



Tuesday, February 15, 2022 10:00 am Grovedale Public Service Building
Grovedale, AB

- | | | | |
|----|--------------------|-------------------------------------------------------------------------------------|-----|
| #1 | CALL TO ORDER | | |
| #2 | ADOPTION OF AGENDA | | |
| #3 | MINUTES | 3.1 Committee of the Whole Meeting minutes held January 18, 2022. | 2 |
| | | 3.2 Business Arising from the Minutes | |
| #4 | DELEGATION | | |
| | 10:05 a.m. | 4.1 Valleyview RCMP Delegation | 8 |
| #5 | NEW BUSINESS | | |
| | | 5.1 Expression of Interest | 15 |
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| | | 5.3 Greenview Newsletter | 96 |
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| | | 5.6 Action List | 109 |
| #6 | CLOSED SESSION | 6.1 Disclosure Harmful to Personal Privacy
(SECTION 17, FOIP) | |
| | | 6.2 Disclosure Harmful to Business Interests of a Third Party
(SECTION 16, FOIP) | |
| #7 | ADJOURNMENT | | |

Minutes of a
COMMITTEE OF THE WHOLE MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Council Chambers
Valleyview, AB on Tuesday, January 18, 2022

1:
CALL TO ORDER

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

PRESENT

Ward 8	Deputy Reeve Bill Smith
Ward 9	Reeve Tyler Olsen
Ward 1	Councillor Winston Delorme (virtual)
Ward 2	Councillor Ryan Ratzlaff
Ward 3	Councillor Sally Rosson (virtual)
Ward 4	Councillor Dave Berry
Ward 6	Councillor Tom Burton
Ward 8	Councillor Christine Schlieff
Ward 9	Councillor Duane Didow
Ward 9	Councillor Tyler Olsen

ATTENDING

Chief Administrative Officer	Stacey Wabick
Director Community Services	Michelle Honeyman
Director, Corporate Services	Ed Kaemingh
Director Infrastructure & Planning	Roger Autio
Manager Communications & Marketing	Stacey Sevilla
Recording Secretary	Wendy Holscher

ABSENT

Ward 7	Councillor Jennifer Scott
Ward 5	Councillor Dale Smith

#2:
AGENDA

MOTION: 22.01.01 Moved by: REEVE TYLER OLSEN

That the Tuesday, January 18, 2022 Committee of the Whole agenda be adopted as amended.

- Addition of 6.2 Confidential Evaluations

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry

CARRIED

**#3.1
COMMITTEE OF THE
WHOLE MINUTES**

MOTION: 22.01.02 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That the Minutes of the Committee of the Whole meeting held on Tuesday, December 14, 2021 be adopted as amended.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlief, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry

CARRIED

**#3.2
BUSINESS ARISING**

3.2 BUSINESS ARISING FROM MINUTES:

- agenda items 5.7 and 5.8 scheduled for Feb.15, 2022.

**#4
DELEGATIONS**

4.0 DELEGATIONS

4.1 LOUIS DELORME MEMORIAL COMMITTEE PRESENTATION

Presenter: Sonia Paquette

MOTION: 22.01.03 Moved by: REEVE TYLER OLSEN

That Committee of the Whole accept the presentation from the Louis Delorme Memorial Committee for information, as presented.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlief, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry

CARRIED

4.2 MOUNTAIN METIS NATION ASSOCIATION

Presenter: Kristina Hallock

MOTION: 22.01.04 Moved by: COUNCILLOR RYAN RATZLAFF

That Committee of the Whole accept the presentation from the Mountain Métis Nation Association regarding the Youth Connections Program for information, as presented.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlief, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry

CARRIED

4.3 RIDGEVALLEY SENIORS ASSISTANCE SOCIETY

Presenter: Arlin Loewen

MOTION: 22.01.05 Moved by: COUNCILLOR DAVE BERRY

That Committee of the Whole accept the presentation from the Ridgevalley Seniors Assistance Society for information, as presented.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry

CARRIED

Deputy Reeve Smith recessed the meeting at 11:03 a.m.

Deputy Reeve Smith reconvened the meeting at 11:10 a.m.

4.4 NEW FISH CREEK CEMETERY

Presenter: Lisa Lenentine

MOTION: 22.01.06 Moved by: COUNCILLOR RYAN RATZLAFF

That Committee of the Whole accept the Fish Creek Cemetery Grant Report for information, as presented.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry

CARRIED

4.5 RE-CALL GRAVEL SYSTEMS PRESENTATION

Presenter: Matt Sprout, Owner Re-Call Gravel

MOTION: 22.01.07 Moved by: COUNCILLOR DUANE DIDOW

That Committee of the Whole accept the presentation by Re-Call Gravel Systems for information as presented.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry

CARRIED

5.0 NEW BUSINESS

5.0 NEW BUSINESS

COMMUNITY GRANTS

5.1 2022 COMMUNITY GRANT REQUESTS

MOTION: 22.01.08 Moved by: COUNCILLOR TOM BURTON

That Committee of the Whole review and recommend to Council award the deferred 2022 Community Grants.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry

CARRIED

MOTION: 22.01.09 Moved by: COUNCILLOR TOM BURTON

That Committee of the Whole recommend to Council the awarding of the 2022 Community Grants as revised.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry

CARRIED

Deputy Reeve Bill Smith recessed the meeting at 12:09 p.m.

Deputy Reeve Bill Smith reconvened the meeting at 12:45 p.m.

Councillor Delorme exited at 12:56 p.m.

5.2 RESIDENTIAL SNOW-PLOW

MOTION: 22.01.10 Moved by: REEVE TYLER OLSEN

That Committee of the Whole accept the information on Residential Snowplowing in Landry Heights and Grovedale as presented.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Berry

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Berry

Absent: Councillor Delorme

CARRIED

MOTION: 22.01.11 Moved by: COUNCILLOR TOM BURTON

That Committee of the Whole recommend to Council that Administration draft letters to the homeowners in the subdivision of Landry Heights and the Hamlet of Grovedale stating that Greenview will no longer be providing residential driveway snow-plow service as of June 1, 2022.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Berry

Absent: Councillor Delorme

CARRIED

5.3 ACTION LIST

MOTION: 22.01.12 Moved by: COUNCILLOR TOM BURTON

That Committee of the Whole accept the Action list for information as presented.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson,
Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Berry

Absent: Councillor Delorme

CARRIED

6.0 CLOSED SESSION

MOTION: 22.01.13 Moved by: COUNCILLOR TOM BURTON

That the meeting go to Closed Session, at 113p.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: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson,
Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Berry

Absent: Councillor Delorme

CARRIED

6.1 DISCLOSURE HARMFUL TO BUSINESS INTERESTS OF A THIRD PARTY

6.2 CONFIDENTIAL EVALUATIONS

OPEN SESSION

MOTION: 22.01.14 Moved by: COUNCILLOR TOM BURTON

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 1:45 p.m.

For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson,
Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Berry

Absent: Councillor Delorme

CARRIED

#7
ADJOURNMENT

7.0 ADJOURNMENT

MOTION: 22.01.15 Moved by: COUNCILLOR SALLY ROSSON

That this Committee of the Whole meeting adjourn at 1:48 p.m.

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR

UNADOPTED



REQUEST FOR DECISION

SUBJECT: **Valleyview RCMP Delegation**
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: February 15, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation from Staff Sergeant Michael Bourguignon of the Valleyview RCMP for information, as presented.

BACKGROUND/PROPOSAL:

Staff Sergeant Michael Bourguignon will be presenting to Committee of the Whole the 3rd quarter policing report, which will include an update on policing in 2021 with applicable statistics, and policing priorities for the 2022-2023 fiscal year.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is Council will be aware of the current crime statistics and policing operations within the MD of Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1:

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- 3rd Quarter Report



RCMP Provincial Policing Report

Detachment	Valleyview
Detachment Commander	Staff Sergeant Michael Bourguignon
Quarter	Q3
Date of Report	2022-01-31

Community Consultations

Date	Attendee(s)	Notes
2021-10-12	Citizens on Patrol/Rural Crime Watch	Online meeting over Zoom.
2021-10-15	Councilor Darwin Hamelin	Discussed eviction of residents refusing to adhere to direction from Housing and Council.
2021-10-18	Chief Clyde Goodswimmer	Meeting scheduled for October 19 canceled. Discussed topics for meeting.
2021-10-21	Northern Gateway Public School Division	Meeting regarding concern for safety of student and establishing collaborative support.
2021-10-22	Sturgeon Lake Cree Nation Chief and Council	Meeting to provide policing updates and discuss community concerns.
2021-11-03	Commanding Officer of Canadian Rangers	Cpl. Kevin Woytas met with the new Commanding Officer of the Rangers and his support team to discuss support in the Valleyview area.
2021-11-09	Citizens on Patrol/Rural Crime Watch	Online meeting over Zoom.
2021-11-19	MD of Greenview Fire Chief Wayne Brown	Meeting to discuss local issues.
2021-11-22	Royal Canadian Legion	Monthly meeting.
2021-12-03	CAO of the MD of Greenview	Policing update provided and discussed possible criminal investigation.
2021-12-09	Military Veteran and Legion member Don Gourlay	Discussed possible bike safety course in the spring and RCMP involvement.





Community Priorities

Priority 1	Crime Reduction - Reduce Drug Trafficking
Current Status & Results	<p>Number of search warrants executed resulting in seizure of drugs: 2</p> <p>Number of charges for drug trafficking: 2</p> <p>Two charges for Trafficking of methamphetamine and cocaine charges were laid during the third quarter. COVID-19 pandemic restrictions continue to have an impact on policing operations, including human source contacts and surveillance.</p> <p>The GIS position remains vacant as the incoming is still awaiting the sale of her house. In the interim, multiple members were given opportunities to work in this role.</p>
Priority 2	Reduce Number of Thefts and Break and Enters
Current Status & Results	<p>Prolific Offender checks completed 21 times this quarter. Lower amount due to two prolific offenders being arrested and remanded, as well as three offenders who breached and/or committed new offences and currently have arrest warrants issued.</p> <p>Rural patrols are routinely conducted by constables during their blocks of shifts. Three hundred and eighty-seven patrols were completed in the jurisdiction of the Valleyview RCMP.</p> <p>There were 23 break and enters, or attempts, during the third quarter.</p>
Priority 3	Implementation of Domestic Violence Court Program
Current Status & Results	<p>COVID-19 pandemic restrictions have postponed the domestic violence court program that began in the fall of 2019. Originally this program was targeted to begin in the Spring of 2020, with the most recent target date set for spring of 2022, which most likely will be pushed back again due to the Omicron variant of Covid-19 wave of increased cases. Discussions were held with Crown and consultation is still continuing with partners.</p> <p>In October, a search warrant was executed as a result of a domestic violence investigation in which several assaults were disclosed. The search resulted in 18 firearms being located and seized. Chief Firearms Officer advised of file.</p>



Crime Statistics¹

The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2020	2021	% Change Year-over-Year	2020	2021	% Change Year-over-Year
Total Criminal Code	364	392	8%	1,501	1,574	5%
<i>Persons Crime</i>	101	99	-2%	419	441	5%
<i>Property Crime</i>	195	206	6%	774	819	6%
<i>Other Criminal Code</i>	68	87	28%	308	314	2%
Traffic Offences						
<i>Criminal Code Traffic</i>	11	16	45%	69	57	-17%
<i>Provincial Code Traffic</i>	144	123	-15%	587	656	12%
<i>Other Traffic</i>	0	1	N/A	5	5	0%
CDSA Offences	10	7	-30%	54	25	-54%
Other Federal Acts	10	7	-30%	60	35	-42%
Other Provincial Acts	56	66	18%	214	306	43%
Municipal By-Laws	3	5	67%	24	32	33%
Motor Vehicle Collisions	80	89	11%	276	260	-6%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest

The Valleyview team has become more knowledgeable in the process of obtaining various types of judicial authorizations and are using the process more often, which is encouraging.

Continuing to have issues with prolific offenders, with a history of theft and violence, being released from remand with significant charges before the courts.

The new detachment construction contract has been awarded to Atkinson Construction, based out of Stony Plain. Site surveying began the week of January 24, with excavation planned to begin on February 3. The new detachment will be located northeast of the Valleyview hospital, adjacent to the helicopter landing pad along Highway 49.



Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	14	10	3	1
Detachment Support	4	4	0	0

² Data extracted on December 31st, 2021 and is subject to change over time.

³ Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

⁴ Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers – Of the fourteen established positions, three are assigned to CTA (Sturgeon Lake Cree Nation), one is for General Investigation Section (vacant), and ten are provincial policing positions. Ten officers are currently working full time.

Vacancies - One officer is on a Graduated Return to Work plan, which has them working half days at this time. One position is vacant and two other constables are on medical leave.

Detachment Support – All four of the established positions are now working, with the person in the new position having started on December 6, 2021

Quarterly Financial Drivers

No extraordinary items to report.



REQUEST FOR DECISION

SUBJECT: **Expression of Interest Criteria**
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: February 15, 2022
DEPARTMENT: OPERATIONS
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 4004

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the process and presentation on the Expression of Interest (EOI) Equipment Criteria for information as presented.

BACKGROUND/PROPOSAL:

Administration created Policy 4004 (see attached) for clarification and set procedures during the hiring process for the EOI book, as approved by Council.

The EOI book was created by Administration by the direction of Council in 2017 to ensure fair working hours for Equipment Contractors within Greenview and continues to be a work in progress. The EOI book was discussed at a Committee of the Whole meeting in February 2021

Equipment Contractors submit their packages to administration, this determines on where they lie in the call list. When a job comes up, the Day Labour Supervisor, managers or supervisors will contact Administration with a list of what equipment they will require for that job, which must include the minimum and maximum model size or the group category range within the ARHCA 2021 equipment book. It is Administrations job to contact each contractor as they appear on the list, by equipment requested.

During a normal gravel stockpiling job, a few contractors end up having multiple trucks working on the same job at the same time (This is acceptable because we run through the registered equipment list and then start over). During the construction season a contractor can have multiple different pieces of equipment on the same job with the possibility of ONLY having his equipment on that job (This is acceptable because we run through the registered equipment list and then start over).

The day labour supervisors are NOT part of the EOI list nor are their parameters set by Council.

The EOI System was designed to not show favoritism nor to penalize any contractor based upon preference or connections, only upon documented performance or safety issues or locations of business.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to provide Council with further information as requested.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion of accepting the presentation for information.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the presentation.

Alternative #2: Council has the alternative to make recommendations that will be brought to Council for a decision.

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

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PROMISE TO THE PUBLIC

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FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- Policy 4004
- Expression of Interest Package

Title: EQUIPMENT CONTRACTORS REGISTRY

Policy No: 4004

Effective Date: January 27, 2020

Motion Number: 20.01.49

Supersedes Policy No: None



Purpose: The purpose is for the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rate and hiring process specified by Greenview.

DEFINITIONS

ARHCA means Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide & Membership Roster.

Current means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.

EOIP means Expression of Interest package

Long Job means five (5) day minimum up to a twenty (20) day maximum per job.

Non-Current means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.

Previous means older equipment that is generally no longer used for high production work, as per ARHCA.

Short Job means two (2) day minimum up to a five (5) day maximum per job.

POLICY

1. All equipment/attachments related definitions and rates can be found in the previous year's ARHCA Rate Guide.
2. Greenview will compile an annual Registry of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Only Equipment Contractors based within Greenview will be accepted on the Registry.
4. Equipment/attachments will be paid, only when in use, at the rates specified in the previous year's ARHCA Rate Guide.

5. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.
6. All contractors must be in good standing with Greenview prior to the approval of their EOIP and/or prior to being hired after their EOIP has been accepted.
7. Greenview Administration may increase and adjust all Gravel Haul rates, when required with CAO approval.
8. Greenview Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

PROCEDURE

1. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies and/or legislation set forth in the EOIP.
2. The following considerations may apply when hiring Equipment Contractors: past performance, operator experience/quality work, reliability of equipment, safety record.
3. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor
4. Greenview reserves the right to release any operator and/or equipment due to abuse, harassment and/or belligerent behaviour.
5. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.
6. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.
7. Interested Equipment Contractors are encouraged to contact Greenview regarding when, where and how they can pick up and submit their EOIP which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
8. Submissions must be sealed and post marked prior to the advertised EOIP closing date, any submissions received after that date and time will not be accepted. EOIP's will be available on the last Friday of January of every year. The EOIPs are to be received at any Greenview office by the first Monday in March. On April 1st the Contractors days will reset and the new Registry will take effect.
9. Greenview reserves the right to disqualify any incomplete EOIP.
10. The Registry will entail the contractor owner's residential address and the business address with in the Municipal District of Greenview No. 16.
11. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
 - a) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
 - b) Supplied proof of Workers Compensation Number; and
 - c) Signed Greenview's Contractor Handbook.

12. Base equipment must be owned and not rented, attachments can be rented if necessary with the approval of the Greenview Representative.
13. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, when required with CAO approval, to reflect a percentage of the previous year's ARHCA Rate Guide.
14. As per the previous years, ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment and maintenance motor graders.
15. Equipment Contractors who provide skid steers, motor scrapers, rock trucks, vacuum trucks, low beds to haul equipment or miscellaneous items will work on a Short job rotation. All other equipment will work on a Long job rotation. Greenview representatives have the right to release any contractor at any day in the best interest of Greenview operations.
16. Greenview representative will determine when the 20 day cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed 20 day of work at a time.
17. Travel time of one (1) hour per day will be paid (on trucking only) this is not at the Greenview's representative's discretion.
18. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview. Once a Contractor has committed to a job, if work is refused for any other reasons then breakdown or emergency the EOI person will reiterate that Greenview is requesting your equipment for our job now and we will not accommodate the Contractors schedule. The Contractor will be given one verbal warning and if a second time occurs the contractor will be given a written warning and removed from the EOI list for 1 year.
19. Contractors will submit their invoices with WCB and proof of insurance on the 15th and the 30th of the month to which Greenview has 30 days to make payment.



MUNICIPAL DISTRICT OF GREENVIEW

EXPRESSION OF INTEREST PACKAGE (EOIP)

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EMERGENCY CONTACTS

FIRE DEPARTMENT	Valleyview, DeBolt, Grovedale, Fox Creek, Grande Cache	911
TO REPORT FOREST FIRES		310-FIRE(3473)
RCMP	Valleyview	911 780-524-3343
	Grande Prairie	911 780-830-5700
HOSPITAL	Valleyview	911 780-524-3356
	Grande Prairie	911 780-538-7100
	Grande Cache	911 780-827-3701
	Fox Creek	911 780-622-3545
ALBERTA HEALTH Link 24 Hours		1-866-408-LINK(5465)
AMBULANCE		911
POISON CONTROL CENTER		1-800-332-1414 or Calgary 1-403-944- 1414
ALBERTA ENVIRONMENT		1-800-222-6514
CHEMICAL SPILLS-CANUTEC		1-613-996-6666
CALL BEFORE YOU DIG	Alberta One Call	1-800-242-3447
GREENVIEW	All Departments	1-780-524-7600
	AFTER HOURS EMERGENCY	1-866-524-7608
ENVIRONMENT SERVICES & REGIONAL LANDFILL	Manager – Doug Brown	1-780-524-7638
FACILITIES MAINTENANCE	Manager – Wayne Perry	1-780-524-7609
AGRICULTURE SERVICES	Manager – Sheila Kaus	1-780-524-7658
REGIONAL FIRE CHIEF	Wayne Brown	1-780-524-7628
CONSTRUCTION & ENGINEERING	Manager – Leah Thompson	1-780-524-7610
OPERATIONS	Manager – Josh Friesen	1-780-524-7616
SAFETY ADVISOR	Melanie Mezo	1-780-827-7303
HEALTH AND SAFETY COORDINATOR EAST	Trina Hutchinson	1-780-552-4404
HEALTH AND SAFETY COORDINATOR WEST	Lori Monette	1-780-552-4253

DEFINITIONS

ARHCA- means Alberta Road Builders and Heavy Construction Association's equipment rental rates guide & membership roster

BLF- stands for Basic Loading Factor

CAO- stands for Chief Administrative Officer

Competent- means one who is adequately qualified, suitably trained, and with sufficient experience to safely perform work without supervision or with only a minimal degree of supervision

Contain- means to have, hold control, or restrain

Contractor/Subcontractor- means a person, partnership, or group of persons who, through a contract, an agreement or ownership, directs the activities of one or more employers or self-employed persons involved in work at a worksite

COR- (Certificate of Recognition)- A Occupational Health and Safety Accreditation Program that verifies a fully implemented safety and health management system which meets national standards

CSA- stands for Canadian Standards Association

Current- means a model which was or is available as a new machine in the current or previous (3) year(s), as per ARHCA.

