



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

February 22, 2022

9:00 a.m.

Administration Building
Valleyview, AB

#1	CALL TO ORDER	
#2	ADOPTION OF AGENDA	
#3	MINUTES	
	3.1 Regular Council Meeting Minutes held February 8, 2022.	3
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#11	ADJOURNMENT	

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, February 8, 2022

**#1
CALL TO ORDER
PRESENT**

Reeve Tyler Olsen called the meeting to order at 9:00 a.m.

Ward 9	Reeve Tyler Olsen
Ward 8	Deputy Reeve Bill Smith
Ward 1	Councillor Winston Delorme
Ward 2	Councillor Ryan Ratzlaff
Ward 3	Councillor Sally Rosson
Ward 4	Councillor Dave Berry
Ward 5	Councillor Dale Smith
Ward 6	Councillor Tom Burton
Ward 7	Councillor Jennifer Scott (virtual)
Ward 8	Councillor Christine Schlieff
Ward 9	Councillor Duane Didow

ATTENDING

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

ABSENT

**#2
AGENDA**

MOTION: 22.02.62 Moved by: COUNCILLOR WINSTON DELORME
That Council adopt the Agenda of the February 8, 2022, Regular Council Meeting as amended.

- Change Agenda item 7.11 to Agenda item 6.2 Bylaw 21-898 Grande Cache Recreation Board

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

CARRIED

**#3
MINUTES**

MOTION: 22.02.63 Moved by: COUNCILLOR CHRISTINE SCHLIEF
That Council adopt the minutes of January 25, 2022, Regular Meeting as presented.

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

CARRIED

**3.2 BUSINESS
ARISING
FROM THE MINUTES**

3.2 BUSINESS ARISING FROM MINUTES

- Deep Valley Power Update

#4 PUBLIC HEARING

4.0 PUBLIC HEARING

There were no Public Hearings presented.

#5 DELEGATIONS

5.0 DELEGATIONS

**#6
BYLAWS**

6.0 BYLAWS

BYLAW 22-922

6.1 BYLAW 22-922 RE-DESIGNATE FROM AGRICULTURE ONE DISTRICT TO COUNTRY RESIDENTIAL ONE DISTRICT

MOTION: 22.02.64 Moved by: COUNCILLOR DALE SMITH

That Council give first reading to Bylaw 22-922, to re-designate a 4.00-hectare area from Agricultural One (A-1) District to Country Residential One (CR-1) District within NE 12-72-2-W6.

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

CARRIED

**BYLAW 22-898
1ST READING**

6.2 Bylaw 22-898 Grande Cache Recreation Board

MOTION: 22.02.65 Moved by: COUNCILLOR DUANE DIDOW

That Council approve Bylaw 22-898, for the purpose of establishing a Grande Cache Recreation Board, for first reading as amended.

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

CARRIED

**BYLAW 22-898
2ND READING**

MOTION: 22.02.66 Moved by: COUNCILLOR WINSTON DELORME
That Council approve Bylaw 22-898, for the purpose of establishing a Grande Cache Recreation Board, for second reading as amended.

For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Didow, Councillor Delorme, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry
Against: Councillor Burton

CARRIED

7.0 NEW BUSINESS

7.1 2021 Q4 CAPITAL AND OPERATING YEAR TO DATE

**Q4 CAPITAL &
OPERATING**

MOTION: 22.02.67 Moved by: COUNCILLOR TOM BURTON
That Council accepts the year to date Operating and Capital Budget reports for the period ending December 31, 2021, for information, as presented.

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

CARRIED

7.2 POLICY 1500 FINANCIAL REPORTING

**POLICY 1500
FINANCIAL
REPORTING**

MOTION: 22.02.68 Moved by: COUNCILLOR JENNIFER SCOTT
That Council approve policy 1500 "Financial Reporting" as presented.

For: Reeve Olsen, Councillor Didow, Councillor Delorme, Councillor Dale Smith, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Berry,
Against: Councillor Burton, Deputy Reeve Bill Smith

CARRIED

7.3 POLICY 1008 COUNCIL AND BOARD REMUNERATION

POLICY 1008

MOTION: 22.02.69 Moved by: COUNCILLOR SALLY ROSSON
That Council approve Policy 1008 "Council and Board Remuneration" as amended.

- Change wording on 2.10 to state "next available Council Meeting."

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

CARRIED

7.4 REQUEST TO WAIVE THE NOVEMBER 16, 2021, PENALTY ON TAX ROLL 182258

REQUEST TO WAIVE

MOTION: 22.02.70 Moved by: COUNCILLOR RYAN RATZLAFF

That Council take no action on the request to waive the November 16, 2021, penalty in the amount of \$88.48 on tax roll 182258.

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

CARRIED

7.5 PROVINCIAL EDUCATION REQUISITION CREDIT & DESIGNATED INDUSTRIAL REQUISITION CREDIT

PERC

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.

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

CARRIED

Reeve Olsen recessed the meeting at 10:04 a.m.

Reeve Olsen reconvened the meeting at 10:14 a.m.

7.6 EXPECTED BENEFITS FOR DRAINAGE DITCH EAST OF NE 12-70-22 W5M REPORT

DRAINAGE DITCH

MOTION: 22.02.72 Moved by: COUNCILLOR SALLY ROSSON

That Council accepts the report on the drainage work completed on the undeveloped road allowance east of NE-12-70-22-W5M for information, as presented.

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

CARRIED

**DEBOLT CREEK
STABILIZATION**

7.7 DEBOLT CREEK STABILIZATION

MOTION: 22.02.73 Moved by: COUNCILLOR TOM BURTON

That Council accept the DeBolt Creek Stabilization report for information as presented.

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

CARRIED

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.

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

CARRIED

**RESIDENTIAL SNOW-
PLOW**

7.8 RESIDENTIAL SNOW-PLOW SERVICE

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.

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

CARRIED

CLOSED

CLOSED SESSION

MOTION: 22.02.76 Moved by: DEPUTY REEVE BILL SMITH

That the meeting go to Closed Session, at 11:11 a.m. pursuant to Section 197 of the Municipal Government Act, 2000, Chapter M-26 and amendments thereto, and Division 2 of Part 1 of the Freedom of Information and Protection Act, Revised Statutes of Alberta 2000, Chapter F-25 and amendments thereto, to discuss Privileged Information with regards to the Closed Session.

For: 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

CARRIED

OPEN SESSION

OPEN SESSION

MOTION: 22.02.77 Moved by: COUNCILLOR DALE SMITH
That, in compliance with Section 197(2) of the Municipal Government Act,
this meeting come into Open Session at 11:29 a.m.

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

CARRIED

**DEBOLT SENIOR
HOUSING**

7.9 DEBOLT SENIOR HOUSING

MOTION: 22.02.78 Moved by: COUNCILLOR TOM BURTON
That Council accept the DeBolt Senior Housing Report for information, as
presented.

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

CARRIED

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.

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

CARRIED

**BIGHORN GOLDEN
AGE**

7.10 BIGHORN GOLDEN AGE CLUB GRANT REQUEST

MOTION: 22.02.80 Moved by: COUNCILLOR WINSTON DELORME
That Council lift motion #22.01.14 Bighorn Golden Age.

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

CARRIED

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.

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

CARRIED

**GRM ADVISORY
BOARD APPT.**

7.12 GREENVIEW REGIONAL MULTIPLEX BOARD MEMBER APPOINTMENT

MOTION: 22.02.82 Moved by: COUNCILLOR WINSTON DELORME
That Council appoint Cindy Soderquist as a Member at Large to the Greenview Regional Multiplex board.

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

CARRIED

7.13 MANAGERS REPORTS

MOTION: 22.02.83 Moved by: COUNCILLOR DALE SMITH
That Council accept the Managers reports for information, as presented.

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

CARRIED

**#8
NOTICE OF MOTION**

8.0 NOTICE OF MOTION

Reeve Olsen recessed the meeting at 12:06 p.m.
Councillor Dale Smith exited the meeting at 12:20 p.m.
Reeve Olsen reconvened the meeting at 12:45 p.m.

**#10 MEMBER
REPORTS AND
EXPENSE CLAIMS**

10.0 MEMBERS BUSINESS

- WARD 1** **COUNCILLOR WINSTON DELORME** updated Council on recent activities, which include;
- January 25, Regular Council Meeting
 - Agricultural Services Board Conference
 - Victor Lake Elders Lodge Design Meeting
- WARD 2** **COUNCILLOR RYAN RATZLAFF** updated Council on recent activities, which include;
- January 25, Regular Council Meeting
- WARD 3** **COUNCILLOR SALLY ROSSON** updated Council on recent activities, which include;
- January 25, Regular Council Meeting
 - RMA Resolutions Webinar
 - RMA Member Engagement Webinar
- WARD 4** **COUNCILLOR DAVE BERRY** updated Council on recent activities, which include;
- January 25, Regular Council Meeting
 - Agricultural Service Board Conference
 - Sweathouse Hall Board Meeting
- WARD 5** **COUNCILLOR DALE SMITH** updated Council on recent activities, which include;
- January 25, Regular Council Meeting
 - Heart River Housing Meeting
- WARD 6** **COUNCILLOR TOM BURTON** updated Council on recent activities, which include;
- January 25, Regular Council Meeting
 - Grande Spirit Meeting
 - MD Greenview Library Board Meeting
 - International Paper Meeting
 - Grande Spirit Meeting
- WARD 7** **COUNCILLOR JENNIFER SCOTT** updated Council on recent activities, which include;
- January 25, Regular Council Meeting
 - RMA Webinars
- WARD 8** **COUNCILLOR BILL SMITH** updated Council on recent activities, which include;
- January 25, Regular Council Meeting
 - Agricultural Services Board Conference

WARD 8

COUNCILLOR CHRISTINE SCHLIEF updated Council on recent activities, which include;

- January 25, Regular Council Meeting
- Economic Development Zoom from RMA
- International Paper Meeting

WARD 9

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

- January 25, Regular Council Meeting
- Grande Prairie Regional Tourism Association
- Community Futures West Yellowhead
- FCSSAA Board Meeting

WARD 9

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

- January 25, Regular Council Meeting
- Meeting with Mayor Clayton
- Nitehawk Board meeting
- River of Death and Discovery Museum Meeting
- Community Futures
- Community Futures Chair Training

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.

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

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.

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

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

MEMBERS BUSINESS

MOTION: 22.02.87 Moved by: COUNCILLOR TOM BURTON
That Council accept the Members Business Reports for information as presented.

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

**#11
ADJOURNMENT**

11.0 ADJOURNMENT

MOTION: 22.02.88 Moved by: COUNCILLOR SALLY ROSSON
That Council adjourn this Regular Council Meeting at 1:36 p.m.

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

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT:	Bylaw 22-878 Grande Cache Cemetery		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER: KK
DEPARTMENT:	ECONOMIC DEVELOPMENT	DIR: MH	PRESENTER: LL
STRATEGIC PLAN:	Quality of Life	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Cemeteries Act, RSA 2000, Chapter C-3, Municipal Government Act RSA 2000 M-26, Public Health Act, RSA 2000, c. P-37, General Regulation AR 249/98, Bodies of Deceased Persons Regulation AR 135/2008

Council Bylaw/Policy (cite) –Bylaw 811 Cemetery, Bylaw 22-878 Grande Cache Cemetery

RECOMMENDED ACTION:

MOTION: That Council give second reading to Bylaw 22-878 Grande Cache Cemetery as presented.

MOTION: That Council give third reading to Bylaw 22-878 Grande Cache Cemetery as presented.

BACKGROUND/PROPOSAL:

Administration is presenting an updated Grande Cache Cemetery bylaw as the current one is outdated and is not a true reflection of the current operations.

The processes of interment and disinterment shall remain the same, the changes reflect the operation of the cemetery and ensure compliance with all relevant regulations.

The revised bylaw provides authority of the cemetery operations to the CAO or designate rather than the Manager of Public Works in Grande Cache.

As well, the maintenance and care of the Grande Cache cemetery has been updated in this bylaw to better aid the operations carried out by Greenview staff. Previously, staff were unable to move monuments. Now, if a monument is found to be a hazard or removal is required to gain access to a plot for interment preparation, staff may do so without the permission of the owner, provided the monument is replaced in its original position. Further, if a monument is in a state of disrepair which may pose a hazard or risk to the public or is detrimental to the maintenance and aesthetics of the Cemetery, and the disrepair has not been caused by Cemetery operations, the monument may be removed and placed in storage if after 30 days following a written notice, the owner does not repair or remove the monument.

Planting of trees and shrubs is no longer permitted as the root systems interfere with new and existing plots.

A number of additional general provisions have also been added to address concerns brought forward by staff and public over the years, such as no vehicles with trailers, a maximum speed of 30 km/h, no pets and no solicitation.

The Grande Cache Cemetery is the only Greenview cemetery that Greenview staff operate as there is no cemetery committee in Grande Cache to look after this.

Changes to the bylaw after first reading include monuments being required to be placed on monument foundations, the removal and repair of monuments has been revised, the necessity of biodegradable urns has been removed and grammatical changes have been made.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have a clear updated bylaw for the Grande Cache cemetery in compliance with legislation.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw No. 21-878 for further discussion or information.

Alternative #2: Council has the alternative to make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will post the bylaw accordingly.

ATTACHMENT(S):

- Bylaw 22-878 Grande Cache Cemetery Bylaw
- Bylaw 811 Cemetery Bylaw

**Town of Grande Cache
BYLAW NO. 811**

BEING A BYLAW OF THE TOWN OF GRANDE CACHE IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL AND REGULATION OF THE GRANDE CACHE MUNICIPAL CEMETERY

WHEREAS the Town of Grande Cache owns a parcel of land in Lot A, Plan 6285 NY, containing 8.90 acres described as the NE ¼ of Section 4, Township 57, Range 8, West of the 6th Meridian, known as the Grande Cache Cemetery, and

WHEREAS *pursuant to the Municipal Government Act, RSA 2000, Chapter M-26 as amended*, section 7 provides that a Municipal Council may pass a Bylaw for the purposes respecting (a) the safety, health and welfare of people and the protection of people and property and section 7(f) for services provided by or on behalf of the municipality, and

WHEREAS the Town deems it desirable to provide for the control and regulation of the Cemetery under the control of the Town in accordance with the Cemeteries Act, RSA 2000, Chapter C-3; and

NOW THEREFORE the Council of the Town of Grande Cache, duly assembled in Council Chambers in Grande Cache, Alberta, enacts as follows:

1.0 TITLE

This bylaw shall be called the 'Cemetery Bylaw'.

2.0 DEFINITIONS

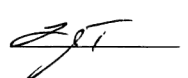
2.1 In this bylaw, unless the context otherwise requires:

- a) **Block** shall mean a specific area within the cemetery as designated by the Town of Grande Cache.
- b) **Cemetery** shall mean the Grande Cache Municipal Cemetery in the Town of Grande Cache, owned and operated by and under the control of the Town and situated on Lot A, Plan 6285 NY, containing 8.90 acres described as part of the NE ¼ of Section 4, Township 57, Range 8, West of the 6th Meridian.
- c) **Chief Administrative Officer** (CAO) shall mean the Chief Administrative Officer for the Town of Grande Cache.
- d) **Columbarium** shall mean a structure designed for storing the ashes of dead human bodies or other human remains that have been cremated.
- e) **Council** shall mean the Council for the Town of Grande Cache.
- f) **Indigent** shall mean a person without means, support, or known relatives requiring burial at the Cemetery.
- g) **Hours of Work** shall mean the regular hours of work between 7:30 am and 3:30 pm Monday through Friday, excluding declared or Statutory Holidays.
- h) **Maintenance** shall mean the care, up keep and grooming of cemetery grounds excluding the care, maintenance, upkeep, repair or replacement of any monument or any object which has been placed as a marker.
- i) **Monument** shall mean any structure in the Cemetery erected or constructed on any grave or Plot, for memorial purposes.
- j) **Perpetual Care** shall mean the care supplied by the Town of Grande Cache which is to include seeding of plots and grave surfaces, watering, seasonal cutting of grass and weeds and keeping plots in a well maintained condition.

Chair Initial



CAO Initial



- k) **Person** shall include an individual, partnership or corporation.
- l) **Plot** shall mean an interment space, which shall include niches, graves and cremains on any plot.
- m) **Reserve Plot** shall mean a Plot or number of Plots which lie adjacent to one another and which are to be reserved for the burial of one or more deceased members of a family.
- n) **Town** shall mean the Town of Grande Cache.
- o) **Town Bylaw Enforcement Officer** shall mean a Bylaw Enforcement Officer appointed by the Town pursuant to the Municipal Government Act, to enforce Town bylaws, and includes a member of the Royal Canadian Mounted Police and, when authorized by Council, a Community Peace Officer.
- p) **Veteran** shall mean a person who was a member of the Armed Forces of Canada, the United Kingdom or any Armed Forces of a country allied with Canada or the United Kingdom who served in any war.

3.0 DUTIES, RIGHTS AND POWERS

- 3.1 The Manager of Public Works and Utilities shall have the sole control of all matters within the Cemetery that are concerned with maintaining of the grounds in a neat and pleasing condition, and to that end, is hereby authorized to regulate and control the Cemetery grounds.
- 3.2 The Chief Administrative Officer or designate shall keep a record of all plots in the cemetery. Such record shall indicate vacant plots available for sale, occupants of those plots used for interment and owners names of reserved plots.
- 3.3 On those matters about which this bylaw is silent, the provisions of the Provincial Cemeteries Act, as amended, and other Provincial Regulations shall apply.

4.0 RECORDS AND SALE OF PLOTS

- 4.1 Plans for burial purposes, including a record of all interments and disinterments will be kept at the Town Office. Copies of all such plans shall be available for inspection, free of charge, at the Town Office during regular office hours.
- 4.2 Plots shall be available for the burial of human remains at all times.
- 4.3 No person shall make a reservation for one or more plots without making payment in full at the time of the reservation.
- 4.4 Upon payment of the full price of any Plot, the Town shall provide a receipt for the said sum.
- 4.5 No reserved plot shall be sold other than back to the Town at 100% (90% OR another percentage) of the sale price for the plot at the time of purchase. A copy of the original receipt must be submitted as 'Proof of Purchase'. If an original receipt is not available, a plot can only be sold back to the Town upon an approved request of Council.
- 4.6 Charges for plots and the fees to be charged for opening and closing shall be in accordance with the rates established in Schedule A of this bylaw.
- 4.7 Veterans and destitute or indigent person will not be charged for a plot.

Chair Initial



CAO Initial



- 4.8 Upon the sale of a plot, the owner of the plot waives any claim to the Town arising by reason of any error or inaccuracy of any plot. The Town will undertake to avoid any errors of description, but its liability shall only extend to a refund of the plot or a plot assigned otherwise situated in the cemetery.

5.0 INTERMENT AND DISINTERMENT

- 5.1 The Funeral Home shall provide a burial permit for the Town's records.
- 5.2 Plots shall not be used for any purpose other than burial grounds for human remains.
- 5.3 All burials are to be made within the confines of a single Plot. There shall not be more than one full body burial in a single Plot.
- 5.4 A maximum of two cremated remains may be buried in one plot.
- 5.5 Notification of intention to inter must be given to the Town during regular office hours at least seventy-two hours prior to the time of the interment. This notification may be waived by the Chief administrative Officer when the body to be interred died from a contagious disease or special circumstances so require.
- 5.6 All plots shall be opened and closed by the Town of Grande Cache.
- 5.7 No interment shall be made without the written proof of ownership of the Plot.
- 5.8 The owner of a plot, or the person instructing the Town of Grande Cache to open a plot, shall give complete and precise instructions regarding the location within the plot. The Town of Grande Cache shall not be responsible for any errors resulting from the lack of proper instruction.
- 5.9 The Town of Grande Cache shall only prepare a plot for interment by means of digging the grave and putting metal shoring into the grave to stabilize the surrounding soil and will not provide lowering devices, mats, wreaths, flowers, or any other devices at the time of said interment.
- 5.10 The burial of destitute or indigent persons may be placed in a plot or plots of the Cemetery as may be designated by the Manager of Public Works and Utilities or as indicated on the Cemetery plans located at the Town of Grande Cache Administration Office.
- 5.11 All work being conducted in the immediate vicinity of a Plot shall be discontinued during a burial service at that Plot.
- 5.12 Disinterment of a body or ashes shall not take place until a permit for disinterment is issued by Provincial Director of Vital Statistics and delivered to the Town.
- 5.13 The person requesting a disinterment shall give complete and precise instructions regarding the location of the grave. The Town shall not be responsible for any errors resulting from the lack of proper instruction.
- 5.14 All interments and disinterments in the Cemetery shall be under the control of the Manager of Public Works and Utilities.
- 5.15 Every owner of a Plot in the Cemetery, or the owner's personal representative, shall be held responsible for the cost of the Plot and for all charges in connection therewith, including disinterment or removal of a body when applicable. The person signing the burial order will be held responsible for all charges in connection with such interment.

Chair Initial



CAO Initial



6.0 MONUMENTS

- 6.1 All Persons employed in the construction and erection of monuments or doing other work in the Cemetery, whether they are employed by the Town or not, shall be subject to the direction and control of the Manager of Public Works and Utilities. No work shall proceed until it is authorized by the Manager of Public Works and Utilities or designate.
- 6.2 Monuments are installed by contractors at the request of the Plot owner or the Plot owner's personal representative.
- 6.3 All monuments must remain fully on the plot purchased (not encroaching on another Plot).
- 6.4 Headstones can be a maximum of 5' in height.
- 6.5 Monuments shall be in keeping with the appearance of other monuments in the Cemetery and with the character of the Cemetery.
- 6.6 The Town will not be responsible for any errors resulting in monuments being designed, or the description on the face being inaccurate.
- 6.7 The Town will not be responsible for normal wear and tear on monuments, this includes small chips and scratches from maintenance equipment.

7.0 MAINTENANCE AND CARE

- 7.1 Cemetery maintenance is to be supplied by the Town of Grande Cache which is to include the seeding of plots, watering, seasonal cutting of grass and weeds and keeping plots in a well maintained condition. Cemetery maintenance shall not mean the care, maintenance, upkeep, repair or replacement of any monument or any object which has been placed as a marker.
- 7.2 The Town of Grande Cache is authorized to remove, or have removed, any weeds, grass, funeral designs or floral pieces which may become wilted, or any other article or thing which, in the opinion of the Town of Grande Cache is unsightly.
- 7.3 If any existing tree or shrub, for any reason interferes with the free use of any plot, the Town of Grande Cache is hereby authorized to remove the tree or shrub or any part thereof.

8.0 GENERAL PROVISIONS

- 8.1 No person shall disturb the quiet and good order of the Cemetery by noise or other improper conduct.
- 8.2 The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
- 8.3 No person shall at any time, take or ride into the cemetery on an Off-Highway vehicle as defined in the Highway Safety Act.
- 8.4 The Town of Grande Cache will take all reasonable precautions to protect the property within the Cemetery, but assumes no responsibility for the loss of, or damage to, any monument, marker or part thereof, or any other article placed on a plot or to a plot itself.
- 8.5 No person shall write upon, deface, injure or change the position of any monument stone or other structure within the cemetery.

Chair Initial



CAO Initial



- 8.6 No person shall deposit any litter of any kind on any portion of the lands within the boundaries of the Cemetery except in the receptacles provided for that purpose.

9.0 ENFORCEMENT

- 9.1 Any person who contravenes a provision of this bylaw is guilty of an offence and is liable to pay a fine not exceeding \$500.00 exclusive of costs, for breach thereof.

10.0 SEVERBILITY

- 10.1 Should any provision of this bylaw be invalid, then such invalid provision shall be severed and the remaining bylaw shall be maintained.

11.0 EFFECTIVE DATE

- 11.1 Bylaw Nos. 96, 97 and 344 are hereby repealed and Resolution No. 082/10 is hereby rescinded.

- 11.2 This bylaw shall come into effect upon third and final reading.

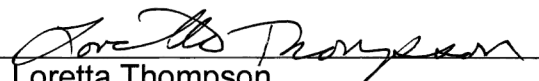
READ a first time this seventeenth day of August, 2016

READ a second time this seventeenth day of August, 2016

READ a third and final time this seventeenth day of August, 2016



Herb Castle
Mayor



Loretta Thompson
Chief Administrative Officer

Schedule A
Grande Cache Cemetery Fee Schedule

Purchase of Plots:

Single, 5' X 10' \$550.00

Open and Close Fees:

	May 15 to November 15	November 16 to May 14
Full Casket - Adult	\$600.00	\$700.00
- Child	\$400.00	\$500.00
Cremation	\$450.00	\$550.00

After 4:00 pm and non-working days - \$150.00 surcharge

Disinterment – double the cost of opening and closing


Columbarium Fees:

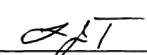
Niche Price and interment (year round) \$600.00
(NOTE - each Niche can hold two urns)

Additional Opening \$100.00

The above prices are plus GST

replace Columbarium Fees
AMENDED
Bylaw No. 815
Date 2016/10/12

Chair Initial 

CAO Initial 



BYLAW No. 22-878 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to provide for the control and regulation of the Grande Cache Cemetery

Whereas, Greenview owns a parcel of land in Lot A, Plan 6285 NY, containing 8.90 acres described as the NE $\frac{1}{4}$ of Section 4, Township 57, Range 8, West of the 6th Meridian, known as the Grande Cache Cemetery; and

Whereas, pursuant to the Municipal Government Act, RSA 2000, Chapter M-26 as amended, section 7 provides that a council may pass a bylaw for the purpose respecting (a) the safety, health and welfare of people and the protection of people and property and section 7(f) for services provided by or on behalf of the municipality, and

Whereas, Greenview deems it desirable to provide for the control and regulation of the Cemetery under the control of Greenview in accordance with the Cemeteries Act, RSA 2000, Chapter C-3; and

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

1. **TITLE**

1.1. This bylaw shall be called the Grande Cache Cemetery Bylaw

2. **DEFINITIONS**

2.1. In this bylaw, unless the context otherwise requires:

- A) **Burial Permit** means a burial permit issued under the Vital Statistics Act, R.S.A 2000, c. V-4, as amended, by the Director of Vital Statistics.
- B) **Block** shall mean a specific area within the cemetery as designated by Greenview.
- C) **Cemetery** shall mean the Grande Cache Municipal Cemetery in the Hamlet of Grande Cache, owned and operated by and under the control of Greenview and situated on Lot A, Plan 6285 NY, containing 8.90 acres described as part of the NE $\frac{1}{4}$ of Section 4, Township 57, Range 8, West of the 6th Meridian.
- D) **Chief Administrative Officer (CAO)** shall mean the Chief Administrative Officer for the Greenview.
- E) **Columbarium** shall mean a structure designed for storing the ashes of dead human bodies or other human remains that have been cremated.

- F) **Council** shall mean the Council for Greenview.
- G) **Cremated Remains** means human bone fragments that remain after cremation that may also include the residue or any other materials cremated with the Human Remains
- H) **Director of Vital Statistics** means a Director appointed under the Vital Statistics Act, R.S.A 2000, c. V-4, responsible for issuing Burial Permits and Disinterment Permits.
- I) **Disinter** means the removal of human remains, from a closed or sealed Plot or Niche.
- J) **Disinterment Permit** means the permit issued by a Director of Vital Statistics authorizing a Disinterment pursuant to the Cemeteries Act R.S.A 2000, c. C-3, as amended.
- K) **Fees and Charges** means the amount to be paid for Interment, Disinterment, use and care of Plots, and any other Cemetery supplies or Cemetery services as defined under the Cemeteries Act R.S.A 2000, c. C-3, as amended, and any other amounts as approved by the Council and specified in the Schedule of Fees Bylaw, as amended from time to time.
- L) **Greenview** means the Municipal District of Greenview No. 16.
- M) **Indigent** shall mean a person without means, support, or known relatives requiring burial at the Cemetery.
- N) **Interment** means the closing and burial of a casket containing a human body or human remains or, in the case of a Green Interment, a shroud containing a human body or human remains, or in the case of cremated human remains, an urn, in an in-ground Plot or Niche.
- O) **Hours of Work** shall mean the regular hours of work between 8:00 am and 4:30 pm Monday through Friday, excluding declared or Statutory Holidays.
- P) **Maintenance** shall mean the care, up keep and grooming of cemetery grounds excluding the care, maintenance, upkeep, repair or replacement of any monument or any object which has been placed as a marker.
- Q) **Marker** means a Monument constructed of bronze or granite, set flush and level with the ground on a designated Marker Plot.
- R) **Medical Health Officer** means the person duly appointed from time to time by the Provincial Government to act as the Regional Medical Health Officer.

- S) **Monument** shall mean any structure in the Cemetery erected or constructed on any grave or Plot, for monument purposes.
- ~~T) **Monument Base** means a portion of the Monument to provide stability and protection for the Monument.~~
- U) **Monument Foundation** means the in-ground foundation, constructed to stabilize the Monument.
- V) **Niche** means a recessed space in a Columbarium used or intended to be used for the Interment of cremated remains.
- W) **Owner** means the person, corporation or other legal entity that has purchased a Grave Plot or Niche in a Cemetery, or Columbarium in accordance with the provisions of this Bylaw.
- X) **Person** shall include an individual, partnership or corporation.
- Y) **Plot** shall mean an interment space, which shall include niches, graves and cremains on any Plot.
- Z) **Reserve Plot** shall mean a Plot or number of Plots which lie adjacent to one another and which are to be reserved for the burial of one or more deceased members of a family.
- AA) **Sales Contract** means the agreement made and signed between the Owner and Greenview in accordance with this Bylaw, for the purchase of a Plot or Niche or any Cemetery supplies and/or Cemetery services as defined under the Cemeteries Act, R.S.A. 2000, c. C-4 and the specific terms of the sales agreement.
- BB) **Scattering** means the Scattering of cremated human remains upon the surface of the Cemetery.
- CC) **Bylaw Enforcement Officer** shall mean a Bylaw Enforcement Officer appointed by the Greenview pursuant to the Municipal Government Act, to enforce Greenview bylaws, and includes a member of the Royal Canadian Mounted Police and, when authorized by Council, a Community Peace Officer.
- DD) **Veteran** shall mean a person who was a member of the Armed Forces of Canada, the United Kingdom or any Armed Forces of a country allied with Canada or the United Kingdom who served in any war.

3. DUTIES, RIGHTS AND POWERS

- 3.1. The CAO, or designate, shall have the sole control of all matters within the Cemetery that are concerned with the maintenance of the grounds in a neat and pleasing condition, and to that end, is hereby authorized to regulate and control the Cemetery grounds in accordance with this bylaw, the Cemeteries Act, R.S.A. 2000, Chapter C-3, and any applicable regulations.
- A) Authorizing an Interment or Disinterment
 - B) Coordinating, supervising, and directing the work of all Employees, contractors, and suppliers relating to the Cemetery
 - C) Making expenditures relating to the Cemetery in accordance with the approved capital and operating budgets for the Cemetery and
 - D) Such other responsibilities as may be directed by the CAO from time to time.
- 3.2. The CAO, or designate, may assign one or more Employees to be responsible for the day-to-day operations of the Cemetery including but not limited to:
- A) Digging, preparing, opening and closing Plots;
 - B) Opening and sealing Niches;
 - C) Supervising and directing all work performed by outside contractors and suppliers;
 - D) Directing all funerals in the Cemeteries to the correct Plot or Niche;
 - E) Maintaining the Cemeteries in a neat and tidy condition including maintaining walls, fences, gates, paths and other improvements; and
 - F) Such other duties and tasks relating to the operation, of the Cemeteries as deemed appropriate by the CAO, or designate, from time to time.
- 3.3. The CAO, or designate, shall keep a record of all Plots in the cemetery. Such record shall indicate vacant Plots available for sale, occupants of those Plots used for interment and owners names of reserved Plots.
- 3.4. On those matters about which this bylaw is silent, the provisions of the Provincial Cemeteries Act, as amended, and other Provincial Regulations shall apply.

4. **RECORDS AND SALE OF PLOTS**

- 4.1. Plans for burial purposes, including a record of all interments and disinterment will be kept at the Grande Cache Administration Office. Copies of all such plans shall be available for inspection, free of charge, at the Grande Cache Administration Office during regular office hours.
- 4.2. Any person wishing to purchase a Plot, Niche or other space or a Monument in the Cemetery is required to enter into a written Sales Contract with Greenview, which shall include.
- A) The name and address of the purchaser;
 - B) The date of the purchase;
 - C) The amount of the sale and terms of payment;
 - D) In the case of a Plot, its location, area or dimensions; or
 - E) In the case of a Niche, the number or other designation of the Niche; and
 - F) Any other information the CAO, or designate, deems necessary or appropriate.

- 4.3. Ownership of all Cemetery lands remains vested in Greenview at all times. The Owner only acquires the right and privilege for the Interment of human remains and cremated remains, and the installation of Monuments, all in accordance with this Bylaw and the Cemeteries Act, R.S.A. 2000, c. C-3 and all regulations passed thereunder.
- 4.4. All Plots and Niches shall be held and disposed of free from the provisions of the Land Titles Act, R.S.A. 2000, c. L-4.
- 4.5. Plots shall be available for the burial of human remains at all times.
- 4.6. No person shall make a reservation for one or more Plots without making payment in full at the time of the reservation.
- 4.7. Upon payment of the full price of any Plot, Greenview shall provide a receipt for the said sum.
- 4.8. No reserved Plot shall be sold other than back to Greenview at 100% of the sale price for the Plot at the time of purchase. A copy of the original receipt must be submitted as 'Proof of Purchase'. If an original receipt is not available, a Plot can only be sold back to Greenview upon an approved request of Council.
- 4.9. Lots may be transferred to relatives by written request and payment of transfer fee to Greenview.
- 4.10. Charges for Plots and the fees to be charged for opening and closing shall be in accordance with the rates established in the Schedules of Fees bylaw.
- 4.11. Veterans and destitute or indigent person will not be charged for a Plot.
- 4.12. Upon the sale of a Plot, the owner of the Plot waives any claim to Greenview arising by reason of any error or inaccuracy of any Plot. Greenview will undertake to avoid any errors of description, but its liability shall only extend to a refund of the Plot or a Plot assigned otherwise situated in the cemetery.
- 4.13. The rights granted by the sale shall not be transferred to any other person without the consent of Greenview.
- 4.14. If the plot(s) Owner is deceased, and a conflict arises in regards to the lot(s) and management thereof in the absence of a Court Order, the people in the following order of priority will make the decision:
 - A) The personal representative designated in the will of the deceased;
 - B) The spouse of the deceased if the spouse was living with the deceased at the time of death, or a person who had been living with the deceased at the time of death as spouse for a continuous period of at least 2 years;

- C) An adult child of the deceased;
- D) A parent of the deceased;
- E) A guardian of the deceased under the Dependant Adults Act or, if the deceased is a minor, under the Child Welfare Act or the Domestic Relation Act;
- F) An adult grandchild of the deceased;
- G) An adult nephew or niece of the deceased;
- H) An adult next of kin of the deceased determined on the basis provided by sections 8 and 9 of the Intestate Succession Act;
- I) The Public Trustee;
- J) An adult person having some relationship with the deceased not based on blood ties or affinity;
- K) The Minister of Family and Social Services.

5. **INTERMENT AND DISINTERMENT**

- 5.1. A person delivering a body labeled under the **Bodies of Deceased Persons Regulation** AR 135/2008 as being infected with a communicable disease, shall inform the CAO, or designate, at least 48 hours prior to the time of delivering the remains.
- 5.2. Each Interment of a deceased human body or the cremated remains shall be made in a completely enclosed container, in accordance with the **Cemeteries Act**, RSA 2000, c.C-3, as amended, the **Public Health Act**, R.S.A. 2000, c. P-37, as amended and all applicable Regulations and approved by the CAO, or designate.
- 5.3. In all Plots containing one or more dead human bodies or one or more sets of human remains, the caskets shall be buried in accordance with the **General Regulations** AR 249/98 as amended.
- 5.4. Each Interment in a Plot shall provide for not less than 0.9 m (3 ft.) of earth between the general surface level of the ground at the Plot and the upper surface level of the casket containing the human remains.
- 5.5. Each Interment of cremated remains, in an area so designated, shall provide for not less than 0.3 m (1 ft) of earth between the general surface level of the ground at the Plot and the upper surface level of the container.
- 5.6. The Funeral Home shall provide a burial permit for Greenview's records.
- 5.7. Plots shall not be used for any purpose other than burial grounds for human remains.
- 5.8. All burials are to be made within the confines of a single Plot. There shall not be more than one full body burial in a single Plot.
- 5.9. A maximum of two cremated remains may be buried in one Plot.

- 5.10. An Owner, who makes application for an Interment, shall provide the CAO, or designate, the following information, and always meeting the requirements of the applicable Provincial Acts and regulations:
- A) The name, age, date of birth, and date of death of the deceased person;
 - B) A copy of the Burial Permit;
 - C) A copy of the Sales Contract or proof of ownership;
 - D) Whether the body has been labeled in accordance with the Bodies of Deceased Persons Regulation, AR 135/2008 as being infected with a communicable disease;
 - E) The time and date of the funeral;
 - F) The name of the funeral director or other person in charge of the funeral of the deceased person;
 - G) If applicable, the service number of a Veteran and if required, the service number of a Veteran's Spouse;
 - H) The name and mailing address of the Owner; and
 - I) any other information the CAO, or designate, may reasonably request.
- 5.11. Notification of intention to inter must be given to Greenview during regular office hours at least seventy-two hours prior to the time of the interment. This notification may be waived by the CAO when the body to be interred died from a contagious disease or special circumstances so require.
- 5.12. All Plots shall be opened and closed by Greenview or its contractors or agents.
- 5.13. No interment shall be made without the written proof of ownership of the Plot.
- 5.14. Greenview shall only prepare a Plot for interment by means of digging the grave and putting metal shoring into the grave to stabilize the surrounding soil and will not provide lowering devices, mats, wreaths, flowers, or any other devices at the time of said interment.
- 5.15. The burial of destitute or indigent persons may be placed in a Plot or Plots of the Cemetery as may be designated by the CAO, or designate, or as indicated on the Cemetery plans located at the Grande Cache Administration Office.
- 5.16. All work being conducted in the immediate vicinity of a Plot shall be discontinued during a burial service at the cemetery.
- 5.17. Disinterment of a body or ashes shall not take place until a permit for disinterment is issued by Provincial Director of Vital Statistics and delivered to Greenview and all applicable fees paid in accordance with the Schedules of Fees Bylaw.
- 5.18. No casket, container or shroud may be opened without a Court Order or the written consent of the Owner, or their delegate.

