace Health Advisory Council
- Library Conference

WARD 7

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

- September 14, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Peace Library Systems Board
- September 21, Committee of the Whole
- FCSS Board Meeting
- Northern Transportation Advocacy Bureau
- Grande Spirit Foundation Meeting

WARD 8

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

- September 14, Regular Council Meeting
- Municipal Planning Commission Meeting
- Call on HWY 40 with road safety assessment
- September 21, Committee of the Whole
- Emergency Advisory Meeting
- Toured the Grovedale Daycare Facility

WARD 9

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

- September 14, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- FCSS Board Meeting
- FCSSAA Policy Committee Meeting
- September 21, Committee of the Whole

WARD 9

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

- Municipal Planning Commission Meeting
- Policy Review Committee
- Emergency Advisory Meeting
- September 21, Committee of the Whole
- Compliance auditor meeting for Community Futures

MEMBERS BUSINESS

MOTION: 21.09.493 Moved by: **COUNCILLOR DUANE DIDOW**

That Council accept the Members Business reports for information as presented.

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

CARRIED

**#11
ADJOURNMENT**

11.0 ADJOURNMENT

MOTION: 21.09.494 Moved by: COUNCILLOR ROXIE CHAPMAN
That Council adjourn this Regular Council Meeting at 1:59 p.m.
For: Councillor Gervais, Councillor Didow, Reeve Dale Smith, Councillor
Urness, Councillor Chapman, Councillor Acton, Councillor Burton,
Councillor Olsen, Councillor Delorme, Deputy Reeve Bill Smith

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



October 12, 2021
Bylaw No. 21-881 Public Hearing
Background Information

PROPOSAL:

The application for land use amendment A21-003 has been submitted by Midwest Surveys Inc., on behalf of Larry and Yvonne McClelland, to redesignate a **4.0-hectare** (9.88-acre) ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within SW-18-69-06-W6, in the Grovedale area, Ward 8. The re-designation would allow for the subsequent subdivision of a vacant lot for future residential purposes.

BACKGROUND AND DISCUSSION:

Two approaches exist to the balance although one is an oilfield access to the abandoned wellsite, and a new approach would need to be installed to the lot from Township Road 692. A further approach exists to the first parcel out subdivision. Road widening of 5.03-metres adjacent to Township Road 692, as well as undeveloped Range Road 70, would be necessary at the subdivision stage. All other referral agencies responded with no concerns. No wetland appears to exist on the proposal, and the land is treed.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Country Residential One (CR-1) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan. Administration does not anticipate any negative development or land use impacts from a subdivision at this location as the proposed amendment will be compatible with existing surrounding residential developments.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:

On July 27, 2021, a copy of the application was circulated to Greenview's internal department. No concerns were received.


On July 27, 2021, a copy of the application was circulated to the following referral agencies: Alberta Culture and Tourism, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, ATCO Electric, East Smoky Gas Co-op, ESSO, Peace Wapiti School District and Telus. No concerns were received.

On September 17, 2021, a copy of the application and notice of the Public Hearing was circulated to adjacent landowners within 804 metres of the property. No concerns were received. Referral agencies were also notified of the public hearing, as well as advertising published on Greenview's website and social media sites in accordance with the Advertising Bylaw, with no concerns received.

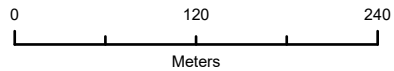


Proposed Land Use Amendment

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

 Proposed Amendment

30cm Imagery, 2016

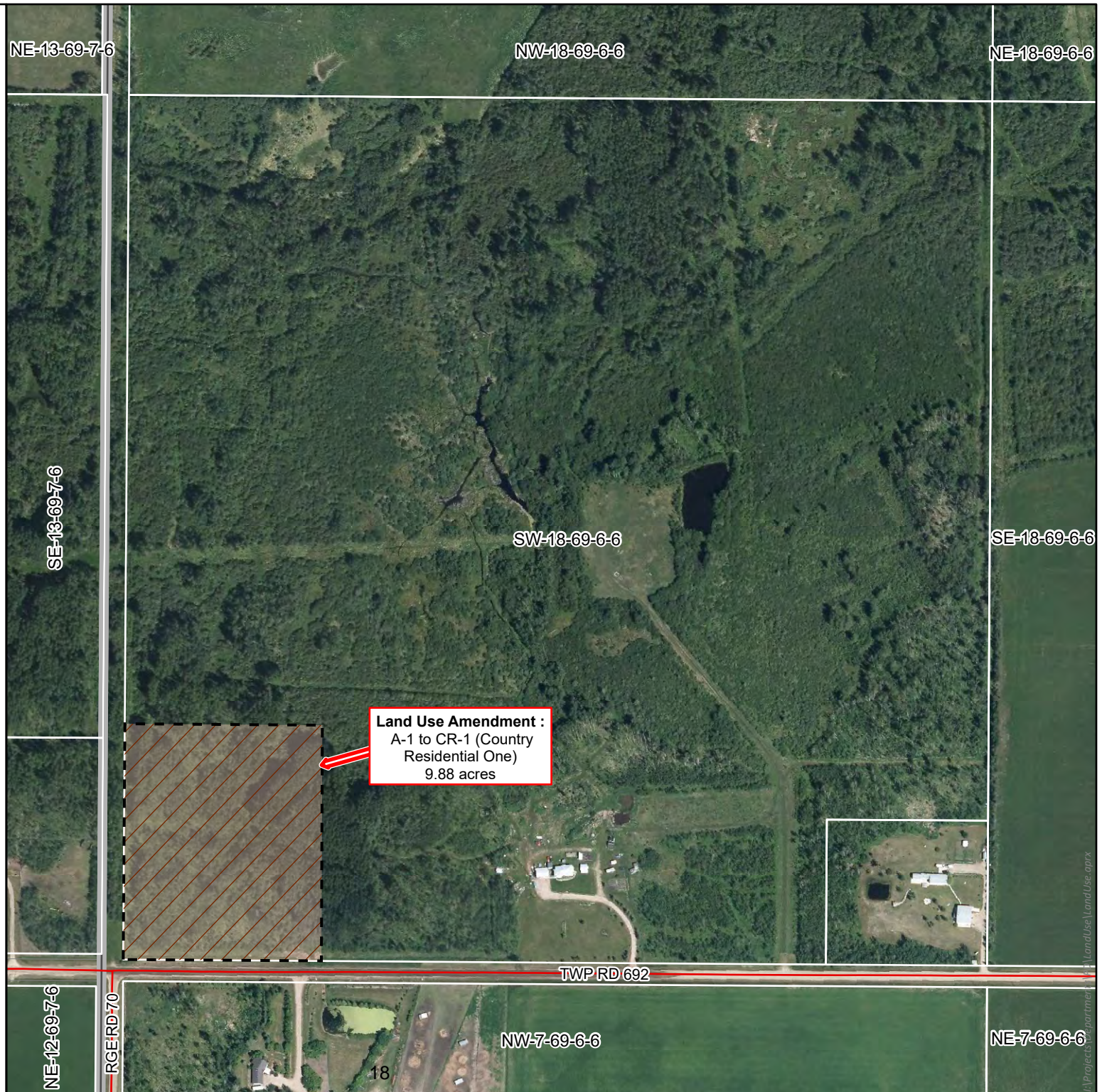


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



Proposed Land Use Amendment

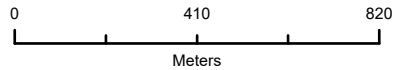
Long Legal: SW-18-69-6-6

 Proposed Amendment

Zoning Type

 Agricultural One (A-1)

 Country Residential One (CR-1)

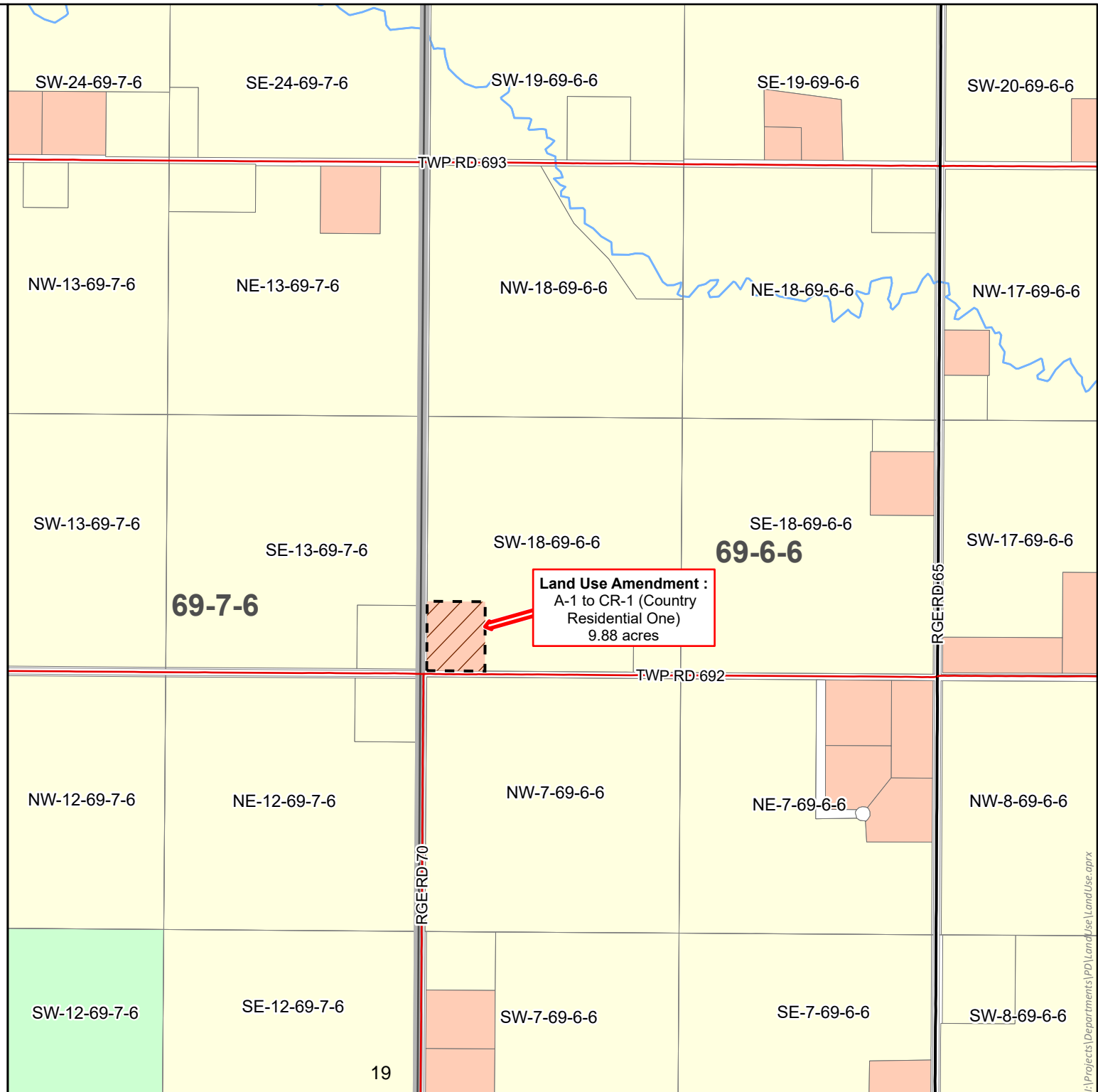


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Proposed Land Use Amendment

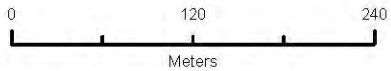
Long Legal: SW-18-69-6-6

 Proposed Amendment

Zoning Type

 Agricultural One (A-1)

 Country Residential One (CR-1)

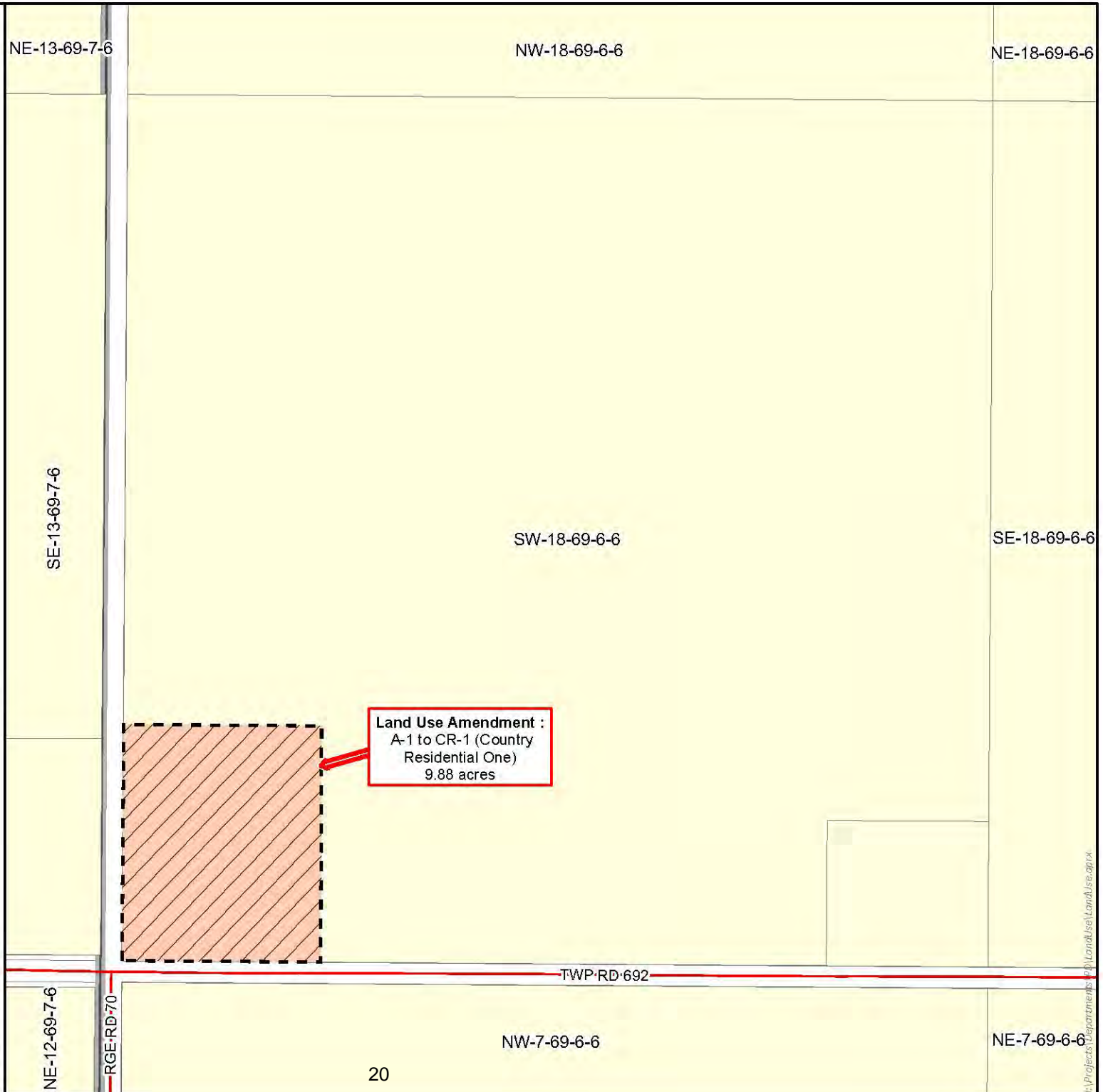


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BYLAW No. 21-881

of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 18-800, being the Land Use Bylaw for the Municipal District of Greenview No. 16

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

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

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

As identified on Schedule "A" attached.

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

Read a first time this 14 day of September, A.D., 2021.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

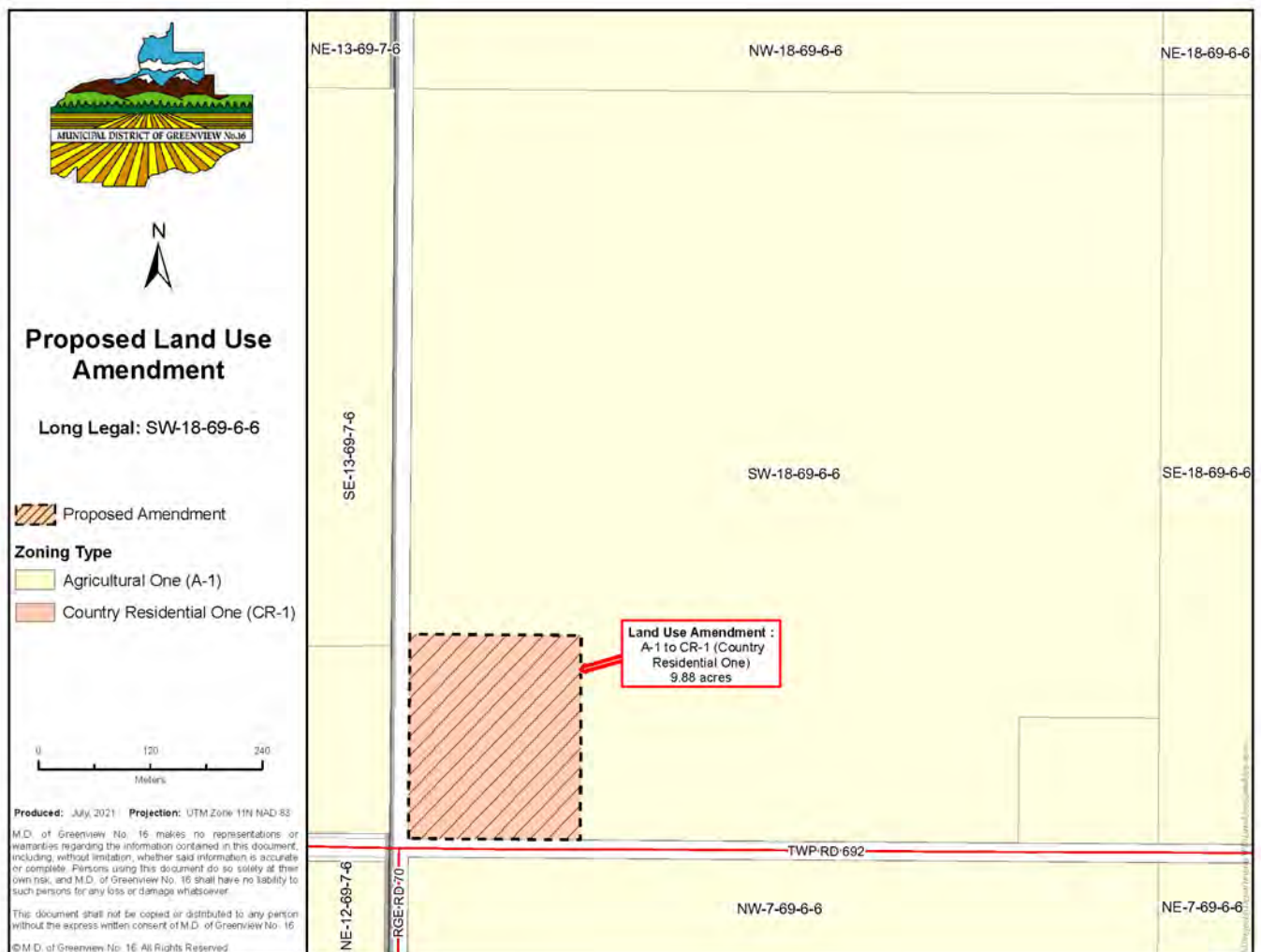
SCHEDULE "A"

To Bylaw No. 21-881

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

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





October 12, 2021
Bylaw No. 21-882 Public Hearing
Background Information

PROPOSAL:

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

BACKGROUND AND DISCUSSION:

The proposed rezoning would allow for the subsequent subdivision of a parcel for an observation well needed by Greenview to meet the requirements of Alberta Environment to monitor the groundwater in the vicinity to see how our usage effects the water levels of wells in the surrounding area.

The only concern received was from CNRL advising that a discontinued pipeline existed on the quarter, and appropriate setbacks must be maintained as it could be reactivated. Measurements show that the pipeline is beyond the 500-metre setback distance for multi-lot residential, which could not occur on this lot in the future without further rezoning and notification. There were no further concerns received from referral agencies. No additional widening is required on the adjacent Range Road 64 as it measures 30-metre in width.

The 0.4-hectare parcel does not meet the minimum parcel size (1.0-hectare) or width (18.0-metre) requirements in the Institutional (INS) District and would require a variance to be granted at the subdivision stage. The parcel size was limited as the landowner did not wish to sell additional agricultural lands.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:

On July 27, 2021, a copy of the application was circulated to Greenview's internal department. No concerns were received.


On July 27, 2021, a copy of the application was circulated to the following referral agencies: Alberta Culture and Tourism, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Jack McNaughton, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, ATCO Electric, ATCO Gas; ATCO Pipelines, Alberta Environment and Parks–Nils Anderson, AER Field Ops, CNRL, Peace Wapiti School Division and Telus. No concerns were received.

On September 21, 2021, a copy of the application and notice of the Public Hearing was circulated to adjacent landowners within 804 metres of the property. No concerns were received. Referral agencies were also notified of the public hearing, as well as advertising published on Greenview's website and social media in accordance with Greenview's Advertising Bylaw, with no concerns received.

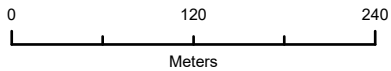


Proposed Land Use Amendment

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

 Proposed Amendment

30cm Imagery, 2016

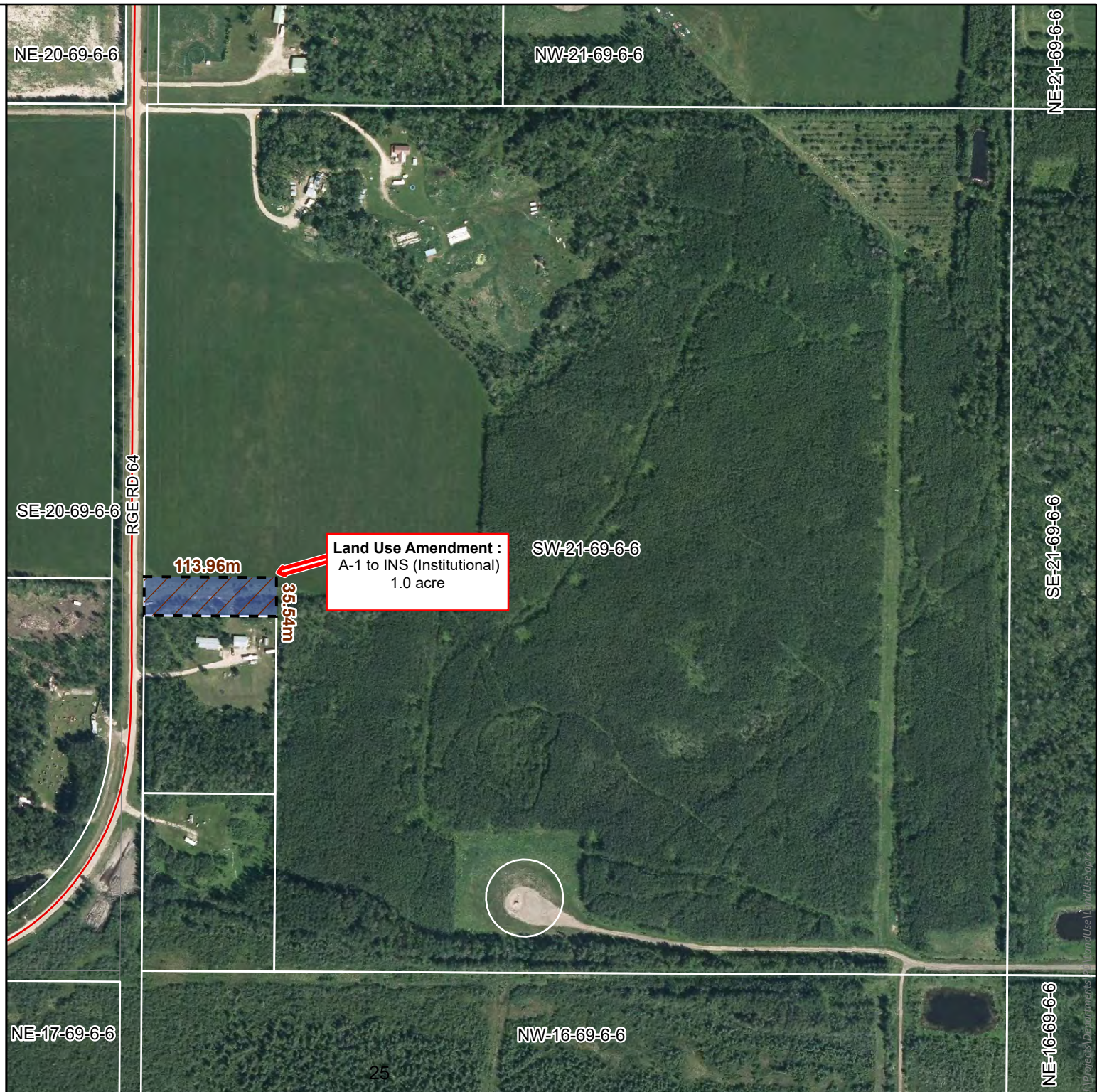


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





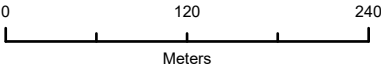
Proposed Land Use Amendment

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

 Proposed Amendment

Zoning Type

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

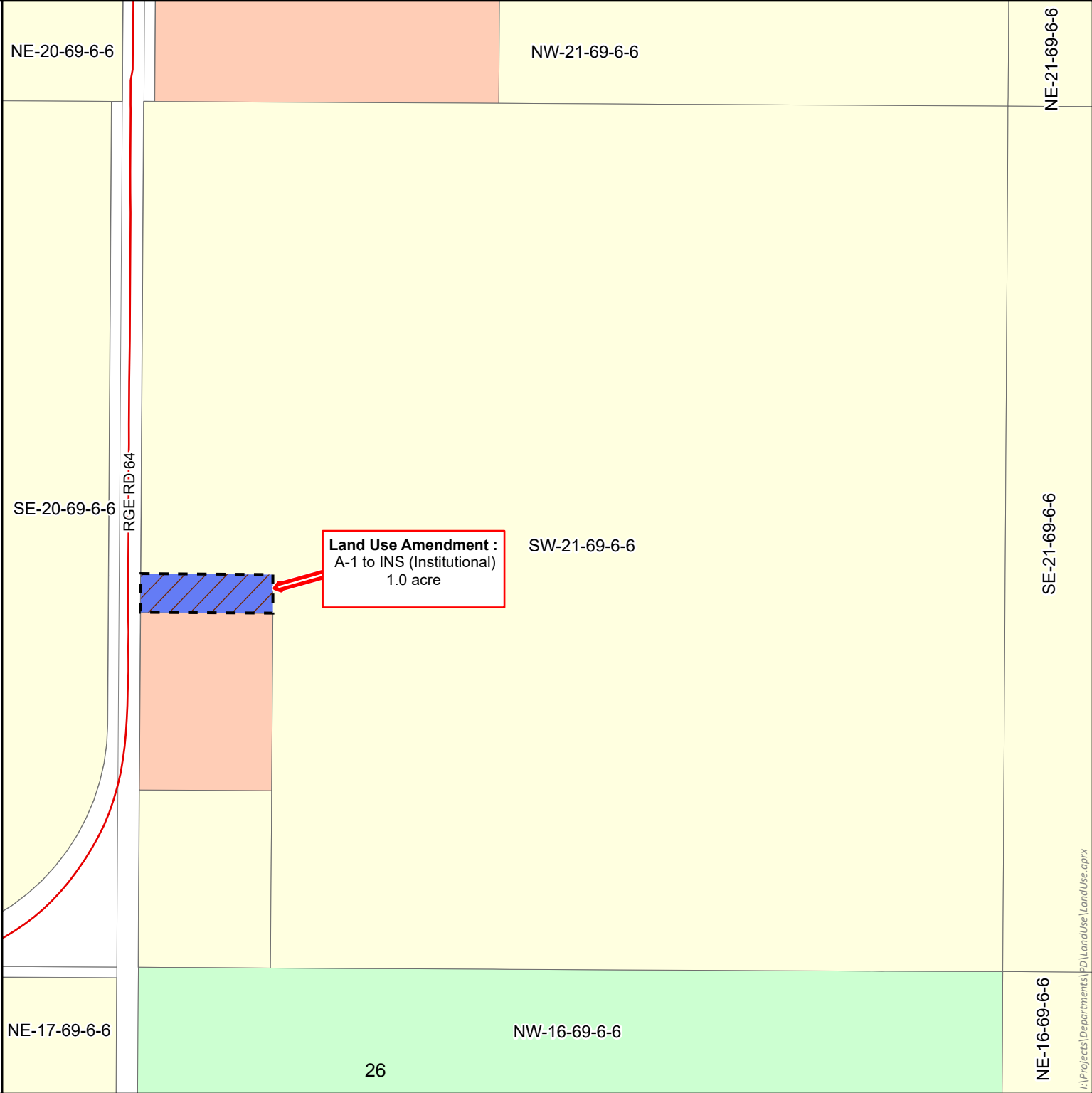


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



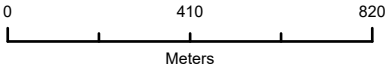
Proposed Land Use Amendment

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

 Proposed Amendment

Zoning Type

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

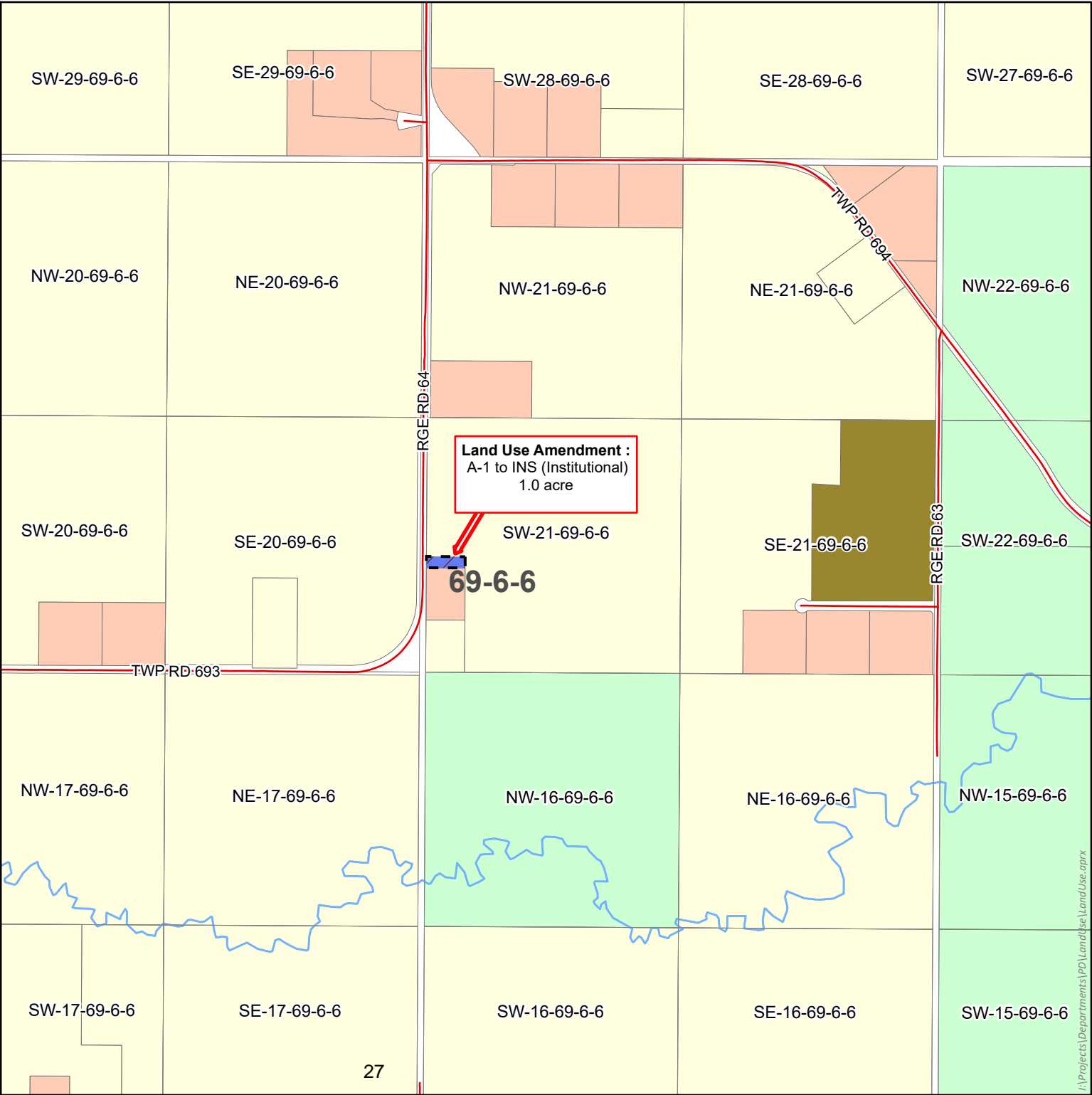


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BYLAW No. 21-882

of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 18-800, being the Land Use Bylaw for the Municipal District of Greenview No. 16

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

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

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

As identified on Schedule "A" attached.

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

Read a first time this 14 day of September, A.D., 2021.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

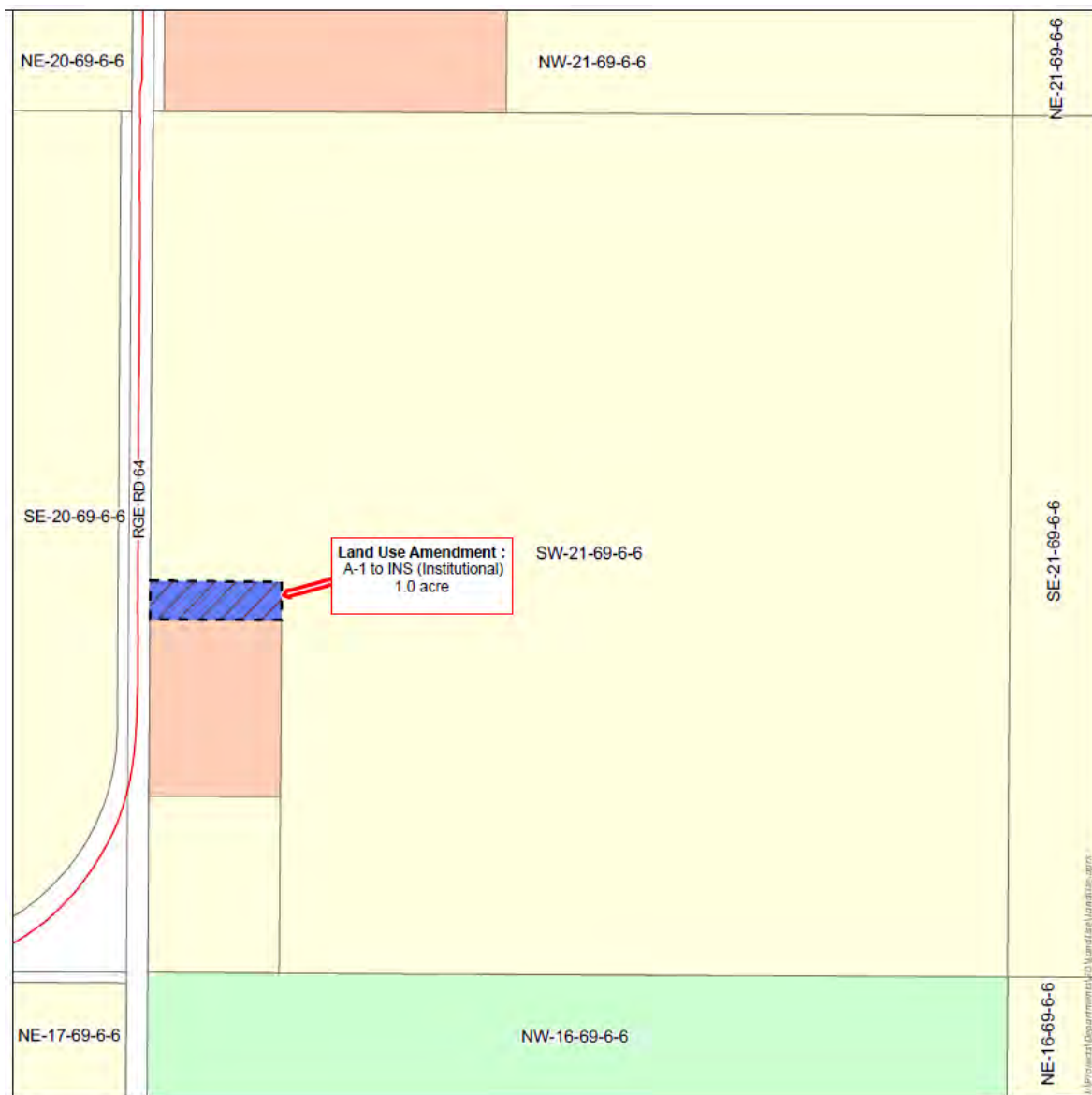
SCHEDULE "A"

To Bylaw No. 21-882

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

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





REQUEST FOR DECISION

SUBJECT:	Bylaw 21-892 Procedural Bylaw Amendment		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2021	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM: EK	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

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

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

RECOMMENDED ACTION:

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

MOTION: That Council give third reading to Bylaw 21-982 “Procedural Bylaw Amendment”

BACKGROUND/PROPOSAL:

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

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

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

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

Administration brought the bylaw amendment to Council September 14, 2021 for first reading where it was referred for a legal opinion.

The legal opinion states:

“I would not view section 185 of the MGA as preventing a Council from adopting a process whereby all votes are recorded. Council has jurisdiction and broad discretion to pass bylaws with respect to its meetings and procedures. Section 185 says that when a councillor requests in advance, a vote may be recorded, in which case the names and votes for or against must be shown. But that is not drafted as being an exhaustive list of when a recorded vote can occur.

In other words, I would not interpret section 185 as indicating that a Council’s only jurisdiction to have a recorded vote arise in response to a specific Councillor request. Where that request is made before a vote, it could be recorded, but the section should not serve to limit Council’s general discretion and jurisdiction to pass bylaws with respect to its meetings and procedures, including a requirement that each vote is recorded as you have indicated the MD would like to keep in place.

It would be quite difficult to challenge that decision in practice in any event, but for those reasons I would argue that section 185 does not prevent Council from adopting through its procedural bylaw a process whereby all votes are recorded unless otherwise directed by Council.”

Legal also noted that Municipal Affairs interpretation shouldn’t be disregarded completely. If this were challenged, it would come down to the interpretation of the Ombudsman, which could align with Municipal Affairs strict interpretation, or be more flexible.

With this legal advice, Council may wish to proceed with the recording of votes as worded in the original bylaw. If this is the case, Council should defeat the recommended Motion for second reading.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will not have all votes recorded automatically.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. If Council wants to have votes recorded, they will be required to request it before the vote is held.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may defeat the motion and keep Bylaw 21-876 Procedural Bylaw as is, where all votes are automatically recorded.

Alternative #2: Council may make additional recommended changes.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

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

ATTACHMENT(S):

- Bylaw 21-892
- Bylaw 21-876



BYLAW No. 21-892 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta to amend Bylaw 21-876 "Procedural Bylaw".

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

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

1. TITLE

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

2. AMENDMENT

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

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

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

3. COMING INTO FORCE

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

Read a first time this 14 day of September, 2021.

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

Read a third time this ____ day of _____, 2021.