Dangerous Work- means any hazard, condition or activity that could reasonably be expected to be an imminent or serious threat to the life or health of a person exposed to it before the hazard or condition can be corrected or the activity altered

Eliminate- means to completely remove or get rid of something from consideration

EOI- stands for Expression of Interest

EOIP- stands for Expression of Interest Package

ERP- stands for Emergency Response Plan

FLHA- stands for Field Level Hazard Assessment

FOIP- stands for Freedom of Information

DEFINITIONS

Hazard- is any source of potential damage, harm or adverse health effects on something or someone

Hazard Assessment- is a thorough check of the work environment. The purpose of a hazard assessment is to identify potential risks and hazards in the area, as well as to identify appropriate safety measures to be used to mitigate the identified hazards

HSE- stands for Health, Safety and Environment

Imminent Danger- means any danger that is not normal for that occupation or one which someone working that job would normally accept

Incident- means an event or occurrence

ISO-(International Standard Organization) Is defined as the international standard that specifies requirements for a quality management system. Organizations use the standard to demonstrate the ability to consistently provide products and services that meet customer and regulatory requirements

Isolation of Hazardous Energy- means isolating the system from its primary power source and residual energy

JHA- stands for Job Hazard Assessment

Legible- means clear enough to read

Long Job- means five (5) day minimum up to a twenty (20) day maximum per job

Near-Miss- means a narrowly avoided collision or other accident

Non-Current- means a model which is no longer current but is commonly found on sites in Alberta doing production work, as per ARHCA

Owner- is a person who is registered under the Land Titles Act as the owner of the land where work is being carried out or may be carried out. An owner may enter into an agreement making another person responsible for meeting the owner's obligations under the OHS legislation

OHS- stands for occupation health and safety

OHS&E- stands for Occupational Health, Safety and Environment

DEFINITIONS

Orientation- means the determination of the relative position of something or someone. The act or process of orienting or of being oriented

Poor Housekeeping- means untidiness, disorder, poor storage of materials and stock

PPE- stands for Personal Protective Equipment

Policy- means a course or principle of action adopted or purposed by a government, party, business, or individual

Powered Mobile Equipment is any equipment that is a self-propelled machine that assists in the movement or transport of a worker's materials or provides a work platform for workers

Previous- means older equipment that is generally no longer used for high production work, as per ARHCA

Prime Contractor- is a person/organization with the role of coordinating, organizing and overseeing the health and safety activities of multiple employers and self-employed persons on a single worksite

Procedure- an established or official way of doing something

Reduce- means to make smaller or less in amount, degree, or size

Revise- means to re-examine and make alterations to. To modify or make changes to the sequence of steps

Secor- Stands for Small Employer Certificate of Recognition and is for businesses with 10 or fewer employees

Short Job- means two (2) days up to a five (5) days maximum per job

SDS- stands for Safety Data Sheet

SMS- stands for Safety Management System

WCB- stands for Worker's compensation Board



MUNICIPAL DISTRICT OF GREENVIEW

EOIP Fact Sheet

- ❖ All requested information must be completed in the Expression of Interest Packages. (EOIP)
- ❖ A 20-day cap for equipment hired by Greenview for long jobs is in effect.
- ❖ **Invoicing**

Contractors will submit their invoices with WCB on the 15th and the 30th of the month, to which Greenview has 30 days to make payment.

- Submit invoices with a copy of legible daily tickets to the accounts payable department via email at Accounts.Payable@mdgreenview.ab.ca. The name of the on-site supervisor must be clearly marked on all invoices.
- Late invoices are creating accounting issues
- Haul cards to be submitted to onsite Supervisor or designate only
- Greenview will not accept or condone any borrowed, rented or subcontracted base equipment
- Greenview will not pay administrative fees, including but not limited to those associated with invoicing, daily tickets, or the corrections thereof

- ❖ **Order of equipment listed in the EOI will be by date & time packages are received by Greenview that are fully completed and not missing any requirements.**

- ❖ The EOI list system is determined by the company's base of operations address.

- Applicants must have a base of operations located within the boundaries of the MD of Greenview, including the Town of Fox Creek, Town of Valleyview, and Sturgeon Lake Cree Nation.

- ❖ **Pick up and Submission of EOIP**

EOIP's may be downloaded at www.mdgreenview.ab.ca

EOIP's may be mailed if requested, or you may pick them up at one of the following Greenview offices:

- **Administration Office**, 4806-36 Avenue, P.O. Box 1079, Valleyview, T0H 3N0
- **Grovedale Public Service Building**, 6375 TWP RD 695A, Box 404 Grovedale, AB T0H 1X0
- **Grande Cache Public Service Building**, 10002 Shand Avenue, Grande Cache T0E 0Y0
- **DeBolt Public Service Building**, 1115 Twp Rd 721A, Box 1079, Valleyview, T0H 3N0

Submit your sealed EOIP marked to Operations by March 16, 2022, to one of the Greenview offices listed above.

Any submissions received after that date will not be accepted.

- ❖ Travel Time (**trucking only**) is (1) one hour per day.(i.e.) Gravel trucks and water trucks
 - ❖ Current/Non-Current Equipment-
 - **Current** defines a model that was or is available as a new machine in the 2021 ARHCA
 - **Non-Current** is a model that is no longer current but is commonly found on sites in Alberta doing production work
 - **Long Job** means a twenty (20) day maximum per job.
 - **Short Job** means a five (5) day maximum per job.
 - ❖ Report damaged utilities- Do not attempt to fix yourself (i.e., if you hit an ATCO pole and break an anchorwire, report to the Greenview Supervisor & ATCO. ATCO can then assess & repair the pole)
 - ❖ Requesting equipment (excluding gravel trucks)- when managers, supervisors and day labour supervisors are requesting equipment, they are required to include the minimum and maximum model size or the group category range within the ARHCA 2021 equipment book for the requested equipment in order to complete the job.
-

- ❖ Equipment will be paid from the 2021 ARCHA Rates for the 2022/2023 season.
 - ❖ Greenview representatives have the right to release any contractor on any day in the best interest of Greenview operations.
-

- ❖ *Your company's WCB Premium Rate Statement for the current year and the prior two years is a new requirement, and it must be included*
- ❖ *SECOR and COR components of the Contractors Handbook are recommended, but they are not required*



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Schedule "A" 2022 Greenview Equipment Contractor Registry Rates

Stockpile	\$0.17 tonne/km plus \$1.00 BLF
Stockpile FTR	\$0.19 tonne/km plus \$1.00 BLF
All Equipment & Trucks and Construction Graders	100% of ARHCA
Labourer	\$41.00 per hour
Chain Saw Labourer	\$45.00 per hour with saw
Crew Cab Truck	\$170.00 per day *
Service Truck	\$170.00 per day *
Small Equipment (not listed in ARHCA) Will be paid at 10% over accepted rental rates.	

BLF = Basic Loading Factor

Tandem Axle Dump Truck	\$120.00 per hour
Tri-Axle Dump Truck	\$148.00 per hour
Tandem Axle Dump Truck c/w Tandem Axle Pup	\$165.00 per hour
Tandem Axle Dump Truck c/w Tri-Axle Pup	\$172.00 per hour
Tandem Axle Dump Truck c/w Wagon	\$181.00 per hour
Tandem Axle Dump Truck c/w Quad Wagon	\$189.00 per hour
Tri-Axle Dump Truck c/w Tri-Axle Pup	\$200.00 per hour
Tandem Semi-Tractor c/w Tandem Axle End Dump	\$161.00 per hour
Tandem Semi-Tractor c/w Tri-Axle End Dump	\$170.00 per hour
Tri-Axle Semi Tractor c/w ...	Adds \$22 per hour to tandem rate
Tri-Axle Dump Truck c/w ...	Adds \$28 per hour to tandem rate
Small Equipment Trailer	\$75.00 per day
Gooseneck Trailer - (Light Trucks)	\$100.00 per day
Water/Trash Pumps – 2"	\$75.00 per day/all-inclusive
Water/Trash Pumps – 3"	\$95.00 per day/all-inclusive

Rainout days paid 3 hours maximum, and service truck paid out at ½ day rate. Equipment will only be paid for the hours worked.

Travel time (on trucking only) is one (1) hour per day. (i.e.) **Gravel and Water trucks**

Gravel trucks and Water trucks operating on the Forestry Trunk Road will be compensated an additional \$10.00 per hour.

All equipment rates will be taken from the 2021 ARHCA at 100% unless otherwise mentioned.

*Crew Cab Truck Rate and Service Truck Rate includes the drier, equipment operator, and/or labourer travel time.



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Instructions to Expression of Interest Candidates

All equipment-related definitions and rates can be found in the 2021 *Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide & Membership Roster* (ARHCA).

1. Expressions of Interest will only be accepted when submitted on the attached "EXPRESSION OF INTEREST" form(s). All requested information **MUST** be provided. Any changes or corrections to the information provided must be initialled by the Equipment Contractor prior to submission.

Additional forms, if required, may be obtained at the following Greenview Facilities: Administration Building (Valleyview), Public Service Building (Grovedale), Grande Cache Public Services Building, DeBolt Public Service Building and at

<https://mdgreenview.ab.ca/departments/operations-services/operations/>

Original photocopied forms will be acceptable. Information submitted that is not on Greenview forms **WILL NOT BE ACCEPTED.**

2. Company or owner/operator equipment must provide proof of insurance for each piece of equipment submitted. Equipment identifications such as make, model, year and ARHCA guide group number for each unit must be listed. Serial numbers are required for gravel trucks and heavy equipment.

Base equipment must be owned and not rented. Attachments can be rented, if necessary, with the approval of the Greenview Representative. Attachments allowed with approval include, but are not limited to, gravel trailers. Greenview will not pay for any time to pick up or return rental attachments when renting attachments.

3. **List all attachments (dozer, scraper, etc.) available for use with each power unit. Attachments will be added as required at the Manager's discretion or their designate. Attachments will be paid according to the ARHCA guide and as per Policy 4004. Please note Expressions of Interest are for standard machines only. All non-standard attachments will be paid as specified in the 2021 ARHCA guide.**

Equipment attachments will **Only** be paid when in use for hours approved on daily time tickets, at the rates specified in the ARCHA guide, based on the equipment percentage rates set in Policy 4004.



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4. The 2022/2023 Basic Loading Factor (BLF) value has been established at \$1.00 per tonne.
5. **The Expression of Interest Package must be signed by the owner of the company only.**
6. **In the case of a partnership, all parties must sign the Expression of Interest form. In the case of a corporation, the Expression of Interest form must be signed off by an officer of the company and an official company seal affixed.**
7. The "EXPRESSION OF INTEREST" forms must be returned in the sealed envelope marked "EXPRESSION OF INTEREST," addressed to the **Manager of Operations** at one of the following Greenview offices by March 16, 2022.
 - **Administration Office**, 4806-36 Avenue, PO Box 1079, Valleyview, T0H 3N0
 - **Grovedale Public Service Building**, 6375 TWP RD 695A, Box 404 Grovedale, T0H 1X0
 - **Grande Cache Public Service Building**, 10002 Shand Avenue, Box 300, Grande Cache, T0E 0Y0
 - **DeBolt Public Service Building** (Open Wednesday & Thursday only), 1115 Township Road 721A, PO Box 1079, Valleyview, T0H 3N0

CLOSING DATE FOR SUBMISSIONS IS March 16, 2022, AT OFFICE CLOSING TIME (4:30 pm)

8. Sufficient proof of the company's base of operation (physical address) may be requested – i.e., corporate documents of company ownership and title or lease agreement. Site inspections of the company's operations may be requested to verify compliance.
9. Greenview does not assume responsibility for any errors or misunderstandings that may result from the Bidder requesting rental rate information from the "The Alberta Roadbuilders Heavy Construction Association, 2021 Equipment Rental Rates and Membership Roster".
10. Mailed Expression of Interest submissions must be sealed and postmarked prior to the advertised Expression of Interest closing date and time. All other submissions of the Expression of Interest package will be required to be received prior to the closing date and time as advertised.
11. Greenview reserves the right to disqualify any incomplete Expression of Interest packages.

12. HIRING PROCEDURES

The following considerations may apply when hiring an Equipment Contractor: past performance, operator experience/quality of work, reliability of equipment, safety record as per policy 4004.

Greenview reserves the right to release any operator and/or equipment due to abuse, discrimination, harassment and/or belligerent behaviour.



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13. 20-DAY CAP

The **20-day cap** on equipment hired by Greenview applies to Long Job rotation.

- If the 20-day cap expires on a piece of equipment from EOI list and there is no other equipment available, then this piece of equipment can stay on that project up to an additional 20 days if required.
- Greenview representatives will determine when the 20-day cap can and will be used in Greenview's best interest.
- Greenview does not guarantee 20 days of work. Equipment may be released at any time, at the discretion of the supervisor.

Equipment Contractors who provide skid steers, motor scrapers, rock trucks, vacuum trucks, low beds to haul equipment or miscellaneous items will work on a short job rotation (5-day max). All other equipment will work on a long job rotation (20-day max). Greenview representatives have the right to release any contractor on any day in the best interest of Greenview operations.

14. ACCEPTANCE OF THE EOI PACKAGE

The acceptance of the EOI package submitted by the Equipment Contractor must be reviewed and approved by Greenview. Acceptance of the Expression of Interest package does not guarantee that equipment submitted will be hired.

15. THE EQUIPMENT CONTRACTOR SHALL

Ensure that all materials and equipment are cleaned and disinfected to be free of weeds, weed seeds and pests prior to entry and departure of the project site

- (i) provide any or all units and attachments quoted when requested by Greenview if available
- (ii) maintain the equipment in good condition for the duration of the project
- (iii) supply competent operators
- (iv) no equipment shall be removed from the project site without prior notification and approval from Greenview
- (v) ensure that all equipment remains on Greenview Road right-of-way or property when loading/unloading equipment or gravel truck turnarounds. **Trespassing on private property is not permitted.**



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If there is a concern regarding the worksite or the hiring terms, the contractor shall first seek to report it through discussion with the Project Supervisor. If the Supervisor does not resolve the concern, the contractor should advance the matter by reporting their concern to the Manager or Director who is responsible for the worksite

Failure to comply with the above may result in termination of hire by Greenview. If the Contractor's EOI submission is terminated, the Equipment Contractor shall arrange and be responsible for the cost of removing hired equipment from the job site.

16. EQUIPMENT BREAKDOWN AND REPLACEMENT

In the event of equipment breakdown, the Equipment Contractor may replace the unit with a similar unit with prior approval by Greenview. The replacement unit will be paid at the same percentage quoted for the original unit.

The Equipment Contractor shall arrange and be responsible for the cost of all equipment mobilization and demobilization related to equipment breakdown and replacement.

17. EQUIPMENT UPGRADING AND REPLACEMENT

If the Equipment Contractor chooses to upgrade their equipment with a newer, similar unit, they may do so with prior approval by Greenview. The replacement unit will be paid at the same percentage quoted for the original unit.

The Equipment Contractor shall arrange and be responsible for the cost of all equipment mobilization and demobilization related to equipment upgrading and replacement.

18. INSURANCE

The Equipment Contractor shall, at their own expense and without limiting their liabilities herein, ensure their operations under a contract of either Comprehensive or Commercial General Liability, with an insurer licensed in Alberta, in an amount not less than **\$2,000,000.00** inclusive per occurrence (annual general aggregate, if any, not less than **\$2,000,000.00**) insuring against bodily injury, personal injury and property damage including loss of use thereof. Such insurance shall include blanket contractual liability, products and complete operations liability, operation of attached equipment and towing/on-hook coverage and employees as additional insureds.

Where applicable, the Equipment Contractor shall maintain Cargo Legal Liability Insurance Coverage in an amount not less than **\$50,000** per occurrence



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The Equipment Contractor shall maintain automobile liability on all vehicles owned, operated, or licensed in the name of the Equipment Contractor in an amount not less than **\$2,000,000.00**.

A Certificate of Insurance in a form satisfactory to Greenview, shall be provided prior to commencement of the work. The policy shall be endorsed to provide Greenview with not less than 30 days advance notice of cancellation or material change restricting coverage.

19. WORKERS COMPENSATION

The Equipment Contractor shall, at their own expense, provide and maintain Worker's Compensation Coverage for themselves and all their employees during the term of employment with Greenview.

The Equipment Contractor must provide Greenview with proof of an active Worker's Compensation account when submitting their package.

WCB clearance letters are not required with invoices. Greenview monitors daily WCB reports to verify that contractors have active WCB accounts.

If Greenview becomes aware that a Contractor is working on a Greenview jobsite without active WCB coverage, for any reason, that Contractor will be suspended from all Greenview job sites for one (1) week (7 consecutive days), will be removed from the job they are on, and reset in the call order.

Each Contractor's responsibility is to ensure they have both an active and valid WCB account relevant to the industry and work they are performing. If a Contractor does not have the appropriate coverage, they will be considered as not having coverage.

Each Contractor's responsibility is to ensure their WCB payments are made on time.

20. GREENVIEW AUTHORITY

Greenview has the authority to regulate and direct hours, locations and nature of the work. Greenview has the authority to suspend the work.

Upon receiving notice to suspend work, the Equipment Contractor shall immediately stop working and shall not remove any equipment from the job site without permission by Greenview.

The Equipment Contractor shall not have any claim for compensation or damages against Greenview for any suspension, stoppage, hindrance, or delay of the work from any cause whatsoever.



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21. EQUIPMENT CONTRACTOR'S DUTY AND IDEMNIFICATION

The Equipment Contractor and all persons under their direction, management, and has a duty to use due care to ensure that no person is injured, or property damaged throughout the duration of work and will at their own expense make such provisions as may be necessary to avoid any such injury or damage.

The Equipment Contractor will indemnify and hold harmless Greenview, its employees and agents from any and all claims, demands, actions and costs whatsoever that may rise directly or indirectly out of any action or omission of the Equipment Contractor their employees or agents in the performance of the work.

22. OCCUPATIONAL HEALTH AND SAFETY

The Equipment Contractor will familiarize themselves, their employees and agents with the safety-related terms of the Expression of Interest. Equipment Contractors and their employees are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting the project. All Safety-related Incidents must be reported to Greenview.

23. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP)

The Equipment Contractor acknowledges and agrees that the Freedom of Information and Privacy (FOIP) Act applies to all Records and Personal Information relating to, or obtained, generated, compiled, collected, or provided under or pursuant to this EOIP.

The Equipment Contractor recognizes the responsibility of Greenview in relation to the FOIP Act and will not handle any Records or Personal Information except in accordance with Greenview's duty under the FOIP Act.

The Equipment Contractor is responsible for ensuring complete compliance of any of those persons for whom the Equipment Contractor is responsible at law (including, without limitation, any of its employees, subcontractors or agents) with all terms and conditions related to the FOIP Act, including, without limiting the generality of the foregoing, protection of privacy. In the event that the Equipment Contractor becomes aware of a breach of any of these terms or conditions, it shall notify Greenview immediately in writing.