- 5.19. A replacement casket/container may be required when Disinterring remains, the cost of which shall be payable by the Owner.
- 5.20. All interments and disinterments in the Cemetery shall be under the control of the CAO, or designate.
- 5.21. Every Owner of a Plot in the Cemetery, or the owner's personal representative, shall be held responsible for the cost of the Plot and for all charges in connection therewith, including disinterment or removal of a body when applicable. The person signing the burial order will be held responsible for all charges in connection with such interment or disinterment.
- 5.22. Notwithstanding the aforementioned, from time to time human remains may be encountered, given that the Cemetery lands may have been used as a pioneer Cemetery. In that event, and assuming no record of the decedent exists, remains shall be respectfully relocated to a location prepared and designated on the site for the purposes of re-interring remains that are unexpectedly encountered.

6. **~~SCATTERING OF CREMATED REMAINS~~**

- 6.1. Cremated remains shall not be spread on the Cemetery grounds.
- 6.2. Cremated remains shall be interred without a container or in an ~~biodegradable~~ urn a minimum of .3 m (1 ft) below the general surface level of the ground or in a designated space in the Columbarium.

7. **MONUMENTS**

- 7.1. All Persons employed in the construction and erection of monuments or doing other work in the Cemetery, whether they are employed by Greenview or not, shall be subject to the direction and control of the CAO, or designate. No work shall proceed until it is authorized by the CAO, or designate.
- 7.2. **Monuments are required to be placed on a monument foundation.**
- 7.3. Monuments are installed by contractors at the request of the Plot owner or the Plot owner's personal representative.
- 7.4. The CAO, or designate, upon receiving a written request for the placement or installation of a Monument, may request such information as may, in the opinion of the CAO, or designate, be required to ensure that the Monument is placed in a manner that accords with this Bylaw and any applicable Greenview policy, and may place conditions upon any approval or permit granted.
- 7.5. All monuments shall be supplied by the Owner, in accordance with this Bylaw.

- 7.6. Any Monument that is illegally placed or does not conform to this Bylaw will be removed at the Owner's expense.
- 7.7. All Monuments are the property of the Owner and all required maintenance or repair of the Monument is the sole responsibility of the Owner.
- 7.8. All monuments must remain fully on the Plot purchased (not encroaching on another Plot).
- 7.9. **The owner of each plot may erect their own monument, marker or headstone can be with a maximum height of 5'.**
- 7.10. Monuments shall be in keeping with the appearance of other monuments in the Cemetery and with the character of the Cemetery.
- 7.11. **Greenview shall report to a family member or responsible party of an installation that it is in disrepair. It shall be the duty of the family member or responsible party to repair or remove such installation within thirty days of notice from Greenview. Greenview shall have the power to repair such monument and charge the cost thereof to the family member or responsible party. Such costs may be recovered as a debt from the family member or responsible party of Greenview.** ~~If, in the opinion of the CAO or Designate, any Monument that is in a state of disrepair which may pose a hazard or risk to the public or is detrimental to the maintenance and aesthetics of the Cemetery, and the disrepair has not been caused by Cemetery operations, the CAO, or designate may issue the Owner, at their last known mailing address, 30 days' written notice requiring the Monument to be repaired or removed. If the Monument has not been repaired or removed in accordance with the written notice, then the CAO or Designate may remove the Monument from the Cemetery and put it into secure storage. The Monument may be replaced if the disrepair is remedied to the satisfaction of the CAO or designate. All Monument removal, repair, storage and replacement costs are at the sole cost of the Owner.~~
- 7.12. Greenview will not be responsible for any errors resulting in monuments being designed, or the description on the face being inaccurate.
- 7.13. Greenview will not be responsible for normal wear and tear on monuments, this includes small chips and scratches from maintenance equipment.
- 7.14. The CAO, or designate, may arrange for the temporary removal of a monument without permission of the Owner if, during the excavation of an adjoining Plot, or other works, the Monument is found to be a hazard or removal of the Monument is required to gain access to a Plot for Interment preparation, provided the Monument is replaced in its original position on the Plot as soon as is reasonably possible. This work shall be done at the cost of Greenview.
- 7.15. Monument installations shall only occur under the direction and supervision of the CAO, or designate.

7.16. All work shall be performed during regular business hours of the Cemetery excluding statutory holidays.

8. MAINTENANCE AND CARE

8.1. Cemetery maintenance is to be supplied by Greenview, which is to include the seeding of Plots, watering, seasonal cutting of grass and weeds and keeping Plots in a well maintained condition. Cemetery maintenance shall not mean the care, maintenance, upkeep, repair or replacement of any monument or any object which has been placed as a marker.

8.2. Greenview is authorized to remove, or have removed, any weeds, grass, funeral designs or floral pieces which may become wilted, or any other article or thing which, in the opinion of Greenview is unsightly.

9. GENERAL PROVISIONS

9.1. No person shall disturb the quiet and good order of the Cemetery by noise or other improper conduct.

9.2. No person shall drive a vehicle in a Cemetery at a speed of more than 30 km/h, shall be subject to the directions and orders of the CAO, or designate, and must adhere to the applicable laws in force at the time in the Province of Alberta.

9.3. The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.

9.4. No person shall drive any vehicle with a trailer within the Cemetery without first obtaining the written permission from the CAO, or designate, prior to entering the Cemetery.

9.5. No person shall drive a vehicle over any lawns, gardens or flower beds unless permitted by the CAO, or designate.

9.6. All persons and funeral processions in the Cemetery shall obey the instructions of the CAO, or designate.

9.7. No person shall destroy, cut, pick, break or damage any tree, shrub or plant in the Cemetery except as directed by the CAO, or designate.

9.8. No person shall create any nuisance, engage in activities such as games or sport, or otherwise engage in any activity that is, in the opinion of the CAO, or designate, a Peace Officer or Bylaw Enforcement Officer, indecent or disrespectful, disturbing to the solemnity or repose of a Cemetery, or disturbing of other persons assembled for the purpose of a funeral or interment within a Cemetery or Columbarium.

- 9.9. No person having care, control or ownership of a domestic animal, shall allow or permit that animal to be present within the boundaries of any Cemetery or Columbarium. This section does not apply to Service Dogs.
- 9.10. No person shall at any time, take or ride into the cemetery on an Off-Highway vehicle as defined in the Highway Safety Act.
- 9.11. Greenview will take all reasonable precautions to protect the property within the Cemetery, but assumes no responsibility for the loss of, or damage to, any monument, marker or part thereof, or any other article placed on a Plot or to a Plot itself.
- 9.12. No person shall write upon, deface, injure or change the position of any monument stone or other structure within the cemetery.
- 9.13. No person shall deposit any litter of any kind on any portion of the lands within the boundaries of the Cemetery except in the receptacles provided for that purpose
- 9.14. Cut flowers, wreaths, floral offerings, artificial flowers or other articles may be placed on Plots, but will be removed by the CAO, or designate, when their condition is considered to be detrimental to the aesthetics of the Cemetery or for the purpose of regular Cemetery maintenance. Any article removed pursuant to this Section, will be held at the Public Service building for collection. After 14 days, the Cemetery will dispose of any unclaimed items. The Cemetery is not obligated to give notice of removal or disposition.
- 9.15. Artificial wreaths and flowers will be allowed from the last cutting of the lawn in the fall, approximately October 1st, until the first cutting in the spring, approximately May 15th. Artificial flowers remaining in the Cemetery after May 15 will be removed and stored at the Public Services building until June 1 of each year, at which time they will be disposed.
- 9.16. No person shall plant any shrubs, trees, bulbs or flowers in any part of any Cemetery except the CAO, or designate. Nor shall any seeds or wildflower mixes be scattered. Illegally planted plant material will be removed by the CAO, or designate.
- 9.17. Children under the age of twelve years must be accompanied by an adult, who shall be responsible for the child's good conduct.
- 9.18. Selling of flowers or plants or soliciting the sale of any commodity or advertising of any sort in a Cemetery is prohibited, except as permitted by Greenview.
- 9.19. Nothing in this Bylaw relieves a person from compliance with any and all applicable Federal and Provincial laws and/or regulations, and/or other Bylaws and/or regulations of Greenview.

9.20. Greenview is not liable for exercising its discretion to not take action pursuant to this Bylaw if that decision is made in good faith.

9.21. Nothing in this Bylaw shall restrict Greenview's rights at common law or under any applicable legislation to enforce its rights and obligations with respect to the Cemeteries.

10. **ENFORCEMENT**

10.1. Any person who contravenes a provision of this bylaw is guilty of an offence and is liable to pay a fine not exceeding \$500.00 exclusive of costs, for breach thereof.

11. **SEVERBILITY**

11.1. Should any provision of this bylaw be invalid, then such invalid provision shall be severed and the remaining bylaw shall be maintained.

12. **REPEAL**

12.1. Bylaw 811 Cemetery Bylaw and all amendments thereto are hereby repealed.

13. **COMING INTO FORCE**

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

Read a first time this 11 day of January, 2022.

Read a second time this ____ day of _____, 2022.

Read a third time this ____ day of _____, 2022.

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: **Bylaw 22-889 Tax Payment Plan**

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: February 22, 2022

DEPARTMENT: FINANCE

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

MANAGER: CG

DIR: EK

PRESENTER: MJ/S
S

STRATEGIC PLAN: Level of Service

LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, R.S.A. Chapter M-26 Section 340.

Council Bylaw/Policy (cite) – Bylaw 20-849

RECOMMENDED ACTION:

MOTION: That Council give third reading to Bylaw 22-889 “Tax Payment Plan” as presented.

BACKGROUND/PROPOSAL:

Greenview may, by bylaw, allow for the payment of taxes in instalments. Bylaw 20-849 allows for payment of property taxes in twelve installments. Administration is proposing a change to 4.1 for the pre-levy payment calculation to be “January to April” as opposed to “January to May”. This will allow Administration to prepare and mail notices in accordance with MGA requirement of allowing Non-Residential ratepayers 30 days for payment.

As well, administration is recommending the removal of section 7.2, which automatically removes ratepayers from the Tax Payment Plan if the participant pays the balance owing. It is not feasible for administration to monitor the balance of everyone on the program. The “special provision for the 2020 taxation year” has also been removed as it provided for people to enrol at any time before the 2020 deadline. The deadline within the bylaw will be enforced going forward.

Administration also took this opportunity to include a severability clause in the 22-889 bylaw, to ensure the bylaw stands if any portion is challenged in a court of law.

Council did not request any amendments after first or second reading.

BENEFITS OF THE RECOMMENDED ACTION:

1. Greenview will have a Tax Payment Plan Bylaw that better accommodates both Greenview staff and ratepayers.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will post the bylaw accordingly.

ATTACHMENT(S):

- Bylaw 20-849
- Bylaw 22-889
- MGA Section 340.



BYLAW NO. 20-849 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide for the payment of taxes by instalments.

WHEREAS, Section 340(1) of the Municipal Government Act, R.S.A. Chapter M-26, as amended provides that Council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer; and

WHEREAS, Section 340(2) of the Municipal Government Act, provides that a person who wishes to pay taxes by instalments must make an agreement with the council authorizing that method of payment;

WHEREAS, Section 340(3) of the Municipal Government Act, provides that when an agreement of this nature is made, the tax notice must state the amount and due dates of the instalments to be paid in the remainder of the year, and what happens if an instalment is not paid.

NOW THEREFORE, the Council of the M.D. of Greenview No. 16, duly assembled, enacts as follows:

1. Title

1.1 This bylaw shall be cited as the "Tax Payment Plan" Bylaw.

2. Definitions

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

2.2 **Tax Payment Plan** means the tax payment program and application.

3. Authorization

3.1 The owner as registered on the tax roll shall be given the option to pay taxes by a pre-authorized transfer of funds from their bank account to Greenview in twelve monthly instalments, in an amount calculated as per Section 4 of this Bylaw, providing all previous outstanding tax balances are paid in full.

3.2 To apply for the Tax Payment Plan, the application form must be completed, signed and returned to a Greenview Administration Office accompanied by the appropriate banking information, no later than January 31st of the year in which the taxpayer wishes to enroll in the Tax Payment Plan.

3.3 Any application received after the enrolment deadline of January 31st shall take effect the following calendar year.

3.4 The Tax Payment Plan agreement does not transfer from one property tax owner to a purchaser of the property in the event of a sale of a parcel of land.



BYLAW NO. 20-849 of the Municipal District of Greenview No. 16

4. Monthly payments

- 4.1 Monthly payments are calculated by dividing the annual tax levy from the preceding year by twelve (12) for the payment amount for January to May. The monthly payments from June to December will be automatically adjusted once the current year's tax levy has been determined. The current and remaining tax balance owing is divided by seven (7) months to create a zero balance owing by December 31st. The transfer of funds will occur on the last business day of every month.
- 4.2 Greenview will determine the monthly payment for each participant in the Tax Payment Plan. The option of additional or lesser monthly payment amounts by the property owner will not be permitted.
- 4.3 The tax roll will be exempt from penalties provided monthly payments, as established by Greenview, are up to date.

5. Outstanding Charges

- 5.1 A property owner will not be eligible for this program if there is any amount owing on the tax roll after the enrolment deadline stipulated in Section 3.3.

6. Withdrawal

- 6.1 Once a participant is enrolled in the Tax Payment Plan, such participant is automatically renewed each year and does not require a new application to be made every year to continue ongoing monthly tax payments.
- 6.2 A participating taxpayer may, at any time, withdraw from the Tax Payment Plan by giving no less than two (2) weeks' notice in writing. No monies paid into the plan will be returned, refunded or transferred to a Greenview utility account. The monies will remain on the tax roll and be deemed as a prepayment of property taxes.

7. Cancellation

- 7.1 Greenview will cancel participation in the Tax Payment Plan if an instalment payment fails to be honoured. Penalties will be added to the tax roll per section 8.
- 7.2 If a participant pays the tax balance owing on the tax / assessment notice issued, they will automatically be removed from the Tax Payment Plan for the current taxation year.
- 7.3 Any transfer of outstanding amounts to the applicable tax roll, in accordance with Section 553 of the Municipal Government Act, will automatically



BYLAW NO. 20-849 of the Municipal District of Greenview No. 16

disqualify participation in the Tax Payment Plan and the property owner will be removed immediately from the Tax Payment Plan.

7.4 Notice of removal from the Tax Payment Plan pursuant to Sections 7.1, 7.2 or 7.3 of this Bylaw may be sent to the taxpayer, by ordinary mail, to the taxpayer's last known mailing address as listed on the tax roll.

7.5 If participation in the Tax Payment Plan is cancelled by Greenview pursuant to Section 7.1 or 7.3, the taxpayer shall not be eligible to participate in the Tax Payment Plan until the taxation year following the cancellation, if the taxpayer chooses to re-enroll in the program. Completion of a new application form by the taxpayer is required.

7.6 Upon sale of the property, the participant will be automatically removed from the Tax Payment Plan.

8. Fees and Penalties

8.1 A bank return fee will be levied on payments which are not honoured by the financial institution on which they are drawn. The charges shall be added on to the taxes owing for each affected tax roll.

8.2 If participation in the Tax Payment Plan is cancelled or withdrawn for any reason before the tax due date in any year, a penalty will be applied to the tax roll, in accordance with the current tax rate or tax penalty bylaw, thirty (30) days after cancellation or withdrawal.

9. Indemnification

9.1 The onus of providing correct banking information to Greenview lies with the taxpayer. If incorrect information results in a monthly payment(s) not being made or being dishonoured by the financial institution, Greenview assumes no responsibility for such rejection of said payment.

10. Responsibility

10.1 Tax Payment Plan participants are responsible for verifying that the pre-authorized payments are being made as per the application agreement signed by the participant. If they are not, the onus is on the taxpayer to notify Greenview to rectify the error.

11. Special Provision for the 2020 taxation year

11.1 Enrollment in the plan may be at any time before the tax due date shown on the 2020 tax notice.



BYLAW NO. 20-849
of the Municipal District of Greenview No. 16

11.2 Monthly payments will be calculated by taking the balance owing on the tax roll at the time of enrollment and dividing by the number of months remaining in 2020.

12. Repeal

12.1 Grande Cache Bylaw 703 "Taxes – Payment by instalments and penalties" is hereby repealed.

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

Read a first time this 14th day of April, 2020.

Read a second time this 14th day of April, 2020.

Read a third time and passed this 27th day of April, 2020.



REEVE



CHIEF ADMINISTRATIVE OFFICER



BYLAW No. 22-889 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 in the Province of Alberta, to provide for the payment of taxes by instalments.

Whereas, Section 340(1) of the Municipal Government Act, R.S.A. Chapter M-26, as amended provides that Council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer; and

Whereas, Section 340(2) of the Municipal Government Act, provides that a person who wishes to pay taxes by instalments must make an agreement with the council authorizing that method of payment;

Whereas, Section 340(3) of the Municipal Government Act, provides that when an agreement of this nature is made, the tax notice must state the amount and due dates of the instalments to be paid in the remainder of the year, and what happens if an instalment is not paid.

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

1. TITLE

1.1. This Bylaw may be cited as “Tax Payment Plan”.

2. Definitions

2.1. In this bylaw, unless the context otherwise requires:

- A) **Greenview** means the municipal corporation of the M.D. of Greenview No. 16.
- B) **Tax Payment Plan** means the tax payment program and application.

3. Authorization

- 3.1. The owner as registered on the tax roll shall be given the option to pay taxes by a pre-authorized transfer of funds from their bank account to Greenview in twelve monthly instalments, in an amount calculated as per Section 4 of this Bylaw, providing all previous outstanding tax balances are paid in full.
- 3.2. To apply for the Tax Payment Plan, the application form must be completed, signed and returned to a Greenview Administration Office accompanied by the appropriate

banking information, no later than January 10th of the year in which the taxpayer wishes to enroll in the Tax Payment Plan.

- 3.3. Any application received after the enrolment deadline of January 10th shall take effect the following calendar year.
- 3.4. The Tax Payment Plan agreement does not transfer from one property tax owner to a purchaser of the property in the event of a sale of a parcel of land.

4. **Monthly payments**

- 4.1. Monthly payments are calculated by dividing the annual tax levy from the preceding year by twelve (12) for the payment amount for January to April. The monthly payments from May to December will be automatically adjusted once the current year's tax levy has been determined. The current and remaining tax balance owing is divided by eight (8) months to create a zero balance owing by December 31st. The transfer of funds will occur on the last business day of every month.
- 4.2. Greenview will determine the monthly payment for each participant in the Tax Payment Plan. The option of additional or lesser monthly payment amounts by the property owner will not be permitted.
- 4.3. The tax roll will be exempt from penalties provided monthly payments, as established by Greenview, are up to date.

5. **Outstanding Charges**

- 5.1. A property owner will not be eligible for this program if there is any amount owing on the tax roll after the enrolment deadline stipulated in Section 3.3.

6. **Withdrawal**

- 6.1. Once a participant is enrolled in the Tax Payment Plan, such participant is automatically renewed each year and does not require a new application to be made every year to continue ongoing monthly tax payments.
- 6.2. A participating taxpayer may, at any time, withdraw from the Tax Payment Plan by giving no less than two (2) weeks' notice in writing. No monies paid into the plan will be returned, refunded or transferred to a Greenview utility account. The monies will remain on the tax roll and be deemed as a prepayment of property taxes.

7. **Cancellation**

- 7.1. Greenview will cancel participation in the Tax Payment Plan if an installment payment fails to be honoured. Penalties will be added to the tax roll per section 8.

- 7.2. Any transfer of outstanding amounts to the applicable tax roll, in accordance with Section 553 of the Municipal Government Act, will automatically disqualify participation in the Tax Payment Plan and the property owner will be removed immediately from the Tax Payment Plan.
- 7.3. Notice of removal from the Tax Payment Plan pursuant to Sections 7.1, 7.2 or 7.3 of this Bylaw shall be sent to the taxpayer, by ordinary mail, to the taxpayer's last known mailing address as listed on the tax roll.
- 7.4. If participation in the Tax Payment Plan is cancelled by Greenview pursuant to Section 7.1, 7.2 or 7.3, the taxpayer shall not be eligible to participate in the Tax Payment Plan until the taxation year following the cancellation, if the taxpayer chooses to re-enroll in the program. Completion of a new application form by the taxpayer is required.
- 7.5. Upon sale of the property, the participant will be automatically removed from the Tax Payment Plan.
8. **Fees and Penalties**
- 8.1. A bank return fee will be levied on payments which are not honoured by the financial institution on which they are drawn. The charges shall be added on to the taxes owing for each affected tax roll.
- 8.2. If participation in the Tax Payment Plan is cancelled or withdrawn for any reason before the tax due date in any year, a penalty will be applied to the tax roll, in accordance with the current tax rate or tax penalty bylaw, thirty (30) days after cancellation or withdrawal.
9. **Indemnification**
- 9.1. The onus of providing correct banking information to Greenview lies with the taxpayer. If incorrect information results in a monthly payment(s) not being made or being dishonoured by the financial institution, Greenview assumes no responsibility for such rejection of said payment.
10. **Responsibility**
- 10.1. Tax Payment Plan participants are responsible for verifying that the pre-authorized payments are being made as per the application agreement signed by the participant. If they are not, the onus is on the taxpayer to notify Greenview to rectify the error.
11. **Repeal**

11.1. Bylaw 20-849 “Tax Payment Plan” is hereby repealed.

12. **Severability**

12.1. If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed and the remainder of the Bylaw is deemed valid.

13. **COMING INTO FORCE**

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

Read a first time this 25 day of January, 2022.

Read a second time this 25 day of January, 2022.

Read a third time this ____ day of _____, 2022.

REEVE

CHIEF ADMINISTRATIVE OFFICER

Instalments

340(1) A council may by bylaw permit taxes to be paid by instalments, at the option of the taxpayer.

(2) A person who wishes to pay taxes by instalments must make an agreement with the council authorizing that method of payment.

(3) When an agreement under subsection (2) is made, the tax notice, or a separate notice enclosed with the tax notice, must state

- (a) the amount and due dates of the instalments to be paid in the remainder of the year, and
- (b) what happens if an instalment is not paid.



REQUEST FOR DECISION

SUBJECT:	Bylaw 22-895 Unlegislated Agricultural Pests		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: SK
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Alberta Agricultural Pests Act, RSA 2000, Chapter A-8

Council Bylaw/Policy (cite) –N/A

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw No. 22-895 “Unlegislated Agricultural Pests” as presented.

BACKGROUND/PROPOSAL:

The Agricultural Service Board made the motion at their August 25, 2021, meeting regarding Bylaw 22-895 Unlegislated Agricultural Pests:

“That the Agricultural Service Board recommend the proposed bylaw to the Policy Review Committee for consideration.”

In June of 2020, the Alberta Government removed *Fusarium Graminearum* from the Alberta Agricultural Pests Act. In response, a Peace Region Intermunicipal Committee was formed to draft a municipal bylaw to allow interested municipalities to continue surveillance, education, and active control measures to limit the pathogen’s spread. The bylaw was meant to enable municipal inspectors access to fields to survey for disease, and if required, control infestations, similar in scope to the *Agricultural Pests Act*.

Administration recommends a surveillance bylaw, based on the intermunicipal draft but removing the authority of the Agricultural Fieldman to determine included species, independent of Council. The bylaw will allow appointed inspectors the right to inspect but will require Council creating a policy identifying the pests to be scouted for in Greenview. Administration recommends a surveillance policy focused on fusarium graminearum, aphanomyces, and verticillium wilt.

BENEFITS OF THE RECOMMENDED ACTION:

1. The bylaw will protect agricultural production in Greenview from economically damaging but unlegislated agricultural pests.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not give first reading to the bylaw.

FINANCIAL IMPLICATION:

Financial implications would include laboratory testing of suspected cases of pathogens. Council would set maximums through the budgetary process. Administration is currently working with the Alberta Plant Health Lab to provide free diagnostic services.

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 apply recommendations from Council for second and third reading.

ATTACHMENT(S):

- Bylaw 22-895 Unlegislated Agriculture Pest



BYLAW No. 22-895 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to provide for protecting the agricultural productivity of lands within Greenview.

Whereas, the Municipal Government Act Chapter M-26 as stated, in Part 2, Section 7 states that the Council of a municipality may make bylaws for the safety, health and welfare of people and the protection of people and property;

Whereas, the Agricultural Pests Act of Alberta list specific concerns whose presence threatens the economic well-being and viability of the agricultural producers in Greenview;

Whereas, Greenview has deemed it expedient and in the public interest to ensure that pests, diseases, insects, plants or other organisms within the municipality not listed under the Agricultural Pests Act, Weed Control Act, or Fisheries Act, their Regulations are not allowed to establish or spread and do not impact the economic viability of local agricultural producers;

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

1. **TITLE**

1.1. This bylaw shall be cited as the “Unlegislated Agriculture Pest Bylaw”.

2. **DEFINITIONS**

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

2.2. **Injurious species** means an organism that causes economic or environmental harm, that is not a legislated species under the Fisheries Act, Pest and Nuisance Regulation or Weed Control Regulation, that has been deemed by Council to have the potential to adversely impact the agricultural productivity of land or livestock including the quality and marketability of crops or livestock;

2.3. **Inspector** means the Agricultural Fieldman appointed by Greenview, or such other person(s) appointed by Greenview to administer and enforce this Bylaw;

2.4. **Livestock** means cattle, sheep, diversified livestock animals within the meaning of the Livestock Industry Diversification Act,

- 2.5. **Municipal Government Act or MGA** means the Municipal Government Act of Alberta, Revised Statutes of Alberta Chapter M-26, the most current edition.
- 2.6. **Council** means the council presiding for Greenview
- 2.7. **Owner** means a Person who controls the property under consideration, holds themselves out as the person having the powers and authority of ownership or who at the relevant time exercises the powers and authority of ownership, and includes:
- A) The Person registered on title at the Land Titles Office;
 - B) A Person who is recorded as the owner of the property on the assessment roll of Greenview;
 - C) A Person who has purchased or otherwise acquired the property and has not become the registered owner thereof; and
 - D) A Person who is the occupant of the property under a lease, license, permit or other agreement;
- 2.8. **Property** means any lands, buildings or structures, whether or not affixed to land;
- 2.9. **Person** means an individual, a firm, partnership, joint venture, proprietorship, corporation, association, society or any other legal entity;
- 2.10. **Retailer** means any person or company who promotes, cleans or offers for sale or any service related to seed, plants or plant parts, livestock, soil or soil amendments or any other organism to an Owner that could be deemed to adversely impact agriculture in Greenview

3. **AUTHORITY OF INSPECTORS**

- 3.1. Within the boundaries of Greenview, the Inspector's powers will include:
- A) The right to enter onto any Property at any reasonable time to inspect and seek to identify the presence of any agricultural injurious species;
 - i. The inspector shall not enter a private dwelling for inspection unless consent is granted by the Owner or written notice is given;
 - ii. The inspector may be accompanied by a Peace Officer;
 - B) To survey for or collect samples of seeds, plants or other substances or items from any Property and test or send such samples for testing to verify or determine the presence of any injurious species;
 - C) To take such other reasonable steps as may be required to uncover and identify the presence of and to prevent the sale or importation of all applicable injurious species municipally addressed via Policy at any Retailer within Greenview.

4. **OBSTRUCTION**

- 4.1. No Person, whether or not they are the Owner or Retailer which is the subject of any inspection under this Bylaw, shall interfere with or attempt to obstruct an Inspector who is attempting to inspect, identify, or take possession of any injurious species or otherwise carrying out any duty under this Bylaw.

5. SEVERABILITY

5.1. Should any provision of this Bylaw be found to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, such provisions of this Bylaw shall remain valid and enforceable.

6. COMING INTO FORCE

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

Read a first time this _____ day of _____, 2022.

Read a second time this _____ day of _____, 2022.

Read a third time this _____ day of _____, 2022.

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT: **Bylaw 22-898 Grande Cache Recreation Board**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 22, 2022 CAO: SW MANAGER:
DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: MH
STRATEGIC PLAN: Level of Service LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give Third and Final Reading to Bylaw 22-898 “Grande Cache Recreation Board” as presented.

BACKGROUND/PROPOSAL:

At the October 26, 2021, Council Meeting, Councillor Didow made the following Notice of Motion:

Councillor Didow makes a Notice of Motion that Administration investigate a Recreation board in Grande Cache.

Administration has investigated the establishment of a Recreation Board in Grande Cache and determined that a bylaw would be required, a draft has been prepared for Council’s review and consideration.

At the January 25, 2022, Council meeting Council reviewed the draft bylaw and asked for some minor changes which have been included in the final version.

At the February 8, 2022 Council meeting Council reviewed the draft bylaw and asked for additional changes which have been included in the final version

Highlights of the Bylaw are listed below:

Composition

- The board shall be comprised of seven voting members: two - Greenview elected officials and four members-at-large representing recreation Committee groups in Ward 9 and 1 member-at-large representing Ward 1 (appointed by Greenview Council).
- The Chair shall be selected from among the Board members.

Duties

- Acts as an advisory Board to Council on matters relating to recreation within Grande Cache.
- Review an operational recreation service group grants budget annually for Council's consideration.
- Review recreation service group grant requests and recommend funding
- Recommend a recreation capital infrastructure plan and budget to Council.
- Ensure that an annual report on all Grande Cache recreation activities is presented to Council.
- The Recreation Board will not have oversight in the Grande Cache Recreation Complex operations and maintenance, however, may act in an advisory capacity.

Principles:

- The Board will operate in a governance and oversight capacity and will not engage in the administrative tasks of Grande Cache recreation.
- Board members will serve as positive ambassadors in relevant matters relating to recreation within Grande Cache.

Conduct:

- Board meetings will be held 4 times per year as established at their organizational meeting.
- The Board will be governed by the governance procedures as outlined in Greenview's Procedural Bylaw 21-876.

Greenview currently has the following recreation board bylaws:

- East Smoky Recreation Board Authority – Bylaw 94-028
- Grovedale Recreation Board Authority – Bylaw 94-027
- Valleyview Regional Recreation Board – Bylaw 94-045

This Grande Cache Recreation Bylaw was reviewed at the January 25th and February 8th, Council Meetings and all recommended changes have been incorporated into the current version.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Council will establish a Grande Cache Recreation Board.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to amend the bylaw or take no further action at this time.

FINANCIAL IMPLICATION:

Financial implications to the recommended motion, if Council wishes to proceed with establishing a Grande Cache Recreation Board costs will include the honorariums paid to the members-at-large.

STAFFING IMPLICATION:

There are staffing implications to the recommended motion. Greenview will be required to provide administrative support to the board.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Involve

PUBLIC PARTICIPATION GOAL

Involve - To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

PROMISE TO THE PUBLIC

Involve - We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.

FOLLOW UP ACTIONS:

Administration will implement the bylaw and develop a Grande Cache Recreation Board if the recommended motions are approved as presented.

ATTACHMENT(S):

- Draft Bylaw No. 22-898



BYLAW No. 22-898 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to provide for the establishment of the Grande Cache Recreation Board.

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

Whereas, the Council of the Municipal District of Greenview No 16, deems it appropriate to establish a Recreation Board;

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

1. **TITLE**
 - 1.1. This Bylaw shall be cited as the “Grande Cache Recreation Board Bylaw”.
2. **DEFINITIONS**
 - 2.1. **Board** means Grande Cache Recreation Board.
 - 2.2. **Chair** means the Member of the Board who has been given authority to direct the conduct of the meeting.
 - 2.3. **Greenview** means the Municipal District of Greenview No 16.
 - 2.4. **Member** means either Council, Council Committee or Board Member.
3. **COMPOSITION**
 - 3.1. The Board shall be comprised of seven voting members.
 - 3.2. The Board shall be comprised of the following:
 - A) Two Greenview elected officials.
 - B) Four members-at-large representing recreation groups in Ward 9.
 - C) One member-at-large representing Ward 1
 - D) Greenview non-voting Administration.
 - 3.3. The Chair shall be selected from among the Board members.
 - 3.4. Quorum of the Committee shall be designated as a majority of the Board Members.

4. **DUTIES**

4.1. The Board shall have following duties:

- A) Acts as an advisory Board to Council on matters relating to recreation within Grande Cache.
- B) Review recreation service group grant requests and recommend funding allocations to Council.
- C) Review a recreation capital infrastructure plan and budget to be presented to Council.
- D) Ensure that an annual report on Grande Cache recreation activities is presented to Council.
- E) The Recreation Board will not have oversight in the Grande Cache Recreation Complex operations and maintenance, however, may act in an advisory capacity.

5. **PRINCIPLES**

5.1. The Board will operate and incorporate the following principles:

- A) The Board will operate in a governance and oversight capacity and will not engage in the administrative tasks of Grande Cache recreation.
- B) Board members will serve as positive ambassadors in matters relating to recreation within Grande Cache.

6. **CONDUCT**

6.1. Board meetings will be held four (4) times per year and established at the organizational meeting.

6.2. The Board will be governed by the governance procedures as outlined in Greenview's Procedural Bylaw 21-876.

7. **COMING INTO FORCE**

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

Read a first time this 8 day of February, 2022.

Read a second time this 8 day of February, 2022.

Read a third time this ____ day of _____, 2022.

REEVE

CHIEF ADMINISTRATION



REQUEST FOR DECISION

SUBJECT: Bylaw 22-900 Schedules of Fees

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: February 22, 2022

DEPARTMENT: CORPORATE SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

DIR: EK

LEG: SS

MANAGER:

PRESENTER: SS

RELEVANT LEGISLATION:

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

Council Bylaw/Policy (cite) – Bylaw 21-873 Schedules of Fees

RECOMMENDED ACTION:

MOTION: That Council give second reading to Bylaw 22-900 “Schedules of Fees” as presented.

MOTION: That Council give third reading to Bylaw 22-900 “Schedule of Fees” as presented.

BACKGROUND/PROPOSAL:

Annually, the Schedule of Fees bylaw is reviewed for any potential updates to reflect the level of services Greenview provides to ratepayers and the fees associated with it.

Summary of Changes:

Agricultural Services:

- Picnic tables
- Barbeque
- Weed and Insect Control Equipment
- Spreaders
- Earth Moving and Post Pounding Equipment
- Conservation Equipment
- Miscellaneous Equipment
- Water Pumping Equipment
- Notice of Enforcement & Chemical
- Shelterbelt Program

Recreation

- Recreation Grande Cache
 - o Grande Cache Arena Rentals
 - o Arena and Curling Rink Surfaces

- Aquatic Centre
- Locker Rental
- Personal Training Rates
- Child and Youth Programming
- Fitness Programming
- Drop-in Registered Programs
- Meeting or Banquet Rooms and Curling Club Lounge
- Equipment Rental
- Grande Cache Community Bus
- Ball Diamonds
- Grande Cache Campground
- Recreation Greenview Regional Multiplex
 - 3 Month Membership
 - Family – Additional Child/Youth – Member & Corporate Discounts
 - Daily Pass
 - 10x Punch Pass
 - Monthly Membership
 - 3 Month Membership
 - 6 Month Membership
 - Annual Membership
 - Recreation Centre Fees – General Admittance
 - 10x Punch Pass
 - Monthly Membership
 - 3 Month Membership
 - 6 Month Membership
 - Annual Membership
 - Personal Training
 - Aquatic Centre
 - Fieldhouse Rate – Per Court
 - Fieldhouse Rate – All Courts
 - Party Room
 - Party at the ‘Plex!
 - Recreation Centre Fees – Registered Programs
 - Aquatics
 - Child & Youth Programming
 - Fitness Programming
 - Drop-in Registered Programs

Infrastructure and Planning General

- Approaches
- Land Acquisition (Right-of-Way and Road Widening)

Environmental Services

- Water Point Facilities
- Commercial Rates

Operations

- Snowplowing Signs
- Grader Blades
- Dust Control
- Road Bond
- Community Aggregate
- Equipment Rental
- Road Inspection Fee

At First Reading, Council amended the bylaw as follows

Agricultural Services

- Change the location abbreviations to fully written out locations to provide better clarity
- 5.ii 12' Pull-Type Blade include Grovedale to ensure Grovedale residents can rent this item
- 5.iii. Vee Ditcher include Valleyview to ensure Valleyview residents can rent this item
- 7.ii 33' Heavy Harrow with Granular Applicator reduced to \$200.00 the current price is \$250.00
- 9.i. Survey Equipment include per piece of equipment to allow renters to know which pieces of survey equipment are available
- 13.iii - v. addition of by package for the unit of each

Infrastructure and Planning

- 2.ii. Construction: Gravel Approach, include a clause mentioning the potential of a reduced rate. Depending on the quality, quantity and type of material a ratepayer can contribute to the gravel approach, they may be eligible for a \$500.00 reduction.
- 4.i. Reduce the price of dust control from the proposed \$500.00 to \$375.00 per 200 meters. The current rate is \$150.00 per 200 meters.

BENEFITS OF THE RECOMMENDED ACTION:

1. An updated fees listing will be in place

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may determine additional or revised fees.

FINANCIAL IMPLICATION:

The cost of Greenview services will change.

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 post the bylaw accordingly.

ATTACHMENT(S):

- Bylaw 21-873
- Bylaw 22-900



BYLAW NO. 21-873 **of the Municipal District of Greenview No. 16**

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta for the purpose of establishing rates and fees for the provision of goods and services, or on behalf of Greenview, as attached to this bylaw as the Schedules of Fees.

Whereas, pursuant to Section 7 and 8 of the Municipal Government Act R.S.A 2000, Chapter M-26 as amended, the Planning Act, Chapter P-9, R.S.A. and amendments thereto, and the Taxation Act, Chapter M-31, R.S.A. and amendments thereto, a municipal Council has the authority to pass a bylaw establishing fees for the provision of services; and

Whereas, The Council of the Municipal District of Greenview No. 16, duly assembled deems it expedient to revise the Schedules of Fees for the Municipality;

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

1. Title

1.1 This bylaw may be cited as the "Schedules of Fees Bylaw".

2. Definitions

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

3. Application

3.1 This Bylaw establishes the rates, fees and charges for certain goods and services provided by Greenview.

3.2 This Bylaw and the attached Schedules will be reviewed as required and amendments to any of the rates and fees must be made by Council bylaw in accordance with Section 191(1) of the Municipal Government Act.

3.3 All fees, fines, rates, and penalties provided for in other current bylaws shall remain in full force and effect and may be charged in addition to the provisions stated in this Bylaw.

4. Rates and fees

4.1 The rates and fees are established in the attached Schedules 'A' through 'J' and form part of this Bylaw.



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

5. Severability and Effect

5.1 If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

5.2 Bylaw 20-854 and any amendments thereto is hereby repealed.


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

Read a first time this 13th day of April, 2021.

Read a second time this 8th day of June, 2021.