REEVE

CHIEF ADMINISTRATIVE OFFICER



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

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

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

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

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

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

1. Short Title

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

2. Definitions

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

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

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

3. Application

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

4. Interpretation

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

5. Organizational Meetings

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

6. Regular Council Meeting

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

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

Special Council Meeting

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

7. Committee of the Whole

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

8. Closed Session Meeting

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

9. Electronic Meetings and Electronic Attendance at Meetings:

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

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

10. Public Hearing

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

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

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

11. Agendas

11.1. Preparation

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

11.2. Distribution

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

11.3. Late Submissions

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

11.4. Additions or Deletions

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

11.5. Order of Business

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

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

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

12. Minutes

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

13. Meeting Proceedings

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

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

13.2. Quorum

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

13.3. Members of the Public during the meeting shall:

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

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

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

13.5. Breach of Conduct

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

13.6. Members Business Report

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

13.7. Request for Information

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

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

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

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

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

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

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

14. Motions

14.1. Consideration of Motions

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

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

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

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

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

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

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

14.7. Motions to the main motion.

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

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

14.9. Privileged Motions include the following:

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

14.10. Motion to Recess:

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

14.11. Amending Motions:

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

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

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

15. Voting

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

16. Delegations

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

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

17. Bylaws

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

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

18. Policy Review Committee and Policies

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

19. Repeal

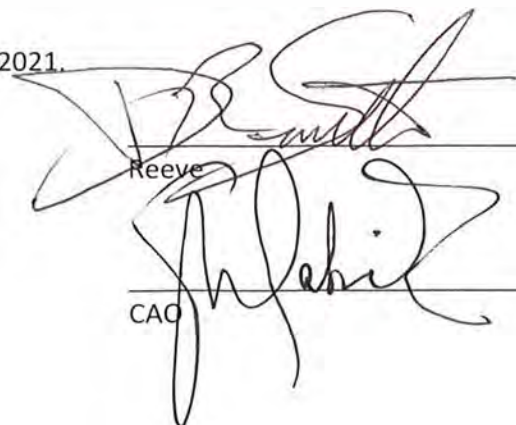
Bylaw 19-809 "Procedural Bylaw" and all amendments thereto are hereby repealed.

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

Read a first time the 11th day of May, 2021.

Read a second time this 13th day of July, 2021.

Read a third time and passed this 13th day of July, 2021.



Reeve

CAO



REQUEST FOR DECISION

SUBJECT: Bylaw No. 21-881 Re-designate from Agricultural One (A-1) District to Country Residential One (CR-1) District

SUBMISSION TO: REGULAR COUNCIL MEETING **REVIEWED AND APPROVED FOR SUBMISSION**

MEETING DATE: October 12, 2021 **CAO:** SW **MANAGER:** JS

DEPARTMENT: PLANNING & DEVELOPMENT **GM:** RA **PRESENTER:** LD

STRATEGIC PLAN: Development **LEG:** SS

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000, Chapter M-26.

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

RECOMMENDED ACTION:

MOTION: That Council give Second Reading to Bylaw No. 21-881 to re-designate a 4.0-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within SW-18-69-06-W6.

MOTION: That Council give Third Reading to Bylaw No. 21-881 to re-designate a 4.0-hectare ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within SW-18-69-06-W6.

BACKGROUND/PROPOSAL:

The application for land use amendment A21-003 has been submitted by Midwest Surveys Inc., on behalf of Larry and Yvonne McClelland, to redesignate a **4.0-hectare** (9.88-acre) ± area from Agricultural One (A-1) District to Country Residential One (CR-1) District within SW-18-69-06-W6, in the Grovedale area, Ward 8. The re-designation would allow for the subsequent subdivision of a vacant lot for future residential purposes.

Two approaches exist to the balance although one is an oilfield access to the abandoned wellsite on the balance of the quarter. A new approach would need to be installed to the lot from Township Road 692. A further approach exists to the first parcel out subdivision. Road widening of 5.03-metres adjacent to Township Road 692 as well as undeveloped Range Road 70, would be necessary at the subdivision stage. All other referral agencies responded with no concerns. No wetland appears to exist on the proposal and the land is treed.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Country Residential One (CR-1) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan. Administration does not anticipate any negative development or land use impacts from a subdivision at this location as the proposed amendment will be compatible with existing surrounding residential developments.

Administration is recommending that Council give Second and Third Reading to Bylaw No. 21-881.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that re-designation would allow further residential in the Grovedale area.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw No. 21-881 for further discussion or information.

Alternative #2: Council has the alternative to deny the request completely and not allow the rezoning. The proposed amendment is contemplated by the existing legislation and does not, in and of itself, represent an issue from Administration's perspective.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

Administration will notify the landowner of the decision of Council following the Public Hearing.


ATTACHMENT(S):

- Schedule 'A' – Proposed Land Use Amendment Maps
- Schedule 'B' – Bylaw No. 21-881

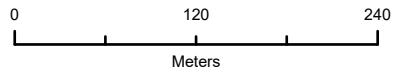


Proposed Land Use Amendment

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

 Proposed Amendment

30cm Imagery, 2016

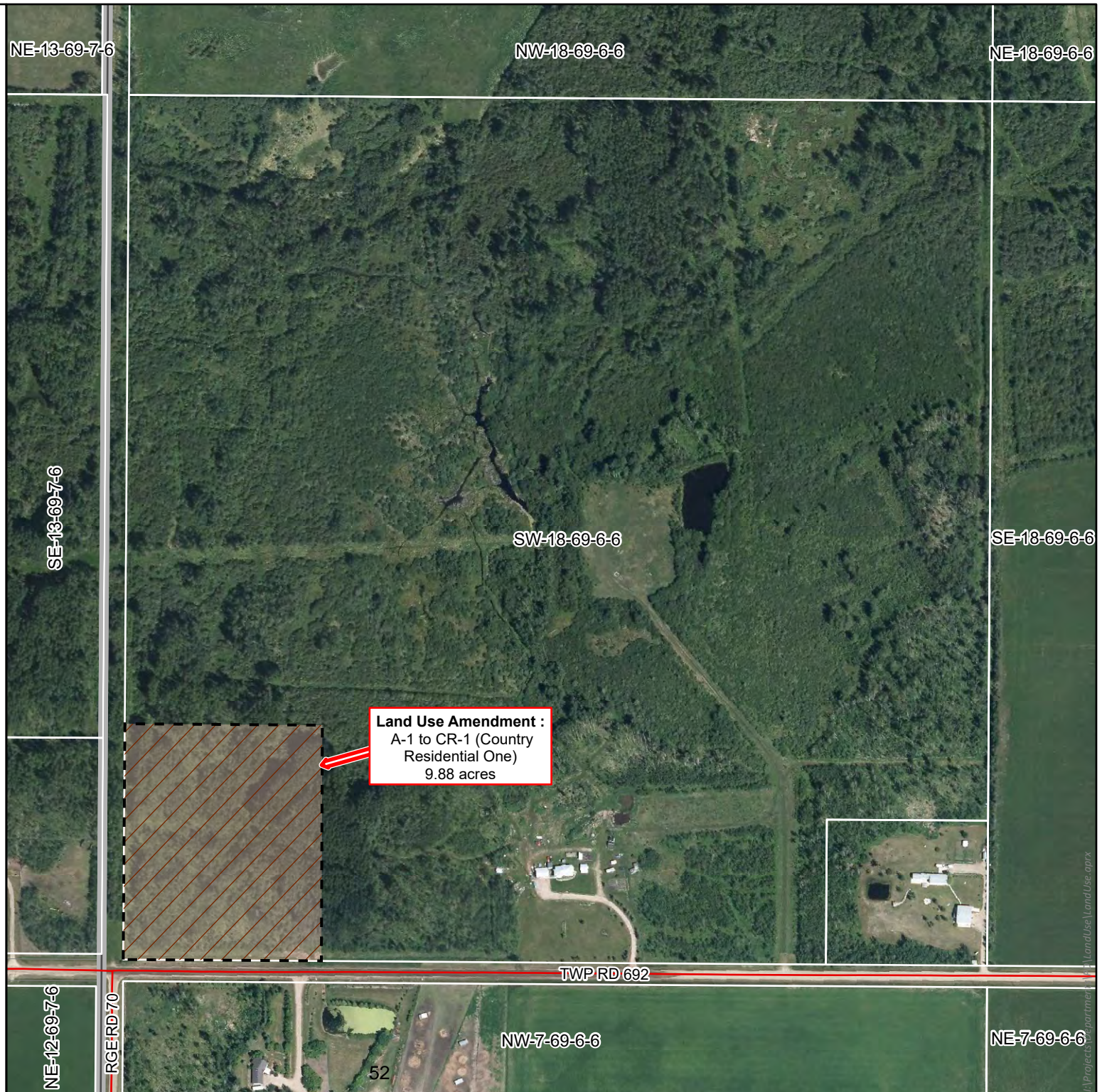


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
Proposed Land Use Amendment

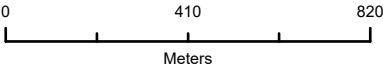
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 Proposed Amendment

Zoning Type

 Agricultural One (A-1)

 Country Residential One (CR-1)

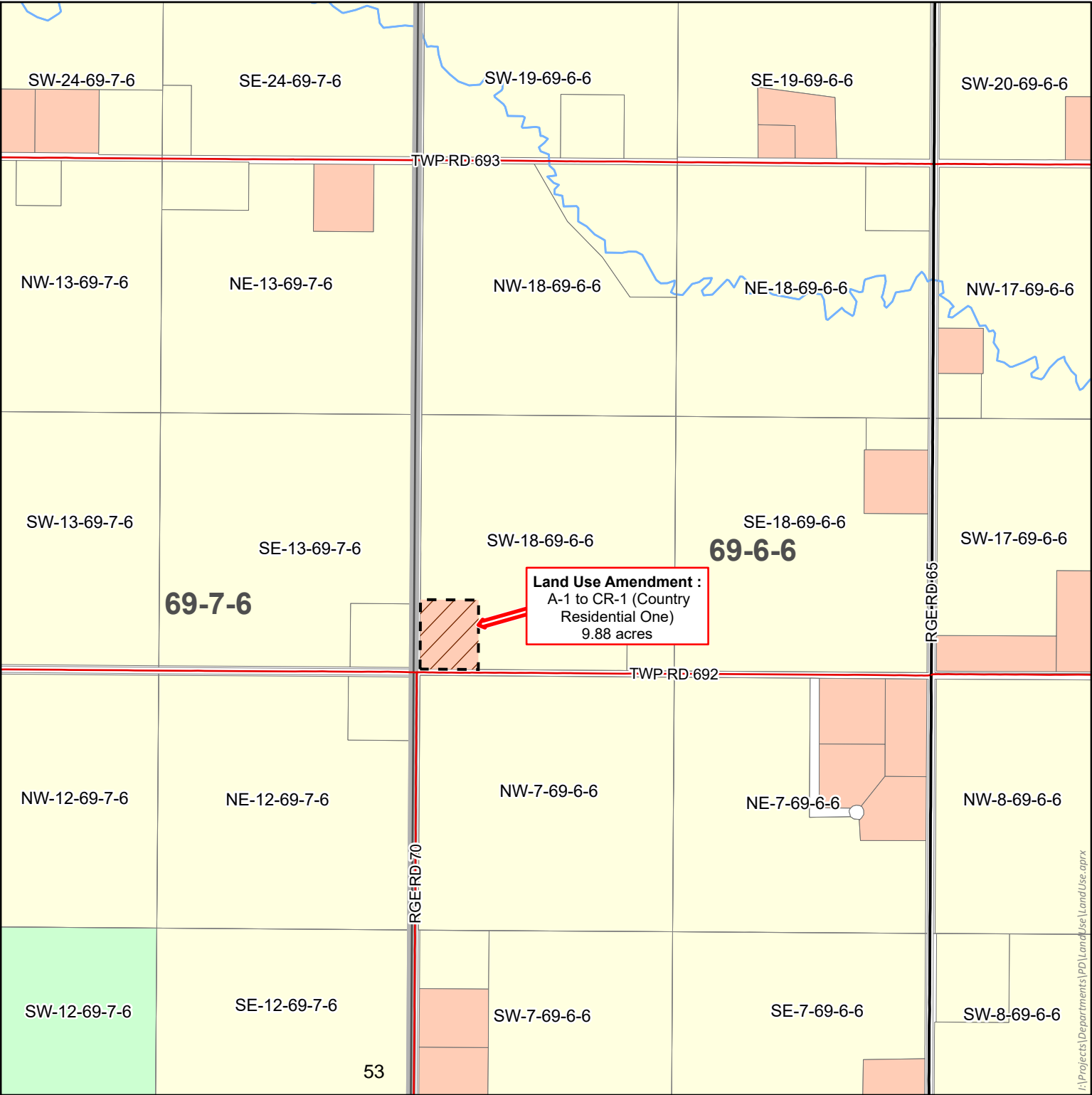


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Proposed Land Use Amendment

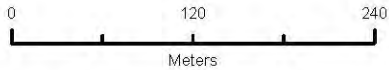
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 Proposed Amendment

Zoning Type

 Agricultural One (A-1)

 Country Residential One (CR-1)

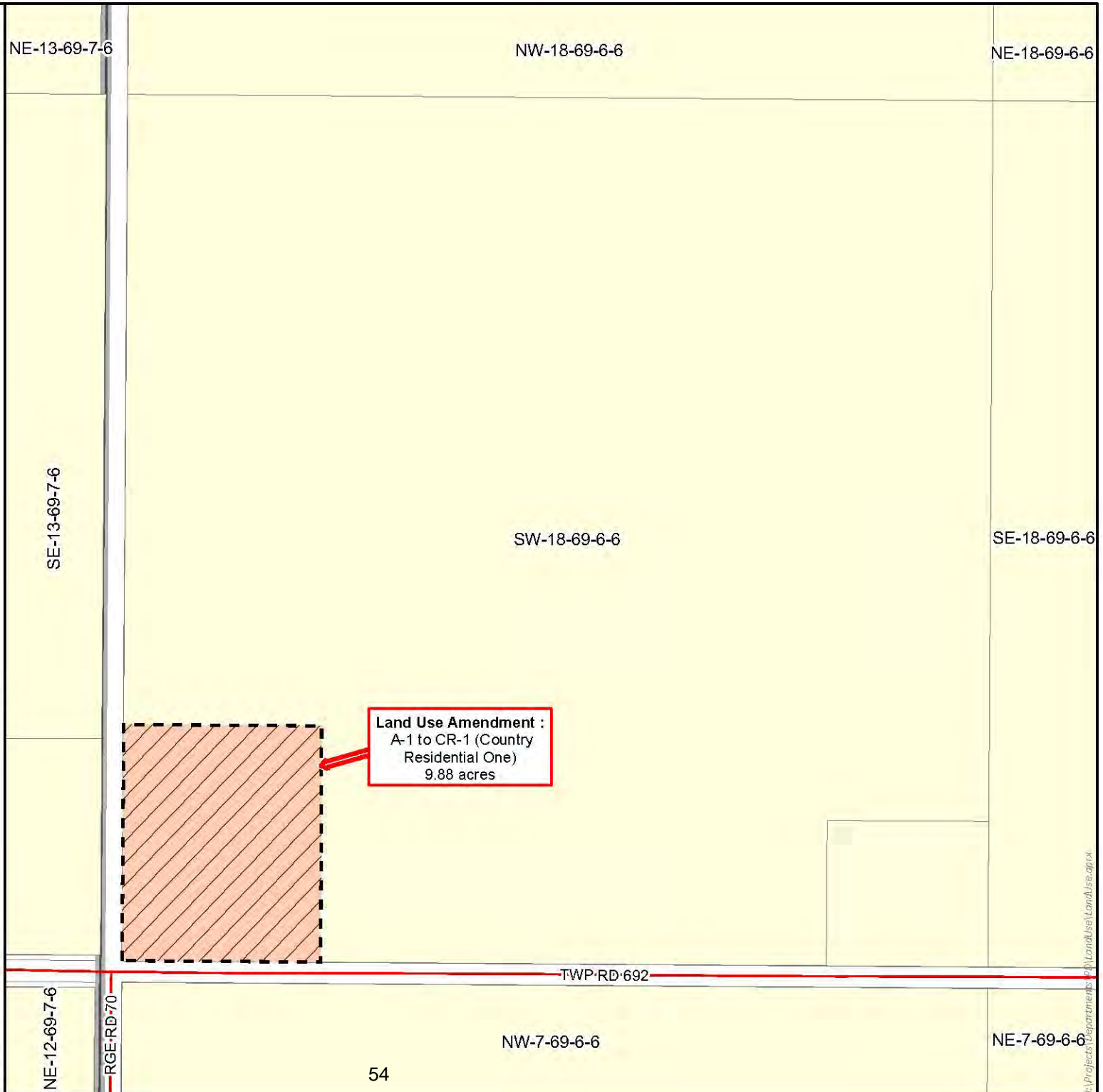


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BYLAW No. 21-881

of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 18-800, being the Land Use Bylaw for the Municipal District of Greenview No. 16

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

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

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

As identified on Schedule "A" attached.

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

Read a first time this 14 day of September, A.D., 2021.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

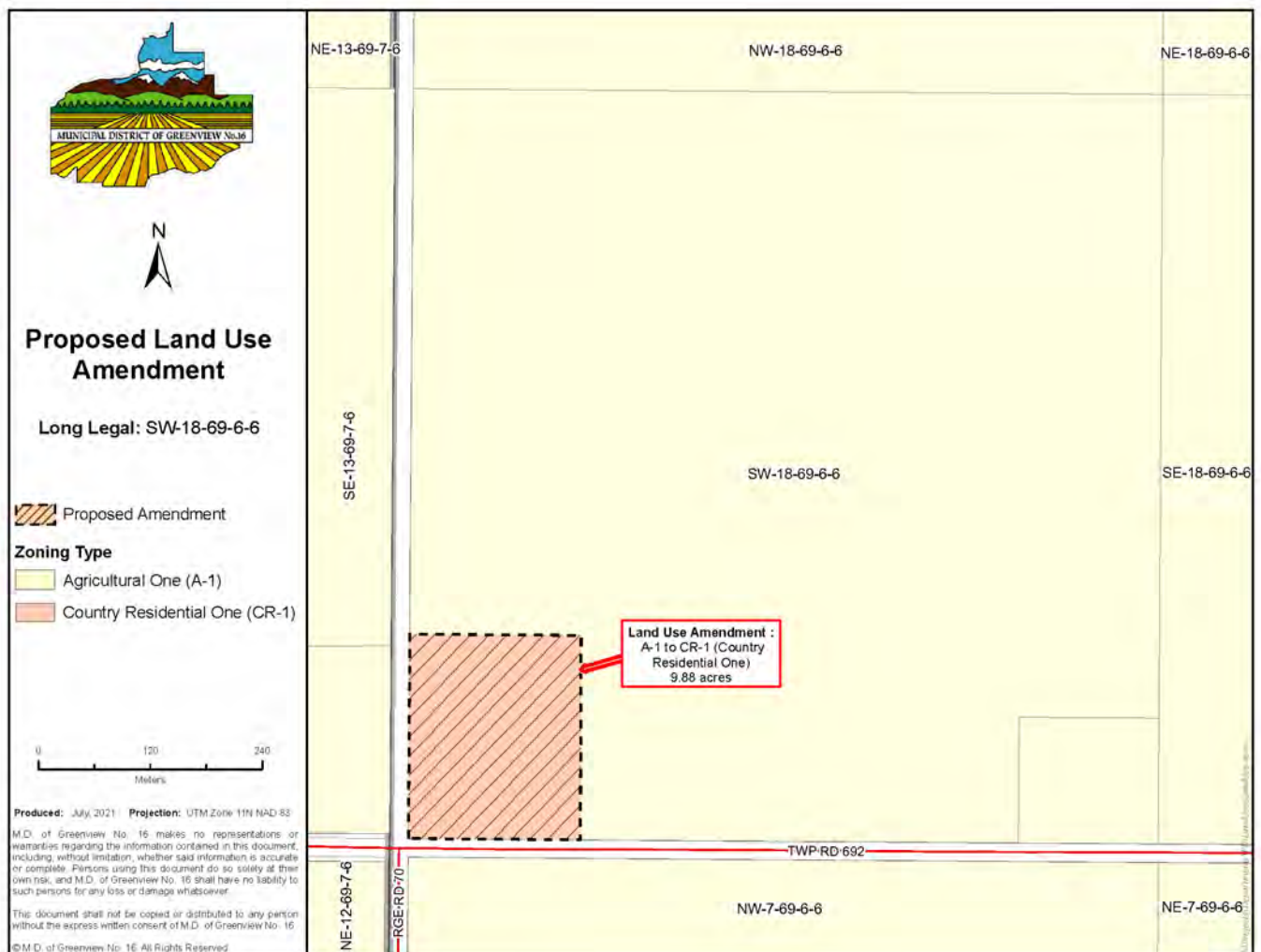
SCHEDULE "A"

To Bylaw No. 21-881

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

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





REQUEST FOR DECISION

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

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2021	CAO: SW	MANAGER: JS
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: RA	PRESENTER: LD
STRATEGIC PLAN:	Development		

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

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

RECOMMENDED ACTION:

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

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

BACKGROUND/PROPOSAL:

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

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

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Institutional (INS) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan, except that the 0.4-hectare parcel does not meet the minimum parcel size of 1.0-hectare, nor minimum parcel width of 18.0-metre in the Institutional (INS) District and would require a variance of these to be granted at the subdivision stage. Administration does not anticipate any negative development or land use impacts from the proposal and the amendment will be compatible with existing surrounding developments. Administration is recommending that Council give Second and Third Reading to Bylaw No. 21-882.

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that a variance of 0.4-hectare parcel does not meet the minimum parcel size of 1.0-hectare, nor minimum parcel width of 18.0-metre in Institutional (INS) District and a variance would need to be granted at the subdivision stage by the Municipal Planning Commission.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the request completely and not allow the rezoning. The proposed amendment is contemplated by the existing legislation and does not, in and of itself, represent an issue from Administration's perspective.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

Once Council makes a decision, the subdivision will be reviewed by Municipal Planning Commission, and once registered, the landowner would be paid for the land.

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ATTACHMENT(S):

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







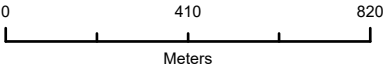
Proposed Land Use Amendment

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

 Proposed Amendment

Zoning Type

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

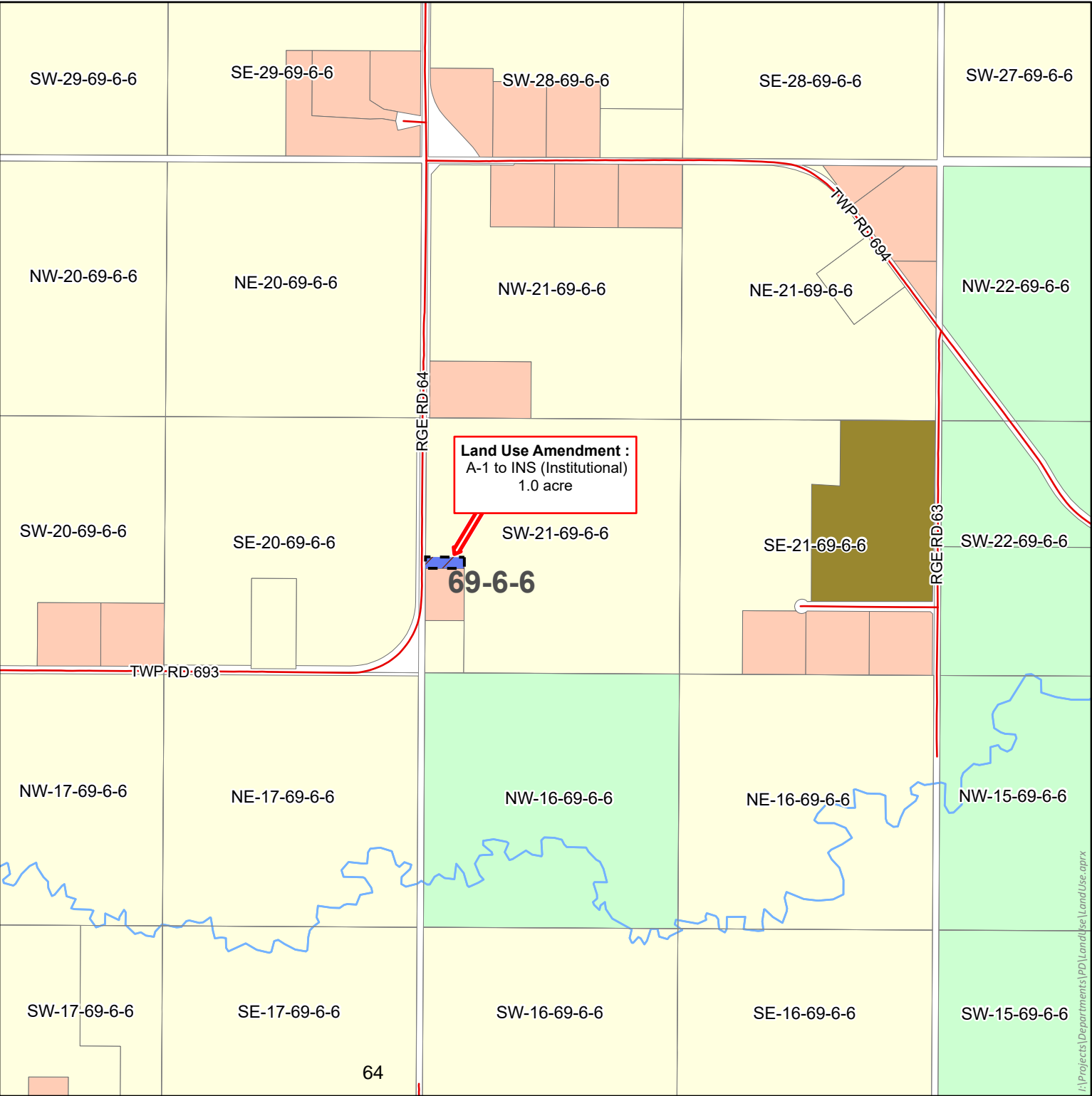


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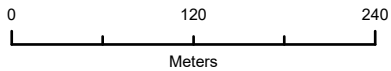


Proposed Land Use Amendment

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

 Proposed Amendment

30cm Imagery, 2016

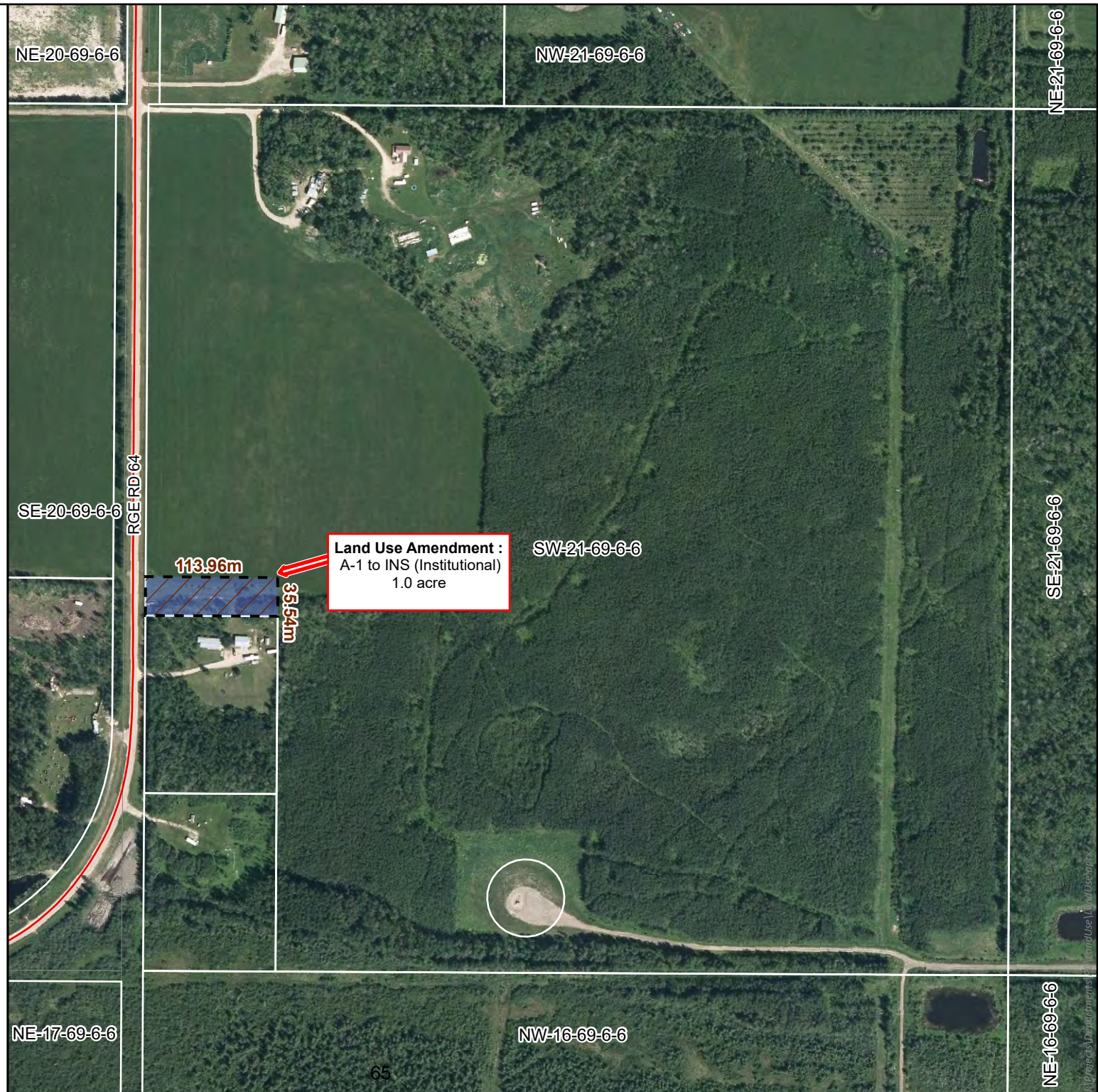


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





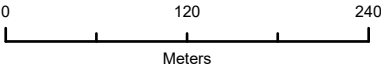
Proposed Land Use Amendment

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

 Proposed Amendment

Zoning Type

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

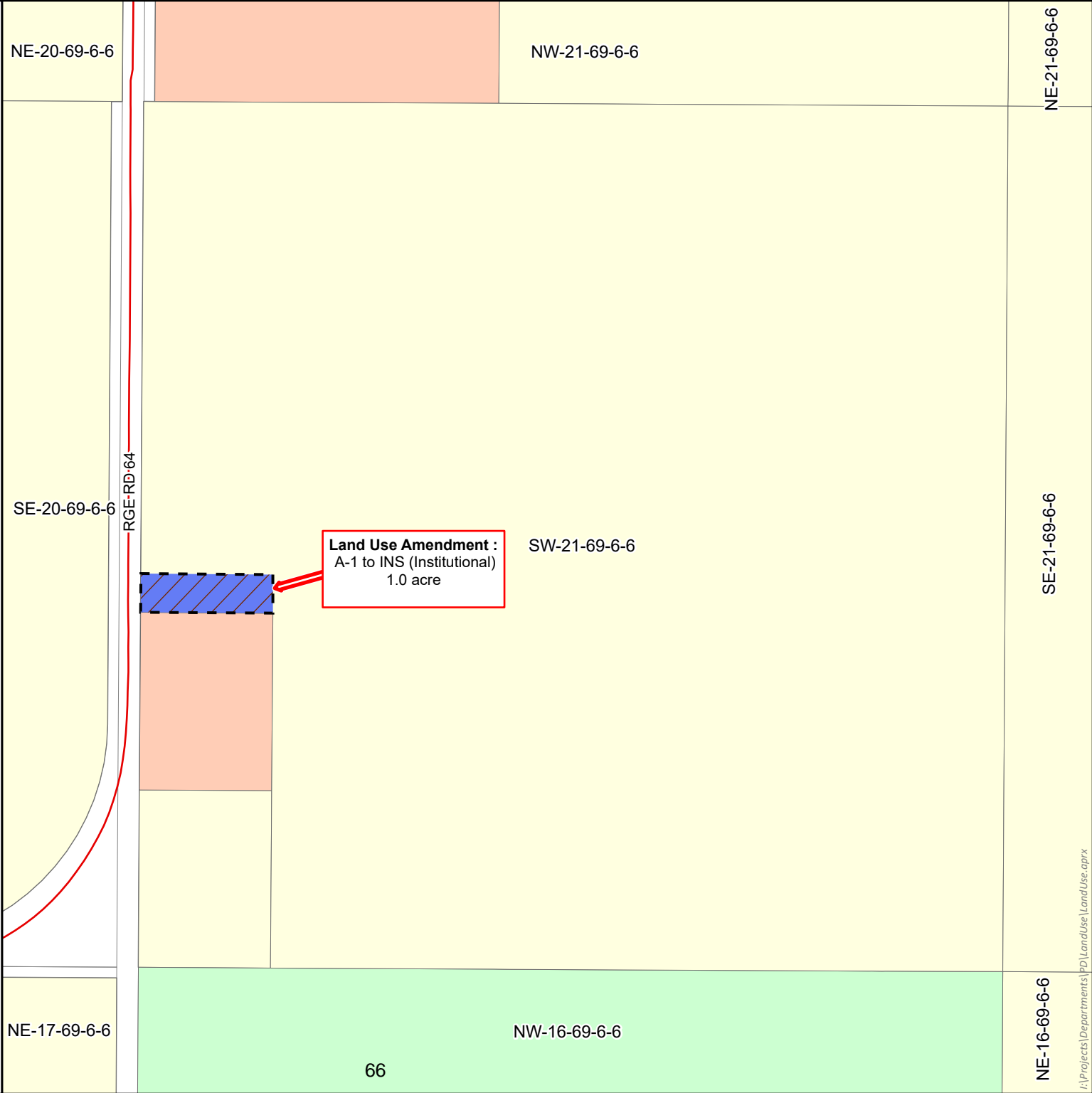


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BYLAW No. 21-882

of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw No. 18-800, being the Land Use Bylaw for the Municipal District of Greenview No. 16

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

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

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

As identified on Schedule "A" attached.

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

Read a first time this 14 day of September, A.D., 2021.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER

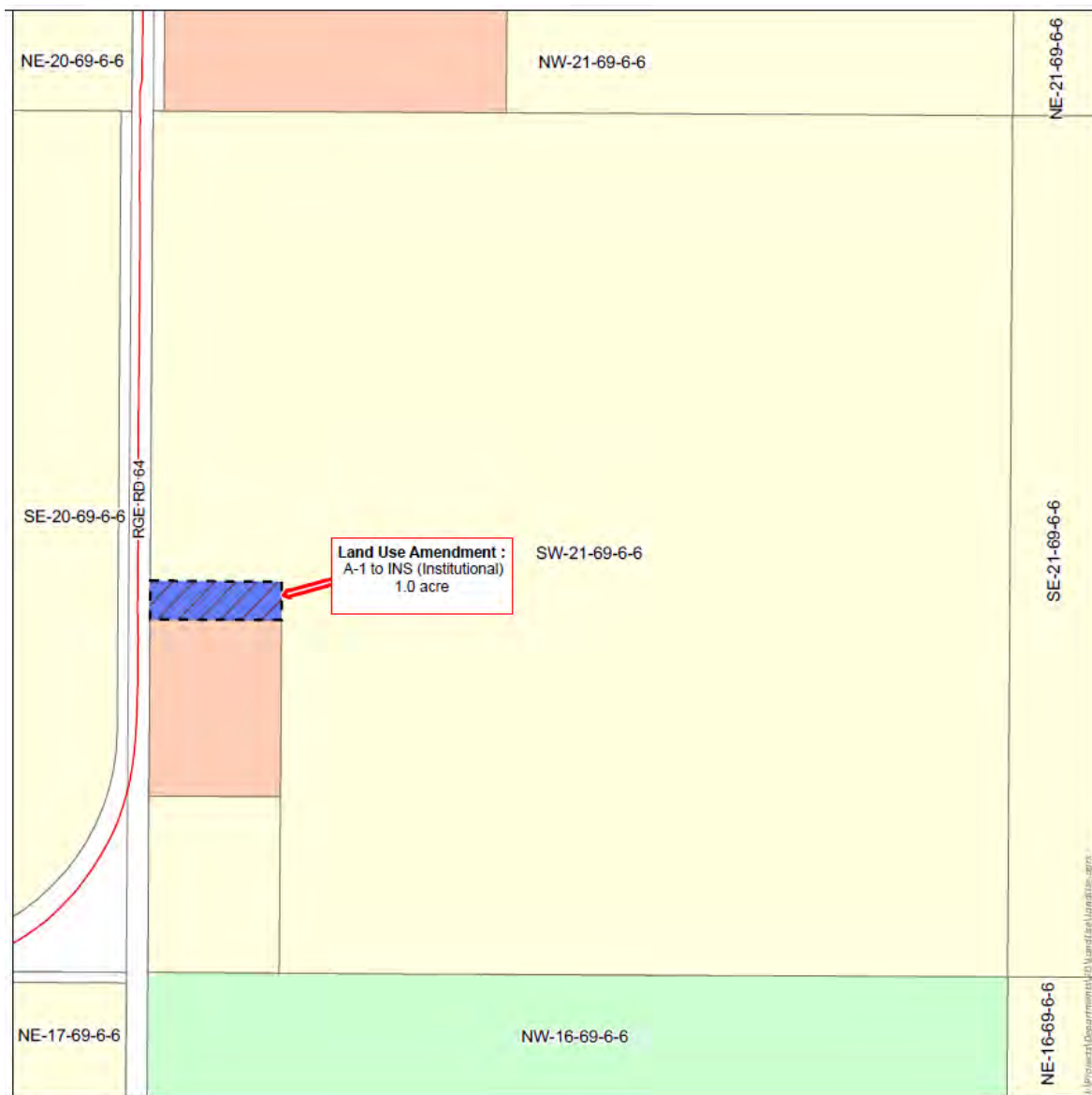
SCHEDULE "A"

To Bylaw No. 21-882

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

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

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





REQUEST FOR DECISION

SUBJECT: **Policy 1008 Council and Board Member Remuneration**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: September 28, 2021 CAO: SW MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: EK PRESENTER: SS
STRATEGIC PLAN: Level of Service LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) –N/A

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

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1008 “Council and Board Member Remuneration” as presented.

BACKGROUND/PROPOSAL:

Council received recommendations from the Council Compensation Committee for Information at the September 14, 2021 Council. The Committee recommended increasing the base compensation for Councillors by \$200.00 and the Reeve by \$300.00. Currently, Councillors are paid a monthly honorarium of \$1,419.00 and the Reeve is paid \$2,129.00.

A fourth level of meeting compensation was added and it was proposed at \$500.00. This would replace the provision of over 9 hours where it is \$390.00 plus an additional \$64/hour to a maximum of \$256.00. This is a maximum of \$646.00 for meetings from 9-13 hours. The meeting rates proposed by the Compensation Review Committee are as follows:

0-4 Hours:	\$196.00
4-8 Hours:	\$294.00
8-12 Hours:	\$390.00
12+ Hours:	\$500.00

Council requested that Policy 1008 be brought forward, and that Council Compensation reflect the 75th percentile for compensation as Greenview does for staff. The proposed numbers in the policy are based on the 75th percentile of comparators with the following municipalities used as comparators (the same municipalities used in the Compensation Review):

Lac La Biche
Northern Sunrise County
Clearwater
Saddle Hills

Big Lakes
Yellowhead County
County of Grande Prairie No. 1
Mackenzie County

The 75th percentile puts the Greenview Councillor base honorarium at \$2,049.00 (an increase of 31%) and the Reeve Honorarium at \$3,246.00 (an increase of 35%).

Meeting per Diems are also presented as the 75th percentile with the comparator municipalities. For each category (0-4 hours, 4-8 hours, 8-12 hours, and 12+ hours) the 75th percentiles are as follows:

0-4 Hours/Half Day	\$256.77	(an increase of 24%)
4-8 Hours/Full Day	\$299.00	(an increase of 2%)
8-12 Hours/ Max	\$432.58	(an increase of 10 %)
12+ Hours	\$440.08	(a decrease of 32%)

It should be noted that no other municipality offered a 12+ hour category like Greenview is proposing, so the maximum values available were used. Many of these were simply the 4-8 hours or full day rate, or an 8-12 rate. Administration has plugged the 75th percentile rates into the policy but can change these to the values recommended by Council.