The Equipment Contractor must ensure that each party for whom it is responsible at law is aware of the requirements of the FOIP Act in the discharge of the EOIP.

No personal information may be collected by the Equipment Contractor, its employees or agents unless the collection is authorized under this EOIP, or the collection is expressly authorized by



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Greenview in writing in advance of any collection taking place. No personal information shall be collected unless s32 of the FOIP Act is satisfied.

The Equipment Contractor must collect personal information in accordance with the FOIP Act and Regulations.

The Equipment Contractor shall not use, either directly or indirectly, Records or Personal Information except for the express purpose of performing its obligations in the EOIP. After the termination or expiry of the EOIP, the Equipment Contractor, its employees, subcontractors, and agents shall not use any Records and Personal Information in relation to this EOIP for any purpose.

24. SAFETY POLICY AND PROCEDURES

Greenview enforces its own Safety Policy and Procedures. Equipment Contractors must adhere to ***“Greenview’s Contractor’s Handbook.”*** Please complete the questionnaire in the back of the above booklet, date and sign the acknowledgment and return with your Expression of Interest package.

Expressions of Interest received without this acknowledgment will be considered incomplete.

Equipment Contractors with more than one piece of equipment are only required to submit one Safety Acknowledgment.

Greenview and Alberta Occupational Health and Safety encourage Equipment contractors to have a written safety policy and safety procedures manual. For more information on establishing this type of program, contact:

**Workplace
Health & Safety
1.866.415.8690**

25. POLLUTION AND ENVIRONMENTAL CONTROL

It is the Equipment Contractor’s responsibility to familiarize themselves with the applicable legislation and regulations concerning pollution and environmental control, obtain all necessary permits and approvals and conduct their operations according to the legislation and regulations.

The Equipment Contractor will be responsible for any pollution or environmental damages. If they fail to do so, Greenview may, without further notice, arrange the clean-up at the sole expense of the Equipment Contractor.



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26. PAYMENT

The Equipment Contractor will submit their invoices on the 15th and the 30th of the month, to which Greenview has 30 days to make payment. The hired company/operator will submit to the Supervisor **LEGIBLE** daily time tickets/haul cards for approval and signature. Supervisors may terminate Equipment Contractor that does not adhere to this requirement or refuse to provide the legible documentation as requested by the Supervisor.

Greenview will not pay administrative fees, including but not limited to those associated with invoicing, daily tickets, or the corrections thereof.

THE EQUIPMENT CONTRACTOR MUST INCLUDE THE FOLLOWING INFORMATION ON EACH INVOICE AND DAILY TICKET FOR THE PERIOD INVOICED.

- Submit invoices with a copy of legible daily tickets to the accounts payable department via email at Accounts.Payable@mdgreenview.ab.ca.
- **The name of the on-site supervisor must be printed on all invoices and tickets**
- Job ID/Location of work and type of work completed
- Dates worked including daily hours and time worked (e.g., 8:00 am – 6:00 pm)
- **Description of unit and attachments with approved rates (model #, make, attachment)**
- Daily time tickets signed and approved by an authorized Greenview staff/representative
- **All applicable invoices must include daily time tickets with all the above information**
- GST account number

27. 2022-2033 EQUIPMENT MOVES AND HAULING RATES

For work within Greenview, all equipment moves will be paid as per the 2021 ARHCA.

Greenview will compensate the Equipment Contractor for the cost of all required permits for approved equipment moves. **Please note that copies of these permits must be submitted with your invoice prior to payment.**

28. TERMINATION OF AGREEMENT

Greenview reserves the right to terminate an Equipment Contractor from projects for poor performance as well as non-compliance with any policies and/or legislation outlined in the Expression of Interest package.



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By signing this document, I have read the Instructions to Expression of Interest Candidates. I accept the terms and conditions.

Signature: _____

Date: _____



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EQUIPMENT CONTRACTOR HIRING CONDIITONS

1. Equipment shall meet all current safety regulations contained in the Expression of Interest package.
2. Equipment Contractors shall adhere to Greenview's Contractors Handbook and complete the mandatory Greenview Safety Orientation and Site Hazard Assessment prior to starting the project.
3. Equipment Contractors shall supply equipment good working condition and must be maintained in good operating condition for the full duration of hired EOI projects.
4. Ensure that all materials and equipment are cleaned and disinfected to be free of weeds, weed seeds and pests prior to entry and departure of the project site.
5. Rates include Equipment Contractors' wages, Workers' Compensation Board coverage, insurance, fuel, oil, repairs, servicing, administration fees, and all other costs associated with owning and operating equipment.
6. Equipment Contractors shall provide trained, qualified and skilled operators.
7. Greenview is not responsible for any loss or damage to the contractor's equipment.
8. Equipment Contractors agree to indemnify and hold harmless Greenview, its employees and agents from any and all claims and demands arising out of the Equipment Contractor's performance of this EOIP.
9. **Legible** haul cards for gravel hauls must be handed in **Daily** to your Greenview supervisor. Daily tickets must be complete and sent in by 4:30 pm the following day. If these are not handed in as stated above, work will not commence the following day until these are received.
10. Equipment Contractors shall provide proof of Workers' Compensation Board coverage and proof of a minimum \$2,000,000 liability coverage with their Expression of Interest. Equipment Contractors must carry Comprehensive general liability insurance against bodily injury and property damage claims. Coverage must include liabilities assumed under a written contract. Equipment Contractors are responsible for providing insurance against loss or damage to the equipment.
11. Greenview has the right to measure material by the tonne or by cubic meter. For gravel conversion purposes, 1.0 cubic meters will convert to 1.632 tonnes.
12. Equipment Contractors will ensure all equipment remains on Greenview Road Right-of-ways or designated property when loading/unloading equipment or performing gravel truck turnarounds. Trespassing on private property is not permitted. Should the Equipment Contractor trespass on Private Lands, all related costs and consequences will be the sole responsibility of the Equipment Contractor.



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13. Greenview is not obligated to leave voice messages when contractors are unable to answer their phones. At the discretion of the EOI position, the call order may skip contractors who miss phone calls during regular business hours.
14. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview. Once a Contractor has committed to a job, if work is refused for any other reasons than breakdown or emergency, the EOI person will reiterate that Greenview will not accommodate the Contractor's schedule. Once the Contractor has committed to the job, there will be no transferring to other jobs until they have been released from the job they committed to in the first place and hired again as per EOI hiring procedures. The Contractor will be given one verbal warning, and if a second time occurs, the contractor will be given a written warning and removed from the EOI list for 1 year.
15. Greenview representatives will determine when the 20-day cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed 20 days of work at a time. Greenview representatives have the right to release any contractor at any day, in the best interest of Greenview operations.
16. All contractors must participate in Greenview's Health & Safety Orientation before performing any work for Greenview. Orientation must be renewed each year. Contractors must sign a document that verifies participation in the safety orientation.
17. Greenview shall have the right to terminate this EIOP at any time, without penalty, if any of the above conditions are not adhered to.

By signing this document, I have read the Equipment Contractor Hiring Conditions and the related policy. I accept the terms and conditions.

Signature_____

Date_____



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CONTRACTOR'S HANDBOOK



MUNICIPAL DISTRICT OF GREENVIEW

CONTRACTORS HANDBOOK

Achieving successful Health and Safety and Environment (HSE) outcomes across the organization is fundamental to all Greenview operations. Poor HSE outcomes are unacceptable and a major cost and risk to Greenview's people, communities and reputation. In order to successfully achieve Greenview's vision of a healthy and safe working environment, it is necessary that the minimum standards for operating are clearly outlined.

This document provides an outline of the key expectations and the minimum requirements of Contractors and their Subcontractors.

CONTRACTOR ORIENTATION - GENERAL

The purpose of this handbook is to summarize the policies, procedures, and rules of Greenview regarding hired Contractors. Therefore, each Contractor hired by Greenview is responsible for reviewing and understanding this handbook and for ensuring that all workers also understand the policies and procedures as they apply to them.

This handbook does not attempt to identify every policy, process, procedure, or work practice to be implemented for the safe execution of the scope of work to be completed.

In reviewing this handbook, please note that the general safety requirements are applicable to all Contractors. Specific safety requirements may be applicable depending on the work being performed. In either case, it is the responsibility of each Contractor and their Subcontractors to determine which safety requirements are applicable to their work. Each Contractor and their Subcontractors are responsible for identifying and complying with all HSE legislation applicable to their scope of work. This handbook is a guide, and it is not intended as an authoritative source or as a substitute for applicable legislation.

PRE-QUALIFICATION

Greenview uses a pre-qualification process as a screening method for Contractors. The pre-qualification process is applied for both General Contractors and service providers. A good performance standing with Greenview shall include an Occupational Health and Safety Management System. **It is recommended** (but not required), to provide a Certificate of Recognition (COR), Small Employer Certificate of Recognition (SECOR) or an active Health and Safety Program accompanied with a letter of intent to obtain a COR or SECOR. Where Greenview retains Prime Contractor, Contractor's will be required to provide proof of recommended training certificates and complete a full Greenview Health and Safety Orientation.



MUNICIPAL DISTRICT OF GREENVIEW

All Contractors must complete and submit the following documentation:

- **Pre-Qualification Form** and all applicable documentation (*see page 50*).
- **Contractor Safety Orientation Questionnaire** (*see page 54*).

Greenview Contractor Orientation Completion Acknowledgement (*see page 57*)

- **All personnel that may work for Greenview must participate and acknowledge that they have read and understood this handbook by signing the back of page 57.**
- Proof of applicable Insurance in the amount of \$2 million.
- WCB Premium Rates and Clearance Letters.
- Recommended Training Certifications.
 - Leadership for Safety Excellence (LSE)
 - First Aid, CPR
 - Any job-specific training requirements
 - WHMIS

All personnel working on Greenview sites must complete and submit daily:

- Truck and Equipment Pre-trip Inspection (for all equipment and trucks)
- Hazard Assessment
- Toolbox Meeting

MANAGER'S AND SUPERVISORS (ACTING AS GREENVIEW CONTRACTOR REPRESENTATIVE) AND PRIME CONTRACTOR

Manager's and Supervisor's must ensure:

1. Every Contractor is provided with a site specific orientation; Hazard Assessment (to be completed by both Contractor and Greenview representative; use Greenview forms or contractor provided).
2. Energy Isolation must be in place prior to work starting (Safe Work Clearances, Lockout – Tagout, etc.).
3. The Contractor has obtained necessary permits (excavation, hot work, electrical, etc.).



MUNICIPAL DISTRICT OF GREENVIEW

4. Greenview job box with all required Greenview safety forms is always on-site and handed to a Safety Representative after completion of each individual job.
5. The Prime Contractor is clearly identified and defined contractually on the **Greenview Prime Contractor Agreement (See page 49)**.
 - If Greenview retains Prime Contractor, Greenview shall ensure that all appropriate safety systems are in place as per the contract/agreement and any applicable legislation. Greenview shall regularly monitor the worksite to ensure these systems are in place, being complied with, and effective. Policies and procedures could include but are not limited to:
 - Greenview Hazard Assessment Policy (P. No. 3018)
 - Greenview Working Alone Policy (P. No. 3019)
 - Greenview Occupational Responsibilities Policy (P. No. 3012)
 - Greenview Inspections Policy (P. No. 3011)
 - Greenview Safety Training and Communications Policy and Greenview Incident Investigation Policy (P. No. 3013)(P. No. 3020)
 - Greenview Isolation of Hazardous Energy Procedure (Proc. No. 5.51)
 - Greenview Excavation over 5 feet Procedure (Proc. No. 5.33)
 - Greenview Personal Protective Equipment Policy (P. No. 3006)
 - Greenview Ground Disturbance Procedure (Proc. No. 5.33)
 - If the Contractor retains Prime Contractor, the Contractor shall ensure all appropriate safety systems, policies, and procedures are in place and in accordance with the Contractor Agreement and any applicable legislation. The Contractor shall monitor the work site regularly to ensure these systems are in place, being complied with and are effective.

PERFORMANCE EVALUATIONS

A Contractor, performance evaluation review, will be conducted as needed by the appropriate Greenview Representative. The Contractor Performance Review may include:

- Review of Contractor Requirements
- Review of Hazard Assessments
- Review of Inspection
- Review of Toolbox Meeting Minutes

Review of reported unsafe acts or unsafe conditions present while on Greenview property and if corrective actions were made in a timely manner.



MUNICIPAL DISTRICT OF GREENVIEW

DOCUMENTATION

The Greenview Health and Safety Department will maintain the Contractor Health and Safety Management Program and will ensure a database is maintained confirming the completion of an annual Contractor Orientation and Pre-Qualification. They will also retain copies of Hazard Assessments associated with their relevant projects.

Greenview will maintain a list of Contractors who have completed the requirements as outlined in this handbook.

GREENVIEW CONTRACTOR HEALTH AND SAFETY MANAGEMENT PROGRAM REVIEW

The goal of the program review is to improve the Contractor Health and Safety Management Program continually. Greenview Health and Safety Department will coordinate with the Greenview Health and Safety Committee to review annually or as required.

INFRACTIONS

If a worker/contractor observes an unsafe work habit being practiced by another worker/contractor or an unsafe working condition, the worker/contractor will immediately take the necessary steps to correct the situation.

The worker/contractor observing the infraction will immediately report it to the Greenview Supervisor, who in turn will advise their manager, who will inform the Director of Infrastructure and Planning and the Safety Advisor in writing.

Disciplinary action up to and including termination of the contract for cause will be taken against any contractor who violates established workplace safety requirements. The Greenview Supervisor will discipline the contractor who created the unsafe condition or specific incident in the following manner. First Offence – a written warning from Greenview Supervisor Second Offence – Suspension from current job

Third Offence – Suspension for remainder of the working season Fourth Offence – Dismissal from any work on all Greenview job sites.

A Supervisor, Manager, Director, or CAO may discipline the contractor to a greater degree up to and including dismissal from the worksite if the unsafe condition or action is of a severe nature.

Contractor's Initials Here



MUNICIPAL DISTRICT OF GREENVIEW

REFERENCES

Occupational Health and Safety Act, Regulation and Code.
<http://www.alberta.ca/ohs-act-regulation-code.aspx>

Occupational Health and Safety Explanation Guide
<http://ohs-pubstore.labour.alberta.ca/li001>

Greenview Bylaws & Policy Manual
<http://mdgreenview.ab.ca/governance/policies/>



MUNICIPAL DISTRICT OF GREENVIEW

GREENVIEW POLICIES AND FOIP ACT

What should a prospective contractor consider when bidding on a contract with a public body?

The prospective contractor should:

- Assess what records management considerations are likely to arise in the project. For example, a requirement to segregate records relating to the contract may add costs for the contractor.
- Assess what privacy considerations are likely to arise in the project. For example, a contract to develop a course may not require consideration of privacy protection, whereas a contract to deliver training may require protection of the personal information of trainees.
- If the project will require a Privacy Impact Assessment, determine whether the expertise is available to conduct the Assessment and how this will affect any critical time lines.
- Identify any costs associated with meeting privacy requirements, such as training staff and providing appropriate safeguards.
- Consider the likelihood of requests for access to information for records relating to the project and the likely cost of retrieving information needed by the public body to respond to requests. Requests are most common for projects that are controversial or attract media attention. It may be helpful to seek advice from the program area.
- Identify any sensitive commercial or financial information in a bid and request that it be kept confidential. Confidentiality cannot be guaranteed, but a selective request for confidentiality may be persuasive in the event of an access request.



FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY ACT

For further information about the implications of the FOIP Act on an existing or proposed contractual arrangement, contact the person responsible for the FOIP Act in the public-sector agency (called a “public body” in the FOIP Act). Contact information is available in the directory of public bodies at foip.alberta.ca/pbdirectory. Alternatively, contact:

Policy and Governance

Service Alberta

3rd Floor, 10155 - 102 Street NW
Edmonton, Alberta T5J 4L4

Phone: 780-427-5848

Toll free dial 310-0000 first

E-mail: foiphelpdesk@gov.ab.ca

Website: foip.alberta.ca

Contractor's Guide to the Freedom of Information and Protection of Privacy Act

Government
of Alberta ■

How does the FOIP Act affect a contractor providing services to the public sector?

The *Freedom of Information and Protection of Privacy Act*, or the FOIP Act as it's commonly known, applies to information about services provided by or on behalf of "public bodies." Public bodies include government departments, as well as "local public bodies," such as municipalities, universities, colleges, school boards and others.

The Act requires public bodies to ensure that contractors providing services on their behalf follow the rules for collecting, using and disclosing personal information that a public body would have to follow. Public bodies cannot "contract out" of their obligations under the FOIP Act.

Contractors must meet strict standards for protecting personal information. This is especially true when a contractor manages sensitive personal information, such as health or financial information of Albertans.

The FOIP Act also requires a contractor to be able to produce records that a member of the public may request from the public body. The contractor must be able to retrieve records and provide them to the public body within a few days. These would be records about the services provided to the public, not about the contractor's own operations.

The FOIP Act, not the *Personal Information Protection Act* (PIPA), applies to the records relating to the contract. The FOIP Act does not apply to the contractor's own business information, such as the contractor's employee records.

The contractor's obligations should be clearly set out in the contract.

What should a contractor expect in a contract with a public body?

The amount of detail in the contract will depend on the complexity and the duration of the business arrangement. However, there are some key points that are normally covered if they are applicable. The responsibility for costs should be clear in all cases.

Records management

- What records the contractor will have to create, maintain or store
- Any special conditions governing the way records are managed
- Requirements about the return or disposal of records (such as maintaining a disposal log or ensuring that confidential records are shredded)

Protection of privacy

- The contractor's responsibility for the actions of its employees, agents and subcontractors
- Limits on the collection of personal information, and requirements to notify individuals about the purpose of any collection of personal information
- Limits on the collection of personal information from a source other than the individual
- Limits on the use and disclosure of personal information
- Requirements respecting storage of personal information (normally only within Canada)
- Security standards (technological, physical, administrative)
- What must be done if there is a demand for disclosure of personal information
- What must be done if there is a breach of privacy

Access to information

- Which records are considered to be under the control of the public body and can be requested under the FOIP Act

- What the contractor must do if there is a FOIP request for records in its possession (such as searching for the records, providing original records or copies, meeting time limits for responding)

General clauses

A contract may also include clauses that affect the contractor's operations or costs. These clauses may:

- Provide for inspections or audits to monitor compliance with the contract
- Limit assignment of the contract and subcontracting (for example, approval may be required in each case)
- Require a contractor to conduct security checks on its employees (for example, if individuals will be collecting personal information from children)

What else should a contractor be aware of?

- The public has a right to request access to information about publicly funded contracts. If information about a contract is requested under the FOIP Act, the information must be disclosed unless it can be shown that the contractor had a reasonable expectation of confidentiality and that disclosing the information would be harmful to the contractor's business interests.
- A contractor has the right to challenge a decision to disclose its business information.
- The FOIP Act includes offences and substantial penalties for intentional contravention of the Act.



MUNICIPAL DISTRICT OF GREENVIEW

By signing this document, I have read the Freedom of Information and Protection of Privacy Act (FOIP). I accept the terms and conditions.

Signature _____

Date _____

Title: EQUIPMENT CONTRACTORS REGISTRY

Policy No: 4004

Effective Date: January 27, 2020

Motion Number: 20.01.49

Supersedes Policy No: None



Purpose: The purpose is for the Municipal District of Greenview (Greenview) to compile a Registry of interested Equipment Contractors, Gravel Haulers, Operators and Labourers (Equipment Contractors) available for casual work with Greenview at the rate and hiring process specified by Greenview.

DEFINITIONS

ARHCA means Alberta Road Builders and Heavy Construction Association's Equipment Rental Rates Guide & Membership Roster.

Current means a model which was or is available as a new machine in the current or previous three (3) year(s), as per ARHCA.