Read a third time and passed this 8th day of June, 2021


REEVE


CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

AGRICULTURAL SERVICES – Schedule A

	Description	GST Status *	2021 Rates	Units
1.	Haying or Pasturing Permits			
i.	Application fee	E	\$100.00	
ii.	Plus Annual per Acre Charge	E	\$15.00	
2.	Spray Exemption Signs			
i.	Spray Exemption Signs (One-Time Free Only)	T	Free	
ii.	Lost or Replacement Signs (each)	T	\$30.00	
3.	Guides			
i.	Guide to Crop Protection - Chemical/Cultural	T	\$12.00	
ii.	Weed Seedling Guide	T	\$10.00	
4.	Picnic Table			
i.	Non-Profit Organizations - Community Event		No charge	
ii.	Private Affair, Non-Public Event - Maximum of 10 days	T	\$10.00	per day
iii.	Delivery Charge, per loaded km	T	\$2.00	per km
5.	Barbecue			
i.	Non-Profit Organizations - Community Event		No charge	
ii.	Private Affair, Non-Public Event – (Maximum of 10 days)	T	\$100.00	per day
iii.	Deposit (All Organizations)	E	\$200.00	
iv.	Delivery charge (per loaded km)	T	\$2.00	per km
6.	Weed & Insect Control Equipment			
i.	Field Sprayer c/w GPS <i>All Locations</i>	T	\$50.00	Each Day (3 Days Maximum if Lineup)
ii.	Boomless Sprayer <i>Valleyview, Grovedale</i>	T	\$20.00	Each Day (3 Days Maximum if Lineup)
iii.	Water Tank on Trailer (For Spraying) <i>Valleyview, Grovedale</i>	T	\$25.00	Each Day (3 Days Maximum if Lineup)
iv.	Estate Sprayer (Pull Type) <i>All Locations</i>	T	\$20.00	Each Day (3 Days Maximum if Lineup)
v.	Estate Sprayer (3 Point Hitch) <i>Valleyview</i>	T	\$20.00	Each Day (3 Days Maximum if Lineup)



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

	Description	GST Status *	2021 Rates	Units
vi.	Quad Mount Sprayer <i>All Locations</i>	T	\$10.00	Each Day (3 Days Maximum if Lineup)
vii.	Backpack Sprayer (15 Liters) <i>Valleyview, Grovedale</i>	T	\$5.00	Each Day (3 Days Maximum if Lineup)
viii.	Granular Pesticide Bait Applicator (Holds 135 lbs Bran) <i>Valleyview</i>	T	\$30.00	Each Day (3 Days Maximum if Lineup)
7. Spreaders				
i.	Manure Spreader <i>Valleyview, Grovedale</i>	T	\$300.00	Each Day (3 Days Maximum if Lineup)
ii.	Fertilizer Spreader <i>Valleyview</i>	T	\$100.00	Each Day (3 Days Maximum if Lineup)
8. Earth Moving Equipment				
i.	1000 Earth Mover <i>All Locations</i>	T	\$200.00	Each Day (3 Days Maximum if Lineup)
ii.	12' Pull-Type Blade <i>Valleyview</i>	T	\$50.00	Each Day (3 Days Maximum if Lineup)
iii.	Vee Ditcher <i>Valleyview</i>	T	\$50.00	Each Day (3 Days Maximum if Lineup)
9. Post Pounders				
i.	Post Pounder <i>All Locations</i>	T	\$125.00	Each Day (3 Days Maximum if Lineup)
ii.	Post Pounder <i>All Locations</i>	T	\$65.00	½ day rate/per item
10. Bin Crane				
i.	Bin Crane <i>Valleyview, Grovedale</i>	T	\$100.00	Each Day (3 Days Maximum if Lineup)
11. Cattle Equipment				
i.	Cattle Squeeze <i>All Locations</i>	T	\$25.00	Each Day (3 Days Maximum if Lineup)
ii.	Loading Chute <i>All Locations</i>	T	\$50.00	Each Day (3 Days Maximum if Lineup)
iii.	Panel Trailer <i>Valleyview, Grovedale</i>	T	\$50.00	Each Day (3 Days Maximum if Lineup)



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

	Description	GST Status *	2021 Rates	Units
iv.	Spare Panels <i>Crooked Creek, Grovedale</i>	T	Free First 3 Days	\$5.00 Each Additional Day
v.	Tag Reader <i>Valleyview</i>	T	Free	\$100.00 Deposit Required (3 Days Maximum if Lineup)
12. Conservation Equipment				
i.	50' Heavy Harrow with Granular Applicator <i>Valleyview</i>	T	\$250.00	Each Day (3 Days Maximum if Lineup)
ii.	33' Heavy Harrow with Granular Applicator <i>Grovedale</i>	T	\$250.00	Each Day (3 Days Maximum if Lineup)
iii.	30' Land Roller <i>Valleyview, Grovedale</i>	T	\$200.00	Each Day (3 Days Maximum if Lineup)
iv.	14' Heavy Disc <i>Valleyview, Grovedale</i>	T	\$300.00	Each Day (3 Days Maximum if Lineup)
v.	No Till Drill <i>Valleyview</i>	T	\$300.00	Each Day (3 Days Maximum if Lineup)
13. Broadcast Seeders				
i.	Truck Mount Seeder <i>Valleyview</i>	T	\$10.00	Each Day (3 Days Maximum if Lineup)
ii.	Quad Mount Seeder <i>Valleyview</i>	T	\$10.00	Each Day (3 Days Maximum if Lineup)
iii.	Hand Seeder <i>Valleyview</i>	T	Free First 3 Days	\$5.00 Each Additional Day
iv.	Three Point Hitch Mount Seeder	T	\$15.00	
14. Water Pumping Equipment				
i.	Water Pump and Pipe Trailer (AB. Agriculture Unit) <i>Valleyview</i>	T	\$250.00	Each Day (3 Days Maximum if Lineup)
15. Miscellaneous Equipment				
i.	Bag Roller <i>Valleyview</i>	T	\$50.00	Each Day (3 Days Maximum if Lineup)
ii.	Survey Equipment <i>Valleyview</i>	T	\$10.00	Each Day (3 Days Maximum if Lineup)
iii.	Metal Detector <i>Valleyview</i>	T	\$10.00	Each Day (3 Days Maximum if Lineup)



BYLAW NO. 21-873 of the Municipal District of Greenview No. 16

	Description	GST Status *	2021 Rates	Units
iv.	Hay Sampler, Measuring Wheel, Bin Probe, Soil Sampler <i>Valleyview</i>	T	Free First 3 Days,	\$5.00 Each Additional Day
v.	Scare Cannons <i>Valleyview</i>	T	Free First 3 Days	\$5.00 Each Additional Day
vi.	Rodent Traps (Two Styles) <i>Valleyview, Grovedale</i>	T	\$10.00 Each Week	\$100 Deposit Required (1 Week Maximum if Lineup)
vii.	Purchase Magpie Traps	E	\$150.00	
viii.	Grain Vacuum <i>Valleyview, Grovedale</i>	T	\$150.00	Each Day (3 Days Maximum if Lineup)
	Half Day Rate	T	\$75.00	Single Half Day Rental
ix.	Bale Wagon <i>Valleyview, Grovedale</i>	T	\$250.00	Each Day (3 Days Maximum if Lineup)
x.	Pressure Washer on Trailer <i>Valleyview</i>	T	\$50.00	Each Day (3 Days Maximum if Lineup)
16. Recovery of A.S.B. Equipment **Minimum one hour charge for recovery of equipment at the discretion of Agricultural Services Manager**				
i.	Recovery of Rental Equipment Requiring 1-ton min. for Transport	T	\$100.00	per hour
ii.	Recovery of Rental Equipment Requiring Vehicle under 1-ton for Transport	T	\$75.00	per hour
iii.	Cleaning and Removal of Contaminated Soil (Remediation Purposes for Club Root)	T	\$60.00	per hour + \$75.00 Disposal Fee
iv.	Repair of Damaged Rental Equipment due to Negligent Use	E	Full cost of repair	

FAMILY AND COMMUNITY SUPPORT SERVICES – Schedule B

	Description	GST Status*	2021 Fee
1. Home Support <i>*This fee can be varied as evaluated and approved by the FCSS Manager.</i>		E	\$20.00* Maximum Per Hour
2. Life Skills Day Camp		E	\$40.00



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

RECREATION – Schedule C

	Description	GST Status *	Fee in \$	Unit
Recreation Grande Cache				
1.	Grande Cache Arena Rentals (With Ice)			
i.	Adult rate	T	\$170.00	Per hour
ii.	Adult Non-Prime (Before 3:30 p.m. on Regular School Days)	T	\$109.25	Per hour
iii.	Youth Rate	T	\$88.25	Per hour
iv.	Youth Non-prime (Before 3:30 p.m. on Regular School Days)	T	\$55.00	Per hour
v.	Public Skating Sponsorship	T	\$148.00	Per hour
2.	Arena and Curling Rink Surfaces (No Ice)			
i.	Adult Rate	T	\$76.00	Per hour
ii.	Youth Rate	T	\$38.00	Per hour
iii.	Maximum Day Rate	T	\$373.00	
3.	Aquatic Centre			
i.	Private Rental	T	\$134.50	Per hour
ii.	Lane Pool/ Swim Club	T	\$88.50	Per hour
iii.	Wave Crashers (During Public Swim)	T	\$107.00	Per session no time
iv.	Grande Bash (Private Rental)	T	\$180.00	Per session built in time
v.	Extra Lifeguard	T	\$30.50	Per hour
vi.	Sponsorship	T	\$184.00	Per hour
4.	Locker Rental			
i.	Annual (Private Locker)	T	\$100.00	
ii.	Lost or Damaged Key Replacement	T	\$35.00	
	Recreation Centre Fees – General Admittance			
5.	Daily Pass			
i.	Family	T	\$14.50	
ii.	Adult (18+)	T	\$6.75	
iii.	Youth (5-17)	T	\$5.00	
iv.	Senior (60-69)	T	\$5.50	
v.	Senior (70+) and Children (Under 5)	T	Free	



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
6.	10x Punch Pass			
i.	Family	T	\$115.75	
ii.	Adult (18+)	T	\$53.75	
iii.	Youth (5-17)	T	\$37.75	
iv.	Senior (60-69)	T	\$42.50	
v.	Senior (70+) and Children (Under 5)	T	Free	
7.	Monthly Membership			
i.	Family	T	\$126.75	
ii.	Adult (18+)	T	\$58.75	
iii.	Youth (5-17)	T	\$41.00	
iv.	Senior (60-69)	T	\$46.00	
v.	Senior (70+) and Children (Under 5)	T	Free	
8.	3-Month Membership			
i.	Family	T	\$316.75	
ii.	Adult (18+)	T	\$146.25	
iii.	Youth (5-17)	T	\$101.25	
iv.	Senior (60-69)	T	\$114.25	
v.	Senior (70+) and Children (Under 5)	T	Free	
9.	6-Month Membership			
i.	Family	T	\$569.75	
ii.	Adult (18+)	T	\$262.25	
iii.	Youth (5-17)	T	\$182.75	
iv.	Senior (60-69)	T	\$205.25	
v.	Senior (70+) and Children (Under 5)	T	Free	
10.	Annual Membership			
i.	Family	T	\$949.50	
ii.	Adult (18+)	T	\$437.00	
iii.	Youth (5-17)	T	\$304.25	
iv.	Senior (60-69)	T	\$342.25	
v.	Senior (70+) and Children (Under 5)	T	Free	
11.	Personal Training Rates – One Person			
i.	1 Session	T	\$45.00	
ii.	3 Sessions	T	\$131.25	



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
iii.	5 Sessions	T	\$212.50	
iv.	10 Sessions	T	\$412.50	
v.	20 Sessions	T	800.00	
12. Personal Training Rates - 2 People				
i.	1 Session	T	\$65.00	
ii.	3 Sessions	T	\$180.00	
iii.	5 Sessions	T	\$275.00	
iv.	10 Sessions	T	\$500.00	
v.	20 Sessions	T	\$900.00	
13. Personal Training Rates - 3 People				
i.	1 Session	T	\$90.00	
ii.	3 Sessions	T	\$247.00	
iii.	5 Sessions	T	\$375.00	
iv.	10 Sessions	T	\$675.00	
v.	20 Sessions	T	\$1200.00	
Recreation Centre Fees – Registered Programs				
14. Aquatics			Members	Non-Members
	Lifesaving Parent & Tot Swim Lesson	T	\$45.00	10 – 30min session
	Lifesaving Preschool Swim Lesson	T	\$45.00	10 – 30min session
	Lifesaving Swimmer Swim Lesson	T	\$60.00	10 – 45min session
	Lifesaving Adult / Fitness Swimmer Swim Lesson	T	\$72.00	10 – 45min session
	School Swim Lessons		\$30.00	10 – 30 min session
	Private Swimming Lessons (6 sessions for price of 5)	T	\$30.00	Per hour
	Semi-Private Swimming Lessons (6 sessions for price of 5)	T	\$25.00	Each/Per hour
	Junior Lifeguard Club (session based)	T	\$10.00	\$12.00 Per hour
	Red Cross Water Safety Instructor	T	\$350.00	
	Red Cross Water Safety Instructor - RECERTIFICATION	T	\$80.00	\$80.00
	Lifesaving Society – Aquatics Emergency care / Standard First Aid	T	\$140.00	



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$		Unit
	Lifesaving Society – Lifesaving Instructor		\$350.00		
	Lifesaving Society – Lifesaving Instructor RECERTIFICATION		\$80.00		
	Lifesaving Society – Bronze Star	T	\$115.00		
	Lifesaving Society – Bronze Medallion	T	\$180.00		
	Lifesaving Society – Bronze Cross	T	\$130.00		
	Lifesaving Society National Lifeguard	T	\$350.00		
	Lifesaving Society National Lifeguard - RECERTIFICATION	T	\$80.00	\$80.00	
	Water Fitness (session based)	T	\$8.00	\$10.00	Per hour
	Water Fitness (Drop-in)	T	\$10.00	\$12.00	Per hour
15.	Child and Youth Programming		Members	Non- Members	
i.	Child Programming	T	\$6.00	\$7.00	Per Session
ii.	Youth Programming	T	\$7.00	\$9.00	Per Session
16.	Fitness Programming		Members	Non- Members	
i.	Child Programming	T	\$6.00	\$7.00	Per Session
ii.	Youth Programming	T	\$7.00	\$9.00	Per Session
iii.	Adult Programming	T	\$8.00	\$10.00	Per Session
17.	Drop-in Registered Programs		Members	Non- Members	
i.	Adult	T	\$10.00	\$12.00	
ii.	Youth	T	\$10.00	\$12.00	
iii.	Child	T	\$7.00	\$9.00	
18.	Meeting or Banquet Rooms and Curling Club Lounge				
i.	Rental Rate with Clean-up	T	\$38.75		Per Hour
ii.	Association Rate/ Not-for-Profit	T	\$23.50		Per Hour
19.	Equipment Rental				
i.	Portable Sound System	T	\$100.00		Per Event
ii.	Portable Stage	T	\$170.00		Per Event



BYLAW NO. 21-873 of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
iii..	Tables (Not Included in the Facility Rental)	T	\$6.50	Per Table
iv.	Chairs (Those not included in the Facility Rental)	T	\$3.00	Per Chair
v.	Boom Lift (Includes Operator)	T	\$140.00	Per Hour
20. Advertising				
i.	Wall Rink Board	T	\$425.00	Per Year
ii.	Ice Logo	T	\$650.00	Per Year
iii.	Zamboni	T	\$650.00	Per Side
21. Administrative Items				
i.	Labour (Clean-up, Set-up, etc.)	T	\$57.00	Per Person/Per Hour
ii.	Event and Equipment Rental Damage Deposit	T	\$400.00	Per Booking
iii.	Replacement Membership cards	T	\$5.00	Per Card
22. Ball Diamonds				
i.	Rental Rate	T	\$40.50	Per Game
ii.	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	\$121.50	
23. Grande Cache Campground				
i.	Full Service (Includes Power, Water and Sewer)	T	\$40.00	Per Night
ii.	Partial Service (Includes Power and Water)	T	\$35.00	Per Night
iii.	Open Tent area	T	\$25.00	Per Night
iv.	Monthly site rate (Full Service)	T	\$1008.00	30 Days
v.	Firewood	T	\$20.00	Wheelbarrow Load
24. Grande Cache Tourism and Information Centre				
i.	Chamber Room (used for meetings or workshops, sits 40-50 people) Includes: 64" Smart Display TV, projector screen, flip chart, whiteboard, refrigerator, coffee maker, kettle *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
ii.	Theatre Room (Used for meetings,	T	\$30.00	Per Hour



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
	workshops, movies, sits 30-40 people) Includes: 64” Smart Display TV, projector screen, DVD, VHS player, flip chart, kitchen facilities *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$150.00	Per Day
iii.	Mezzanine Level (used for receptions, open houses, book launches. Can be included with the Chamber Room) Includes: access to outside balcony *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
		T	\$50.00	Per Hour with Chamber Room
		T	250.00	Per Day with Chamber Room
25.	Eagles Nest Hall (Capacity up to 65 people with tables and chairs)	T	\$12.50	Per Hour
		T	\$62.50	Per Day
	Grande Cache Cemetery			
26.	Open and Close Fees		May 15 to November 15	November 16 to May 14
i.	Full Casket Adult	T	\$600.00	\$700.00
ii.	Full Casket Child	T	\$400.00	\$500.00
iii.	Cremation	T	\$450.00	\$550.00
iv.	Surcharge (After 4:00 p.m. Working Days)	T	\$150.00	
v.	Disinterment	T	Double the cost of opening and closing	
27.	Purchase of Plot	T	\$550.00	
28.	Columbarium Fees			
i.	Niche Price (Includes Opening/Closing Fee) Note: Each Niche can Hold 2 Urns		\$1,050.00	



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	Description	GST Status *	Fee in \$	Unit
Recreation Greenview Regional Multiplex				
Recreation Centre Fees – General Admittance				
29.	Daily Pass			
i.	Family	T	\$19.50	
ii.	Adult (18+)	T	\$8.50	
iii.	Youth (13-17)	T	\$6.00	
iv.	Child (3-12)	T	\$4.50	
v.	Senior (60-69)	T	\$6.00	
vi.	Senior (70+) and Children (Under 3)	T	Free	
30.	10x Punch Pass			
i.	Family	T	\$175.50	
ii.	Adult (18+)	T	\$76.50	
iii.	Youth (13-17)	T	\$54.00	
iv.	Child (3-12)	T	\$40.50	
v.	Senior (60-69)	T	\$54.00	
vi.	Senior (70+) and Children (Under 3)	T	Free	
31.	Monthly Membership			
i.	Family	T	\$110.00	
ii.	Adult (18+)	T	\$50.00	
iii.	Youth (13-17)	T	\$35.00	
iv.	Child (3-12)	T	\$25.00	
v.	Senior (60-69)	T	\$35.00	
vi.	Senior (70+) and Children (Under 3)	T	Free	
32.	6-Month Membership			
i.	Family	T	\$605.00	
ii.	Adult (18+)	T	\$275.00	
iii.	Youth (13-17)	T	\$192.50	
iv.	Child (3-12)	T	\$137.50	
v.	Senior (60-69)	T	\$192.50	
vi.	Senior (70+) and Children (Under 3)	T	Free	
33.	Annual Membership			
i.	Family	T	\$1100.00	
ii.	Adult (18+)	T	\$500.00	
iii.	Youth (13-17)	T	\$350.00	



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	Description	GST Status *	Fee in \$	Unit
iv.	Child (3-12)	T	\$250.00	
v.	Senior (60-69)	T	\$350.00	
vi.	Senior (70+) and Children (Under 3)	T	Free	
34. Recreation Fees - Childmind				
i.	Per Child	T	\$5.00	Per Hour
ii.	10 x Punch Pass	T	\$40.00	
iii.	20 x Punch Pass	T	\$70.00	
Recreation Centre Fees - (Corporate Rate – 15% Discount)				
35. 10x Punch Pass				
i.	Family	T	\$149.00	
ii.	Adult (18+)	T	\$65.00	
iii.	Youth (13-17)	T	\$46.00	
iv.	Child (3-12)	T	\$34.50	
v.	Senior (60-69)	T	\$46.00	
vi.	Senior (70+) and Children (Under 3)	T	Free	
36. Monthly Membership				
i.	Family	T	\$93.50	
ii.	Adult (18+)	T	\$42.50	
iii.	Youth (13-17)	T	\$29.50	
iv.	Child (3-12)	T	\$21.50	
v.	Senior (60-69)	T	\$29.50	
vi.	Senior (70+) and Children (Under 3)	T	Free	
37. 6-Month Membership				
i.	Family	T	\$514.25	
ii.	Adult (18+)	T	\$233.75	
iii.	Youth (13-17)	T	\$162.25	
iv.	Child (3-12)	T	\$118.25	
v.	Senior (60-69)	T	\$162.25	
vi.	Senior (70+) and Children (Under 3)	T	Free	
38. Annual Membership				
i.	Family	T	\$935.00	
ii.	Adult (18+)	T	\$425.00	
iii.	Youth (13-17)	T	\$297.50	



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	Description	GST Status *	Fee in \$	Unit
iv.	Child (3-12)	T	\$212.50	
v.	Senior (60-69)	T	\$297.50	
vi.	Senior (70+) and Children (Under 3)	T	Free	
Recreation Centre Fees – Fitness Centre				
40.	Personal Training Rates – One Person			
i.	1 Session	T	\$45.00	
ii.	3 Sessions	T	\$131.25	
iii.	5 Sessions	T	\$212.50	
iv.	10 Sessions	T	\$412.50	
v.	20 Sessions	T	800.00	
41.	Personal Training Rates - 2 People			
i.	1 Session	T	\$65.00	
ii.	3 Sessions	T	\$180.00	
iii.	5 Sessions	T	\$275.00	
iv.	10 Sessions	T	\$500.00	
v.	20 Sessions	T	\$900.00	
42.	Personal Training Rates - 3 People			
i.	1 Session	T	\$90.00	
ii.	3 Sessions	T	\$247.00	
iii.	5 Sessions	T	\$375.00	
iv.	10 Sessions	T	\$675.00	
v.	20 Sessions	T	\$1200.00	
Recreation Centre Fees – Facility Rentals				
43.	Dance Studio A or B			
i.	Hourly	T	\$30.00	
ii.	Daily	T	\$100.00	
iii.	Weekend	T	\$150.00	
44.	Dance Studio A & B			
i.	Hourly	T	\$50.00	
ii.	Daily	T	\$175.00	
iii.	Weekend	T	\$200.00	
45.	Aquatic Centre			



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	Description	GST Status *	Fee in \$	Unit
i.	Lane or Leisure Pool (up to 35 People & 1 Lifeguard)	T	\$65.00	Per hour
ii.	Lane or Leisure Pool Rental (up to 70 People & 2 Lifeguards)	T	\$120.00	Per hour
iii.	Hot Tub Rental (up to 35 People & 1 Lifeguard)	T	\$35.00	Per hour
46. Fieldhouse Rate – Per Court				
i.	Daily (5:00am – 9:00pm)	T	\$240.00	
ii.	Weekday	T	\$30.00	Per hour
iii.	Weekend	T	\$50.00	Per hour
iv.	Special Youth Rate	T	\$20.00	Per hour
47. Fieldhouse Rate – All Courts				
i.	Daily (5:00am-9:00pm)	T	600.00	Weekdays
ii.	Weekend Social Function	T	\$1600.00	Per Day
iii.	Weekend Non-Social Function	T	\$720.00	Per Day
iv	Special Event Youth Rate	T	\$60.00	Per Hour
v.	Weekend Day Rate (Non-Social)	T	\$720.00	
vi.	Weekend Day Rate (Social Function)	T	\$1600.00	
48. Stage Rental				
		T	\$500.00	\$500.00 Deposit
49. Dance Floor				
		T	\$500.00	\$500.00 Deposit
50. Commercial Kitchen and Bar				
i.	Weekday	T	\$200.00	Per Day
ii.	Weekend	T	\$300.00	Per Day
51. Board Room (A or B)				
i.	Hourly	T	\$30.00	
ii.	Daily	T	\$150.00	
52. Board Room (A and B)				
i.	Hourly	T	\$50.00	
ii.	Daily	T	\$250.00	



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	Description	GST Status *	Fee in \$		Unit
53.	Party Room	T	\$30.00		Per Hour (3 Hour rental Minimum with a \$200.00 Damage Deposit)
Recreation Centre Fees – Registered Programs					
54.	Aquatics		Members	Non- Members	
	Red Cross Swim Preschool (Session Based)	T	\$45.00	\$55.00	
	Red Cross Swim Kids Levels 1-6 (Session Based)	T	\$45.00	\$55.00	
	Red Cross Swim Kids Levels 7-10 (Session Based)	T	\$60.00	\$75.00	
	Red Cross Swim @ School	T	\$23.00	N/A	
	Red Cross Swim Basics and Swim Strokes	T	\$72.00	\$88.00	
	Red Cross Swim Sports	T	\$45.00	\$55.00	
	Private Swimming Lessons (6 sessions for price of 5)	T	\$30.00		Per Hour
	Semi-Private Swimming Lessons (6 sessions for price of 5)	T	\$25.00		Per Hour
	Junior Lifeguard Club (Session Based)	T	\$10.00	\$12.00	Per Hour
	Red Cross Water Safety Instructor	T	\$350.00		
	Red Cross Water Safety Instructor – RECERTIFICATION	T	\$80.00	\$80.00	
	Red Cross First Aid	T	\$140.00		
	Lifesaving Society – Bronze Star	T	\$115.00		
	Lifesaving Society – Bronze Medallion	T	\$180.00		
	Lifesaving Society – Bronze Cross	T	\$130.00		
	Lifesaving Society National Lifeguard	T	\$350.00		
	Lifesaving Society National Lifeguard – RECERTIFICATION	T	\$80.00	\$80.00	
	Water Fitness (Session Based)	T	\$8.00	\$10.00	Per Hour
	Water Fitness (Drop-in)	T	\$10.00	\$12.00	Per Hour
55.	Child & Youth Programming		Members	Non- Members	
i.	Child Programming	T	\$6.00	\$7.00	Per Session



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	Description	GST Status *	Fee in \$		Unit
ii.	Youth Programming	T	\$7.00	\$9.00	Per Session
56.	Fitness Programming		Members	Non-Members	
i.	Child Programming	T	\$6.00	\$7.00	Per Session
ii.	Youth Programming	T	\$7.00	\$9.00	Per Session
iii.	Adult Programming	T	\$8.00	\$10.00	Per Session
57.	Drop-in Registered Programs		Members	Non-Members	
i.	Adult	T	\$10.00	\$12.00	
ii.	Youth	T	\$10.00	\$12.00	
iii.	Child	T	\$7.00	\$9.00	
58.	Johnson Park Campground				
i.	Unserviced Site (includes firewood)	T	\$20.00		Per Unit/Per night
59.	Moody's Crossing				
i.	Unserviced Site (includes firewood)	T	\$20.00		Per Unit/Per night
60.	Shuttler Flats Provincial Recreation Area				
i.	Group Use Area	T	\$50.00		Per night
61.	Smoky River South Provincial Recreation Area				
i.	Unserviced Site	T	\$20.00		Per Unit/Per night
62.	Sheep Creek Provincial Recreation Area				
i.	Unserviced Site	T	\$20.00		Per Unit/Per night

PROTECTIVE/ENFORCEMENT SERVICES – Schedule D

	Description	GST Status*	Fee in \$	Unit
Fire Services – All Locations				
1.	Fire Inspection Fees			



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	Description	GST Status*	Fee in \$	Unit
i.	Copy of Fire Inspection Report	T	\$50.00	Each
ii.	After Hours Fire Inspection Request	T	\$75.00	Per hour
iii.	Special Event Fire Inspection Request	T	\$50.00	Each
iv.	Fire Inspection Request	T	\$50.00	Each
v.	Occupant Load Calculation Request (includes card and holder)	T	\$35.00	Each
vi.	Property Search Request	T	\$50.00	Each
vii.	Fire Extinguisher Training (Company)	T	\$25.00	Per person
	Fire Extinguisher Training (General Public)		Free	
viii.	Copy of Fire Investigation Report	T	\$50.00	Each
ix.	Fire Investigation Photographs	T	\$50.00	Each

FINANCE AND ADMINISTRATION – Schedule E

	Description	GST Status*	Fee in \$	Unit
1.	Photocopying			
i.	Tax, Utilities, Minutes or Bylaws, and Other Documents	T	\$1.00	Per page
2.	Documents			
i.	Planning or Otherwise, Any Size	T	\$10.00	Per Search
ii.	Faxed Copies (Incoming/Outgoing)	T	\$1.00	Per Page
iii.	Access to Information (FOIP), Research	T	\$25.00	Per Hour
3.	Taxes			
i.	Tax Certificate to Registered Landowner	E	No charge	
ii.	Tax Certificate to Others	E	\$50.00	Per Roll Number
iii.	Tax Search to Others	E	\$50.00	Per Roll Number
iv.	Online Tax Certificate to Others	E	\$25.00	
v.	Online Tax Search	E	\$15.00	
vi.	Tax Notification Charges	E	\$75.00	
4.	Assessment			
i.	Assessment Record to Landowner	E	\$5.00	Per Roll Number



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ii.	Assessment Record to Others	E	\$10.00	Per Roll Number
iii.	NSF Fee	E	\$50.00	
5.	Mail Tube	T	\$15.00	Per Tube

INFASTRUCTURE AND PLANNING GENERAL – Schedule F

	Description	GST Status	Fee in \$	Unit
1.	Road Closure			
i.	Application Fee	E	\$1,500.00	
ii.	Sale of Road Allowance for the Purpose of Road Closure. As Determined by Accurate Assessment.	E	Fair Market Value	
2.	Approaches			
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00	Per Approach
ii.	Construction: Gravel Approach	E	\$2000.00	Per Approach
iii.	Upgrade/Relocation: Gravel Approach	E	\$2500.00	Per Approach
iv.	Construction: Asphalt Approach	E	\$5000.00	Per Approach
	Upgrade/Relocation: Asphalt Paved Approach	E	\$5500.00	Per Approach
3.	Road Allowance License			
i.	Road Allowance License Fee	E	\$100.00	Per term
ii.	Road Allowance Sign Replacement	E	\$50.00	
4.	Inspections			
i.	Seismic Pre-Inspections	E	\$100.00	Per Occurrence
ii.	Seismic Post-Inspections	E	\$100.00	Per Occurrence
iii.	Seismic Non-Compliance	E	\$100.00	Per Occurrence
5.	Land Acquisition (Right-of-Way and Road Widening)			
i.	Properties up to 40 Acres	T	See Schedule "I"	
ii.	Properties Over 40 Acres	T	\$2400.00	Per Acre
iii.	Properties Minimum Payment	T	\$150.00	Per Occurrence
iv.	On parcels more than 40 Acres, Where an Existing Residence is on the Property, for up to 50 Meters Each Side of the Residential Driveway	T	\$3,000	Per Acre
v.	Borrow Pit Acquisition and Access and Damages	T	\$1.00	Per m ³



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	Description	GST Status	Fee in \$	Unit
vi.	Shelterbelt Loss, per 5m Width, Tree Height Under 10 feet	T	\$1.50	Per m
vii.	Shelterbelt Loss, per 5m Width, Tree Height Over 10 feet	T	\$2.50	Per m
6. Fencing				
i.	Removal of Old Fence by Landowner	T	\$1.25	Per m
ii.	Removal of Old Fence and Installation of New Fence by Landowner with Greenview Supplying Material	T	\$3.75	Per m
iii.	Removal of Old Fence and Installation of New Fence by Landowner Including Labour and Materials	T	\$8.25	Per m
iv.	Removal of Old Fence and Installation of New Fence by Greenview	T	No Compensation	

ENVIRONMENTAL SERVICES – Schedule G

Accounts for metered services and bulk accounts if not paid within 30 days of the billing date will incur a 1.5% penalty monthly.

Where work is done at cost, the cost will include the amount expended by Greenview for all expenditures incurred doing the work, including administration. All invoices will be paid within 30 days of billing. If not paid within 30 of billing, are subject to interest of 1.5% penalty monthly

	Description	GST Status*	Fee	Unit
	<i>Water Meter/Replacement/Repairs (Owner Responsibility)</i>		Based on actual replacement/repair costs	
1. Water Connection/Disconnection Operational Fee				
i.	Regular Hours	T	\$50.00	per hour/per member of staff (1 hour min.)
ii.	After Hours/Call Out	T	\$52.00	per hour /per member of staff (1 hour min.)
2. Hamlet Water Distribution Systems (Grovedale, Landry Heights, and Little Smoky)				



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	Description	GST Status*	Fee	Unit
i.	Residential Rate (0 - 30 m ³ /Month)	E	\$3.50	per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$4.00	per m ³
iii.	Non-Residential Rate	E	\$4.00	per m ³
iv.	Installation Fee (To install from Main Line to Property Line/ includes any asphalt, curb and gutter etc.)	E	\$8,000.00	deposit (total installation costs)
v.	Connection Fee (Rights to Connect)	E	\$12,500.00	per service
vi.	Utilities Account Deposit	E	\$100.00	
3. Hamlet Water Distribution Systems (Grande Cache, DeBolt and Ridgevalley)				
i.	Residential Rate (0 - 30 m ³ /Month)	E	\$3.50	per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$4.00	per m ³
iii.	Non-Residential Rate	E	\$4.00	per m ³
iv.	Installation Fee (To install from Main Line to Property Line/ includes any asphalt, curb and gutter etc.)	E	\$8,000.00	deposit (total installation costs)
v.	Connection Fee (Rights to Connect)	E	\$500.00	per service
vi.	Utilities Account Deposit	E	\$100.00	
4. Rural Water Distribution System (Valleyview Rural)				
i.	Residential Rate (0-30m ³ /Month)	E	\$3.50	per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$10.00	per m ³
iii.	Non-Residential Rate	E	\$10.00	per m ³
iv.	Connection Fee	E	\$12,500.00	per service
v.	Utilities Account Deposit	E	\$100.00	
vi.	Installation Fee (to install from Main Line to Property Line/includes any asphalt, curb and gutter etc.)	E	\$8,000.00	Deposit (total installation costs)
5. Rural Water Distribution System (Crooked Creek and Ridgevalley)				
i.	Residential Rate (0-30 m ³ /Month)	E	\$3.50	per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$10.00	per m ³
iii.	Non-Residential Rate	E	\$10.00	per m ³
iv.	Connection Fee	E	\$12,500.00	per service
v.	Utilities Account Deposit	E	\$100.00	
vi.	Installation Fee (to install from Main Line to Property Line/includes any asphalt, curb and gutter etc.)	E	\$8,000.00	Deposit (total installation costs)
6. Water Point Facilities				
i.	Potable Water Points Residential/Agriculture	E	\$3.50	per m ³
ii.	Potable Water Points Commercial	E	\$8.50	per m ³
iii.	Non-Potable Water Points	E	\$2.00	per m ³



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	Description	GST Status*	Fee	Unit
7.	Gravity Wastewater Collection System (DeBolt, Grande Cache & Ridgevalley)			
i.	Sanitary Service Installation Fee/Includes Asphalt, Curb & Gutter Etc.	E	\$8,000.00	deposit (total installation costs)
ii.	Connection Fee	E	\$500.00	per service
8.	Gravity Wastewater Collection System (Grovedale)			
i.	Sanitary Service Installation Fee	E	\$8,000.00	deposit (total installation costs)
ii.	Connection Fee	E	\$12,500.00	per service
9.	Low Pressure Wastewater Collection System (Little Smoky, Grovedale & Ridgevalley)			
i.	Sanitary Service Installation Fee/includes asphalt, curb & gutter etc.	E	\$8,000.00	deposit (total installation costs)
ii.	Connection Fee	E	\$500.00	per service
10.	Sewer Rates			
i.	Residential – Single Family Dwelling	E	\$1.00	per m ³ (minimum \$24.00)
ii.	Residential – Duplex (per dwelling unit)	E	\$1.00	per m ³ (minimum \$24.00)
iii.	Residential – Multi Family Dwelling (per Self-Contained Dwelling Unit)	E	\$1.00	per m ³ (minimum \$24.00)
iv.	Commercial – General Store	E	\$1.00	per m ³ (minimum \$36.00)
v.	Commercial – Laundromat	E	\$1.00	per m ³ (minimum \$56.00)
vi.	Commercial – Hotels (Rooms & Beer Parlor)	E	\$1.00	per m ³ (minimum \$80.00)
vii.	Commercial – Cafes	E	\$1.00	per m ³ (minimum \$48.00)
viii.	Commercial – Garages	E	\$1.00	per m ³ (minimum \$48.00)
ix.	Commercial – Office	E	\$1.00	per m ³ (minimum \$36.00)
x.	Commercial – Not Elsewhere Classified	E	\$1.00	per m ³ (minimum \$36.00)
xi.	Community Halls & Other Recreation Facilities	E	\$1.00	per m ³ (minimum \$48.00)
xii.	Churches	E	\$1.00	per m ³ (minimum \$24.00)



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	Description	GST Status*	Fee	Unit
xiii.	Schools (per Classroom)	E	\$1.00	per m ³ (minimum \$24.00)
xiv.	Royal Canadian Legion Hall	E	\$1.00	per m ³ (minimum \$24.00)
xv.	Senior Citizen's Drop-In Centre	E	\$1.00	per m ³ (minimum \$24.00)
xvi.	Correctional Institutions	E	\$1.25	per m ³ (minimum \$80.00)
11. Wastewater Lagoon				
i.	Commercial/Industrial Tipping Rate	E	\$10.00	per m ³
12. Lagoon Keys				
i.	Key Fob (Initial/Replacement)	T	\$100.00	
Grande Cache Sewer Rental <i>Rental of the Electric Sewer Snake and or Electric Sewer Camera is available to Contractors only. Rentals must be returned clean. Failure to do so will result in a cleaning fee</i>				
13. Electric Sewer Snake				
i.	4 Hour Minimum Charge	T	\$70.00	
ii.	Daily Rate	T	\$90.00	
iii.	Weekly Rate (5 Day Rental)	T	\$400.00	
14. Electric Sewer Camera				
i.	Refundable Deposit	E	\$500.00	
ii.	4 hour Minimum Charge	T	\$137.00	
iii.	Daily Rate	T	\$195.00	
iv.	Weekly Rate (5 Day Rental)	T	\$780.00	
15. Cleaning Fee				
		T	\$35.00	
Waste Collection and Disposal				
16. Residential Rates				
i.	Residential Waste Collection Fee	T	\$10.00	Per Month
ii.	Recycle Fee	T	\$10.00	Per Month
17. Commercial Rates				
i.	Commercial Waste Bin Rental	T	\$50.00	Per Month
ii.	Recycle Fee	T	\$10.00	Per Month