To further provide Council options, Administration expanded the survey to include 8 additional mixed compensation municipalities in Northern Alberta. These include:

MD Bonnyville
Clear Hills County
Brazeau County
MD Lesser Slave River
Parkland County
Woodlands County
Birch Hills County
MD Smoky River

The 75th percentile of the 16 municipalities are:

Reeve Honorarium:	\$3,681.00	(an increase of 43%)
Council Honorarium:	\$2,339.84	(an increase of 40%)
0-4 Hour meetings:	\$256.77	(an increase of 24%)
4-8 Hour Meetings:	\$302.00	(an increase of 3%)
8-12 Hour Meetings:	\$438.12	(an increase of 11%)
12+ Hour Meetings:	\$444.75	(a decrease of 32%)

Council may wish to utilize these numbers, in which case, Administration recommends making the Motion provided in the alternatives section.

Council also discussed briefly the compensation for conferences and whether that should increase. It is currently set to the \$390.00, the same rate for an 8 hour meeting.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will receive compensation equivalent to the 75th percentile of market comparators.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. This results in an increase in Honorarium compensation of 31-35% and an increase in meeting compensation of 2-24% with the exception of the 12+ hour category.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to use the numbers recommended by the Compensation Review Committee:

Motion: That Council approve Policy 1008 “Council and Board Member Remuneration” with the following amendments:

- That the base salary of Councillors increase by \$200.00
- That the base salary of the Reeve increase by \$300.00
- That the meeting Per Diem Scheme be adjusted to the following:

A) \$196.00 (adjusted to current rate with COLA) for meetings (and travel) in a day of 0-4 hours;

B) \$294.00 (adjusted to current rate with COLA) for meetings (and travel) in a day of 4-8 hours;

C) \$390.00 (adjusted to current rate with COLA) for meetings (and travel) in a day of 8-12 hours;

D) \$500.00 for meetings (and travel) in a day of 12 or more hours.

- That Provision 4 be removed
- That the compensation for Conference attendance remain at \$390.00 per day.

Alternative #2: Council may wish to use the 75th percentile of the 16 comparator municipalities instead of the original 8.

MOTION: That Council approve Policy 1008 “Council and Board Member Remuneration” with the following amendments:

- That the Councillor Honorarium be set at \$2,340.00
- That the Reeve Honorarium be set at \$3,681.00
- That the 0-4 Hour meeting per diem be set at \$257.00
- That the 4-8 Hour meeting per diem be set at \$302.00
- That the 8-12 Hour meeting per diem be set at \$438.00
- That the 12 + Hour meeting per diem be set at \$445.00

FINANCIAL IMPLICATION:

This results in an increase in Honorarium compensation of 31-35% and an increase in meeting compensation of 2-24% with the exception of the 12+ hour category.

STAFFING IMPLICATION:

Staff time will be required to change over the compensation rates for each Councillor and Board Member.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

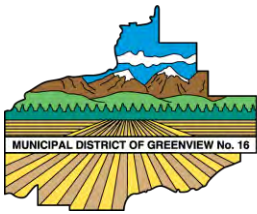
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Council Compensation Review Committee Final Report
- Information for 8 additional municipalities
- Policy 1008 Current
- Policy 1008 Revised



MUNICIPAL DISTRICT OF GREENVIEW

Table of Contents

Introduction	4
Summary of Data	5
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Summary of Councillor Surveys	8
Committee Recommendations	9

2021 Council Compensation Review Committee

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

Respectfully submitted,

Roxanne Perron (Chair)
Herb Castle
Lesley Vandemark

Introduction:

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

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

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

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

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

- A) The County of Grande Prairie

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

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

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

Summary of Data

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

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

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

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

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

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

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

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

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

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

Summary of Public Engagement

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

1.

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

Agree

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

Disagree

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

They should have to show up to get paid.

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

Agree

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

Agree

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

I would cut everything by 20%.

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

Agree

2.

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

Agree

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

Agree

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

Agree

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

Disagree

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

Lower the wage

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

Agree

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

Summary of Councillor Surveys

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

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

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

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

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

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

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

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

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

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

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

Committee Recommendations

Policy 1008 “Councillor and Board Member Remuneration.

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

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

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

Rationale:

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

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

Policy 1002 “Travel and Subsistence”

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

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

Rationale:

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

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

Policy 1011 “Northern Travel Premium”

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

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

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

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

Policy 1033 “Compensation Review”

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

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

Rationale:

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

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

Policy 1009 “Internet Services for Members of Council”

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

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

Rationale:

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

Policies reviewed with no recommended changes

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

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

Discussion:

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

- Policy 1015 “Conference Attendance”**

Discussion:

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

General Information

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

Analysis: Operating Revenues

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Municipality	Smoky River	Birch Hills	Woodlands	Parkland
Monthly Honorarium	Reeve \$1,141.08 Deputy Reeve \$979.17 Council \$848.1	Council + Reeve \$500	Mayor \$5,833 Councillor \$4,166	Mayor \$7,900, Deputy Mayor \$5,616, Council \$4,375
Meeting Per Diem	Reguar and Special Meetings \$263.54 Other Meetings \$194.84	\$195.58 day rate	\$517.50/meeting 8+ hours \$345.00/meeting 4-8 \$172.50/meeting 0-4	\$149/meeting 0-4 hours \$298/meeting 4-8 hours \$447/meeting 8+ hours
Municipality	Lesser Slave River	Brazeau County	Clear Hills County	MD of Bonnyville
Monthly Honorarium	Reeve \$1,389 Deputy Reeve \$984 Councillors \$868	Reeve \$1,871 Council \$1,595	Reeve \$2,408.75 Deputy Reeve \$2,167.90 Councilor \$1,806.59	Reeve \$3,000 Council \$2,000
Meeting Per Diem	\$289 day rate	\$116 - 0-2 hours Council \$195 - 2-4 Council \$296 4-8 Council \$455 - 8+ Council \$116 0-2 Reeve \$232 2-4 Reeve \$365 4-8 Reeve \$505 8+ Reeve	\$218.08 per meeting max 2 per day Chair \$265.23	\$150 0-4 hours hours \$300 4-8 \$400 8+ hours

Title: COUNCIL AND BOARD REMUNERATION

Policy No: 1008

Motion: 19.12.870

Effective Date: December 9, 2019

Supersedes Policy No: (CO 14)

Review Date: December 9, 2022



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

Definitions

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

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

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

Policy

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

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

Title: Council and Board Remuneration

Policy No: 1008

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No:

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



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

1. DEFINITIONS

- 1.1. Meeting Per Diem means the rate-of-pay for each meeting attended on behalf of Greenview as appointed by Council. Unless otherwise approved by Council, this refers to Council appointed Boards and Committees.
- 1.2. Monthly Honorarium means the monthly flat-rate of pay to account for the time each member of Council spends representing Greenview and conducting the day-to-day business of a Council Member, including meetings with ratepayers, phone calls, ward-specific community meetings, social events, etc.
- 1.3. Special Event means any special event or meeting to which Greenview is sent an invitation for the Reeve, or other designate appointed by Council, to attend as a representative of Greenview Council or the Municipality.

2. PROCEDURE

- 2.1. Starting **November 1, 2021** ~~with the first meeting of the new Council in 2019~~, Council members, other than the Reeve, will be paid a monthly flat-rate honorarium of **\$2,049.00** ~~\$1,419.00~~ per month; the Reeve will be paid **\$3,246.00** ~~\$2,129.00~~ per month
- 2.2. The monthly honorarium is compensation for the time a Council Member spends representing Greenview and conducting the day-to-day business of a Councillor, including meetings with ratepayers and appearances at community events.
- 2.3. Starting with the first meeting of the new Council in **2021** ~~2019~~, Council members and Greenview appointed at-large Board and Committee members will be paid for **all meetings and travel in a day** ~~each meeting attended on behalf of Greenview~~, using the meeting per diem rates as follows:
 - A. **\$256.77** ~~\$196.00~~ for meetings (and travel) in a day of 0-4 hours;
 - B. **\$299.00** ~~\$294.00~~ for meetings (and travel) in a day of 4-8 hours;
 - C. **\$432.58** ~~\$390.00~~ for meetings (and travel) in a day of **over 8-12** hours.
 - D. **\$440.08** ~~for meetings (and travel) in a day over 12 hours.~~

- ~~2.4. In addition to the per diem paid under provision 3 and 7, Council Members and appointed Board and Committee members will be paid \$64.00 per hour, or portion thereof, for total meeting time (and travel) in excess of nine (9) hours in one day, to a maximum of \$253.00 additional dollars~~
- 2.5. A meeting per diem is compensation for attendance at Council appointed Boards and Committees.
- 2.6. Councillors and the Reeve may also receive meeting per diem compensation for attendance at Special Events. Special Events are those that Greenview receives an invitation for the Reeve to attend on behalf of Greenview, or that Council has appointed a member to attend as a designate.
- 2.7. Notwithstanding provisions 3, for conference attendance, conference attendees will be paid a per diem rate of ~~\$390.00~~ **\$432.58**.
- 2.8. Annually, established rates of honoraria will be adjusted for a cost of living allowance, at the same time, in the same manner and for the same amount (if any) as the salary grid of Greenview. All rates under this policy will be rounded to the closest dollar for ease of processing.
- 2.9. Council members and appointed Board and Committee members will be paid for attending a meeting through electronic means (teleconference, Skype and such similar methods), so long as the meeting exceeds fifteen (15) minutes.
- 2.10. In accordance with Section 154(2) of the Municipal Government Act, the Reeve, by nature of the position, is a member of all council committees and all bodies to which council has the right to appoint members. The Reeve may choose to attend any committee or board meeting, and will be eligible to receive the meeting per diem compensation for this attendance as outlined in this policy.
- 2.11. Should a Councillor receive an invitation to attend meeting on behalf of Greenview and there is not time for Council to make a motion to approve attendance at the meeting or function, the Councillor must make a request to the Reeve for approval prior to attending the meeting or function in order to receive compensation for attending the meeting.
- 2.12. All honoraria paid under this policy is subject to the taxation requirements of the Canada Revenue Agency.
- 2.13. Greenview will compensate Council Members for mileage to all events attended as a Councillor.
- 2.14. All per diem claims are to be submitted every two weeks and will correspond with the payroll cycle determined by the payroll and benefits department of Greenview.
- 2.15. Expense claims for Board and Committee members will be reviewed by the most senior Greenview employee directly involved in the Board and Committee in question.
- 2.16. All Council Member expense claims, other than the expense claim for the Reeve, will be submitted to the Reeve (or in his or her absence, the Deputy Reeve) for review and approval. The Reeve will submit his or her expense claim to the Deputy Reeve for review and approval.

If the Reeve is absent then the Deputy Reeve will submit his or her expense claim to another member of Council for review and approval.

- 2.17. Greenview will engage an external party to conduct a compensation review for Council and Board remuneration to be complete and approved by Council prior to each Municipal Election.



REQUEST FOR DECISION

SUBJECT:	Policy 1002 Travel and Subsistence		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2021	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM: EK	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1002 Travel and Subsistence as presented.

BACKGROUND/PROPOSAL:

Council Compensation Review Committee reviewed Policy 1002 and recommended the following changes:

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

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

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

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview Council will be compensated for travel and subsistence at a fair rate.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may refer administration to bring the policy before the newly elected Council for approval.

Alternative #2: Council may make additional recommendations.

FINANCIAL IMPLICATION:

Increasing the Travel and Subsistence rates will have financial implications for the municipality.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the Policy List

ATTACHMENT(S):

- Policy 1002 Travel and Subsistence – Original
- Policy 1002 Travel and Subsistence – Revised

Title: Travel and Subsistence

Policy No: 1002

Effective Date: May 25, 2020

Motion Number: 20.05.313

Supersedes Policy No: NONE

Review Date: May 25, 2023



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

DEFINITIONS

CAO means the Chief Administrative Officer.

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

Greenview means the Municipal District of Greenview no. 16.

POLICY

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

Claim Parameters

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

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

5. Meals

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

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

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

6. Travel Expenses

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

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

Responsibilities

7. Council Members and Staff

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

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

8. Council and Senior Management

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

9. Management

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

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

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

10. Corporate Services Staff

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

Title: Travel and Subsistence

Policy No: 1002

Effective Date:

Motion Number:

Supersedes Policy No: NONE

Review Date:



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

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer.
- 1.2. **GM Director** means the ~~General Managers~~ **Director** of Infrastructure and Planning, Community Services, **and Corporate Services** as well as the ~~Chief Financial Officer~~.
- 1.3. **Greenview** means the Municipal District of Greenview no. 16.

2. POLICY

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

3. CLAIM PARAMETERS

3.1 Milage

- A. The kilometre rate will be paid in accordance with the current Canada Revenue Agency rates and will also include the Northern Travel Premium as required.
- B. When an employee is travelling for Greenview business, whenever possible, that employee should use a Greenview vehicle.

- C. Travel out of province will be undertaken by the method approved in advance.
- D. While on conference or training, a claimant may hire a rental vehicle or be reimbursed for taxi expenses.

3.2. Meals

- A. Meals may be reimbursed without receipts at the following rates:
 - Breakfast \$20.00
 - Lunch \$20.00
 - Dinner ~~\$30.00~~ **\$50.00**
- B. Alternatively, meals may be reimbursed upon the production of original receipts for the total amount of the receipt including taxes and a maximum gratuity of %15.

3.3. Travel Expenses

- A. The following rates will be paid to claimants for the travel expenses listed below:
 - Incidental allowance \$15.00 per 24-hour period;
 - Private Accommodation ~~\$30.00~~ **\$50.00** per night;
 - Taxi/Transit/Car Rental actual cost per receipt;
 - Parking actual cost per receipt
 - Hotel accommodation actual cost per receipt.

4. COUNCIL AND STAFF RESPONSIBILITIES

- 4.1 Submit expenses in accordance with the provisions of this policy;
- 4.2 Submit expense claims within thirty (30) days from the end of the month in which the expense occurs.

5. COUNCIL AND SENIOR MANAGEMENT RESPONSIBILITIES

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

5.2 Council will review the travel and subsistence rates annually to capture changes to fuel, accommodation, and food costs.

6. MANAGEMENT RESPONSIBILITIES

- 6.1 Responsible for reviewing all expense claims submitted from employees within their department;
- 6.2 Provide authorization to staff prior to staff attending meetings, training or other Greenview business and incurring expenses pursuant to this policy, however, an employee who incurs an unexpected meal expense will be reimbursed in accordance with the provisions of this policy upon the production of a receipt and with the approval of their immediate supervisor.
- 6.3 Refer their expense claims to their GM or CAO for approval, or in the case of the CAO, to refer their expense claim to the Reeve for approval.

7. CORPORATE SERVICES RESPONSIBILITIES

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



REQUEST FOR DECISION

SUBJECT:	Policy 1009 Internet Services for Members of Council		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2021	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM: EK	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1009 Internet Services for Members of Council as presented.

BACKGROUND/PROPOSAL:

Council Compensation Review Committee reviewed Policy 1009 and recommended the following changes:

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

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

BENEFITS OF THE RECOMMENDED ACTION:

1. Policy 1009 internet rates will be reviewed annually.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may refer administration to bring the policy before the newly elected Council for approval.

Alternative #2: Council may make additional recommendations.

FINANCIAL IMPLICATION:

Increasing the rates will have financial implications for the municipality.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the Policy List

ATTACHMENT(S):

- Policy 1009 Internet Services for Members of Council – Original
- Policy 1033 Internet Services for Members of Council – Revised

Title: Internet Services for Members of Council

Policy No: 1009

Effective Date: March 23, 2021

Motion Number: 21.03.131

Supersedes Policy No:

Review Date: March 23, 2024



Purpose: Greenview will establish the parameters for providing effective internet for Members of Council at their primary residence within Greenview to ensure that Members of Council can communicate and exchange information and files at an effective speed.

1. DEFINITIONS

- 1.1. **Digital Communication Tools** means Greenview issued electronic equipment, including but not limited to: cellphones, tablets, laptops, cell phone boosters, cellular data, and residential internet plans, installation, servicing, repair and replacement costs, and other digital equipment as required or authorized by the supervisors or the Chief Administrative Officer.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Primary Residence** means the address within Greenview where the Member spends the majority of the year.

2. POLICY

- 2.1. Internet, email and social media are essential tools for Members of Council.
- 2.2. Each Member of Council will have access to an effective internet connection from their primary residence.
- 2.3. Greenview will reimburse Members of Council for 100% of the monthly costs of an appropriate internet service and 100% of the installation costs and required hardware directly related to the connection to the Internet Service Provider. If a Councillor wishes to obtain a higher cost service, Greenview will reimburse the Councillor for an amount equivalent to the lower cost alternative.
- 2.4. Personal use of an internet connection is expected, but any additional charges generated by personal use will not be eligible for reimbursement.
- 2.5. If a Member of Council resigns their position in office before the end of the four-year term, installation costs shall be repaid on a prorated bases over a three year period. Council may waive the repayment by motion.

- 2.6. If a Member of Council already has effective internet service, monthly costs will be reimbursed from the date where Digital Communication Tools (laptop, iPad/tablet, iPhones, etc.) were issued by Greenview to Council Members. Council Members will be reimbursed for any SIM cards purchased by the Member from the same date, for use in Greenview issued electronic equipment.
- 2.7. Expenses for an appropriate internet service may be claimed by the Member of Council as part of regular expense claims. At the time that the service or the claim is initiated, a copy of the bill shall be submitted. Subsequent expense claims do not require a copy of the internet service bill, unless the cost of the service changes, or a copy of the current bill is requested.

ORIGINAL

Title: Internet Services for Members of Council

Policy No: 1009

Effective Date: March 23, 2021

Motion Number: 21.03.131

Supersedes Policy No:

Review Date: March 23, 2024



Purpose: Greenview will establish the parameters for providing effective internet for Members of Council at their primary residence within Greenview to ensure that Members of Council can communicate and exchange information and files at an effective speed.

1. DEFINITIONS

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- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Primary Residence** means the address within Greenview where the Member spends the majority of the year.

2. POLICY

- 2.1. Internet, email and social media are essential tools for Members of Council.
- 2.2. Each Member of Council will have access to an effective internet connection from their primary residence.
- 2.3. Greenview will reimburse Members of Council for 100% of the monthly costs of an appropriate internet service and 100% of the installation costs and required hardware directly related to the connection to the Internet Service Provider. If a Councillor wishes to obtain a higher cost service, Greenview will reimburse the Councillor for an amount equivalent to the lower cost alternative.
- 2.4. Personal use of an internet connection is expected, but any additional charges generated by personal use will not be eligible for reimbursement.
- 2.5. If a Member of Council resigns their position in office before the end of the four-year term, installation costs shall be repaid on a prorated bases over a three-year period. Council may waive the repayment by motion.

- 2.6. If a Member of Council already has effective internet service, monthly costs will be reimbursed from the date where Digital Communication Tools (laptop, iPad/tablet, iPhones, etc.) were issued by Greenview to Council Members. Council Members will be reimbursed for any SIM cards purchased by the Member from the same date, for use in Greenview issued electronic equipment.
- 2.7. Expenses for an appropriate internet service may be claimed by the Member of Council as part of regular expense claims. At the time that the service or the claim is initiated, a copy of the bill shall be submitted. Subsequent expense claims do not require a copy of the internet service bill, unless the cost of the service changes, or a copy of the current bill is requested.
- 2.8. An annual review of internet service rates will be conducted by Administration to ensure the policy continues to meet the needs of Council members. If there are significant changes, Administration will present them to Council.

UNAPPROVED



REQUEST FOR DECISION

SUBJECT:	Policy 1011 Northern Travel Premium		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2021	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	GM: EK	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1011 Northern Travel Premium as presented.

BACKGROUND/PROPOSAL:

Council Compensation Review Committee reviewed Policy 1002 and recommended the following changes:

1. That the Northern Travel Premium be increased to \$0.17 per km for the first 5,000 km travelled in a given year and to \$0.26 per km for every km over 5,000km.
2. That the Northern Travel Premium be reviewed annually.

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

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

BENEFITS OF THE RECOMMENDED ACTION:

1. The Northern Travel Premium policy will align with the current cost of travel.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may refer administration to bring the policy before the newly elected Council for approval.

Alternative #2: Council may make additional recommendations.

FINANCIAL IMPLICATION:

Increasing the rates will have financial implications for the municipality.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the Policy List

ATTACHMENT(S):

- Policy 1011 Northern Travel Premium – Original
- Policy 1002 Northern Travel Premium – Revised

Title: NORTHERN TRAVEL PREMIUM

Policy No: 1011

Approval: Council

Effective Date: October 8, 2013

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

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

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

Principles:

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

Approved: 13.10.605

Title: Northern Travel Premium

Policy No: 1011

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No:

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



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

1. DEFINITIONS

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

2. POLICY STATEMENT

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

3. PROCEDURE

- 3.1. The Northern Travel Premium will be provided as a taxable benefit to all, Council, staff and board and committee members.
- 3.2. The premium paid will be ~~\$0.15~~ **\$0.17** per km for the first 5,000 km travelled in that year by the claimant and ~~\$0.24~~ **\$0.26** cents per km for expense claims where the claimant has exceeded 5,000 km in mileage claimed for the year.
- 3.3. This additional compensation is paid in recognition of the high fuel prices and expense of operating vehicles suitable for the conditions in the area.
- 3.4. **The Northern Travel Premium will be reviewed annually for adjustment.**



REQUEST FOR DECISION

SUBJECT: **Policy 1033 Compensation Review**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: October 12, 2021
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1033 Compensation Review as presented.

BACKGROUND/PROPOSAL:

Council Compensation Review Committee reviewed Policy 1033 and recommended the following changes:

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

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

BENEFITS OF THE RECOMMENDED ACTION:

1. A Council Compensation Review Committee will be established and review Council compensation prior to each Municipal Election. As well, all rates will be reviewed annually.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may refer administration to bring the policy before the newly elected Council for approval.

Alternative #2: Council may make additional recommendations.

FINANCIAL IMPLICATION:

Increasing the rates will have financial implications for the municipality.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the Policy List

ATTACHMENT(S):

- Policy 1033 Compensation Review – Original
- Policy 1033 Compensation Review – Revised

Title: Compensation Review

Policy No: 1033

Effective Date: December 9, 2019

Motion Number: 19.12.874

Supersedes Policy No: NONE

Review Date: December 9, 2022



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

DEFINITIONS

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

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

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

Pay Rate the individual salary or wage of an employee.

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

POLICY

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

Compensation Review

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

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

Pay Grid

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

Benefits Program

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

Staff Agreement

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

Title: Compensation Review

Policy No: 1033

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No:

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



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

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of the M.D of Greenview No. 16.
- 1.2. **Greenview** means the municipal corporation of the M.D of Greenview No. 16.
- 1.3. **Pay Grid** means the salary structure that determines how much an employee is paid as a wage or salary, based on one or more factors such as the employee's level, rank, or status within the organization, the length of employment, and the difficulty of the job.
- 1.4. **Pay Rate** the individual salary or wage of an employee.
- 1.5. **Percentile** A value on a scale of one hundred that indicates the percent of a distribution that is equal to or below it. The 75th percentile is the point below which 75 percent of the data falls.

2. POLICY

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

3. COMPENSATION REVIEW

- 3.1. Greenview will engage an external consultant to conduct a compensation review at least every three years by surveying similar sized municipalities in Alberta, other public sector organizations in Alberta, and the broader public sector in Western Canada, to examine overall compensation provided to similar positions of relatively equal responsibility. A recommendation for changes will be made by the CAO to Council.

- 3.2. In addition, Council may annually, at their sole discretion upon the recommendation of the CAO, apply a cost-of-living factor to the pay grid, in order to maintain the Greenview pay structure in a competitive position.
- 3.3. Greenview strives to set pay for all positions at the 75% percentile of current pay levels of other similar sized municipalities in Alberta, other public sector organizations in Alberta, and the broader public sector in Western Canada.

4. PAY GRID

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

5. BENEFITS PROGRAM

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

6. STAFF AGREEMENT

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

7. COUNCIL COMPENSATION REVIEW

- 7.1. Annually Council will review travel, milage and subsistence rates to ensure Greenview remains comparable with the recommended rates established annually by the CRA Directives on Travel.
- 7.2. In the year prior to a General Election, Council will establish the Council Compensation Review Committee and appoint Members to the Committee to review the full compensation package and make recommended changes for the future Council's consideration.



REQUEST FOR DECISION

SUBJECT: **Policy 8004 Greenview Sponsorships and Donations**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 12, 2021 CAO: SW MANAGER: KK
DEPARTMENT: ECONOMIC DEVELOPMENT GM: DM PRESENTER: SS
STRATEGIC PLAN: Level of Service LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8004 “Greenview Sponsorships and Donations” as presented.

BACKGROUND/PROPOSAL:

Administration updated the policy to current standards and updated position references and language. A provision was added to grant the CAO authority to approve sponsorships up to \$1,000.00, leaving sponsorships greater than \$1,000.00 to be approved by Council. Additional discretion is given to Council to approve Sponsorship and Donation funding requests above the limit of one per year and greater than the current prescribed maximum.

Policy Review Committee recommended the advertising requirements of recipients be captured in the sponsorship definition.

BENEFITS OF THE RECOMMENDED ACTION:

1. Council will not be burdened with approving sponsorship and donation requests less than \$1,000.00.
 2. Council will have more discretion regarding larger and additional sponsorship and donation requests.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

FINANCIAL IMPLICATION:

If Council approves sponsorships and donations above the current prescribed maximum there will be additional financial considerations.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Policy 8004 – Original
- Policy 8004 – Revised
- Schedule A

Title: Greenview Sponsorships and Donations

Policy No: 8004

Effective Date: March 9, 2020

Motion Number: 20.03.159

Supersedes Policy No: N/A

Review Date: March 9, 2023



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations, registered societies and one-time annual events.

DEFINITIONS

Greenview means the municipal Corporation of the Municipal District of Greenview No. 16.

Sponsorship means a funding program designed to support single events and functions and that has sponsorship recognition requirements.

Community Grants means a funding program designed to assist not-for-profit organizations and societies with capital and operational costs for programs or projects that provide social or economic benefits to Greenview and its residents.

Donations under \$2,000.00 do not require any further sponsorship recognition. Promotion may be requested at the discretion of Administration.

POLICY

1. The organization should be a not-for-profit organization or a registered society to qualify for the Greenview Sponsorships and Donations funding.
2. The event or donation must be beneficial to Greenview residents.
3. The event must be non-political in nature.
4. Organizations shall be limited to one Greenview Sponsorships and Donations funding request per calendar year.
5. Greenview requires successful Greenview Sponsorships and Donations applicants to provide recognition of the funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorships Policy.

6. Greenview Sponsorships and Donations applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
7. Greenview Sponsorships and Donations are subject to Council Approval.
8. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy 8002.

PROCEDURE

1. All grant applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview's website: <http://mdgreenview.ab.ca/programs-services/departments/community-services/community-grants-program/> or at any Greenview Administration Office.
2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching your backup documents with the application.
3. Greenview Sponsorships and Donations requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
4. Greenview Administration will notify applicants within 14 days of their request being approved or denied by Greenview Council.
5. Sponsorships requests in excess of \$2,500.00 will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.

Title: Greenview Sponsorships and Donations

Policy No: 8004

Effective Date:

Motion Number:

Supersedes Policy No:

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



Purpose: To establish guidelines for responding to donation requests to not-for-profit organizations, registered societies and one-time annual events.

1. DEFINITIONS

- 1.1. **CAO** means the Chief Administrative Officer of Greenview.
- 1.2. ~~Community Grants~~ means a funding program designed to assist not-for-profit organizations and societies with capital and operational costs for programs or projects that provide social or economic benefits to Greenview and its residents.
- 1.3. **Donation** means cash or in-kind contributions made to local not-for-profit groups or organizations.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.
- 1.5. **Sponsorship** means a mutually beneficial arrangement or partnership between Greenview and a not-for-profit organization or registered society wherein Greenview contributes funds to support single events and functions in return for recognition, acknowledgement and/or other promotional considerations. ~~means a funding program designed to support single events and functions and that has sponsorship recognition requirements.~~

2. POLICY STATEMENT

- 2.1. The organization should be a not-for-profit organization or a registered society qualify for the Greenview Sponsorships and Donations funding.
- 2.2. The event or donation must be beneficial to Greenview residents.
- 2.3. The event must be non-political in nature.
- 2.4. Organizations shall be limited to one Greenview Sponsorships and Donations funding request per calendar year.
 - A) Requests in excess of one Sponsorship and Donation in a single calendar year will be reviewed and approved at the discretion of Council.

- 2.5. Greenview requires successful Greenview Sponsorships and Donations applicants to provide recognition of the funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorship Policy.
- 2.6. Greenview Sponsorships and Donations applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.
- 2.7. Greenview Sponsorships and Donations are subject to Council Approval.
- 2.8. This Policy does not apply to Community Grants, which must follow the requirements of the Community Grants Policy 8002.

3. PROCEDURE

- 3.1. All ~~grant~~ applicants will be required to file a Sponsorship & Donation Application Form, which is available through Greenview's website: <http://mdgreenview.ab.ca/programs-services/departments/community-services/community-grants-program/> or at any ~~Greenview Administration Office.~~
- 3.2. The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching your backup documents to the application.
- 3.3. Greenview Sponsorships and Donations requests should be provided to Greenview Administration no fewer than 60 days preceding the event.
- 3.4. Greenview Administration will notify applicants within 14 days of their request being approved or denied by Greenview Council.
- 3.5. Donations under \$2,000.00 do not require any further sponsorship recognition. Promotion may be requested at the discretion of Administration.
- 3.6. All sponsorship or donation requests in excess of ~~\$2,500.00~~ will be received by the Community Services Coordinator for proper Council approval. Communications department will assist successful applicants in coordinating recognition and advertising for the event.
- 3.7. The CAO, or designate, has the delegated authority to approve a sponsorship or donation for a single event up to a maximum of \$1,000.00.
- 3.8. Sponsorships or donations in excess of \$1,000.00 will be approved at the discretion of Council.
- 3.9. Council may at its discretion consider requests for amounts greater than the prescribed maximum outlined in Schedule A.

Schedule A

Greenview Sponsorships *Policy 8004		
PREMIER	\$10,000 +	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
PARTNER Advocate Promoter Contributing Presenting	\$2,500 - \$10,000.00	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
COMMUNITY SUPPORT	\$100 - \$2,500	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)



REQUEST FOR DECISION

SUBJECT: **Policy 8006 Annual Budgeted Operating Grants**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 12, 2021 CAO: SW MANAGER: KK
DEPARTMENT: ECONOMIC DEVELOPMENT GM: DM PRESENTER: SS
STRATEGIC PLAN: Level of Service LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 8006 “Annual Budgeted Community Grants” as presented.

BACKGROUND/PROPOSAL:

The Annual Budgeted Operational Grants Policy encompasses grants that do not fall under Policy 8002 Community Grants. These grants are given to non-profit organizations and accounted for in the annual budget rather than given out upon request.

This policy specifies that the grant is only to be used for operational expenses. The idea is that capital requests go through the Community Grants process outlined in Policy 8002, and subject to the application, reporting and recognition clauses therein.

This policy was originally brought to PRC in May where Council recommended a language clarification. Administration requested this policy be brought back to PRC with additional provisions: Community Grants recipients are no longer required to be registered non-profits, rather not-for-profit community groups or organizations. Also, administration recommended the removal of October 1 as the date for recipients to confirm their operational funding requirements. As well as, specified that grants must be utilized for their specified purpose and Council approval is required for any changes to the use of funds.

Policy Review Committee in September recommended the date for applicants to confirm their operational funding requirements be changed to August 15 to accommodate the potential for changing budget dates while also providing a deadline for applicants.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a policy governing grants that are budgeted for annually.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

FINANCIAL IMPLICATION:

The funds for Operational Grants are accounted for in the annual budget.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Policy 8006 – Revised
- Schedule A

Title: Annual Budgeted Operating Grants

Policy No: 8006

Effective Date:

Motion Number:

Supersedes Policy No:

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



Purpose: The purpose of the Annual Budgeted Operating Grants Policy is to provide a framework for non-profit organizations that ensures annual grant recipients are awarded funding in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community and region.

1. DEFINITIONS

- 1.1. **Annual Budgeted Operating Grant** means a grant for operating expenses that is accounted for in Greenview's annual budget. Generally, a grant agreement will be in place stipulating the annual operating grant contribution Greenview will provide. Occasionally, an annual budgeted operating grant will be for a finite term (such as 3 years, 5 years, etc.)
- 1.2. **Community Grant** means a one-time capital or operating grant subject to the application, reporting and recognition requirements outlined in Policy 8002.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.
- 1.5. **Operating Expenses** means an expense incurred through normal business operations. This may include but is not limited to rent, equipment maintenance, inventory costs, marketing, payroll, insurance, ~~step costs~~ and funds allocated for development.

2. POLICY STATEMENT

- 2.1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help govern the best use of these limited funds.

3. SCOPE

- 3.1. This policy applies to Annual Budgeted Operating Grants. Organizations that require capital funding, or additional operating funding other than the annually budgeted amount, must submit a Community Grant Application to Greenview by April 15 or October 15 in accordance with The Community Grants Policy 8002.

4. PRINCIPLES

- 4.1. Accountability: Greenview ~~requires~~ **may require** Annual Budget Operating Grant recipients to be accountable for the funds awarded to their not-for-profit organization or society. Upon Greenview's request, recipients will be required to provide the previous years' financial statements prior to funds being released.
- 4.2. Recognition: Greenview requires Annual Budgeted Operating Grant recipients to provide recognition of the funding in an acceptable manner to Greenview. Greenview Administration will use Schedule A as a guideline for establishing the level of recognition.

5. PROCEDURE

- 5.1. Funding requirements for Annual Budgeted Operating Grants will be provided through the Greenview budget process.
- 5.2. Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
- 5.3. Distribution will be at the discretion of Council and will be part of the budget deliberations.
- 5.4. Recipients must confirm their operational funding requirements ~~by October 1~~ **August 15** for the upcoming year.
- 5.5. Administration will work with recipients to identify the appropriate level of recognition represented by ongoing contributions for Greenview utilizing Schedule A as a guideline.
- 5.6. The grant recipient must establish and maintain proper accounting records.
- 5.7. Successful recipients may be required to file an accounting statement of grant fund expenditures with Greenview ~~by October 1~~ **August 15** of the funding year.

6. FUNDING CONDITIONS

- 6.1. ~~Recipients must be registered under the Ag Societies Act, the Societies Act or the Canadian Corporations Act (non-profit sector).~~ **Recipients must be a not-for-profit community group or organization.**
- 6.2. **The Annual Budgeted Community Grants shall be utilized for the specified purpose. Greenview Council approval is required for any changes to the intended use of the funds. ~~used for operational expenses and must not either directly or indirectly be used to further a for-profit venture.~~**
- 6.3. The **operating grant** accounting statement **shall be endorsed** by two authorized representatives having legal and /or financial signing authority for the organization **and must show how the Annual Budgeted Operating Grant was expended.**

Schedule A

Greenview Sponsorships *Policy 8006		
PREMIER	\$10,000 +	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
PARTNER Advocate Promoter Contributing Presenting	\$2,500 - \$10,000.00	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
COMMUNITY SUPPORT	\$100 - \$2,500	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)



REQUEST FOR DECISION

SUBJECT: **Policy Review Committee October 13, 2021**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: October 12, 2021 CAO: SW MANAGER:
DEPARTMENT: CORPORATE SERVICES GM: EK PRESENTER: SS
STRATEGIC PLAN: Level of Service LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Bylaw 21-876 Procedural Bylaw, Bylaw 21-884 Policy Review Committee Bylaw.

RECOMMENDED ACTION:

MOTION: That Council cancel the Policy Review Committee meeting scheduled for October 13, 2021

BACKGROUND/PROPOSAL:

Administration is recommending the cancellation of PRC due to insufficient policies and time conflict related to the Municipal Election Advance Vote.

Council scheduled a Greenview Industrial Gateway committee meeting at the usual time of MPC and PRC, bumping PRC to the afternoon. This time change conflicts with the preparation of the Advance Vote as Legislative Services staff will be distributing election materials to DROs and must be at assigned polling stations by 2:30 p.m.

At this time, there are no policies to be brought to PRC.

BENEFITS OF THE RECOMMENDED ACTION:

1. New policies will be brought to Policy Review Committee the following month with the newly elected Council.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to hold the scheduled meeting as it stands however, Administration does not recommend this course of action due to the absence of policies to discuss and staff to conduct the provide support for the meeting.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

The meeting cancellation will be communicated to the public.

ATTACHMENT(S):

- None



REQUEST FOR DECISION

SUBJECT:	Long Run Exploration Ltd. Property Tax Payment Proposal		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2021	CAO: SW	MANAGER: CF
DEPARTMENT:	FINANCE	GM: EK	PRESENTER: MJ
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – In accordance with Section 347(1) of the Municipal Government Act RSA 2000, Chapter M-26.

Council Bylaw/Policy (cite) – Bylaw 19-810 Tax Bylaw 2019, Bylaw 20-843 Tax Bylaw 2020 & Bylaw 21-874 Tax Bylaw 2021

RECOMMENDED ACTION:

MOTION: That Council take no action on the proposed payment plan from Long Run Exploration Ltd., for their 2019, 2020, 2021, 2022, 2023 and 2024 property taxes.

BACKGROUND/PROPOSAL:

On September 29, 2021, Administration received a draft tax repayment agreement from the Surface Manager of Long Run Exploration Ltd. proposing a payment plan for 2019, 2020, 2021, 2022, 2023 and 2024 property taxes.

Long Run Exploration Ltd. says they have reached similar agreements with other Municipalities, Administration has requested that Long Run Exploration Ltd. provide these for reference.

The proposed payment plan will include:

- 1) Monthly installments for 2019, 2020, 2021, 2022, 2023 and 2024 property tax levies
- 2) Administration to waive penalties that have already been applied to the 2019 and 2020 tax levies
- 3) Administration to waive penalties that would incur for 2021, 2022, 2023 and 2024.

The amount of current and future penalties to be waived is approximately \$984,000.00.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will have upheld Council's tax bylaws and will have treated all ratepayers equally.
2. A second benefit of the recommended action is that Council will avoid creating a precedence by going against Council's bylaw.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. A possible disadvantage to the recommended action is the 2019, 2020, 2021 property taxes and penalties as well as future taxes and penalties for Long Run Exploration Ltd. may not get paid.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to accept Long Run Exploration Ltd. proposal, however due to the precedence this may set, and potential cash flow problems, if other companies make a similar request, Administration does not recommend this solution.

FINANCIAL IMPLICATION:

N/A

Direct Costs: N/A

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will notify Long Run Exploration Ltd. of Council's decision.

ATTACHMENT(S):

- Request from Long Run Exploration Ltd.
- Proposed Payment Plan
- MGA Section 347(1)
- Trial Balance

Marilyn Jensen

From: Ed Kaemingh
Sent: September 29, 2021 1:04 PM
To: Marilyn Jensen; Shelly Wiebe
Cc: Carolyn Ferraby
Subject: FW: Long Run Exploration
Attachments: DRAFT Tax Repayment Agreement_Greenview Sept.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

From: Kurtis Averill <KAverill@longrunexploration.com>
Sent: September 29, 2021 1:01 PM
To: Ed Kaemingh <ed.kaemingh@mdgreenview.ab.ca>
Subject: RE: Long Run Exploration

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

Hi Ed, I have attached a proposed draft Tax Repayment Agreement for you to review. This is very similar to the other MD's and Counties Long Run has reached agreements with. The only difference would be the specific tax roll amounts and penalties incurred. Essentially we are proposing paying back the outstanding taxes over a 4 year term with a payment schedule laid out in Appendix B. We are also asking Greenview to waive the accumulated penalties that have been incurred.

We will need you to double check our numbers to ensure we have captured everything. I believe most of those are highlighted in the document. Please review and we can discuss further.

Thanks

TAX REPAYMENT AGREEMENT

THIS AGREEMENT made this ____ day of September, 2021.