EOIP means Expression of Interest package

Long Job means five (5) day minimum up to a twenty (20) day maximum per job.

Non-Current means a model which is no longer current, but is commonly found on sites in Alberta doing production work, as per ARHCA.

Previous means older equipment that is generally no longer used for high production work, as per ARHCA.

Short Job means two (2) day minimum up to a five (5) day maximum per job.

POLICY

1. All equipment/attachments related definitions and rates can be found in the previous year's ARHCA Rate Guide.
2. Greenview will compile an annual Registry of Equipment Contractors with Current and Non-Current equipment who are interested in performing work for and within Greenview.
3. Only Equipment Contractors based within Greenview will be accepted on the Registry.
4. Equipment/attachments will be paid, only when in use, at the rates specified in the previous year's ARHCA Rate Guide.

5. Greenview will only accept fully completed EOIPs, agreeing to the financial and working terms and conditions set forth by Greenview.
6. All contractors must be in good standing with Greenview prior to the approval of their EOIP and/or prior to being hired after their EOIP has been accepted.
7. Greenview Administration may increase and adjust all Gravel Haul rates, when required with CAO approval.
8. Greenview Administration will be permitted to adjust rates, as needed for high-demand equipment up to the full ARCHA rate, with CAO approval.

PROCEDURE

1. Greenview reserves the right to terminate Equipment Contractors from projects for poor performance as well as non-compliance with any policies and/or legislation set forth in the EOIP.
2. The following considerations may apply when hiring Equipment Contractors: past performance, operator experience/quality work, reliability of equipment, safety record.
3. Greenview reserves the right to remove a contractor from the registry based on past performance or conduct of the Equipment Contractor
4. Greenview reserves the right to release any operator and/or equipment due to abuse, harassment and/or belligerent behaviour.
5. All Safety-related Incidents must be reported to the project supervisor appointed by Greenview.
6. Equipment Contractors are required to complete a Mandatory Greenview Safety Orientation as well as a Site Hazard Assessment prior to starting a project.
7. Interested Equipment Contractors are encouraged to contact Greenview regarding when, where and how they can pick up and submit their EOIP which will specify the aforementioned rates as well as outline the financial and working terms and conditions set forth by Greenview.
8. Submissions must be sealed and post marked prior to the advertised EOIP closing date, any submissions received after that date and time will not be accepted. EOIP's will be available on the last Friday of January of every year. The EOIPs are to be received at any Greenview office by the first Monday in March. On April 1st the Contractors days will reset and the new Registry will take effect.
9. Greenview reserves the right to disqualify any incomplete EOIP.
10. The Registry will entail the contractor owner's residential address and the business address with in the Municipal District of Greenview No. 16.
11. Upon opening of the EOIP, Greenview will ensure that all Equipment Contractors have:
 - a) Supplied proof of a minimum \$2,000,000.00 in liability insurance;
 - b) Supplied proof of Workers Compensation Number; and
 - c) Signed Greenview's Contractor Handbook.

12. Base equipment must be owned and not rented, attachments can be rented if necessary with the approval of the Greenview Representative.
13. Greenview Administration will review and adjust all Current and Non-Current equipment and truck rates, when required with CAO approval, to reflect a percentage of the previous year's ARHCA Rate Guide.
14. As per the previous years, ARHCA Rate Guide definitions and rates, Greenview will advertise in a variety of local media for all "Current" and "Non-Current" equipment and maintenance motor graders.
15. Equipment Contractors who provide skid steers, motor scrapers, rock trucks, vacuum trucks, low beds to haul equipment or miscellaneous items will work on a Short job rotation. All other equipment will work on a Long job rotation. Greenview representatives have the right to release any contractor at any day in the best interest of Greenview operations.
16. Greenview representative will determine when the 20 day cap can and will be used in Greenview's best interest. Contractors who are on the EOI Registry are not guaranteed 20 day of work at a time.
17. Travel time of one (1) hour per day will be paid (on trucking only) this is not at the Greenview's representative's discretion.
18. Equipment Contractors are expected to prioritize the scheduling of their workloads in the best interest of Greenview. Once a Contractor has committed to a job, if work is refused for any other reasons then breakdown or emergency the EOI person will reiterate that Greenview is requesting your equipment for our job now and we will not accommodate the Contractors schedule. The Contractor will be given one verbal warning and if a second time occurs the contractor will be given a written warning and removed from the EOI list for 1 year.
19. Contractors will submit their invoices with WCB and proof of insurance on the 15th and the 30th of the month to which Greenview has 30 days to make payment.



MUNICIPAL DISTRICT OF GREENVIEW

By signing this document, I have read the Freedom of Information and Protection of Privacy Act (FOIP). I accept the terms and conditions.

Signature _____

Date _____

GREENVIEW HEALTH AND SAFETY POLICY

Title: Corporate Health and Safety Policy

Policy No: 5005

Effective Date: January 13, 2020

Supersedes: 3000

Motion: 20.01.28

Review Date: January 13, 2023



Purpose: The purpose of this policy is to ensure everyone is aware of the Health and Safety Commitment from Greenview.

POLICY

1. Greenview is committed to the protection of the Health and Safety of each worker. Greenview is committed to promoting a safe and healthy workplace for all employees, contractor's, citizens and visitors. Council and Management support the implementation of a Health and Safety Program, which:
 - 1.1 Ensures procedures and practices for safe work performance.
 - 1.2 Provides protective equipment as required.
 - 1.3 Is committed to providing training to all workers in safety and health practices
 - 1.4 Encourages active involvement by all workers in developing and maintaining an effective Health and Safety Program.
2. In pursuit of this commitment, Greenview will develop, implement and enforce such policies and procedures that promote and provide a healthier, safer work environment. In fulfilling this commitment to protect both people and property, management will provide and maintain a safe and health work environment in accordance with industry standards and legislative requirements. Greenview will strive to eliminate any foreseeable hazards which may result in accidents, personal injury/illness and property damage.
3. Greenview is committed to working closely and proactively with Greenview's Occupational Health and Safety Committee with an aim to prevent injuries and accidents within Greenview's facilities and on our worksites. Greenview recognizes that the responsibilities for health and safety must be shared to effectively maximize our efforts. Active worker involvement is encouraged and in conjunction with good management, will help to control the potential for incidents. Safety is the direct responsibility of CAO, General Managers, Managers, Supervisors, workers, and contractors.
4. Recognizing that Greenview is engaged in providing public services, there is an obligation to provide those services in an efficient, effective and safe manner. All management activities will comply with Greenview's

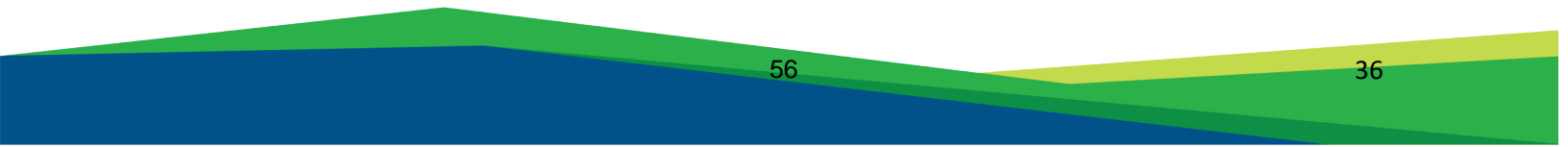
safety requirements as they relate to planning, operation and maintenance of facilities and equipment. All workers will perform their jobs properly in accordance with established procedures and safe work practices.

Purpose of the Health and Safety Program:

- 5. Greenview’s Health and Safety Manual is based on the fundamental concept that through knowledge, cooperation and adherence to provincial legislation and accident prevention measures, a healthy and safe work environment can be achieved.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.		
Witness Print Name	Signature	Date
Worker Print Name	Signature	Date

Do not leave blank.



GREENVIEW SAFETY RULES

Title: Safety Rules

Policy No: 5006

Effective Date: January 14, 2020

Approved by: CAO

Review Date: January 14, 2023



Purpose: The purpose of this policy is to outline the general safety rules for Greenview.

DEFINITIONS

CSA means Canadian Standards Association.

FLHA means a Field Level Hazard Assessment.

JHA means Job Hazard Assessment.

Powered Mobile Equipment is any equipment that is a self-propelled machine that assists in the movement or transport of a worker's materials or provides a work platform for workers.

PPE means Personal Protective Equipment.

OH&S means Occupational Health and Safety

POLICY

1. Policy Statement:

- 1.1. Greenview will take every practicable action to ensure safe and efficient work operations. The Greenview management team requires all workers to actively participate in the Safety Program to ensure completion of work safely; to minimize exposure to personal hazard; and to provide a safe workplace for all.
- 1.2. A **competent worker** means an adequately qualified, suitably trained individual with sufficient experience to safely perform work without supervision or with a minimal degree of supervision. Work that may endanger a worker must be completed by a worker who is competent to do the work, or by a worker who is working under the direct supervision of a worker who is competent to do the work. All workers must be trained in procedures until they are deemed competent. A competent person (Supervisors, Lead Hand, etc.) must

verify that a worker is competent to perform their roles and responsibilities before being allowed to work independently.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL WORKERS MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.

2. Safety Rules:

- 2.1 The following safety rules require mandatory compliance. This list does not cover all the safety requirements workers will be expected to follow but is intended as a reminder of the more obvious conditions. **It is the individual responsibility of the worker to practice safe working habits.** A successful Safety Program requires the total involvement of all concerned.
- 2.2 Failure to follow safety rules can lead to serious injury or death. If you have any questions regarding safety, ask your supervisor. If they cannot answer the question, it will be referred to the Safety Representative or the Safety Committee.
- 2.3 No worker shall work unsafely. Greenview's employees have the right and the responsibility to refuse to do unsafe work.
- 2.4 No worker is to commence work without completing the Greenview Worker Orientation Questionnaire.
- 2.5 Use good housekeeping practices. Put everything you use in its proper place and keep your work area clean and orderly. Disorder causes injury and wastes time, energy and material.
- 2.6 No worker shall engage in any work without first conducting a Field Level Hazard Assessment (FLHA) and reviewing their Job Hazard Assessment (JHA).
- 2.7 No worker will Work Alone until after completion of a detailed Hazard Assessment and until an effective means of communication has been established.
- 2.8 All hazardous conditions are to be reported to your immediate supervisor without delay, in order so they can be corrected.
- 2.9 All injuries, incidents and near misses (no matter how slight) must be reported IMMEDIATELY to your supervisor.
- 2.10 All PPE will be inspected daily for damage and prior to use.
- 2.11 CSA approved safety glasses will be worn at all times in areas where they are required.
- 2.12 Special eye and face protection will be worn when required by the job or in locations where airborne debris may cause eye damage.
- 2.13 Workers are required to wear appropriate gloves at all times, when their completed FLHA deems gloves necessary. Glove selection will be advised in the hazard assessment for that specific task.
- 2.14 Long pants and long sleeve shirts will be worn at all times on the job site if the FLHA deems it necessary.
- 2.15 High visible vests shall be worn at all times in the work areas excluding office administration.
- 2.16 Hearing protection devices are available and are to be used when necessary. Exposure limits will be posted along with proper hearing protection required for that area.
- 2.17 CSA approved safety footwear will be worn at all times in work areas excluding office administration.
- 2.18 Respirators will be required for certain tasks that will be outlined in the hazard assessment.

- 2.19 Fall protection system must be in place prior to **working at heights in excess of 10 feet/3 metres.**
- 2.20 Harnesses and tie-off is mandatory while moving or working inside the basket of any aerial work platform.
- 2.21 All Fall Protection Equipment will be inspected prior to use.
- 2.22 No worker shall prepare to enter a confined space without following the procedures as described in Confined Space Entry procedure.
- 2.23 Lockout shall not be performed without following the procedures described in Lockout Procedure.
- 2.24 Only ticketed competent workers are permitted to operate any Aerial Work platform.
- 2.25 Proper slings, chokers, etc. shall be used for all lifting. If proper gear is not readily available, take the time to find and use the proper gear.
- 2.26 No worker shall enter an open excavation greater than 5 feet in depth, which is not properly sloped to the OH&S standard of 45 degrees or that does not have proper shoring installed, and the spoil pile is no less than 1 meter (3ft) from the edge of excavation.
- 2.27 Become familiar with location of all emergency exits, wash and shower stations, fire stations, and other safety equipment.
- 2.28 No worker is permitted to modify or remove safety accessories or guards from any piece of equipment.
- 2.29 No worker is permitted to tamper with, change or adjust any setting on equipment being used by other workers.
- 2.30 No Worker is permitted to operate any powered mobile equipment unless trained and deemed competent to do so.
- 2.31 All workers must complete a visual inspection on any powered mobile equipment before starting.
- 2.32 All workers must wear seatbelts in all powered mobile equipment and automobiles at all times.
- 2.33 A spotter is required when moving equipment in congested work areas.
- 2.34 All incidents involving powered mobile equipment and automobiles must immediately be reported to your supervisor.
- 2.35 All ladders must be secured against movement and placed on a base that is stable.
- 2.36 All ladders must be safely secured at the top. Maintain three-point contact when accessing ladders and equipment.
- 2.37 Work must not be performed from the top two rungs of a step ladder or cleats of a portable ladder unless specifically approved by the manufacturer.
- 2.38 Smoking is permitted only in designated areas which are outlined in Greenview Smoking Policy.
- 2.39 Safety Data Sheets for all hazardous materials that you may be using are available from the Supervisor or Safety Representative and should be consulted before handling any hazardous material.
- 2.40 Keep all flammable liquids in properly marked safety cans (acetone, gasoline, diesel oil, etc.) in accordance with WHMIS guidelines, store in a suitable area.
- 2.41 When working on roadways within Greenview, all traffic control signs and barriers need to be erected to let the public know of the hazards and restrictions that are within that work location.
- 2.42 Workers must attend all prescribed Safety Meetings.
- 2.43 The use of drugs or alcoholic beverages on the job site will be cause for immediate removal from job site.

- 2.44 If you are currently taking or have previously been prescribed any medication that may cause adverse effects while working for Greenview, please speak with your supervisor to ensure all appropriate precautions are taken.
- 2.45 All workers are responsible to protect the health and safety of themselves and other persons at or in the vicinity of the work site while the worker is working.
- 2.46 Working safely is a mandatory requirement.
- 2.47 All volunteers working within the perimeters of Greenview must adhere to the safety rules outlined in this document.
- 2.48 All Contractor's working within the perimeters of Greenview must adhere to the safety rules outline in this document.
- 2.49 The above rules and the Occupational Health and Safety act, regulations and code are policy on **all** Greenview job sites.

By signing below, I acknowledge that I have read and understood this policy, and accept all responsibilities outlined within.		
Witness Print Name	Signature	Date
Worker Print Name	Signature	Date

Do not leave blank.

Please have all personnel sign below

CONTRACTOR SAFETY POLICY

Title: Contractor Safety Policy

Policy No: 5014

Supersedes: NONE

Effective Date: January 14, 2020

Approved by: CAO

Review Date: January 14, 2023



Purpose: The purpose of this policy is to outline the procedure of Greenview regarding hired contractors. Therefore, each Contractor hired by Greenview is responsible to review and understand this policy and ensure that its workers also understand as it applies to them.

DEFINITIONS

OH&S mean Occupational Health and Safety.

EOI means expression of interest.

WCB means Workers Compensation Board.

JHA means job hazard assessment.

PPE means personal protective equipment.

ERP means emergency response plan.

Hazard means a situation, condition or thing that may be dangerous to the safety or health of workers

Competent means one who is adequately qualified, suitably trained and with sufficient experience to safely perform work without Supervision or with only a minimal degree of Supervision.

Hazard Assessment is a thorough check of the work environment. The purpose of a hazard assessment is to identify potential risks and hazards in the area, as well as to identify appropriate safety measures to be used to mitigate the identified hazards.

Prime Contractor is a person/organization with the role of coordinating, organizing and overseeing the health and safety activities of multiple employers and self-employed person(s) on a single work site. Prime Contractor is responsible for creating a system or process that ensures compliance with OHS legislation. Prime Contractor also works with the Joint Work Site Health and Safety Committee or Representative to resolve health and safety issues and maintaining Prime Contractor's own work activities to ensure no one is exposed to uncontrolled hazards at the work site.

ROLES AND RESPONSIBILITIES

Contractor: Ensure Greenview's Safety Program is adhered to. Also, Subcontractor must provide accurate information throughout the pre-qualification process and once actively working for Greenview.

Safety Coordinator: Ensure prospective contractors are given the proper documentation in order for them to fulfill of Greenview's expectations.

POLICY

1. Pre-Qualify Contractor's:

- 1.1 Prior to a Contractor working for Greenview, we will ensure a pre-qualifying process is in place, which includes reviewing the Contractor's Safety Programs, safety training documents, and safety statistics to ensure they follow Greenview's minimum requirements. The Contractor will complete all Greenview's pre-qualification questionnaire and submit all required documents before performing any work for Greenview.
- 1.2 Before any Contractor is permitted to provide any service for Greenview, we require proof of the following:
 - Liability and vehicle insurance (if applicable).
 - WCB clearance letter for each province in which WCB is carried.
 - WCB rate sheet for the current year.
 - Specific training certification (H2S, First Aid, WHMIS, TDG, etc.) for all contractor/subcontractor workers
 - COR/SECOR certification (if applicable).
 - If the Contractor has their own safety management system in place, Greenview will obtain a copy of the table of contents from the Contractor and any other related information that Greenview feels is required.
 - If the Contractor does not have their own safety management system in place, the Contractor will follow the safety management system of Greenview and will be treated as a Greenview worker.
 - All Contractor's and their workers who do not have their own safety management system will receive a complete orientation from Greenview.

Before any Contractor is hired to work for Greenview, the above criteria will be used for selecting Contractor's. All the above documents must be submitted and meet Greenview's minimum standards.

2. Contractor's Orientation:

- 2.1 Before starting any work all Contractor's and their workers must complete an orientation covering Greenview's policies, including the violence and harassment policy.

3. Contractor's Pre-Job Safety Meeting/Orientation:

- 3.1 All Contractor's will be included in pre-job or kick-off meetings and safety orientations. Before any job begins, the entire scope of the project will be discussed with all workers involved in the project. The purpose of the meeting is to orientate everyone to the entire job and to ensure all hazards or potential hazards have been identified.

PROCEDURE

1. Procedure Statement:

- 1.1 Greenview is committed to developing cooperation in safety and incident control with all Contractor's. This policy aims to minimize/eliminate incidents involving workers that can:
- a) Injure individuals associated with the project.
 - b) Cause job disruption and delays, which contribute to loss of productivity for the entire job.
 - c) Leave the General or Prime Contractor exposed to potential fines or third-party lawsuits by the Contractor's employees.
 - d) Reflect poorly upon the general or prime contractors in the eyes of the owner/agency.
- 1.2 **Sample** Contract Language for Inclusion in Contract's
- 1.2.1 Management Orientation
- a) At the time of contract negotiations, Contractor was directed to sections of the contract that delineates the Contractor's obligation to comply with the OH&S, WCB and/or other safety requirements that apply to their work.
 - b) Contractor who is informed and should be prepared to submit an acceptable safety program for discussion and use by its employees.
 - c) The Contractor is committed to safety for this project and will provide diligent safety management that as a minimum, conforms to Greenview Safety Program.
 - d) The Contractor is to adhere to the Drug & Alcohol Policy put in place by Greenview, as a minimal standard policy.
- 1.2.2 Job Site Orientation
- a) Prior to start of work, Contractor staff will meet with a job supervisor to review their obligations with respect to the Safety Program.
 - b) In the event that the Contractor brings equipment onto the work site that has obvious safety violations, or it is obvious that their workers lack proper safety equipment, the Contractor will be required to correct the violations before commencing work.