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	Description	GST Status*	Fee	Unit
iii.	Waste Dumping Fee, Standard Service, per Bin	T	\$80.00	Per Month
16. Grande Cache Landfill Fees				
i.	Greenview Residents		No Fees	
ii.	Mixed Load Disposal Fee (Residents and Commercial)	E	\$210.00	Per Tonne
iii.	Commercial Waste	E	\$105.00	Per Tonne
iv.	Clean Mulch/Woodchips	E	\$55.00	Per Tonne
v.	Class II Acceptable Soils	E	\$55.00	Per Tonne
vi.	Burnable Wood (Excludes Creosote, Treated Wood and Similar Materials)	E	\$55.00	Per Tonne
vii.	Metal	E	\$55.00	Per Tonne
viii.	Cement/Concrete	E	\$55.00	Per Tonne
ix.	Sump	E	\$10.00	Per Tonne
x.	Freon	E	\$50.00	Per unit for removal

OPERATIONS – Schedule H

Greenview's Equipment Rates will be the same as the EOIP rates

	Description	GST Status*	Fee in \$	Unit
1. Snowplowing Signs				
i.	Any Driveway up to 400 Meters	E	\$50.00	
ii.	Any Driveway Greater than 400 Meters	E	\$50.00	\$100.00 per hour for time over the first ½ hour
iii.	Lost or Replacement Signs	T	\$30.00	Each
2. Culverts – Used or Salvaged				
i.	500 mm or Less	T	\$13.00	per m
ii.	600 mm	T	\$15.00	per m
iii.	700 mm	T	\$16.00	per m
iv.	800 mm	T	\$25.00	per m
v.	900 mm	T	\$28.00	per m
vi.	1000 mm	T	\$29.00	per m
vii.	1200 mm or Greater	T	\$30.00	per m



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	Description	GST Status *	Fee in \$	Unit
3.	Grade Blades			
i.	Used	T	\$5.00	per each blade
4.	Dust Control			
i.	Application of Calcium Product for Residents and Landowners (up to April 15 th Each Year)	T	\$150.00	per 200 m
ii.	Plus: for sections over 200 meters	T	\$5.35	per m
iii.	Application of Calcium Product for Multi-Parcel Subdivisions	T	\$100.00	per 100 m
iv.	Application of Calcium Product for Industrial and Road Use Agreement Holders (up to April 15 th Each Year) <i>If in front of a residence, the industrial user will be charged the residential rate for a maximum distance of 200 meters</i>	T	\$1605.00	per 300 m
vi.	Plus: for sections over 300 meters	T	\$5.35	per m
5.	Road Bond			
i.	Overload Road Bond Fees (Non-Refundable Payment)	E	\$1,125.00	per km
ii.	Plus: Security Deposit (Refundable Subject to Final Inspections)	E	\$6,375.00	per km
iii.	Fixed Fee for the TRAVIS MJ Permitting System	E	\$15.00	per permit
6.	Community Aggregate			
i.	Community Aggregate Payment Levy	E	\$0.30	per tonne
7.	Equipment Rental			
i.	All Equipment Rentals will be paid out of the previous year's ARHCA Book.	T	100% of previous year's ARHCA rate	

PLANNING AND DEVELOPMENT – SCHEDULE I

	Description	GST Status*	Fee in \$	Unit
1.	Planning Bylaw (New or Amended)			
i.	Land Use Bylaw Amendment Application (Re-zoning)	E	\$1,500.00	



BYLAW NO. 21-873 of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee in \$	Unit
ii.	New Developer's Area Structure Plan	E	\$2,500.00	
iii.	Amendments to any ASP and MDP or Minor ASP	E	\$1,500.00	
2. Development Permits, General				
i.	Residential - Single Detached Dwellings, Duplexes, Manufactured/ Modular/RTM/Suites)	E	\$150.00	
ii.	Residential - Multiple Dwellings (Triplex/Fourplex/Row Housing/Apartments, etc.)	E	\$75.00	per unit
iii.	All other Non-Residential/Mixed-Use/New Construction / Accessory Uses (Home Occupation / Accessory Buildings (Garages, Decks, Hot tubs, Pools, Wheelchair Ramps), Additions and All Other Uses)	E	\$50.00	fee per \$100,000.00 of completed project cost (up to a maximum of a \$10,000.00 fee)
iv.	Signage – Permanent / Temporary / Renewal	T	\$50.00	Per sign
v.	Variance Request	E	\$150.00	
vi.	Time Extension Request by Developer per Application	E	\$150.00	
3. Subdivisions (including Bare Land Condominium Plans)				
i.	Subdivision and Condominium Plan Applications, Single Lot or Consolidation	E	\$450.00	
ii.	Plus: each additional lot/unit created	E	\$150.00	
iii.	Plan of Subdivision Endorsement Fees	E	\$150.00	per title created
iv.	Condominium Plan Endorsement Fees	E	\$40.00	per unit
v.	Time Extension Request by Developer per Application	E	\$500.00	
4. Subdivision and Development Appeal Board				
i.	Development Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
ii.	Subdivision Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
5. Development Agreement Review				
i.	Residential: up to 4 Lot Subdivision	E	\$1,500.00	
ii.	Residential: Greater than 4 Lot Subdivision	E	\$3,000.00	
i.	All Other Recreational, Commercial and Industrial Subdivisions	E	\$3,000.00	
6. Annual Business Licensing				
i.	Business License Fee - New application (January 1)	E	\$100.00	



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee in \$	Unit
ii.	Business License- New Application (After July 1) or Annual Renewal	E	\$50.00	
7.	Business License Temporary/Special Event			
i.	Resident	E	\$30.00	
ii.	Non-Resident	E	\$50.00	
8.	Hawkers or Peddlers			
i.	Resident Annual	E	\$45.00	
ii.	Resident per Day	E	\$35.00	
iii.	Non-Resident Annual	E	\$130.00	
iv.	Non-Resident per Day	E	\$50.00	
9.	Rural Addressing Signage			
i.	Signage Permanent/ Replacement and Installation	T	\$150.00	per sign
10.	Signage for Subdivisions			
i.	Individual Lot Sign	T	\$50.00	per sign
ii.	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	T	\$1,000.00	per sign
11.	Orthographic Printing <i>Based on size and quality of paper, image and graphics</i>			
ii.	Colour 8 ½" x 11" Orthographic (Aerial) Photo	T	\$10.00	
iii.	Colour 11" x 17" Orthographic (Aerial) Photo	T	\$20.00	
12.	Landowner Map Pricing			
i.	Hardcopy – Landowner Map (sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	T	\$25.00	per sheet
13.	Certificate of Compliance	E	\$200.00	
14.	Letter of Concurrence for Communication Tower	E	\$100.00	
15.	Environmental Site Assessment Inquiries	E	\$200.00	Per parcel

*Note: GST Status- 'E' refers to tax exempt or GST included in the listed rate or fee.

'T' refers to taxable, or GST not included in the listed rate or fee.



BYLAW NO. 21-873
of the Municipal District of Greenview No. 16

**Land Acquisition by Greenview for Right of Way and Road
Widening – Schedule J**

Valleyview Area

Titled Parcel Size in Acres	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 30,000	\$ 22,600	\$ 16,600	\$ 13,600	\$ 12,600
1-3	\$ 12,600	\$ 12,000	\$ 8,750	\$ 7,350	\$ 7,275
3-5	\$ 8,900	\$ 8,600	\$ 6,300	\$ 5,300	\$ 5,250
5-10	\$ 6,100	\$ 5,850	\$ 4,350	\$ 3,700	\$ 3,650
10-20	\$ 3,900	\$ 3,900	\$ 2,850	\$ 2,700	\$ 2,600
20-30	\$ 2,800	\$ 2,750	\$ 2,700	\$ 2,600	\$ 2,550
30-40	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400

DeBolt Area

Titled Parcel Size in Acres	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES					
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
0-1	\$ 40,600	\$ 36,600	\$ 32,600	\$ 24,600	\$ 16,600	\$ 40,600
1-3	\$ 20,600	\$ 8,600	\$ 16,400	\$ 12,600	\$ 8,600	\$ 20,600
3-5	\$ 14,750	\$ 13,250	\$ 11,600	\$ 9,050	\$ 6,200	\$ 14,750
5-10	\$ 9,900	\$ 8,900	\$ 7,850	\$ 6,150	\$ 4,250	\$ 9,900
10-20	\$ 6,250	\$ 5,650	\$ 5,000	\$ 3,950	\$ 2,850	\$ 6,250
20-30	\$ 3,810	\$ 3,950	\$ 3,550	\$ 2,850	\$ 2,700	\$ 3,810
30-40	\$ 3,450	\$ 3,150	\$ 2,800	\$ 2,500	\$ 2,500	\$ 3,450
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400

Grovedale Area

Titled Parcel Size in Acres	Landry Heights Price/Acre	Grovedale Price/Acre	Aspen Grove Price/Acre	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES					
				Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
0-1	\$ 55,600	\$ 43,600	\$ 23,600	\$ 49,000	\$ 47,600	\$ 30,600	\$ 29,100	\$ 26,600	\$ 25,600
1-3	\$ 27,900	\$ 22,200	\$ 12,400	\$ 25,100	\$ 2,410	\$ 15,400	\$ 14,900	\$ 13,700	\$ 13,250
3-5	\$ 19,750	\$ 15,750	\$ 8,900	\$ 17,750	\$ 17,100	\$ 10,950	\$ 10,600	\$ 9,800	\$ 9,450
5-10	\$ 13,150	\$ 10,550	\$ 6,050	\$ 11,850	\$ 11,450	\$ 7,400	\$ 7,200	\$ 6,650	\$ 6,450
10-20	\$ 8,250	\$ 6,650	\$ 3,900	\$ 7,450	\$ 7,200	\$ 4,750	\$ 4,600	\$ 4,250	\$ 4,150
20-30	\$ 5,700	\$ 4,600	\$ 2,800	\$ 5,200	\$ 5,000	\$ 3,400	\$ 3,300	\$ 3,050	\$ 2,950
30-40	\$ 4,600	\$ 3,600	\$ 2,500	\$ 4,050	\$ 3,900	\$ 2,700	\$ 2,600	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400



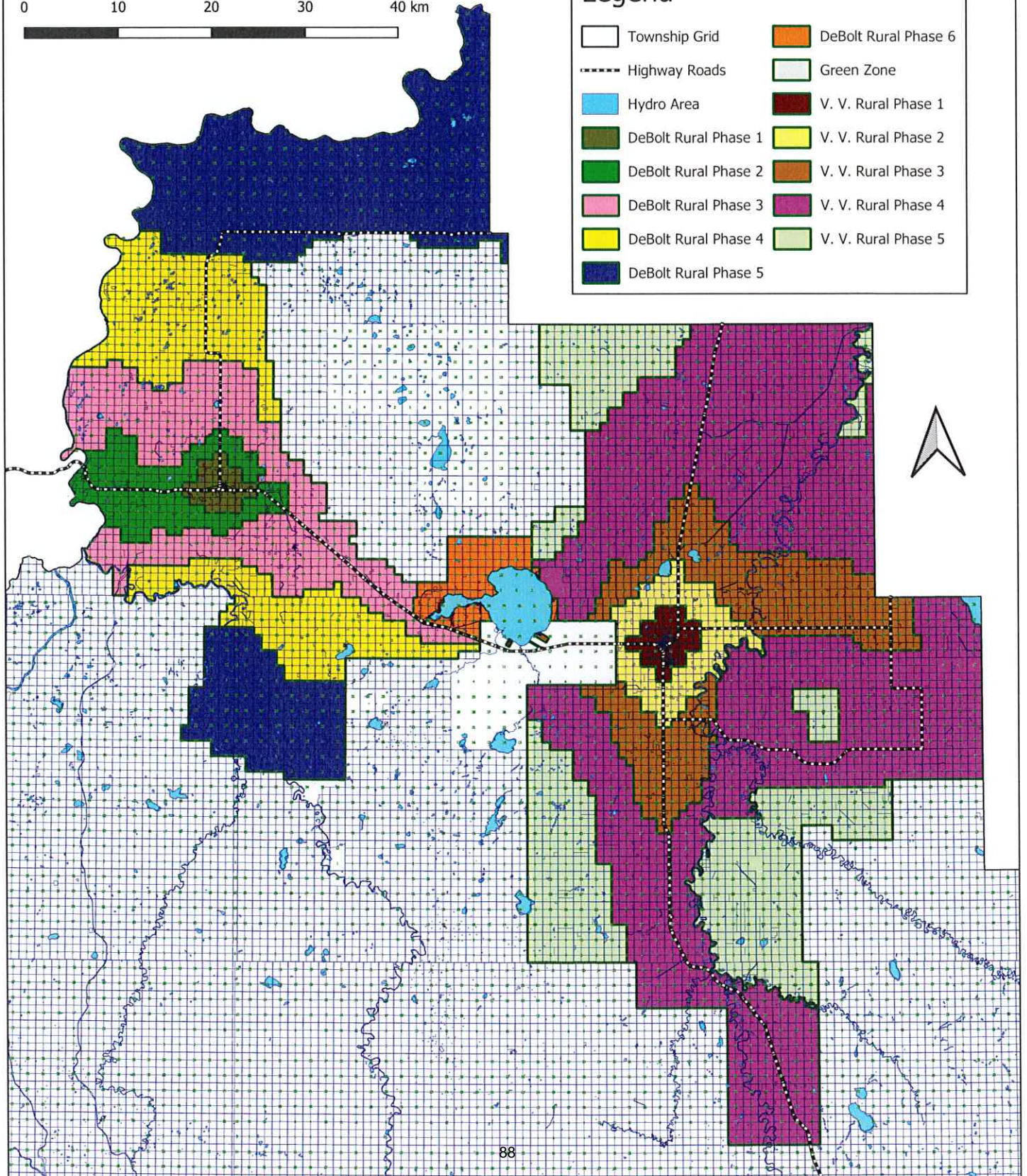
Schedules of Fees Bylaw 21-873

0 10 20 30 40 km



Legend

- | | |
|----------------------|----------------------|
| Township Grid | DeBolt Rural Phase 6 |
| Highway Roads | Green Zone |
| Hydro Area | V. V. Rural Phase 1 |
| DeBolt Rural Phase 1 | V. V. Rural Phase 2 |
| DeBolt Rural Phase 2 | V. V. Rural Phase 3 |
| DeBolt Rural Phase 3 | V. V. Rural Phase 4 |
| DeBolt Rural Phase 4 | V. V. Rural Phase 5 |
| DeBolt Rural Phase 5 | |





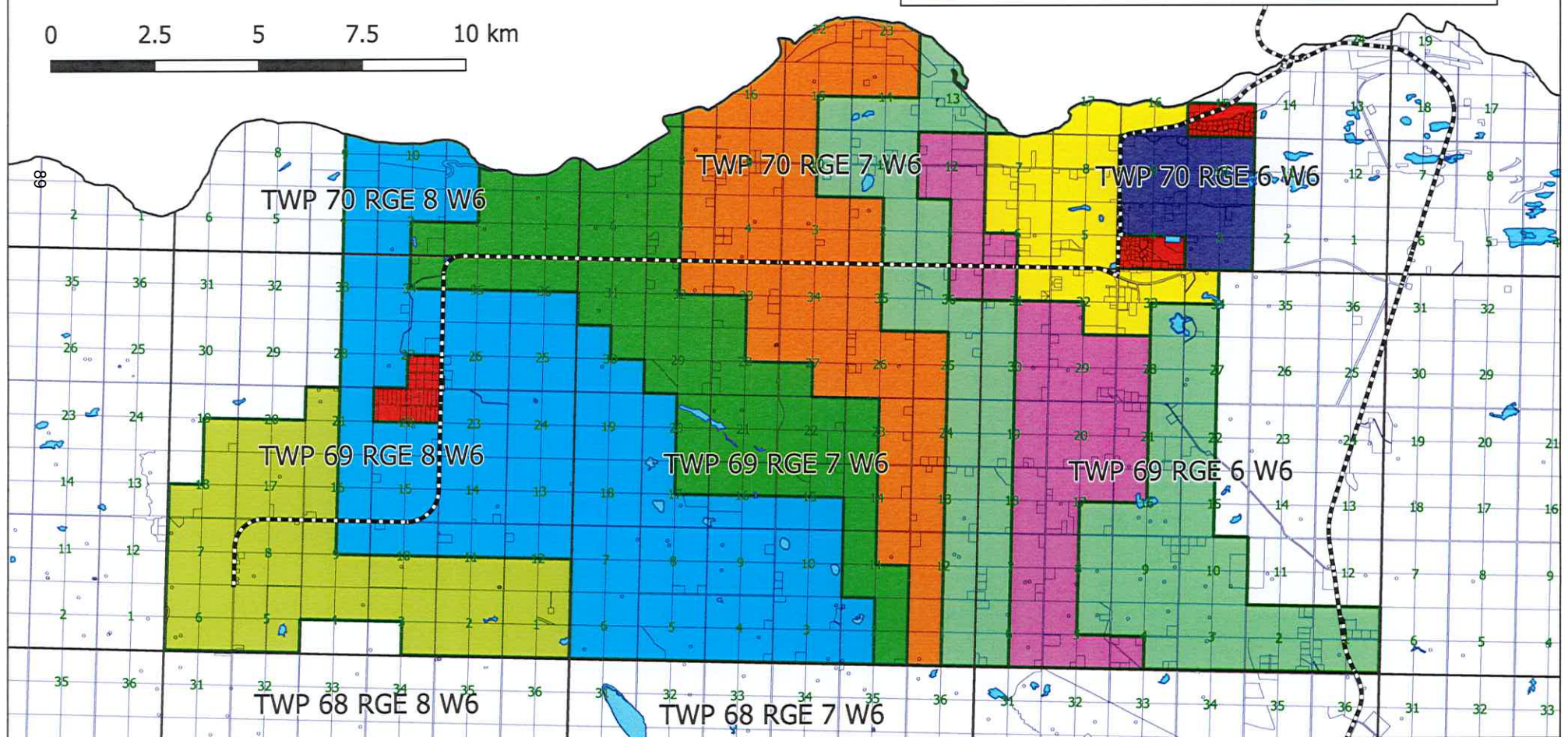
Schedules of Fees Bylaw 21-873



0 2.5 5 7.5 10 km

Legend

- | | | |
|-------------------|-------------------|-------------------|
| Township Grid | Grovedale Phase 2 | Grovedale Phase 7 |
| Highway Roads | Grovedale Phase 3 | Grovedale Phase 8 |
| Hydro Area | Grovedale Phase 4 | Grovedale |
| Green Zone | Grovedale Phase 5 | Landry Heights |
| Grovedale Phase 1 | Grovedale Phase 6 | Aspen Grove |





BYLAW NO. 22-900 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta for the purpose of establishing rates and fees for the provision of goods and services, or on behalf of Greenview, as attached to this bylaw as the Schedules of Fees.

Whereas, pursuant to Section 7 and 8 of the Municipal Government Act R.S.A 2000, Chapter M-26 as amended, the Planning Act, Chapter P-9, R.S.A. and amendments thereto, and the Taxation Act, Chapter M-31, R.S.A. and amendments thereto, a municipal Council has the authority to pass a bylaw establishing fees for the provision of services; and

Whereas, The Council of the Municipal District of Greenview No. 16, duly assembled deems it expedient to revise the Schedules of Fees for the Municipality;

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

1. Title

1.1 This bylaw may be cited as the “Schedules of Fees Bylaw”.

2. Definitions

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

3. Application

3.1 This Bylaw establishes the rates, fees and charges for certain goods and services provided by Greenview.

3.2 This Bylaw and the attached Schedules will be reviewed as required and amendments to any of the rates and fees must be made by Council bylaw in accordance with Section 191(1) of the Municipal Government Act.

3.3 All fees, fines, rates, and penalties provided for in other current bylaws shall remain in full force and effect and may be charged in addition to the provisions stated in this Bylaw.

4. Rates and fees

4.1 The rates and fees are established in the attached Schedules ‘A’ through ‘J’ and form part of this Bylaw.



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

5. Severability and Effect

5.1 If any provision of this Bylaw is declared invalid for any reason by a court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

5.2 Bylaw 21-873 and any amendments thereto is hereby repealed.

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

Read a first time this 25 day of January, 2022.

Read a second time this day of , 2022.

Read a third time and passed this day of , 2022

REEVE

CHIEF ADMINISTRATIVE OFFICER



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

AGRICULTURAL SERVICES – Schedule A

	Description	GST Status *	Fee in \$	Unit
1.	Picnic Tables (per table, per day)			
i.	Non-Profit Organizations; Community Event	E	No Charge	
ii.	Private Affair, Non-Public Event - <i>10 day max.</i>	T	\$10.00	Per Day
iii.	Delivery Charge, per loaded km	T	\$2.00	Per Km
2.	Barbeque			
i.	Non-Profit Organizations; Community Event	E	No Charge	
ii.	Private Affair, Non-Public Event - <i>10 day max.</i>	T	\$100.00	Per Day
iii.	Deposit (All Organization)	E	\$200.00	
iv.	Delivery charge (per loaded km)	T	\$2.00	Per Km
3.	Weed and Insect Control Equipment			
i.	Field Sprayer c/w GPS	T	\$50.00	Per Day (3 Days Maximum if Lineup)
ii.	Boomless Sprayer VV, GD <i>Valleyview, Grovedale</i>	T	\$20.00	Per Day (3 Days Maximum if Lineup)
iii.	Water Tank on Trailer (For Spraying) VV, GD <i>Valleyview, Grovedale</i>	T	\$25.00	Per Day (3 Days Maximum if Lineup)
iv.	Estate Sprayer (Pull Type)	T	\$20.00	Per Day (3 Days Maximum if Lineup)
v.	Estate Sprayer (3 pt hitch) VV <i>Valleyview</i>	T	\$20.00	Per Day (3 Days Maximum if Lineup)
vi.	Handheld Sprayer	T	\$5.00	Per Day (3 Days Maximum if Lineup)



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
vii.	Quad Mounted Sprayers	T	\$10.00	Per Day (3 Days Maximum if Lineup)
viii.	Backpack Sprayers (15 Liters) <i>Valleyview, Grovedale</i>	T	\$5.00	Per Day (3 Days Maximum if Lineup)
ix.	Granular Pesticide Bait Applicator (<i>Holds 135 lbs Bran</i>) <i>Valleyview</i>	T	\$30.00	Per Day (3 Days Maximum if Lineup)
4.	Spreaders			
i.	Manure Spreader VV, GD <i>Valleyview, Grovedale</i>	T	\$300.00	Per Day (3 Days Maximum if Lineup)
ii.	Fertilizer Spreader VV, GD <i>Valleyview, Grovedale</i>	T	\$100.00	Per Day (3 Days Maximum if Lineup)
5.	Earth Moving and Post Pounding Equipment			
i.	1000 Earth Mover <i>All Locations</i>	T	\$200.00	Per Day
ii.	12' Pull-Type Blade, VV <i>Valleyview, Grovedale</i>	T	\$50.00	Per Day
iii.	Vee Ditcher, Valleyview <i>Grovedale</i>	T	\$50.00	Per Day
iv.	Post Pounder (All Locations)	T	\$125.00	Per Day
			\$65.00	Half Day
v.	Bin Crane VV, GD <i>Valleyview, Grovedale</i>	T	\$100.00	Per Day (3 Days Maximum if Lineup)
6.	Cattle Equipment			
i.	Cattle Squeeze	T	\$25.00	Per Day
ii.	Loading Chute	T	\$50.00	Per Day
iii.	Panel Trailer <i>VV, GD</i>	T	\$50.00	Per Day
iv.	Spare Panels (<i>free 3 days, \$5 each for additional days</i>)	T	\$5.00	Per Day



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
v.	Tag Reader, VV, GD <i>Valleyview, Grovedale</i>	T	No Charge	
7.	Conservation Equipment			
i.	50' Heavy Harrow with Granular Applicator, VV <i>Valleyview</i>	T	\$250.00	Per Day Each Day (3-Days Maximum if Lineup)
ii.	33' Heavy Harrow with Granular Applicator, GD <i>Grovedale</i>	T	\$250.00 <i>\$200.00</i>	Per Day Each Day (3-Days Maximum if Lineup)
iii.	30' Land Roller, VV, GD <i>Valleyview, Grovedale</i>	T	\$200.00	Per Day Each Day (3-Days Maximum if Lineup)
iv.	14' Heavy Disc, VV, GD <i>Valleyview, Grovedale</i>	T	\$300.00	Per Day Each Day (3-Days Maximum if Lineup)
v.	No-Till Drill, VV <i>Valleyview</i>	T	\$300.00 <i>\$200.00</i>	Per Day Each Day (3-Days Maximum if Lineup)
vi.	Conservation Seeder- 3 pt hitch, <i>Valleyview</i>	T	\$100.00	Per Day
vii.	3 pt hitch 8' Rotary Tiller, <i>Valleyview</i>	T	\$150.00	Per Day
viii.	3 pt hitch 8' Deep Tillage Cultivator, <i>Valleyview</i>	T	\$100.00	Per Day
ix.	3 pt hitch 8' Disk, <i>Valleyview</i>	T	\$100.00	Per Day
x.	3 pt hitch 8' Diamond Harrow, <i>Valleyview</i>	T	\$50.00	Per Day
xi.	3 pt hitch 8' Pull Blade, <i>Valleyview</i>	T	\$25.00	Per Day
xii.	Grain Bag Roller, <i>Valleyview</i>	T	\$50.00	Per Day
xiii.	Plastic Mulch Applicator, <i>Valleyview</i>	T	\$50.00	Per Day
xiv.	Tree Planter, <i>Valleyview</i>	T	\$50.00	Per Day
8.	Broadcast Seeding Equipment			
i.	Truck Mount Seeder, VV <i>Valleyview</i>	T	\$10.00	Per Day
ii.	Quad Mount Seeder, VV <i>Valleyview</i>	T	\$10.00	Per Day
iii.	Hand Seeder, (free 3 days, \$5 per day after)	T	\$5.00	Per Day
iv.	Broadcast Seeder, 3 pt hitch, VV <i>Valleyview</i>	T	\$15.00	Per Day



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
9.	Miscellaneous Equipment			
i.	Survey Equipment, VV <i>Valleyview</i> (<i>Theodilite, Transit, Gradient Stick</i>)	T	\$10.00	Per Day Per piece of equipment
ii.	Metal Detector, VV <i>Valleyview</i>	T	\$10.00	Per Day
iii.	Hay Sampler, Soil Sampler (<i>Free first 3 days</i>)	T	\$5.00	Per Day
iv.	Bin Probe, Measuring Wheel (<i>Free first 3 days</i>)	T	\$5.00	Per Day
v.	Scare Cannons (<i>Free first 3 days</i>)	T	\$5.00	Per Day
vi.	Rodent Traps (Two Styles) <i>Valleyview, Grovedale</i> Small Animal Traps	T	\$10.00 Each Week \$2.00	\$100 Deposit Required (1 Week Maximum if Lineup) Per Day
vii.	Purchase Magpie Traps	E	\$150.00	
viii.	Grain Vacuum, VV, GD <i>Valleyview, Grovedale</i> (1/2 day rate \$75)	T	\$150.00	Per Day
ix.	Bale Wagon, VV, GD <i>Valleyview, Grovedale</i>	T	\$250.00	Per Day
x.	Pressure Washer on Trailer, VV <i>Valleyview</i>	T	\$50.00	Per Day
11.	Water Pumping Equipment			
i.	Water Pump & Trailer (AB- Agriculture Unit) VV, GD <i>Valleyview, Grovedale (Apr 2-Oct 31)</i>	T	\$250.00	Each Day (3 Days Maximum if Lineup) 48 Hrs
			\$250.00	+24 Hrs
ii.	Off Season (Nov 1-April 1) At Managers Discretion	T	\$500.00	48 Hrs
			\$500.00	+24 Hrs
12.	Recovery & Repairs; Rental Equipment Program			
i.	Recovery requiring 1 ton minimum for transport	T	\$100.00	Per Hour
ii.	Recovery requiring under 1 ton to transport	T	\$75.00	Per Hour
iii.	Cleaning of Equipment (<i>plus \$75 disposal fee</i>)	T	\$60.00	Per Hour
iv.	Repair due to Negligent Use, labour	T	\$60.00	Per Hour
v.	Repair due to Negligent Use, parts	T	Full Cost	
13.	Notice of Enforcement & Chemical			
i		T	\$200.00	Per Hour



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
	Notice Enforcement, Internal Labour		\$125.00	Admin Fee
ii.	Notice Enforcement, External Labour	T	Full Cost	
			+15%	Admin Fee
iii.	Notice Enforcement, Chemical (by volume)	T	Full Cost	By package
iv.	Range and Pasture Product (by box purchased)	T	Full Cost	By package
v.	Rural Acreage Owner Chemical (by volume)	T	Full Cost	By package
14.	Haying and Pasture Permits			
i.	Application fee	E	\$100.00	Per Day
ii.	Plus Annual per Acre Charge	E	\$15.00	Per Day
15.	Spray Exemption Signs			
i.	Spray Exemption Signs – Initial Purchase	F	Free	
ii.	Lost or Replacement Signs	T	\$30.00	Each
16.	Guides			
i.	Guide to Crop Protection	T	\$15.00	
ii.	Weed Seedling Guide	T	\$10.00	
17.	Shelterbelt Program			
i.	Seedling Bundle	T	\$15.00	10 Seedlings
ii.	Seedling Bundle	T	\$22.50	15 Seedlings
iii.	Landscape Seedlings	T	\$5.00	Single Seedling
iv.	Specialty Landscape (Singular)	T	\$10.00	
v.	Plastic Mulch, 1 Roll	T	\$225.00	1,500 ft per roll
vi.	Hemp Mats and 2 x Wooden Nails	T	\$1.00	

FAMILY AND COMMUNITY SUPPORT SERVICES – Schedule B

	Description	GST Status*	2021 Fee
1.	Home Support <i>*This fee can be varied as evaluated and approved by the FCSS Manager.</i>	E	\$20.00* Maximum Per Hour



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

2. Life Skills Day Camp	E	\$40.00
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RECREATION – Schedule C

	Description	GST Status *	Fee in \$	Unit
Recreation Grande Cache				
1.	Grande Cache Arena Rentals (With Ice)			
i.	Adult rate	T	\$170.00	Per hour
ii.	Adult Non-Prime (Before 3:30 p.m. on Regular School Days)	T	\$109.25 \$110.00	Per hour
iii.	Youth Rate	T	\$88.25	Per hour
iv.	Youth Non-prime (Before 3:30 p.m. on Regular School Days)	T	\$55.00	Per hour
v.	Public Skating Sponsorship	T	\$148.00 \$150.00	Per hour
2.	Arena and Curling Rink Surfaces (No Ice)			
i.	Adult Rate	T	\$76.00 \$80.00	Per hour
ii.	Youth Rate	T	\$38.00 \$40.00	Per hour
iii.	Maximum Day Rate	T	\$373.00 \$375.00	
3.	Aquatic Centre			
i.	Private Rental	T	\$134.50 \$140.00	Per hour
ii.	Lane Pool/ Swim Club	T	\$88.50	Per hour
iii.	Wave Crashers (During Public Swim)	T	\$107.00 \$110.00	Per session no time
iv.	Grande Bash (Private Rental)	T	\$180.00	Per session built in time
v.	Extra Lifeguard	T	\$30.50 \$35.00	Per hour
vi.	Sponsorship	T	\$184.00 \$185.00	Per hour
4.	Locker Rental			
i.	Annual (Private Locker)	T	\$100.00	
ii.	Lost or Damaged Key Replacement	T	\$35.00	
	Recreation Centre Fees – General Admittance			
5.	Daily Pass			
i.	Family	T	\$14.50	
ii.	Adult (18+)	T	\$6.75	



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
iii.	Youth (5-17)	T	\$5.00	
iv.	Senior (60-69)	T	\$5.50	
v.	Senior (70+) and Children (Under 5)	T	Free	
6.	10x Punch Pass			
i.	Family	T	\$115.75	
ii.	Adult (18+)	T	\$53.75	
iii.	Youth (5-17)	T	\$37.75	
iv.	Senior (60-69)	T	\$42.50	
v.	Senior (70+) and Children (Under 5)	T	Free	
7.	Monthly Membership			
i.	Family	T	\$126.75	
ii.	Adult (18+)	T	\$58.75	
iii.	Youth (5-17)	T	\$41.00	
iv.	Senior (60-69)	T	\$46.00	
v.	Senior (70+) and Children (Under 5)	T	Free	
8.	3-Month Membership			
i.	Family	T	\$316.75	
ii.	Adult (18+)	T	\$146.25	
iii.	Youth (5-17)	T	\$101.25	
iv.	Senior (60-69)	T	\$114.25	
v.	Senior (70+) and Children (Under 5)	T	Free	
9.	6-Month Membership			
i.	Family	T	\$569.75	
ii.	Adult (18+)	T	\$262.25	
iii.	Youth (5-17)	T	\$182.75	
iv.	Senior (60-69)	T	\$205.25	
v.	Senior (70+) and Children (Under 5)	T	Free	
10.	Annual Membership			
i.	Family	T	\$949.50	
ii.	Adult (18+)	T	\$437.00	
iii.	Youth (5-17)	T	\$304.25	
iv.	Senior (60-69)	T	\$342.25	
v.	Senior (70+) and Children (Under 5)	T	Free	



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$		Unit
11.	Personal Training Rates – One Person				
i.	1 Session	T	\$45.00		
ii.	3 Sessions	T	\$131.25		
iii.	5 Sessions	T	\$212.50		
iv.	10 Sessions	T	\$412.50		
v.	20 Sessions	T	800.00		
12.	Personal Training Rates – 2 People				
i.	1 Session	T	\$65.00		
ii.	3 Sessions	T	\$180.00		
iii.	5 Sessions	T	\$275.00		
iv.	10 Sessions	T	\$500.00		
v.	20 Sessions	T	\$900.00		
13.	Personal Training Rates – 3 People				
i.	1 Session	T	\$90.00		
ii.	3 Sessions	T	\$247.00		
iii.	5 Sessions	T	\$375.00		
iv.	10 Sessions	T	\$675.00		
v.	20 Sessions	T	\$1200.00		
	Recreation Centre Fees – Registered Programs				
14.	Aquatics		Members	Non-Members	
i.	Lifesaving Parent & Tot Swim Lesson	T	\$45.00		10 – 30min session
ii.	Lifesaving Preschool Swim Lesson	T	\$45.00		10 – 30min session
iii.	Lifesaving Swimmer Swim Lesson	T	\$60.00		10 – 45min session
iv.	Lifesaving Adult / Fitness Swimmer Swim Lesson	T	\$72.00		10 – 45min session
v.	School Swim Lessons		\$30.00		10 – 30 min session
vi.	Private Swimming Lessons (6 sessions for price of 5)	T	\$30.00		Per hour
vii.	Semi-Private Swimming Lessons (6 sessions for price of 5)	T	\$25.00		Each/Per hour
viii.	Junior Lifeguard Club (session based)	T	\$10.00	\$12.00	Per hour
ix.	Red Cross Water Safety Instructor	T	\$350.00		
x.	Red Cross Water Safety Instructor - RECERTIFICATION	T	\$80.00	\$80.00	



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	Description	GST Status *	Fee in \$		Unit
xi.	Lifesaving Society – Aquatics Emergency care / Standard First Aid	T	\$140.00		
xii.	Lifesaving Society – Lifesaving Instructor	T	\$350.00		
xiii.	Lifesaving Society – Lifesaving Instructor RECERTIFICATION	T	\$80.00		
xiv.	Lifesaving Society – Bronze Star	T	\$115.00		
xv.	Lifesaving Society – Bronze Medallion	T	\$180.00		
xvi.	Lifesaving Society – Bronze Cross	T	\$130.00		
xvii.	Lifesaving Society National Lifeguard	T	\$350.00		
xviii.	Lifesaving Society National Lifeguard - RECERTIFICATION	T	\$80.00	\$80.00	
xix.	Water Fitness (session based)	T	\$8.00	\$10.00	Per hour
xx.	Water Fitness (Drop-in)	T	\$10.00	\$12.00	Per hour
15.	Child and Youth Programming		Members	Non-Members	
i.	Child Programming	T	\$6.00	\$7.00	Per Session
ii.	Youth Programming	T	\$7.00	\$9.00 \$8.00	Per Session
16.	Fitness Programming		Members	Non-Members	
i.	Child Programming	T	\$6.00	\$7.00	Per Session
ii.	Youth Programming	T	\$7.00	\$9.00 \$8.00	Per Session
iii.	Adult Programming	T	\$8.00 \$9.00	\$10.00	Per Session
17.	Drop-in Registered Programs		Members	Non-Members	
i.	Adult	T	\$10.00	\$12.00	
ii.	Youth	T	\$10.00 \$8.00	\$12.00 \$10.00	
iii.	Child	T	\$7.00	\$9.00 \$8.00	
18.	Meeting or Banquet Rooms and Curling Club Lounge				
i.	Rental Rate with Clean-up	T	\$38.75 \$40.00		Per Hour
ii.	Association Rate/ Not-for-Profit	T	\$23.50 \$25.00		Per Hour



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	Description	GST Status *	Fee in \$	Unit
19.	Equipment Rental			
i.	Portable Sound System	T	\$100.00	Per Event
ii.	Portable Stage	T	\$170.00	Per Event
iii..	Tables (Not Included in the Facility Rental)	T	\$6.50	Per Table
iv.	Chairs (Those not included in the Facility Rental)	T	\$3.00	Per Chair
v.	Boom Lift (Includes Operator) Onsite Only	T	\$140.00	Per Hour
20.	Grande Cache Community Bus			
i.	Regular Rental (not seniors or youth)			
	Rate	T	\$1.00 + cost of fuel	Per km
	Driver	T	\$75.00	Per Hour
	Daily Trip (encompasses cost of driver & expenses)	T	\$750.00	
ii.	Senior/Youth Rate			
	Driver	T	\$50.00	Per Hour
	Daily Trip (encompasses cost of driver & expenses)	T	\$600.00	
iii.	Round Trip to Grande Prairie/Hinton	E	\$40.00 (including GST)	Per trip
iv.	One Way Trip to Grande Prairie/Hinton	E	\$30.00 (Including GST)	Per Trip
21.	Advertising			
i.	Wall Rink Board	T	\$425.00	Per Year
ii.	Ice Logo	T	\$650.00	Per Year
iii.	Zamboni	T	\$650.00	Per Side
22.	Administrative Items			
i.	Labour (Clean-up, Set-up, etc.)	T	\$57.00	Per Person/Per Hour
ii.	Event and Equipment Rental Damage Deposit	T	\$400.00	Per Booking
iii.	Replacement Membership cards	T	\$5.00	Per Card
23.	Ball Diamonds			
i.	Rental Rate	T	\$40.50 \$45.50	Per Game
ii.	Tournament Rate (Maximum Day Rate per Ball Diamond)	T	\$121.50 \$125.00	