BETWEEN:

MUNICIPAL DISTRICT OF GREENVIEW NO. 16
a municipality governed pursuant to the *Municipal Government Act*

(the “Municipality”)

– and –

LONG RUN EXPLORATION LTD.
a body corporate incorporated pursuant to the laws of Alberta,

(the “Taxpayer”)

(collectively, the “Parties”)

RECITALS:

WHEREAS:

- a) Taxpayer (“Taxpayer”) owns, leases, operates and/or is the assessed person in respect to assets, including linear property, machinery and equipment, buildings, structures, and lands, as described in Schedule “A”, located within the jurisdictional boundaries of, and subject to assessment and taxation by the Municipality (the “Property”);
- b) There are outstanding taxes for the Taxpayer’s Property which have not been paid (the “Outstanding Taxes”), which are set out in Schedule “A”;
- c) The Taxpayer is willing to enter into a repayment agreement in relation to the Outstanding Taxes and in respect to taxes to be levied by the Municipality during the term of this Agreement;
- d) the Parties wish to fully and finally resolve any and all disputes regarding the Outstanding Taxes consensually, pursuant to the terms of this Tax Repayment Agreement (the “Agreement”);
- e) Taxpayer has full authority to enter into this Agreement and Taxpayer warrants that it is not in receivership or bankruptcy.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Taxpayer and the Municipality agree that the recitals herein contained are true in substance and in fact are intended to form part of this Agreement.
2. The Taxpayer acknowledges its indebtedness to the Municipality for the Outstanding Taxes at September 30, 2021 in the amount of \$1,165,804.21, as more specifically outlined in Schedule “A” to

this Agreement, which excludes penalties that have accrued in the amount of \$363,214 as set out in Schedule “C”. (the “**Outstanding Penalties**”)

3. The Taxpayer agrees to make monthly payments on the last day of every month towards the Outstanding Taxes in the amount set out in the tax repayment schedule set out in **Schedule “B”**.
4. The Municipality agrees that upon receiving all payments for the Outstanding Taxes pursuant to **Schedule “B”**, the Municipality shall waive any penalties on the Outstanding Taxes that have accrued as of the date of this Agreement and would otherwise accrue during the term of this Agreement. For clarity, the Municipality agrees to waive Outstanding Penalties in the amount of \$xxx.
5. The Taxpayer shall also pay future taxes assessed by the Municipality and levied against Taxpayer relating to the Property for the 2022, 2023 and 2024 Tax Years (the “**Future Taxes**”).
6. The Municipality agrees that if the Taxpayer is making all of the payments for Future Taxes, it shall not issue any penalties on the Future Taxes.
7. The Municipality agrees that upon receiving all payments as set out in Schedule “B” of this Agreement, the Municipality shall not take any enforcement steps against the Taxpayer in respect of the Outstanding Taxes, either pursuant to the Municipal Government Act or otherwise, and it will not commence or continue any litigation against the Taxpayer.
8. If the Taxpayer fails to make any payment in accordance with this Agreement, the Taxpayer will have 10 business days from the date the payment was due to make the payment. If the Taxpayer fails to make the payment within 10 business days, it will be considered a default.
9. The following are acts of default by Taxpayer:
 - a. the failure of Taxpayer to make a payment to Municipality as and when required under this Agreement;
 - b. in the event that Taxpayer becomes a bankrupt within the meaning of the *Bankruptcy and Insolvency Act*;
 - c. a receiver, interim receiver, receiver and manager, custodian or liquidator is appointed for the business, property, affairs or revenues of Taxpayer, which are not diligently challenged or contested by Taxpayer;
 - d. any steps are taken or action or proceeding instituted by Taxpayer or by any other person, including, without limitation, any court or governmental body of competent jurisdiction for the dissolution, winding up or liquidation of Taxpayer or its assets, which are not diligently challenged or contested by Taxpayer;
 - e. the Taxpayer makes or attempts to make a sale in bulk of any of its assets located within Municipality, otherwise than in accordance with applicable law;
 - f. the Taxpayer vacates or abandons or attempts to vacate or abandon the Property or any part of the Property or the Municipality, acting reasonably, in good faith, and in a bona-fide manner, has a reasonable reason to believe that Taxpayer intends to vacate or abandon or attempt to vacate or abandon the Property or any part of the Property; or

- g. any material portion of Taxpayer's assets used in connection with the Property are taken under any writ of execution, chattel mortgage, charge, debenture or other security instrument, which action or proceeding is not diligently challenged or contested by Taxpayer.
- 10. If the Municipality, acting reasonably, in good faith and in a bona-fide manner, determines that the Taxpayer has committed an act of default under this Agreement, the Municipality shall, be required to provide at least 15 days prior written notice to Taxpayer. If the Taxpayer fails to remedy such breach within such period, the Municipality shall be entitled to full payment of the Outstanding Taxes, including all applicable penalties, and shall be at liberty to pursue any and all remedies available to it at law.
- 11. In consideration for the agreements and covenants set out herein, including upon payment of all amounts in full as required in this Agreement, the Municipality, for itself and on behalf of its respective present and former agents, servants, employees, shareholders, directors, officers, solicitors, insurers, affiliates, partners, predecessors, successors, assigns and representatives, forever releases and discharges Taxpayer and Taxpayer's present and former agents, servants, employees, shareholders, directors, officers, solicitors, insurers, affiliates, partners, predecessors, successors, assigns and representatives, of and from any and all actions, causes of action, claims, demands, damages, costs and expenses whatsoever at law or in equity, that it had, now has, or may have in the future, by reason of or arising out of any cause, matter or thing whatsoever with respect to the Outstanding Taxes. For clarity, this release does not release Taxpayer from its obligations under this Agreement.
- 12. Upon termination of this Agreement, all benefits of Taxpayer under this Agreement herein shall cease and all monies paid hereunder may be retained by the Municipality to be applied firstly on account of all Outstanding Taxes and penalties, in addition to all other rights and remedies of the Municipality at law.
- 13. Each Party agrees that the terms of this Agreement are accepted voluntarily and not influenced by any representations of any kind made by any of the parties, except such representations as are outlined in this Agreement. This Agreement is being entered to terminate controversy and no admissions of liability are made by either Party.
- 14. This Agreement is governed by and shall be construed in accordance with the laws of the Province of Alberta and the laws of Canada applicable therein, and the Parties hereby irrevocably attorn to the exclusive jurisdiction of the courts of the Province of Alberta.
- 15. The Parties shall from time to time do such further acts and execute such further documents as shall be reasonably required to fully perform and carry out the terms, spirit and intent of this Agreement.
- 16. The Parties agree that this Agreement may be executed in any number of counterparts and electronically.

[Signature Page to Follow]

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Per: _____

LONG RUN EXPLORATION LTD.

Per: _____

Schedule “A” – 2019, 2020, 2021 TAX LEVIES

“BALANCES TO BE REPAID BY AGREEMENT”

Tax Roll	2019 Tax Levy Balance Remaining	2020 Tax Levy Balance Remaining	2021 Tax Levy Balance Remaining	Total Tax Levy Balance Remaining
316190	283,951.70	251,552.22	234,984.16	770,488.08
233904	34,480.81	30,191.42	30,151.30	94,823.53
310596	937.72	820.20	79.75	1,837.67
310649	166.35	143.72	-	310.07
310650	3,105.73	2,734.57	440.84	6,281.14
310896	94.80	87.72	34.29	216.81
310944	154.77	145.07	56.51	356.35
311476	135.15	125.59	48.16	308.90
312026	81.14	75.96	30.22	187.32
312225	1,771.05	557.58	556.85	2,885.48
312723	2,538.53	2,214.29	242.78	4,995.60
312749	194.78	183.36	70.68	448.82
312750	4,831.56	4,063.03	234.76	9,129.35
312752	130.00	120.68	47.22	297.90
312753	176.51	163.89	64.11	404.51
312854	1,138.52	1,000.60	100.39	2,239.51
313077	130.00	120.68	47.22	297.90
313113	517.40	455.04	452.18	1,424.62
313548	753.29	646.44	623.34	2,023.07
313549	819.36	699.96	674.86	2,194.18
313721	1,175.07	995.26	959.38	3,129.71
314048	125.74	116.93	45.77	288.44
314049	562.00	478.66	45.77	1,086.43
314050	562.00	478.66	456.44	1,497.10
314482	125.74	116.93	45.77	288.44
314969	824.91	720.77	721.30	2,266.98
315260	278.15	260.71	101.54	640.40
315559	1,719.85	1,433.90	1,387.13	4,540.88
315855	50,505.16	44,106.95	36,873.63	131,485.74
315856	133.70	124.52	48.78	307.00
316070	1,360.00	1,135.72	67.34	2,563.06
316100	1,248.03	1,038.13	993.75	3,279.91
316101	1,554.41	1,294.90	1,235.34	4,084.65
316277	1,352.14	1,134.04	1,152.41	3,638.59
316313	1,689.96	1,421.36	996.27	4,107.59
316667	932.84	878.87	848.01	2,659.72
316679	1,311.33	1,146.10	1,096.68	3,554.11
316691	1,082.80	902.61	864.45	2,849.86

316735	1,400.93	1,165.16	1,115.02	3,681.11
316878	1,131.69	937.54	906.82	2,976.05
317505	7,308.00	6,205.08	5,637.74	19,150.82
317512	17,585.88	14,966.76	14,387.42	46,940.06
318701	20.08	24.24	23.83	68.15
318913	46.74	45.57	42.12	134.43
318976	33.94	33.04	30.63	97.61
319965	3,661.14	3,033.88	2,916.81	9,611.83
320006	174.72	163.15	64.00	401.87
320536	3,523.73	2,950.97	2,848.16	9,322.86
<hr/>				
	437,539.85	383,412.43	344,851.93	1,165,804.21

Schedule “B” – 2019, 2020, 2021 TAX LEVIES

“BALANCE REPAYMENT SCHEDULE”

Payment #	Payment Date	Opening Balance	Payment	Closing Balance
1	10/31/2021	\$ 1,165,804.21	\$ 26,682.39	\$ 1,139,121.82
2	11/30/2021	\$ 1,139,121.82	\$ 26,682.39	\$ 1,112,439.43
3	12/31/2021	\$ 1,112,439.43	\$ 26,682.39	\$ 1,085,757.04
4	01/31/2022	\$ 1,085,757.04	\$ 26,682.39	\$ 1,059,074.65
5	02/28/2022	\$ 1,059,074.65	\$ 26,682.39	\$ 1,032,392.26
6	03/31/2022	\$ 1,032,392.26	\$ 26,682.39	\$ 1,005,709.87
7	04/30/2022	\$ 1,005,709.87	\$ 26,682.39	\$ 979,027.48
8	05/31/2022	\$ 979,027.48	\$ 26,682.39	\$ 952,345.09
9	06/30/2022	\$ 952,345.09	\$ 26,682.39	\$ 925,662.70
10	07/31/2022	\$ 925,662.70	\$ 26,682.39	\$ 898,980.31
11	08/31/2022	\$ 898,980.31	\$ 26,682.39	\$ 872,297.92
12	09/30/2022	\$ 872,297.92	\$ 26,682.39	\$ 845,615.53
13	10/31/2022	\$ 845,615.53	\$ 26,682.39	\$ 818,933.14
14	11/30/2022	\$ 818,933.14	\$ 26,682.39	\$ 792,250.75
15	12/31/2022	\$ 792,250.75	\$ 26,682.39	\$ 765,568.36
16	01/31/2023	\$ 765,568.36	\$ 26,682.39	\$ 738,885.97
17	02/28/2023	\$ 738,885.97	\$ 26,682.39	\$ 712,203.58
18	03/31/2023	\$ 712,203.58	\$ 26,682.39	\$ 685,521.19
19	04/30/2023	\$ 685,521.19	\$ 26,682.39	\$ 658,838.80
20	05/31/2023	\$ 658,838.80	\$ 26,682.39	\$ 632,156.41
21	06/30/2023	\$ 632,156.41	\$ 26,682.39	\$ 605,474.02
22	07/31/2023	\$ 605,474.02	\$ 26,682.39	\$ 578,791.63
23	08/31/2023	\$ 578,791.63	\$ 26,682.39	\$ 552,109.24
24	09/30/2023	\$ 552,109.24	\$ 26,682.39	\$ 525,426.85
25	10/31/2023	\$ 525,426.85	\$ 26,682.39	\$ 498,744.46
26	11/30/2023	\$ 498,744.46	\$ 26,682.39	\$ 472,062.07
27	12/31/2023	\$ 472,062.07	\$ 26,682.39	\$ 445,379.68
28	01/31/2024	\$ 445,379.68	\$ 26,682.39	\$ 418,697.29
29	02/29/2024	\$ 418,697.29	\$ 26,682.39	\$ 392,014.90
30	03/31/2024	\$ 392,014.90	\$ 26,682.39	\$ 365,332.51
31	04/30/2024	\$ 365,332.51	\$ 26,682.39	\$ 338,650.12
32	05/31/2024	\$ 338,650.12	\$ 26,682.39	\$ 311,967.73
33	06/30/2024	\$ 311,967.73	\$ 26,682.39	\$ 285,285.34
34	07/31/2024	\$ 285,285.34	\$ 26,682.39	\$ 258,602.95
35	08/31/2024	\$ 258,602.95	\$ 26,682.39	\$ 231,920.56
36	09/30/2024	\$ 231,920.56	\$ 26,682.40	\$ 205,238.16

37	10/31/2024	\$ 205,238.16	\$ 17,103.17	\$ 188,134.99
38	11/30/2024	\$ 188,134.99	\$ 17,103.17	\$ 171,031.82
39	12/31/2024	\$ 171,031.82	\$ 17,103.17	\$ 153,928.65
40	01/31/2025	\$ 153,928.65	\$ 17,103.17	\$ 136,825.48
41	02/28/2025	\$ 136,825.48	\$ 17,103.17	\$ 119,722.31
42	03/31/2025	\$ 119,722.31	\$ 17,103.17	\$ 102,619.14
43	04/30/2025	\$ 102,619.14	\$ 17,103.17	\$ 85,515.97
44	05/31/2025	\$ 85,515.97	\$ 17,103.17	\$ 68,412.80
45	06/30/2025	\$ 68,412.80	\$ 17,103.17	\$ 51,309.63
46	07/31/2025	\$ 51,309.63	\$ 17,103.17	\$ 34,206.46
47	08/31/2025	\$ 34,206.46	\$ 17,103.17	\$ 17,103.29
48	09/30/2025	\$ 17,103.29	\$ 17,103.29	\$ 0.00

Schedule “C”

(3) The penalty must not be imposed sooner than January 1 of the year following the year in which the tax was imposed or any later date specified in the bylaw.

1994 cM-26.1 s345

Penalties

346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

1994 cM-26.1 s346

Cancellation, reduction, refund or deferral of taxes

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

1994 cM-26.1 s347

Tax becomes debt to municipality

348 Taxes due to a municipality

- (a) are an amount owing to the municipality,
- (b) are recoverable as a debt due to the municipality,
- (c) take priority over the claims of every person except the Crown, and
- (d) are a special lien
 - (i) on land and any improvements to the land, if the tax is a property tax, a community revitalization levy, a special tax, a local improvement tax or a community aggregate payment levy, or
 - (ii) on goods, if the tax is a business tax, a community revitalization levy, a well drilling equipment tax, a community aggregate payment levy or a property tax imposed in respect of a designated manufactured home in a manufactured home community.

RSA 2000 cM-26 s348:2005 c14 s12

Fire insurance proceeds

349(1) Taxes that have been imposed in respect of improvements are a first charge on any money payable under a fire insurance policy for loss or damage to those improvements.

(2) Taxes that have been imposed in respect of a business are a first charge on any money payable under a fire insurance policy for loss or damage to any personal property

- (a) that is located on the premises occupied for the purposes of the business, and
- (b) that is used in connection with the business and belongs to the taxpayer.

1994 cM-26.1 s349

Tax certificates

350 On request, a designated officer must issue a tax certificate showing

- (a) the amount of taxes imposed in the year in respect of the property or business specified on the certificate and the amount of taxes owing, and

System: 2021-09-30 11:33

User: Marilynj

All Rol l #'s All
From Cu stomer 182811 to 182811

All Tax Classes All

Roll # Name

Balances

Roll Statuses

>= 2021

OCT 1/21 8% PEN CURRENT OS

233904	LONG RUN EXPLORATION LTD.	\$33,784.37	\$2,702.75	\$36,487.12
310596	LONG RUN EXPLORATION LTD.	\$178.46	\$14.28	\$192.74
310649	LONG RUN EXPLORATION LTD.	\$17.32	\$1.39	\$18.71
310650	LONG RUN EXPLORATION LTD.	\$769.72	\$61.58	\$831.30
310896	LONG RUN EXPLORATION LTD.	\$44.79	\$3.58	\$48.37
310944	LONG RUN EXPLORATION LTD.	\$73.85	\$5.91	\$79.76
311476	LONG RUN EXPLORATION LTD.	\$63.18	\$5.05	\$68.23
312026	LONG RUN EXPLORATION LTD.	\$39.30	\$3.14	\$42.44
312225	LONG RUN EXPLORATION LTD.	\$636.20	\$50.90	\$687.10
312723	LONG RUN EXPLORATION LTD.	\$509.34	\$40.75	\$550.09
312749	LONG RUN EXPLORATION LTD.	\$92.59	\$7.41	\$100.00
312750	LONG RUN EXPLORATION LTD.	\$725.75	\$58.06	\$783.81
312752	LONG RUN EXPLORATION LTD.	\$61.66	\$4.93	\$66.59
312753	LONG RUN EXPLORATION LTD.	\$83.72	\$6.70	\$90.42
312854	LONG RUN EXPLORATION LTD.	\$220.75	\$17.66	\$238.41
313077	LONG RUN EXPLORATION LTD.	\$61.66	\$4.93	\$66.59
313113	LONG RUN EXPLORATION LTD.	\$506.91	\$40.55	\$547.46
313548	LONG RUN EXPLORATION LTD.	\$701.29	\$56.10	\$757.39
313549	LONG RUN EXPLORATION LTD.	\$759.31	\$60.74	\$820.05
313721	LONG RUN EXPLORATION LTD.	\$1,079.56	\$86.36	\$1,165.92
314048	LONG RUN EXPLORATION LTD.	\$59.76	\$4.78	\$64.54
314049	LONG RUN EXPLORATION LTD.	\$103.54	\$8.28	\$111.82
314050	LONG RUN EXPLORATION LTD.	\$514.21	\$41.14	\$555.35
314482	LONG RUN EXPLORATION LTD.	\$59.76	\$4.78	\$64.54
314969	LONG RUN EXPLORATION LTD.	\$808.05	\$64.64	\$872.69
315260	LONG RUN EXPLORATION LTD.	\$132.70	\$10.62	\$143.32
315559	LONG RUN EXPLORATION LTD.	\$1,560.57	\$124.85	\$1,685.42
315855	LONG RUN EXPLORATION LTD.	\$42,182.64	\$3,374.61	\$45,557.25
315856	LONG RUN EXPLORATION LTD.	\$63.67	\$5.09	\$68.76
316070	LONG RUN EXPLORATION LTD.	\$204.69	\$16.38	\$221.07
316100	LONG RUN EXPLORATION LTD.	\$1,119.35	\$89.55	\$1,208.90
316101	LONG RUN EXPLORATION LTD.	\$1,391.98	\$111.36	\$1,503.34
316190	LONG RUN EXPLORATION LTD.	\$262,151.80	\$20,972.14	\$283,123.94
316277	LONG RUN EXPLORATION LTD.	\$1,289.49	\$103.16	\$1,392.65
316313	LONG RUN EXPLORATION LTD.	\$1,168.03	\$93.44	\$1,261.47
316667	LONG RUN EXPLORATION LTD.	\$953.00	\$76.24	\$1,029.24
316679	LONG RUN EXPLORATION LTD.	\$1,234.62	\$98.77	\$1,333.39
316691	LONG RUN EXPLORATION LTD.	\$973.63	\$77.89	\$1,051.52
316735	LONG RUN EXPLORATION LTD.	\$1,255.99	\$100.48	\$1,356.47
316878	LONG RUN EXPLORATION LTD.	\$1,020.30	\$81.62	\$1,101.92

317505 LONG RUN EXPLORATION LTD.	\$6,386.82	\$510.95	\$6,897.77
317512 LONG RUN EXPLORATION LTD.	\$16,193.76	\$1,295.50	\$17,489.26
318701 LONG RUN EXPLORATION LTD.	\$26.67	\$2.13	\$28.80
318913 LONG RUN EXPLORATION LTD.	\$47.55	\$3.80	\$51.35
318976 LONG RUN EXPLORATION LTD.	\$34.57	\$2.77	\$37.34
319965 LONG RUN EXPLORATION LTD.	\$3,284.01	\$262.72	\$3,546.73
320006 LONG RUN EXPLORATION LTD.	\$83.51	\$6.68	\$90.19
320536 LONG RUN EXPLORATION LTD.	\$3,204.92	\$256.39	\$3,461.31
		\$31,033.55	\$418,952.87

PENALTIES

\$31,033.55
\$41,895.29
\$173,064.36
\$245,993.20 \$983,972.80

MD of Gr
Tax Roll

eenview
Trial Balance

JAN 1/22 10% PEN	2020	2019	JAN 1/22 ARREAR	JAN 1/22 ARREARS
	-----	-----	-----	-----
\$3,648.71	\$36,330.66	\$43,942.34	\$80,273.00	\$14,449.14
\$19.27	\$987.09	\$1,195.03	\$2,182.12	\$392.78
\$1.87	\$173.19	\$212.00	\$385.19	\$69.33
\$83.13	\$3,288.76	\$3,957.94	\$7,246.70	\$1,304.41
\$4.84	\$104.98	\$120.81	\$225.79	\$40.64
\$7.98	\$173.40	\$197.24	\$370.64	\$66.72
\$6.82	\$150.24	\$172.23	\$322.47	\$58.04
\$4.24	\$90.80	\$103.40	\$194.20	\$34.96
\$68.71	\$793.46	\$2,257.02	\$3,050.48	\$549.09
\$55.01	\$2,665.59	\$3,235.10	\$5,900.69	\$1,062.12
\$10.00	\$219.07	\$248.22	\$467.29	\$84.11
\$78.38	\$4,909.88	\$6,157.33	\$11,067.21	\$1,992.10
\$6.66	\$144.37	\$165.67	\$310.04	\$55.81
\$9.04	\$196.06	\$224.94	\$421.00	\$75.78
\$23.84	\$1,203.61	\$1,450.93	\$2,654.54	\$477.82
\$6.66	\$144.37	\$165.67	\$310.04	\$55.81
\$54.75	\$547.32	\$659.37	\$1,206.69	\$217.20
\$75.74	\$779.52	\$959.99	\$1,739.51	\$313.11
\$82.01	\$844.45	\$1,044.19	\$1,888.64	\$339.96
\$116.59	\$1,201.79	\$1,497.51	\$2,699.30	\$485.87
\$6.45	\$139.86	\$160.24	\$300.10	\$54.02
\$11.18	\$577.65	\$716.21	\$1,293.86	\$232.89
\$55.53	\$577.65	\$716.21	\$1,293.86	\$232.89
\$6.45	\$139.86	\$160.24	\$300.10	\$54.02
\$87.27	\$867.52	\$1,051.26	\$1,918.78	\$345.38
\$14.33	\$311.61	\$354.47	\$666.08	\$119.89
\$168.54	\$1,734.35	\$2,191.78	\$3,926.13	\$706.70
\$4,555.73	\$53,090.07	\$64,363.77	\$117,453.84	\$21,141.69
\$6.88	\$148.92	\$170.39	\$319.31	\$57.48
\$22.11	\$1,373.46	\$1,733.18	\$3,106.64	\$559.20
\$120.89	\$1,255.97	\$1,590.49	\$2,846.46	\$512.36
\$150.33	\$1,566.37	\$1,980.94	\$3,547.31	\$638.52
\$28,312.39	\$271,676.40	\$335,063.01	\$606,739.41	\$109,213.09
\$139.26	\$1,370.79	\$1,723.17	\$3,093.96	\$556.91
\$126.15	\$1,717.59	\$2,153.69	\$3,871.28	\$696.83
\$102.92	\$1,049.93	\$1,188.81	\$2,238.74	\$402.97
\$133.34	\$1,379.41	\$1,671.16	\$3,050.57	\$549.10
\$105.15	\$1,091.76	\$1,379.92	\$2,471.68	\$444.90
\$135.65	\$1,409.67	\$1,785.34	\$3,195.01	\$575.10
\$110.19	\$1,134.76	\$1,442.23	\$2,576.99	\$463.86

\$689.78	\$7,490.75	\$9,313.32	\$16,804.07	\$3,024.73
\$1,748.93	\$18,063.38	\$22,411.45	\$40,474.83	\$7,285.47
\$2.88	\$28.35	\$25.59	\$53.94	\$9.71
\$5.14	\$54.27	\$59.57	\$113.84	\$20.49
\$3.73	\$39.35	\$43.26	\$82.61	\$14.87
\$354.67	\$3,671.99	\$4,665.76	\$8,337.75	\$1,500.80
\$9.02	\$195.07	\$222.67	\$417.74	\$75.19
\$346.13	\$3,567.61	\$4,490.64	\$8,058.25	\$1,450.49
\$41,895.29			\$961,468.68	\$173,064.36

Total	Class
-----	-----
\$114,057.37	NON
\$2,360.58	NON
\$402.51	NON
\$8,016.42	NON
\$270.58	NON
\$444.49	NON
\$385.65	NON
\$233.50	NON
\$3,686.68	NON
\$6,410.03	NON
\$559.88	NON
\$11,792.96	NON
\$371.70	NON
\$504.72	NON
\$2,875.29	NON
\$371.70	NON
\$1,713.60	NON
\$2,440.80	NON
\$2,647.95	NON
\$3,778.86	NON
\$359.86	NON
\$1,397.40	NON
\$1,808.07	NON
\$359.86	NON
\$2,726.83	NON
\$798.78	NON
\$5,486.70	NON
\$159,636.48	NON
\$382.98	NON
\$3,311.33	NON
\$3,965.81	NON
\$4,939.29	NON
\$868,891.21	NON
\$4,383.45	NON
\$5,039.31	NON
\$3,191.74	NON
\$4,285.19	NON
\$3,445.31	NON
\$4,451.00	NON
\$3,597.29	NON

\$23,190.89	NON
\$56,668.59	NON
\$80.61	NON
\$161.39	NON
\$117.18	NON
\$11,621.76	NON
\$501.25	NON
\$11,263.17	NON
\$1,349,388.00	



REQUEST FOR DECISION

SUBJECT: Request for Property Tax Exemption

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: October 12, 2021

DEPARTMENT: FINANCE

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

MANAGER: CF

GM: EK

PRESENTER: MJ

LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – In accordance with the Municipal Government Act Community Organization Property Tax Exemption Regulation 281/1998 Part 3 Section 362(1)(n) 15

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the application for Property Tax Exemption for the 2022 taxation year for Tax Roll 1038000 and 1074000.

BACKGROUND/PROPOSAL:

As per the Community Organization Property Tax Exemption Regulation section 15 a non-profit organization that holds property on which any of the following facilities are operated may apply to the Municipality within whose area the property is located for an exemption from taxation:

- (a) The resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used;

A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) The non-profit organization makes an application for an exemption to the Municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption
- (b) The facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) The funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is the organization will be able to continue to provide their services to the community without the added costs of property taxes.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the request for property tax exemption, however Administration does not recommend this action due to the not for profit status of this organization this will help keep their operating costs down and support the community.

FINANCIAL IMPLICATION:

Approximately \$4,838.68 in property taxes

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will notify the Assessor of their continued exempt status.

ATTACHMENT(S):

- Community Organization Property Tax Exemption Regulation 281/1998 Part 3 Section 362(1)(n) 15
- Application for Property Tax Exemption & Financial Statements

Application for Property Tax Exemption Non Profit Organization

Application deadline September 30th of
the year preceding the taxation year

FOR OFFICE USE ONLY								
Property Roll Identifier						Taxation Year	Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.
Municipal Property Address								
Total Assessment			Land Assessment			Building Assessment		

PART 1 – PROPERTY INFORMATION (Required by November 30 th of the year preceding the taxation year)		
Name of property owner Willmore Wilderness Preservation & Historical Foundation	Telephone Number (Bus) 780-827-2696	Telephone Number (Res)
Address of property owner 4600 Pine Plaza Grande Cache, Alberta	Postal Code T0E 0Y0	Fax Number
Address of property for which exemption is requested 4600 Pine Plaza Grande Cache, Alberta		
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization? <input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) <input type="checkbox"/> No		Date organization took occupancy (mm / dd / yyyy)

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility Willmore Wilderness Preservation & Historical Foundation	Telephone Number (Bus)	Fax Number
Act under which organization is registered as a non-profit organization Alberta Societies Act	Registration Number 5010217213	
Organization's objectives/purposes		
1. Preserve the history of the area 2. Focus on advancement of education in the park 3. Restore historical Park trails and sites 4. Enhance the use of Willmore Wilderness Park for Albertans and visitors alike 5.		
a) Are the resources of this organization devoted to the above objectives/purposes?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?	<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?	<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____ (Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREADoes the organization have a retail commercial area at this location? ☒ Yes ☐ NoIf yes, do you operate this area? ☒ Yes ☐ NoWhat goods or services are sold at the retail commercial area?
Books and Dvd'sFor what purpose is the net income from the retail commercial area used?
To support the foundations objectivesHas an area within the facility been issued a gaming/liquor license? ☐ Yes If yes, enclose copy ☒ No Class Area (Sq.Ft)**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

1. offices
2. 4 bathrooms
3. kitchen
4. meeting areas

What times are they accessible to the general public?
9-5 Monday -FridayWhat are the membership requirements including fees?
single memberships are \$25, family \$35 and 5-year \$100Describe the purpose for which the facility is used.
office, retail, meeting spaceDescribe the typical beneficiary and where they reside.
General public in Grande Cache and anyone interested in the Willmore Wilderness Park.Are there any restrictions in place preventing anyone from using the facility? ☐ Yes ☒ No
If there are restrictions, explainAre the services provided by the organization advertised and promoted to the general public, or primarily to members? ☒ General Public ☐ Members**PART 5 – CONTACT INFORMATION**

Contact Name Heather Devoe	Position with Organization financial Manager	Telephone Number (Bus) 780-827-2696	Telephone Number (Res)
Mailing Address for non profit organization Box 93, Grande Cache, Alberta		Postal Code T0E 0Y0	Fax Number
President of Organization Bazil Leonard	Telephone Number (Bus) 780-827-8404	Telephone Number (Res)	Fax Number
Treasurer of Organization Arthur Veitch	Telephone Number (Bus) 780-827-2696	Telephone Number (Res)	Fax Number

PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Bazil Leonard

August 25, 2021

President



Name (Please Print)

Date

Position

Signature

Application for Property Tax Exemption Non Profit Organization

**Application deadline September 30th of
the year preceding the taxation year**

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION (Required by November 30 th of the year preceding the taxation year)		
Name of property owner Willmore Wilderness Preservation & Historical Foundation		Telephone Number (Bus) 780-827-2696
Address of property owner 4600 Pine Plaza Grande Cache, Alberta		Postal Code T0E 0Y0
Address of property for which exemption is requested 10012-97 Street, Grande Cache Plan 5117RS, Block 32, Lot 13		Fax Number
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:		
Is there an agreement in place that confirms the portion of the property held by the organization? <input type="checkbox"/> Yes If yes, provide expiry date _____ (mm / dd / yyyy) <input type="checkbox"/> No		Date organization took occupancy (mm / dd / yyyy)

PART 2 – ORGANIZATION INFORMATION		
Name of organization operating the facility Willmore Wilderness Preservation & Historical Foundation		Telephone Number (Bus)
Act under which organization is registered as a non-profit organization Alberta Societies Act		Registration Number 5010217213
Organization's objectives/purposes		
1. Preserve the history of the area 2. Focus on advancement of education in the park 3. Restore historical Pack trails and sites 4. Enhance the use of Willmore Wilderness Park for Albertans and visitors alike 5.		
a) Are the resources of this organization devoted to the above objectives/purposes?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
c) Does your organization expect to move from this property during the following year(s)?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No
e) Are the organization's services similar to any other organization and /or business?		<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR201/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions about the collection of this information can be directed to _____ (Municipality Contact Information)

LGS1316 (2010/08)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREADoes the organization have a retail commercial area at this location? ☐ Yes ☒ NoIf yes, do you operate this area? ☐ Yes ☒ No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? ☐ Yes If yes, enclose copy ☒ No Class Area (Sq.Ft)**PART 4 – PROPERTY USE INFORMATION specific to a non profit organization**

What facilities are on the property?

1. Storage
2. Workshop
3. Training Facility
4. Office for infrastructure improvement for ID #25

What times are they accessible to the general public?
9-5 Monday -FridayWhat are the membership requirements including fees?
single memberships are \$25, family \$35 and 5-year \$100Describe the purpose for which the facility is used.
Training facility, storage of trail equipment and assets, workshop area, office

Describe the typical beneficiary and where they reside. Residents of Alberta and the MD of Greenview

Are there any restrictions in place preventing anyone from using the facility? ☐ Yes ☒ No

If there are restrictions, explain

Are the services provided by the organization advertised and promoted to the general public, or primarily to members? ☒ General Public ☐ Members**PART 5 – CONTACT INFORMATION**

Contact Name Heather Devoe	Position with Organization Financial Manager	Telephone Number (Bus) 780-827-2696	Telephone Number (Res)
Mailing Address for non profit organization Box 93, Grande Cache, Alberta	Postal Code T0E 0Y0	Fax Number	
President of Organization Bazil Leonard	Telephone Number (Bus) 780-827-6404	Telephone Number (Res)	Fax Number
Treasurer of Organization Arthur Veltch	Telephone Number (Bus) 780-827-2696	Telephone Number (Res)	Fax Number

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- 2) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Bazil Leonard

August 25, 2021

President

Name (Please Print)

Date

Position

Signature

WILLMORE WILDERNESS PRESERVATION AND HISTORICAL FOUNDATION
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2020

WILLMORE WILDERNESS PRESERVATION AND HISTORICAL FOUNDATION
BALANCE SHEET
AS AT DECEMBER 31, 2020

	2020 \$	2019 \$
ASSETS		
Current		
Cash	23,881.66	0.00
Paypal	1,273.61	0.00
Accounts Receivable	5,529.04	58,964.15
Advances to People & Peaks	57,208.17	0.00
Security Deposits	200.00	200.00
	<u>88,092.48</u>	<u>59,164.15</u>
Capital Assets		
Building - 4600 Pine Plaza	287,000.00	287,000.00
Building - 10014-97 St.	175,000.00	175,000.00
Equipment	15,175.20	15,175.20
Office Equipment	8,218.01	6,062.85
Camera, Video & Film Equipment	73,831.33	70,553.86
Computer	84,839.91	84,010.97
Furniture & Fixtures	18,933.71	18,933.71
	<u>662,998.16</u>	<u>656,736.59</u>
Less: Accumulated Amortization	<u>157,559.24</u>	<u>145,011.88</u>
	<u>505,438.92</u>	<u>511,724.71</u>
	<u>593,531.40</u>	<u>570,888.86</u>
LIABILITIES & EQUITY		
Current Liabilities		
Bank Overdraft	0.00	8,093.42
Line of Credit	0.00	45,372.30
Accounts Payable	47,104.83	41,932.71
	<u>47,104.83</u>	<u>95,398.43</u>
Long Term Liabilities		
CEBA Loan	60,000.00	0.00
Community Futures Loan	134,685.31	143,181.82
	<u>194,685.31</u>	<u>143,181.82</u>
Equity		
Retained Earnings	<u>351,741.26</u>	<u>332,308.61</u>
	<u>593,531.40</u>	<u>570,888.86</u>

WILLMORE WILDERNESS PRESERVATION AND HISTORICAL FOUNDATION
STATEMENT OF EARNINGS
FOR THE YEAR ENDED DECEMBER 31, 2020

	2020 \$	2019 \$
REVENUE		
Grants	243,294.00	188,723.95
Memberships	1,096.95	915.00
Book Sales	2,179.00	4,661.00
DVD Sales	287.00	363.51
Donations	500.00	4,071.00
Contracts	103,086.00	304,020.00
Gain (Loss) on disposal of Assets	0.00	-275.90
Interest	11.03	12.83
	<u>350,453.98</u>	<u>502,491.39</u>
OPERATING EXPENSES		
Accounting & Legal	550.00	3,119.52
Advertising & Promotion	217.96	12,306.67
Donations	100.00	0.00
Amortization	12,547.36	13,134.16
Bank/Credit Card Charges & Fees	1,238.37	1,058.29
Loan Interest	9,060.53	5,531.11
Insurance	3,637.07	3,043.90
License, Fees & Permits	766.68	3,060.95
Trail Clearing Supplies & Expense	21,033.34	22,939.67
Conventions, Banquets & Meetings	0.00	3,654.34
Training & Clinics	1,741.22	12,281.84
Office	27,934.25	23,696.39
Utilities	10,377.54	7,743.24
Property Taxes	0.00	1,064.12
Book & Film Production Costs	21,128.88	36,417.29
Telephone & Fax	2,970.34	2,808.48
Maintenance & Repairs	2,122.38	19,794.03
Travel	825.89	8,343.06
Wages & Benefits	143,331.56	191,772.05
Contract Services	71,437.96	112,218.95
	<u>331,021.33</u>	<u>483,988.06</u>
EARNINGS (LOSS) FROM OPERATIONS	<u>19,432.65</u>	<u>18,506.33</u>

- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

15 A non-profit organization that holds property on which any of the following facilities are operated may apply to the municipality within whose area the property is located for an exemption from taxation:

- (a) a facility used for sports or recreation to the extent that the facility is not used in the operation of a professional sports franchise;
- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
- (e) a facility used by a linguistic organization if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
 - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
 - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
 - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and



REQUEST FOR DECISION

SUBJECT: **Request for Property Tax Exemption**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: October 12, 2021

DEPARTMENT: FINANCE

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

MANAGER: CF

GM: EK

PRESENTER: MJ

LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – In accordance with the Municipal Government Act Community Organization Property Tax Exemption Regulation 281/1998 Part 3 Section 362(1)(n) 15

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve the application for Property Tax Exemption for the 2022 taxation year for Tax Roll 823000.

BACKGROUND/PROPOSAL:

As per the Community Organization Property Tax Exemption Regulation section 15 a non-profit organization that holds property on which any of the following facilities are operated may apply to the Municipality within whose area the property is located for an exemption from taxation:

- (a) A program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);

A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) The non-profit organization makes an application for an exemption to the Municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption
- (b) The facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) The funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is the organization will be able to continue to provide their services to the community without the added costs of property taxes.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the request for property tax exemption.

FINANCIAL IMPLICATION:

Approximately \$1,360.00 in property taxes

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will notify the Assessor of their continued exempt status.