THE SAFETY INFORMATION IN THIS POLICY DOES NOT TAKE PRECEDENCE OVER OH&S REGULATIONS. ALL EMPLOYEES MUST BE FAMILIAR WITH THE OH&S ACT, REGULATIONS AND CODE.

1.3 Contractor's Toolbox Meeting/Hazard Assessment

- 1.3.1 Before every day begins there will be a toolbox meeting conducted to ensure all potential hazards and emergencies which may occur while on a specific job location have been identified. Everyone working on the job is required to attend. If workers are not able to attend the meeting, workers will check in with the Greenview Supervisor before starting their work to review the toolbox meeting.
- 1.3.2 No work will begin until the toolbox meeting has been reviewed and the workers have signed off. At this time any other pertinent information will be reviewed with the Contractor such as hazard assessment, job hazard analysis, safe work permits, ground disturbance, etc.
- 1.3.3 At any time during the workday if there is a safety meeting which requires all workers to attend, it will be mandatory that all Contractor's attend as well. Workers and/or Contractor's will be actively involved in the hazard identification process. Hazards will be reviewed with all workers and/or contractor's/subcontractors involved in the process or task.
- 1.3.4 The hazard identification process will be used for routine and non-routine activities as well as new processes, changes in operation, products, or services as applicable. All worker's and Contractor's will be made aware of the hazard identification process and trained in the proper use and care of PPE.
- 1.3.5 If corrective measures are required, a review process will be put in place to ensure all corrective actions have been identified and have been implemented. We must ensure we avoid creating new hazards derived from the corrective measures.

1.4 Job Hazard Analysis:

- 1.4.1 A Job Hazard Analysis (JHA) is a procedure which helps integrate accepted safety and health principles and practices into a particular task or job operation. All workers will ensure they make themselves familiar with the JHAs that are applicable to the work they are performing and will follow them. Workers must advise the Greenview Supervisor if they are conducting a hazardous job and a JHA has not been completed. The workers may need to be involved in developing the JHA for that job. Identified hazards will be classified/prioritized and addressed based on the risk associated with the task (risk analysis matrix outlying severity and probability).
- 1.4.2 In a JHA, each basic step of the job is to identify potential hazards and to recommend the safest way to do the job. The job will be broken down into the following steps.
 - 1. Select the job to be analyzed.
 - 2. Break the job down into a sequence of steps.
 - 3. Identify potential hazards.
 - 4. Rank hazard and severity
 - 5. Determine preventative measures to overcome the hazards.
- 1.4.3 Once the hazards have been identified, the next step is to rank the hazard based of severity. Hazards are ranked based on two qualifiers. The first is the probability of the hazard occurring. It may be a high, medium, or low probability of occurrence. The second is the severity of the outcome should the hazard occur. The injury or damage risk is rated high, medium, or low. A hazard matric can be used as a tool to help identify the ranking of a hazard.

1.4.4 The final stage is to determine ways to eliminate or control the hazards identified. The generally accepted measures, in order of preference, are as follows:

1.4.4.1. **Eliminate the Hazard** – this is the most effective measure. These techniques should be used to eliminate the hazards:

- Use a machine guard
- Choose a different process.
- Modify an existing process.
- Substitute with less hazardous substance.
- Improve environment (ventilation).
- Modify or change equipment or tools.

1.4.4.2 **Contain the Hazard** – if the hazard cannot be eliminated, contact might be prevented by containing the hazard using enclosures, machine guards, worker booths or similar devices.

1.4.4.3 **Revise Work Procedures** – consideration might be given to modifying steps which are hazardous, changing the sequence of steps, or adding additional steps (such as locking out energy sources).

1.4.4.4 **Reduce the Exposure** – these measures are the least effective and should only be used if no other solutions are possible. One way of minimizing exposure is to reduce the number of times the hazard is encountered. An example would be modifying machinery so that less maintenance is necessary. The use of appropriate personal protective equipment may be required. To reduce the severity of an incident, emergency facilities, such as eyewash stations, may need to be provided.

1.5 Contractor's Incident and Near Misses

1.5.1 All Contractor's are required to report incidents and near misses to Greenview Manager/Supervisor in writing within 24 hours. Greenview is responsible for reporting and investigating all contractor/subcontractor incidents.

1.6 Contractor Emergency Response Plan (ERP)

1.6.1 All workers and Contractor's will be supplied with an emergency response plan for every job before they are dispatched. A copy of the ERP is expected to be available in each vehicle and in each piece of equipment for the current job they are working on. The ERP will be reviewed on a regular basis, during the toolbox meetings, with all workers and Contractor's. Workers and/or Contractor's will be actively involved in the emergency preparedness and response process. The emergency preparedness and response plan will be reviewed before the job as well as during the job when conditions warrant.

1.6.2 The emergency preparedness and response plan will be used for routine and non-routine emergencies as well as changes in operations and products or services which warrant new emergency situations.

1.6.3 All workers on the job will be briefed/trained in their individual roles and responsibilities during an emergency.

1.7 Review of the Response Procedures after an emergency

- 1.7.1 Once the emergency response has been completed, Greenview will within 72 hours of the incident complete a review process of the emergency to identify critical components of the overall response.

1.8 Fire Prevention Plans

- 1.8.1 There is a fire prevention plan that will be utilized during all phases of work.
- There will be a designated smoking area for all work being completed around building structures. It is mandatory that all workers and Contractor's follow the smoking restrictions put in place.
 - All vehicles and equipment will have a fire extinguisher of sufficient size to put out a fire that may start on that vehicle or equipment. The fire extinguishers must be maintained in good working order and accessible.
 - All flammable and combustible liquids will be handled and stored as per manufacturers specifications so as to prevent fires or spills on a location.

1.9 Contractor Vehicles on Greenview Work Areas

- 1.9.1 All contractors' vehicles and equipment will be equipped with the following supplies when working for Greenview:
- Fire extinguishers applicable for the area being worked in.
 - First aid kits of appropriate size for the location being worked in.
 - Roadside flare kit (red box with 3 reflective triangles)
 - Applicable tools for the equipment you will be working on/with (grease gun, wrench, screwdriver, etc.).
 - Roadside assistance Kit including, tow rope, booster cables, blankets, candle, matches, etc.

By signing below, I acknowledge that I have read and understood this procedure, and accept all responsibilities outlined within.

Print Name	Signature	Date

Do not leave blank.



MUNICIPAL DISTRICT OF GREENVIEW

Equipment Contractor's Check List

- ☐ Have read the Contractor's Handbook and signed the Instructions to *Expression of Interest Candidates, Hiring Conditions, Contractor's Guide to the Freedom of Information and Protection of Privacy Act and all policies* included in the Expression of Interest package.
 - Equipment Contractor Information completed on Greenview Expression of Interest Forms **ONLY**.
 - Equipment Contractor contact information must include the physical address of the company's base of operations.
 - Description of equipment including attachments, unit number, serial number, year, make & model, ARHCA guide group number capacity.
 - Proof of Insurance
- ☐ *Contractor Safety Orientation Questionnaire and Acknowledgement* – (See Appendix II, III & IV in the Contractor's Handbook Appendix portion of the EOI package) completed and signed. SECOR & COR is optional.
 - *Pages 49-53 completed and signed*
 - *Quiz & Acknowledgement (pages 54-57 completed & signed)*
 - *Must return pages 26, 30, 34, 36, 40 & 46 signed and initialled as required*
 - *Current WCB Clearance Letter, WCB Premium Rate Statement for current and prior two years.*
 - *Sign and return the Hiring Conditions & Instructions to Expression of Interest Candidates (pages 18, 20)*
- ☐ Return sealed and **COMPLETED** Expression of Interest Package addressed to **Operations** at one of the following Greenview offices by **March 16, 2022**, before closing time at **4:30 pm**.
 - **Administration Office**, 4806-36 Avenue, PO Box 1079, Valleyview, T0H 3N0
 - **Grovedale Public Service Building**, 6375 TWP RD 695A, PO Box 404 Grovedale, T0H 1X0
 - **Grande Cache Public Service Building**, 10002 Shand Avenue, PO Box 300, Grande Cache T0E 0Y0
 - **DeBolt Public Service Building**, 1115 TWP RD 721A, PO Box 1079, Valleyview, T0H 3N0

SUBMISSIONS MUST BE COMPLETE AS INDICATED

WORKSITE SAFETY – THIS CONTRACTOR IS “PRIME CONTRACTOR”

Responsibilities under the law

Part 1 Sub Section 10(1) of Alberta’s Occupational Health and Safety Act requires that every construction; and oil and gas work site; or a work site or class of work sites designated by a director, must have a Prime Contractor if there are 2 or more employers or self-employed persons, or one or more employers and one or more self-employed persons involved in work at the worksite.

The two employers may not be working at the same time at the site, but their activities may have a health and safety impact on each other or are interrelated. The Prime Contractor is responsible for coordinating potentially incompatible internal health and safety systems of multiple employers and for coordinating effective communication in relation to health and safety at a worksite.

1. The contractor shall, for the purposes of the Occupational Health and Safety Act (Alberta), and for the duration of the work of this contract:
 - a) Be the Prime Contractor for the designated “worksite.”
 - b) Do everything that is reasonable and practicable to establish and maintain a system or process that will ensure compliance with the Act and its regulation & code, as required to ensure the health and safety of all persons at the “worksite.”
2. The contractor shall direct all Subcontractors, Sub-subcontractors, other Contractor’s, employers, workers, volunteers and any other persons at the “worksite” on safety-related matters, to the extent required to fulfill its “Prime Contractor” responsibilities pursuant to the Act, the contents of Greenview Safe Work Agreement, and any other safety policies and procedures of the contractor, regardless of:
 - a) Whether or not any contractual relationship exists between the Contractor and any of these entities, and
 - b) Whether or not such entities have been specifically identified in the Contract.

PRIME CONTRACTOR AGREEMENT

I ACKNOWLEDGE THAT MY COMPANY WILL BE THE “PRIME CONTRACTOR” FOR THE DESIGNATED WORK SITE AT THE:	
CONTRACTOR’S REPRESENTATIVE	DATE
REVIEWED:	
MUNICIPAL DISTRICT OF GREENVIEW NO.16 REPRESENTATIVE	DATE

Appendix II – PRE-QUALIFICATION FORM

GENERAL INFORMATION			
Company Name:		Operates as:	
Physical Address(Base of Operations):		Mailing Address:	
City:		City:	
Province:		Province:	
Postal Code:		Postal Code:	
Business Telephone:		Email address:	Fax:
GST Registration Number:			
Contact Information	Name	Phone	Email
Dispatch Contact			
Manager Contact			
H&S Contact			
Other			
ORGANIZATION			
Provide the WCB Industry Code(s) and Description of service(s) provided:			
Industry Code	Description of Service		
Self Employed Only?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Does your Company use Sub-Contractors?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
If "Yes" do your sub-contractors have their own SMS?		No <input type="checkbox"/>	Yes <input type="checkbox"/>
Has your company signed an agreement with Greenview?		No <input type="checkbox"/>	Yes <input type="checkbox"/> Please attach copy.
Does your company hold a current ISO certification?		No <input type="checkbox"/>	Yes <input type="checkbox"/> 9001: Other:
Has your company had any vehicle-related incidents?		None <input type="checkbox"/>	Yes <input type="checkbox"/> # in the Past Year _____
Has your company had any reportable environmental incidents?		No <input type="checkbox"/>	Yes <input type="checkbox"/> # in the Past Year _____
WCB STATISTICS			
Does your company have a WCB account(s) in good standing?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
(Please attach a current WCB clearance letter addressed to Municipal District of Greenview No. 16)			

WCB Stats from the last 3 years	20____	20____	20____
Employers' premium Rate			
Industry Rate			
Rate adjustment, surcharge or discount			
Number of Fatalities			
Number of Lost Time Injuries			
*On a separate page, briefly explain any fatalities or lost time that may have been listed.			
Attach a copy of the current year WCB Employer Premium Rate Statement and two previous years.			
SAFETY MANAGEMENT SYSTEM (SMS)			
Does your company have a COR or SECOR in the Province of Alberta? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If "Yes" Please attach a copy of the Certificate and Table of Contents. A copy of the SMS will be required after approval.			
If "No". Does your company have an existing SMS that meets (SE) COR requirements? Yes <input type="checkbox"/> No <input type="checkbox"/>			
If "Yes": Please attach a copy of the table of contents. A copy of the SMS will be required after approval			
If "No": Please confirm if you have any parts of a SMS:			
a.	Corporate Safety Policy	No <input type="checkbox"/> Yes <input type="checkbox"/>	b. Roles and Responsibilities
c.	Hazard Assessment Process	No <input type="checkbox"/> Yes <input type="checkbox"/>	d. Planned Work Site Inspections
e.	New Hire Orientation	No <input type="checkbox"/> Yes <input type="checkbox"/>	f. Supervisor Training Program
g.	Worker Competency Program	No <input type="checkbox"/> Yes <input type="checkbox"/>	h. Safe Work Procedures
i.	Safe Work Practices	No <input type="checkbox"/> Yes <input type="checkbox"/>	j. Pre-Job Meetings (safety is topic)
k.	Environmental Practices	No <input type="checkbox"/> Yes <input type="checkbox"/>	l. Incident Investigation Procedures
m.	Emergency Response Planning	No <input type="checkbox"/> Yes <input type="checkbox"/>	n. Reference to AB OH&S
o.	Preventative Maintenance	No <input type="checkbox"/> Yes <input type="checkbox"/>	p. Subcontractor Management
Has your company ever been issued a stop-work order by or from a Government regulatory agency in the last 5 years? (If "Yes" please provide details)			

PROGRAM VERIFICATION

If your company has COR, SECOR, an SMS or said yes to parts of SMS (optional):

- Attach a copy of the **completed formal hazard assessment for the overall company scope of work.**
(Not a field level or site-specific hazard assessment)
- Provide frequency and percentage or compliance for worksite safety inspections:
Frequency: _____ Compliance: _____ %
- Provide frequency and percentage of compliance for safety meetings:
Frequency: _____ Compliance: _____ %

If "Yes" to subcontractor management in SMS, attach a copy of the subcontractor management process.

COMPETENCY VERIFICATION (may be required)

- ☐ Provide business resumes or letters of experience for any project management and supervisors and include documentation to support the following:
- Education and/or certification within occupation or trade(s), and company safety representative. This may include doctorates, degrees, diplomas, trade certifications or records of training in non-certified trades.
 - Supervisor level safety qualifications. This may include courses from a university, college, trade school, or an accredited safety association such as:
 - a. LSE, AMSA, OH&S Legislation Courses
 - b. First Aid/CPR
 - c. Incident Investigation Training
 - d. WHMIS
 - Worker level safety qualifications:
 - a. First Aid/CPR
 - b. Job Discipline or specific training
 - c. Hazard Awareness Training
 - d. WHMIS 2015
- ☐ Provide Company and Automotive Insurance Certificates (General Liability, \$2M) Also require # of vehicles that will be on-site, along with registration and insurance, names of all personnel that will be on the project along with driver's license.
- Provide documentation confirming Alcohol and Drug Testing Panel 7 within the past 30 days for all personnel who will be on site.

Are you responding to a request proposal? Yes ☐ No ☐

- If "Yes" cite proposal name/number: _____

By signing this form, I declare that the information provided is complete, correct and that I understand that the Municipal District of Greenview No. 16 maintains the right to verify and periodically audit my safety records for compliance.

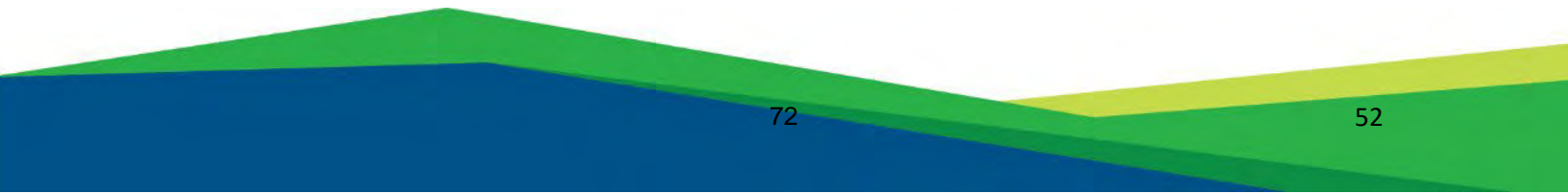
*Signature

*DD/MM/YYYY

***DO NOT LEAVE BLANK**

MD OF GREENVIEW NO. 16 USE ONLY		
REVIEW BY MD OF GREENVIEW NO. 16		
Contractor is:		
Acceptable for approved contractor list	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Conditionally approved contractor list. The following conditions must be met prior to work commencing:		
Contractor if Approved:		
<ul style="list-style-type: none"> Kickoff Contractor Meeting Held Before going onto the site with MD of Greenview No. 16 representative & Safety. Contractor orientation completed. 		

<p>List of Attachments:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current WCB Clearance Letter <input type="checkbox"/> WCB Premium Rate Statements for current and past two years <input type="checkbox"/> Copy of COR or SECOR certificate (if applicable) <input type="checkbox"/> Copy of SMS table of contents (if applicable) <input type="checkbox"/> Copy of formal Hazard Assessment for company scope of work <input type="checkbox"/> Subcontractor Management Process (if applicable) <input type="checkbox"/> Copies of Managerial and Supervisory competencies <input type="checkbox"/> Certificate of Insurance



Appendix III – CONTRACTOR SAFETY ORIENTATION QUESTIONNAIRE (HAND INTO GREENVIEW)

Circle your correct answer.

1. Hazard Identification will be conducted and controlled by means of:
 - a. Field Level Hazard Assessment
 - b. Pre-job Inspections/Meetings
 - c. Formal & Informal Work Site Inspections
 - d. Vehicle & Equipment Inspections
 - e. Near Miss & Hazard ID Reporting
 - f. All of the Above
2. Are all injuries, no matter how minor, to be reported to your supervisor?
 - a. Yes
 - b. No
3. Is it okay to cut costs and repair or 'temporarily' fix a damaged tool?
 - a. Yes
 - b. No
4. Is it proper procedure to carry material up and down a ladder?
 - a. Yes
 - b. No
5. Poor housekeeping is responsible for many workplace incidents. Incidents can easily be avoided by maintaining a clean worksite.
 - a. Yes
 - b. No
6. If there is an incident with a worker on your site, you are required to:
 - a. Freeze the scene
 - b. Ensure those who need medical attention have been attended to
 - c. Call your supervisor
 - d. Assist in the investigation where required
 - e. Complete witness statements
 - f. All of the above

7. All workers must be WHMIS certified.
 - a. Yes b. No
8. Management and workers shall:
 - a. Prevent the uncontrolled release of hazardous material
 - b. Clean up all garbage waste
 - c. Report any spills and assist with clean up
 - d. Plan for waste management
 - e. All of the above
9. Incidents of workplace violence or harassment must be reported immediately to your supervisor.
 - a. Yes b. No
10. No worker shall approach or operate equipment within 7 meters of a live overhead powerline without using a spotter.
 - a. Yes b. No
11. In the event of a fire, every employee shall:
 - a. Go to the nearest most appropriate Muster Point
 - b. Wait there for a headcount and further direction
 - c. Both A and B
12. Safety Data Sheet (SDS) inform you on the controlled products, how to store the product and what to do in the event of an emergency
 - a. True b. False
13. All workers have a personal responsibility to comply with all OHS legislation
 - a. True b. False
14. Greenview expects excellence in health and safety performance to be achieved through the support and active participation of all workers, supervisors, and management.
 - a. True b. False
15. Is it safe to work in a trench that is more than 4 feet deep if it is not shored or cut back?
 - a. Yes b. No
16. Every worker is entitled to work under the safest possible conditions.