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	Description	GST Status *	Fee in \$	Unit
24.	Grande Cache Campground			
i.	Full Service (Includes Power, Water and Sewer)	T	\$40.00	Per Night
ii.	Partial Service (Includes Power and Water)	T	\$35.00	Per Night
iii.	Open Tent area	T	\$25.00	Per Night
iv.	Monthly site rate (Full Service)	T	\$1008.00 \$1050.00	30 Days
v.	Firewood	T	\$20.00	Wheelbarrow Load
25.	Grande Cache Tourism and Information Centre			
i.	Chamber Room (used for meetings or workshops, sits 40-50 people) Includes: 64” Smart Display TV, projector screen, flip chart, whiteboard, refrigerator, coffee maker, kettle *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
ii.	Theatre Room (Used for meetings, workshops, movies, sits 30-40 people) Includes: 64” Smart Display TV, projector screen, DVD, VHS player, flip chart, kitchen facilities *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
iii.	Mezzanine Level (used for receptions, open houses, book launches. Can be included with the Chamber Room) Includes: access to outside balcony *Note: if time extends beyond 9 hours, the cost is \$30.00 per hour for every extra hour	T	\$30.00	Per Hour
		T	\$150.00	Per Day
		T	\$50.00	Per Hour with Chamber Room
		T	250.00	Per Day with Chamber Room
26.	Eagles Nest Hall (Capacity up to 65 people	T	\$12.50	Per Hour



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	Description	GST Status *	Fee in \$		Unit
	with tables and chairs)	T	\$62.50		Per Day
	Grande Cache Cemetery				
27.	Open and Close Fees		May 15 to November 15	November 16 to May 14	
i.	Full Casket Adult	T	\$600.00	\$700.00	
ii.	Full Casket Child	T	\$400.00	\$500.00	
iii.	Cremation	T	\$450.00	\$550.00	
iv.	Surcharge (After 4:00 p.m. Working Days)	F	\$150.00		
v.	Disinterment	T	Double the cost of opening and closing		
28.	Purchase of Plot	T	\$550.00		
29.	Columbarium Fees				
i.	Niche Price (Includes Opening/Closing Fee) Note: Each Niche can Hold 2 Urns	T	\$1,050.00		
Recreation Greenview Regional Multiplex					
	Recreation Centre Fees – General Admittance				
30.	Daily Pass				
i.	Family	T	\$19.50		
ii.	Adult (18+)	T	\$8.50		
iii.	Youth (13-17)	T	\$6.00		
iv.	Child (3-12)	T	\$4.50		
v.	Senior (60-69)	T	\$6.00		
vi.	Senior (70+) and Children (Under 3)	T	Free		
31.	10x Punch Pass				
i.	Family	T	\$175.50		
ii.	Adult (18+)	T	\$76.50		
iii.	Youth (13-17)	T	\$54.00		
iv.	Child (3-12)	T	\$40.50		
v.	Senior (60-69)	T	\$54.00		
vi.	Senior (70+) and Children (Under 3)	T	Free		



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	Description	GST Status *	Fee in \$	Unit
32.	Monthly Membership			
i.	Family	T	\$110.00	
ii.	Adult (18+)	T	\$50.00	
iii.	Youth (13-17)	T	\$35.00	
iv.	Child (3-12)	T	\$25.00	
v.	Senior (60-69)	T	\$35.00	
vi.	Senior (70+) and Children (Under 3)	T	Free	
33.	3 Month Membership			
i.	Family (2 adults & 2 children)	T	\$316.00	
ii.	Adult (18+)	T	\$144.00	
iii.	Youth (13-17)	T	\$100.50	
iv.	Child (3-12)	T	\$72.00	
v.	Senior (60-69)	T	\$100.50	
vi.	Senior (70+) & Children (under 3)	T	Free	
34.	6-Month Membership			
i.	Family	T	\$605.00	
ii.	Adult (18+)	T	\$275.00	
iii.	Youth (13-17)	T	\$192.50	
iv.	Child (3-12)	T	\$137.50	
v.	Senior (60-69)	T	\$192.50	
vi.	Senior (70+) and Children (Under 3)	T	Free	
35.	Annual Membership			
i.	Family	T	\$1100.00	
ii.	Adult (18+)	T	\$500.00	
iii.	Youth (13-17)	T	\$350.00	
iv.	Child (3-12)	T	\$250.00	
v.	Senior (60-69)	T	\$350.00	
vi.	Senior (70+) and Children (Under 3)	T	Free	
	Family – Additional Child/Youth – Member & Corporate Discounts			
36.	Daily Pass			
i.	Youth (13-17)	T	\$3.00	
ii.	Child (3-12)	T	\$2.25	
iii.	Under 3	T	Free	



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	Description	GST Status *	Fee in \$	Unit
37.	10x Punch Pass			
i.	Youth (13-17)	T	\$27.00	
ii.	Child (3-12)	T	\$20.25	
iii.	Under 3	T	Free	
38.	Monthly Membership			
i.	Youth (13-17)	T	\$17.50	
ii.	Child (3-12)	T	\$12.50	
iii.	Under 3	T	Free	
39.	3 Month Membership			
i.	Youth (13-17)	T	\$50.25	
ii.	Child (3-12)	T	\$36.00	
iii.	Under 3	T	Free	
40.	6 Month Membership			
i.	Youth (13-17)	T	\$96.25	
ii.	Child (3-12)	T	\$68.75	
iii.	Under 3	T	Free	
41.	Annual Membership			
i.	Youth (13-17)	T	\$175.00	
ii.	Child (3-12)	T	\$125.00	
iii.	Under 3	T	Free	
	Recreation Centre Fees - (Corporate Rate – 15% Discount) – General Admittance			
42.	10x Punch Pass			
i.	Family	T	\$149.00 \$165.75	
ii.	Adult (18+)	T	\$65.00 \$72.25	
iii.	Youth (13-17)	T	\$46.00 \$51.00	
iv.	Child (3-12)	T	\$34.50 \$38.25	
v.	Senior (60-69)	T	\$46.00 \$51.00	
vi.	Senior (70+) and Children (Under 3)	T	Free	
43.	Monthly Membership			
i.	Family	T	\$93.50	
ii.	Adult (18+)	T	\$42.50	



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	Description	GST Status *	Fee in \$	Unit
iii.	Youth (13-17)	T	\$29.50	
iv.	Child (3-12)	T	\$21.50	
v.	Senior (60-69)	T	\$29.50	
vi.	Senior (70+) and Children (Under 3)	F	Free	
44.	3 Month Membership			
i.	Family	T	\$269.00	
ii.	Adult (18+)	T	\$122.50	
iii.	Youth (13-17)	T	\$85.50	
iv.	Child (3-12)	T	\$61.50	
v.	Senior (60-69)	T	\$85.50	
45.	6-Month Membership			
i.	Family	T	\$514.25	
ii.	Adult (18+)	T	\$233.75	
iii.	Youth (13-17)	T	\$162.25	
iv.	Child (3-12)	T	\$118.25	
v.	Senior (60-69)	T	\$162.25	
vi.	Senior (70+) and Children (Under 3)	F	Free	
46.	Annual Membership			
i.	Family	T	\$935.00	
ii.	Adult (18+)	T	\$425.00	
iii.	Youth (13-17)	T	\$297.50	
iv.	Child (3-12)	T	\$212.50	
v.	Senior (60-69)	T	\$297.50	
vi.	Senior (70+) and Children (Under 3)	F	Free	
47.	Recreation Fees - Childmind			
i.	Per Child	T	\$5.00	Per Hour
ii.	10 x Punch Pass	T	\$40.00	
iii.	20 x Punch Pass	T	\$70.00	
Recreation Centre Fees – Fitness Centre				
48.	Personal Training Rates – One Person			
i.	1 Session	T	\$45.00	
ii.	3 Sessions	T	\$131.25	
iii.	5 Sessions	T	\$212.50	



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	Description	GST Status *	Fee in \$	Unit
iv.	10 Sessions	T	\$412.50	
v.	20 Sessions	T	800.00	
49.	Personal Training Rates – 2 People			
i.	1 Session	T	\$65.00	
ii.	3 Sessions	T	\$180.00	
iii.	5 Sessions	T	\$275.00	
iv.	10 Sessions	T	\$500.00	
v.	20 Sessions	T	\$900.00	
50.	Personal Training Rates – 3 People			
i.	1 Session	T	\$90.00	
ii.	3 Sessions	T	\$247.00	
iii.	5 Sessions	T	\$375.00	
iv.	10 Sessions	T	\$675.00	
v.	20 Sessions	T	\$1200.00	
Recreation Centre Fees – Facility Rentals				
51.	Dance Studio A or B			
i.	Hourly	T	\$30.00	
ii.	Daily	T	\$100.00	
iii.	Weekend	T	\$150.00	
52.	Dance Studio A & B			
i.	Hourly	T	\$50.00	
ii.	Daily	T	\$175.00	
iii.	Weekend	T	\$200.00	
53.	Aquatic Centre			
i.	Lane or Leisure Pool (up to 35) People & 1 Lifeguard) Hot Amenities included	T	\$65.00 \$99.00	Per hour
ii.	Lane or Leisure Pool Rental (up to 70 People) & 2 Lifeguards) Hot Amenities included	T	\$120.00 \$198.00	Per hour
iii.	Hot Tub Rental (up to 35 People & 1 Lifeguard) Additional Guard	T	\$35.00 \$35.00	Per hour
54.	Fieldhouse Rate – Per Court			
i.	Daily (5:00am 6:00am – 9:00pm)	T	\$240.00 \$250.00	
ii.	Weekday	T	\$30.00	Per hour



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	Description	GST Status *	Fee in \$	Unit
iii.	Weekend	T	\$50.00	Per hour
iv.	Special Youth Rate	T	\$20.00	Per hour
55.	Fieldhouse Rate – All Courts			
i.	Daily (5:00am 6:00am -9:00pm)	T	\$600.00	Weekdays
ii.	Weekend Social Function Non-Prime Time (6:00am-3:00pm)	T	\$1600.00 \$75.00	Per Day Hour
iii.	Weekend Non-Social Function (3:00pm- Close/Weekends)	T	\$720.00 \$125.00	Per Day Hour
iv.	Special Event Youth Rate	T	\$60.00	Per Hour
v.	Weekend Day Rate (Non-Social)	T	\$720.00	
vi.	Weekend Day Rate (Social Function)	T	\$1600.00	
56.	Stage Rental	T	\$500.00	\$500.00 Deposit
57.	Dance Floor	T	\$500.00	\$500.00 Deposit
58.	Commercial Kitchen and Bar			
i.	Weekday	T	\$200.00	Per Day
ii.	Weekend	T	\$300.00	Per Day
59.	Board Room (A or B)			
i.	Hourly	T	\$30.00	
ii.	Daily	T	\$150.00	
60.	Board Room (A and B)			
i.	Hourly	T	\$50.00	
ii.	Daily	T	\$250.00	
61.	Party Room	T	\$30.00 \$35.00 \$200.00 Damage Deposit	Per Hour (3 2 Hour rental minimum)
62.	Party at the 'Plex!			
i.	Greenview Splash	T	\$105.00	
ii.	Greenview Tidal Wave	T	\$125.00	
iii.	Greenview Hurricane	T	\$195.00	
iv.	Wibit Rental (exclusive to Private Rentals only)	T	\$35.00	Per Hour



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	Description	GST Status *	Fee in \$		Unit
v.	Fieldhouse Fun	T	\$140.00		
vi.	Child Play Party	T	\$125.00		
vii.	Splash & Play	T	\$135.00		
viii.	Wedding/Special Event Package – includes Kitchen, Bar, Dance Floor, Stage	T	\$1600.00		
Recreation Centre Fees – Registered Programs					
63.	Aquatics		Members	Non-Members	
i.	Red Cross Swim Preschool (Session Based)	T	\$45.00	\$55.00	
ii.	Red Cross Swim Kids Levels 1-6 (Session Based)	T	\$45.00	\$55.00	
iii.	Red Cross Swim Kids Levels 7-10 (Session Based)	T	\$60.00	\$75.00 \$70.00	
iv.	Red Cross Evaluation (Instructor Evaluates Level Placement)	T	\$5.00	\$5.00	
v.	Red Cross Swim @ School	T	\$23.00 \$25.00	N/A \$25.00	
vi.	Red Cross Swim Basics	T	\$72.00	\$88.00 \$82.00	
vii.	Red Cross Swim Strokes	T	\$72.00	\$82.00	
viii.	Red Cross Swim Sports	T	\$45.00	\$55.00	
ix.	Private Swimming Lessons (6 sessions for price of 5)	T	\$30.00		Per Hour
x.	Semi-Private Swimming Lessons (6 sessions for price of 5)	T	\$25.00		Per Hour
xi.	Junior Lifeguard Club (Session Based)	T	\$10.00	\$12.00	Per Hour
xii.	Red Cross Water Safety Instructor	T	\$350.00		
xiii.	Red Cross Water Safety Instructor – RECERTIFICATION	T	\$80.00	\$80.00	
xiv.	Red Cross First Aid – C.P.R.-C & A.E.D.	T	\$140.00	\$140.00	
xv.	Red Cross Babysitting Course (6 hours)	T	\$30.00	\$40.00	
xvi.	Lifesaving Society – Bronze Star	T	\$115.00		
xvii.	Lifesaving Society – Bronze Medallion	T	\$180.00		
xviii.	Lifesaving Society – Bronze Cross	T	\$130.00		
xix.	Lifesaving Society National Lifeguard	T	\$350.00		
xx.	Lifesaving Society National Lifeguard – RECERTIFICATION	T	\$80.00	\$80.00	
xxi.	Water Fitness (Session Based)	T	\$8.00	\$10.00	Per Hour



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	Description	GST Status *	Fee in \$		Unit
xxii.	Water Fitness (Drop-in)	T	\$10.00	\$12.00	Per Hour
64.	Child & Youth Programming		Members	Non-Members	
i.	Child Programming	T	\$6.00	\$7.00	Per Session
ii.	Youth Programming	T	\$7.00	\$9.00 \$8.00	Per Session
65.	Fitness Programming		Members	Non-Members	
i.	Child Programming	T	\$6.00	\$7.00	Per Session
ii.	Youth Programming	T	\$7.00	\$9.00 \$8.00	Per Session
iii.	Adult Programming	T	\$8.00 \$9.00	\$10.00 \$10.00	Per Session
66.	Drop-in Registered Programs		Members	Non-Members	
i.	Adult	T	\$10.00	\$12.00	
ii.	Youth	T	\$10.00 \$8.00	\$12.00 \$10.00	
iii.	Child	T	\$7.00 \$7.00	\$9.00 \$8.00	
67.	Johnson Park				
i.	Unserviced Site (includes firewood)	T	\$20.00		Per Unit/Per Night
68.	Moody's Crossing				
i.	Unserviced Site (includes firewood)	T	\$20.00		Per Unit/Per Night
69.	Shuttler Flats Provincial Recreation Area				
i.	Group Use Area	T	\$50.00		Per Night
70.	Smoky River South Provincial Recreation Area				
i.	Unserviced Site	T	\$20.00		Per Unit/Per Night
71.	Sheep Creek Provincial Recreation Area				
i.	Unserviced Site	T	\$20.00		Per Unit/Per Night



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	Description	GST Status *	Fee in \$	Unit
72.	Kakwa River Provincial Recreation Area			
i.	Unservices Site	T	\$20.00	Per Unit/Per Night
73.	Swan Lake			
i.	Unserviced Site	T	\$20.00	Per Unit/Per Night
74.	Outdoor Recreation Summer Camps	T	\$40.00	Per Participant

PROTECTIVE/ENFORCEMENT SERVICES – Schedule D

	Description	GST Status*	Fee in \$	Unit
Fire Services – All Locations				
1.	Fire Inspection Fees			
i.	Copy of Fire Inspection Report	T	\$50.00	Each
ii.	After Hours Fire Inspection Request	T	\$75.00	Per hour
iii.	Special Event Fire Inspection Request	T	\$50.00	Each
iv.	Fire Inspection Request	T	\$50.00	Each
v.	Occupant Load Calculation Request (includes card and holder)	T	\$35.00	Each
vi.	Property Search Request	T	\$50.00	Each
vii.	Fire Extinguisher Training (Company)	T	\$25.00	Per person
	Fire Extinguisher Training (General Public)		Free	
viii.	Copy of Fire Investigation Report	T	\$50.00	Each
ix.	Fire Investigation Photographs	T	\$50.00	Each

FINANCE AND ADMINISTRATION – Schedule E

	Description	GST Status*	Fee in \$	Unit
1.	Photocopying			
i.	Tax, Utilities, Minutes or Bylaws, and Other	T	\$1.00	Per page



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	Description	GST Status*	Fee in \$	Unit
	Documents			
2.	Documents			
i.	Planning or Otherwise, Any Size	T	\$10.00	Per Search
ii.	Faxed Copies (Incoming/Outgoing)	T	\$1.00	Per Page
iii.	Access to Information (FOIP), Research	T	\$25.00	Per Hour
3.	Taxes			
i.	Tax Certificate to Registered Landowner	E	No charge	
ii.	Tax Certificate to Others	E	\$50.00	Per Roll Number
iii.	Tax Search to Others	E	\$50.00	Per Roll Number
iv.	Online Tax Certificate to Others	E	\$25.00	
v.	Online Tax Search	E	\$15.00	
vi.	Tax Notification Charges	E	\$75.00	
4.	Assessment			
i.	Assessment Record to Landowner	E	\$5.00	Per Roll Number
ii.	Assessment Record to Others	E	\$10.00	Per Roll Number
iii.	NSF Fee	E	\$50.00	
5.	Mail Tube	T	\$15.00	Per Tube

INFASTRUCTURE AND PLANNING GENERAL – Schedule F

	Description	GST Status	Fee in \$	Unit
1.	Road Closure			
i.	Application Fee	E	\$1,500.00	
ii.	Sale of Road Allowance for the Purpose of Road Closure. As Determined by Accurate Assessment.	E	Fair Market Value	
2.	Approaches			
i.	Approach Application Request Fee (Non-Refundable)	E	\$175.00	Per Approach
ii.	Construction: Gravel Approach *The price may be reduced by \$500 for special circumstances, please contact the Manager of Construction and Engineering for more information	E	\$2000.00 \$3,000.00	Per Approach



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	Description	GST Status	Fee in \$	Unit
iii.	Upgrade/Relocation: Gravel Approach	E	\$2500.00 \$3,500.00	Per Approach
iv.	Construction: Asphalt Approach	E	\$5000.00 \$10,000.00	Per Approach
v.	Upgrade/Relocation: Asphalt Paved Approach	E	\$5500.00 \$15,000.00	Per Approach
3. Road Allowance License				
i.	Road Allowance License Fee	E	\$100.00	Per term
ii.	Road Allowance Sign Replacement	E	\$50.00	
4. Inspections				
i.	Seismic Pre-Inspections	E	\$100.00	Per Occurrence
ii.	Seismic Post-Inspections	E	\$100.00	Per Occurrence
iii.	Seismic Non-Compliance	E	\$100.00	Per Occurrence
5. Land Acquisition (Right-of-Way and Road Widening)				
i.	Properties up to 40 Acres	T	See Schedule "I"	
ii.	Properties Over 40 Acres	T	\$2400.00	Per Acre
iii.	Properties Minimum Payment	T	\$150.00	Per Occurrence
iv.	On parcels more than 40 Acres, Where an Existing Residence is on the Property, for up to 50 Meters Each Side of the Residential Driveway	T	\$3,000	Per Acre
v.	Borrow Pit Acquisition and Access and Damages	T	\$1.00	Per m ³
vi.	Shelterbelt Loss, per 5m Width, Tree Height Under 10 feet	T	\$1.50	Per m
vii.	Shelterbelt Loss, per 5m Width, Tree Height Over 10 feet	T	\$2.50	Per m
viii.	Application Fee for Access Road Requests	T	\$500.00	
ix.	Application Fee for Residential Road Requests	T	\$500.00	
6. Fencing				
i.	Removal of Old Fence by Landowner	T	\$1.25	Per m
ii.	Removal of Old Fence and Installation of New Fence by Landowner with Greenview Supplying Material	T	\$3.75	Per m
iii.	Removal of Old Fence and Installation of New Fence by Landowner Including Labour and Materials	T	\$8.25	Per m



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status	Fee in \$	Unit
iv.	Removal of Old Fence and Installation of New Fence by Greenview	T	No Compensation	

ENVIRONMENTAL SERVICES – Schedule G

Accounts for metered services and bulk accounts if not paid within 30 days of the billing date will incur a 1.5% penalty monthly.

Where work is done at cost, the cost will include the amount expended by Greenview for all expenditures incurred doing the work, including administration. All invoices will be paid within 30 days of billing. If not paid within 30 of billing, are subject to interest of 1.5% penalty monthly

	Description	GST Status*	Fee	Unit
	<i>Water Meter/Replacement/Repairs (Owner Responsibility)</i>		Based on actual replacement/repair costs	
1.	Water Connection/Disconnection Operational Fee Requested Service Change			
i.	Regular Hours	T	\$50.00	per hour/per member of staff (1 hour min.)
ii.	After Hours/Call Out	T	\$52.00	per hour /per member of staff (1 hour min.)
2.	Hamlet Water Distribution Systems (Grovedale, Landry Heights, and Little Smoky)			
i.	Residential Rate (0 - 30 m ³ /Month)	E	\$3.50	per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$4.00	per m ³
iii.	Non-Residential Rate	E	\$4.00	per m ³
iv.	Installation Fee (To install from Main Line to Property Line/ includes any asphalt, curb and gutter etc.)	E	\$8,000.00	deposit (total installation costs)
v.	Connection Fee (Rights to Connect)	E	\$12,500.00	per service
vi.	Utilities Account Deposit	E	\$100.00	
3.	Hamlet Water Distribution Systems (Grande Cache, DeBolt and Ridgevalley)			
i.	Residential Rate (0 - 30 m ³ /Month)	E	\$3.50	per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$4.00	per m ³
iii.	Non-Residential Rate	E	\$4.00	per m ³



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee	Unit
iv.	Installation Fee (To install from Main Line to Property Line/ includes any asphalt, curb and gutter etc.)	E	\$8,000.00	deposit (total installation costs)
v.	Connection Fee (Rights to Connect)	E	\$500.00	per service
vi	Utilities Account Deposit	E	\$100.00	
4. Rural Water Distribution System (Valleyview Rural)				
i.	Residential Rate (0-30m ³ /Month)	E	\$3.50	per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$10.00	per m ³
iii.	Non-Residential Rate	E	\$10.00	per m ³
iv.	Connection Fee	E	\$12,500.00	per service
v.	Utilities Account Deposit	E	\$100.00	
vi.	Installation Fee (to install from Main Line to Property Line/includes any asphalt, curb and gutter etc.)	E	\$8,000.00	Deposit (total installation costs)
5. Rural Water Distribution System (Crooked Creek and Ridgevalley)				
i.	Residential Rate (0-30 m ³ /Month)	E	\$3.50	per m ³
ii.	Residential Rate (Over 30 m ³ /Month)	E	\$10.00	per m ³
iii.	Non-Residential Rate	E	\$10.00	per m ³
iv.	Connection Fee	E	\$12,500.00	per service
v.	Utilities Account Deposit	E	\$100.00	
vi.	Installation Fee (to install from Main Line to Property Line/includes any asphalt, curb and gutter etc.)	E	\$8,000.00	Deposit (total installation costs)
6. Water Point Facilities				
i.	Potable Water Points Residential/Agriculture	E	\$3.50	per m ³
ii.	Potable Water Points Commercial	E	\$8.50 \$9.50	per m ³
iii.	Non-Potable Water Points	E	\$2.00	per m ³
7. Gravity Wastewater Collection System (DeBolt, Grande Cache & Ridgevalley)				
i.	Sanitary Service Installation Fee/Includes Asphalt, Curb & Gutter Etc.	E	\$8,000.00	deposit (total installation costs)
ii.	Connection Fee	E	\$500.00	per service
8. Gravity Wastewater Collection System (Grovedale)				
i.	Sanitary Service Installation Fee	E	\$8,000.00	deposit (total installation costs)
ii.	Connection Fee	E	\$12,500.00	per service
9. Low Pressure Wastewater Collection System (Little Smoky, Grovedale & Ridgevalley)				



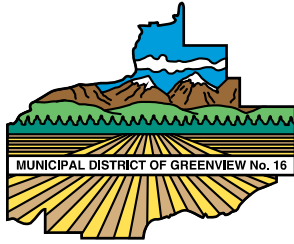
BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee	Unit
i.	Sanitary Service Installation Fee/includes asphalt, curb & gutter etc.	E	\$8,000.00	deposit (total installation costs)
ii.	Connection Fee	E	\$500.00	per service
10. Sewer Rates				
i.	Residential – Single Family Dwelling	E	\$1.00	per m ³ (minimum \$24.00)
ii.	Residential – Duplex (per dwelling unit)	E	\$1.00	per m ³ (minimum \$24.00)
iii.	Residential – Multi Family Dwelling (per Self-Contained Dwelling Unit)	E	\$1.00	per m ³ (minimum \$24.00)
iv.	Commercial – General Store	E	\$1.00	per m ³ (minimum \$36.00)
v.	Commercial – Laundromat	E	\$1.00	per m ³ (minimum \$56.00)
vi.	Commercial – Hotels (Rooms & Beer Parlor)	E	\$1.00	per m ³ (minimum \$80.00)
vii.	Commercial – Cafes	E	\$1.00	per m ³ (minimum \$48.00)
viii.	Commercial – Garages	E	\$1.00	per m ³ (minimum \$48.00)
ix.	Commercial – Office	E	\$1.00	per m ³ (minimum \$36.00)
x.	Commercial – Not Elsewhere Classified	E	\$1.00	per m ³ (minimum \$36.00)
xi.	Community Halls & Other Recreation Facilities	E	\$1.00	per m ³ (minimum \$48.00)
xii.	Churches	E	\$1.00	per m ³ (minimum \$24.00)
xiii.	Schools (per Classroom)	E	\$1.00	per m ³ (minimum \$24.00)
xiv.	Royal Canadian Legion Hall	E	\$1.00	per m ³ (minimum \$24.00)
xv.	Senior Citizen's Drop-In Centre	E	\$1.00	per m ³ (minimum \$24.00)
xvi.	Correctional Institutions	E	\$1.25	per m ³ (minimum \$80.00)
11. Wastewater Lagoon				
i.	Commercial/Industrial Tipping Rate	E	\$10.00	per m ³



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee	Unit
12.	Lagoon Keys Environmental Site Key/Fob (Approved 3rd Parties Only)			
i.	Key Fob (Initial/Replacement)	T	\$100.00	
Grande Cache Sewer Rental <i>Rental of the Electric Sewer Snake and or Electric Sewer Camera is available to Contractors only. Rentals must be returned clean. Failure to do so will result in a cleaning fee</i>				
13.	Electric Sewer Snake			
i.	4 Hour Minimum Charge	T	\$70.00	
ii.	Daily Rate	T	\$90.00	
iii.	Weekly Rate (5 Day Rental)	T	\$400.00	
14.	Electric Sewer Camera			
i.	Refundable Deposit	E	\$500.00	
ii.	4 hour Minimum Charge	T	\$137.00	
iii.	Daily Rate	T	\$195.00	
iv.	Weekly Rate (5 Day Rental)	T	\$780.00	
15.	Cleaning Fee	T	\$35.00	
Waste Collection and Disposal				
16.	Residential Rates			
i.	Residential Waste Collection Fee	T	\$10.00	Per Month
ii.	Recycle Fee	T	\$10.00	Per Month
17.	Commercial Rates			
i.	Commercial Waste Bin Rental	T	\$50.00	Per Month
ii.	Commercial Recycling Bin Rental	T	\$15.00	Per Month
iii.	Recycle Fee	T	\$10.00	Per Month
iv.	Waste Dumping Fee, Standard Service, per Bin	T	\$80.00	Per Month
18.	Grande Cache Landfill Fees			
i.	Greenview Residents		No Fees	
ii.	Mixed Load Disposal Fee (Residents and Commercial)	E	\$210.00	Per Tonne
iii.	Commercial Waste	E	\$105.00	Per Tonne
iv.	Clean Mulch/Woodchips	E	\$55.00	Per Tonne
v.	Class II Acceptable Soils	E	\$55.00	Per Tonne
vi.	Burnable Wood (Excludes Creosote, Treated Wood and Similar Materials)	E	\$55.00	Per Tonne



BYLAW NO. 22-900 of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee	Unit
vii.	Metal	E	\$55.00	Per Tonne
viii.	Cement/Concrete	E	\$55.00	Per Tonne
ix.	Sump	E	\$10.00	Per Tonne
x.	Freon	E	\$50.00	Per unit for removal

OPERATIONS – Schedule H

Greenview's Equipment Rates will be the same as the EOIP rates

	Description	GST Status *	Fee in \$	Unit
1.	Snowplowing Signs			
i.	Any Driveway up to 400 Meters	E	\$50.00	
ii.	Any Driveway Greater than 400 Meters up to 800 meters	E	\$50.00 \$75.00	\$100.00 per hour for time over the first ½ hour
iii.	Any driveway over 800 meters up to 1200 meters.	E	\$100.00	
iv.	For each additional 400 meters over 1200 meters	E	\$25.00	
iii.	Lost or Replacement Signs	T	\$30.00	Each
2.	Culverts – Used or Salvaged			
i.	500 mm or Less	T	\$13.00	per m
ii.	600 mm	T	\$15.00	per m
iii.	700 mm	T	\$16.00	per m
iv.	800 mm	T	\$25.00	per m
v.	900 mm	T	\$28.00	per m
vi.	1000 mm	T	\$29.00	per m
vii.	1200 mm or Greater	T	\$30.00	per m
3.	Grader Blades			
i.	Used	T	\$5.00	per each blade
4.	Dust Control			
i.	Application of Calcium Product for Residents and Landowners (up to April 15 th Each Year)	T	\$150.00 \$375.00	per 200 m
ii.	Plus: for sections over 200 meters	T	\$5.35 \$6.55	Per linear meter



BYLAW NO. 22-900 of the Municipal District of Greenview No. 16

	Description	GST Status *	Fee in \$	Unit
iii.	Application of Calcium Product for Multi-Parcel Subdivisions	T	\$100.00 \$250.00	per 100 m
iv.	Application of Calcium Product for Industrial and Road Use Agreement Holders (up to April 15 th Each Year) <i>If in front of a residence, the industrial user will be charged the residential rate for a maximum distance of 200 meters</i>	T	\$1605.00 \$1310.00	per 300 200 m
vi.	Plus: for sections over 300 200 meters	T	\$5.35 \$6.55	Per linear meter
5. Road Bond				
i.	Overload Road Bond Fees (Non-Refundable Payment)	E	\$1,125.00	per km
ii.	Plus: Security Deposit (Refundable Subject to Final Inspections)	E	\$6,375.00	per km
iii.	Fixed Fee for the TRAVIS MJ Permitting System	E	\$15.00 until June 2022 \$25.00 afterwards	per permit
6. Community Aggregate				
i.	Community Aggregate Payment Levy	E	\$0.30 \$0.40	per tonne
7. Equipment Rental				
i.	All Equipment Rentals will be paid out of the previous year's ARHCA Book calculated based upon the previous year's ARHCA Equipment Rental Rates Guide	T	100% of previous year's ARHCA rate	
8. Road Inspection Fee				
	Pre-haul and post haul inspections for log hauls, over-dimension or overweight hauls, rig moves, pipeline work, road bond requests, road ban exemption requests, or any road inspections required mid-haul due to terms of road use agreement not being kept	T	\$250.00	Per Inspection

PLANNING AND DEVELOPMENT – SCHEDULE I

	Description	GST Status*	Fee in \$	Unit
1. Planning Bylaw (New or Amended)				
i.	Land Use Bylaw Amendment Application (Re-zoning)	E	\$1,500.00	
ii.	New Developer's Area Structure Plan	E	\$2,500.00	
iii.	Amendments to any ASP and MDP or Minor ASP	E	\$1,500.00	



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee in \$	Unit
2.	Development Permits, General			
i.	Residential - Single Detached Dwellings, Duplexes, Manufactured/ Modular/RTM/Suites)	E	\$150.00	
ii.	Residential - Multiple Dwellings (Triplex/Fourplex/Row Housing/Apartments, etc.)	E	\$75.00	per unit
iii.	All other Non-Residential/Mixed-Use/New Construction / Accessory Uses (Home Occupation / Accessory Buildings (Garages, Decks, Hot tubs, Pools, Wheelchair Ramps), Additions and All Other Uses)	E	\$50.00	fee per \$100,000.00 of completed project cost (up to a maximum of a \$10,000.00 fee)
iv.	Signage – Permanent / Temporary / Renewal	T	\$50.00	Per sign
v.	Variance Request	E	\$150.00	
vi.	Time Extension Request by Developer per Application	E	\$150.00	
3.	Subdivisions (including Bare Land Condominium Plans)			
i.	Subdivision and Condominium Plan Applications, Single Lot or Consolidation	E	\$450.00	
ii.	Plus: each additional lot/unit created	E	\$150.00	
iii.	Plan of Subdivision Endorsement Fees	E	\$150.00	per title created
iv.	Condominium Plan Endorsement Fees	E	\$40.00	per unit
v.	Time Extension Request by Developer per Application	E	\$500.00	
4.	Subdivision and Development Appeal Board			
i.	Development Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
ii.	Subdivision Appeal Fee (Refundable if Applicant is Successful in their Appeal)	E	\$500.00	
5.	Development Agreement Review			
i.	Residential: up to 4 Lot Subdivision	E	\$1,500.00	
ii.	Residential: Greater than 4 Lot Subdivision	E	\$3,000.00	
i.	All Other Recreational, Commercial and Industrial Subdivisions	E	\$3,000.00	
6.	Annual Business Licensing			
i.	Business License Fee - New application (January 1)	E	\$100.00	
ii.	Business License- New Application (After July 1) or Annual Renewal	E	\$50.00	



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

	Description	GST Status*	Fee in \$	Unit
7.	Business License Temporary/Special Event			
i.	Resident	E	\$30.00	
ii.	Non-Resident	E	\$50.00	
8.	Hawkers or Peddlers			
i.	Resident Annual	E	\$45.00	
ii.	Resident per Day	E	\$35.00	
iii.	Non-Resident Annual	E	\$130.00	
iv.	Non-Resident per Day	E	\$50.00	
9.	Rural Addressing Signage			
i.	Signage Permanent/ Replacement and Installation	T	\$150.00	per sign
10.	Signage for Subdivisions			
i.	Individual Lot Sign	T	\$50.00	per sign
ii.	Large Address Sign with Address Tab for Subdivisions of 4 Lots or Greater	T	\$1,000.00	per sign
11.	Orthographic Printing <i>Based on size and quality of paper, image and graphics</i>			
ii.	Colour 8 ½" x 11" Orthographic (Aerial) Photo	T	\$10.00	
iii.	Colour 11" x 17" Orthographic (Aerial) Photo	T	\$20.00	
12.	Landowner Map Pricing			
i.	Hardcopy – Landowner Map (sheets 1-5). Valleyview, DeBolt, Grovedale, Grande Cache and Greenview Overview Elevation	T	\$25.00	per sheet
13.	Certificate of Compliance	E	\$200.00	
14.	Letter of Concurrence for Communication Tower	E	\$100.00	
15.	Environmental Site Assessment Inquiries	E	\$200.00	Per parcel

*Note: GST Status- 'E' refers to tax exempt or GST included in the listed rate or fee.

'T' refers to taxable, or GST not included in the listed rate or fee.