ATTACHMENT(S):

- Community Organization Property Tax Exemption Regulation 281/1998 Part 3 Section 362(1)(n) 15
- Application for Property Tax Exemption & Financial Statements

Application for Property Tax Exemption Care and Supervision of Children

Application deadline November 30th of the year preceding the taxation year

SEP 13 2021

SCANNED

FOR OFFICE USE ONLY									
Property Roll Identifier						Taxation Year		Date	
Legal Description	Lot	Block	Plan	Part	Sec.	Township	Range	Mer.	
Municipal Property Address									
Total Assessment			Land Assessment			Building Assessment			

PART 1 – PROPERTY INFORMATION (Required no later than February 15th of the taxation year)

Name of property owner <u>Grande Cache Child Care Society</u>		Telephone Number (Bus) <u>780-827-5100</u>	Telephone Number (Res) <u>780-827-8273</u>
Address of property owner <u>10502 106 Street</u>		Postal Code <u>T0E-0Y0</u>	Fax Number <u>N/A</u>
Address of property for which exemption is requested <u>10502 106 Street</u>			
Portion/Area of the property held by the organization <input checked="" type="checkbox"/> All <input type="checkbox"/> Part Area Occupied is:			
Is there an agreement in place that confirms the portion of the property held by the organization?		<input type="checkbox"/> Yes If yes, provide expiry date <input checked="" type="checkbox"/> No	Date organization took occupancy (mm / dd / yyyy) <u>05 / 22 / 2014</u>

PART 2 – ORGANIZATION INFORMATION

Name of organization operating the facility used for care and supervision of children <u>Grande Cache Child Care Society</u>		Telephone Number (Bus) <u>780-827-5100</u>	Fax Number <u>N/A</u>
Act under which organization is registered as a non-profit organization <u>Societies Act</u>		Registration Number <u>50335798</u>	
Organization's objectives/purposes			
<ol style="list-style-type: none"> 1. To provide affordable child care to all families in a safe + nurturing environment. 2. To encourage children to develop to their full abilities in our learn through play program. 3. To meet the individual child's development needs in the social, physical, intellectual, creative and emotional areas. 4. To be involved in services for parents/children who need extra support. 5. To promote workshops that will increase the communities awareness of quality child care and parenting skills. 			
a) Are the resources of this organization devoted to the above objectives/purposes?		<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, attach explanation	
b) Are there any monetary gains or benefits received by the organization as a result of its provision of services?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
c) Does your organization expect to move from this property during the following year(s)?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
d) Is any income or profits from the organization paid to a member or shareholder of the organization other than as wages?		<input type="checkbox"/> Yes If Yes, attach explanation <input checked="" type="checkbox"/> No	
e) Are the organization's services similar to any other organization and /or business?		<input type="checkbox"/> Yes If Yes, attach a sheet providing the organization/business name(s) <input checked="" type="checkbox"/> No	

This information is being collected for property tax exemption purposes in accordance with the Municipal Government Act and Community Organization Property Tax Exemption Regulation (AR281/98) and s.33(c) of the Freedom of Information and Protection of Privacy Act. All personal information will be managed in compliance with the provisions of the FOIP Act. Questions (Municipality Contact Information)

PART 3 – RETAIL COMMERCIAL OR LICENSED AREADoes the organization have a retail commercial area at this location? ☐ Yes ☒ NoIf yes, do you operate this area? ☐ Yes ☐ No

What goods or services are sold at the retail commercial area?

For what purpose is the net income from the retail commercial area used?

Has an area within the facility been issued a gaming/liquor license? ☐ Yes If yes, enclose copy ☒ No Class Area (Sq.Ft)**PART 4 – PROPERTY USE INFORMATION specific to a facility for the care/supervision of children**Is the organization licensed under the Daycare Regulation by the Province? ☒ Yes If yes, enclose copy ☐ No

How many children are you licensed for?

30

How many full time children are supervised?

10 fulltime 10 part-time many drop offs

What type of facility do you operate?

☒ Daycare☐ Nursery School☐ Drop-In CenterAre there any restrictions in place preventing anyone from using the facility?
If there are restrictions, explain☐ Yes ☒ No**PART 5 – CONTACT INFORMATION**

Contact Name <u>Jayne Pollock</u>	Position with Organization <u>Program Supervisor</u>	Telephone Number (Bus) <u>780-827-5100</u>	Telephone Number (Res) <u>780-827-4932</u>
Mailing Address for non profit organization <u>Box 1540 Grande Cache, AB T0E-0Y0</u>	Postal Code <u>T0E-0Y0</u>	Fax Number	
President of Organization <u>Susan Moreton</u>	Telephone Number (Bus) <u>780-827-2420</u>	Telephone Number (Res) <u>780-827-2420</u>	Fax Number
Treasurer of Organization <u>Amanda MacDougall</u>	Telephone Number (Bus) <u>780-827-5251</u>	Telephone Number (Res) <u>780-827-5251</u>	Fax Number

PART 6 – REQUIRED INFORMATION – please ensure the following are submitted as attachments

- 1) Certificate of Incorporation, current confirmation that the organization is registered in good standing and the Memorandum of Association and the Articles of Association, if any.
- 2) Copies of:
 - The organizations most current financial statements,
 - Certificate of Title (if applicable),
 - The current lease agreement with the property owner (if applicable),
 - A plan showing the area leased.
- 3) If applicable, a letter from the property owner confirming that he/she is aware of this exemption application and understands that the municipality will estimate taxes on the area occupied by the organization based on methodology that may be different from that used by the landlord.
- 4) Any available brochures, newsletters or other pertinent information relative to the organization.
- 5) Any other information that the Assessment Department may deem necessary.

I certify that I am authorized to submit this application on behalf of the organization, and that the information provided on this application form, and as attachments to this form, is true and accurate in every respect, and that all information required under Part 6 of this application is included.

Jayne Pollock Sept 9, 2021 Program Supervisor Jayne Pollock
Name (Please Print) Date Position Signature



**CERTIFIED COPY OF
Certificate of Title**

S

LINC
0017 884 776

SHORT LEGAL
4355RS;25;29

TITLE NUMBER: 142 166 802
TRANSFER OF LAND
DATE: 03/06/2014

AT THE TIME OF THIS CERTIFICATION

GRANDE CACHE CHILD CARE SOCIETY.
OF BOX 1540
GRANDE CACHE
ALBERTA T0E 0Y0

IS THE OWNER OF AN ESTATE IN FEE SIMPLE
OF AND IN

PLAN 4355RS
BLOCK 25
LOT 29
EXCEPTING THEREOUT ALL MINES AND MINERALS

SUBJECT TO THE ENCUMBRANCES, LIENS AND INTERESTS NOTIFIED BY MEMORANDUM UNDER-
WRITTEN OR ENDORSED HEREON, OR WHICH MAY HEREAFTER BE MADE IN THE REGISTER.

ENCUMBRANCES, LIENS & INTERESTS

REGISTRATION

NUMBER	DATE (D/M/Y)	PARTICULARS
--------	--------------	-------------

NO REGISTRATIONS

THE REGISTRAR OF TITLES CERTIFIES THIS TO BE AN ACCURATE REPRODUCTION OF THE CERTIFICATE OF TITLE
REPRESENTED HEREIN THIS 03 DAY OF JUNE ,2014



SUPPLEMENTARY INFORMATION

VALUE: \$141,000
CONSIDERATION: \$141,000
MUNICIPALITY: TOWN OF GRANDE CACHE
REFERENCE NUMBER:
132 109 004
ATS REFERENCE:
6;8;56,57
TOTAL INSTRUMENTS: 000

LEGAL DESCRIPTION:

NOTES:

- TITLE INFORMATION:
TITLE NUMBER: 102 427 833
PROPERTY IS SUBJECT TO :
SEARCHED (

CERTIFICATION:

[illegible]

DATED AT HINTON, ALBERTA

MARCH 28

2013

BENJAMIN R. GIESBRECHT, A.L.S., C.L.S.

THIS DOCUMENT IS NOT VALID UNLESS IT BEARS AN ORIGINAL SIGNATURE

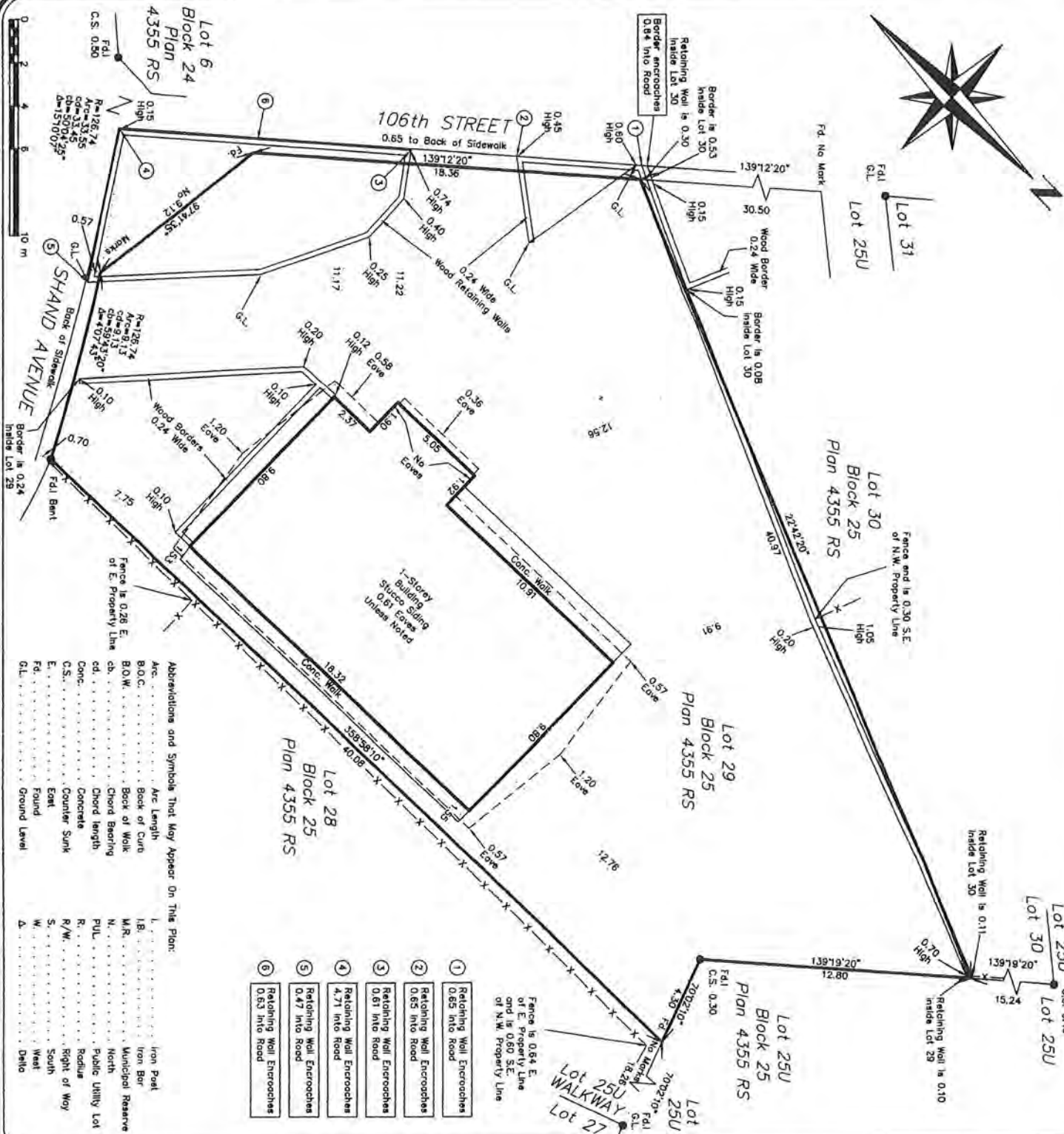
CLIENT: PROFESSIONAL REALTY GROUP

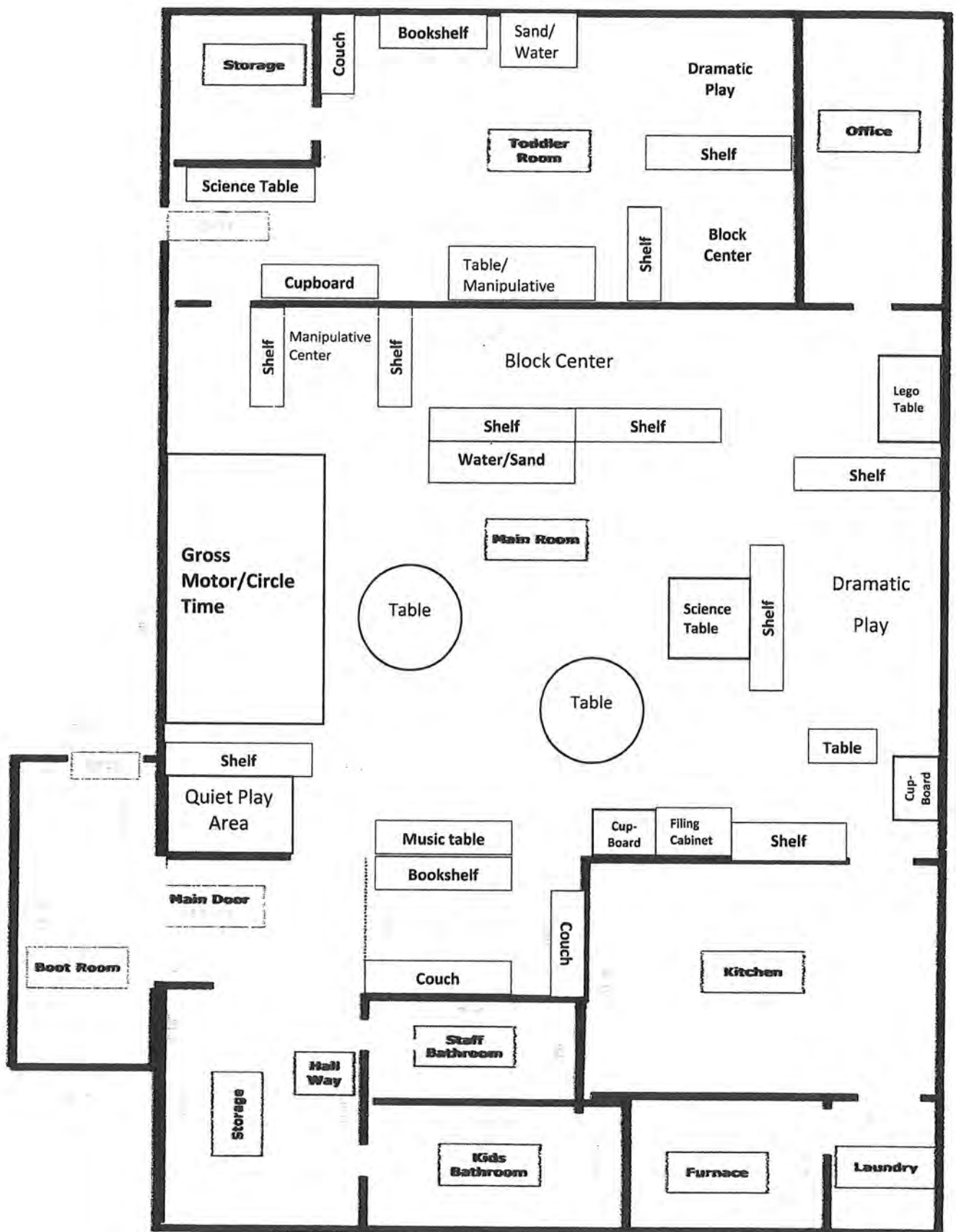
DATE OF SURVEY : MARCH 25, 2013

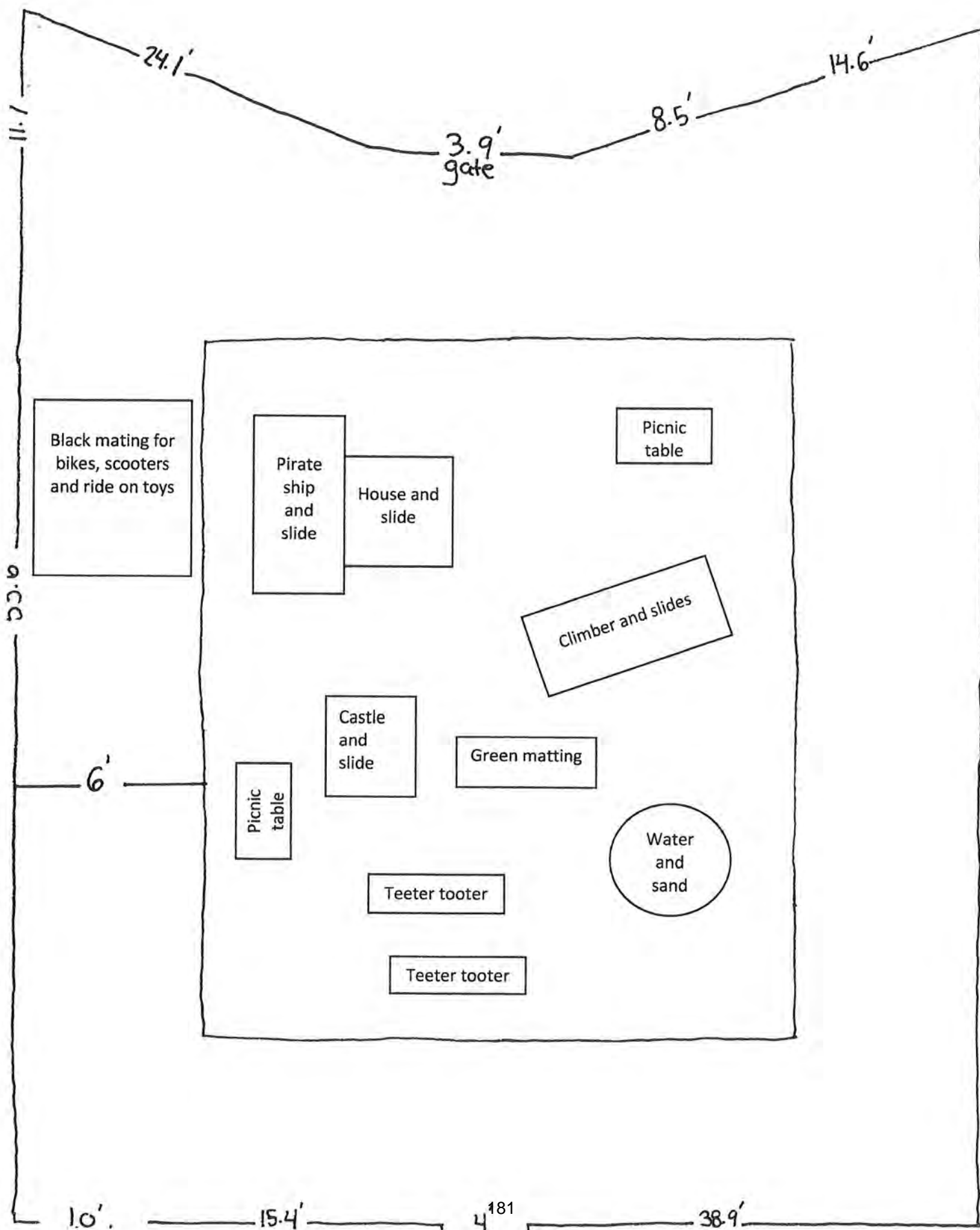
SCALE = 1 : 200) (DRAWN BY: EDSI(PG)

Job # 6739.13

CHECKED BY: BG







Grande Cache Child Care Society Financial Statement

June 1st, 2020 May-31st, 2021

Receipts/Revenue

Day Care Parent Fees	53,561.74
Day Care Subsidy Fees	2,811.00
Bank Interest	3.13
Wage Replacement	20,196.50
Critical worker benefit	4,800.00
Critical worker benefit (Admin)	367.68
Safe restart (program)	14,550.00
Safe restart (spaces)	13,500.00
Intact relief program	618.00
Total income	\$110,408.05

Disbursements

Salaries(Gross)	89,491.23
Rec. General	7,136.88
Utilities & Phone	6,945.34
Bank Charges	18.20
Office Supplies	1002.22
Cleaning Supplies	802.19
Groceries	26.09
Insurance	3308.12
WCB Employer Cost	1086.99
G.S.T Paid	252.87
Maintenance	642.85
Transferred to Fundraising(chocolates)	720.00
Staff Training	50.00
Critical worker benefit	4444.56
Alliance fee & licence	100.00
Total Disbursements	116,027.54

Balance as of May 31,2021	\$ 6,728.22
Fundraising	\$ 1,739.70
Casino	\$ 13,170.97
Total	\$ 21,638.89

No. 50335798

CERTIFICATE of INCORPORATION

I HEREBY CERTIFY THAT

- GRANDE CACHE CHILD CARE SOCIETY -

IS THIS DAY INCORPORATED UNDER THE SOCIETIES ACT OF THE PROVINCE OF ALBERTA

GIVEN UNDER HIS HAND AND SEAL OF OFFICE AT EDMONTON, ALBERTA,

THIS tenth DAY OF September A.D. 19 85.


Carrie Waldhellig
Office of The Registrar of Corporations

Alberta

CONSUMER AND
CORPORATE AFFAIRS

Certified Copy

ANNUAL RETURNS FOR SOCIETY AND NON-PROFIT COMPANY - Proof of Filing

Alberta Amendment Date: 2020/09/22

GRANDE CACHE CHILD CARE SOCIETY
BOX 1540
GRANDE CACHE, ALBERTA
T0E0Y0

Service Request Number: 34098795
Corporate Access Number: 503357980
Business Number:
Legal Entity Name: GRANDE CACHE CHILD CARE SOCIETY
Legal Entity Type: Alberta Society
Legal Entity Status: Active
Registration Date: 1985/09/10

This confirms the Annual Return for 2020 has been filed as of 2020/09/22.

Officer / Director / Branch

Status: Active
Relationship to Legal Entity: Secretary - Treasurer
Individual / Legal Entity Type: Individual
Appointment Date: 2011/09/28
Last Name / Legal Entity Name: MACDOUGALL
First Name: AMANDA
Street / Box Number: BOX 1993
City: GRANDE CACHE
Province: ALBERTA
Postal Code: T0E0Y0
Status: Active
Relationship to Legal Entity: Chair
Individual / Legal Entity Type: Individual
Appointment Date: 2014/09/30

Last Name / Legal Entity Name: MORETON
First Name: SUSAN
Street / Box Number: BOX 927
City: GRANDE CACHE
Province: ALBERTA
Postal Code: T0E0Y0
Status: Active
Relationship to Legal Entity: Vice Chair
Individual / Legal Entity Type: Individual
Appointment Date: 2017/09/30
Last Name / Legal Entity Name: PALAMING
First Name: CHERRYSA
Street / Box Number: BOX 2262
City: GRANDE CACHE
Province: ALBERTA
Postal Code: T0E0Y0

Attachment

Attachment Type	Microfilm Bar Code	Date Recorded
Annual Return Form	10000007135502448	2020/09/22
Audited Financial Statement	10000807135502449	2020/09/22

REGISTERED ADDRESS

Street: BASEMENT YOUTH CLUB-SHAND AVE.
City: GRANDE CACHE
Province: ALBERTA
Postal Code: T0E0Y0

ADDRESS FOR SERVICE BY MAIL

Post Office Box: BOX 1540
City: GRANDE CACHE
Province: ALBERTA
Postal Code: T0E0Y0
Email Address: JAYNE.DAYCARE@OUTLOOK.COM

Registration Authorized By: GRANDE CACHE CHILD CARE SOCIETY -
 AGENT OF CORPORATION

The Registrar of Corporations certifies that the information contained in this proof of filing is an accurate reproduction of the data contained in the specified service request in the official public records of Corporate Registry.

- (c) property if, for more than 30% of the time that the property is in use, the use of the property is restricted within the meaning of section 7 as modified by subsection (3).

(3) For the purposes of subsection (2)(c), limiting the participation in activities held on a property to persons of a certain age does not make the use of the property restricted.

AR 204/2011 s4

Day cares, museums and other facilities

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- (b) a facility used for fairs or exhibitions, including agricultural exhibitions;
- (c) a facility used for the arts or a museum;
- (d) a program premises as defined in the *Child Care Licensing Regulation* (AR 143/2008);
- (e) a facility used by a linguistic organization if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (f) a facility used by an ethno-cultural association for sports, recreation or education or for charitable or other benevolent purposes if
 - (i) the use of the property by the general public is actively encouraged, and
 - (ii) a sign is prominently posted in the facility indicating the hours that the whole or part of the facility is accessible to the public;
- (g) a facility in a municipality operated and used by an organization for a charitable or benevolent purpose where

the majority of the organization's beneficiaries do not reside in the municipality;

- (h) a facility used as a thrift shop;
- (i) a facility used as a sheltered workshop;
- (j) a facility operated and used by a chamber of commerce;
- (k) a facility used for a charitable or benevolent purpose that is for the benefit of the general public if
 - (i) the charitable or benevolent purpose for which the facility is primarily used is a purpose that benefits the general public in the municipality in which the facility is located, and
 - (ii) the resources of the non-profit organization that holds the facility are devoted chiefly to the charitable or benevolent purpose for which the facility is used.

AR 281/98 s15;283/2003;182/2008;77/2010

Conditions for exemption

16(1) A municipality must grant a non-profit organization an exemption from taxation in a taxation year in respect of property referred to in section 15 that is held by the organization if

- (a) the non-profit organization makes an application for an exemption to the municipality by September 30 of the year preceding the taxation year and supplies the municipality with the following by November 30 of the year preceding the taxation year:
 - (i) any information the municipality requires to determine if the organization meets the conditions for the exemption, and
 - (ii) a description of any retail commercial areas in the facility,
- (b) the facility on the property is one of the facilities described in section 15 and the non-profit organization operates the facility on a non-profit basis,
- (c) the funds of the non-profit organization are chiefly used for the purposes of the organization and not for the benefit of the organization's directors and employees,
- (d) the property is not disqualified by virtue of subsection (2) or (3), and



REQUEST FOR DECISION

SUBJECT: **Reduce Property Taxes on Roll 4040000**

SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2021	CAO: SW	MANAGER: CF
DEPARTMENT:	FINANCE	GM: EK	PRESENTER: MJ
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – In accordance with Section 347 and 368(4) of the Municipal Government Act RSA 2000, Chapter M-26.

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to reduce the 2021 property taxes in the amount of \$273.01 for tax roll 4040000 as the Trailer was removed from the stall on August 31, 2021.

BACKGROUND/PROPOSAL:

In July 2021 the owner of tax roll 4040000 contacted Administration to advise that the trailer had been sold and was going to be removed from the Shand Trailer Court. Administration advised the owner to contact Greenview once the trailer has been removed. On September 16, 2021 Administration received an email and photos from the owner showing that the trailer had been removed on August 31, 2021.

Administration also contacted the manager of the Shand Trailer Court to confirm that the trailer had been removed. Administration was advised the trailer has been removed.

As per MGA section 368(4) when a designated manufactured home is moved out of a municipality, it becomes exempt from taxation by that municipality and it becomes taxable by another municipality when it is located in that other municipality.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will be following the legislation.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny the recommended motion however Administration does not recommend this action as it would be going against the legislation.

FINANCIAL IMPLICATION:

Direct Costs: \$273.01

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, Administration will adjust the tax account and advised the owner.

ATTACHMENT(S):

- MGA 347 & 368
- Email & photos from the owner

Penalties

346 A penalty imposed under section 344 or 345 is part of the tax in respect of which it is imposed.

1994 cM-26.1 s346

Cancellation, reduction, refund or deferral of taxes

347(1) If a council considers it equitable to do so, it may, generally or with respect to a particular taxable property or business or a class of taxable property or business, do one or more of the following, with or without conditions:

- (a) cancel or reduce tax arrears;
- (b) cancel or refund all or part of a tax;
- (c) defer the collection of a tax.

(2) A council may phase in a tax increase or decrease resulting from the preparation of any new assessment.

1994 cM-26.1 s347

Tax becomes debt to municipality

348 Taxes due to a municipality

- (a) are an amount owing to the municipality,
- (b) are recoverable as a debt due to the municipality,
- (c) take priority over the claims of every person except the Crown, and
- (d) are a special lien
 - (i) on land and any improvements to the land, if the tax is a property tax, a community revitalization levy, a special tax, a clean energy improvement tax, a local improvement tax or a community aggregate payment levy, or
 - (ii) on goods, if the tax is a business tax, a community revitalization levy, a well drilling equipment tax, a community aggregate payment levy or a property tax imposed in respect of a designated manufactured home in a manufactured home community.

RSA 2000 cM-26 s348;2005 c14 s12;2018 c6 s5

Fire insurance proceeds

349(1) Taxes that have been imposed in respect of improvements are a first charge on any money payable under a fire insurance policy for loss or damage to those improvements.

property that the Crown has an interest in were not exempt from taxation under this Division.

(3) When calculating a grant under this section, the following must not be considered as Crown property unless subsection (4) applies:

- (a) property listed in section 298;
- (b) museums and historical sites;
- (c) public works reserves;
- (d) property used in connection with academic, trade, forestry or agricultural schools, colleges or universities, including student dormitories;
- (e) property used in connection with hospitals and institutions for mentally disabled persons;
- (f) property owned by an agent of the Crown in respect of which another enactment provides for payment of a grant in place of a property tax;
- (g) property in respect of which the Crown is not the assessed person.

(4) If any of the property listed in subsection (3) is a single family residence, the property must be considered as Crown property when calculating a grant under this section.

(5) The Crown may pay a grant under this section in respect of property referred to in subsection (3)(g) if in the Crown's opinion it is appropriate to do so.

1994 cM-26.1 s366;1996 c30 s31

Property that is partly exempt and partly taxable

367 A property may contain one or more parts that are exempt from taxation under this Division, but the taxes that are imposed against the taxable part of the property under this Division are recoverable against the entire property.

1994 cM-26.1 s367

Changes in taxable status of property

368(1) An exempt property or part of an exempt property becomes taxable if

- (a) the use of the property changes to one that does not qualify for the exemption, or

- (b) the occupant of the property changes to one who does not qualify for the exemption.

(2) A taxable property or part of a taxable property becomes exempt if

- (a) the use of the property changes to one that qualifies for the exemption, or
- (b) the occupant of the property changes to one who qualifies for the exemption.

(3) If the taxable status of property changes, a tax imposed in respect of it must be prorated so that the tax is payable only for the part of the year in which the property, or part of it, is not exempt.

(4) When a designated manufactured home is moved out of a municipality,

- (a) it becomes exempt from taxation by that municipality when it is moved, and
- (b) it becomes taxable by another municipality when it is located in that other municipality.

1994 cM-26.1 s368;1996 c30 s32;1998 c24 s31

Supplementary property tax bylaw

369(1) If in any year a council passes a bylaw authorizing supplementary assessments to be prepared in respect of property, the council must, in the same year, pass a bylaw authorizing it to impose a supplementary tax in respect of that property.

(2) A council that passes a bylaw referred to in subsection (1) must use the tax rates set by its property tax bylaw as the supplementary tax rates to be imposed.

(2.01) A council may pass a bylaw authorizing it to impose a supplementary tax for designated industrial property only if it passes a bylaw authorizing it to impose a supplementary tax in respect of all other property in the municipality.

(2.1) Despite subsection (2), the tax rates required to raise the revenue to pay requisitions referred to in section 175 of the *Education Act* must not be applied as supplementary tax rates.

(3) The municipality must prepare a supplementary property tax roll, which may be a continuation of the supplementary property assessment roll prepared under Part 9 or may be separate from that roll.





From: [Tara McLeod](#)
To: [Marilyn Jensen](#)
Subject: Re: Stall 40
Date: September 16, 2021 4:30:30 PM

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

Hi

Yes stall 40 is empty.

Have a great day Tara

On Sep 16, 2021, at 4:23 PM, Marilyn Jensen
<marilyn.jensen@mdgreenview.ab.ca> wrote:

Good Afternoon Tara,

Would you please confirm that the trailer on stall 40 has been removed?

Thank you

Marilyn Jensen

Finance Coord. Taxation & Assessment

Municipal District of Greenview No. 16 | 4806-36 Avenue Box 1079 Valleyview,
Alberta T0H 3N0

Tel: [780-524-7600](tel:780-524-7600) | Fax: [1-780-524-4307](tel:1-780-524-4307) | Toll Free: [888-524-7601](tel:888-524-7601) | 24/7

Dispatch: [866-524-7608](tel:866-524-7608) | Direct: [1-780-524-7640](tel:1-780-524-7640)

mdgreenview.ab.ca | Follow us on Twitter [@mdofgreenview](https://twitter.com/mdofgreenview)



This communication, and its attachments, is confidential and intended for the addressee(s) only. If you are not the intended recipient, please notify us of our error, and disregard and delete the communication. Unauthorized use, disclosure, copying, forwarding or alteration of this communication may be unlawful.
Thank you.

PRORATED PROPERTY TAX
STALL 40 SHAND TRAILER COURT

2021 TAXES	RATE PER MONTH	4 MONTHS TO W/O
\$819.01	\$68.25	\$273.01



REQUEST FOR DECISION

SUBJECT: **Community Education Committees**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: October 12, 2021

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Regional Cooperation

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

GM:

MANAGER:

PRESENTER: WU

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council add the Fox Creek and Valleyview Community Education Committees to the list of Boards and Committees that require a Council appointment and appoint members at the October 26, Organizational Meeting.

BACKGROUND/PROPOSAL:

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 Northern Lakes College (NLC) 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.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of appointing a Councillor is that Greenview will have representation and input on the region's education and training needs.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not appoint a member to the Community Education Committees.

FINANCIAL IMPLICATION:

Direct Costs: None

Ongoing / Future Costs: None

STAFFING IMPLICATION:

None

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

ATTACHMENT:

- Letter of Request



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:	Mountain Metis Nation Association's Intent to Purchase Land in Tower Park Estates		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	October 12, 2021	CAO:	MANAGER: JS
DEPARTMENT:	PLANNING & DEVELOPMENT	GM: RA	PRESENTER: JS
STRATEGIC PLAN:	Development		

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – Land Use Bylaw – 18-800 and Tower Park Estates Area Structure Plan with amendments – Bylaw 688

RECOMMENDED ACTION:

MOTION: That Council take no action on the request from Mountain Metis Nation Association with the intent to purchase approximately 8,423m² of land from the MD of Greenview in the Hamlet of Grande Cache with legal land description of Plan 6285 NY, Lot A for the purpose of an Indigenous Interpretive Centre.

BACKGROUND/PROPOSAL:

Greenview received a letter of intent, Planning & Design Project Proposal, and tentative site plan for subdivision from Mountain Metis Nation Association (please see Schedule 'A') to subdivide and purchase approximately 8,423m² (2.08 acres or 0.84 hectares) of land from the legal land description of Lot A, Plan 6285 NY for the proposed Indigenous Interpretive Centre (Overview map 'A' and Plan 6285NY Lot A).

The proposed parcel is adjacent to Highway 40 through the Hamlet of Grande Cache. Land Use Bylaw 799 has the lands zoned as C2 – Highway Corridor Commercial which will not accommodate the proposed development as a Community Recreational Services. The only definition Administration can find for "Community Recreational Services" is in Greenview's current Land Use Bylaw 18-800, the definition reads as such, *"a development without fixed seats primarily intended for local community purposes, where recreational, social, or community multipurpose activities occur and may include the on-site preparation of food and beverages for consumption by users of the service. Typical uses include community halls and community league buildings operated by a local resident (s) organization."*

The Tower Park Estates Area Structure Plan purpose for the southerly portion, is proposed as a mixed-use urban village incorporating Smart Growth urban design principles. It will integrate residential, institutional, and open space uses to create 'Tower Park Urban Village.' Bylaw 688 – Tower Park Estates Area Structure Plan with amendments has identified for the proposed subdivision area as Residential Lodging Building Zone per Figure 8 – Urban Village Development Concept (please see Schedule 'B'). As per Section 5.3 (.3) of Bylaw 688 amendment – *"Residential Lodging Building Zone comprises of hotels, motels and related food, service, entertainment, and convention facilities contained within the same building. Residential accommodation buildings shall be two storeys or more in height and may have internal or external parking. Residential*

accommodation may provide both short-term and long-term stay “(please see Schedule ‘C’). The purposed Indigenous Interpretive Centre does not meet the Tower Park Estates Area Structure Plan development requirements as a use and would require an amendment. Also, as per the Area Structure Plan, commercial uses only allowed on the Main Street of the Urban Village. Free standing commercial buildings may be allowed on local streets on a discretionary basis, depending on if fits the character of the local street. As per Section 2 – Policy and Regulatory Context, Section 2.1 – Municipal Government Act in paragraph two on the second last line, the land cannot be subdivided... *“unless the land is contained with an area structure plan satisfactory to the Minister of Infrastructure and Transportation and the proposed use of the land is permitted under that plan,”* due to this verbiage it cannot be subdivided, please see Schedule ‘D’.

Alberta Transportation requires a Traffic Impact Assessment prior to any further subdivision being carried out, as per Tower Park Estates Area Structure Plan.

A site check was completed on September 24, 2021, and it was noted that the proposed lot slopes south towards Highway 40 and the Province currently has an issue with the surface drainage on the north side of Highway 40 in the same area. The proposed lot would be turned into a hard surface and the drainage coming off this hard surface could potential add to the Province issue. During the site check it was noted that directly adjacent to the proposed lot are the Main Street Lofts which has a mixed use, residential on top of rental office space below. Noise coming from the proposed events (i.e., weddings, banquets, parties, corporate parties) could create complaints from the residences.

Administration has identified another issue with the proposed site as there is a sanitary trunk line that runs through the proposed lot. Schedule ‘E’ shows the sanitary line in brown. Administration has put in the proposed setbacks for a 7,000 square foot development on the proposed lot (Schedule E), and it shows that the proposed building does not have sufficient setbacks from the sanitary line. The water and sanitary lines are not finalized and are still part of the Main Street Lofts subdivision, which has its own issues (Stop Work Order). Also, the storm basins and road to Main Street Lofts are not finalized. The road is not paved and remains part of the Main Street Lofts. Potential development for the Main Street Lofts authority is under a feasibility review (by owners) to see if they can remove the Stop Work Order. Administration does not recommend doing anything to this area until the issues with Main Street Lofts are dealt with, as it can create more issues in the future.

On December 21, 2020, Mountain Metis Nation Association presented to Committee of a Whole (Motion: 20.12.316) their intent to purchase their own building located at 10011 – 100 Street in Grande Cache. They were looking to meet their long-term requirements for office space, interpretive centre, hall, and kitchen. Council accepted the presentation as information and noted that the present districting at that location would not allow for the association to proceed.

Mountain Metis Nation Association has been working with the Planning and Development department to find and acquire land for the proposed Indigenous Interpretive Centre. Administration feels that the proposed location for the centre is not appropriate, due to the many issues that have been identified above.

Administration is purposing that Mountain Metis Nation Association look into purchasing the two lots located on 104th Avenue and 97th street (Overview Map ‘B’) with the legal land description of Plan 782 2523, Block 34, Lots 11 & 12 (Schedule ‘F’) for their proposed Indigenous Interpretive Centre.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is it will give administration a direction while working in collaboration with Mountain Metis Nation Association.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to direct administration to proceed with proposed subdivision and have the applicant submit a Land Use Amendment application after the subdivision process is complete.

FINANCIAL IMPLICATION:

Direct Costs: MD of Greenview would be responsible for the Traffic Impact Assessment, subdivision, surveying, registration of such and advertising for the public hearing for the sale of land. Road services and all utilities would need to be considered. Administration estimated costs to be \$250,000.00 to \$500,000.00.

STAFFING IMPLICATION:

There are no staffing implications.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will notify the landowner of the decision of Council with a letter.

ATTACHMENT(S):

- Overview Map 'A'
- Schedule 'A' – Letter of Intent, Planning & Design Project Proposal, and Tentative Site Plan for Subdivision

- Schedule 'B' – Figure 8 – Urban Village Development Concept
- Schedule 'C' – Section 5.3.2 (.3) of Bylaw 688 amendment – Residential Lodging Building Zone
- Schedule 'D' – Tower Park Estates Area Structure Plan – Section 2
- Schedule 'E' – Map showing proposed setbacks and utility lines
- Motion: 20.12.316
- Overview Map 'B'
- Schedule 'F' – Map showing lots 11 and 12



Mountain Métis Nation Association

Métis Nation of Alberta: Local Council #1994 of Grande Cache
PO Box 1468
Grande Cache, AB T0E 0Y0
780-827-2002

September 14, 2021

Members of Council
Municipal District of Greenview
Box 1079, Valleyview, AB. T0H 3N0
Via Jennifer.Sunderman@mdgreenview.ab.ca

RE: Mountain Métis Nation Association's Intent to Purchase Land

Dear All Members of Council:

As you are aware, the Mountain Métis Nation Association (MMNA) has been trying to secure a new facility to relocate our office and build a new community hall and support space to be included in a new Métis Cultural Centre in Grande Cache. Thank you for your previous letter of support that we were able to use in our funding proposals.

MMNA is working with Solis Architecture to design a traditional beautiful log building to include an Indigenous Interpretive Centre, MMNA offices, and a community hall (including full kitchen, bar, washrooms, and stage). Please see the attached "*Planning & Design Project Proposal*" document with more details on the project for your reference.

As discussed with Greenview previously, we want to build this facility adjacent to Highway 40, beside the Grande Cache Tourism and Interpretive Centre. The area needs to be subdivided and the land needs to be sold in order to proceed to the next steps.