- a. True b. False
- 17. Every worker must take precautions to protect the safety of other workers and themselves
 - a. True b. False
- 18. A Contractor must report to the Greenview Representative any OHS stop-work orders that pose an imminent danger to anyone
 - a. True b. False
- 19. A Hazard Assessment must be conducted with all affected parties prior to work starting
 - a. True b. False
- 20. Greenview's policy is that all injuries, incidents, damages, or near misses, no matter how minor, must be reported, in writing and within 24 hours
 - a. True b. False
- 21. Where a Contractor has any or current OHS contraventions, orders or penalties incurred by the Contractor, they shall immediately report them to the Greenview Representative
 - a. True b. False
- 22. Greenview may notify a Contractor where the Health and Safety requirements are not being met, but it is the responsibility of a Contractor, not an Owner, to communicate the steps that should be taken to correct the deficiencies to a contractor's workers
 - a. True b. False
- 23. A Contractor may be assigned as Prime Contractor of the work area and must provide proof that they are competent to be Prime Contractor
 - a. True b. False
- 24. All floor openings over 4 inches square must be guarded as follows:
 - a. Covered with material designed to carry two times its known load
 - b. Marked with DANGER OPEN HOLE DO NOT REMOVE
 - c. Mechanically fastened so it requires a tool to remove
 - d. All of the above

APPENDIX IV – GREENVIEW CONTRACTOR SAFETY ORIENTATION - ACKNOWLEDGEMENT

THIS IS TO ACKNOWLEDGE THAT I HAVE RECEIVED, READ AND UNDERSTAND THE CONTENTS OF THIS BOOK AS APPLICABLE TO ME.

I ACCEPT RESPONSIBILITY TO:

1. Always protect the health and safety of myself and others.
2. Know and follow the OHS legislation, procedures, policies, agreements, contracts, practices, and rules as they pertain to my work.
3. Notify my Supervisor's/Greenview Representative of any unsafe acts or conditions dangerous to myself or others.
4. Report to my Supervisor, Greenview Representative and refuse any work that poses an imminent danger to anyone.
5. Report all incidents and injuries as soon as possible and in writing within 24 hours.
6. Use safety equipment and personal protective devices and clothing required by OH&S legislation and the policies of Greenview.

*Contractor Name (Print):	
*Contractor Signature:	
*Date:	

Prime Contractor:	
Prime Contractor Contact Number:	
Prime Contractor Email:	

NOTE: Prime Contractor may be left blank if unknown until work begins. Upon hiring, these will be included in contract documents and site hazard assessments/toolbox meetings



MD of Greenview
Toolbox Meeting & Hazard Assessment Worksheet

Date:		Weather:	
Job Location and description of work:			
EMERGENCY PHONE NUMBERS			
Ambulance:		MD Representative:	Phone:
Hospital:	Fox Creek: 780.622.3545	Contractor:	Phone:
	Grande Cache: 780.827.3701	Foreman:	Phone:
	Valleyview: 780.524.3356	Site Office:	Phone:
	Grande Prairie: 780.538.7100	Utilities:	Phone:
Fire:		AB One Call:	1.800.242.3447
Police:		Company:	Phone:
Poison Control:	1.800.332.4141	Company:	Phone:
POTENTIAL HAZARDS			
Item No.	Yes No N/A	Item No.	Yes No N/A
<input type="checkbox"/> Traffic/Pedestrian		<input type="checkbox"/> Fire Hazards	
<input type="checkbox"/> Trenching/Excavating		<input type="checkbox"/> Weather Conditions	
<input type="checkbox"/> Overhead Hazards		<input type="checkbox"/> Buried Utilities	
<input type="checkbox"/> Heavy Equipment		<input type="checkbox"/> Spill Potential	
<input type="checkbox"/> Chemicals		<input type="checkbox"/> Explosives	
<input type="checkbox"/> Noise		<input type="checkbox"/> Compressed Gas	
<input type="checkbox"/> Trip/Slip/Fall		<input type="checkbox"/> Confined Space	
<input type="checkbox"/> Lifting/Hoisting		<input type="checkbox"/> Poor Visibility	
<input type="checkbox"/> Working on a hill		<input type="checkbox"/> Ergonomics	
<input type="checkbox"/> Extreme temperatures		<input type="checkbox"/> H&S	
<input type="checkbox"/> T.D.G		<input type="checkbox"/> Biohazard	
<input type="checkbox"/> Off Road Vehicle		<input type="checkbox"/> Drowning	
<input type="checkbox"/> High Pressure		<input type="checkbox"/> Poor Ventilation	
<input type="checkbox"/> Driving		<input type="checkbox"/> Violence/Public	
<input type="checkbox"/> Awkward Position		<input type="checkbox"/> Electrical Cords	
<input type="checkbox"/> Lighting		<input type="checkbox"/> Projectiles	
<input type="checkbox"/> Wildlife /Animals		<input type="checkbox"/>	
<input type="checkbox"/> Working Alone		<input type="checkbox"/>	
<input type="checkbox"/> Moving Parts		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
CONTROL MEASURES: EVERY IDENTIFIED HAZARD ABOVE <u>MUST</u> BE CONTROLLED BEFORE WORK BEGINS			
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	
SAFETY CHECKLIST			
Required PPE		Required Tools/Equip	
<input type="checkbox"/> Appropriate Clothing		<input type="checkbox"/> Equipment Back-up Alarms	
<input type="checkbox"/> Respiratory Equipment		<input type="checkbox"/> Proper Tools with Guards	
<input type="checkbox"/> Coveralls		<input type="checkbox"/> Tie-Downs	
<input type="checkbox"/> Life Jacket		<input type="checkbox"/> Tie-Off Ladders	
<input type="checkbox"/> Chain Saw Pants		<input type="checkbox"/> First Aid Kit	
<input type="checkbox"/> Gloves		<input type="checkbox"/> Fire Suppression Equipment	
<input type="checkbox"/> Harness/Fall Protection		<input type="checkbox"/> Road Flares/Flasher/Beacon	
<input type="checkbox"/> Eye Protection		<input type="checkbox"/> Adequate Lighting	
<input type="checkbox"/> Face Protection		<input type="checkbox"/> Fall Restraint	
<input type="checkbox"/> Hard Hat/Helmet		<input type="checkbox"/> Shoring/Bracing	
<input type="checkbox"/> Hearing Protection		<input type="checkbox"/> Signs	
<input type="checkbox"/> High Visibility Clothing/Vest		<input type="checkbox"/> Spill Kit	
<input type="checkbox"/> Steel Toe Boots		<input type="checkbox"/> Barricades	
<input type="checkbox"/> Fire Extinguisher		<input type="checkbox"/> Proper Hoisting/Rigging	
<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>	
Procedures		Administration	
<input type="checkbox"/> Call-In Procedure		<input type="checkbox"/> Prime Contractor	
<input type="checkbox"/> First Call		<input type="checkbox"/>	
<input type="checkbox"/> Vehicle Walk Around		<input type="checkbox"/> Report all Incident/Near Misses	
<input type="checkbox"/> Site Walk Around		<input type="checkbox"/> Emergency shut down procedure	
<input type="checkbox"/> Load Securement		<input type="checkbox"/> First Call Permit	
<input type="checkbox"/> Guards		<input type="checkbox"/>	
<input type="checkbox"/> Lockout Procedure		<input type="checkbox"/> Public Notification	
<input type="checkbox"/> Compliance Cards Carried		<input type="checkbox"/> Workers Responsibilities	
<input type="checkbox"/> Radio Communication		<input type="checkbox"/> Review Safe Word Practice	
<input type="checkbox"/> Tools Inspected		<input type="checkbox"/> WHIMIS	
<input type="checkbox"/> Seatbelts		<input type="checkbox"/> First Aid Providers	
<input type="checkbox"/> Eye Contact		<input type="checkbox"/>	
<input type="checkbox"/> MSDS Review		<input type="checkbox"/> Location of Muster Point	
<input type="checkbox"/> Evacuation Procedure		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/> Washroom Facility Location	
<input type="checkbox"/>		<input type="checkbox"/>	
Equipment on site:			
Additional comments:			
CHECK IN TIME:			CHECK IN CONTACT NAME & PHONE:
<input type="checkbox"/> 1 hr.	<input type="checkbox"/> 4 hrs		Name:
<input type="checkbox"/> 2 hrs	<input type="checkbox"/> 8 hrs	AM/PM	Phone:
SIGNATURES			
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	
Name:		Name:	

ALL PERSONNEL INVOLVED IN OR WORKING NEAR THIS JOB MUST REVIEW THIS ASSESSMENT



MUNICIPAL DISTRICT OF GREENVIEW

APPENDIX V

Expression of Interest Equipment Forms



EOI Equipment

Equipment Type:

GRAVEL TRUCKS

Truck only (attachments have checkboxes)

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity			Comments
TRUCK TYPE	√	TRUCK TYPE	√			ATTACHMENTS	√				
Tandem Semi		Tandem Dump				Belly Dump		End Dump			
Tri - Semi		Tri - Dump				Clam Dump					
						Wagon					
						Tandem Axle Pup					
						Tridem Axle Pup					

Make		Model	Year	Unit #		Serial #		Rated Capacity			Comments
TRUCK TYPE	√	TRUCK TYPE	√			ATTACHMENTS	√		√		
Tandem Semi		Tandem Dump				Belly Dump		End Dump			
Tri - Semi		Tri - Dump				Clam Dump					
						Wagon					
						Tandem Axle Pup					
						Tridem Axle Pup					



EOI Equipment

Equipment Type: **EXCAVATORS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Thumb		Brush Rake									
Twister Bucket		Chuck Blade									
Tamper		Breaker/Brush Cutter									
Extended Boom		Frost Bucket									
Mulcher		Dozer Blade									

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Thumb		Brush Rake									
Twister Bucket		Chuck Blade									
Tamper		Breaker/Brush Cutter									
Extended Boom		Frost Bucket									
Mulcher		Dozer Blade									



EOI Equipment

Equipment Type: **DOZERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tilt Dozer		6 Way Dozer									
GPS		SU Blade									
Rear Mounted Ripper		18' Dozer Blade									
Winch											
Wide Pad / LGP											

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tilt Dozer		6 Way Dozer									
GPS		SU Blade									
Rear Mounted Ripper		18' Dozer Blade									
Winch											
Wide Pad / LGP											



EOI Equipment

Equipment Type:

LABOURERS

Date: _____

Contractor: _____

Include proof of certifications of all workers

TYPE	√	OTHER	√		√		√		√	Comments
Certified Chainsaw				Fencing						
Certified Brushing										
General Labourer										
Utility Tree Worker (UTW)										

TYPE	√	OTHER	√		√		√		√	Comments
Certified Chainsaw				Fencing						
Certified Brushing										
General Labourer										
Utility Tree Worker (UTW)										



EOI Equipment

Equipment Type: **PACKERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
DETAILS:	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
		Dozer									
Vibratory		Combination Roller									
Padfoot											
Smooth Drum											
Drum width inches											

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
DETAILS:	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
		Dozer									
Vibratory		Combination Roller									
Padfoot											
Smooth Drum											
Drum width inches											



EOI Equipment

Equipment Type: **SKID STEERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Post Hole Auger											
Backhoe		Stump Mulcher									
Pallet Forks		Retro-fit Crawler									
Breaker		Track Mounted									
Sweeper											

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Post Hole Auger											
Backhoe		Stump Mulcher									
Pallet Forks		Retro-fit Crawler									
Breaker		Track Mounted									
Sweeper											



EOI Equipment

Equipment Type: **ROCK TRUCKS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		



EOI Equipment

Equipment Type: **GRADERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
V-Plow		All wheel drive									
Snow Wings											
Scarifier											

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
V-Plow		All wheel drive									
Snow Wings											
Scarifier											



EOI Equipment

Equipment Type: **LOADERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	Equipment DETAILS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tamper				Wheel Loader							
Hydraulic Breaker				Backhoe Loader							
Twister Bucket		Printer		Track Loader							
Frost Bucket		On-board Scale									
Extend-a-hoe		Thumb									

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	Equipment DETAILS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Hydraulic Tamper				Wheel Loader							
Hydraulic Breaker				Backhoe Loader							
Twister Bucket		Printer		Track Loader							
Frost Bucket		On-board Scale									
Extend-a-hoe		Thumb									



EOI Equipment

Equipment Type: **TRACTORS & MOTOR SCRAPERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√			DETAILS	√	ATTACHMENTS	√		
Rotary Mower		Two-Way Disc Plow				Skidder		Subsoiler			
Flailing Mower		Off Set Disc				Processor		Wobbly Packers			
Sickle Mower		Heavy Duty Cultivator				Buncher					
Trailer Mounted Post Pounder		Harrows- 4 Section				Motor Front & Back					
Weed Sprayer		Rock Picking Device									

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√			DETAILS	√	ATTACHMENTS	√		
Rotary Mower		Two-Way Disc Plow				Skidder		Subsoiler			
Flailing Mower		Off Set Disc				Processor		Wobbly Packers			
Sickle Mower		Heavy Duty Cultivator				Buncher					
Trailer Mounted Post Pounder		Harrows- 4 Section				Motor Front & Back					
Weed Sprayer		Rock Picking Device									



EOI Equipment

Equipment Type: **WATER TRUCKS** (And Hydro Vacs & Steamers)

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Volume Capacity (m3)		ARHCA Group #	Comments
ATTACHMENTS	√		√			ATTACHMENTS	√	ATTACHMENTS	√		
Spray Bar											
Pressurized Spool											
Water Tank											
Hydro Vac											
Steamer											

Make		Model	Year	Unit #		Serial #		Volume Capacity (m3)		ARHCA Group #	Comments
ATTACHMENTS	√		√			ATTACHMENTS	√	ATTACHMENTS	√		
Spray Bar											
Pressurized Spool											
Water Tank											
Hydro Vac											
Steamer											



EOI Equipment

Equipment Type: **TRUCKS & TRAILERS**

Date: _____ Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	WHEELS	#	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Low Boy		# Wheels									
Winch		# Wheels									
Bed Truck											
Flat Deck											
Tilt Deck											

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	WHEELS	#	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		
Low Boy		# Wheels									
Winch		# Wheels									
Bed Truck											
Flat Deck											
Tilt Deck											



EOI Equipment

Equipment Type: **SMALL EQUIPMENT TRAILERS**

Date: _____

Contractor: _____

Make		Model	Year	Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		

Make/Model		Year		Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√		



EOI Equipment

Equipment Type: MISCELLANEOUS

Date: Contractor:

Make/Model		Year		Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS		√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	

Make/Model		Year		Unit #		Serial #		Rated Capacity		ARHCA Group #	Comments
ATTACHMENTS		√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	ATTACHMENTS	√	



REQUEST FOR DECISION

SUBJECT: **GIG Internal Comms Plan**
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: February 15, 2021
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION
CAO: _____ MANAGER: _____
DIR: _____ PRESENTER: SW
LEG: _____

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the discussion with Administration regarding the internal communication plan moving forward with the Greenview Industrial Gateway.

BACKGROUND/PROPOSAL:

With the progress being made on the GIG it is necessary to ensure that progress isn't hindered by missed opportunities to communicate. By developing an internal strategy and setting clear expectations we can make sure that the messaging is consistent, timely, and accurate.

The GIG Executive Director receives multiple requests to attend community meetings on behalf of Greenview to further explain the benefits of the GIG. Business outreach and subsequent presentations to local stakeholders are a key component to his role, and the success of this development. Administration wants to ensure a clear internal communication plan between Administration and Council is set so we can respond to these enquiries appropriately, while keeping Council informed.

We have taken the first step by setting a monthly Greenview Industrial Gateway Committee meeting to keep everyone informed, but recognize that communication must be ongoing, and consistent.

BENEFITS OF THE RECOMMENDED ACTION:

1. The advantage of accepting the recommended motion is that Committee of the Whole and Administration will have a clear understanding of the internal communication expectations on the Greenview Industrial Gateway project.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Committee of the Whole has the option to take no action and stay status quo.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will move forward accordingly.

ATTACHMENT(S):

- N/A



REQUEST FOR DECISION

SUBJECT: **Greenview Newsletter**

SUBMISSION TO: COMMITTEE OF THE WHOLE

MEETING DATE: February 15, 2022

DEPARTMENT: CAO SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

MANAGER: SS

DIR:

PRESENTER: SS

LEG:

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the presentation on Greenview Newsletter options for information, as presented.

BACKGROUND/PROPOSAL:

Administration is seeking feedback from Council regarding the Greenview Newsletter as well as the delivery of the newsletter.

During Council's Strategic Planning session held in November 2021, Council brought forward the need to improve external communications to the public. One suggestion was to bring back the Greenview Newsletter (formerly Mountains to Meadows) as an additional way for Ratepayers to keep up to date with Greenview news.

During the Budget 2022 presentation by the Communications Department, costs and options were brought forward but no clear method of delivery and frequency was decided on.

Communications would like to propose two options to Council.

Option 1: Quarterly Newsletter

- Posted to Greenview website
- Shared via Greenview social media
- Limited printing of the newsletter to be placed at the Greenview Administration Office and Public Service Buildings for residents to pickup
- Printed newsletters placed at Greenview Community bulletin boards for residents to pick up
- Printed newsletters place at Senior's Clubs within Greenview

Costs would be approximately \$0.32 per newsletter plus the staffing implications and travel related to delivering the newsletters to the above locations.

Option 2: Quarterly Newsletter

- Posted to Greenview website
- Shared via Greenview social media
- Direct mail to residents.

Newsletters would have to be direct mailed as many residents choose not to receive publications mail (flyers) and wouldn't receive them.

Based on quotes, the cost to direct mail a 4 page newsletter (1- 11" x 17" page folded in half) is estimated at \$7,620.00 not including the staffing implication on this project.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the report is to provide Council with up-to-date information and costs on the delivery of the Greenview Newsletter
2. Enable Council to provide feedback direction to Administration on frequency and method of delivery for the Greenview Newsletter.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: N/A

FINANCIAL IMPLICATION:

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:

N/A

ATTACHMENT(S):

- Cost breakdown of a professionally printed newsletter



MUNICIPAL DISTRICT OF GREENVIEW

Greenview Newsletter

OPTION #1 Hybrid Digital/Print Costs

*Costs based on a 4 page (1 – 11” x 17” page folded in half) newsletter

Newsletters for Administration Offices (400 – 100 for each office)	\$100.00 (printed in house) \$128.00 (professionally printed)
Newsletters for Greenview Community bulletin boards for residents to pick up (350 – 50 for each of the 7 community boards)	\$87.50 (printed in house) \$112.00 (professionally printed)
Newsletters for Senior’s Clubs within Greenview (200)	\$50.00 (printed in house) \$64.00 (professionally printed)
Staff Time – Printing/folding/travel costs	? (Priceless)
Total	\$237.50 - \$304.00**

** Total does not include initial set up of Outdoor Brochure Holders that would need to be purchased and affixed to each of the Greenview Community Boards. The cost to purchase these would be approximately \$350 plus staff time to travel and install at the 7 locations.



MUNICIPAL DISTRICT OF GREENVIEW

Greenview Newsletter

OPTION #2 Greenview Printing/Mailing Costs

*Quote based on direct mailing to 3000 residents/ratepayers within Greenview

*Costs based on a 4 page (1 – 11” x 17” page folded in half) newsletter

Printing of Newsletter	\$0.25 Each (printed in house) \$0.32 Each (professionally printed)
Direct Mailing – Canada Post	\$0.92 Each
Envelope	\$0.10 Each
Label	\$0.02 Each
Staff Time	? (Priceless)
TOTAL	\$1.29 - \$1.36 Each
Cost to mail to 3000 Residents/Ratepayers each edition (quarterly)	\$3,870.00 - \$4,000.00

*Costs based on a 8 page (2 – 11” x 17” pages folded in half) newsletter

Printing of Newsletter	\$0.50 Each (printed in house) \$0.64 Each (professionally printed)
Direct Mailing – Canada Post	\$0.92 Each
Envelope	\$0.10 Each
Label	\$0.02 Each
Staff Time	? (Priceless)
TOTAL	\$1.54 - \$1.68 Each
Cost to mail to 3000 Residents/Ratepayers each edition (quarterly)	\$4,620.00 - \$5,040.00



REQUEST FOR DECISION

SUBJECT: **Avetta Contractor Management Software**
SUBMISSION TO: COMMITTEE OF THE WHOLE REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 15, 2022 CAO: SW MANAGER: LM
DEPARTMENT: HUMAN RESOURCES GM: EK PRESENTER: MM
STRATEGIC PLAN: Level of Service

RELEVANT LEGISLATION:

Provincial (cite) – Occupational Health and Safety Act Part 1 – Obligations of Employers 3(1)
Occupational Health and Safety Act Part 1 - Obligations of prime contractors 10(2)
Occupational Health and Safety Act Part 2 Purposes of this Act

Council Bylaw/Policy (cite) – EOIP, Equipment Contractors Registry Policy

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the report regarding the recommended contractor management software, Avetta, for information, as presented.