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16

**Land Acquisition by Greenview for Right of Way and Road
Widening – Schedule J**

Valleyview Area

Titled Parcel Size in Acres	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES				
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5
0-1	\$ 30,000	\$ 22,600	\$ 16,600	\$ 13,600	\$ 12,600
1-3	\$ 12,600	\$ 12,000	\$ 8,750	\$ 7,350	\$ 7,275
3-5	\$ 8,900	\$ 8,600	\$ 6,300	\$ 5,300	\$ 5,250
5-10	\$ 6,100	\$ 5,850	\$ 4,350	\$ 3,700	\$ 3,650
10-20	\$ 3,900	\$ 3,900	\$ 2,850	\$ 2,700	\$ 2,600
20-30	\$ 2,800	\$ 2,750	\$ 2,700	\$ 2,600	\$ 2,550
30-40	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400

DeBolt Area

Titled Parcel Size in Acres	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES					
	Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
0-1	\$ 40,600	\$ 36,600	\$ 32,600	\$ 24,600	\$ 16,600	\$ 40,600
1-3	\$ 20,600	\$ 8,600	\$ 16,400	\$ 12,600	\$ 8,600	\$ 20,600
3-5	\$ 14,750	\$ 13,250	\$ 11,600	\$ 9,050	\$ 6,200	\$ 14,750
5-10	\$ 9,900	\$ 8,900	\$ 7,850	\$ 6,150	\$ 4,250	\$ 9,900
10-20	\$ 6,250	\$ 5,650	\$ 5,000	\$ 3,950	\$ 2,850	\$ 6,250
20-30	\$ 3,810	\$ 3,950	\$ 3,550	\$ 2,850	\$ 2,700	\$ 3,810
30-40	\$ 3,450	\$ 3,150	\$ 2,800	\$ 2,500	\$ 2,500	\$ 3,450
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400

Grovedale Area

Titled Parcel Size in Acres	Landry Heights Price/Acre	Grovedale Price/Acre	Aspen Grove Price/Acre	RIGHT OF WAY FOR PROPERTIES UP TO 40 ACRES					
				Phase 1	Phase 2	Phase 3	Phase 4	Phase 5	Phase 6
0-1	\$ 55,600	\$ 43,600	\$ 23,600	\$ 49,000	\$ 47,600	\$ 30,600	\$ 29,100	\$ 26,600	\$ 25,600
1-3	\$ 27,900	\$ 22,200	\$ 12,400	\$ 25,100	\$ 2,410	\$ 15,400	\$ 14,900	\$ 13,700	\$ 13,250
3-5	\$ 19,750	\$ 15,750	\$ 8,900	\$ 17,750	\$ 17,100	\$ 10,950	\$ 10,600	\$ 9,800	\$ 9,450
5-10	\$ 13,150	\$ 10,550	\$ 6,050	\$ 11,850	\$ 11,450	\$ 7,400	\$ 7,200	\$ 6,650	\$ 6,450
10-20	\$ 8,250	\$ 6,650	\$ 3,900	\$ 7,450	\$ 7,200	\$ 4,750	\$ 4,600	\$ 4,250	\$ 4,150
20-30	\$ 5,700	\$ 4,600	\$ 2,800	\$ 5,200	\$ 5,000	\$ 3,400	\$ 3,300	\$ 3,050	\$ 2,950
30-40	\$ 4,600	\$ 3,600	\$ 2,500	\$ 4,050	\$ 3,900	\$ 2,700	\$ 2,600	\$ 2,500	\$ 2,500
40+	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400	\$ 2,400



BYLAW NO. 22-900
of the Municipal District of Greenview No. 16



Schedules of Fees Bylaw 22-900

0 10 20 30 40 km



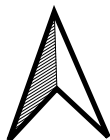
Legend

- | | |
|----------------------|----------------------|
| Township Grid | DeBolt Rural Phase 6 |
| Highway Roads | Green Zone |
| Hydro Area | V. V. Rural Phase 1 |
| DeBolt Rural Phase 1 | V. V. Rural Phase 2 |
| DeBolt Rural Phase 2 | V. V. Rural Phase 3 |
| DeBolt Rural Phase 3 | V. V. Rural Phase 4 |
| DeBolt Rural Phase 4 | V. V. Rural Phase 5 |
| DeBolt Rural Phase 5 | |





Schedules of Fees Bylaw 22-900

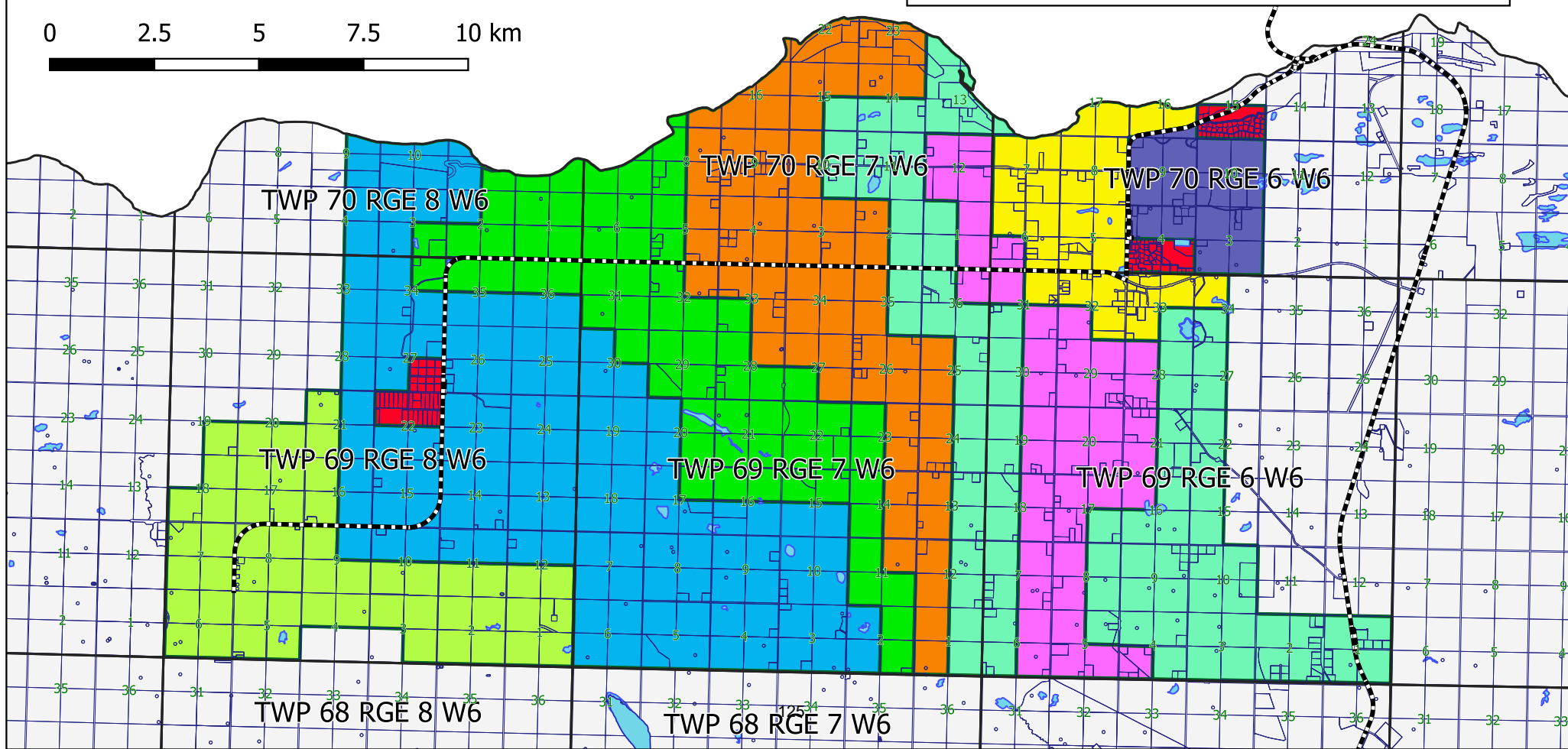


0 2.5 5 7.5 10 km



Legend

- | | | |
|-------------------|-------------------|-------------------|
| Township Grid | Grovedale Phase 2 | Grovedale Phase 7 |
| Highway Roads | Grovedale Phase 3 | Grovedale Phase 8 |
| Hydro Area | Grovedale Phase 4 | Grovedale |
| Green Zone | Grovedale Phase 5 | Landry Heights |
| Grovedale Phase 1 | Grovedale Phase 6 | Aspen Grove |





REQUEST FOR DECISION

SUBJECT: **Biological Wastewater Treatment Equipment Grande Cache**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: February 22, 2022 CAO: SW MANAGER: DB
DEPARTMENT: ENVIRONMENTAL SERVICES DIR: RA PRESENTER: DB
STRATEGIC PLAN: Level of Service LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy No. 1018- Expenditure and Disbursement

RECOMMENDED ACTION:

MOTION: That Council award Contract 2- Biological Wastewater Treatment Equipment to Napier- Reid Ltd. in the amount of \$437,078.00 with funds to come from the approved Capital budget project WW19002.

BACKGROUND/PROPOSAL:

On September 14th, 2020, Council awarded M2 Engineering the Engineering contract for detailed design and construction of the Hamlet of Grande Cache Wastewater Treatment Facility Upgrades.

On January 11th, 2022, Council awarded 1 of 6 anticipated contracts for the Supply of Major Equipment.

The Request for Proposal (RFP) for Contract 2- Biological Wastewater Treatment Equipment was posted to Bids&Tenders on behalf of Greenview, by M2 Engineering, and the following 5 bids were received as of closing January 20th, 2022, at 4:00pm. The total estimated budget for Contract 2 was \$500,000.

Table 1
Summary of Proposal Prices

No.	Proponent	Location	Proposal Price
1.	ECOfluid Systems Inc.	Vancouver, British Columbia	\$ 399,800
2.	Nexom Inc.	Navin, Manitoba	\$ 602,500
3.	Smith Cameron Pump Solutions Inc.	Langley, British Columbia	\$ 271,100
4.	Xylem Canada LP / Ramtech Enterprises Ltd.	Pointe-Claire, Quebec	\$ 290,084
5.	Napier-Reid Ltd.	Markham, Ontario	\$ 437,078

The RFP documents required proponents to satisfy and/or submit specific information, some of which was considered a mandatory requirement. Of the 5 submissions Nexom Inc., Ramtech Enterprises Ltd., and Napier-Reid Ltd. provided all the requirements requested in the RFP document. ECOfluid did not provide mark-up or comments on the equipment supply agreement and noted they would need to review at a later

date. Smith Cameron is considered sustainably non-compliant as they did not meet several of the mandatory criteria outlined in the RFP terms.

M2 Engineering completed both a Technical Proposal Evaluation as well as a Financial Proposal Evaluation. The financial evaluation completed was not straight forward as all proponents did not include the same equipment or services. To complete a comparative review M2 Engineering adjusted prices for the following bids and provided a summary of the adjusted prices:

- Nexom was the only proponent to include cost of installation. For an equitable financial evaluation, M2 Engineering reduced the overall cost of their proposal by \$118,750 for the cost of installation (as broken out on line C.02 of their Proposal Form – Price Breakdown).
- Ramtech did not include the cost of a separate controller for the blowers. For an equitable financial evaluation, M2 Engineering has increased the overall cost of their proposal by \$90,000 for the estimated costs associated with the controller (supply, programming, engineering etc.). This cost adder was estimated by observing the cost breakdown provided by other vendors on lines B.03 and B.04 of their Proposal Form – Price Breakdowns.

Table 6
Summary of Adjusted Prices for Purpose of Financial Evaluation

No.	Proponent	Adjusted Price
1.	ECOfluid Systems Inc.	\$ 399,800.00
2.	Nexom Inc.	\$ 483,750.00
3.	Smith Cameron Pump Solutions Inc.	(non compliant)
4.	Ramtech Enterprises Ltd.	\$ 380,084.00
5.	Napier-Reid Ltd.	\$ 437,078.00

Based on the technical and financial reviews completed, Administration agrees with M2 Engineering's recommendation of awarding Contract 2- Biological Wastewater Treatment Equipment to Napier-Reid Ltd. for a value of \$437,078.00 (excluding GST).

The overall 2022 Capital Budget for the Grande Cache Wastewater Treatment Facility Upgrades is estimated at \$10,500,000.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will have secured the Biological Wastewater Treatment equipment for Contract 2 of 6 for the construction of the new Wastewater Treatment Plant for the Hamlet of Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to award to another bidder however Administration does not recommend this action because the evaluation process outlines the technical specifications and requirements specific to the project objectives.

FINANCIAL IMPLICATION:

Direct Costs: \$437,078.00- Funds to come from the 2022 Capital Budget

Ongoing / Future Costs:

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

A notice of award will be drafted and sent to the successful bidder.

ATTACHMENT(S):

- Review and Evaluation of Proposals

February 7, 2022
File: M2 Project 2020-1030

VIA E-MAIL: doug.brown@mdgreenview.ab.ca

Doug Brown
Manager, Environmental Services
Municipal District of Greenview No. 16
3605 46 Street Box 1079
Valleyview, Alberta T0H 3N0

RE: MUNICIPAL DISTRICT OF GREENVIEW NO. 16
HAMLET OF GRANDE CACHE WASTEWATER TREATMENT FACILITY UPGRADES
REVIEW AND EVALUATION OF PROPOSALS RECEIVED FOR CONTRACT 2
EQUIPMENT SUPPLY FOR BIOLOGICAL WASTEWATER TREATMENT EQUIPMENT

Dear Doug:

On behalf of Municipal District of Greenview No. 16 (MD of Greenview), M2 Engineering issued a Major Equipment Supply Request for Proposals (RFP) for the Hamlet of Grande Cache Wastewater Treatment Facility Upgrades project. This RFP was officially titled "Contract 2 – Equipment Supply for Biological Wastewater Treatment Equipment".

We are pleased to provide this letter as a summary and evaluation of the proposals received.

1 Introduction

1.1 Contract Planning

Six contracts are anticipated for the MD of Greenview Wastewater Treatment Facility project, including five equipment supply contracts, and one general construction contract.

The following is a brief overview of the contracts planned for this project:

- Contract 1 – RFP for Wastewater Screening Equipment:
Equipment supply contract for the Owner to obtain wastewater screening equipment
- Contract 2 – RFP for Biological Wastewater Treatment Equipment:
Equipment supply contract for the Owner to obtain biological wastewater treatment equipment
- Contract 3 – RFP for Secondary Clarifier Equipment:
Equipment supply contract for the Owner to obtain secondary clarifier equipment
- Contract 4 – RFP for UV Treatment Equipment:
Equipment supply contract for the Owner to obtain UV treatment equipment
- Contract 5 – RFP for Biosolids Dewatering Equipment:
Equipment supply contract for the Owner to obtain biosolids dewatering equipment
- Contract 6 – General Construction Contract:
General construction contract for the Owner to select a contractor to construct the overall scope of the Wastewater Treatment Facility Upgrades project, including but not limited to:
 - Various site modifications for Civil Earthworks, HVAC & Plumbing Systems, and Power and Control Systems

- Retrofit of the existing building for new blower equipment, new electrical room, and other miscellaneous improvements
- Building expansion for biosolids dewatering equipment and new HVAC systems
- Building expansion for new control room and laboratory
- Upgrades to the existing wastewater influent channel, including the addition of two mechanical screens
- Installation of new the wastewater treatment systems (bioreactor, clarifier, UV systems)
- Upgrades to the existing sludge holding ponds to convert the ponds to equalization ponds
- Installation of a septic receiving station
- Installation and integration of multiple equipment supply contracts 1/2/3/4/5

1.2 Overview of RFP Process

The purpose of the RFP process is to facilitate major equipment procurement, allowing selection of a vendor for the major equipment associated with the wastewater treatment facility upgrades project. This is accomplished by developing RFP documents that outline the technical specifications and requirements specific to the project objectives.

For this project, major equipment is being selected during the design stage of this project, rather than waiting for the tender and construction stages of the project. Major equipment selection during design is critical for a more complete and accurate planning process, as our design team requires detailed information on the major equipment that is to be integrated into the overall facility design.

It is important to note, once the general contractor is selected for the project, the major equipment supply contracts will be novated into the general construction contract.

The RFP was managed using the online procurement platform by bids&tenders™ (bids&tenders)¹. The table below summarizes the RFP posting details.

Project Title	Request for Proposal for Biological Wastewater Treatment Equipment Contract 2 – Major Equipment Supply RFP
Procurement Platform / Bidding System	bids&tenders
Procurement Representative	M2eng Alberta Ltd. (M2 Engineering)
Owner	Municipal District of Greenview No. 16
RFP Portal URL	https://m2eng.bidsandtenders.ca
Instructions to Proponents including information on the Proposal Closing	Section 00 21 16 – INSTRUCTIONS TO PROPONENTS (ELECTRONIC SUBMISSION)
Proposal Posted On	December 23, 2021
Proposal Closing Date / Time	January 20, 2022 @ 4:00:00 pm
Opportunity Open To	Public Opportunity with documents available to Registered Plan Takers

¹ This RFP was not a tender/bid and is not subject to the laws of competitive bidding. No bid contract or agreement was created by submission of a proposal. Any use of the word bid/tender is strictly related to terminology inherent in the Bids&Tenders online procurement platform. Our RFP documents communicated to the Proponents that any use of "Bid or Tender" was to be read and interpreted as "Proposal" and that any use of "Bidder or Bidders" of the online platform was to be interpreted as "Proponent / Proponents".

2 Proposals Received

2.1 Summary of Proposals Received

The scope of Contract 2 – Equipment Supply for Biological Wastewater Treatment Equipment includes:

- Shop Drawing Preparation, including a requirement that shop drawings are authenticated by a professional engineer for their respective discipline
- Biological Wastewater Treatment Equipment Supply, for the two proposed bioreactor trains.
- Shop Testing, Field Testing, Start-up, Operation and Maintenance Manuals, Commissioning, Training (pre-commissioning training and post-commissioning training), and Warranty Services

RFP documents were prepared for the equipment supply scope and were available publicly to all Registered bids&tenders Plan Takers. The RFP closed on January 20, 2022, at 4:00 pm (MST).

The following table summarizes the proposals received and the location of each firm:

Table 1
Summary of Proposal Prices

No.	Proponent	Location	Proposal Price
1.	ECOfluid Systems Inc.	Vancouver, British Columbia	\$ 399,800
2.	Nexom Inc.	Navin, Manitoba	\$ 602,500
3.	Smith Cameron Pump Solutions Inc.	Langley, British Columbia	\$ 271,100
4.	Xylem Canada LP / Ramtech Enterprises Ltd.	Pointe-Claire, Quebec	\$ 290,084
5.	Napier-Reid Ltd.	Markham, Ontario	\$ 437,078

2.2 Mandatory Criteria Requirements

The RFP documents required Proponents to satisfy and/or submit specific information, some of which was considered a mandatory requirement. The table below summarizes our review of the mandatory requirements for each of the Proponents.

Table 2
Mandatory Requirements Evaluation

Item	Mandatory Criteria Requirement	Proponent 1	Proponent 2	Proponent 3	Proponent 4	Proponent 5
		ECOfluid Systems Inc.	Nexom Inc.	Smith Cameron Pump Solutions Inc.	Ramtech Enterprises Ltd.	Napier-Reid Ltd.
1	Price Breakdown	✓	✓	No	✓	✓
2	Proposed Products Form	✓	✓	No	✓	✓
3	Redline of Vendor Proposed Exceptions	(see notes)	✓	No	✓	✓
4	Proposal Submittal Checklist	✓	✓	No	✓	✓
5	Proponent's Qualifications	✓	✓	No	✓	✓
6	Vendor Proposal Document	✓	✓	✓	✓	✓
7	Consent of Surety & Agreement to Bond	✓	✓	No	✓	✓
8	Undertaking of Insurance Letter	✓	✓	No	✓	✓
9	Acknowledgement of Addendum	✓	✓	No	✓	✓

Nexom Inc., Ramtech Enterprises Ltd., and Napier-Reid Ltd. provided all the requirements requested in the RFP document. See comments below on other proponent submissions.

ECOfluid Systems Inc.

- ECOfluid did not provide mark-up or comments on equipment supply agreement and noted they would need to review at a later date.

Smith Cameron Pump Solution Inc.

- Smith Cameron is considered sustainably non-compliant as they did not meet several of the mandatory criteria outlined in the RFP terms.

2.3 Vendor Proposal Document Requirements

The RFP documents required Proponents to submit specific information of their offer as part of their proposal. The table below summarizes our review of the vendor proposal document requirements for each of the Proponents.

Table 3
Proposal Document Evaluation

Item	Vendor Proposal Document Requirement	Proponent 1	Proponent 2	Proponent 3	Proponent 4	Proponent 5
		ECOfluid Systems Inc.	Nexom Inc.	Smith Cameron Pump Solutions Inc.	Ramtech Enterprises Ltd	Napier-Reid Ltd.
1	Introduction	✓	✓	(see notes)	(see notes)	✓
2	General Description of Equipment	✓	✓	✓	✓	✓
3	Company Information	✓	✓	(see notes)	✓	✓
4	Servicing Capability	(see notes)	✓	(see notes)	(see notes)	✓
5	Reference Projects	✓	✓	(see notes)	✓	✓
6	Technical Sizing Information	✓	✓	✓	✓	✓
7	Detailed Equipment Offer	✓	✓	✓	✓	✓
8	Detailed Description of On-Site Services Offered	✓	✓	✓	✓	✓
9	Preliminary P&ID Drawings	✓	✓	(see notes)	(see notes)	✓
10	Preliminary General Arrangement Drawings	✓	✓	✓	✓	✓
11	Controls Systems	(see notes)	✓	(see notes)	(see notes)	✓
12	Field Assembly, Testing, Start-up and Commissioning	✓	✓	✓	✓	✓
13	Equipment Supply Exclusions	(see notes)	✓	(see notes)	(see notes)	✓
14	Performance Guarantee	✓	✓	(see notes)	(see notes)	✓
15	Warranty	(see notes)	✓	✓	(see notes)	(see notes)
16	Extras or Credits	✓	(see notes)	(see notes)	(see notes)	(see notes)
17	Schedule	✓	✓	✓	(see notes)	✓
18	Company Signatory	✓	✓	(see notes)	✓	✓
19	Appendices / Attachments	✓	✓	✓	✓	✓

2.4 Review Notes

Please note, the highlighted sections that follow are our review notes specific to the “(see notes)” comments identified in Table 2 and Table 3.

ECOfluid Systems Inc. proposal observations and comments:

- General:
 - Detailed proposal document provided
 - ECOfluids did not comment on servicing capabilities
 - Provided statement on performance guarantee
 - No project team noted
- Technical Information:
 - Environmental Dynamics Int’l (EDI) diffusers
 - Positive displacement blowers
 - Four Aerzen blowers proposed
 - Discussed the option of adding two additional blowers and have noted this needs further discussion during design with the engineering team
 - Air blower maintenance kits have not been included.
- Control Systems:
 - Propose one blower per aeration zone to control blowers using dissolved oxygen levels. ECOfluid notes that this means of control would necessitate six blowers. ECOfluids has only included the cost for 4 blowers.
 - Current blower configuration is lead/lead/lag/lag to achieve the range of air demands specified. There is no standby blower supplied / proposed.
- Exclusions:
 - Pricing is guaranteed for 30-days as opposed to the 60-day requirement of the RFP documentation
 - ECOfluid president is a member of APEGA but does not have an APEGA permit to practice
 - ECOfluid has not included the cost of bonding in their proposal
 - ECOfluid has not included the cost of shipping
 - ECOfluid noted that they could not complete a review of the equipment supply agreement and that it would need be to reviewed closer at a later date. This is an issue as we cannot be certain of the exceptions they may take to the agreement.
- Warranty:
 - Diffuser warranty: 2 years from start up or 30-months from shipment
 - Blower warranty: 12-months from installation or 18-months from shipment
 - Controller warranty: 12 months + 30 days from shipment
- Payment Terms:
 - No exceptions have been made to payment terms.
- Schedule:
 - Shop drawings 6-8 weeks after notice of award
- Site presence
 - Presence for installation / integration: Not included
 - Pre-start-up, testing, and field quality control: 1 trip, 3 days
 - Programming: Not included
 - Demonstration and training pre-commissioning: Not included
 - Demonstration and training post-commissioning: 1 trip, 1 day
 - 30 Day Commissioning Verification: Not included
- Extras:

- ECOfluid Systems proposal has an option to include two additional blowers for a total of 6 blowers. No price has been provided for this extra and would need to be negotiated post award (if desired).
 - M2 Engineering is uncertain if there is suitable space in the blower room for 6 blowers.
- Air blower maintenance kits are not included

Nexom Inc. proposal observations and comments:

- General:
 - Detailed proposed document provided
 - Nexom's proposal includes supply and installation of the diffusers performed by their technicians along with training of their equipment.
 - This is the only proposal that include installation
 - Servicing capability
 - Local office, Mequipco
 - Fully trained technicians available from Winnipeg, Idaho and Missouri
 - Mobilization for service available within 1 days notice
 - Technical support available 8 am to 5 pm Monday through Friday
 - Project team provided, inclusive of resumes
 - Provided statement on performance guarantee
- Technical Information:
 - P&ID and general arrangement drawings provided
 - Environmental Dynamics Int'l (EDI) diffusers
 - Modelling information for diffuser system included with proposal
 - Positive displacement blowers:
 - Aerzen, 3 blowers (2 duty/1 standby)
 - Provided operation and maintenance information
 - Provided start-up procedures
 - Provided stamped design calculations and process control narrative
- Control Systems:
 - Control systems included
 - Proposal notes that *"The blowers will be controlled to directly manage dissolve oxygen in the reactor basins. Modulating valves will respond to DO readings. No airflow meters are required, as the blowers will be controlled based on pressure in the main distribution header."*
- Exclusions:
 - No notable exclusions were made to the RFP terms
 - No exceptions made to equipment supply agreement (or comments made)
- Warranty:
 - Aeration System warranty: 24-months or 30 months from day of delivery
 - Blower warranty: 24-months or 30 months from day of delivery
- Payment Terms:
 - No exceptions have been made to payment terms.
- Schedule:
 - Schedule table provided
 - Shop drawings available in 4-weeks from Notice of Award
- Site presence:
 - Presence for installation / integration: 1 trip, 14 days
 - Pre-start-up, testing, and field quality control: 1 trip, 3-days
 - Programming: 1 trip, 3-days
 - Demonstration and training pre-commissioning: 1 trip, 1-day
 - Demonstration and training post-commissioning: 1 trip, 1-day
 - 30 Day Commissioning Verification: 1 trip, 1-day

- Extras:
 - No extras or credits noted

Smith Cameron Pump Solutions Inc. proposal observations and comments:

- General:
 - Smith Cameron Pump Solutions proposal did not provide mandatory information related to:
 - Price Breakdown
 - Proposed Products Form
 - Redline of Vendor Proposed Exceptions
 - Proposal Submittal Checklist
 - Proponent's Qualifications
 - Consent of Surety & Agreement to Bond
 - Undertaking of Insurance Letter
 - Acknowledgement of Addendum 1
 - No statement provided regarding performance guarantee
 - No detailed proposal document provided
 - No project team noted
 - No servicing capabilities noted
 - Smith Cameron noted a cost escalation clause due to wide fluctuations in price of stainless steel, carbon steel, PVC components and are noting that the sales price of the equipment might be subject to escalation in price in the event there are delays approving submittal, delays in delivery schedule and/or release to manufacture beyond what was quoted and beyond Seller's control
- Technical Information:
 - No P&ID drawings provided, layout drawings only
 - SSI Aeration fine bubble diffusers
 - Modelling included with proposal
 - Positive displacement blower
 - Gardner Denver, 3 blowers with 1 spare proposed
- Control Systems:
 - Controller not included and assumed to be by others.
- Exclusions:
 - Smith Cameron did not provide a review on equipment supply agreement or specifications as part of their package
- Warranty:
 - Aeration warranty: 2-year warranty
 - Blower warranty: 18-month warranty or 12-months after start up
- Payment Terms:
 - Payment terms noted in their proposal which differ from that of the equipment supply agreement. This is interpreted as an exception to payment terms outlined in the RFP.
- Schedule:
 - Shop drawings available 3-4 weeks after Notice of Award
- Site presence
 - Presence for installation / integration: Not included
 - Pre-start-up, testing, and field quality control: 1 trip, 3 days
 - Programming: Not included
 - Demonstration and training pre-commissioning: Not included
 - Demonstration and training post-commissioning: 1 trip, 1 day
 - 30 Day Commissioning Verification: Not included
- Extras:
 - No extras or credits noted

Ramtech Enterprises Ltd proposal observations and comments:

- General:
 - No statement provided regarding performance guarantee
 - No detailed proposal document provided
 - No project team noted
 - No servicing capabilities noted
- Technical Information:
 - No P&ID drawings provided
 - Minimal general arrangement drawings provided
 - Sanitaire (Xylem brand) diffusers
 - No modelling provided with proposal
 - Screw-type blowers
 - Atlas Copco, 3 blowers proposed (2 duty/ 1 standby)
- Control Systems:
 - No separate controller included for blowers.
 - Proposal document does not outline how blowers / air flow will be controlled
- Exclusions:
 - Proposal notes that any equipment and services not specifically listed in proposal document is not included. This is a concerning statement that seems all encompassing to not meet terms of technical specifications.
 - Mark-up of equipment supply agreement provided. Changes require detailed review by MD Greenview legal team. The following addition stood out in our review of the mark-ups:
"Owner and Vendor recognize that Owner will suffer financial loss if the Equipment is not delivered in accordance with the schedule. The parties also recognize the delays, expense, and difficulties involved in proving the actual loss suffered by Owner if complete acceptable Equipment is not delivered on time. Accordingly, instead of requiring such proof, Buyer and Vendor agree that Vendor will pay to Owner liquidated damages in the amount of \$500.00 per day of delay. However no liquidated damages will be assessed unless Vendor's late delivery adversely impact's Owner's overall project critical path schedule. Payment of liquidated damages will be Vendor's sole liability and Owner's sole remedy for delay. In no event shall the total of liquidated damages exceed ten percent (10%) of the Agreement price."
- Warranty:
 - Aeration warranty: 12-months or 18 months from day of delivery
 - Blower warranty: 12 months
- Payment Terms:
 - Exception to payment terms of the contract.
 - Equipment supply agreement mark-ups are different from terms of payment outlined in proposal.
- Schedule:
 - Shop drawings not available until May 23, 2022; this will delay the schedule of detailed design
- Site presence
 - Presence for installation / integration: 1 trip, half day
 - Pre-start-up, testing, and field quality control: 1 trip, half day
 - Programming: Not included
 - Demonstration and training pre-commissioning: Not included
 - Demonstration and training post-commissioning: 1 trip, 1 day
 - 30 Day Commissioning Verification: Not included
 - Site days listed in proposal differ from the filled in proposal forms. Proposal document notes Ramtech site presence includes start-up, training: three trips, 4 days
- Extras:
 - No extras or credits noted

Napier-Reid proposal observations and comments:

- General:
 - Detailed proposal document provided
 - Servicing capability:
 - Napier-Reid's proposal included lifetime remote technical support with a VPN modem for remote monitoring support
 - Provide remote post-commissioning support
 - Provide life-time remote technical support via phone or email
 - Provide VPN modem to provide remote monitoring and assistance
 - Canadian company that provides technical support within 5 business days
 - Project team provided, inclusive of experience
 - Provide statement on performance guarantee
- Technical Information:
 - P&ID and general arrangement drawings provided
 - Aquarius Technologies diffusers
 - No modelling provided with proposal
 - Positive displacement blowers:
 - Aerzen, 3 blowers (2 duty/1 standby)
 - Detailed blower configuration / selection included in proposal document
- Control Systems:
 - Control system included
- Exclusions:
 - No notable exclusions were made to the RFP terms
 - No exceptions made to equipment supply agreement (or comments made)
- Warranty:
 - Aeration System warranty: 24-months or 30 months from day of delivery noted in proposal forms
 - Blower warranty: 24-months or 30 months from day of delivery noted in proposal forms
 - **Note:** proposal document references warranty of 12-months or 18-months from day of delivery. Warranty needs to be clarified as that listed in proposal forms.
- Payment Terms:
 - No exclusions to payment terms
- Schedule:
 - Schedule table provided
 - DRAFT: 3 weeks after Notice of Award
 - FINAL: 1 week after draft comments
- Site presence:
 - Presence for installation / integration: 1 trip, 5-days
 - Pre-start-up, testing, and field quality control: 1 trip, 5-days
 - Programming: noted to occur with start-up
 - Demonstration and training pre-commissioning: noted to occur with start-up
 - Demonstration and training post-commissioning: 1 trip, 5-days
 - 30 Day Commissioning Verification: noted to occur with post-commissioning
 - Provided a training plan: 2 days
- Post-commissioning Training: not included Extras:
 - No extras or credits noted

3 Proposal Evaluation

3.1 Technical Proposal Evaluation

M2 Engineering evaluated all proposals submitted for their technical content. The following was used as the basis of our evaluation.

Table 4
Scoring Criteria

Score	Achievement	Criteria
1	No or poor response	Did not respond or is lacking in critical areas and will have a poor chance of success
2	Meets minimum acceptable	Meets some but not all of the critical areas will have a poor chance of success
3	Average	Meets the requirements but does not do more than needed to comply with requirements, will succeed with help
4	Above Average	Above the standard, showed a history of completing projects well above the baseline, has a good chance of being successful
5	Excellent	Exceeds requirements and will add value to the project and is likely to be successful

Table 5
Weighted Criteria

Item	Description	Maximum Point Available			Percent of Total Score	
		MAX Score	Weight	MAX Total	Per Line	Per Part
1	General Requirements					
	Proposal Completeness / Quality of Submission	5	3	15	5%	33%
	Servicing Capability	5	5	25	9%	
	Schedule	5	5	25	9%	
	Performance Guarantee	5	3	15	5%	
	Warranty	5	3	15	5%	
2	Qualifications and Experience					
	Company Information	5	2	10	4%	18%
	References / Reference Projects	5	2	10	4%	
	Firm has APEGA Permit to Practice	5	2	10	4%	
	Team Organization	5	2	10	4%	
	Team Member Qualifications	5	2	10	4%	
3	Technical					
	General Description of Equipment	5	3	15	5%	49%
	Technical Sizing Information	5	5	25	9%	
	Detailed Equipment Offer	5	5	25	9%	
	Detailed Description of On-Site Services Offered	5	3	15	5%	
	Preliminary P&ID Drawings	5	3	15	5%	
	Preliminary General Arrangement Drawings	5	3	15	5%	
	Controls Systems	5	4	20	7%	
	Field Assembly, Testing, Start-up and Comm.	5	2	10	4%	
	TOTAL WEIGHTED SCORE	90		285	100%	100%

3.2 Financial Proposal Evaluation

The financial evaluation completed was not straight forward as all proponents did not include the same equipment or services. To complete a comparative review M2 Engineering adjusted prices for the following bids:

Nexom Inc:

- Nexom was the only proponent to include cost of installation. For an equitable financial evaluation, M2 Engineering reduced the overall cost of their proposal by \$118,750 for the cost of installation (as broken out on line C.02 of their Proposal Form – Price Breakdown).

Ramtech Enterprises Ltd.:

- Ramtech did not include the cost of a separate controller for the blowers. For an equitable financial evaluation, M2 Engineering has increased the overall cost of their proposal by \$90,000 for the estimated costs associated with the controller (supply, programming, engineering etc.). This cost adder was estimated by observing the cost breakdown provided by other vendors on lines B.03 and B.04 of their Proposal Form – Price Breakdowns.

The following table summarizes the adjusted prices based on the above.

Table 6
Summary of Adjusted Prices for Purpose of Financial Evaluation

No.	Proponent	Adjusted Price
1.	ECOfluid Systems Inc.	\$ 399,800.00
2.	Nexom Inc.	\$ 483,750.00
3.	Smith Cameron Pump Solutions Inc.	(non compliant)
4.	Ramtech Enterprises Ltd.	\$ 380,084.00
5.	Napier-Reid Ltd.	\$ 437,078.00

Once price adjustments were made, financial scores were assigned to each proponent using the following formula.

$$\text{Financial Score} = \text{low price} / \text{adjusted proponent price} * \text{financial points}$$

The budget previously presented for this major equipment supply contract was estimated to be \$ 500,000. All proposals received are within this budget.

3.3 Proposal Evaluation Results

A total combined score was based on attributing 50 points for the technical evaluation and another 50 points to the financial evaluation, for a total combined score out of 100 points. M2 Engineering has enclosed the technical and financial evaluation for reference. A draft version of the evaluation was reviewed with MD Greenview on February 2, 2020, to confirm agreeance with criterion, weighting, and scoring. The following is a summary of the proposal evaluation results.

Table 7
Summary of Technical and Financial Evaluation Results

No	Proponent	Raw Technical Evaluation Score	Adjusted Technical Evaluation Score	Financial Evaluation Score	Total Final Score
		(285 MAX)	(50 MAX)	(50 MAX)	(100 MAX)
1	ECOfluid Systems Inc.	127	22	48	70
2	Nexom Inc.	270	47	40	87
3	Smith Cameron Pump Solutions Inc.	n/a	n/a	n/a	n/a
4	Ramtech Enterprises Ltd.	108	19	50	69
5	Napier-Reid Ltd.	255	45	44	89

Please note, Smith Cameron has been excluded from the evaluation as their proposal is considered non-compliant due to not providing information requested by the RFP terms.

Based on the results of our evaluation, the highest ranked proposal is from Napier-Reid Ltd. for a value of \$ 437,078.00 (excluding GST).

4 Summary and Recommendation

The Request for Proposals for Contract 2 – Equipment Supply for Biological Wastewater Treatment Equipment for the Grande Cache Wastewater Treatment Facility Upgrades project was posted publicly and available to registered plan takers on bids&tenders.

M2 Engineering reviewed and evaluated the five (5) proposals received. Based on the review completed, M2 Engineering recommends for MD Greenview to enter into an equipment supply contract with Napier-Reid Ltd. for a value of \$ 437,078.00 (excluding GST), for shop drawing preparation, supply of biological wastewater treatment equipment, site visits, warranty, and other requirements as per the RFP documents.

Upon acceptance of our recommendation, it would be in order for MD Greenview to sign the enclosed "Notice of Award" letter. Alternatively, MD Greenview may re-type the letter on MD Greenview letterhead. Please sign the Notice of Award and return it to M2 Engineering, so we may forward it on to the successful proponent on your behalf.

The offer from Napier-Reid Ltd. remains open to acceptance by MD Greenview for an irrevocable sixty (60) day period; please note the irrevocable period expires on March 20, 2022. The Proponent would be free to withdraw their offer after expiration of this irrevocable period.

5 Closing

We trust this letter summarizes the necessary information for MD Greenview to proceed with accepting Napier-Reid Ltd. as the major equipment vendor for Contract 2 – Major Equipment Supply of Biological Wastewater Treatment Equipment for the Hamlet of Grande Cache Wastewater Treatment Facility Upgrades project.

Should you have any questions or comments please do not hesitate to contact the undersigned at 587.410.0460.

Sincere Regards,
M2eng Alberta Ltd.

A handwritten signature in blue ink, appearing to read 'N. Miller'.

Nathan Miller, P.Eng.
Water / Wastewater Engineer

cc:	Jackie Mykytiuk, P.Eng.	M2	mykytiukj@M2eng.ca
	Tanner Curtis	MD	tanner.curtis@mdgreenview.ab.ca
	Sean Healy	MD	sean.healy@mdgreenview.ab.ca
	Chelsea Henry	MD	chelsea.henry@mdgreenview.ab.ca
	Amanda Cummings	MD	amanda.cummings@mdgreenview.ab.ca

Enclosures: Technical and Financial Evaluation Tables
 Notice of Award Letter (to be signed by MD of Greenview)
 Copy of All Proposals Received via OneDrive Link



REQUEST FOR DECISION

SUBJECT:	Draft Sunset House Water Treatment Plant Upgrade Options & Estimated Costs		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER: DB
DEPARTMENT:	ENVIRONMENTAL SERVICES	DIR: RA	PRESENTER: DB
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –

Council Bylaw/Policy (cite) –

RECOMMENDED ACTION:

MOTION: That Council accept the Draft Sunset House Water Treatment Plant Upgrade Options & Estimated Costs for information as presented.

BACKGROUND/PROPOSAL:

January 11, 2022, at the Regular Council meeting 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.

“The existing Sunset House Water Treatment Plant (WTP) was designed by Stantec Engineering, in 2014. The facility consists of a raw water supply well (WSW) established in 2013, that supplies raw water to a single raw water tank. 2013 WSW had a maximum annual diversion volume of 6,205 m³/year (17 m³/day). 2013 WSW’s current maximum annual diversion volume achievable is only 4,108 m³/year (11.5 m³/day)”, a decrease of 2097m³/year (6.5m³/day).

“Although the annual and average daily usages do not exceed the license amounts, Greenview operators reported that 2013 WSW was not keeping up to demands”. In 2020 a work plan was put together and in 2021 as per the 2021 Capital budget Administration moved forward with the drilling of a new well. “The intent was that two different sources combined would provide a higher yield to try to boost production and potentially supply non potable and potable water for area residents.”

“The well was drilled to a depth of 115.82 m but because a very low yield was observed along the sandstone, at this depth, the well was backfilled to 43.58 m. Subsequently, a 24-hour pumping test was completed that fell short of completion at 22 hours because the groundwater level in the well drew down to the pump intake. The model predictions indicated that the new well can be sustainably operated at 3.2 m³/day, as it only showed a recovery of 64%, during testing at a higher rate.” Due to the low yields Administration choose not to connect the newly drilled until further investigation.