Attached is a site plan with the requested area to be subdivided. The building size and location will change as we have not yet finalized the exact program and form of the building.

We are very anxious to proceed with this sale of land so that we can proceed with this project. Securing the land is crucial in allowing us to move on to our next steps with the project.

If you have any questions regarding our facility plans, please feel free to contact me at 780-827-2002. If there are any technical questions regarding the building and/or land, Jennifer Sunderman has been working closely with our Architect, Mike Johnson and she may contact him directly to address those questions.

Thank you for your continued support. We look forward to a speedy process in acquiring the land for our new facility.

Sincerely,

Alvin Findlay

Alvin Findlay, President
Mountain Métis Nation Association

cc: Duane Didow, Councillor Ward 9
cc: Winston Delorme, Councillor Ward 1

DEVELOPMENT REGULATIONS

Max site coverage = 50%
Maximum floor area ratio = 1.0
Minimum required front yard = 7.6m
Minimum required side yard = 10% of site width or 4.5m whichever is less
Minimum rear yard = 6.1m
Minimum yards from a highway = 15.2m
(notwithstanding any minimum yard requirement hereof)
Maximum building height = 15.85m or 4 storeys

Alberta Transportation setback requirement = 40m

AREA REQUIREMENTS

Total Land Area = 18,719.7m²

Land area proposed for MMNA = 8,423m²
Land area for Public Open Space = 10,296.7m²

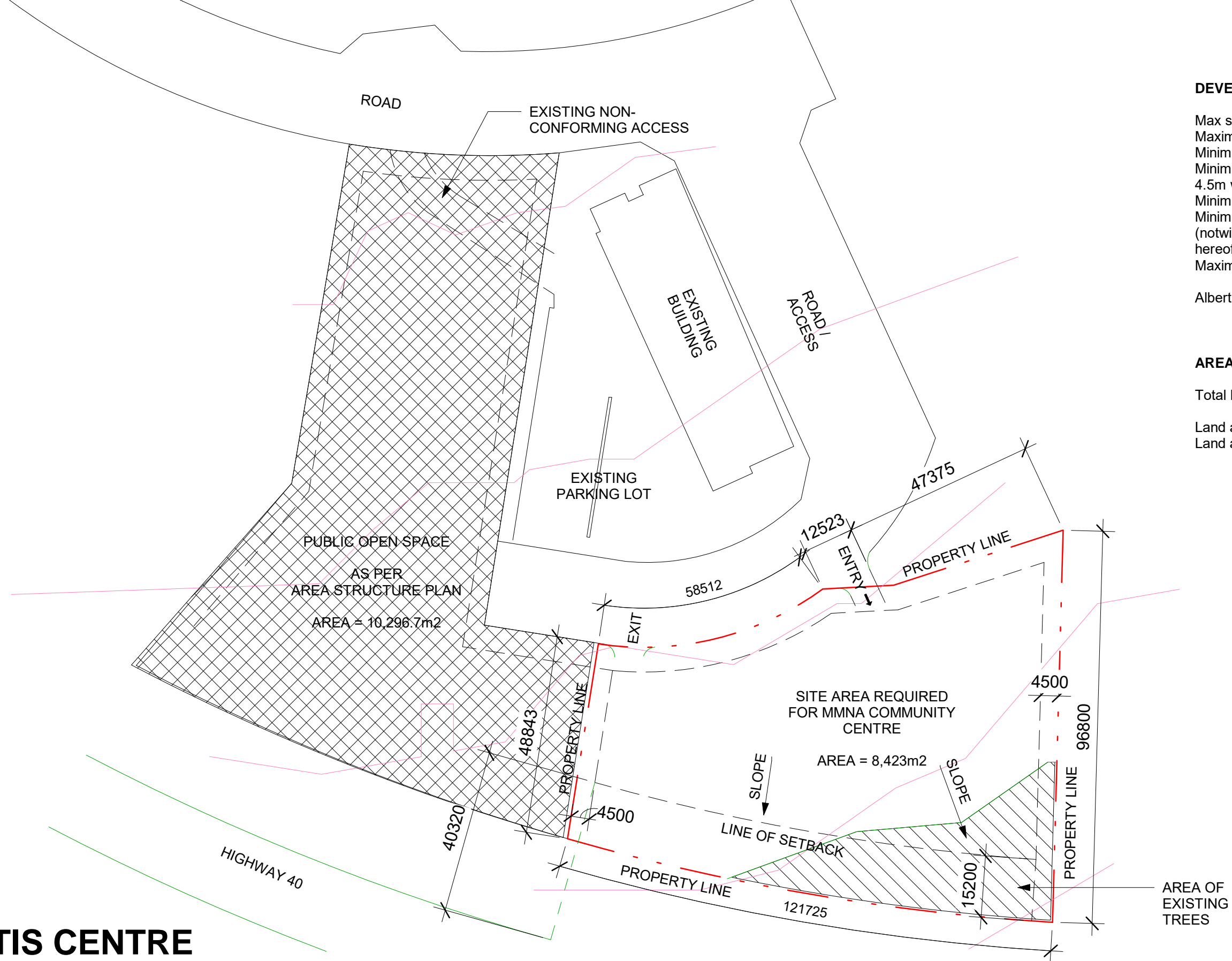
METIS CENTRE

1 : 1000

SOLIS
ARCHITECTURE

Solis Architecture Ltd.

SITE PLAN - FOR SUBDIVISION



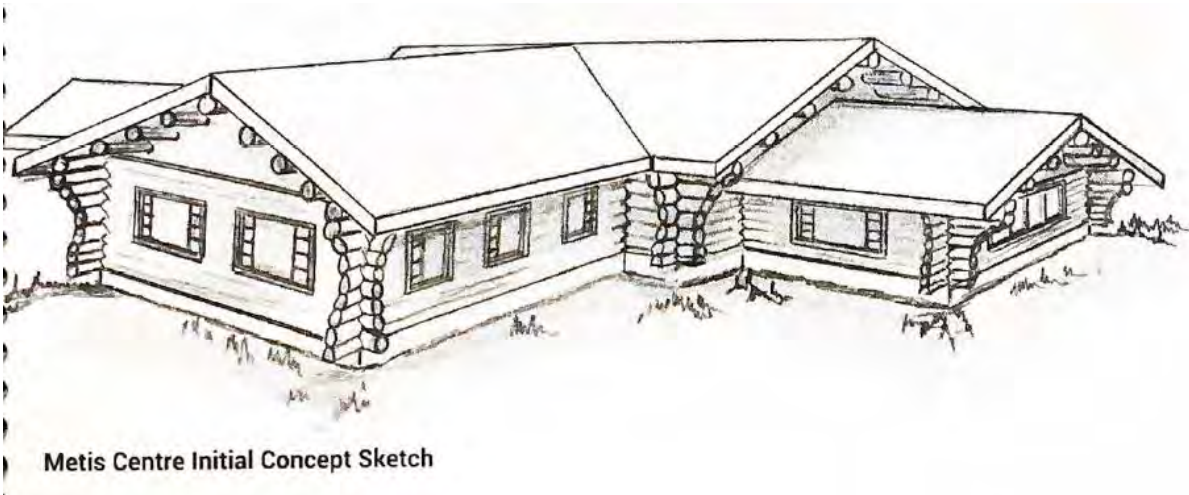


MOUNTAIN MÉTIS NATION ASSOCIATION

New Mountain Métis Cultural Centre

Planning & Design Project Proposal

May 2021



Metis Centre Initial Concept Sketch

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I. Executive Summary

The Mountain Métis Nation Association (MMNA) is a non-profit organization located in Grande Cache, Alberta. Incorporated in 1994, the MMNA has been successful in working to improve the quality of life for the Indigenous population of Grande Cache through youth programs, access to historical and cultural resources, and hosting local cultural events.

MMNA offers a variety of programs and services to its Mountain Métis members, Métis Nation of Alberta card holders living in the Grande Cache area, and other Indigenous and non-Indigenous members of the community. Specific programs include Traditional Land Use and Historical Research, Youth Connections, and an Aquatic Habitat program. Aside from these programs, MMNA also offers services to its Mountain Métis members including access to employment training, educational and/or trades opportunities and job advancement, access to educational bursaries, and providing general community support.

The Mountain Métis Nation would like to construct and build a new Mountain Métis Cultural Centre in Grande Cache, Alberta. This public use, community facility, would include a Métis Cultural & Interpretive Centre, new community hall (including full kitchen, bar, washrooms, and stage), space for programs, and proper offices to be able to provide new and additional services.

This project is currently in the design phase. MMNA is working with the Municipal District of Greenview to acquire land for the new building. Solis Architecture Ltd. is taking a lead in the project, helping MMNA with design and planning initiatives, working with appropriate engineers, consultants, and builders to prepare appropriate information to proceed to the building phase.

A Métis Cultural & Interpretive Centre will allow the opportunity to share the unique history, traditions and culture of the Canadian Rockies. The Mountain Métis story is about the unsung heroes that opened Western Canada through trade and relationships. This Cultural and Interpretive Centre will raise awareness and provide an opportunity for the general public to learn more about the Mountain Métis culture and history.

A new community hall will provide the Hamlet of Grande Cache with an additional rental space for community functions and events.

A new Métis facility will allow MMNA to increase its services offered to Indigenous and Métis families in the region, and allow for enhanced programming that would fulfill our organization's mission and play a meaningful role in fostering inclusion in society and combating systemic inequalities in the community. A new Mountain Métis Cultural Centre will serve as the heart of the Mountain Métis community, where members can access essential services, learn, and play.

II. Introduction

The mission of the Mountain Métis Nation Association is to enhance the cultural, social and economic well-being of our community. We believe that each member of our community is valued. A significant amount of time and effort has been provided by the Council to develop and manage special programs and events that strengthen cultural continuity. Special regard is held towards our Métis youth and Elders and in overcoming cultural barriers that limit the advancement of our people. Our mandate is to establish partnerships with government agencies and industry while preserving and protecting our traditional lands.

A registered non-profit association since 1994, the MMNA has been working to improve the quality of life for the Indigenous population of Grande Cache through youth programs, access to historical and cultural resources, and hosting local cultural events.

MMNA serves historically connected descendants who previously resided in what is now Jasper National Park in the 19th Century, as well as Métis Nation of Alberta card holders who are not necessarily connected to Jasper but currently reside in Grande Cache. The Mountain Métis population in Grande Cache currently consists of 200 registered members; however some of its programs are available to non-members and non-Indigenous in the community (specifically youth programs).

MMNA acknowledges that Mountain Métis's identity and culture are imperative for the future. Indigenous people suffer from identity issues in the community, therefore it is crucial for MMNA to establish cultural preservation. Mountain Métis deal with isolation factors, economic circumstances and limited community resources. These obstacles experienced by the Mountain Métis community have resulted in current underlying socio-economic issues which are ongoing within our community base. Approximately 95% of those who MMNA serve are vulnerable, disadvantaged, or at risk.

The association currently operates out of a leased building in downtown Grande Cache. The building has one office and a small community hall with kitchen. The hall used to generate extra revenue for the association, however due to COVID-19 restrictions, and the need for more office space, MMNA converted the hall into an open board room and office cubicles to accommodate its staff.

The MMNA consists of a President and four (4) board members that guide the vision for the organization. There are currently four (4) paid staff members of the organization, including an Executive Director (who also runs the Traditional Land Use Program and Historical Research and Genealogy), an Aquatic Habitat Coordinator, a Youth Connections Program Coordinator, and an organizational Program Assistant. The organization also has an Executive Assistant position which is currently vacant.

The Mountain Métis Nation is currently in the pre-design phase, working with Solis Architecture to plan and design a new Mountain Métis Cultural Centre to be built in Grande Cache.

III. Needs/Problems

As an additional community service and source of revenue, The Mountain Métis used to rent out a small community hall for cultural events, weddings, community functions, meetings, Christmas parties, and other rentals. The hall featured a small kitchen and bar, and MMNA was also able to offer catering services out of the space.

Previously, MMNA did not have the capacity to provide physical offices for its employees, who were forced to work from remote locations. As MMNA grew, COVID-19 hit. With the restrictions to close halls and ban indoor gatherings, MMNA decided to convert the hall space into a board room and cubicle office space. Although this has enhanced the working environment for MMNA staff, it has resulted in a loss of community service and loss of additional revenue for the organization.

The hamlet of Grande Cache is very limited on community hall space, with only three other small, hall/banquet rooms available. Most large functions in the past have been held at the local recreation centre, inside the curling rink ice-surface (off-season only). MMNA would like to build a new community hall for Grande Cache to utilize for all community events.

MMNA currently leases its office and hall, located in the downtown core of Grande Cache. The building does not have proper offices, and it is not laid out in a way for MMNA to expand and grow its organization. The uncertainty of renting month-to-month also results in unstable business activities for the organization.

IV. Goals/Objectives

Goal:

To build a traditional log building (~7,000 sq.') to include a Métis Cultural & Interpretive Centre, new community hall (including full kitchen, bar, washrooms, and stage), space to provide programming, and offices to offer appropriate services.

Objectives:

1. Work with Solis Architecture to design a new publicly accessible Mountain Métis Cultural Centre in Grande Cache, Alberta.
2. Hire a Project Manager to coordinate and manage the design and build process.
3. Ensure new facility is designed as a Net-Zero carbon building and exceeds the requirements of the building code for energy efficiency and performance.
4. Work with Mark Deagle Log Building Ltd. to build a beautiful log building that represents the mountain and wilderness environment of the Grande Cache area.
5. Work with the Municipal District of Greenview to secure land for the new facility.
6. Apply for Federal and Provincial capital grants to help fund the project.

Deliverables:

- A Métis Cultural & Interpretive Centre will allow the opportunity to share the unique history, traditions and culture of the Canadian Rockies. The Mountain Métis story is about the unsung heroes that opened Western Canada through trade and relationships.
- A new community hall will provide the Hamlet of Grande Cache with an additional rental space for community functions and provide space for new and enhanced Métis programming.
- A new Métis facility will allow MMNA to increase its services offered to Indigenous and Métis families in the region, and allow for enhanced programming that would fulfill our organization's mission and play a meaningful role in fostering inclusion in society and combating systemic inequalities in the community.
- A new Mountain Métis Cultural Centre will serve as the heart of the Mountain Métis community, where members can access essential services, learn, and play.
- A beautiful log building will enhance the beautification efforts of the Hamlet of Grande Cache, encouraging tourism and economic growth of the community.

V. Procedures/Scope of Work

General:

The Mountain Métis Nation has hired Solis Architecture Ltd. to provide the pre-design and assist with the entire design and planning process required to proceed with this project. Solis Architecture will manage and work with all sub-contractors (engineers, designers, builders, consultants), as well as represent MMNA in working with the MD of Greenview.

Land:

This project is in the land procurement stage. The area chosen for the new facility is near the Grande Cache Tourism and Interpretive Centre, and the land fits within Greenview's Land Use Bylaw.

The specific legal area for the build is:

Legal: Lot A, Pln 6285 NY
Title No: 082 255 211 +2
Owner: Municipal District of Greenview
Area on Title: 138.02 ha
Area in ASP: 4.15 ha

Mountain Métis Nation has been working with the MD of Greenview, and after meeting with a Development Officer, this location was deemed as the best location for the new build.

The MMNA is ready to proceed with Intent to Purchase the land from Greenview.

Solis Architecture is working directly with the MD of Greenview on the MMNA's behalf to ensure the process proceeds as required.

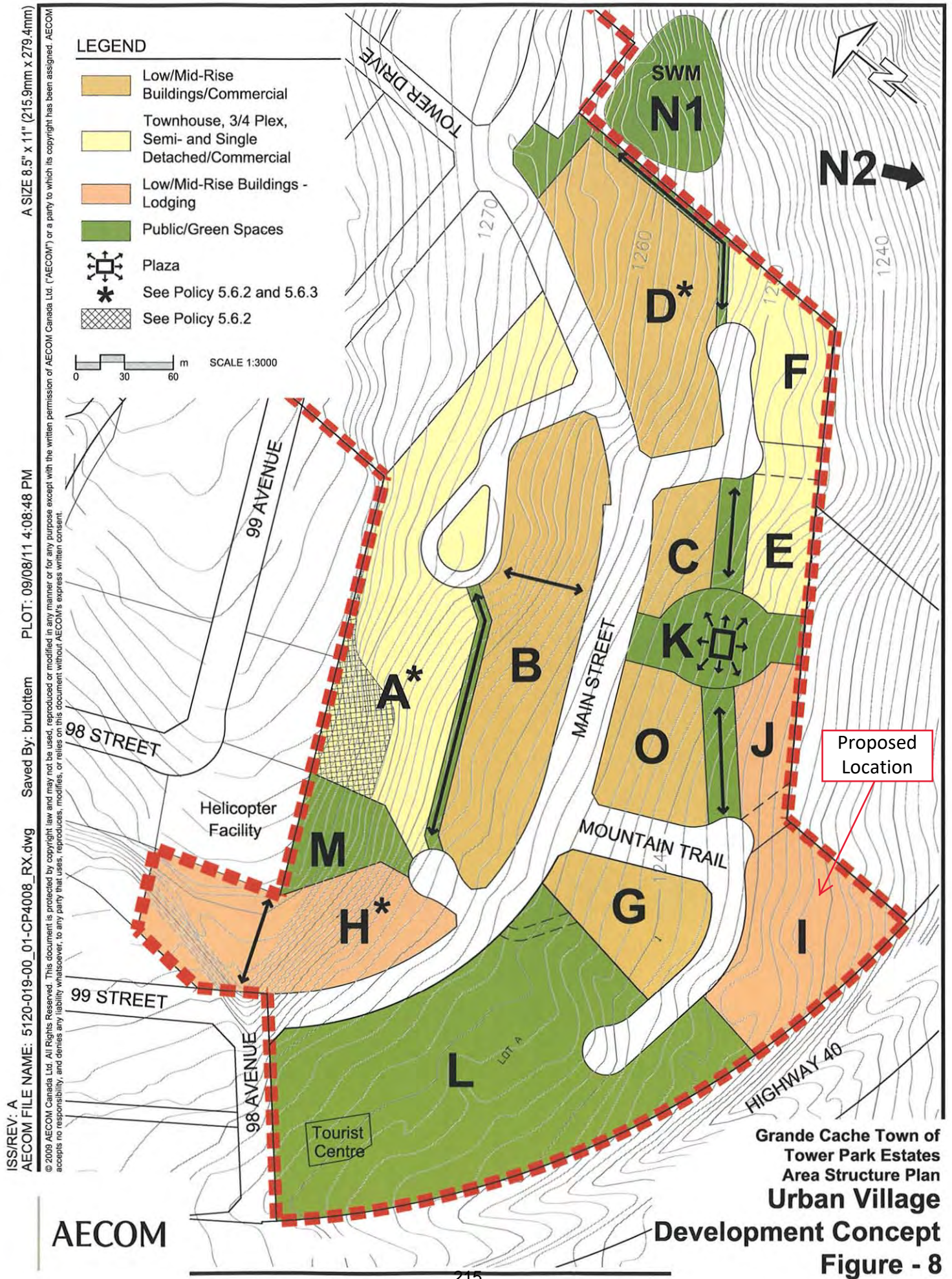
Risks and Mitigation:

Risks currently known:

- Land use bylaws and rezoning implications
- Site servicing costs
- Additional land use preparation required / soil stability
- Building in remote location
- Volatility of material costs due to COVID-19

VI. Project Timetable

	Description of Work	Start and End Dates
Phase One	Predesign	June – July 2021
Phase Two	Design Phase	July – December 2021
Phase Three	Permits and Approvals	January – March 2022
Phase Four	Site Preparation	March 2022
Phase Five	Construction	May 2022 – July 2023



.3 Residential Lodging Building Zone

Residential Lodging comprises hotels, motels and related food, service, entertainment and convention facilities contained within the same building. Residential accommodation buildings shall be two storeys or more in height, and may have internal or external parking. Residential accommodation may provide both short-term and long-term stay.

The Residential Lodging Building Zone shall apply to Urban Village Zones H, I and J.

The Residential Lodging Zone may also include low/mid rise residential buildings as an alternative building form and land use, if the demand for residential lodging is insufficient for build out of the three Urban Village Zones.

Within Zone/Area H on Figure 8, the highest elevation of any building, structure or other development shall not exceed the lowest current elevation of the adjoining lot labelled "Helicopter Facility". In addition, should a residential development/building be located within any portion of Zone/Area H on Figure 8 as an alternative to residential lodging, as provided for immediately above, sound-proofing/noise attenuation in relation to ceiling/roofing and windows shall be provided to a standard/level and through means/mechanisms satisfactory to the Town.

5.3.3 Public Spaces: Recreational, Civic and Parks

The public/civic realm will comprise three sites, each with its own distinctive character. The public realm also includes the walkways and sidewalks that provide both internal and external connectivity between these sites and the overall Town Trails system.

The three public place sites comprise the following:

1. a **civic plaza** precinct;
2. a **Hillside Park** natural area left under native forest cover; and
3. **Birds Eye View Park** in the western portion of the ASP area, and the site of the Town's **Tourism Information and Interpretive centre**.

In addition, two **stormwater management facilities** will be located on Crown land to the east and south of the ASP area, along with a bioswale to convey stormwater to these facilities (Section 7.3). It will be important to make connections with these facilities and integrate them within the overall public space system.

Civic Plaza Precinct (Zone K)

The heart of the Urban Village open space system will be a **civic plaza precinct**, comprising a plaza surrounded by businesses, civic buildings and/or residential buildings and two walkway/utility links extending east-west in each direction. The plaza will be a focal point for community gatherings, special events, art displays, markets, outdoor cafes or entertainment and cultural events as well as serving informally for

2. Policy and Regulatory Context

The preparation of the Tower Park ASP has been guided by and is intended to be consistent with applicable provincial and municipal land use legislation and policy.

2.1 Municipal Government Act

The Municipal Government Act (MGA) is the provincially enacted regulatory framework that directs municipalities how to enact land use policy. It enables the preparation of Municipal Development Plans (Section 632), Area Structure Plans (Section 633) and Land Use Bylaws (Section 640).

The Subdivision and Development Regulation (AR43/2002) is pertinent to this Area Structure Plan, as it states that "a subdivision authority shall not in a municipality other than a city approve an application for subdivision if the land that is the subject of the application is within 0.8 kilometres of the centre line of a highway right of way unlessthe land is contained within an area structure plan satisfactory to the Minister of Infrastructure and Transportation and the proposed use of the land is permitted under that plan" (Section 14).



REQUEST FOR DECISION

SUBJECT:	Mountain Metis Nation Association		
SUBMISSION TO:	COMMITTEE OF THE WHOLE	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	December 21, 2020	CAO: DT	MANAGER:
DEPARTMENT:	CAO SERVICES	GM:	PRESENTER:
STRATEGIC PLAN:	Choose an item.		

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from the Mountain Metis Nation Association, for information.

BACKGROUND/PROPOSAL:

The Mountain Metis Nation Association would like to purchase their own building located at 10011 – 100 Street in Grande Cache. This building would provide enough space to meet our long-term requirements for office space, interpretive centre, hall and kitchen. Unfortunately, the present zoning bylaws do not allow for the association to proceed.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to confirm receipt of the request from the Mountain Metis Nation Association

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

N/A

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Presentation



***Mountain Métis
Nation Association***

Presentation to Greenview Council

New Community Métis Facility

December 21, 2020



Our Mission, Mandate, and Values

Mission

Our mission is to enhance the cultural, social and economic well being of our community.

Mandate

Our mandate is to establish partnerships with government agencies and industry to fulfill our objectives.

Values

We value our Métis youth and Elders and place special regard towards overcoming cultural barriers that limit advancement of our people.



New Community Métis Facility

The Mountain Métis Nation Association is looking for Greenview's support and assistance to relocate the association's office and develop an upgraded and enhanced community hall and newly developed community Cultural Centre in Grande Cache.

✓ New MMNA Office

- Youth Connections Program
- Traditional Land Use & Historical Research Department

✓ Training & Employment Centre

- Provide ready-to-work training programs in partnership with local educational institutions to better advance our people and provide them with the tools for success.

✓ Community Hall

- Enhanced space for community gatherings
- Full commercial kitchen

✓ Cultural Centre

- Facility to educate, inspire and share our unique Métis history



Benefits of a New Facility

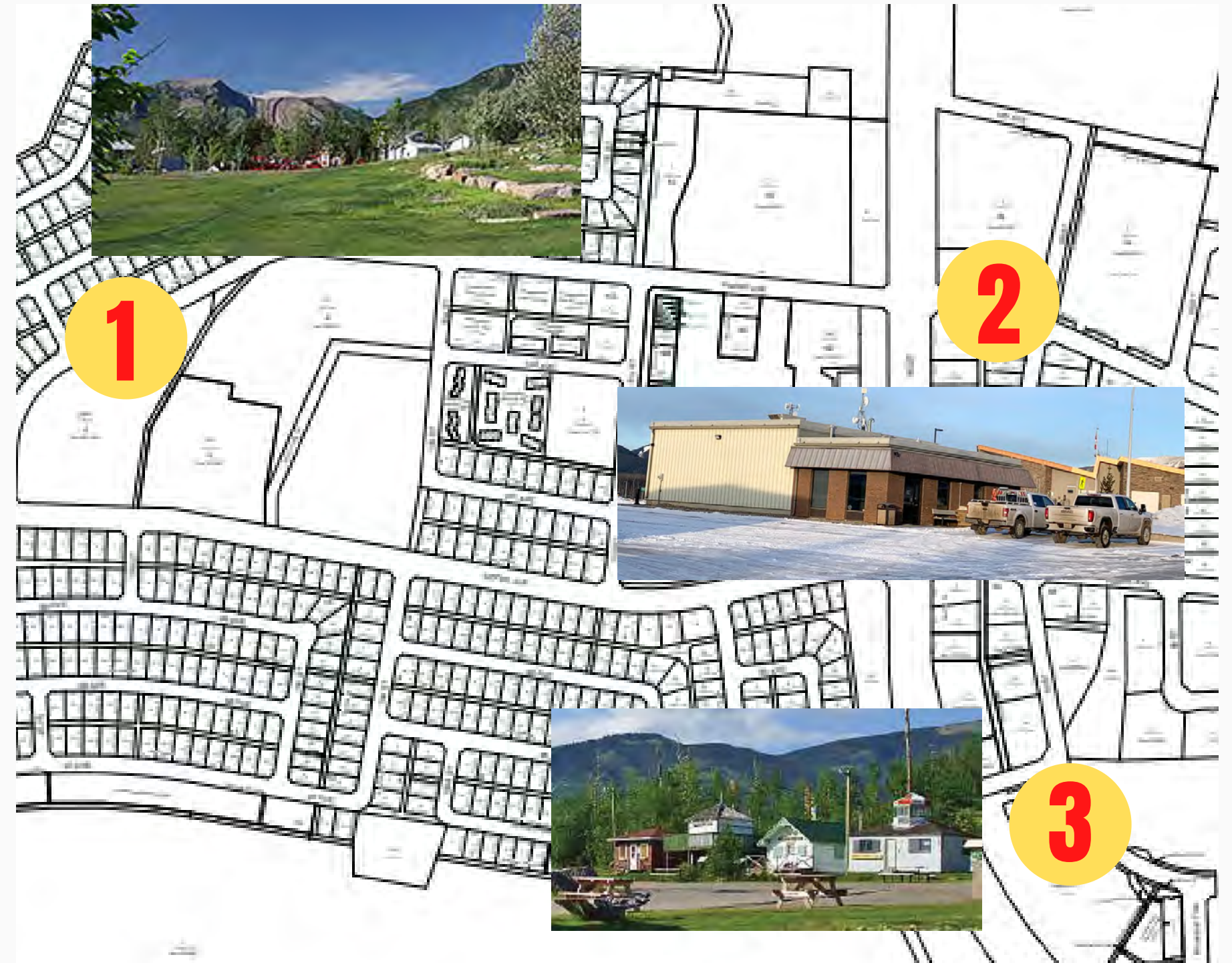
- ✓ Increase our services offered to Indigenous and Métis families in the area
- ✓ Make significant changes in the Indigenous community of Grande Cache
- ✓ Provide enhanced community hall rental options within the Hamlet and additional space for wakes
- ✓ Create a Cultural Centre to share local Indigenous history
- ✓ Stabilize MMNA's business activities as we are renting our current space on a month-to-month basis



Location Options

After meeting with Greenview's Development Officer, three potential locations in Grande Cache were determined for the new Métis Facility.

- 1** Central Park
- 2** Eagle's Nest Hall
- 3** Behind the Tourism & Interpretive Centre





Location Details

◆ New Build in the Lower Level of Central Park

- Zoned PPS
- This would be an ideal location due to the proximity to the schools for access to our Youth Connections Program
- Central location within the Hamlet for community functions and hall rentals
- Currently a greenspace in the community, therefore would require a public hearing and community consultations

◆ Purchase and Renovate Eagle's Nest Hall

- Zoned C-3
- This would be the quickest option as there is an existing building
- Renovations to expand the current space would be required, which would affect the parking
- Distance from schools - difficult for students to access programs after school

◆ New Build Behind the Tourism & Interpretive Centre

- Zoned PPS
- Ideal location for a Cultural Centre due to proximity of Tourism & Interpretive Centre and Bird's Eye View Park, creating a "one-stop shop" for visitors
- Furthest location from the schools - difficult for students to access



Looking for Greenview's Support

- ✓ The MMNA has been working since the 1990's to improve the quality of life for the Indigenous population of Grande Cache through youth programs, access to historical and cultural resources, and hosting local cultural events. We ask that Council support our growth and diversification plan so that we can continue to fulfill our mission of enhancing the social, economic and cultural well-being of our community.


"We thank you for your consideration and we hope with your support and approvals to make significant changes in the Indigenous community of Grande Cache."

ALVIN FINDLAY, PRESIDENT MMNA



Hamlet of Grande Cache Proposed Indigenous Interpretive Centre

Legend

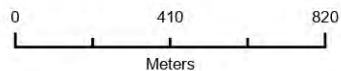
- 
- Proposed Indigenous Interpretive Centre

Road

- Gravel
Other
Paved

Base Features

- First Nation Reserve
Park
Town
Township Grid
Section Grid

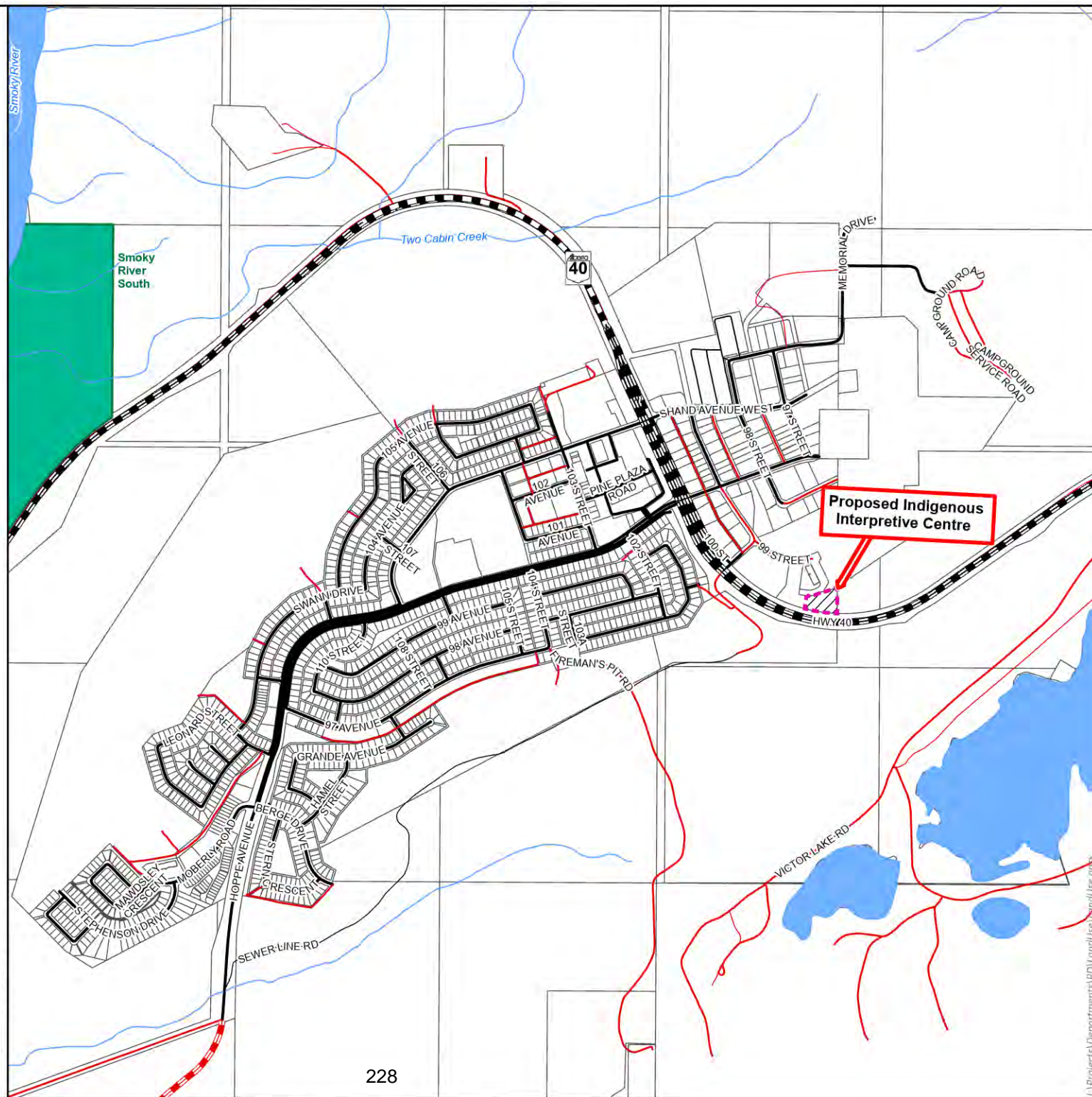


Produced: October, 2021 **Projection:** UTM Zone 11N NAD 83

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Hamlet of Grande Cache - Schedule F

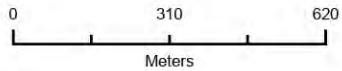
Legend

Road

- Gravel
- Other
- Paved

Base Features

- Area of Interest (AOI)
- Park
- Town
- Township Grid
- Section Grid

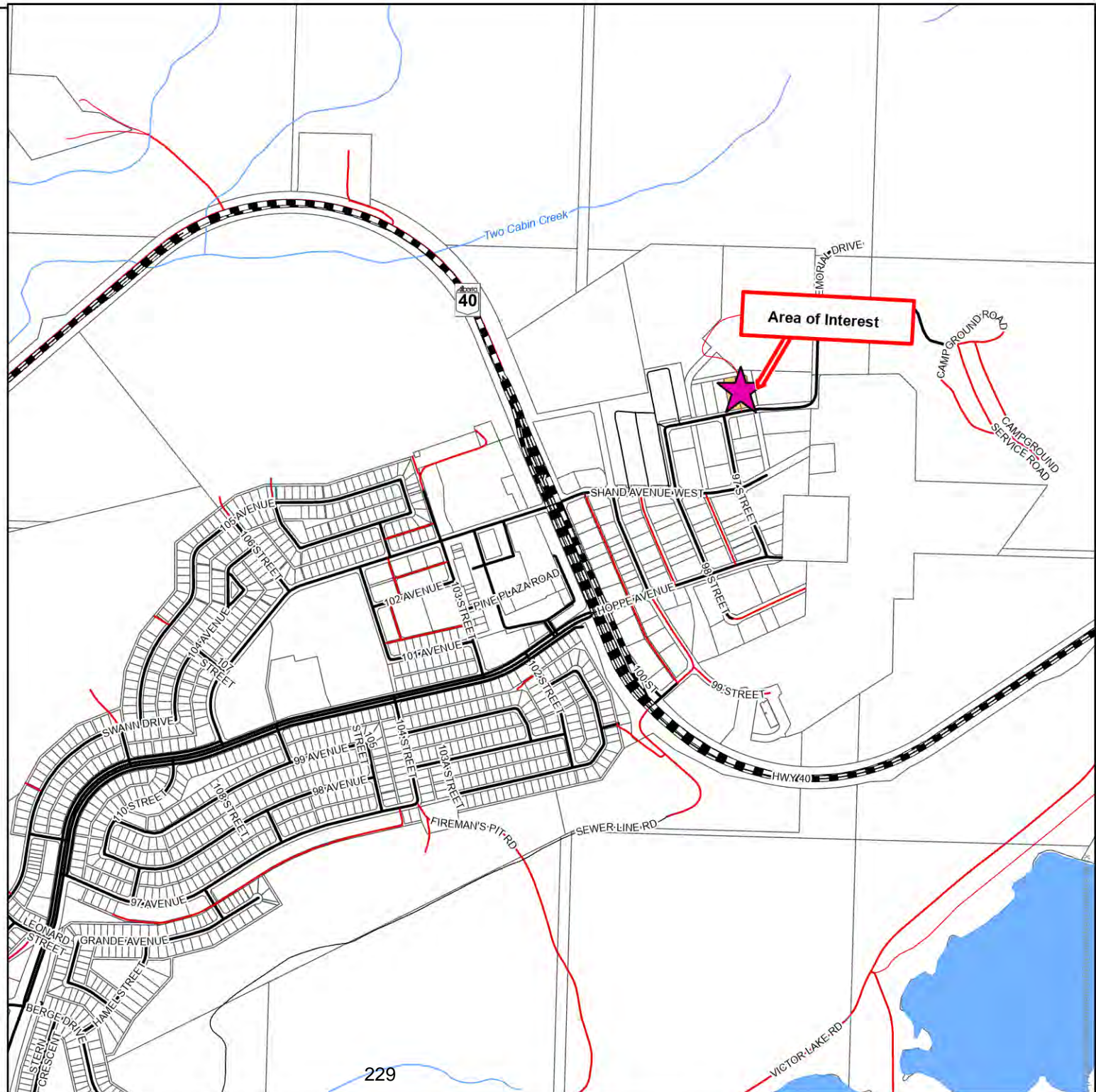


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**Hamlet of Grande Cache -
Map A
Plan 6285 NY, Lot A**