BACKGROUND/PROPOSAL:

Currently there is a Contractor Policy and EOIP package for Contractors to send in yearly which includes safety documentation and outlines responsibility. The EOIP package is typically filled out by the owner but the workers who are sent by the contractor to site are not given orientation or providing Greenview with their current certifications and licenses required. There is a large gap in the current process of ensuring contractors are in compliance with provincial laws putting Greenview and Greenview workers in a potential liability situation. This software will ensure we are fulfilling our legislated and legal responsibility and due diligence while also providing our contractors with resources to help educate, protect, and support them and their businesses.

Presentation of software being presented.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is this software will be supporting Greenview and its contractors to ensure compliance with provincial and federal regulations.
2. The benefit to our contractors will be support available to them to build and maintain their safety program requirements and connecting them to a network of other organizations that require this software as well. The benefit to Greenview will be to allow us to monitor our contractors required documentations to ensure they are competent to safely complete work on all Greenview sites. 30% of our current EOI contractors currently are already connected with this software.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to look at another software program however Administration has done extensive research and received demo's of three other programs and feel that Avetta is best suited for Greenview and its Contractors.

Alternative #2: Council has the alternative to look at an internal position that would entail continually reviewing and monitoring our Contractors required documentation however taking this task on internally has the potential to put us in a liability position and an internal software would most likely have to be considered to manage this task.

FINANCIAL IMPLICATION:

Direct Costs: \$15,000 a year for Greenview. (\$200-\$300 a year to the Contractor)

Ongoing / Future Costs: see above

STAFFING IMPLICATION:

The health and safety team will work with departments to set up our health and safety requirements within the program. Avetta monitors for us.

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 decides:

-
- the Contractor Safety Policy 3014 will need to be updated

- the Contractor handbook will be replaced
 - the software will be purchased
 - Contractors will be notified
 - information and support will be provided to Contractors in relation to Avetta sign up
-

ATTACHMENT(S):

- Power point
- Relevant Legislation
- List of our Contractors already set up with Avetta



MUNICIPAL DISTRICT OF GREENVIEW

Avetta Presentation Relevant Legislation

- 1) Occupational Health and Safety Act Part 1 – Obligations of Employers 3(1) Every employer shall ensure, as far as it is reasonably practicable for the employer to do so, (a) the health and safety and welfare of (ii) those workers not engaged in the work of that employer but present at the work site at which that work is being carried out, and (iii) other persons at or in the vicinity of the work site who may be affected by hazards originating for the work site.
- 2) Occupational Health and Safety Act Part 1 – Obligations of prime contractors 10(2) The person in control of the work site shall designate in writing a person as the prime contractor of the work site. (5) The prime contractor shall (a) establish, as far as it is reasonably practicable to do so, a system or process that will ensure compliance with this Act, the regulations and the OHS code in respect of the worksite.
- 3) Occupational Health and Safety Act Part 2 – Purposes of this Act 2 The purposes of this Act are (a) the promotion and maintenance of the highest degree of physical, psychological and social well-being of workers, (b) to prevent work site incidents, injuries, illnesses and diseases, (c) the protection of workers from factors and conditions adverse to their health and safety, (d) to ensure that all workers have (i) the right to be informed of work site hazards and the means to eliminate or control those hazards, (ii) the right to meaningful participation in health and safety activities pertaining to their work and work site, including the ability to express health and safety concerns, (iii) the right to refuse dangerous work, and (iv) the ability to work without being subject to discriminatory action for exercising a right or fulfilling a duty imposed by this Act, the regulations or the OHS code.

Contractor List (Avetta members highlighted)

Gallivan Construction	Tri-Ty Controls	Back in Black Trucking	Round Cart Services
Hollingworth Construction	Vieworx Geophoto	BDM Safety	Shebranee Trucking
North Point	Advantage North Services	Bill Kluyt Trucking	Shelmac Trucking
Vortex	Reimer Foundations	Black Fox Safety Services LTD	Smith Gravel Services 310292 Ltd.
Sturgeon Lake Resources	D. Harms	Black Spruce Ventures	Smoky Valley Ventures
Johnson Controls " Simplex Grinnell Tyco	Klassen Bros	Black Timber Energy	SNB Steamers
Cimco Refrigeration	Gerwatoski	Blanchette Trucking / 777871 AB Ltd	Solo Contracting
Nordic Mechanical Services	Ron's Trenching	BNS Energy	South Eagle Transport
G&M Plumbing and Mechanical	Deanos	Borderline Contracting 948939 Ltd.	Sureway Logging Ltd.
Otis Elevator Services	Black Timber	Brenco Portable Welding Ltd.	T Loewen Construction Ltd.
Thyssen Krupp Services	DeBolt Contracting	Color Shift	Taz Oilfield
Eagle Electric	Flint Turner	Cordy Environemental	TB Holdings Ltd.
Talon Electric	Rutt Buster	D Harms Contracting 2010 Ltd	TC Hein Trucking
AB Hollingworth & Sons Construction Ltd.	Milestone Paving	Direct Pressure	TDN Jenkins Inc.
Access Maintenance	FROH Contracting	Dirt Worx Ventures	TEMP Services Ltd.
Andy's Towing 2020 Ltd	Ro-Dar	D-Rock Ventures Ltd.	The Pack Wagon
Aseniwuche Development Corp.	Bill Kluyt Trucking	Duct Dynasty	Valleyview Sheet Metal & Insulating Ltd.
Bare Contractors	KNB Holdings	Gary Wohlgemuth	Wild Hay Contracting Ltd.
Buffalo Ridge Contracting Ltd.	PVT steamers Grande Prairie	Gerwatoski Holdings	WK Wolf Enterpries
Culvert Run Ltd.	Talon electric Valley view	J Moody Grader Services Ltd.	Eager Construction
Dasco Machinery Analysis	Al's plumbing and gas fitting Valleyview.	J Wirth Bobcat Services	2230905 AB ltd.
Double T Tank	Union tractor Grande Prairie for service calls	Jack Pine Investments Ltd.	Albertsons Oilfield
Lewis Construction	John Deere Valleyview	Jeff McMullin	1865212 Alberta Ltd.
Marnevic Construction Ltd.	Automated Aquatics	Joboy Ventures	
McLean Environmental	Master Pools	Joymax Trucking	
North West Truck Supervision Ltd.	TDN Jenkins	Larry's Water Hauling Ltd.	
Northland Logistics	Fehr Plumbing and Heating	MatBoss	
Northpoint Contracting	Trane Automated Controls	McNeil Construction	
Perron Ventures	GK Mechanical	Moses Operations	
R & R Dirt Works Ltd.	Stanley	MRZ Trucking Ltd.	
RNC Trucking	Vector Elevator	North Star Hydrovac	
Southwest Trucking	Anthony Wohlgemuth (Beaver Tail Ventures)	NRG Oilfield Construction Ltd.	
Summit Transport	ASJ Trucking / 657458 AB Ltd	Ray Jay Contracting Ltd.	
Tri-Ty Controls	Assure Mechanical	Fox Creek Excavating	
Vieworx Geophoto			
Advantage North Services			



REQUEST FOR DECISION

SUBJECT: **Health and Safety Orientation**
SUBMISSION TO: COMMITTEE OF THE WHOLE
MEETING DATE: February 15, 2022
DEPARTMENT: HUMAN RESOURCES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – Occupational Health and Safety Act, Regulation and Code.
Requirements of COR audit

RECOMMENDED ACTION:

MOTION: That Committee of the Whole accept the Health and Safety Orientation for information as presented.

BACKGROUND/PROPOSAL:

Under current legislation, it is stated that a Certificate of Recognition (COR) requirement of which Greenview follows, is that all volunteers, workers, and contractors of Greenview receive a health and safety orientation. As such representatives from the Health and Safety Department will fulfill this requirement as it related to Council members during the December 21, 2021, Committee of the Whole meeting.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council accepting the recommended motion is knowledge of Safety responsibilities within Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

There are no alternatives.

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:

None

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 orientation checklist will require signature from each member of Council.

ATTACHMENT(S):

- Orientation checklist
- PowerPoint presentation



MUNICIPAL DISTRICT OF GREENVIEW No. 16

MD of Greenview Councillor Health and Safety Orientation

Name of Councillor: _____ Date: _____

To be Covered in the General Health and Safety Orientation:

- ☐ Greenview Health and Safety Policy
- ☐ OH&S Legislation: Obligations, 3 Worker Rights
- ☐ Responsibilities
- ☐ Respectful Workplace Policy
- ☐ Other parties at or in Vicinity
- ☐ Emergency Response
- ☐ Transmissible Illness Policy

Councillor Signature _____ Date Reviewed _____

Greenview Rep (print) _____ Signature _____

Date	Chief Administrative Officer Action Log	Responsible Party	NOTES/STATUS	Assigned To
February 8, 2022	<p>MOTION: 22.02.71 Moved by: COUNCILLOR TOM BURTON That Council direct Administration to apply to the Province of Alberta for the Provincial Education Requisition Credit for the uncollected Education Property Taxes, totalling 9, 140.36 and the Uncollected Designated Industrial Program Requisition on Oil and Gas properties, totalling \$1031.53.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Delorme, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry, Councillor Burton</p> <p>CARRIED</p>	CORP Serv		
February 8, 2022	<p>MOTION: 22.02.74 Moved by: COUNCILLOR TOM BURTON That Council direct Administration to bring back costs in a staged approach to stabilize the bank for DeBolt Creeks within the Hamlet of DeBolt.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Delorme, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry, Councillor Burton</p> <p>CARRIED</p>	I&P		
February 8, 2022	<p>MOTION: 22.02.75 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to draft letters to the homeowners in the subdivision of Landry Heights and the Hamlet of Grovedale stating that Greenview will no longer be providing residential driveway snow-plow service as of June 1, 2022.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Delorme, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry, Councillor Burton</p> <p>CARRIED</p>	I&P		
February 8, 2022	<p>MOTION: 22.02.79 Moved by: COUNCILLOR TOM BURTON That Council direct Administration to direct a letter to Grande Spirit Foundation to present at Committee of the Whole in respect to operations within the MD of Greenview.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Delorme, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry, Councillor Burton</p> <p>CARRIED</p>	Comm. Serv		
February 8, 2022	<p>MOTION: 22.02.81 Moved by: COUNCILLOR DUANE DIDOW That Council approve a capital grant in the amount of \$27, 666.89 to the Bighorn Golden Age Club for the engineering costs for phase 3 of the renovation project, with the funds to come from the Community Services Miscellaneous Grants.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Delorme, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Berry, Councillor Burton Against: Councillor Ratzlaff</p> <p>CARRIED</p>	Comm. Serv		
February 8, 2022	<p>MOTION: 22.02.84 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to write a letter to AB Transportation expressing the concern regarding the safety of the road conditions and increased traffic on hwy 665 due to poor bridge conditions and restrictions on hwy 747 - CC all levels of Government.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Delorme, Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry, Councillor Burton Absent: Councillor Dale Smith</p> <p>CARRIED</p>	I&P		
February 8, 2022	<p>MOTION: 22.02.85 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to bring back a report regarding the parking lot project at Snipe Lake, previously discussed in MOTION: 19.05.363.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Delorme, Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry, Councillor Burton Absent: Councillor Dale Smith</p> <p>CARRIED</p>	I&P		

February 8, 2022	MOTION: 22.02.86 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to schedule a standing Greenview Industrial Gateway Committee Meeting immediately following the monthly Policy Review Committee Meeting. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Delorme, Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry, Councillor Burton Absent: Councillor Dale Smith CARRIED	CAO Serv.	Complete	Wendy
22 01 25 RCM				
January 25, 2022	MOTION: 22.01.40 Moved by: COUNCILLOR SALLY ROSSON That Council direct administration to enter into an agreement to join the West Yellowhead Regional Waste Management Authority, to facilitate the diversion of solid waste from the Hamlet of Grande Cache with a capital investment of \$270,000.00, funds to come from the 2022 Capital Budget. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	I&P		
January 25, 2022	MOTION: 22.01.42 Moved by: COUNCILLOR SALLY ROSSON That Council direct Administration to continue enforcement proceedings requiring Deep Valley Power Systems Ltd. to remove the fence from Range Road 223 service road right-of-way on plan 1246RS Lot A by July 31, 2022. For: Reeve Olsen, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Against: Deputy Reeve Bill Smith Absent: Councillor Scott, Councillor Burton CARRIED MOTION: 22.01.43 Moved by: COUNCILLOR DAVE BERRY That Council rescind motion 20.01.13, directing Administration to enter into a road lease / licence agreement. For: Reeve Olsen, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Against: Deputy Reeve Bill Smith Absent: Councillor Scott, Councillor Burton CARRIED	I&P		
January 25, 2022	MOTION: 22.01.44 Moved by: COUNCILLOR DALE SMITH That Council rescind motion 21.04.190 – Farmland Access to NW 70-73-21 W5M. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	CAO Serv.	Complete	
January 25, 2022	MOTION: 22.01.45 Moved by: REEVE TYLER OLSEN That Council authorize Administration to sell surplus Fire Truck F9 to Foothills Forest Products, located in the Grande Cache area of Alberta in the amount of \$7500.00. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Ratzlaff Against: Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	CAO Serv.		Wayne B.
January 25, 2022	MOTION: 22.01.46 Moved by: COUNCILLOR DALE SMITH That Council appoint the following individuals to the Intermunicipal Weed and Pest Appeal Board as members for the 2022 calendar year: Richard Brochu, Shelley Morrison, Mark Pellerin, Larry Smith, Warren Wohlgemuth, Doug Meneice, Duane Nichols, George Blackhurst, Brianne Brault, Terry Ungarian, Linda Halabisky, Kayln Schug, Gary These, Brenda Yasinski, Brent Reese, Gloria Dechant, Simon Lavoie, Kristy Belzile, and Megan Allard. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	Comm. Serv		
January 25, 2022	MOTION: 22.01.47 Moved by: COUNCILLOR WINSTON DELORME That Council authorize funding to the grant recipients in the amount of \$681, 505.37 as indicated on the attached 2022 Approved Grant Listing, with funds to come from the 2022 Community Service Miscellaneous Grant Budget. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlieff, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	Comm. Serv		

January 25, 2022	MOTION: 22.01.48 Moved by: COUNCILLOR RYAN RATZLAFF That Council provide sponsorship in the amount of \$1,200.00 to the Grande Prairie Regional Sport Connection to host the Alberta North Sport Conference, at Evergreen Park on March 18-19, 2022, with funds to come from the 2022 Community Services Miscellaneous Grants Budget. For: Reeve Olsen, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Against: Deputy Reeve Bill Smith Absent: Councillor Scott, Councillor Burton CARRIED	Comm. Serv		
January 25, 2022	MOTION: 22.01.50 Moved by: COUNCILLOR DALE SMITH That Council direct Administration to send two letters of support to Foothills Forest Products, one for a Forest Management Agreement and one for obtaining a Timber Permit. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	Comm. Serv	Complete	
January 25, 2022	MOTION: 22.01.55 Moved by: DEPUTY REEVE BILL SMITH That Council direct Administration to acquire quotes for a renovation design of the Eagles Nest Hall in Grande Cache, Alberta for the purpose of establishing a professional services building. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	Comm. Serv		
January 25, 2022	MOTION: 22.01.56 Moved by: COUNCILLOR DALE SMITH That Council direct administration to send in a vote in support of hiring Jim Rennie for a one-year contract commencing February 1, 2022, as Executive Director for Northern Area Elected Leaders. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	CAO Serv.	Complete	
January 25, 2022	MOTION: 22.01.57 Moved by: COUNCILLOR WINSTON DELORME That Council approve Evergreens Foundation Capital Grant Funding Agreement for \$2,000,000.00 for the elders’ lodge at the Victor Lake Co-operative. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	Comm Serv		
January 25, 2022	MOTION: 22.01.58 Moved by: COUNCILLOR RYAN RATZLAFF That Council direct Administration to write Alberta Transportation a letter regarding the maintenance and cleaning of intersections along HWY 43 within Greenview after snow events, CC local MLAs and contractors. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Dale Smith, Councillor Delorme, Councillor Schlief, Councillor Rosson, Councillor Ratzlaff, Councillor Berry Absent: Councillor Scott, Councillor Burton CARRIED	I&P		
22 01 18 COTW				
January 18, 2022	MOTION: 22.01.08 Moved by: COUNCILLOR TOM BURTON That Committee of the Whole review and recommend to Council award the deferred 2022 Community Grants. For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlief, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry CARRIED MOTION: 22.01.09 Moved by: COUNCILLOR TOM BURTON That Committee of the Whole recommend to Council the awarding of the 2022 Community Grants as revised. For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlief, Councillor Burton, Councillor Ratzlaff, Councillor Delorme, Councillor Berry CARRIED	Comm. Serv		Lisa L.