Legend

Road

Gravel

Other

Paved

Base Features

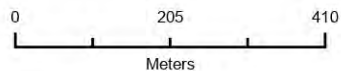
First Nation Reserve

Park

Town

Township Grid

Section Grid

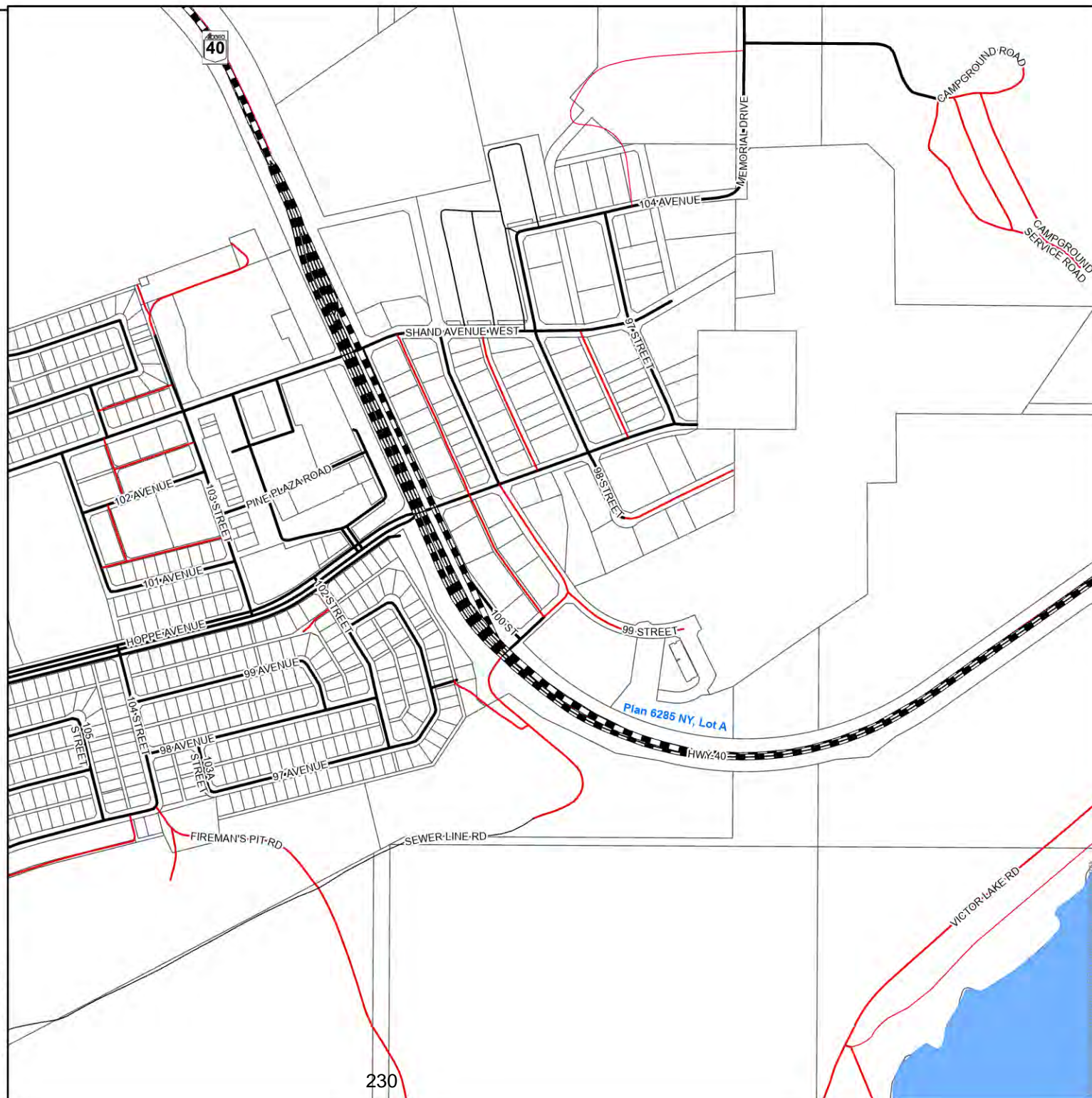


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Hamlet of Grande Cache

Plan 782 2523, Block 34,
Lots 11 & 12

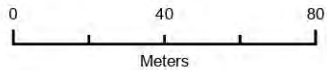
Legend

Road

- Gravel
- Other
- Paved

Base Features

- Area of Interest (AOI)
- Park
- Town
- Township Grid
- Section Grid

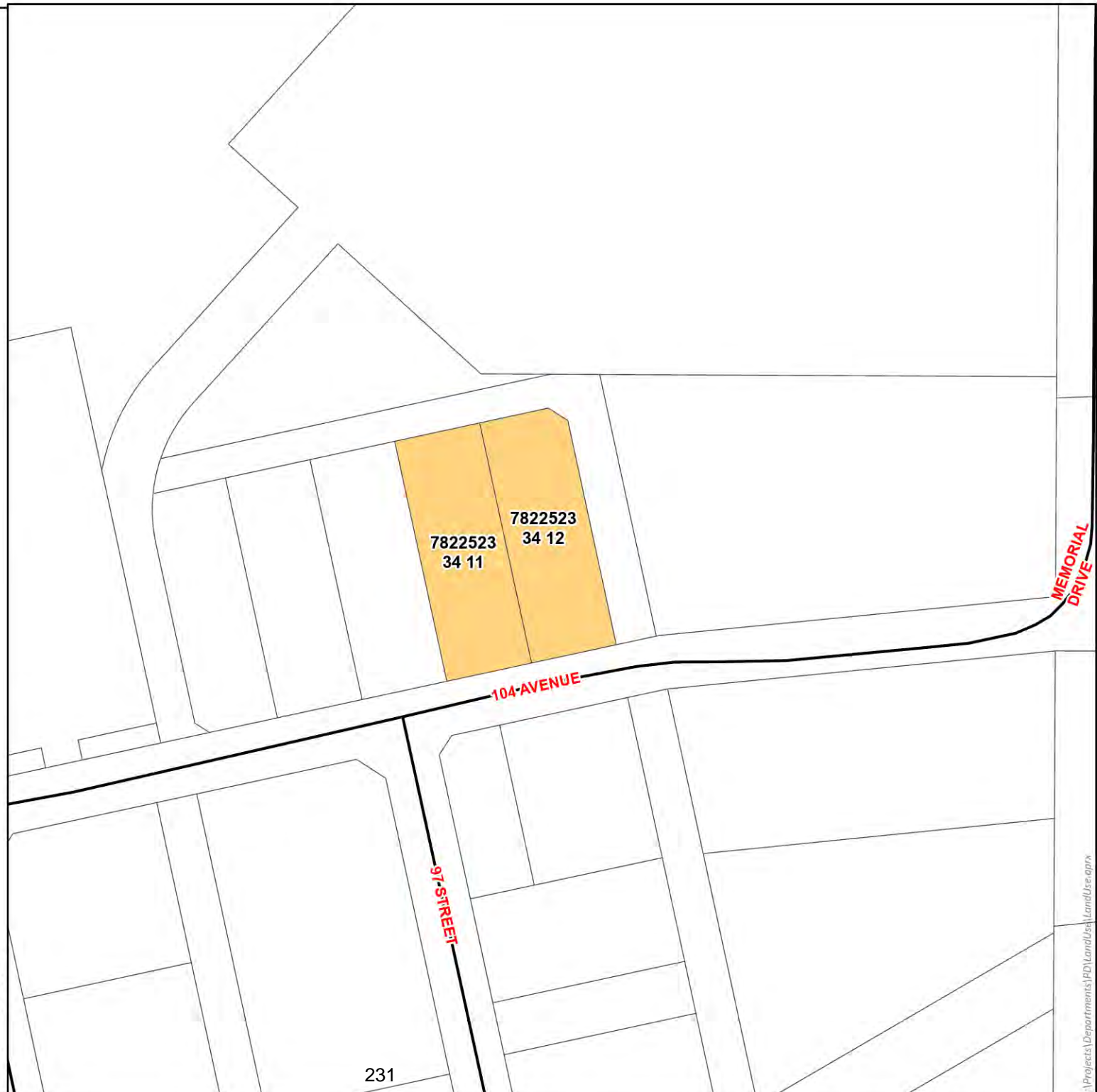


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MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Stacey Wabick, CAO

Date: 10/12/2021

Chief Administration Officer, Stacey Wabick

CAO Services along with Human Resources and the Senior Leadership team has been actively recruiting for the Director of Community Services position. Numerous interviews have taken place, however no decision has been made at this point. There is considerable focus being given to how the potential candidate will fit with the Greenview culture and the communities that surround us. Staffing open positions is a priority for Administration. When possible, attracting people already living within our region to the organization will provide a strong footing for the area as a whole.

Administratively, Greenview staff has had a busy month with the Greenview Industrial Gateway which has seen some significant progress with getting closer to land securement and structuring the decision making process with the development of a committee. The annual Greenview Clay Shoot took place and once again was a wonderful success and it seems to have been a month of policy, where numerous Greenview Policies have been reviewed, revamped or simply updated.

Unfortunately, COVID19 continues to play a significant role in Greenview operations. Greenview continues to dedicate resources to tracking COVID19 in the workplace and has increasingly made adjustments as the fourth wave unfolds, including creating a Transmissible Illness Policy that will soon be adopted. As a municipality, the area continues to be substantially affected.



Manager's Report

Function: CAO Services

Submitted by: Stacey Sevilla, Manager Communications & Marketing

Date: 9/30/2021

Communications Highlights

The communications department continues to produce regular external communications for ratepayers, stakeholders and the general public. COVID-19 Comms were once again required to inform the public on new health measures and restrictions. The Greenview Highway Entrance Sign fabrication is well underway and many of the Hamlet and large boundary entrance signs have been installed. The installation of highway entrance signage and Hamlet signage will commenced on or about September 20 and is projected to be substantially completed by October 15, 2021.

Projects completed or underway:

- Municipal Elections preparation assistance to Legislative Services. Built a more robust website section with more information for both Candidates and Voters. Comms team created and ordered ballots, posters, signage, social media ads, and more.
- Comprehensive "Did You Know?" educational campaign created and executed to better inform the public about what it means to be an elected official in Greenview. This campaign worked in conjunction with the municipal election campaign and is ongoing.
- Due to new COVID restrictions and health measures, the final Ratepayers BBQ for Grovedale was unfortunately cancelled.
- Grande Cache LED Sign in production – projected fabrication completion has been moved to the end of October due to Aluminum shortage for sign components.
- Greenview Highway Entrance Signs project well underway.
- 2021 Annual Greenview Sporting Clay Shoot was held with great success, 87 shooters participating and \$50,000 raised. Final report was shared with Council. Letters and cheque requisitions for Food Banks are in process. Communications Associate will coordinate with CAO Executive Assistant to arrange cheque presentations.
- Small Business Week advertising campaign created and scheduled in collaboration with Economic Development department. 2021 Greenview Small Business Award program announced and began in third week of September to run until October 11, 2021 with Greenview's Virtual Small Business Awards and Guest Speaker taking place on October 20, 2021.

- Revision and proofing assistance for the Land Use Bylaw document ongoing with Planning and Development department
- Communications team all participated in a Public Speaking course
- National Day for Truth and Reconciliation – team researched resources and put together an external website post, social media posts, and internal email to all staff with a dynamic PDF with resources.
- Fire Prevention Week social media campaign and website post created and scheduled.
- Ongoing Recreation and Multiplex posting to website and social media pages
- Committees and Boards website page created to replace PDF and provide clear information for elected officials, ratepayers, and current/potential boards and committee members at large.
- Greenview App social media app awareness + instruction campaign running.

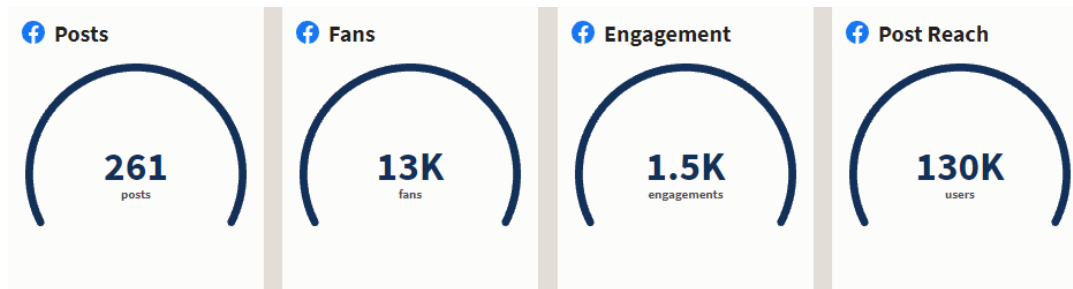
Digital presence statistics

Website (September 2021)

Greenview's website has seen 38,314 pageviews on the website through September. The Greenview website has gained 10,752 new website users. Website access from mobile devices remains on average, about 55% of users.



Facebook (September 2021)



Efforts continue to build our Twitter and Instagram presence continue. Twitter followers as of September 30, 2021, = 1,805. Instagram followers as of September 30, 2021, = 533.

Greenview APP (September 2021)

The app is still being downloaded 1-4 times per day on average, with users accessing the "Notifications" section the most often as push notifications are sent out for Council Meetings, etc. Approx 686 Users to date. A new custom video has been created to further explain all of the many features of the app and is being shared on social media as part of an ongoing campaign.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: Protective Services

Submitted by: Acting CAO, Stacey Wabick

Date: 10/12/2021

Greenview Fire-Rescue Services (GFRS)

Reported by: Regional Fire Chief, Wayne Brown

Administration:

Fire Smart Planning – Grande Prairie AG & Forestry has secured funding and has the appropriate contractor (Palisade Consulting) in place for work to begin in the communities of Little Smoky and communities around Sturgeon Lake.

Wildfire Hazard and Risk Assessments are tentatively scheduled for this fall. Wildfire Preparedness Guides are to be updated as well.

Additionally, we will be engaging the community of Nose Creek Settlement and update the Wildfire Preparedness Guide. Planning sessions will be scheduled within the next several weeks.

The Foothills Fire Smart Coordinating Committee (Grande Cache area) will be meeting on October 15, 2021, to discuss Fire Smart initiatives going forward.

A simulated wildfire incident (Grande Cache area) is being jointly planned for November 18, 2021, that will involve AEMA, AG & Forestry, and the COOPS/Enterprises.

Safety Codes Activities:

The Regional Fire Chief and Deputy Fire Chiefs will attend random Greenview Fire Drills scheduled for Fire Prevention week to observe and review from a Fire Code perspective.

Fire Stations update:

Station 31 responded to 9 incidents for September. Of the 9 incidents 6 were Medical, 1 was a vehicle fire and 2 were Motor Vehicle Collisions (animal strikes).

Station 32 responded to 9 incidents for September. Of the 9 incidents, 2 were Medical, 2 were Motor Vehicle Collisions, and 3 were Fire Incidents.

STN 33 responded to 22 incidents for September. Of the 22 incidents, 10 were Medical, 2 were Motor Vehicle Collisions, 2 were Wildfires, 1 was Structural Rescue, 1 was an Electrical Hazard and 6 were Monitored Alarms.

Responses of note:

Industrial overhead door rescue: The door fell from its tracks and crushed a patient. The patient was extricated from beneath the door and handed over to EMS for treatment and transport.

Single heavy truck (B-Train) rollover: Extricated patient and handed over to STARS for treatment and transport. The truck was transporting a full load of condensate; all product was fully contained by STN 33 fire crew.

Apparatus and Equipment

Station 32 CVIPs are completed on all heavy units. With exception of 3270. It will be booked in after Engine 3210 returns to service.

Station 31 CVIPS are completed.

Community Outreach:

Station 31 - DeBolt

Firefighters attended Ridgevalley Seniors Home to train staff on the operation of fire extinguishers and monthly fire extinguisher inspections.

During Fire Prevention Week, Station 31 is collaborating with Ridgevalley, School, Rosedale School, and Ridgevalley Hutterite School on Fire Prevention Messaging. This will be taking place from October 3rd to the 9th.

Station 31 is planning and coordinating with the DeBolt Food Bank, Crooked Creek General Store, Trapper Gord's, the Feed Lot Café, and the local 4H club to hold our second annual food drive.

Sergeant, George Ferraby

Administration

September was a quiet month for Enforcement Services. CPO Schultz and Sgt. Ferraby continued with patrolling Valleyview and Grovedale areas.

The highway 40 construction on and near the Wapiti River has slowed down as traffic has adjusted to the road closures.

Officers wrote a total of 35 violation tickets and responded to 30 calls for service. 4 violation tickets/calls were Grovedale area, 12 were from the Grande Cache area, 3 were from the DeBolt/Ridgevalley area, and 3 were from the Valleyview area, and the remaining 13 were on highways. These calls have dropped significantly due to having only two officers covering the entire MD due to ongoing training. Most of the time is spent on the road travelling between all four corners of the MD answering calls. With the 4th wave of COVID now upon us, Enforcement Services is anticipating that they will be called upon by the province to enforce provincial health guidelines once again.

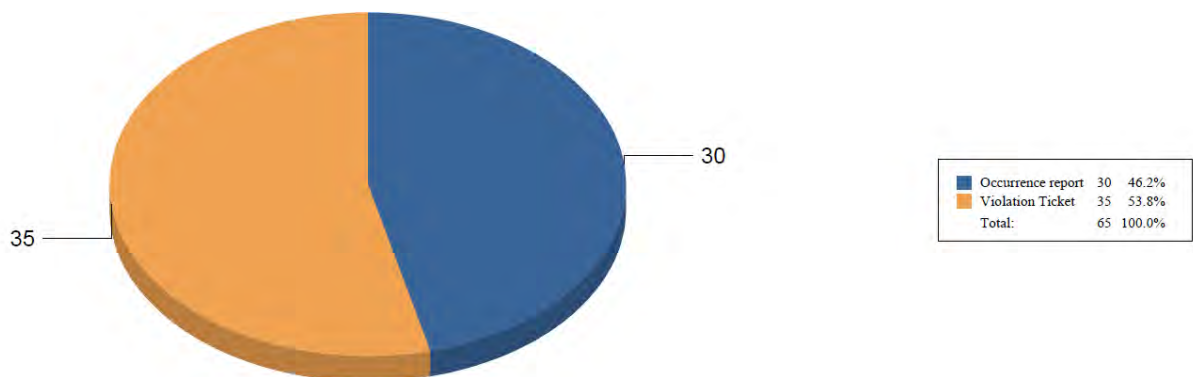
Training

Sgt. Ferraby attended 2 days of training in Lac La Biche to assist with the training of CPO King and Thibeault. Both officers are progressing well. They will be graduating on October 22, 2021, and will be returning to full duties at that time.

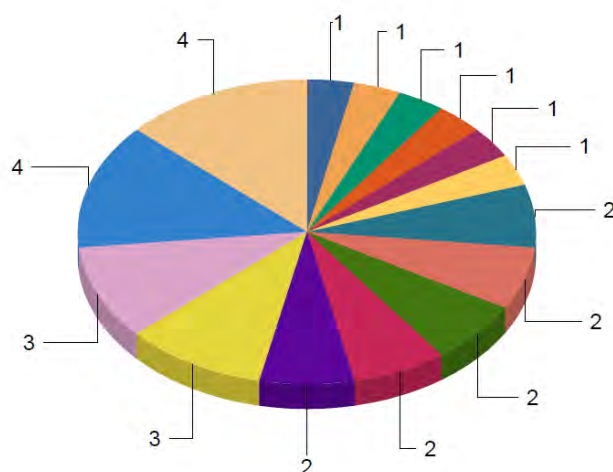
Sgt. Ferraby and CPO Shultz will be attending the required annual qualification courses in October.

Stats:

Count of Reports Completed



Count of Incident Types



ASSIST FISH AND WILDLIFE	1	3.3%
MUNICIPAL BYLAW : COMMUNITY STANDARDS	1	3.3%
PROVINCIAL : ANIMAL PROTECTION ACT	1	3.3%
PROVINCIAL : GAMING LIQUOR AND CANNABIS ACT	1	3.3%
PROVINCIAL : TRAFFIC SAFETY ACT : ABANDONED VEHICLE	1	3.3%
TRAFFIC : OTHER TRAFFIC	1	3.3%
ASSIST RCMP	2	6.7%
CRIMINAL CODE	2	6.7%
MUNICIPAL BYLAW : ANIMAL CONTROL	2	6.7%
PROVINCIAL : TRAFFIC SAFETY ACT	2	6.7%
TRAFFIC : COMMERCIAL VEHICLE CHECKSTOP	2	6.7%
ASSIST OTHER GREENVIEW DEPARTMENT	3	10.0%
MUNICIPAL BYLAW : PARKING	3	10.0%
PROVINCIAL : TRAFFIC SAFETY ACT : TRAFFIC WARNING	4	13.3%
TRAFFIC : COMMERCIAL VEHICLE STOP	4	13.3%
Total:	30	100.0%

DRIVE MV W/O LIC PLATE PROPERLY DISPLAYED 53(1)(A)	1	2.8%
DRIVE/OPERATE VEH. ON HWY WHILE DISTRACTED INCLUDING WHILE READING-VIEWING PRINTED MATERIAL/WRTING/PRINTING/SKETCING/EN GAGING IN PERSONAL GROOMING/HYGIENE 115.4(1)	1	2.8%
OPERATE COMMERCIAL VEHICLE ON HWY W/O PERMIT - MAX GROSS WEIGHT > SUM OF MAX PERMITTED GROSS AXLE WEIGHTS 9(1)(K)(i)	1	2.8%
OPERATE MV W/O LIC IN POSSESSION 51(D)	1	2.8%
OPERATE TRIDEM DRIVE COM VEH. OTHER THAN TWIN STEER TRUCK ON PRIMARY HWY W/O PERMIT - GROSS WEIGHT ON TRIDEM DRIVE AXLE GROUP > 23 000 KG 9(1)(F.1)	1	2.8%
PARK TRAILER UNATTACHED ON HWY 4.16	1	2.8%
SPEEDING CONSTRUCTION 115(2)(P.1)	1	2.8%
UNREGISTERED VEHICLE 52(1)(A)	1	2.8%
ABANDON MV ON PUBLIC/PRIVATE PROPERTY WITHOUT PERMISSION 76(1)(B)	2	5.6%
FAIL TO OBEY TRAFFIC CONTROL DEVICE 57	2	5.6%
FAILURE TO PROVIDE PO W/ CERT OF REG 167(1)(B)	2	5.6%
STOP/PARK WHERE PROHIBITED BY TRAFFIC CONTROL DEVICE 44(N)	2	5.6%
SPEEDING 115(2)(P)	20	55.6%
Total:	36	100.0%

Grande Cache Pound report:

September 2021

In September the Grande Cache pound received 12 complaints of dogs running at large, we impounded 6 of these dogs, 5 were returned to their owners. One impounded dog was surrendered to the pound by its owner, the dog will be neutered and vaccinated on October 1st and then put up for adoption.

With Covid-19 cases on the rise in September, we were called to assist two households that were unable to care for their dogs due to the illness. There is limited information on animals and Covid-19, especially on whether animals can spread the virus, so extra precautions were taken by placing them in quarantine and having only one fully vaccinated staff member to care for them. I am very happy to report that both households have since recovered and the dogs have been returned home.

We are happy that the one cat we had in the pound was adopted to a home in Edmonton, and we have already received an application for the dog that was surrendered this month.



Manager's Report

Department: Infrastructure & Planning

Submitted by: Roger Autio, Director Infrastructure & Planning

Date: 10/12/2021

Director, Infrastructure & Planning, Roger Autio

- Meetings with the Coop's and Enterprise's on roads and water – 2nd meeting
- Dealing with issues on the Fiber Optic install in GC
- Budgets
- Dealing with rate payer concerns
- Review performance plans with managers
- SLT Meetings, decisions, and discussions
- Staff meetings

Manager, Construction & Engineering, Leah Thompson

- DeBolt Creek Stabilization is in progress of investigation.
- Bridge file 78838 box culvert is complete waiting on asphalt.
- Bridge file 79713 box culvert is complete.
- Range Road 85 asphalt is complete awaiting final inspection.
- Range Road 260 is in progress and at 95% completed.
- Sloughing of approx. 6ft brought forward on Township Road 694 in Sweathouse area is complete.
- Sloughing on Range Road 201 north in New Fish Creek is complete.
- Range Road 15 ditching is complete.
- Range Road 221 drainage complete.
- Sunset House Drainage final inspection has been completed and Conditional Completion Certificate is in progress deficiencies to be complete.

- FTR Phase 5 is in progress. Clearing at 90% complete and dirt work has started.
- Grovedale Arena parking lot is complete.
- Grovedale Cemetery access is complete.
- Wanyandie East sloughing is in essentially complete with tidy up.
- Range Road 195 Tollefson Ditching is complete with a centre line replaced.
- Preconstruction meeting for BF 75355 located north of DeBolt is in progress.
- Grande Cache roads rehabilitation is in progress.
- Twp. Road 722 Klassen Residential is 95% complete.
- Range Road 243 ditch clean was completed.
- Grovedale Public Service building pond dewatered, backfilled, and packed.
- Valleyview Multiplex Fencing is complete as per request from Community Services.
- Approach relocation in Sandy Bay is complete.
- Final Inspection completed for the Victor Lake Road is complete.
- Interviews scheduled for the Administration position.
- Ditching on Twp. Road 724A is complete.
- Ditching on Twp. Road 691 in Sweat House is in progress.
- Ditching on Range Road 210 and Twp. Road 725A along with the Old High Prairie Road to start within the week.

Manager, Operation, Josh Friesen

- Quotes have been obtained for 3 culvert replacements that are needed near the elementary school in Ridgevalley.
- Met with AT regarding HWY 40 & Shand Ave crosswalk in Grande Cache. Concerns were expressed that crosswalk is non-conforming. Awaiting feedback regarding AT or TAC standards and will proceed from there.
- Entering into agreements for gravel crushing/supply in accordance with Council's direction.
- Working on 2022 Budget

Operations East

- 1st mowing crew has completed throughout the Sunset House area and NW of Valleyview into the Montana Flats area - TWP RD 734 East of RGE RD 222.
- 2nd crew has completed mowing in the Grovedale area and has moved to the Forestry Trunk Road.
- Re-gravelling began in the Valleyview North/New Fish Creek area on August 27th and was completed on September 21st. Re-gravelling in the Ridgevalley/Crooked Creek area began on September 21.
- Replaced one approach culvert on TWP RD 654A West of HWY 43, installed 2 approach culverts at 25143 TWP RD 704, replaced one centreline culvert on TWP RD 714 East of HWY 49, installed

two centreline culverts on the Old High Prairie Road South of TWP RD 732 with further ditching planned to address flooding issues in the area. Installed two culverts to improve drainage at Sturgeon Heights Transfer Station.

- Road repairs / spot gravelling on RGE RD 225 South of TWP RD 694 and RGE RD 202 North of HWY 665.
- Line Locates completed for various signs and upcoming culvert installations including ditch work and a centreline culvert replacement on RGE RD 224 South of TWP RD 700 and RGE RD 224 North of TWP RD 704.
- Gravelled the Greenview Veterinary Clinic parking lot in Valleyview.
- Salt & Sand have been mixed and piled in Valleyview salt shed.

Operations Central

- Various roads in the DeBolt area were re-gravelled with 2:25 gravel.
- New gates were added to the Greenview stockpile site on RGE RD 11 and at KM 70 on the Forestry Truck Road. Posts were also set up at KM 27 for a gate that is to be installed at a later date.
- Ditching has begun on RGE RD 13 South of HWY 43 to address drainage issues.
- An asphalt patch and road repair is planned in the Hamlet of DeBolt at the corner of 1st Street & Alberta Ave.
- Repaired 3 soft spots between KM 30 & 35 on the Forestry Truck Road and 4 between KM 60 & 64. A large centerline that was washing out near Karr Creek was also repaired.
- At Enforcement Services' request, installed 2 No Parking on Bridge Deck signs at the Simonette River on the Forestry Trunk Road and 4 No Parking signs at the same location.

Operations West

- Ditch cleaning for drainage is in progress along HWY 666 from TWP RD 701 to TWP RD 700, TWP RD 701 East of HWY 666, 69043 HWY 40, TWP RD 692 East of RGE RD 64 and on RGE RD 70 South of HWY 666.
- 3 cement culverts have been removed and are in the process of being replaced on TWP RD 701 East of HWY 666.
- 5 culverts installed, 1 on TWP RD 701 East of HWY 666, 2 on RGE RD 70 South of HWY 666 and 2 on TWP RD 692 East of RGE RD 64.
- The re-gravelling program is now complete in the Grovedale area.
- A total of 3,952 tonnes of winter sand was transferred from Adam's pit to the Grovedale yard and a total of 3,461 tonnes of gravel was transferred from the Pinto pit to the Grovedale yard.
- Greenview crews have been cleaning up windfallen trees throughout the area.

Operations South

- Street sweeping, pothole patching, and street/curb painting are ongoing.
- Collaborated with Environmental Services on 1 centerline culvert repair and 1 storm sewer repair in Grande Cache.
- Flushed sewers with the combo vac unit

- Repair drainage in the alley off 105th Avenue in the Hamlet of Grande Cache.
- Brushing completed on Beaver Dam Road

Fleet

- Grovedale Plow Truck Unit A159 went to the dealership for emissions work August 31st. ECM issues were identified, and the ECM was taken to Peterbilt. Currently the part is not available due to worldwide microchip shortages and it may be down for an extended period of time. There is a potential for this truck to be down 4-6 weeks depending on supply. Spare plow trucks located in Valleyview and Grande Cache are available for use should repairs take longer than expected.
- A new replacement shop hoist for Grande Cache has been ordered. After a recent inspection, the inspector gave notice that the hoist will not be certifiable past December 1, 2021.
- John Deere 6140R tractor (Unit 25) is broke down and requires engine rebuild. Administration is contacting Prairie Coast again for product support with this recurring issue.
- Delivery for the replacement loader in Grovedale has been pushed back by vendor to mid-November. The original delivery date for this unit was for August.
- Due to manufacturer delays, the new ETA for the two tendered trucks is now mid November and the ETA for the two insurance replacement trucks is estimated for December.
- Downsizing of the waste oil tank at the Operations shop in Grande Cache is planned. In coordination with Environmental Services, a separate waste oil tank will be placed at the landfill for public use and its location advertised once in place. Fuel tanks from the Grande Cache Operations yard will be transferred to the Grovedale yard by the end of the month. This is to utilize tanks already owned by Greenview and no additional purchases are needed.
- A surplus asset list is being assembled and will be brought to Council by RFD when complete.

Road Concerns Received - 41	Valleyview	Grovedale	DeBolt	Grande Cache
Culverts			1	1
Brushing				
Dust Control		1	1	
Ditching & Drainage	2		1	
Roadside Mowing	1			
Safety Concern		2		
Gravel Request			1	
Signs	5	6	8	3
Road Conditions	1	3	4	
TOTAL	9	12	16	4

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	28
Grovedale Shop	20

Valleyview Shop	51
TOTAL	99

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTAL	34	506	18	2

RoaData-Municipal Loads	Single Trip Loads	Multiple Legal Trip Loads
TOTAL	543	13
Grand Total-Approval Requests/Municipal Loads	1116	

Manager, Environmental Services, Doug Brown

Overall

- Operational and Capital budget preparation.
- Multiple staff have registered for AWWOA training to earn CEUs
- All staff completed Fire Extinguisher Training, and several completed their First Aid Training.
- 1 Grande Cache Temporary Utility position was given a 12-month extension.
- 3 Staff registered for Water & Wastewater Examinations in Oct.

Water

- Victor lake water line anticipated to be complete mid-October
- Grovedale water plant is progressing, distribution lines into Grovedale and Landry Heights still need to be disinfected and flushed, planned for October.
- Training for staff underway at Grovedale water plant.
- Landry Heights landscaping work to be completed mid Oct after Hydrant flushing.
- Staff are working on the Valleyview rural line to capturing visible assets by GPS (99% complete) as part of the study to assess potential future growth and servicing options driven by service requests.
- Sweathouse Water Point water waste sampled and tested in response to a landowner concern
- Ordered 2 new Hach chlorine analyzers for DeBolt Water Treatment Plant
- Velocity Group has completed their tie in to the DeBolt distribution system for the Grand Spirits foundation seniors housing addition project.
- Fall Hydrant flushing scheduled for DeBolt, Ridgevalley, Valleyview Rural and Little Smoky.
- Implemented Iron testing for each greensand filters effluent in Little Smoky WTP
- Added gravel to Puskwaskau water point to cover old tanks as previous fill had settled.
- Provided information to AEP regarding Valleyview Rural line. Staff are preparing more information as requested.
- Repaired pit less adapter at the Sweathouse well.
- Completed follow-up samples for failed results of lead sampling and kept residents informed.
- Contravention submitted in GC due to data entry misunderstanding.
- Annual sampling completed for all water plants and water wells.

- GC Staff have been completing hydrant maintenance.

Wastewater

- New transformers installed on Grovedale lift station pumps
- DeBolt Lift station pump #1 breaker was replaced.
- Located low pressure sewer line for DeBolt Service Station. Working with CPO to design and install a proper clean out as per Greenview standards.
- Fixed bank at DeBolt Lagoon with topsoil and seeding.
- Muskrat traps removed from DeBolt Lagoon.
- GC Storm drain repaired on Aug 20th with Operations.
- GC Staff have been completing sanitary sewer flushing problem areas with Operations.

Solid Waste

- Completed the leachate project at the GC landfill
- Coordinate use of the vacutron with ops in GC to wash all landfill equipment for servicing and cleaning before winter
- Grass seed ordered and delivered to GC landfill to seed biosolids. Seeding to be completed the last week of September.
- Tire recycle contractors booked for Grovedale and South Wapiti transfer stations. Mid October
- Metal recycling contractors scheduled for the end of October for all sites (excluding GC)
- Staff supervised and assisted the Landfill Clean up at the GC landfill cleanup on Aug 11th and 12th
- Completed sewer line Repair at Greenview Regional landfill

Manager, Planning & Development, Jennifer Sunderman

- Consolidation of Grande Cache and Greenview's Land Use Bylaws will be going for first and second reading.
- Land Use Amendments A21-001 (Brochu) and A21-002 (Zenner) received first reading; Public Hearing was held, with second and third reading scheduled for September 28.
- Surveyor is hired to complete consolidation of the 3.5-metre lots on Mawdsley Crescent and the two lots on Leonard Street to the adjacent landowner's property.
- Offer to Sell contracts are being compiled for the landowners in Grande Cache. Administration will be setting a date for landowners to visit the Grande Cache office to sign.
- Job Hazard Assessments have been completed.
- New Development Officer is working out well; he is engaged and asking lots of questions.
- Rural Addressing has been moved to the GIS department.
- Developer (Grande Cache Dairy Queen/Gas Station) requested CCC and refund of monies. Working with the developer on deficiencies as per the Developer's Agreement.
- Developer (Greenview Golf Resort) requested review of deficiencies from CCC. Looking to apply for FAC and refund of monies next month.
- Subdivisions endorsed and forwarded to surveyor for registration at Alberta Land Titles include: S20-012 (MacArthur) and S20-020 (Sunsetter).

- Stop Order and Cleanup Orders issued in Grovedale; the landowner has asked the Development Office for information to comply with Land Use Bylaw.
- Mountain Metis Nation Association has submitted a letter of intent to purchase land in Grande Cache next to Highway 40, planning & design project proposal, and tentative site plan for subdivision. RFD being drafted requesting direction from council, as an ASP amendment, etc. will be required.
- Will be meeting with Alberta Transportation to discuss proposed and ongoing developments in Grande Cache. Looking for guidance on how to determine whether a referral is required.
- Clasik Home Hardware RV Storage coming back to council.
- Approach application for third access on Twp Rd 702 will be in front of Council.
- Appraisals being completed on municipally owned land in Grande Cache – Eaton Fall Crescent.
- Reviewed the proposed repealed bylaws in Grande Cache.
- Attended ADOA conference, answering and reviewing development related concerns and site visits.

GIS staff have worked on various activities including the following:

- Recreated AER Field Areas Map
- Update and clean up 2021 summer spray data and have added to Munisight
- Cancelled Altalis titles, after discussing with Munisight, saving \$800/yr in unneeded data services
- Add/remove various Munisight ES users
- Have gravel pits added to Munisight, review setup of new gravel operators ES feature to track points
- Setup and handoff AE tablet with BadElf GPS to Environmental Services for Valleyview regional waterline
- Submit batch of roads (driveways/resource roads) to Munisight for past 6 months to add
- Add missing guardrails and fix culverts from old data.
- Tailoring and updating ownership annotations for their respective maps
- Creating land ownership overview maps and their corresponding insets
- Completed map request for economic development
- Updating LUB maps and land use amendment data according to requested changes
- Created proposed approach maps based on requested criteria(s) along with other map related requests
- Pursuing asset management training certificate (anticipated completion November)
- Review and amend rural addressing bylaw (up next)

The following information provides a summary of new planning and development applications:

Type	Applications
Business Licenses:	0
Development Permits:	11
Lease Referrals:	1
Road Allowance Licenses:	0
Land Use Amendments:	0
Subdivisions:	2

Approaches:	0
Road Closures:	0

The following provides a detailed breakdown of planning and development applications:

Development Permits:

D21-274 / SW-33-57-8-W6, 5117RS, B32, L13 / WILLMORE WILDERNESS FOUNDATION / COMMERCIAL SCHOOLS / \$200,000 / WARD 1
D21-287 / SW-33-56-8-W6, 0825604, B14, L116 / REYNOLDS / CHILDCARE FACILITIES/ \$30,000 / WARD 9
D21-288 / SE-32-56-8-W6, 7722953, B26, L113 // KELLIE BRANDON WILLIAM / BUILDINGS AND USES ACCESSORY TO PERMITTED USES; 12' X 12' SHED / \$2,000 / WARD 9
D21-289 / SW-1-69-6-W6 / HARMS / STORAGE, OUTDOOR / \$5,000 / WARD 8
D21-290 / SW-26-69-8-W6, 0827203, B1, L1 / DYCK / DWELLING UNIT, MNFCTRED / \$100,000 / WARD 8
D21-291 / 10-16-62-4-W6 / PEACE COUNTRY LAND. / 5000 HP COMPRESSOR / \$2,500,000 / WARD 8
D21-292 / 10-10-65-5-W6 / GAS LIQUIDS ENGINEERING / OIL AND GAS FACILITY; SOUR MULTI-WELL GAS BATTERY / \$12,298 / WARD 8
D21-293 / NW-22-62-4-W6 / ROAD ARMOR AGGREGATE / 10-PERSON WORK CAMP / \$200,000 / WARD 8
D21-294 / SW-4-70-6-W6, 7621701, L11 / HODGES / BACKYARD HEN ENCLOSURE; 10 HENS / \$0 / WARD 8
D21-295 / 2769RS, B16, L33 / MCNEIL / BUILDINGS AND USES ACCESSORY TO PERMITTED USES; 16' X 16' SHED / \$6,000 / WARD 9
D21-296 / NW-34-74-24-W5 / CAQUETTE / ACCESSORY BUILDINGS, STRUCTURES & USES; 40' X 24' POLE SHED / \$30,000 / WARD 6

Lease Referrals:

L21-297 / SW-31-68-6-W6 / NWR CONSULTING LTD. / STORAGE, OUTDOOR; LOG YARD / WARD 8

Subdivisions:

S21-010 / NE-15-65-21-W5 / SAWLEY / FIRST PARCEL OUT / WARD 2
S21-011 / NW-19-67-22-W5 / WOLFE / FIRST PARCEL OUT / WARD 2

Manager, Facility Maintenance, Wayne Perry

Task List Completed	105	Task List New Additions	116
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Valleyview

- Completed the replacement of the roof on the I&P building except for the metal cladding which is scheduled in the first few days of October
- Fence repairing work continues at several of the yards and lagoons in the area. We had two guys fencing for 12 days in September
- Completed the work around the lagoon at Sweathouse to restore the fence
- Landscaped the area around the boulevard changes at the Regional Multiplex, will be laying sod on the areas in October.
- Continue to work with the contractor on Phase 4 of the I&P shop. In the month the flooring was added in the stairways, millwork, drywall, painting, plumbing and electrical were completed. We are

now down to the final stages, touch up work and door handles remain by Quattro and AV work is under way in the meeting room.

- Set up and tore down for the Greenview Clay shoot in the month.
- Completed repair to the septic system at the regional landfill.
- Began the seasonal heater PMs for the areas surrounding Valleyview
- Completed the security camera installed in the I&P shop and Ag Services building, planning on moving to the administration building and the field Services office next.

Grovedale

- Planning to change the water heater in the PSB, PPE room, for a larger one to allow to better clean the fire fighter PPE. Will be changed in early October.
- Working on sign placement and repair. The large digital sign had blown apart in a windstorm and was repaired in the month. Also spent time working on locations to the new hamlet signs.
- Upgraded the security cameras in the shops A & B yards, planning on moving to the public service building next.

DeBolt

- Public Service Building – Continue the construction of the salt & sand shed. Finished the framing for the building and installed a cement floor. Plans are to complete the cladding once the pad out front of the building is constructed in early October.

Grande Cache

- Fencing is now complete around the water plant except for the gates which are being manufactured.
- Completed the repairs identified on all overhead doors within the Grande Cache shops.
- Continue working to recover the bond money to complete the warranty repairs on the Grande Cache PSB. In the month we provided RPC with a letter telling them to cease and desist as they have not met the timelines in the contract.
- Short one position in Grande Cache as we had a resignation in the month. Began the hiring process to replace them.

Security

- Nightly security patrols in the Grande Cache area, reported 28 corrective actions in the month the most so far in a single month. Here is the breakdown of these actions 12 were door or gates left unlocked, 7 people on our sites after hours, 7 alarm trips or technical issues, 2 reports not on our sites including one that resulted in an arrest & 1 mechanical issue.

Safety

- Completed 7 repairs which were identified in the Safety tours in E-compliance.





MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Dennis Mueller, Interim Director

Date: 9/30/2021

Interim Director Community Services, Dennis Mueller

Administration has been working in conjunction with the Greenview Industrial Gateway Executive Director in establishing budgets and strategies in moving the project forward. Additional information will be brought forth at the Greenview Industrial Gateway Committee meeting in October.

Administration has received non-supportive correspondence from Alberta Environment and Parks with regard to the draft concept of establishing a suspension bridge at Sulphur Gates, near Grande Cache. Administration will follow-up with Alberta Environment and Parks and possibly investigate other potential locations.

The final payment has been received from the Town of Valleyview for the EMS/Firehall facility located in Valleyview. The Town will be added on to the land title as per the established agreement. Administration has been in contact with the Town of Valleyview regarding a future EMS facility in which the Town will be forwarding a proposal outlining the scope of a potential partnership arrangement. Administration upon receiving the required information will be forwarding the proposal for Council's consideration.

Administration has been in deliberations with the various department Managers in establishing their annual budgets and drafting strategic plans as to establish clear strategies and direction for their respective departments.

Agricultural Services Manager, Sheila Haus

The Agricultural Services yard improvements are nearing completion, with Operations having installed a drainage swale along the west side of the building. Coco matting will be applied to the area to preserve the grading. Framing for wall maps in the offices is proceeding with an anticipated completion date of November 2021.

The rotational roadside spraying for 2021 has been completed, with crews now concentrating on the completion of herbicide treatment of stumps for permanent brush control. The herbicide can be applied at any time of year and kills persistent tree species' below-ground root system. The use of this herbicide will improve brush control throughout Greenview, reducing the need for brushing to occur in that location again. Moving into 2022, Agricultural Services will work with Operations to ensure the bush rotation is completed annually.

At the most recent regional Alberta Association of Agricultural Fieldman meeting, one of our seasonal staff was awarded the AAAP 2021 Memorial Bursary. The Department would like to take this opportunity to congratulate her on this achievement and wish her luck in her upcoming academic year, her first as an Environmental Sciences major.

Finalization of the blasting protocols and renewal of the Greenview magazine license has occurred, and the Department is set to commence blasting on September 27th. The Problem Wildlife Officer intends to concentrate on dams waiting for blasting and problem areas that could cause issues in 2022. While the process to reach this point was lengthy, Greenview can be assured that all regulations, procedures, and safety concerns have been addressed collaboratively, safeguarding the ability of Greenview to provide this service to our residents.

Drafting the 2022 Agricultural Service Budget, the 2022 Strategic Business plan and various other plans for 2022 has kept Agricultural Services busy as our control season winds down. In addition to these annual preparations, Administration has begun preparing an Agricultural Service Board orientation to be delivered in October. The Orientation will be scheduled for the Board after the Greenview Organizational Meeting.

Rental Equipment stands at 424 rental days for 2021

Up to September 22nd, 55 wolves have been submitted for incentive, totalling \$16,500, and 437 beavers have been submitted for incentive, totalling \$13,110.

Problem Wildlife Work Orders, up to September 22nd **PWO Beaver Culls: Over 300**

File Status	Beaver-MD	Beaver-Ratepayer	Customer Service	Predation	TOTAL
In Queue		1			1
Open	2	1	2	2	7
Closed	18	20	10	9	57
TOTALS	20	22	12	11	65

VSI Quarterly Reports and Service Breakdown- 2nd quarter

	# Services	2021	2020	+/- (%)
Total 1st Quarter	99	\$19,269.77	\$21,172.35	-8.99%
Total 2nd Quarter	231	\$33,953.33	\$36,569.40	-7.15%
2021 Claims	330	\$53,223.10	\$57,741.75	-7.83%

Semen Testing: 309 claims; \$12,802.36**Preg Checks:** 1382 claims; \$3,869.60**Calvings:** 14 claims; \$3,714.05**C-Sections:** 8 claims; \$2,179.20**Exams:** 67 claims; \$3,147.65**Economic Development Manager, Kevin Keller****Community:**

The Grovedale Daycare construction is on schedule; awaiting connection of permanent utilities. The Grovedale Community Club & Agricultural Society is currently interviewing for the Society's General Manager and Daycare supervisor roles.

The new community bulletin boards are being upgraded to all-weather synthetic cork installed, warranty work to ensure long-term viability of the boards. Installation happening first two weeks of October 2021.

New "Proudly Supported by Greenview" signage are being installed at locations and facilities that Greenview supports annually via the operating budget (i.e. halls, cemeteries, museums etc.) being completed in October 2021.

Business:

Administration, has been busy coordinating Greenview's first Greenview Business Week. Through September and early October nominations are being collected from Greenview residents on their favorite Greenview based businesses. Awards will be handed out (one per Ward) on October 20 at a Virtual event. Greenview will also be hosting noted speaker and community builder, Doug Griffiths at this event on the evening of October 20th. Attendees can attend virtually from their own homes or attend in person at select Greenview locations. Please see Greenview's website, social media or listen to local radio stations for details and updates.

New Social Media posts created with focus on Greenview's Green Chairs by influencer Zen Seekers now posted on Facebook. The 30 second spots highlights many of the picturesque locations that are home to the Greenview -Green Chairs. This social media campaign will run through autumn 2021 and is part of a larger North West Alberta Tourism campaign.

Tourism:

Administration has met with the Grande Cache Historical Society, which would like to erect a shelter over the existing 69'ers monument in the Bird's Eye Interpretive Park. Process for permits and approval are underway.

The Tourism Centre said goodbye to this year's summer staff and wish them "best of luck" as they return to their postsecondary studies at locations across Canada.

Due to changes in COVID gathering restrictions the planned September Information Open House, focusing on tourism in the Hamlet of Grande Cache has been postponed. A similar event will be rescheduled once gathering restrictions lighten.

The Tourism Centre is calling on local artists to participate in a "Design A Buff" contest. The winning design will have 100 copies printed to retail at the Tourism Center. The hope is to turn this into an annual event, highlighting local artists

- **Statistics**
 - Total September 2021 Visitors: 1521
 - Total September 2020 Visitors: 1409
 - Total September 2021 Gift shop Revenue: \$14,882.87
 - Total September 2020 Revenue Sales: \$11,186.62
 - Year to date sales 2021 exceeds \$100,000.00

Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford

The Green View FCSS (Family and Community Support Services) Board met on September 22 and motioned to approve new programs. Included in the new offerings is a creative grief and loss program which uses art as a tool to help lessen the pain of grief and trauma. Services will be available in person in the Grande Cache area or virtually for all residents of Greenview. The sessions can be delivered one-on-one or in groups and is geared for individuals 16 years and older. Green View FCSS does offer a grief and loss support group to school-aged children upon request, however the Creative Grief program has an older participant focus. A second new program called the "Empathy Program", focuses on ages 3-6. This program can be delivered in pre-schools, kindergarten classes, daycares, or parent/child programs. Content includes equality, acceptance, communication, and emotional regulation, which all contribute to building empathy in children.

Due to Covid-19 restrictions, administration has had to postpone Breakfast with Guys, originally scheduled for October 19 as well as the Older Adult information Day, originally scheduled September 28, and October 7.

Last week there were 161 visits/calls to the Community Resource Centers. The top 3 reasons for accessing services were for clients needing to obtain their immunization cards, navigating the My Health Records and setting up My Digital Id.

15 clients accessed services for employment supports, which included assistance with following log in instructions and accessing safety training that new employers had directed clients to complete. Other

employment supports included editing and printing, copying, emailing, and faxing resumes. 15 clients accessed our services for legal resources such as Family Law information, Representing Yourself in Court, Legal Aid referrals, and Commissioner of Oaths services. 10 clients accessed supports for CRA (Canada Revenue Agency) related issues such as filing for CRB (Canada Recovery Benefit), interpreting correspondence, ordering tax assessments, and filing taxes with the CVITP (Community Volunteer income Tax Program). Residents also requested help with filing for Employment Insurance and completing Employment Insurance reports. Other needs seen at the Resource Center included accessing Income Support and Alberta Supports, meetings with Victims Assistance, faxes to Alberta Seniors, Food Bank, education related tasks, housing information and Heart River Housing applications, and the Meadows to Mountains Homelessness Prevention Program.

Recreation Services Manager, Kevin Gramm

Recreation Administration:

Administration worked diligently to complete the operational and capital planning within the timelines required for submission. Our key focus in Recreation Services was to maintain a consistent budget with previous years, look for opportunities to reduce expenditures over all the budgets and strive to create efficiencies in reporting and operational tasks. Baselines are hard to evaluate currently due to several years now under strict COVID influence for scheduling and revenue generation.

Administration received three quotes for the general construction of the Little Smoky Recreation Area (RE21002). The quotes were as follows:

- CRT Contracting (CTR) - \$62, 494.00
- A.B. Hollingworth & Sons (Hollingworth) - \$84, 239.80
- Glen Armstrong Construction - \$92, 500.00

The quotes were assessed on the following criteria: experience, timeline, understanding of the project, and overall price. The contractor that had the highest assessed score was A.B. Hollingworth & Sons which Administration feels that they are very qualified to complete the project and have awarded the contract accordingly.

Administration has been working with the firm GEC Architecture as to the design of the Grande Cache Events Centre Community Hall. Representatives of the firm and Greenview Administration have established bi-weekly review sessions as to move the project forward.

Administration is working with the Grande Cache Community High School with the idea of hosting an Event Planning course or work experience opportunities, to help students that are passionate about event planning learn about it more in detail, to better plan their graduation ceremony, or in the interest of pursuing a career in event planning.

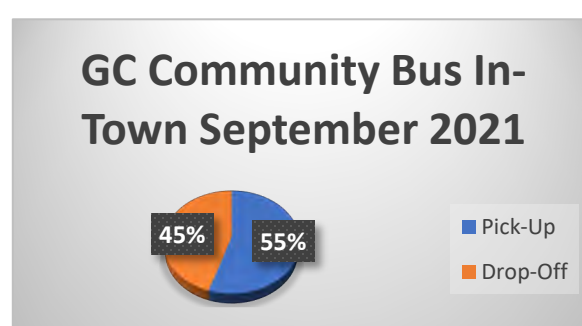
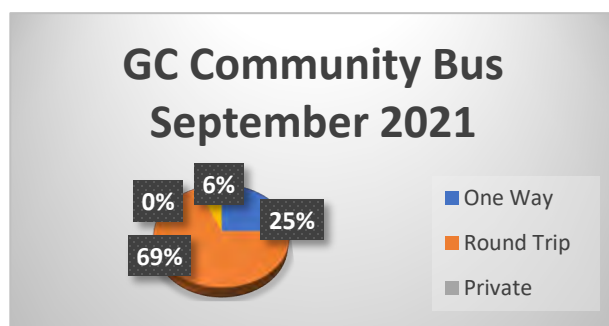
Recreation Administration has been challenged with an increase in number of staff absences overall throughout all of our facilities. COVID19 testing and isolation requirements have affected our operations teams with increased absences, potential exposures and timelines associated to the safe return of staff with symptoms. Our teams have stepped up by providing additional coverage and support through extra shifts, flexibility of operational schedules and filling in many gaps to ensure our facilities continue to offer the same level of service that is expected of Recreation. We have delayed several projects that require trained staff to complete.

Administration has been actively training new hires. The Greenview Regional Multiplex has added an additional 8 team members recently and Grande Cache Recreation Services 6. Cross training between departments has been encouraged and supported to provide our team a better understanding of all procedures within our operations. Many of these staff were brought on in late August and early September. None of these positions were new; all were currently for replacement of resignations or long vacant opportunities.

Administration from the Greenview Regional Multiplex attended Community Registration Night in September networking with other groups and organizations in the community of Valleyview. The Grande Cache Recreation Centre in conjunction with FCSS hosted a Community Connections night, which allows many local groups networking opportunities and allows Recreation Services to highlight their fitness and programming as well as community offerings. The Grande Cache Recreation Centre is pleased to announce that our swim lesson sign up broke a personal facility record, filling up in just 2 hours.

Administration has posted a Request for Proposal: Custodial Services at the Greenview Regional Multiplex for the 2022 operating year. Submission deadline is November 30th, 2021.

The Grande Cache Community Bus saw an increase in the number of trips from August to September. As news of the Community Bus relaunch gains momentum, so does the attendance. We anticipate having more clients in the fall, given the nature of medical trips and appointments. September 2021, we had 22 in town pick-ups and 18 drop-offs, 4 people utilized the Community bus for a one-way trip, while 11 people utilized the Community Bus for a round trip. There was one day in which the bus was not utilized during the month September. Depicted below are the pie charts depicting the percentage of days used for the corresponding trips.



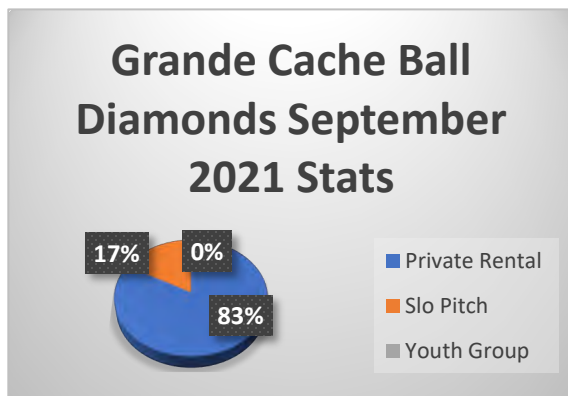
Grande Cache Community Bus September 2021						
	One Way	Round Trip	Pick-Up	Drop-Off	Private	Non-Utilized
Total	4	11	22	18	0	1

The Community Bus was down for an annual service, however, we were able to utilize an additional Greenview vehicle, to ensure minimal impact for passengers. The Community bus will need a new windshield, and the bus door is also slated to be repaired this month. Cameras will be installed for the passengers and staff safety, at the recommendation of the Protective Services Department. The community bus driver is also looking at having a cell phone booster installed for safety.

After the ride along with Protective Services member, there have been no public intoxication or disorderly customers on the Community Bus, which has had a positive impact for the riders and staff on the Community bus.

Grande Cache Ball Diamonds:

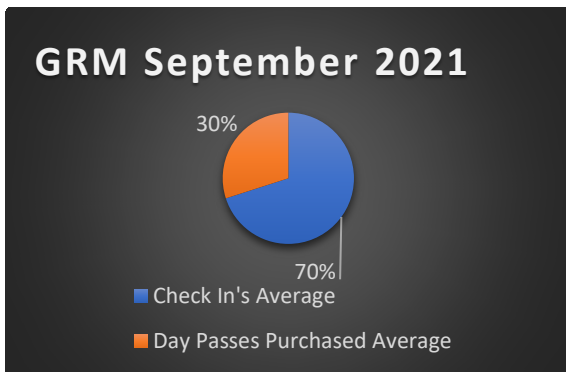
The Grande Cache Community recorded 53 ball diamond rentals in September while August had 48 ball diamond rentals. Depicted below are the corresponding breakdowns regarding the amount each designated group or booking type utilized over the past month for comparison purposes.



GC Ball Diamonds September 2021		
Private Rental	Slo Pitch	Youth Group
44	9	0



Check In's Average	107
Day Passes Purchased	58
Total	165



Check In's Average	83
Day Passes Purchased Average	35
Total	118

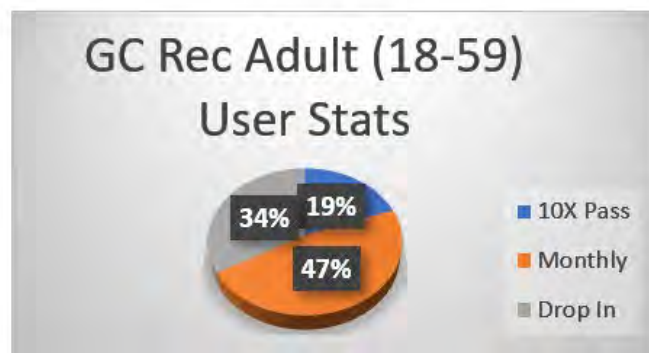
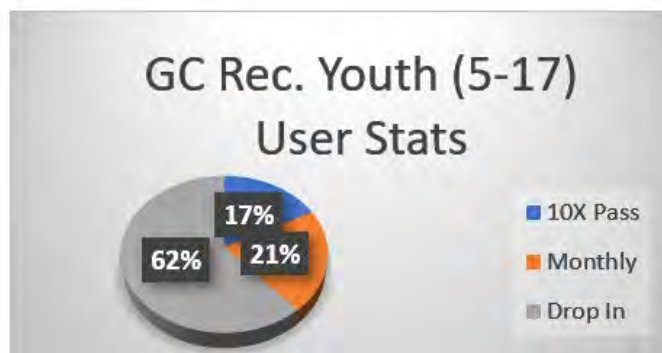
Recreation programmers are busy facilitating Youth & Child programs in the facility. All programs posted for registration have been well attended and well received. Due to current COVID restrictions, many of programs planned were unable to be facilitated.

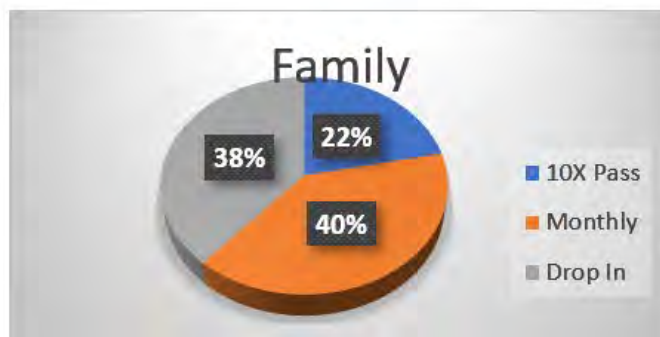
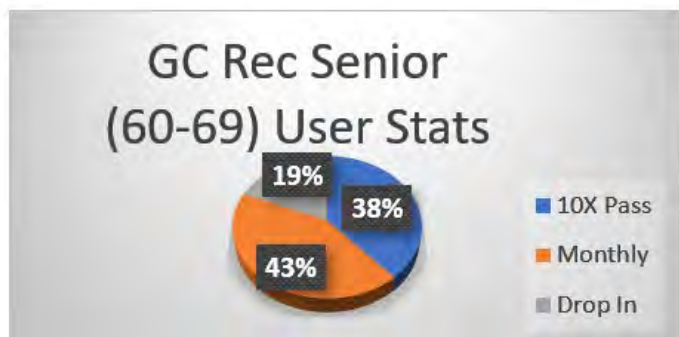
Administration has applied for a training grant offered by Alberta Recreation & Parks Association for HIGH FIVE training. Train the Trainer, providing us the ability to facilitate Coaching Clinics in our facility for user groups and other organizations in and around our community. This would also provide us the ability to train staff in house into the future. HIGH FIVE principles are utilized in all our facility programming. The grant would provide us the opportunity to save upwards of \$2000.00+ in training.

Administration has collaborated with FCSS and will be facilitating and hosting the Babysitting Course on October 8th.

Valleyview Gymnastics Club has commenced operations in the fieldhouse. Programming for Dance in Motion and Valleyview Northern Dragons Kempo Karate will begin first part of October.

The Grande Cache Recreation facility had a decrease in the number of attendees in September, which may be a result of the new regulations that came into effect September 20th, 2021. In September, thus far, the facility had 318 punch passes users access the facility, 660 membership owners use the facility, and only 651 drop-in attendees to the facility. Depicted below are the corresponding pie charts that reflect the percentages of membership users.





Grande Cache Recreation Centre September 2021 Monthly Facility Uses

	10X Pass	Monthly	Drop In
Youth (5-17)	78	95	276
Adult (18-59)	128	313	221
Senior (60-69)	35	39	17
Senior (70+)	0	72	0
Family	77	141	137
Total	318	660	651

The aquatic fitness classes Aquafit and Hydropower both had a strong participation of both returning and new individuals. The Lunch Swim, Spin and Lunch Strong Spin classes were there and then were gone, since the start up and hold off due to restrictions was all in September. Stretch in Motion was and is again our virtual class that was supported by a few senior members of our community. The fresh air activities were definite highlights. Biking 101 will be returning next year showing off our trail bike riding skills while wearing the group T-shirts! Tails & Trails gave people the opportunity to introduce their dogs to others while enjoying human conversation. Metal Hikers achieved their summer goal of summiting 3 mountains! There were individuals that had never hiked a trail around town before joining this group. Looking forward to setting the 'fall mountain climbing goal'! Energy Refresher is the class that brings people together. This class introduces people from all lifestyles to the trail system around the Hamlet.

The Grande Cache Recreation Centre also had an increase in the number of facilities rented both internal and external for the first part of September, however, rentals decreased following the announcement from the province. In spite of our Arena Facilities awaiting approved repairs, we are able to rent the space to the Grande Cache Karate Club as well as Grande Cache Minor Hockey for ball hockey.



	Aquatic	Meeting Room	Arena	Curling Rink	Cancelled
Total	5	12	15	28	18

Administration has been extremely pleased with the level of interest and revenue generation from the Grande Cache Campground for the 2021 season. October is the last month of operation however strong partner interest in programming and trail network use has been expressed.



Grande Cache Campground					
	1 Day	Weekend	3 Days +	1 Week +	2 Weeks +
September 2021	120	55	81	15	4

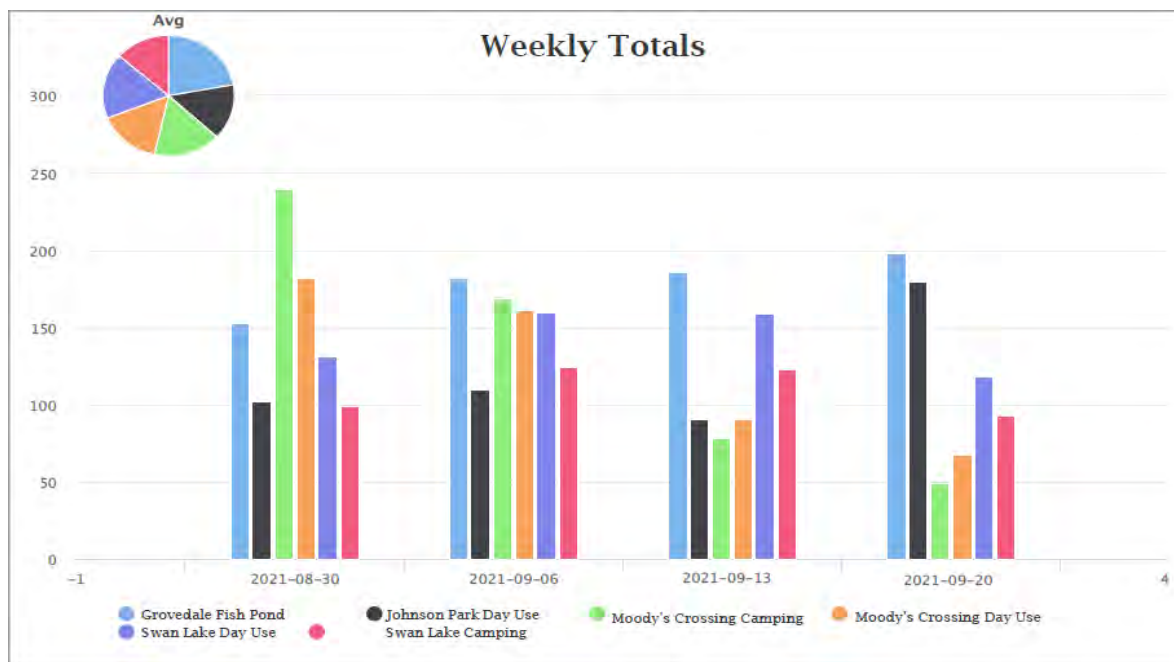
Outdoor Recreation Services:

Administration completed a comprehensive review of playgrounds while compiling an assets management list in and around Grande Cache. Many need varying repairs, replacements and code updating. The securement of parts has been a bit of a challenge trying to retrofit parts from other companies that have previously gone out of business. In addition, the types of material utilized for flooring has created some challenges to maintain safely and aesthetically.

The road to Moody's Crossing will be cut open for pipeline installation the first week of October. A detour is being established, but users can expect delays and movement of large units is not encouraged.

Administration recently installed additional fencing at Johnson Park to prevent people from driving on the lawn in the most common day use sites. This has been an ongoing issue resulting in damage to the landscaping

and creating challenges for staff to maintain and upkeep. Agricultural Services recently complete spraying the walking trails at Johnson Park. Fencing will also be installed at Smoky Sunset Landing in early October to allow for better access control.





MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 10/1/2021

Director Corporate Services, Ed Kaemingh

- Client relation meetings with ATB Banking and ATB Wealth Management
- Posting for positions in Finance and Legislative Services
- Covid Committee Meetings, policy and practice development and review, review daily covid updates
- Corporate Services 2022 budget development and review
- Review performance plans with managers
- SLT Meetings, decisions, and discussions
- Staff meetings
- Deal with various legal and tax matters
- Public Auction – one property possession on tax forfeiture
- Customer service escalation meetings with financial system providers, and information technology providers
- Short term cash flow evaluation and direction to ATB balancing cash requirements with investment strategies
- Evaluate success of Accounts Payable EFT payment strategies; June 2020 4% of invoices paid by EFT, March 2021 80% of invoices were paid by EFT, it looks like we have hit a plateau of 81% still in August. We have 755 vendors set up for EFT payment.

Finance & Administration Interim Manager, Carolyn Ferraby

September has been a month of continued vacation for various staff members. COVID has some staff working from home as per the guidelines of the province, also to keep everyone safe. Reception staff continue to provide excellent service to Greenview ratepayers in all locations.

Change over of the two accounts payable printers to Magnetic Ink Character Recognition (MICR) for more secure cheque printing is still a work in progress with some support issues from Central Square in completing the project. MICR printers use a special toner to print the check number, account number and bank routing number across the bottom of the cheque providing a more secure method of payment.

Capital projects are moving along keeping accounts payable busy with 1,160 invoices processed in the month of September. Accounts payable is still contacting vendors to switch over to electronic payment of funds. There are currently 755 Vendors set up for EFT to date. The statistics below show 146 cheques issued in September versus 437 electronic funds transferred.

Accounts Payable Statistics:

	Month	# of payments	# of Invoices	\$ Value of payments
EFT	Sept 24, 2021	437	941	\$ 4,028,920.20
Cheques	Sept 24 2021	146	219	\$ 1,344,474.27

Property Tax, we currently have 342 rolls on the Tax Instalment Payment Plan (TIPP). This program allows taxpayers to pay their property tax in monthly instalments. As of Sept 29, the following is a summary of taxes paid for 2021 thus far. Note that Non-Residential are due Sept 30, 2021, and Residential Nov 15, 2021.

Property Tax:

2021 Tax Levy	\$ Amount Paid YTD	% Of taxes paid YTD
\$ 122,827,831	\$ 75,359,477	61%

Finance Reporting Manager, Deb Welsh

Pearl Government Suite (Worktech) – Mobile Work Orders – Mobile Work Orders are currently being utilized by the shop mechanics in Valleyview and soon to be rolled out to the Mechanics in Grande Cache. There are some features of the program that are still not operational due to version upgrades of our financial software. Every effort is being made to have the updates completed within the next week which will optimistically see the functionality of this application increase.

Pearl Government Suite (Worktech) – Electronic Purchase Orders – The sales order for the update of this program has been signed and we are awaiting scheduling dates for the implementation of the invoice matching module. The program was internally updated with users and authorizations. Demonstration of the program was carried out by Central Square during which time Greenview Administration identified concerns. Administration has reached out to Central Square for an update on the plan for implementation of the program and is waiting on a reply.

Great Plains Dynamics/Diamond Software - Currently the Municipal District of Greenview is operating Version 16 of this software. Support for this version ends as of December 31, 2021 so the municipality must upgrade their program software. The update has been scheduled for November 22, 2021.

Information Systems, Peter Stoodley

Internal IT Projects

Starlink Internet service has been ordered for Eagles Nest to support public rentals. ETA of installation is not known at this time.

Due to COVID and shifting priorities, Confidential Printing Project is nearly completed but delayed. Since this isn't a critical request or critical need IS had it delayed. Minor configuration and testing are required before Go-Live. This is 80 percent complete.

EFaxing is completed. This has reduced the number of analog fax lines required and has reduced telecommunication costs. The use of faxing has been reduced over the years and this is a more affordable process. This also reduces duplicate printing which reduces printing per page cost and toner cost.

Concluded the disbursement of surplus IT equipment to staff. Ordering equipment and creating a roll out plan for the Council's new IT equipment post election.

Set up of new Operations meeting room at the Operations building. This includes new equipment and user training.

Configuration and installation of a PC to control the new community board at the Recreation Centre in GC.

Assessment of our server environment has started. The consideration given is where the MD will be/needs to be in 3-years, not today. The back-end environment is due to be upgraded to accommodate increased use of hardware, software, and users.

Monthly Happenings

- New users are being setup each month. This process does not stall or stop. Multiple updates to user's accounts.
- Setup and rollout of new cell phones, laptops, desktops, desktide phone are occurring each month.
- Meetings with Yardstick on monthly happenings, projects, and security.
- Meeting with Canadian Fibre for status updates and developing a plan for fibre installation in other parts of the district.

Service Tickets

- Approximately 184 incidents tickets were opened July and actioned by internally or Yardstick.
- 7 IS eForms were submitted to Information Systems and actioned and actioned internally.
- 10 Onboarding/Offboarding eForms were submitted to Information Systems and actioned. Expect this number to increase once the summer season ends.
- Although there were plenty, there is no data for office visits, phone calls, emails, and text for support by out staff.

Legislative Services, Danie Leurebourg & Sarah Sebo

Municipal Elections

Administration continues preparations for the 2021 Municipal Election. Nomination day has passed, and all the official candidates are posted on Greenview's website, social media and in each public service building. Ward 1 and

Ward 7 have acclamations and will only hold elections for the Senate and Referendum on behalf of the Government of Alberta. In total Greenview has twenty-three (23) official candidates running for Council.

An Advance Vote will be held in Ward 2, 3, 4, 5, 6, 8 and 9. As well, Greenview has finished its advertisements for Deputy Returning Officers and hired staff to work the election. Notice of Advance Vote will be posted on Greenview's website, social media and on radio advertisements on September 30th and Notice of Election Day will be advertised in the same manner on October 4th and 8th.

WARD	CANDIDATES (IN ALPHABETICAL ORDER)
WARD 1 - Grande Cache Cooperatives & Enterprises	Winston Louis Delorme (ACCLAMATION)
WARD 2 - Little Smoky	Catherine Wiltse Ryan Ratzlaff Sara Nichol
WARD 3 - Valleyview	Darren Soderquist Frank John Mark Besinger Sally Rosson
WARD 4 - Sunset House/Sweathouse	Dave Berry Dave Hay Shawn Acton
WARD 5 - New Fish Creek	Dale R. Smith Danielle Bourgoin
WARD 6 - DeBolt	Mike Gerwatoski Tom R. Burton
WARD 7 - Ridgevalley, Crooked Creek, Sturgeon Heights	Jennifer Rose Scott (ACCLAMATION)
WARD 8 - Grovedale	Cameron Hood Christina Schliel Kristeva Dowling Tammy Wanda Day William Tyler Smith
WARD 9 - Grande Cache	Duane Didow Robert Staples Tyler Olsen

POLICY REVIEW COMMITTEE

Administration has requested Policy Review Committee be cancelled October 13th, 2021, due to both a conflict with the Advance Vote and a lack of policies available for review.



Municipal District of Greenview No. 16

NAME: Winston Delorme
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
Sept. 15	9:00	16:00	M	Horse Lake Ground Breaking Power Plan	400	1	1		40.00		300.00
Sept. 16				Evergreen Foundation Board Meeting							
Sept. 20	15:00	18:00	M	Travel To GP	200			1	30.00		200.00
Sept. 21	8:00	15:00	M	Travel to Valleyview/COTW	500	1			20.00		300.00
Sept. 21	15:00	20:00	M	Emergency Advisory Committee Meeting	350			1	30.00		300.00
Sept. 23				ASCHA Board Meeting							
Sept. 27	15:00	18:00	M	Travel to GP	200						200.00
NOTES:				KILOMETER CLAIM			TOTAL		120.00		1300.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	1650	973.50	NET CLAIM		120.00		1300.00
				\$0.15 per km	1650	247.50					
				SUBTOTAL		1221.00	TOTAL CLAIM				2641.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1221	AMOUNT DUE (OWING)				\$2,641.00

 Claimant

 Date

 Approved

 Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Shawn Acton

DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
9/28/2021	Regular Council Meeting	
10/8/2021	Other	Water North Coalition



Municipal District of Greenview No. 16

NAME: shawn acton
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
14-Sep	8:00	4:30	m	council	94							
14-Sep	6:00	8:30	m	vv rec	90							200.00
15-Sep			m	prc								
15-Sep	4:30	8:00	m	vvlibrary	90							200.00
21-Sep	8:00	4:00	m	cow/ eac	94							
21-Sep	7:00	8:00	m	fox creek library								200.00
22-Sep	9:00	12:30	m	golden triangle	94							200.00
NOTES:				KILOMETER CLAIM			TOTAL					800.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.59 per km	462	272.58	NET CLAIM					800.00
				\$0.15 per km	462	69.30						
				SUBTOTAL		341.88	TOTAL CLAIM					1141.88
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		341.88	AMOUNT DUE (OWING)					\$1,141.88

 Claimant

 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: shawn acton

ADDRESS : _____

Employee # : _____

Department: Council

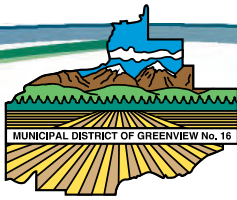
DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
15-Sep	8:00	12:00	m	mpc	94							200.00
NOTES:				KILOMETER CLAIM			TOTAL					200.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.59 per km	94	55.46	NET CLAIM					200.00
				\$0.15 per km	94	14.10						
				SUBTOTAL		69.56	TOTAL CLAIM					269.56
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		69.56	AMOUNT DUE (OWING)					\$269.56

Claimant

Date

Approved

Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 6 Councillor Tom Burton		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
Click here to enter a date.	Other	MD of Greenview Library Board
10/1/2021	Other	<ul style="list-style-type: none">• Buckwild PBR Grande Prairie
10/2/2021	Other	<ul style="list-style-type: none">• Buckwild PBR Grande Prairie



Municipal District of Greenview No. 16

NAME: Tom Burton
 ADDRESS : Box 419, DeBolt, Alberta T0H 1B0

Employee # : 378
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
September 14 2021	7:30	17:30	M	Council	120						463.00
September 15 2021	8:00	17:00	M	Municipal Planning Commission & Policy Review Committee	120						398.00
September 16 2021	11:00	13:30	M	Grande Prairie Regional Recreation Committee							200.00
September 20 2021	7:15	8:15	M	East Smoky Recreation Board							200.00
September 21 2021	7:45	15:45	M	Committee of the Whole	120						300.00
September 21 2021	18:00	20:00	M	Peace Health Advisory Updates							200.00
September 22 2021			C	Stronger Together Library Conference							398.00
September 23 2021			C	Stronger Together Library Conference							398.00
September 24 2021			C	Stronger Together Library Conference							398.00
NOTES:				KILOMETER CLAIM			TOTAL				2955.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	360	212.40	NET CLAIM				2955.00
				\$0.15 per km	360	54.00					
				SUBTOTAL		266.40	TOTAL CLAIM			3221.40	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		266.4	AMOUNT DUE (OWING)			\$3,221.40	

 Claimant

 Date

 Approved

 Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 7 Councillor Roxie Chapman		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
9/28/2021	Regular Council Meeting	Minutes posted on MD Site
9/28/2021	Crooked Creek Recreation Club	<ul style="list-style-type: none"> Start up date is set for Oct 2 as ice making began Sept 27 The Board has voted in favour of renting the ice to Grande Prairie teams when not being used by ours An inspection was carried out by Chief Gord M. of the DeBolt fire department and a list of minor deficiencies will be corrected ASAP Contracts for Arena Manager, Janitorial and Concession are approved and ready for signatures
9/29/2021	P.A.C.E. Board of Directors	<ul style="list-style-type: none"> * Programs continue as best as able with Covid * Strategic Plan on hold as it is just too difficult to do on line Team Building Day scheduled for Sept cancelled and Sept 30 Fed suggested reconciliation day to be observed Unable to offer the Informed Parenting – Trauma scheduled for Valleyview PACE cannot find enough Therapists to handle the number of clients Women's Support groups do not work well on line so a new format of very small groups running for one month will be implemented. The same format will be followed for Sexual Assault and Caring Dads Quarterly Budget approved
9/30/2021	Grande Prairie Public Library Board	<p>Personnel Committee Meeting</p> <ul style="list-style-type: none"> Forms for evaluation of the GPPL CEO are complete and ready for distribution to the Board and Staff

		<ul style="list-style-type: none"> • Forms for Board Self Evaluation are complete and ready for distribution to the Board • Forms for the Board Competency Matrix are complete and ready for distribution to the Board • A Draft Strategic Plan is complete with plans to form an Advocacy Committee
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Municipal District of Greenview No. 16

NAME: Roxie Chapman
 ADDRESS : Box 52 Crooked Creek, AB T0H0Y0

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
14-Sep				Regular Council Meeting	90						
15-Sep				MPC	90						
15-Sep				PRC							
18-Sep				Peace Library System - Zoom							
21-Sep				C.O.W. - Zoom							
22-Sep				FCSS - Zoom							
23-Sep				NTAB -Zoom							
24-Sep				GSF Meeting	150						
NOTES:				KILOMETER CLAIM			TOTAL				
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	330	194.70	NET CLAIM				
				\$0.15 per km	330	49.50					
				SUBTOTAL		244.20	TOTAL CLAIM			244.20	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		244.2	AMOUNT DUE (OWING)			\$244.20	

 Claimant

 Date

 Approved

 Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 8 Councillor Bill Smith		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
9/29/2021	Agriculture Services Board	
1/1/2021	Community Futures Grande Prairie & Region	



Municipal District of Greenview No. 16

NAME: Duane Didow
 ADDRESS : Box 810, Grande Cache, AB T0E 0Y0

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
13-Sep	17:00	20:00	M	Travel to VV	350				X	30.00		200.00
14-Sep	8:30	16:00	M	Regular Council Meeting			X			20.00	295.85	300.00
15-Sep	8:30	15:00	M	MPC and PRC	350		X	X		40.00		300.00
2021-09-	17:00	20:00	M	Travel to VV	350						150.29	200.00
21-Sep	9:00	18:00	M	Committee of the Whole	350		X		X	50.00		398.00
22-Sep	9:30	11:30	M	FCSS Regular Board meeting - Zoom								200.00
23-Sep	10:30	11:30	M	FCSSAA Policy Review Committee meeting - Zoom								200.00
NOTES:				KILOMETER CLAIM			TOTAL			140.00	446.14	1798.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.59 per km	1400	826.00	NET CLAIM		140.00	446.14	1798.00	
				\$0.15 per km	1400	210.00						
				SUBTOTAL		1036.00	TOTAL CLAIM				3420.14	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		1036	AMOUNT DUE (OWING)				\$3,420.14	

Duane Didow
 Claimant

Sep 24, 2021
 Date

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Tyler Olsen
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
14-Sep	7:00	17:00	m	Regular Council		1			20.00		463.00
15-Sep	8:00	17:00	m	PRC and MPC, return to GC	350	1			20.00		398.00
16-Sep	9:30	10:00	m	CFWY IRC							200.00
16-Sep	16:30	19:00	m	RDDDMS AGM and regular meeting							200.00
20-Sep	16:00	19:00	m	Travel for COW							200.00
21-Sep	8:00	17:30	m	COW Valleyview		1			20.00		430.50
23-Sep	12:00	17:30	m	CFWY Compliance Audit	320			1	30.00		300.00
NOTES:				KILOMETER CLAIM			TOTAL		90.00		2191.50
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	670	395.30	NET CLAIM		90.00		2191.50
				\$0.15 per km	670	100.50					
				SUBTOTAL		495.80	TOTAL CLAIM				2777.30
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		495.8	AMOUNT DUE (OWING)				\$2,777.30

 Claimant

 Date

 Approved

 Date