January 18, 2022	<p>MOTION: 22.01.11 Moved by: COUNCILLOR TOM BURTON That Committee of the Whole recommend to Council that Administration draft letters to the homeowners in the subdivision of Landry Heights and the Hamlet of Grovedale stating that Greenview will no longer be providing residential driveway snow plow service as of June 1, 2022. For: Reeve Olsen, Deputy Reeve Smith, Councillor Didow, Councillor Rosson, Councillor Schlieff, Councillor Burton, Councillor Ratzlaff, Councillor Berry Absent: Councillor Delorme</p> <p>CARRIED</p>	I/P	Complete	
22 01 11 RCM				
January 11, 2022	<p>MOTION: 22.01.09 Moved by: COUNCILLOR DUANE DIDOW That Council award Contract 1- Equipment Supply for Wastewater Screening Equipment to Zima Corporation (Kusters Water Division) in the amount of \$404, 622.00 excluding GST with funds to come from the approved Capital budget project WW19002. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	I&P	Complete	
January 11, 2022	<p>MOTION: 22.01.10 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to renew the property lease on a month-by-month basis, plus additional property taxes – RV Storage Lot 1-53 Block 40 Plan 7822521 Grande Cache, Alberta, under customer ID 187501 with Clasik Home Hardware. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	P&D	In Progress	Jennifer S.
January 11, 2022	<p>MOTION: 22.01.12 Moved by: COUNCILLOR DUANE DIDOW That Council direct Administration to cancel the portion of property taxes not covered by Grants In Lieu of Property Taxes on tax roll 308689 for the 2021 and 2022 property taxes. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	Corp Serv	In progress	Marilyn
January 11, 2022	<p>MOTION: 22.01.13 Moved by: COUNCILLOR TOM BURTON That Council accept the request to waive the November 16, 2021, penalty in the amount of \$14.63 on tax roll 4064000 on compassionate grounds due to extenuating circumstances. For: Councillor Burton, Councillor Schlieff, Councillor Didow, Councillor Berry, Councillor Smith, Councillor Ratzlaff Against: Deputy Reeve Bill Smith, Councillor Scott, Councillor Rosson, Reeve Olsen, Councillor Delorme</p> <p>CARRIED</p>	Corp Serv	Complete	Marilyn
January 11, 2022	<p>MOTION: 22.01.14 Moved by: COUNCILLOR DUANE DIDOW That Council approve a capital grant in the amount of \$27,666.89 to the Bighorn Golden Age Club for the engineering costs for phase 3 of the renovation project, with funds to come from the Community Services Miscellaneous Grants.</p> <p>MOTION: 22.01.15 Moved by: COUNCILLOR DUANE DIDOW That Council defer motion “Bighorn Golden Age” and bring back before the end of March. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	Comm. Serv	Complete	
January 11, 2022	<p>MOTION: 22.01.16 Moved by: COUNCILLOR RYAN RATZLAFF That Council approve sponsorship in the amount of \$2,000.00 to the Grande Cache Community Events Foundation for the annual Winter Wonderland event to held between December 17, 2021 and December 31, 2021 at the Bird’s Eye Park, with funds to come from the 2021 Community Services Miscellaneous Grants Budget. For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	Comm. Serv		

January 11, 2022	<p>MOTION: 22.01.17 Moved by: COUNCILLOR DALE SMITH</p> <p>That Council approve the reallocation of the remaining 2015 capital grant in the amount of \$19,167.73 awarded to the Sweathouse Community Hall for upgrades to the hall and curling rink as well as winter activities in the curling rink.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	Comm. Serv		
January 11, 2022	<p>MOTION: 22.01.19 Moved by: COUNCILLOR WINSTON DELORME</p> <p>That Council authorize Administration to send the Greenview Grizzly Populations letter to the Honourable Nate Horner, Minister of Agriculture, Forestry, and Rural Economic Development and the Honourable Jason Nixon, Minister of Environment and Parks, as amended.</p> <p>-2C MLAs, RMA and other municipalities along the Eastern Slopes</p> <p>-Add a request for a plan for mitigation/control</p> <p>-Remove first paragraph</p> <p>Absent: Councillor Smith</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	Comm. Serv	Complete	
January 11, 2022	<p>MOTION: 22.01.21 Moved by: DEPUTY REEVE BILL SMITH</p> <p>That Council direct Administration to do preliminary design work in 2022 for a Potable Trickle Feed Water Point in Nose Creek, with a build date of 2023.</p> <p>Absent: Councillor Smith</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	I&P	In Progress	
January 11, 2022	<p>MOTION: 22.01.23 Moved by: COUNCILLOR WINSTON DELORME</p> <p>That Council direct Administration to re-establish the water well and equipment that existed previously at PT-10-57-5 W6M Muskeg Seepee Cooperative, with funds to come from the 2022 Capital budget.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	I&P	In Progress	
January 11, 2022	<p>MOTION: 22.01.25 Moved by: COUNCILLOR WINSTON DELORME</p> <p>That Council direct Administration to negotiate a funding agreement with the Evergreen Foundation for the purpose of establishing an Elders Lodge at the Victor Lake Coop by the January 25, 2022, Council Meeting.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	Comm. Serv		
January 11, 2022	<p>MOTION: 22.01.26 Moved by: COUNCILLOR DALE SMITH</p> <p>MOTION: That Council approve the land purchase of 1,943.28 acres, all located within Township 67, Range 5, W6M and includes lands within N ½ Section 10, NW ¼ Section 11, S ½ Section 14, all Section 15, E ½ Section 16, E ½ Section 21, all Section 22, W ½ Section 23, W ½ Section 27, SW ¼ Section 34, for the Greenview Industrial Gateway project as per the appraised assessment value per acre established by the Government of Alberta, with an upset limit of \$3,000,000.00, with funds to come from the Economic Development Reserve.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	Comm. Serv		
January 11, 2022	<p>MOTION: 22.01.27 Moved by: COUNCILLOR WINSTON DELORME</p> <p>That Council approve sponsorship in the amount of \$22,374.00 plus GST for the Canadian Hydrogen Convention, April 26 – 28th, 2022 in Edmonton, Alberta, with funds to come from the Greenview Industrial Gateway Budget.</p> <p>For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Burton, Councillor Didow, Councillor Delorme, Councillor Smith, Councillor Ratzlaff, Councillor Scott, Councillor Rosson, Councillor Berry, Councillor Schlieff</p> <p>CARRIED</p>	Comm. Serv		
January 11, 2022	Councillor Berry made a Notice of Motion that Administration bring back the Sunset House Water Point information for consideration to the February 22, 2022, Regular Council Meeting.	I&P	In Progress	
January 11, 2022	Reeve Olsen made a Notice of Motion that Administration come up with a plan for options for the Ball Diamond/RV Storage area within Grande Cache, for the March 8, 2022 Regular Council Meeting.	Comm. Serv/I&P		
January 11, 2022	Councillor Rosson made a Notice of Motion that Administration come back with a report for Deep Valley Power fencing and options located south of Valleyview, for the January 25 Regular Council Meeting.	I&P	Complete	

January 11, 2022	MOTION: 22.01.31 Moved by: COUNCILLOR SALLY ROSSON That Council direct Administration to negotiate a potential funding agreement with Grande Cache physicians for the purpose of establishing a medical clinic in the Hamlet of Grande Cache, Alberta. For: Reeve Olsen, Deputy Reeve Smith, Councillor Delorme, Councillor Ratzlaff, Councillor Rosson, Councillor Berry, Councillor Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Didow CARRIED	Comm. Serv		
January 11, 2022	MOTION: 22.01.32 Moved by: COUNCILLOR DALE SMITH That Council direct Administration to send a letter to the Minister of Environment and Parks, and CC Ag and Forestry, MLAS, RMA, ASB Boards, and all Rural Alberta Municipalities regarding the management of elk and the impacts of depredation within the MD of Greenview. For: Reeve Olsen, Deputy Reeve Smith, Councillor Delorme, Councillor Ratzlaff, Councillor Rosson, Councillor Berry, Councillor Smith, Councillor Burton, Councillor Scott, Councillor Schlieff, Councillor Didow CARRIED	Comm. Serv		
21 12 21 COTW				
December 21, 2021	MOTION: 21.12.126 Moved by: COUNCILLOR TOM BURTON That Committee of the Whole accept the report regarding the recommended contractor management software, Avetta, for information, as presented. MOTION: 21.12.127 Moved by: COUNCILLOR SALLY ROSSON Council makes a motion to defer “Avetta Contractor Management” to the next Committee of the Whole Meeting For: Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Berry, Councillor Burton, Councillor Scott, Councillor Ratzlaff, Councillor Rosson, Councillor Delorme, Councillor Smith, Councillor Didow, Councillor Christine Schlieff CARRIED	Health and Safety		
December 21, 2021	MOTION: 21.12.12 Moved by: COUNCILLOR WINSTON DELORME That Committee of the Whole accept the Health and Safety Orientation for information as presented. MOTION: 21.12.128 Moved by: COUNCILLOR SALLY ROSSON Council makes a motion to defer “Safety Orientation” to the next Committee of the Whole. For: Reeve Tyler Olsen, Deputy Reeve Bill Smith, Councillor Berry, Councillor Burton, Councillor Scott, Councillor Ratzlaff, Councillor Rosson, Councillor Delorme, Councillor Smith, Councillor Didow, Councillor Christine Schlieff CARRIED	Health and Safety		
21 12 14 RCM				
December 14, 2021	MOTION: 21.12.655 Moved by: COUNCILLOR SALLY ROSSON That Council direct Administration to offer the lease of the Greenview Veterinary Clinic to Poz and Hooves Animal Care Ltd for a 3-year term set out as follows: - \$3000.00 per month building lease and \$500.00 per month equipment lease from January 1, 222, to December 31, 2022. - \$3250.00 per month building lease and \$500.00 per month equipment lease from January 1, 2023, to December 31, 2023 - \$3500.00 per month building lease and \$500.00 per month equipment lease from January 1, 2024, to December 31, 2024 CARRIED	COMM. SERVICES		Sheila K.
December 14, 2021	MOTION: 21.12.659 Moved by: COUNCILLOR WINSTON DELORME That Council approve a 2.0% Market Cost Of Living Adjustment for Council and staff, effective January 1, 2022.	HR/CORP	Complete	Tisha
December 14, 2021	Councillor Rosson put forth a notice of motion That Council direct Administration to provide a report regarding the drainage work completed on the undeveloped road allowance and the expected benefits for the drainage ditch east of NE-12-70-22 W5M	I&P	In progress	Leah
December 14, 2021	MOTION: 21.12.670 Moved by: COUNCILLOR DALE SMITH That Council direct Administration to submit two letters to Minister of Environment and Parks, one regarding the delay in renewals of leases, and one regarding private land sales. CARRIED	I.&P.	In progress	

21 11 09 RCM				
November 9,2021	MOTION: 21.11.623 Moved by: COUNCILLOR DAVE BERRY That Council authorize Administration to transfer the listed operational equipment to the rental equipment fleet as amended: •8’ pull blade (AG 003) •8’ deep tillage cultivator (AG 004) •8’ disk (AG 005) •8’ diamond harrow (AG 007) •8’ rotary tiller (AG 009) •9’ pull blade (AG 011) CARRIED	Comm. Serv.	Complete	Sheila K.
November 9,2021	MOTION: 21.11.625 Moved by: COUNCILLOR SALLY ROSSON That Council approve the forced residential road access request to access SW 30-69-23 W5 to be constructed in 2022, with funds to come from the 2022 Construction Budget with the land being provided by each landowner. CARRIED	I & P	Complete	
November 9,2021	MOTION 21.11.643 Moved by: COUNCILLOR DOANE DIDOW That Council direct administration to contact the Government of Alberta to present to Council the strategy for recruiting doctors for Grande Cache. CARRIED Absent Councillor Tom Burton MOTION 21.11.644 Moved by: COUNCILLOR SALLY ROSSON That Council direct administration to investigate the potential of entering into a lease for the existing Grande Cache Medical Clinic for a short term. CARRIED Absent Councillor Tom Burton MOTION 21.11.645 Moved by COUNCILLOR WINSTON DELORME That Council direct administration to investigate the potential of establishing a professional services facility within the Eagles Nest Hall in Grande Cache. CARRIED Absent Councillor Tom Burton	Comm. Serv.	Letter complete, lease information received/complete, investigating renovation in progress	Teresa/Michelle
21 10 26 RCM				
October 26, 2021	Councillor Berry makes a Notice of Motion that Council direct Administration to provide a status report including potential partnership options on the replacement of the Alberta Transportation Bridge BF# 73971, located at NW 20-69-19 W5.	I&P	In Progress	Leah
October 26, 2021	Councillor Didow makes a Notice of Motion that Administration investigate a Recreation board in Grande Cache.	Comm Serv	Complete	Michelle / Teresa
21 10 12 RCM				
21 09 28 RCM				
September 28, 2021	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. CARRIED	Comms		
21 09 21 COTW				
21 09 14 RCM				
September 14, 2021	MOTION: 21.09.459 Moved by: REEVE DALE SMITH That Council direct Administration to develop a Transmissible Illness policy to help reduce the spread of illness to others in the workplace as it relates to Administration and Council. CARRIED	Human Resources	Complete	Lori M.
21 08 24 RCM				

August 24, 2021	MOTION: 21.08.427 Moved by: COUNCILLOR DALE GERVAIS That Administration bring back a report on the legal ownership regarding properties in which municipal assets exist where the municipality does not own the land. FOR: Councillor Didow, Councillor Delorme, Councillor Urness, Councillor Olsen, Councillor Acton, Reeve Dale Smith, Councillor Chapman, Councillor Gervais, Councillor Burton, Deputy Reeve Bill Smith CARRIED	Corp. Serv.	In progress	Jamie H.
21 07 28 Special CM				
21 07 27 RCM				
July 27, 2021	MOTION: 21.07.386 Moved by: COUNCILLOR DUANE DIDOW That Council direct administration to explore the possibility of joining the West Yellowhead Regional Management Authority for disposal of solid waste from the Grande Cache landfill. UNANIMOUS CARRIED	Enviro.	Complete	Doug
21 07 20 COTW				
21 06 22 RCM				
21 06 15 COTW				
21 06 08 RCM				
June 8, 2021	MOTION: 21.06.294 Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to work with the landowner to submit an application for a road closure to a portion of road plan 8921846. CARRIED	I & P	In progress	Leona
June 8, 2021	MOTION: 21.06.298 Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to discontinue the use of the Greenview Regional Multiplex Logo for external and internal advertising and promotion, and have it replaced with the MD of Greenview Corporate Logo. CARRIED	Comms	In Progress	
21 05 25 RCM				
May 25, 2021	MOTION: 21.05.273 Moved by: COUNCILLOR TYLER OLSEN That Council direct Administration to pursue option #1 A for the purpose of addressing multiple driveways encroachments onto municipal land located at 272 Mawdsley Crescent, Grande Cache Alberta, if landowner compliance is not achieved. CARRIED	Planning & Development	In progress	
May 25, 2021	MOTION: 21.05.274 Moved by: COUNCILLOR TYLER OLSEN That Council direct Administration to pursue Option B to rectify encroachment issues located on properties adjacent to Lot 41MR Grande Cache, Alberta, excluding 272 Mawdsley Crescent. CARRIED	Planning & Development	In progress	
May 25, 2021	MOTION: 21.05.275 Moved by: COUNCILLOR TYLER OLSEN That Council direct Administration to pursue option A to rectify the encroachment issues on Leonard Street, Grande Cache Alberta, if compliance is not achieved by landowner. CARRIED	Planning & Development	In progress	
May 25, 2021	MOTION: 21.05.279 Moved by: COUNCILLOR SHAWN ACTON That Council endorse the proposed annexation of the lands described as Plan 1922148, Block 2 and Plan 192248 Block 3, as requested by the Town of Fox Creek and direct Administration to provide written confirmation of said endorsement to the Town of Fox Creek. CARRIED	Planning & Development	In progress	
21 04 13 RC Meeting				
April 13, 2021	MOTION: 21.04.190 Moved by: COUNCILLOR TYLER OLSEN That Council approve the farmland access request to access NW 20-73-21 W5M to be constructed in 2021, with funds to come from the 2021 Construction Budget, contingent on refusal of an application to AB Trans. for access off of Highway 49. CARRIED	I & P	Complete	

April 13, 2021	MOTION: 21.04.196 Moved by: COUNCILLOR LES URNESS That Council direct Administration to research the concept of polling the rural and small urban municipalities in British Columbia, Alberta, Saskatchewan and Manitoba to form an association as a federal voice similar to FCM. For: UNANIMOUS Opposed: CARRIED	CAO Services	In Progress	
21 03 24 RC Meeting				
March 23, 2021	MOTION: 21.03.148 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration to contact the City of Grande Prairie and the County of Grande Prairie to come up with a funding agreement in regards to Nitehawk Year Round Adventure Park. CARRIED	Community Services	In progress	Michelle / Teresa
21 03 09 RC Meeting				
March 9, 2021	MOTION: 21.03.116 Moved by: COUNCILLOR ROXIE CHAPMAN That Council direct Administration to enter Greenview into an agreement with the County of Grande Prairie for the development of a Class B fire training facility, located at 60051 Highway 668, County of Grande Prairie, totalling \$250, 000 with funds to come from the Municipal Stimulus Funding Grant Program. CARRIED	Fire Services	In Progress Included in 2021 budget	
March 9, 2021	MOTION: 21.03.117 Moved by: COUNCILLOR TOM BURTON That Council authorize Administration to enter into an agreement with the Grande Cache Firefighters Association to develop a Fire training Centre on the grounds of the Grande Cache Public Service Building (SE 4-57-8 W6M), with an upset limit of \$125, 000.00 with funds to come from the 2021 Protective Services Capital Budget contingent on the Grande Cache Firefighters Association contribution of \$82,000.00. CARRIED	Fire Services	In Progress Included in 2021 budget	
21 02 23 RC Meeting				
February 23, 2021	MOTION: 21.02.081 Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to develop a stand-alone policy to deal with perceived conflict of interest. Favour: Councillor Didow, Reeve Dale Smith, Councillor Chapman, Deputy Reeve Bill Smith, Councillor Urness, Councillor Gervais. Opposed: Councillor Delorme, Councillor Acton, Councillor Burton, Councillor Olsen CARRIED	Leg Services	In Progress	Sarah
21 02 09 RC Meeting				
February 9, 2021	MOTION: 21.02.042. Moved by: COUNCILLOR DUANE DIDOW That Council direct Administration to draft a bylaw prohibiting the use of firearms and bows within the Hamlet of Grande Cache (Ward 9). CARRIED	CAO Serv.	In progress	Danie L.
21 01 26 RC Meeting				
21 01 19 COTW Meeting				
21 01 12 RC Meeting				
January 12, 2021	MOTION: 21.01.003. Moved by: DEPUTY REEVE BILL SMITH That Council authorize administration to enter into an agreement with the Landry Heights Homeowners Association for the purpose of operating a community park within the municipal reserve located at SE-15-70-6 W6M CARRIED	Rec. Serv.	In progress	Deborah W.
20 12 14 RC Meeting				
20 11 09 RC Meeting				
November 9, 2020	MOTION: 20.11.589. Moved by: COUNCILLOR WINSTON DELORME That Council authorize Administration to enter into an agreement with the Grande Prairie Youth Emergency Shelter in the amount of \$500,000.00 for the construction of a new youth emergency shelter in Grande Prairie, Alberta, contingent on the security of the balance of the funding for the project, with funds to come from the 2021 Community Service Budget. CARRIED	Com. Serv.	In progress, accrued to 2022, pending applicant's remaining funding being secured.	Lisa / Teresa
20 10 13 RC MEETING				

October 13, 2020	MOTION: 20.10.479. Moved by: COUNCILLOR SHAWN ACTON That Council approve the sale and consolidation of approximately 1.618 hectare ± of the undeveloped road allowance lying between NW-19-72-20-W5 and NE-24-72-21-W5 as shown on Schedule ‘A’ hereto, to John Pozniak, for a total price of \$2,929.58 plus GST, plus all associated survey and transfer costs, subject to Ministerial approval and third reading of Bylaw 20-856. CARRIED	Planning & Dev	Complete	
20 09 21 COTW Meeting				
September 21, 2020	MOTION: 20.09.279. Moved by: COUNCILLOR DALE GERVAIS That Committee of the Whole recommend that Administration bring back Policy 1502 to the Policy Review Committee. CARRIED	Corp. Serv.	Complete	Jamie
20 09 14 RC Meeting				
20 05 25 RC Meeting				
20 01 27 RC Meeting				
January 27, 2020	MOTION: 20.01.57. Moved by: COUNCILLOR DALE GERVAIS That Council direct administration to bring back an amendment to the Land Use Bylaw to allow RV Sani-Dumps in recreational district permitted use. CARRIED	I &P and P&D/Leg Serv	Complete	
20 01 13 RC Meeting				
January 13, 2020	MOTION: 20.01.13. Moved by: COUNCILLOR DALE GERVAIS That Council direct Administration to enter into a Road Lease/License Agreement with Deep Valley Power Systems Ltd. on the west side of SW-22-68-22-W5. CARRIED	P & D	See motion from Jan 25, 2022 Complete	
19 06 10 RC Meeting				
	18 10 09 RC Meeting			
Oct. 9, 2018	MOTION: 18.10.559. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land in the Grovedale area for industrial development, once Alberta Environment and Parks has reviewed their application to purchase process. CARRIED MOTION: 18.10.560. Moved by: REEVE DALE GERVAIS That Council rescind motion 18.10.559., in regard to the Grovedale Public Land Purchase. CARRIED MOTION: 18.10.561. Moved by: COUNCILLOR BILL SMITH That Council direct Administration to pursue the purchase of public land, NE 35-68-6 W6M and the NW 36-68-6 W6M, in the Grovedale area for industrial development. CARRIED	I & P	In Progress- Could take 2+ years, just arranged for digital sketch to be provided.	Sally