The 2013 WSW flow rate showed signs of unsustainability in late 2021. The continued high demand and low well yield also meant the well was pumping continuously for weeks with no recovery. This caused an already low flow rate to decline further falling from 0.20l/s to 0.13l/s. Other contributing factors is the Reverse Osmosis process we utilize at Sunset which wastes approximately 25% of the raw water in the process of water treatment by design.

In the fall of 2021, the Supervisor investigated the RO efficiency to which it was discovered the system was running at 60% efficiency. To mitigate the efficiency the RO was immediately adjusted back to 75% as designed. Administration also reduced the daily limit at the truck fill from 5m³ to 2m³ to try to ensure potable water was available to residents and the station wasn't closed due to low water. This also allowed time for well recovery.

The draft report include a high-level consultant investigation of the following water supply options and estimated costs for the Sunset House:

- Option 1a – Reclaim Well #2.
- Option 1b - Connecting the second raw water well drilled in 2021.
- Option 2 - Desktop review of other potential groundwater sources available.
- Option 3 - Desktop review of surface water sources available and potential WTP upgrade requirements.
- Option 4a and 4b - Supply of potable water from Valleyview, both piped and hauled.
- Option 5 - Converting the WTP to non-potable.
- Option 6 - Shutting down the Sunset House WTP.
- Compare the options, based on capital and O&M costs.

Table 4-1
Total Project Order of Magnitude Capital Cost

Option	Cost
Option #1a – Reclaim Well	\$15,000
Option #1b – Well#2 Supplement WTP	\$240,000
Option #2 – Other Groundwater Source	\$3,720,000
Option #3 – Surface Water WTP	\$6,810,000
Option #4a – Regional Line	\$11,000,000
Option #4b – Water Truck	\$50,000
Option #5 – Non-Potable	\$20,000
Option #6 – Decommission WTP	\$40,000

The Consultants initial review concluded:

- Options #1a, #1b, #2, #5 and #6 are not sustainable and/or reduce the level of service to the community (quality and/or quantity).
 - 15 m³/day Required (Current Peak Day Demand); 7.5 m³/day to 14.7 m³/day available.
 - Existing wells may continue lose production capacity.
 - Non-potable option requires community to source potable water elsewhere.

- Sweathouse WTP's diversion licence appears to be oversubscribed currently and should be reviewed
- Before transferring Sunset House demands to Sweathouse's WTP.
- Options #2, #3 and #4a are very high in capital costs but provide sustainable potable water for the foreseeable future and increase the level of service to the community (quantity).
 - Capital costs range from 3,720,000 to \$11,000,000.
- Option #4b is feasible but doesn't make sense as the community is already hauling water.

Due to the findings of the report Administration has begun investigating the mentioned plant losses at the Sunset House WTP. It should be noted that Sweathouse WTP operates on 2 separate diversion licences one of which was not understood in the initial draft report. This is likely the reason it appears the diversion licence is oversubscribed with current Sweathouse demands. Moving forward, Administration will work with the consultant to finalize the report and mitigate any existing concerns

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the Draft Sunset House Water Treatment Plant Upgrade Options for information is having the opportunity to determine a level of service and how it aligns with Greenviews Strategic plan

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to move forward with one of the presented options, however Administration does not recommend this as the report is still draft and requires adjustments which may affect the consideration of other options

FINANCIAL IMPLICATION:

Direct Costs: Consultant costs for preparation of the final report.

Ongoing / Future Costs:

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Finalize the report with the consultants.

ATTACHMENT(S):

- Draft Sunset House Water Treatment Plant Upgrade Options & Estimated Costs

REPORT

Municipal District of Greenview No. 16

Sunset House Water Treatment Plant Upgrade Options



FEBRUARY 2022

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EXECUTIVE SUMMARY

In 2014, Stantec designed the water treatment plant (WTP), currently in operation at Sunset House. The WTP is equipped with one raw water well, 2013 WSW. The 2013 WSW's production capacity has declined over the years to the point where the WTP's production capacity is no longer able to keep up with community demands. In 2021, Associated Engineering (AE) retained Walts Waterwells (WW), a drilling contractor, to drill and construct a new groundwater well, Well #2, next to the existing well. Well #2 was drilled to a depth of 115.82 m but because a very low yield was observed along the sandstone, at this depth, the well was backfilled to 43.58 m. A slotted casing was installed between 41.6 m and 43.28 m. Because these wells are in different fractured rock aquifers, it was interpreted that two different sources combined together would yield a higher overall capacity. Subsequently, a 24-hour pumping test was completed that fell short of completion at 22 hours because the groundwater level in the well drew down to the pump intake. At this point, the Municipal District of Greenview No. 16 (MD) asked AE to review WTP upgrade options so that the MD could provide direction.

In this report, AE has conducted a high-level investigation of the following water supply options for the Sunset House WTP:

- Option 1a – Reclaim Well #2.
- Option 1b - Connecting the second raw water well drilled in 2021.
- Option 2 - Desktop review of other potential groundwater sources available.
- Option 3 - Desktop review of surface water sources available and potential WTP upgrade requirements.
- Option 4a and 4b - Supply of potable water from Valleyview, both piped and hauled.
- Option 5 - Converting the WTP to non-potable.
- Option 6 - Shutting down the Sunset House WTP.
- Compare the options, based on capital and O&M costs.

After completing the review AE concluded:

- Options #1a, #1b, #2, #5 and #6 are not sustainable and/or reduce the level of service to the community (quality and/or quantity).
 - 15 m³/day Required (Current Peak Day Demand); 7.5 m³/day to 14.7 m³/day Available.
 - Existing wells may continue lose production capacity.
 - Non-potable option requires community to source potable water elsewhere.
 - Sweathouse WTP's diversion licence appears to be oversubscribed currently and should be reviewed before transferring Sunset House demands to Sweathouse's WTP.
- Options #2, #3 and #4a are very high in capital costs but provide sustainable potable water for the foreseeable future and increase the level of service to the community (quantity).
 - Capital costs range from 3,720,000 to \$11,000,000.
- Option #4b is feasible but dose not make sense as the community is already hauling water.

Moving forward, The MD will need to determine what level of service the community of Sunset House requires and how that aligns with the MD's capital, operations and maintenance allocations. MD operations should look into the 60% in-plant losses at Sunset House WTP. MD operations should review the Sweathouse WTP's diversion licence as it appears the diversion licence is oversubscribed with current Sweathouse demands.

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1 INTRODUCTION

1.1 Background

In 2021, Associated Engineering (AE) retained Walts Waterwells (WW), a drilling contractor, to drill and construct a new groundwater well next to the existing well (2013 WSW), connected to the Sunset House water treatment plant (WTP). The well was drilled to a depth of 115.82 m but because a very low yield was observed along the sandstone, at this depth, the well was backfilled to 43.58 m. Slotted casing was installed between 41.6 m and 43.28 m. The yield in this shallower zone was higher than what was evident for the same zone in which well 2013 WSW is installed in. Because these wells are in different fractured rock aquifers, it was interpreted that there would be no connection between the two aquifers, and hence, no well interference, and that it would be two different sources combined to get a higher yield. Subsequently, a 24-hour pumping test was completed that fell short of completion at 22 hours because the groundwater level in the well drew down to the pump intake.

1.2 Well Yield Issues

A Q20 sustainable yield was calculated using the Aqtesolv software program and the Province approved Modified Moell method. The model predictions indicated that the well can be sustainably operated at 3.2 m³/day, as it only showed a recovery of 64%, during testing at a higher rate.

The question of why the new well did not perform equivalent to or better than the existing well can be answered mostly as follows:

- Geology at any given point can be quite variable even with similar lithological sequences, including variable thickness, pinching of layers, structural movement due to faults and dykes to name a few.
- Fractured bedrock will have fracturing that may not connect in all places, while weathering is also quite variable, depending on the physical properties of the material, when the material was deposited, or later pressures due to many factors changing the properties through various processes.
- It is important to realize that groundwater accumulates in these porous spaces created by fracturing or weathering and that they may not be effectively connected to each other to cause significant groundwater flow.
- These connections can vary significantly in depth vertically over a short horizontal space; hence, wells could have variable results at similar depths.

Without an extensive geophysical groundwater survey, using various methods, or through a well drilling exploration program, the risk of not having a successful well in any given position remains high. This is typically different in unconsolidated, well-layered sand and gravel aquifers, as similar yields can be obtained with wells that are spaced larger distances away, but a risk remains that there could be clayey intrusions in between that can cause variable results.

Unfortunately, this is the risk with groundwater resources that makes it extremely difficult to not only delineate sources but also manage and maintain aquifers. Because of the reasons mentioned above, it is also true that going deeper with a well may not necessarily yield higher groundwater flow, unless distinct reasons, such as a more favourable thickness of fractured rock, exist at that depth.

1.3 Report Scope of Work

In 2021, AE assisted the Municipal District of Greenview No. 16 (MD) with drilling of a second raw water well for the Sunset House WTP. The yield from the new well was lower than hoped for and may not be worth the costs of connecting. The MD has asked AE to develop a report (this report) to outline possible options moving forward. In this report, AE has conducted a high-level investigation of the following water supply options for the Sunset House WTP:

- Connecting the second raw water well drilled in 2021.
- Desktop review of other potential groundwater sources available.
- Desktop review of surface water sources available and potential WTP upgrade requirements.
- Supply of potable water from Valleyview, both piped and hauled.
- Converting the WTP to non-potable.
- Shutting down the Sunset House WTP.
- Compare the options, based on capital and O&M costs.

2 SUNSET HOUSE CURRENT CONDITIONS

2.1 Existing Water Treatment Plant

The existing Sunset House Water Treatment Plant (WTP) was designed by Stantec Engineering, in 2014. The facility consists of a raw water well (2013 WSW) that supplies raw water to a single raw water tank. 2013 WSW has a maximum rate of diversion of 31 m³/day with a maximum annual diversion volume of 6,205 m³/year (17 m³/day). The raw water is chlorinated prior to entering the raw water storage tank. The chlorinated water enters the treatment process which consist of activated carbon filter, ion exchange vessel and reverse osmosis membrane filter. The treated water is chlorinated and is stored in two treated water storage tanks; each tank has a storage capacity of 25 m³.

2.2 Water Demands

The water demands experienced at the Sunset House WTP were summarized from the Operation's handwritten monthly log sheets. **Table 2-1** summarizes the raw well water usage for 2018-2021; the table shows the annual raw water usage from the well and the average daily water usage. The annual and average daily usages do not exceed the license amounts, but the MD reports that 2013 WSW does not keep up to demands. For the purposes of this report, AE considers 2013 WSW's current maximum annual diversion volume achievable at 4,108 m³/year (11.5 m³/day). Additionally, the raw water flow meter shows significant increase in 2020 (92% increase from 2019) and 2021 (45% increase from 2020).

Table 2-1
Summary of the Raw Water from 2018-2021

Item	2018	2019	2020	2021
Annual Raw Water Usage (m ³)	1949	1477	2833	4108
Average Raw Water Daily Usage (m ³ /day)	5.5	4.2	7.9	11.5

The Sunset House WTP services the Sunset House Hall and a truckfill. **Table 2-2** summarizes the annual truckfill and hall usage and average daily potable usage. Based on a visual inspection of the handwritten data, the peak daily usage of the Sunset House WTP was approximately 15 m³/day.

Table 2-2
Summary of the Potable Water from 2018-2021

Item	2018	2019	2020	2021
Annual Truckfill Water Usage (m ³)	1344	1224	1849	1717
Annual Hall Water Usage (m ³)	22	47	21	58
Average Potable Water Daily Usage (m ³ /day)	3.8	3.5	5.2	4.9

The water usage data shows an interesting trend; since 2018, the raw water usage has increased by 110%, while the potable usage has only increased 30% over the same period. The raw water trend needs to be investigated to determine where the extra raw water demand is being generated from, as the data provided by the MD was insufficient to determine this. An investigation of the in-plant losses needs to occur to determine where this additional loss is coming from, including a review of all treatment equipment and calibration of all flow meters.

Based on the WTP operational records, in 2021, the Sunset House WTP had 60% of in-plant loss, for comparison, the Sweathouse WTP in-loss range was 35%. As both plants have the same equipment installed, with similar raw water quality, an unknown factor at the Sunset House WTP is leading to exceptional in-plant losses at the facility, especially in 2021.

2.3 Water Quality

Treatability objectives for any water treatment facility are defined by the maximum acceptable concentration (MAC) and aesthetic objectives (AE), defined in Health Canada's Guideline for Canadian Drinking Water. The MAC limits have been established for certain substances that are known or suspected to cause adverse effects on health. The concentrations have been set at values intended to safeguard health based on lifetime consumption. The AO limits apply to certain substances or characteristics of drinking water that can affect its acceptance by consumers or interfere with practices for supplying good quality water. **Table 2-3** summarizes the Sunset House WTP raw water quality data that exceed the MAC or AO.

Table 2-7
Sunset House Well Water Quality Treatment Parameter Summary

Analyte	Unit	GCDWQ Limit	GCDWQ Type	Groundwater
Ammonia, as N	mg/L	—	—	1.04 ¹
Total Organic Carbon	mg/L	—	—	6.78 ²
Sodium	mg/L	200	AO	480
Total Dissolved Solids	mg/L	500	AO	1080

¹ Ammonia concentrations are to be treated with chlorine to be completely oxidized.

² Total Organic Carbon's operational guidance value is 2.0 mg/L to prevent the formation of disinfection by-products.

3 WATER TREATMENT PLANT UPGRADE OPTIONS

3.1 Option# 1 – Connect Water Well #2

AE's hydrogeological team has estimated that Well #2 can sustainably produce 3.2 m³/day and that the water quality is similar to 2013 WSW. Therefore, there are two options to move forward with Well #2:

- Option #1a – Reclaim Well #2 and do not connect to existing facility.
- Option #1b – Connect Well #2 and supplement the existing WTP's feed water.

Herein, only Option #1b is further explored as Option #1a will simply follow the provincial well reclamation process.

3.1.1 Modification Outside the Existing WTP

AE proposes the outside pipeline alignment navigate around the rink and playground. Installation of this pipeline will use a combination of directional drill and open cut approaches to minimize disruption to the surface features.

3.1.2 Modifications Inside the Existing WTP

AE proposes the pipeline coming into the existing WTP connect to the existing raw water storage tank. More specifically, AE proposes that Well #2 be connected to the existing raw water piping entering the raw water storage tank. This connection will allow for minimal piping and tank changes, while allowing individual flow monitoring of each raw water well.

It should be noted that Option #1b will not allow the community to access the full 3.2 m³/day, as WTP production waste must be considered (e.g., if Well #2 can provide 3.2 m³/day and the WTP's production waste is 50%, then the community can only receive 1.6 m³/day).

3.2 Option# 2 – Other Groundwater Sources

3.2.1 Desktop Review of Other Potential Groundwater Source Available

The Alberta Water Well Database (AWWID) is the main source of well information in the Province for assessing yield potential of a specific geographic location in the absence of specific hydrogeology reports. AE completed online searches for any related reports for the area, but none were found, apart from a regional investigation by AER¹ (AER report). The AER report shows the bedrock is dipping towards the southwest of the site, with higher surface topography east of the site. Recharge is likely to occur in these higher areas where bedrock outcrop as opposed to the less permeable till clay (18 m thick) overlying the bedrock at the site in which very low recharge occurs. The report further indicates a paleovalley thalweg approximately 14 km to the west of the site. The infill material of these valleys is variable with sand, gravel, fine grained silt, clay, and till. Gravel and sand aquifers in the area are also believed to be relatively thin and yields in these typically do not exceed 50 m³/day.

The report does not show the various sandstone and shale layers within the formation in the project area, as this is a regional investigation. The AWWID data in the next section shows this information at a higher resolution. These alternating shale and sandstone layers are, therefore, referred to as layers within a sequence of multiple layers.

¹ Hartman, G.M.D, Klassen, J., Jayawardane, L. and Timmer, E.R. 2020. Regional Shallow Stratigraphy and Hydrogeology of the Grande Prairie-Valleyview Area, Northwestern Alberta.

3.2.2 AWWID Data

The AWWID data summary suggests that wells associated with the paleovalley thalweg approximately situated along the Little Smoky River are on average more productive than the sandstone bedrock aquifers. Ten wells along this area are summarized in [Table 1, Appendix A](#). Although the records indicate yields of more than 454 L/min (653.8 m³/day), when downloading the actual well logs, it shows the recommended yield after short-duration testing is typically 3 to 10 times lower than the drilling/development estimated yields on some wells. GIC 9486291 shows sand and gravel between 77 and 121 m depth, while GIC 1665617 has a 3 m sand and gravel at 76 m depth, which is water-bearing. The rest of the wells have some to none sand and gravel and confirm the infill material of the paleovalley, as described by the AER report. The well log reported an average yield of this area to the west is 39.8 L/min (57.3 m³/day).

Within a 10 km radius (10 km area) from the existing wells, the AWWID ([Table 3-2, Appendix A](#)) indicates 20 well records that have relevant associated data with it. Again, the drilling/development average estimated yield is 44.4 L/min (63.9 m³/day), while the well log reported an average yield of this area in a 10 km radius is 28 L/min (40.32 m³/day). The highest tested rate recorded is 45.5 L/min (65.52 m³/day) in four of the wells summarized in [Table 1](#). AWWID well logs are attached hereto in [Appendix B](#).

Table 3-1
AWWID Summary of Wells with Higher Yields in 10 km Area

Well ID	Yield (L/s)	Yield (m ³ /day)	Depth Screened (m)	Lithology Screened	Sandstone Layer in Sequence (number from surface)	Distance from Existing Well (km)
9486216 – 2013 WSW	0.45	39.3	103-109	Gray sandstone/shale	5	0 km
396172	0.76	65.5	141-150	Gray sandstone/shale	8	3 km east
396220	0.76	65.5	97-111	Sandstone/shale	5	2.4 km south
396602	0.76	65.5	131-145	Sandstone/shale	Logging not clear	3.5 km west
396629	0.76	65.5	91-103	Sandstone/shale	Logging not clear	0.9 km northeast
1665763	0.46	39.3	121-128	Gray sandstone/shale	6	0.5 km northeast

[Table 3-2](#) indicates that the screened depth in water-bearing sandstones is variable, which is to be expected in dipping strata. It also shows that it is derived from different sandstone/shale sequences and could be related to the grain and thickness of the sandstone, but that there is a high likelihood that it could be related to the shale/sandstone contact and the amount of weathering present. It should also be noted that although these rates are higher (but what would be required for Sunset House supply requirements) than the existing well, GIC 9486216, the yields seem to decline over time with the production of the well (as shown by 9486216 - 2013 WSW operating at around 11.5 m³/day). This indicates that the recharge to these deeper sandstone sequences is lower than average production. Unfortunately, there is no direct correlation to be drawn from these various wells to indicate if wells need to be drilled deeper or not and that success is variable with depth.

A cross-section between GIC 9486216 and the new 2021 well ([Appendix C](#)) indicates a possible reason for the higher initial rates with declining rates over time. The different sandstone shale sequences are not correlating between the wells and that some of the sandstone layers can be in the form of lenses and or pinching layers. This could explain the lower recharge to the isolated aquifers as they may not be laterally extensive. It should be noted, however, that those different individuals will log these wells differently and that some sandstone layers might have been omitted but, in this case, connection is not likely for the lower sandstone layers in the sequence.

Based on the information for the area, the following conclusions can be made:

- Within a 10 km radius from the site, most production wells are within the deeper sandstone/shale layers in the sequence between 90 and 150 m depth.
- The highest yield reported for these wells are 65.5 m³/day.
- Further to the west, along the Little Smoky River, an old paleovalley exists that are infilled with a mix of material and bedrock below it at depth. Groundwater wells established within this area indicated higher average yields of 39.8 L/min (57.3 m³/day), in the sandstone bedrock, compared to the 10 km area well average of 28 L/min (40.3 m³/day).
- There are only a small number of wells installed in shallower sand and gravel, along the paleovalley and yields are typically less than 50 m³/day¹.
- Although wells within the sandstone have higher initial yields, declining yields are evident over time due to production; this is likely because of slow recharge to the sandstone layers in the 10 km radius when compared to sandstone layers along the paleovalley. Recharge to the fill material overlying the sandstone layers along the paleovalley might be recharged quicker and at a higher rate, hence, resulting in more sustainable production rates.
- Sandstone and shale sequences might not be laterally extensive, and hence, reduced aquifer recharge and volumes available to certain wells.

The following are some options that can be investigated further:

- Additional groundwater could be sourced from deeper wells within a radius of 1 km from Sunset House to augment the existing two wells assuming the second well drilled in 2021 is also tied in.
- A deeper well can be drilled to 150 m depth to see if the deeper sand and shale sequences yields better results. AE contacted the drilling contractor (Walts Water Wells) who indicated that it is not possible to drill the new well deeper, which means a new well would have to be drilled.
- The only other alternative is to complete exploration along the Little Smoky River for a slightly higher yield, potentially higher recharge rates, and more sustainable production.

3.3 Option #3 – Surface Water

3.3.1 Desktop Review of Other Surface Water Sources

AE completed a desktop review of possible surface water options for use as an alternative supply to the Sunset House WTP. Two possible sources were identified, using nearby Snipe Lake or the possible construction of a dugout to collect surface water from nearby surroundings. To bring surface water from Snipe Lake to the existing WTP, an intake installed in the lake and a raw water pipeline of 4.5 km would be required.

It is anticipated that the surface water dugout will be the lowest cost option due to the higher cost for the construction of an intake and raw water line.

3.3.2 Potential Water Treatment Upgrades

For surface water to be treated at the existing water treatment plant, the plant would need to be upgraded to meet the additional water treatment requirements for surface water. The existing water treatment plant would require the following additions to allow for treating surface water:

- Tube settler clarifier with coagulant and polymer chemical system;
- Dual media filters;
- Reverse Osmosis (existing WTP equipment – organic carbon control);
- Ultraviolet disinfection; and
- A building expansion.

Based on the available space at the existing WTP, a building expansion is required to house the additional equipment. The existing reverse osmosis system would be retained in the new surface water treatment system to provide organic carbon control to deal with the disinfection by-product formation commonly seen in surface waters of this type.

3.4 Option#4a – Supply of Potable Water from Valleyview

The option to provide water servicing from the Town of Valleyview to Sunset House was analyzed in a previous AE report (Valleyview Rural Water Line Study Update (January 2022)) and subsequently eliminated due to:

- **High capital costs** (\$11 million) to construct a 27.3 km long watermain and a booster station and dedicate right of way beside Highway 669. Note land acquisition or right of way approval costs are not included in the cost estimate.
- **High operation and maintenance costs** to maintain the booster station and potential re-chlorination needs.
- **Low water demand**, based on existing records; the average daily consumption is only 5.5 m³/day, or less than 1,850 m³/year.
- **Low water turnover rate** as we estimate it will require 161 days to turn over the water in a 27.3 km long, 100 mm diameter pipe. This is assuming the water demand is 17 m³/day, which is the average maximum daily consumption from 2020 to 2021.

A regional pipeline from Valleyview is not feasible due to the low demands and high residence time in the pipe, which leads to severe water quality degradation and disinfection residual loss, etc.

3.5 Option#4b – Truck Haul from Valleyview

Due to the amount of treated water required for the Sunset House truckfill and community hall, a long pipeline would not be feasible as mentioned above. However, the Sunset House WTP could be converted to receive truckfill water from Valleyview. On average, four truckloads of water per week would be required to meet the current demands at the WTP. The number of loads per week would be lower in the winter but higher in summer to deal with current seasonal peak summer demands.

3.6 Option#5 – Converting the Sunset House Water Treatment Plant to Non-potable

The operations of the reverse osmosis system generate a significant amount of rejected waste through the process. Based on the 2021 operational data provided by the MD, up to 60% of the raw water is being lost. This additional loss doubles the amount of raw water that needs to be pumped from the raw water well, and significantly increases the amount of water pulled from the aquifer.

If the Sunset House WTP system was decommissioned and only produced non-potable water, this would eliminate more than half of the raw water lost by the facilities. If the system becomes non-potable, this non-potable plant will require some of the customers, who require potable water to go to either the Valleyview WTP or the Sweathouse WTP.

The most significant effect would be on Sunset House Hall, as it would not have potable water for the community functions hosted at the facility. Water would need to be trucked in from the Sweathouse WTP and stored in the Sunset House treated water tanks for the community hall's usage.

3.7 Option #6 – Shutdown the Sunset House WTP

The MD of Greenview could shutdown the Sunset House WTP, due to the lack of a current, sustainable groundwater source. This option would see the all the truckfill customers diverted to the Sweathouse WTP or Valleyview to fill their tanks at those truckfills. This course of action would cause an increasing demand at the Valleyview and Sweathouse WTPs. Due to the Valleyview WTP's current capacity, if the entire Sunset House truckfill usage was transferred to the Valleyview WTP, the WTP would not see a significant impact on their potable water demand.

The Sweathouse WTP customers currently consume $3.3 \text{ m}^3/\text{day}$ of potable water. To make this amount of potable water WTP requires $4.8 \text{ m}^3/\text{day}$ of raw water. The Sweathouse well Licence No. 00030957 has a maximum rate of diversion of $36 \text{ m}^3/\text{day}$ with a maximum annual diversion volume of $1,364 \text{ m}^3/\text{year}$ ($3.7 \text{ m}^3/\text{day}$). Currently, the Sweathouse's diversion licence is over subscribed; therefore, transferring Sunset's demand to Sweathouse is not advisable until Sweathouse's raw water sustainability is reviewed in further detail.

4 COST AND OPTION ASSESSMENT

4.1 Order of Probable Capital Cost

Due to the conceptual nature of this study and the understanding that there exist unknown variables beyond the scope of this study, the estimates presented herein includes a contingency and engineering allowance of 50% of the total estimated capital costs. AE does not guarantee the accuracy of this opinion of probable costs. The actual final cost of the project will be determined through the bidding and construction process.

Table 4-1 summarizes the opinion of probable costs for the various options for the Sunset House Water Treatment Plant. A cost allowance was not included for land acquisitions for the facility's expansion in the capital cost estimate; purchasing land has a significant effect on capital costs.

The following assumptions were made:

- Options #1b: Connect Well#2
 - 100 meters of pipeline to connect the well to the raw water tank;
 - Installation of pit-less adapter and new well pump;
 - Minor additional electrical or control upgrades are required; and
 - Capital cost does not include cost already spend on drilling Well #2 (approximately \$85K).
- Option #2 – Other Groundwater Source
 - 3500 meters waterline allowance to bring water from the new well;
 - Installation of pit-less adapter and new well pump;
 - Additional electrical or control upgrades are required; and
 - New electrical service to the new well site area.
- Option #3 – Convert to Surface Water Treatment Plant
 - Dugout surface water collection system;
 - Building expansion; and
 - Treatment upgrades.
- Option #4a – Regional Line from Valleyview
 - Capital costs were taken from Valleyview Rural Water Line Study Update (January 2022).
- Option #4b – Truck Hauling from Valleyview
 - Decommissioning cost for the WTP and wells of \$40,000; and
 - Minor piping changes to allow for offloading of the water trucks.
- Option #5 – Non-potable
 - Small process modification to bypass the treatment system.
- Option #6 – Decommission WTP
 - Decommissioning cost for the WTP and wells of \$40,000; and
 - Equipment would be reused by the MD at another facility.

Table 4-1
Total Project Order of Magnitude Capital Cost

Option	Cost
Option #1a – Reclaim Well	\$15,000
Option #1b – Well#2 Supplement WTP	\$240,000
Option #2 – Other Groundwater Source	\$3,720,000
Option #3 – Surface Water WTP	\$6,810,000
Option #4a – Regional Line	\$11,000,000
Option #4b – Water Truck	\$50,000
Option #5 – Non-Potable	\$20,000
Option #6 – Decommission WTP	\$40,000

4.2 Order of Probable Operation and Maintenance Cost

The operational costs were based on the following:

- Energy cost of \$0.15/kWh.
- Chemical cost of \$7.05/kg.
- No additional operator required.
- Truck hauling cost of \$300 for 10 m³ loads.

Table 4-2 summarizes the order of magnitude for the probable operational and maintenance O&M cost changes for the implementation of the various options, as follows:

- Option #1a – Reclamation of Well #2 will have no impact to the current O&M costs at the Sunset House WTP.
- Options #1b and #2 have small cost increases, ranging from \$2,000 to \$5,000, associated with these options for the costs of the additional power and pumps required.
- Option #3 – Surface water treatment plant will have the second largest increase to the O&M costs, as this option has additional costs to power the treatment process, increased chemical usage for the new treatment process and increased heating costs for a larger building.
- Option #4a – Regional line has the third highest additional O&M cost associated with operating a booster station and chemical usage to boost disinfectant residual in the pipeline.
- Option #4b has the highest O&M cost implications of all the options, due to the high cost of trucking water.
- Option #5 and #6 will save O&M costs by lowering the service standard at the facility.

Table 4-2
Order of Probable Operations and Maintenance Incremental Cost Changes

Option	Cost
Option #1a - Reclaim Well	\$—
Option #1b - Well#2 Supplement	\$2,000
Option #2 - Other Groundwater Source	\$5,000
Option #3 - Surface Water WTP	\$49,000
Option #4a - Regional Line	\$21,000
Option #4b - Water Truck	\$60,000
Option #5 - Raw Water Only	-\$5,000
Option #6 - Decommission WTP	-\$23,000

4.3 Options Summary

Table 4-3 summarize the advantages and disadvantage of the various upgrade options presented in this report.

Table 4-3
Upgrade Options – Advantages and Disadvantages

Well #2 Options	Advantages	Disadvantages
Option #1a - Reclaim Well #2	<ul style="list-style-type: none"> Lower capital cost. 	<ul style="list-style-type: none"> Water demand concern from the community is not addressed: <ul style="list-style-type: none"> 15 m³/day Required; 4.6 m³/day Available (60% of 11.5 m³/day) Existing well may continue lose production capacity.
Option #1b - Well#2 Supplement	<ul style="list-style-type: none"> Minimal changes to existing WTP. Provides additional 1.3 m³/day of potable water (60% of 3.2 m³/day) 	<ul style="list-style-type: none"> Water demand concern from the community is not addressed: <ul style="list-style-type: none"> 15 m³/day Required; 5.9 m³/day Available Medium capital cost. Additional well O&M costs. Wells may continue lose production capacity.
Option #2 - Other Groundwater Source	<ul style="list-style-type: none"> If drilling program is successful, provides a sustainable water source for WTP. 	<ul style="list-style-type: none"> High cost of the pipeline to connect well to WTP. High cost of well exploration. Possibility new well will not achieve the desired flow rate.
Option #3 - Surface Water WTP		<ul style="list-style-type: none"> Limited surface water source near the existing WTP. High capital cost to achieve required treated water volumes. High O&M cost.
Option #4a – Regional Line from Valleyview	<ul style="list-style-type: none"> Sustainable source. 	<ul style="list-style-type: none"> High capital cost. High O&M cost. High residence time in pipeline leading to severe water quality degradation.

Well #2 Options	Advantages	Disadvantages
Option #4b – Truckfill from Valleyview	<ul style="list-style-type: none"> Sustainable source. Moderate capital cost. 	<ul style="list-style-type: none"> Highest O&M cost.
Option #5 - Raw Water Only	<ul style="list-style-type: none"> Eliminates the amount of water loss due to the treatment process. 	<ul style="list-style-type: none"> Does not meet the potable water needs of the community. Requires truckfill users to travel farther to access potable water. Does not provide potable water to the community hall. Well may continue lose production capacity.
Option #6 - Decommission WTP	<ul style="list-style-type: none"> Eliminate need for raw water well at the site. 	<ul style="list-style-type: none"> Does not meet the potable water needs of the community. Requires truckfill users to travel farther to access potable water. Does not provide potable water to the community hall.

5 SUMMARY

Based on the Sunset House Water Treatment Plant Option Assessment, Associated Engineering finds the following:

5.1 Existing System Summary

- The raw water usage has increased 110% between 2018 and 2021, while the potable water usage has only increased 30%, during the same period.
 - Average day raw water usage was 5.5 m³/day, in 2018 and 11.5 m³/day, in 2021.
 - Average potable demand (truckfill and hall) was 3.8 m³/day, in 2018 and 4.9 m³/day, in 2021.
 - In-plant plant loss have doubled between 2018 and 2021, indicating an issue with the treatment system, leading to additional waste being generated.

5.2 Upgrade Options Summary

- Option #1a (Reclaim Well #2) - Demand shortages and concerns around well sustainability are still present regardless of whether the in-plant losses can be restored back to 35%.
 - 15 m³/day Required (Current Peak Day Demand); 7.5 m³/day Available (35% of 11.5 m³/day – 2013 WSW).
 - Existing well may continue lose production capacity. 2013 WSW was initially licenced for maximum rate of diversion of 31 m³/day with a maximum annual diversion volume of 6,205 m³/year (17 m³/day).
- Option #1b (Well #2 Supplement) - If Well #2 is connected to the Sunset House WTP and an in-plant loss of 35% can be restored, the well's sustainable yield of 3.2 m³/day would translate to 2.1 m³/day of additional potable water. If the in-plant losses cannot be restored, the additional potable water supply can only be 1.6 m³/d. Again, demand shortages and concerns around well sustainability are still present, regardless of whether or not the in-plant losses can be restored back to 35% and Well #2 can be connected.
 - 15 m³/day Required (Current Peak Day Demand); 9.6 m³/day Available (35% of 11.5 m³/day – 2013 WSW + 3.2 m³/day – Well #2).
 - Existing wells may continue lose production capacity as shown above in Option #1a.
- Option #2 (Other Groundwater Source) – The addition of a well in an area with a higher groundwater yield has a significant amount of capital cost associated with this option, due to the distance away from the existing water treatment plant.
- Option #3 (Surface Water WTP) and #4a (Regional Line) – Both the addition of surface water treatment and a regional line have the highest overall costs and will have additional operation and maintenance costs higher than the current facility.
- Option #4b (Water Truck) – Trucking water from Valleyview has a reasonable cost but may not make sense as the community members are typically hauling water from Sunset House truckfill already.
- Option #5 (Raw Water Only) – Demand shortages and concerns around well sustainability are still present.
 - 15 m³/day Required (Current Peak Day Demand); 11.5 m³/day – 2013 WSW or 14.7 m³/day with Well #2 connected.
 - Existing wells may continue lose production capacity as shown above in Option #1a.
- Option #6 (Decommission WTP) – Valleyview WTP has the additional capacity to handle the potable water requirements if the Sunset House WTP was no longer available to produce potable water.
 - The Sweathouse WTP would require a further review as currently the diversion licence is oversubscribed with current Sweathouse demands.

6 NEXT STEPS

The Municipal District of Greenview No. 16 will need to determine what level of service the Community of Sunset House requires and how that aligns with the MD's capital, operations and maintenance allocations. MD operations should look into the 60% in-plant losses at the Sunset House Water Treatment Plant and should review the Sweathouse Water Treatment Plant's diversion licence, as it appears the diversion licence is oversubscribed with the current Sweathouse water demands.

CLOSURE

This report was prepared for the Municipal District of Greenview No. 16 to investigate the water supply options for the Sunset House Water Treatment Plant.

The services provided by Associated Engineering Alberta Ltd. in the preparation of this report were conducted in a manner consistent with the level of skill ordinarily exercised by members of the profession currently practicing under similar conditions. No other warranty expressed or implied is made.

Respectfully submitted,
Associated Engineering Alberta Ltd.

Ryan Wirsz, P.Eng.
Project Manager

Nicholai Kristel, P.Eng.
Process Engineer

APPENDIX A – DESKTOP AWWID WELL SUMMARY

Table 1 - AWWID Wells Along the Paleovalley



Reconnaissance Report

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Groundwater Wells

Please click the water Well ID to generate the Water Well Drilling Report.

GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (m)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (m)	TEST RATE (L/min)	SC_DIA (cm)
352201	NE	18	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1990-08-31	134.11	New Well	Domestic		5	12	[REDACTED]	39.62	227.30	14.12
381429	NE	33	70	21	5	SAVILLE WATER WELL DRILLING LTD.	1994-05-27	121.92	New Well	Domestic & Stock		5	12	[REDACTED]	45.72	90.92	14.12
396349	NW	21	70	21	5	SAVILLE WATER WELL DRILLING LTD.	1975-09-22	85.34	New Well	Unknown		2		[REDACTED]			0.00
396350	NE	21	70	21	5	UNKNOWN DRILLER	1968-07-10	60.96	Coal Test Hole	Investigation		5		RCA			0.00
396351	NE	21	70	21	5	MOORES WW DRLG	1980-06-13	103.63	New Well	Domestic	1	6		[REDACTED]	0.00	45.46	14.12
396358	NW	27	70	21	5	SAVILLE WATER WELL DRILLING LTD.	1983-05-13	112.47	New Well	Domestic & Stock	1	6		[REDACTED]	12.19	68.19	13.97
396360	3	28	70	21	5	KENASTON DRLG	1962-07-28	67.06	New Well	Observation	3	6		ALTA HIGHWAYS			14.27
396363	NW	28	70	21	5	MOORES WW DRLG		48.77	New Well	Domestic & Stock		3		[REDACTED]	0.00	90.92	14.12
396380	SE	33	70	21	5	SAVILLE WATER WELL DRILLING LTD.	1971-10-17	68.58	Unknown			3		[REDACTED]	12.19	36.37	0.00
396682	NE	19	71	20	5	UNKNOWN DRILLER	1968-07-15	45.72	Coal Test Hole	Investigation		3		RCA# COAL SURVEY			0.00
396738	SW	10	71	21	5	SAVILLE WATER WELL DRILLING LTD.	1972-09-04	77.72	New Well	Unknown	1	6		[REDACTED]	0.00	11.37	11.68
396740	13	14	71	21	5	UNKNOWN DRILLER	1950-02-21	573.02	Structure Test Hole	Industrial				HUDSON'S BAY OIL & GAS #V-6			0.00
396741	SW	15	71	21	5	UNKNOWN DRILLER		112.78	Chemistry	Domestic	1			[REDACTED]			0.00
396744	5	24	71	21	5	UNKNOWN DRILLER	1950-02-02	503.83	Structure Test Hole	Industrial				HUDSON'S BAY OIL & GAS #V-7			0.00
396766	SW	1	71	21	5	UNKNOWN DRILLER		48.77	Chemistry	Domestic	1			[REDACTED]	12.19		0.00
465036	SW	10	71	21	5	SAVILLE WATER WELL DRILLING LTD.	1990-02-18	79.25	New Well	Domestic		11	20	[REDACTED]	33.53	90.92	14.12
1665617	1	23	71	21	5	SAVILLE DRILLING LTD.	2006-10-10	82.30	New Well	Domestic		5	25	[REDACTED]	30.78	68.19	14.13
1877525	1	2	71	21	5	GOLDEN PEACE DRILLING LTD.	2008-09-03	85.34	New Well	Domestic		9	21	[REDACTED]	28.65	22.73	15.24
2093625	1	28	70	21	5	UNKNOWNDRILLINGCOMP11			Old Well-Yield	Observation				ALBERTA ENVIRONMENT			
9486291	SE	13	71	21	5	BRAD SAVILLE ENTERPRISES LTD.	2016-05-17	176.78	New Well	Domestic & Stock		9	16	[REDACTED]	27.80	454.61	14.12

Table 2 - AWWID Wells Within 10 Km Radius of Sunset House



Reconnaissance Report

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Groundwater Wells

Please click the water Well ID to generate the Water Well Drilling Report.

GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (ft)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (ft)	TEST RATE (igpm)	SC_DIA (in)
340580	SW	8	71	19	5	SAVILLE DRILLING LTD.	2002-04-28	480.00	New Well	Domestic & Stock		12	22	[REDACTED]	308.00	4.00	5.56
341200	SW	35	70	19	5	SAVILLE DRILLING LTD.	2002-08-27	460.00	New Well	Domestic & Stock		14	22	[REDACTED]	289.00	5.00	5.56
352429	NW	16	71	20	5	GOLDEN PEACE DRILLING LTD.	1990-06-30	300.00	New Well- Decommissioned	Domestic		12		[REDACTED]	35.00	8.00	0.00
352430	NW	16	71	20	5	GOLDEN PEACE DRILLING LTD.	1990-07-02	110.00	New Well	Domestic		4		[REDACTED]	29.00	15.00	5.50
354136	NW	22	71	20	5	MOORE, DENNIS RAYMOND	1988-07-15	380.00	New Well	Domestic		12	24	[REDACTED]	277.00	8.00	5.56
354707	SW	10	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1977-10-07	125.00	New Well	Domestic		3		[REDACTED]	31.00	1.50	4.50
354708	SW	16	71	20	5	GOLDEN PEACE DRILLING LTD.	1988-03-29	320.00	New Well	Domestic		12		[REDACTED]	206.00	14.00	5.50
357159	SE	2	71	19	5	UNKNOWN DRILLER		30.00	Chemistry	Domestic				SUNSET HOUSE GOLF & MARINA			0.00
357160	SE	20	71	20	5	UNKNOWN DRILLER		220.00	Chemistry	Domestic				[REDACTED]			0.00
361870	SE	32	70	19	5	UNKNOWN DRILLER		0.00	Spring	Domestic				[REDACTED]			0.00
363773	SW	23	71	20	5	UNKNOWN DRILLER		300.00	Chemistry	Domestic				[REDACTED]			0.00
365807	SE	35	70	19	5	GOLDEN PEACE DRILLING LTD.	1989-08-16	360.00	New Well	Domestic & Stock		16		[REDACTED]	271.00	4.00	5.50
366493	SE	13	70	19	5	UNKNOWN DRILLER		0.00	Chemistry	Domestic				[REDACTED]			0.00
366642	NE	36	70	20	5	UNKNOWN DRILLER		0.00	Chemistry	Domestic				EAST SMOKY SCHOOL DIV			0.00
367924	4	18	70	18	5	UNKNOWN DRILLER	1951-11-23	1,027.00	Core Hole	Industrial				GULF OIL#SNIPE LK CH2			0.00
367926		18	70	18	5	UNKNOWN DRILLER	1952-01-17	860.00	Core Hole	Industrial				GULF OIL#SNIPE LK CH15			0.00
367928	4	19	70	18	5	UNKNOWN DRILLER		717.00	Core Hole	Industrial				GULF OIL#SNIPE LK CH25			0.00
367940		30	70	18	5	UNKNOWN DRILLER	1952-01-15	635.00	Core Hole	Industrial				GULF OIL#SNIPE LK CH16			0.00
372318	SW	10	71	20	5	UNKNOWN DRILLER		90.00	Chemistry	Domestic	<u>1</u>			[REDACTED]	66.00		0.00
376319	12	22	71	20	5	WATER RESOURCES	1968-05-25	75.00	New Well	Domestic	<u>1</u>	7		[REDACTED] #441-H			0.00



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GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (ft)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (ft)	TEST RATE (igpm)	SC_DIA (in)
383110	NW	22	71	20	5	MOORE, DENNIS RAYMOND	1984-08-02	320.00	Deepened	Domestic		4		[REDACTED]	175.00	2.50	0.00
383112	NW	22	71	20	5	UNKNOWN DRILLER		225.00	Chemistry	Domestic	2			[REDACTED]			0.00
383131		36	70	20	5	GOLDEN PEACE DRILLING LTD.	1983-08-09	380.00	New Well	Domestic	2	16		EAST SMOKY SCHOOL DIV	289.00	6.00	5.56
389023	NW	31	70	19	5	T-CAR HOLDINGS LTD.	1994-08-24	321.00	New Well	Domestic		13	25	GREENVIEW, MD OF 16	226.00	6.00	5.50
394225	4	19	70	19	5	WATER RESOURCES	1968-07-30	75.00	Test Hole	Investigation		7		ALTA ENV/WATER RES#439H			0.00
396126	NE	1	70	19	5	UNKNOWN DRILLER		52.00	Chemistry	Domestic				[REDACTED]			0.00
396128	SH	4	70	19	5	ALBERTA ENVIRONMENT/EARTH SCIENCES DIVISION	1984-01-31	55.00	Test Hole	Investigation		4			12.70		2.00
396129	SH	7	70	19	5	UNKNOWN DRILLER		11.00	Chemistry	Domestic	1			[REDACTED]			0.00
396130	SW	13	70	19	5	UNKNOWN DRILLER		0.00	Chemistry	Domestic	1			[REDACTED]			0.00
396131	6	13	70	19	5	UNKNOWN DRILLER	1968-08-11	150.00	Coal Test Hole	Investigation		13		RCA			0.00
396134	NW	13	70	19	5	UNKNOWN DRILLER		30.00	Chemistry	Domestic	1			[REDACTED]	20.00		0.00
396137	13	13	70	19	5	UNKNOWN DRILLER	1981-01-26	50.00	Flowing Shot Hole	Industrial				NORTHERN GEOPH#SP245			0.00
396138	13	13	70	19	5	UNKNOWN DRILLER	1981-01-26	50.00	Flowing Shot Hole	Industrial				NORTHERN GEOPH#SP253			0.00
396139	NE	13	70	19	5	SAVILLE WATER WELL DRILLING LTD.	1974-05-31	330.00	New Well	Domestic & Stock		13		[REDACTED]	0.00	6.00	4.60
396140	16	14	70	19	5	UNKNOWN DRILLER	1981-01-26	50.00	Flowing Shot Hole	Industrial				NORTHERN GEOPH#SP257			0.00
396141	NW	17	70	19	5	MOORE, DENNIS RAYMOND	1988-07-12	587.00	New Well	Domestic & Stock		19	24	[REDACTED]	375.00	10.00	5.56
396142	SH	19	70	19	5	UNKNOWN DRILLER	1969-07-04	76.00	Test Hole	Domestic		3		[REDACTED]			0.00
396145	NE	19	70	19	5	UNKNOWN DRILLER	1968-07-12	210.00	Coal Test Hole	Investigation		13		RCA			0.00
396147	SE	20	70	19	5	UNKNOWN DRILLER	1972-02-18	0.00	Spring	Domestic & Stock	3			[REDACTED]			0.00
396149	NE	22	70	19	5	UNKNOWN DRILLER	1968-08-13	30.00	Coal Test Hole	Investigation		2		RCA			0.00



Reconnaissance Report

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GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (ft)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (ft)	TEST RATE (igpm)	SC_DIA (in)
396151	14	23	70	19	5	MID-WEST WATER WELLS LTD.	1985-09-29	160.00	New Well	Industrial		7		KENTING DRLG 10	90.00	50.00	5.50
396155	14	23	70	19	5	MID-WEST WATER WELLS LTD.	1985-03-29	155.00	New Well	Industrial		7		KENTING DRLG 10	92.00	20.00	5.50
396158	2	26	70	19	5	UNKNOWN DRILLER		0.00	Flowing Shot Hole	Industrial				#SP46-11881			0.00
396160	NE	27	70	19	5	SAVILLE WATER WELL DRILLING LTD.	1976-10-05	117.00	New Well	Domestic & Stock	<u>1</u>	5		[REDACTED]	90.00	10.00	4.60
396169	NE	27	70	19	5	UNKNOWN DRILLER		80.00	Chemistry	Domestic	<u>1</u>			[REDACTED]	50.00		0.00
396172	NW	29	70	19	5	GOLDEN PEACE DRILLING LTD.	1988-06-01	500.00	New Well	Domestic & Stock		23		[REDACTED]	398.00	30.00	5.50
396180	4	31	70	19	5	L M WW LTD	1974-08-22	440.00	New Well	Industrial		13		GARNETT DRLG RIG 3	240.00	10.00	5.50
396187	NW	31	70	19	5	SAVILLE WATER WELL DRILLING LTD.	1981-01-15	220.00	New Well	Unknown		7		SUNSET HOUSE COMMUNITY	160.00	3.00	5.50
396192	NE	31	70	19	5	SAVILLE WATER WELL DRILLING LTD.	1973-10-25	315.00	New Well	Unknown	<u>1</u>	8		[REDACTED]	231.00	3.00	0.00
396195	NW	32	70	19	5	UNKNOWN DRILLER		40.00	Chemistry	Domestic	<u>1</u>			[REDACTED]			0.00
396196	NW	32	70	19	5	UNKNOWN DRILLER		0.00	Chemistry	Domestic				[REDACTED]			0.00
396197	NE	32	70	19	5	UNKNOWN DRILLER	1968-08-09	150.00	Coal Test Hole	Investigation		9		RCA			0.00
396199	NW	34	70	19	5	UNKNOWN DRILLER		120.00	Chemistry	Domestic	<u>2</u>			[REDACTED]	85.00		0.00
396200	NE	34	70	19	5	UNKNOWN DRILLER	1968-08-10	150.00	Coal Test Hole	Investigation		12		RCA			0.00
396202	NE	34	70	19	5	SAVILLE WATER WELL DRILLING LTD.	1972-08-21	90.00	New Well	Unknown	<u>2</u>	4		[REDACTED]	64.00	6.00	0.00
396204	SW	35	70	19	5	UNKNOWN DRILLER		40.00	Chemistry	Domestic	<u>2</u>			[REDACTED]	22.00		0.00
396206	NE	12	70	20	5	UNKNOWN DRILLER	1968-07-21	180.00	Coal Test Hole	Investigation		6		RCA			0.00
396208	SE	13	70	20	5	J&L OIL SALES	1975-10-28	75.00	Dry Hole	Domestic		1		[REDACTED]			0.00
396209	SE	13	70	20	5	UNKNOWN DRILLER		16.00	Chemistry	Domestic	<u>1</u>			[REDACTED]			0.00
396210	1	13	70	20	5	ALBERTA ENVIRONMENT/EARTH SCIENCES DIVISION	1968-07-30	75.00	New Well	Investigation		4					0.00



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GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (ft)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (ft)	TEST RATE (igpm)	SC_DIA (in)
396211	7	13	70	20	5	L M WW LTD	1972-10-27	420.00	New Well	Industrial	<u>1</u>	7		UNOTEX PETRO CORP	175.00	30.00	5.00
396211	7	13	70	20	5	L M WW LTD	1972-10-27	420.00	New Well	Industrial	<u>1</u>	7	34	UNOTEX PETRO CORP	162.30	30.00	5.00
396217	NE	19	70	20	5	UNKNOWN DRILLER	1968-07-12	150.00	Coal Test Hole	Investigation		3		RCA			0.00
396218	NE	21	70	20	5	UNKNOWN DRILLER	1968-07-13	150.00	Coal Test Hole	Investigation		4		RCA			0.00
396219	NE	23	70	20	5	UNKNOWN DRILLER	1968-07-12	180.00	Coal Test Hole	Investigation		4		RCA			0.00
396220	SE	25	70	20	5	MOORE, DENNIS RAYMOND	1988-07-08	365.00	New Well	Domestic & Stock		11	24	[REDACTED]	240.00	10.00	5.56
396256	SW	29	70	20	5	GOLDEN PEACE DRILLING LTD.	1989-03-07	500.00	New Well	Domestic & Stock		25		[REDACTED]	132.00	60.00	5.50
396261	SW	30	70	20	5	MOORE, DENNIS RAYMOND	1981-11-26	240.00	New Well	Domestic		5		[REDACTED]	110.00	3.00	4.60
396264	NE	32	70	20	5	GOLDEN PEACE DRILLING LTD.	1988-07-14	420.00	New Well	Domestic		12		[REDACTED]	186.00	50.00	5.50
396322	SW	34	70	20	5	SAVILLE WATER WELL DRILLING LTD.	1988-12-09	300.00	New Well	Domestic & Stock		9	20	[REDACTED]	175.00	8.00	5.50
396328	NW	34	70	20	5	GOLDEN PEACE DRILLING LTD.	1987-06-09	260.00	New Well	Domestic & Stock		9		[REDACTED]	150.00	8.00	5.50
396332	NE	34	70	20	5	UNKNOWN DRILLER	1968-07-13	150.00	Coal Test Hole	Investigation		4		RCA			0.00
396334	NE	34	70	20	5	HOPPER WATER WELL DRILLING LTD.	1988-10-21	380.00	New Well	Domestic & Stock		7		[REDACTED]	197.00	4.00	5.50
396336	NE	36	70	20	5	UNKNOWN DRILLER	1968-07-12	180.00	Coal Test Hole	Investigation		13		RCA			0.00
396570	SW	17	71	18	5	UNKNOWN DRILLER		64.00	Chemistry	Industrial	<u>1</u>			IMPERIAL OIL ENT LTD	16.00		0.00
396572	NE	19	71	18	5	UNKNOWN DRILLER	1968-08-12	150.00	Coal Test Hole	Investigation		3		RCA# COAL SURVEY			0.00
396589	SW	2	71	19	5	UNKNOWN DRILLER		46.00	Chemistry	Domestic	<u>2</u>			[REDACTED]	12.00		0.00
396594	SW	2	71	19	5	GOLDEN PEACE DRILLING LTD.	1989-09-02	305.00	New Well	Domestic		17		[REDACTED]	230.00	12.00	5.50
396596	SW	5	71	19	5	UNKNOWN DRILLER		90.00	Chemistry	Domestic	<u>1</u>			SUNSET HOUSE GENERAL STORE	80.00		0.00
396598	NW	5	71	19	5	UNKNOWN DRILLER	1946-09-01	100.00	Well Inventory	Domestic		1		[REDACTED]			0.00



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GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (ft)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (ft)	TEST RATE (igpm)	SC_DIA (in)
396600	NW	5	71	19	5	UNKNOWN DRILLER		80.00	Chemistry	Domestic	<u>1</u>			BUDS GENERAL STORE	20.00		0.00
396602	SE	6	71	19	5	MOORE, DENNIS RAYMOND	1988-07-18	478.00	New Well	Domestic		10	24	[REDACTED]	305.00	10.00	5.56
396604	NH	7	71	19	5	UNKNOWN DRILLER		12.00	Chemistry	Domestic	<u>1</u>			[REDACTED]	7.00		0.00
396606	SW	8	71	19	5	UNKNOWN DRILLER		14.00	Chemistry	Domestic	<u>2</u>			[REDACTED]	3.00		0.00
396608	NW	8	71	19	5	J&L OIL SALES	1975-10-29	90.00	Dry Hole	Domestic		1		[REDACTED]			0.00
396610	13	17	71	19	5	RAPID WATER DRLG	1979-10-12	280.00	New Well	Domestic	<u>1</u>	18		[REDACTED]	242.00	2.00	4.60
396612	1	18	71	19	5	J&L OIL SALES	1975-10-29	20.00	New Well- Decommissioned	Domestic		1		[REDACTED]			0.00
396613	NE	18	71	19	5	UNKNOWN DRILLER		0.00	Chemistry	Domestic	<u>1</u>			[REDACTED]			0.00
396614	SE	19	71	19	5	UNKNOWN DRILLER		18.00	Chemistry	Domestic	<u>1</u>			[REDACTED]	10.00		0.00
396615	SE	19	71	19	5	SAVILLE WATER WELL DRILLING LTD.	1980-06-14	300.00	New Well	Domestic & Stock	<u>1</u>	6		[REDACTED]	220.00	5.00	5.60
396616	NE	19	71	19	5	UNKNOWN DRILLER	1968-07-17	150.00	Coal Test Hole	Investigation		3		RCA# COAL SURVEY			0.00
396617	1	20	71	19	5	SAVILLE WATER WELL DRILLING LTD.	1986-06-13	400.00	New Well	Domestic & Stock	<u>1</u>	15		[REDACTED]	296.00	15.00	5.50
396619	SW	25	71	19	5	SAVILLE & TROTTLER	1969-12-09	288.00	New Well	Unknown		6		[REDACTED]	190.00	5.00	0.00
396621	SE	30	71	19	5	UNKNOWN DRILLER		192.00	Chemistry	Domestic	<u>2</u>			[REDACTED]	30.00		0.00
396622	SE	30	71	19	5	SAVILLE WATER WELL DRILLING LTD.	1989-08-04	420.00	New Well	Domestic & Stock		13		[REDACTED]	290.00	15.00	5.56
396629	NE	2	71	20	5	MOORE, DENNIS RAYMOND	1986-03-03	340.00	New Well	Domestic & Stock	<u>1</u>	5	28	[REDACTED]	249.00	10.00	5.56
396652	13	3	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1981-09-30	265.00	New Well	Domestic & Stock	<u>1</u>	9		[REDACTED]	203.00	7.00	5.50
396654	NE	4	71	20	5	WATER RESOURCES	1970-08-07	245.00	New Well	Unknown		9		ALTA ENV #0515E [REDACTED]			0.00
396661	NE	8	71	20	5	UNKNOWN DRILLER	1968-07-13	150.00	Coal Test Hole	Investigation		3		RCA# COAL SURVEY			0.00
396663	NE	8	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1988-11-12	280.00	New Well	Domestic & Stock		13		[REDACTED]	190.00	15.00	5.50



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GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (ft)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (ft)	TEST RATE (igpm)	SC_DIA (in)
396665	NE	10	71	20	5	UNKNOWN DRILLER	1968-07-13	150.00	Coal Test Hole	Investigation		9		RCA# COAL SURVEY			0.00
396667	NE	12	71	20	5	UNKNOWN DRILLER	1968-07-13	150.00	Coal Test Hole	Investigation		11		RCA# COAL SURVEY			0.00
396669	13	14	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1979-12-07	240.00	New Well	Domestic & Stock		9			170.00	2.00	4.60
396671	4	15	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1980-05-08	260.00	New Well	Domestic & Stock	1	16			200.00	7.00	5.50
396671	4	15	71	20	5	BRAD SAVILLE ENTERPRISES LTD.	2011-10-19	280.00	Deepened	Domestic & Stock		3	14		217.00	6.00	
396672	SW	15	71	20	5	UNKNOWN DRILLER		165.00	Chemistry	Domestic	1				145.00		0.00
396674	1	16	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1985-08-06	260.00	New Well	Domestic & Stock		14			180.00	8.00	5.50
396676	SE	16	71	20	5	UNKNOWN DRILLER		300.00	Chemistry	Domestic	1						0.00
396677	16	16	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1981-07-09	380.00	New Well	Domestic & Stock	1	14			290.00	4.00	5.50
396683	SE	20	71	20	5	UNKNOWN DRILLER		180.00	Chemistry	Domestic	1						0.00
396689	16	21	71	20	5	WATER RESOURCES	1968-07-31	75.00	Test Hole	Investigation		7					0.00
396690	NE	21	71	20	5	UNKNOWN DRILLER	1968-07-13	165.00	Coal Test Hole	Investigation		11		RCA# COAL SURVEY			0.00
396693	SE	22	71	20	5	UNKNOWN DRILLER		150.00	Chemistry	Domestic	1				35.00		0.00
396694	SE	22	71	20	5	UNKNOWN DRILLER		141.00	Chemistry	Domestic	1				111.50		0.00
396695	NW	22	71	20	5	UNKNOWN DRILLER		210.00	Chemistry	Domestic	1				40.00		0.00
396698	NW	22	71	20	5	UNKNOWN DRILLER		16.00	Chemistry	Domestic	1				10.00		0.00
396699	4	23	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1975-09-18	180.00	New Well	Unknown	1	4			150.00	2.00	4.60
396702	4	23	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1987-08-26	200.00	New Well	Domestic & Stock		12			121.00	5.00	5.50
396703	NE	23	71	20	5	UNKNOWN DRILLER	1968-07-15	180.00	Coal Test Hole	Investigation		10		RCA# COAL SURVEY			0.00
396705	1	25	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1986-03-11	300.00	New Well	Domestic & Stock		13			217.00	15.00	5.50



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GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (ft)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (ft)	TEST RATE (igpm)	SC_DIA (in)
396706	SE	27	71	20	5	UNKNOWN DRILLER		150.00	Chemistry	Domestic	3			[REDACTED]	50.00		0.00
401670	NE	36	70	20	5	WATER RESOURCES	1970-08-06	200.00	Dry Hole	Unknown		10		ALTA ENV #0514E			0.00
401672	SE	6	71	19	5	WATER RESOURCES	1970-08-06	275.00	Test Hole	Investigation		13		ALTA ENV #0513E	187.00	5.00	0.00
415982	NW	20	70	19	5	SAVILLE WATER WELL DRILLING LTD.	1995-08-23	620.00	New Well	Domestic		18	19	[REDACTED]	429.00	10.00	5.56
442569	4	18	70	18	5	UNKNOWN DRILLER	1951-11-23	1,027.00	Core Hole	Industrial				CANADIAN GULF OIL CO			0.00
466860	SW	19	70	19	5	SAVILLE DRILLING LTD.	1996-09-19	360.00	New Well	Domestic		11	19	[REDACTED]	174.00	25.00	5.56
468709	SE	27	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1997-08-18	166.00	New Well	Domestic		6	17	[REDACTED]	89.00	6.00	5.56
490805	SE	22	71	20	5	SAVILLE DRILLING LTD.	1997-10-15	160.00	New Well	Domestic		6	16	[REDACTED]	123.00	3.00	5.56
492607	15	18	70	19	5	KRAMPS, JEROME A.	1998-07-27	453.00	New Well	Domestic		13	8	[REDACTED]	250.00	18.00	5.56
492607	15	18	70	19	5	GOLDEN PEACE DRILLING LTD.			Existing Well- Decommissioned	Unknown				[REDACTED]			
492615	NW	22	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1998-10-21	400.00	New Well	Domestic & Stock		13	11	[REDACTED]	285.00	15.00	5.50
492616	NE	23	71	20	5	SAVILLE WATER WELL DRILLING LTD.	1998-09-12	95.00	New Well	Domestic		4	6	[REDACTED]	60.00	10.00	5.56
493256	NW	33	70	19	5	SAVILLE WATER WELL DRILLING LTD.	1999-06-24	420.00	New Well	Domestic & Stock		14	21	[REDACTED]	220.00	13.00	5.50
496037	SW	13	70	19	5	ALKEN BASIN DRILLING LTD.	2000-02-08	380.00	New Well	Domestic		13	20	[REDACTED]	193.00	20.00	5.50
496528	NW	23	70	19	5	ALKEN BASIN DRILLING LTD.	2000-06-22	100.00	New Well	Domestic		6	7	[REDACTED]	50.00	25.00	5.50
497295	SE	9	71	20	5	SAVILLE DRILLING LTD.	2000-08-17	210.00	New Well	Domestic & Stock		8	11	[REDACTED]	113.00	25.00	5.50
1415006	NW	32	70	19	5	KRAMPS, DARCY	2002-09-12	378.00	New Well	Domestic		14	15	[REDACTED]	210.00	10.00	6.00
1665763	4	5	71	19	5	SAVILLE DRILLING LTD.	2007-08-09	440.00	New Well	Domestic		14	20	[REDACTED]	202.00	10.00	5.56
1665857	13	17	71	19	5	SAVILLE DRILLING LTD.	2008-09-10	350.00	New Well	Domestic		6	25	[REDACTED]	241.00		5.56
1716259	SE	2	71	19	5	SUMMERS DRILLING LTD.	2015-10-23	292.00	New Well	Commercial		46	26	WILLISCROFT BROS. CONST.	162.69	6.30	6.00



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GIC Well ID	LSD	SEC	TWP	RGE	M	DRILLING COMPANY	DATE COMPLETED	DEPTH (ft)	TYPE OF WORK	USE	CHM	LT	PT	WELL OWNER	STATIC LEVEL (ft)	TEST RATE (igpm)	SC_DIA (in)
1716260	SE	2	71	19	5	SUMMERS DRILLING LTD.	2015-10-23	173.00	New Well	Commercial		19	25	WILLISCROFT BROS CONST.	52.11	6.00	6.00
1877504	13	11	71	20	5	GOLDEN PEACE DRILLING LTD.	2006-08-07	300.00	New Well	Domestic		8	25	[REDACTED]	190.00	5.00	6.63
1877505	13	11	71	20	5	GOLDEN PEACE DRILLING LTD.	2006-12-02	420.00	New Well- Decommissioned	Domestic		8	19	[REDACTED]	330.00	3.50	6.63
1877516	15	18	70	19	5	GOLDEN PEACE DRILLING LTD.	2004-06-30	460.00	New Well	Domestic		9	13	[REDACTED]	250.00		5.56
2094240	SE	20	71	19	5	UNKNOWNDRILLINGCOMP11	1973-06-30	60.00	Well Inventory	Domestic & Stock		1		[REDACTED]	14.00		
9486009	8	4	71	20	5	BRAD SAVILLE ENTERPRISES LTD.	2010-06-10	315.00	New Well	Domestic		7	16	[REDACTED]	205.00	10.00	5.56
9486164	4	15	71	20	5	BRAD SAVILLE ENTERPRISES LTD.	2012-09-20	460.00	New Well	Domestic & Stock		15	18	[REDACTED]	348.00	4.00	5.56
9486216	NE	36	70	20	5	BRAD SAVILLE ENTERPRISES LTD.	2013-11-08	360.00	New Well	Municipal		16	26	MD OF GREENVIEW	279.62	6.00	5.56
9486308	16	7	71	19	5	BRAD SAVILLE ENTERPRISES LTD.	2016-08-18	346.00	New Well	Domestic & Stock		15	14	[REDACTED]	278.00	7.00	5.56
9486345	4	1	71	19	5	BRAD SAVILLE ENTERPRISES LTD.	2018-06-18	80.00	New Well	Domestic & Stock		8	15	[REDACTED]	36.00	4.00	5.56
9491063	3	25	71	20	5	SAVILLE DRILLING SERVICES LTD.	2011-09-21	388.00	New Well	Domestic		19	15	[REDACTED]	224.10	50.00	5.56
9491127	9	35	70	19	5	SAVILLE DRILLING SERVICES LTD.	2013-08-11	250.00	New Well	Domestic		35	18	[REDACTED]	140.70	25.00	5.56
9641005	4	36	70	19	5	FULL METAL DRILLING INC	2013-05-18	280.00	New Well	Domestic		10	21	[REDACTED]	93.00	10.00	5.56

APPENDIX B – WATER WELL DRILLING REPORT



Water Well Drilling Report

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GIC Well ID 9486216
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 2014/05/15

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Metric	
Owner Name MD OF GREENVIEW		Address 4802 - 36 AVENUE		Town VALLEYVIEW		Province ALBERTA		Country CANADA	Postal Code T0H 3N0		
Location	1/4 or LSD NE	SEC 36	TWP 70	RGE 20	W of MER 5	Lot	Block	Plan	Additional Description		
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ m from _____					Latitude <u>55.108030</u> Longitude <u>-116.902490</u>					Elevation <u>749.81 m</u>	
_____ m from _____					How Location Obtained Hand held autonomous GPS 20-30m					How Elevation Obtained Hand held autonomous GPS 20-30m	

Drilling Information	
Method of Drilling Rotary - Air	Type of Work New Well
Proposed Well Use Municipal	

Formation Log			Measurement in Metric	
Depth from ground level (m)	Water Bearing	Lithology Description		
5.49		Clay		
18.29		Gray Clay		
18.59		Gravel		
23.77	Yes	Gray Coarse Grained Sandstone		
33.53		Gray Shale		
35.66		Gray Coarse Grained Sandstone		
39.62		Dark Gray Shale		
46.63	Yes	Gray Coarse Grained Sandstone		
54.86		Gray Shale		
56.39		Dark Gray Shale		
57.00	Yes	Fractured Shale		
59.44		Gray Shale		
66.45	Yes	Gray Coarse Grained Sandstone		
103.02		Gray Shale		
109.12	Yes	Dark Gray Coarse Grained Sandstone		
109.73		Dark Gray Shale & Coal		

Yield Test Summary			Measurement in Metric	
Recommended Pump Rate <u>27.28 L/min</u>				
Test Date	Water Removal Rate (L/min)	Static Water Level (m)		
2013/11/09	27.28	85.23		

Well Completion				Measurement in Metric	
Total Depth Drilled	Finished Well Depth	Start Date	End Date		
109.73 m	109.73 m	2013/11/08	2013/11/08		
Borehole					
Diameter (cm)		From (m)	To (m)		
19.99		0.00	100.58		
12.70		100.58	109.73		
Surface Casing (if applicable)			Well Casing/Liner		
Steel			Plastic		
Size OD : <u>14.12 cm</u>		Size OD : <u>11.43 cm</u>			
Wall Thickness : <u>0.655 cm</u>		Wall Thickness : <u>0.544 cm</u>			
Bottom at : <u>102.72 m</u>		Top at : <u>6.10 m</u>			
		Bottom at : <u>109.73 m</u>			
Perforations					
From (m)	To (m)	Diameter or Slot Width (cm)	Slot Length (cm)	Hole or Slot Interval(cm)	
103.63	109.73	0.051	7.62		
Perforated by Machine					
Annular Seal Bentonite Chips/Tablets					
Placed from <u>0.00 m</u> to <u>100.58 m</u>					
Amount <u>40.00 Bags</u>					
Other Seals					
Type		At (m)			
Drive Shoe		102.72			
Screen Type					
Size OD : _____ cm					
From (m)	To (m)	Slot Size (cm)			
Attachment _____					
Top Fittings _____		Bottom Fittings _____			
Pack					
Type _____		Grain Size _____			
Amount _____					

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well CHASE SAVILLE	Certification No 75496A
Company Name BRAD SAVILLE ENTERPRISES LTD.	Copy of Well report provided to owner Date approval holder signed Yes 2013/11/09



Water Well Drilling Report

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GIC Well ID 9486216
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 2014/05/15

GOWN ID

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Well Identification and Location										Measurement in Metric		
Owner Name		Address			Town		Province		Country		Postal Code	
MD OF GREENVIEW		4802 - 36 AVENUE			VALLEYVIEW		ALBERTA		CANADA		T0H 3N0	
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description			
	NE	36	70	20	5							
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)							
_____ m from					Latitude 55.108030 Longitude -116.902490					Elevation 749.81 m		
_____ m from					How Location Obtained					How Elevation Obtained		
					Hand held autonomous GPS 20-30m					Hand held autonomous GPS 20-30m		

Additional Information										Measurement in Metric	
Distance From Top of Casing to Ground Level										91.44 cm	
Is Artesian Flow											
Rate										L/min	
Is Flow Control Installed											
Describe											
Recommended Pump Rate										27.28 L/min	
Recommended Pump Intake Depth (From TOC)										103.02 m	
Pump Installed										Depth m	
Type										Make H.P.	
										Model (Output Rating)	
Did you Encounter Saline Water (>4000 ppm TDS)										Depth m	
Gas										Depth m	
Well Disinfected Upon Completion										Yes	
Geophysical Log Taken											
Submitted to ESRD											
Sample Collected for Potability										Submitted to ESRD	
Additional Comments on Well											

Yield Test			Taken From Top of Casing		Measurement in Metric	
			Depth to water level			
Test Date	Start Time	Static Water Level				
2013/11/09	8:20 AM	85.23 m				
Method of Water Removal						
Type Pump						
Removal Rate			27.28 L/min			
Depth Withdrawn From			103.02 m			
If water removal period was < 2 hours, explain why						
			Pumping (m)	Elapsed Time Minutes:Sec	Recovery (m)	
			69.99	0:00	95.70	
			86.87	1:00	94.79	
			88.42	2:00	92.96	
			89.49	3:00	91.65	
			90.28	4:00	90.62	
			90.95	5:00	89.79	
			91.50	6:00	89.12	
			91.78	7:00	88.61	
			91.99	8:00	88.21	
			92.14	9:00	87.87	
			92.23	10:00	87.63	
			92.45	12:00	87.26	
			92.60	14:00	87.02	
			92.75	16:00	86.84	
			92.87	18:00	86.72	
			92.99	20:00	86.62	
			93.27	25:00	86.50	
			93.48	30:00	86.41	
			93.73	35:00	86.35	
			93.91	40:00	86.29	
			94.34	50:00	86.20	
			94.67	60:00	86.14	
			95.07	75:00	86.08	
			95.31	90:00	85.98	
			95.59	105:00	85.92	
			95.70	120:00	85.65	

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
WELL	9092.18 L	2013/11/08 5:00 AM

Contractor Certification			
Name of Journeyman responsible for drilling/construction of well		Certification No	
CHASE SAVILLE		75496A	
Company Name		Copy of Well report provided to owner	Date approval holder signed
BRAD SAVILLE ENTERPRISES LTD.		Yes	2013/11/09



Water Well Drilling Report

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GIC Well ID 396172
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1988/06/09

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Metric		
Owner Name		Address			Town		Province		Country		Postal Code	
[REDACTED]		[REDACTED]			[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	
Location		1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
		NW	29	70	19	5						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)							
_____ m from					Latitude 55.094142 Longitude -116.867517					Elevation _____ m		
_____ m from					How Location Obtained					How Elevation Obtained		
					Map					Not Obtained		

Drilling Information	
Method of Drilling Rotary	Type of Work New Well
Proposed Well Use Domestic & Stock	

Formation Log			Measurement in Metric	
Depth from ground level (m)	Water Bearing	Lithology Description		
11.58		Till		
16.76		Shale		
17.07		Coal		
21.34		Shale		
21.64		Coal		
32.00		Shale		
32.31		Coal		
43.59		Shale		
44.81		Gray Sandstone		
53.95		Shale		
58.83		Gray Sandstone		
64.01		Shale		
66.45		Gray Sandstone		
102.11		Shale		
103.94		Gray Sandstone		
119.79		Shale		
121.01		Gray Sandstone		
123.44		Shale		
125.58		Gray Sandstone		
129.54		Shale		
131.98		Gray Sandstone		
138.68		Shale		
152.40		Gray Sandstone		

Yield Test Summary			Measurement in Metric	
Recommended Pump Rate 27.28 L/min				
Test Date	Water Removal Rate (L/min)	Static Water Level (m)		
1988/06/01	136.38	121.31		

Well Completion			Measurement in Metric	
Total Depth Drilled	Finished Well Depth	Start Date	End Date	
152.40 m		1988/05/31	1988/06/01	
Borehole				
Diameter (cm)	From (m)	To (m)		
0.00	0.00	152.40		
Surface Casing (if applicable)		Well Casing/Liner		
Steel		Steel		
Size OD : 13.97 cm		Size OD : 11.68 cm		
Wall Thickness : 0.620 cm		Wall Thickness : 0.396 cm		
Bottom at : 140.21 m		Top at : 139.60 m		
		Bottom at : 152.40 m		
Perforations				
From (m)	To (m)	Diameter or Slot Width (cm)	Slot Length (cm)	Hole or Slot Interval (cm)
141.43	150.88	1.270		20.32
Perforated by Torch				
Annular Seal Driven				
Placed from 0.61 m to 0.00 m				
Amount				
Other Seals				
Type		At (m)		
Screen Type				
Size OD : 0.00 cm				
From (m)	To (m)	Slot Size (cm)		
Attachment				
Top Fittings		Bottom Fittings		
Pack				
Type		Grain Size		
Amount				

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name GOLDEN PEACE DRILLING LTD.	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

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GIC Well ID 396172
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1988/06/09

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Metric	
Owner Name	Address				Town		Province		Country	Postal Code	
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
NW		29	70	19	5						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
m from					Latitude 55.094142 Longitude -116.867517					Elevation m	
m from					How Location Obtained					How Elevation Obtained	
					Map					Not Obtained	

Additional Information										Measurement in Metric
Distance From Top of Casing to Ground Level										cm
Is Artesian Flow										
Rate										L/min
Is Flow Control Installed										
Describe										
Recommended Pump Rate										27.28 L/min
Recommended Pump Intake Depth (From TOC)										137.16 m
Pump Installed										Depth m
Type										Make H.P.
										Model (Output Rating)
Did you Encounter Saline Water (>4000 ppm TDS)										Depth m
Gas										Depth m
Well Disinfected Upon Completion										
Geophysical Log Taken										
Submitted to ESRD										
Sample Collected for Potability										Submitted to ESRD
Additional Comments on Well										

Yield Test			Taken From Ground Level	Measurement in Metric
			Depth to water level	
Test Date	Start Time	Static Water Level		
1988/06/01	12:00 AM	121.31 m		
Method of Water Removal				
Type Air				
Removal Rate			136.38 L/min	
Depth Withdrawn From			152.40 m	
If water removal period was < 2 hours, explain why				

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
	L	

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well	Certification No
UNKNOWN NA DRILLER	1
Company Name	Copy of Well report provided to owner Date approval holder signed
GOLDEN PEACE DRILLING LTD.	



Water Well Drilling Report

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GIC Well ID 396220
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1988/08/22

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Metric	
Owner Name		Address		Town		Province		Country		Postal Code	
[REDACTED]		P.O. [REDACTED]		SUNSET HOUSE		AB		CA			
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	SE	25	70	20	5						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ m from					Latitude 55.086867 Longitude -116.905840					Elevation _____ m	
_____ m from					How Location Obtained					How Elevation Obtained	
					Map					Not Obtained	

Drilling Information	
Method of Drilling Rotary	Type of Work New Well
Proposed Well Use Domestic & Stock	

Formation Log			Measurement in Metric	
Depth from ground level (m)	Water Bearing	Lithology Description		
21.34		Till		
35.05		Brown Shale		
41.45		Green Shale		
50.29		Brown Shale		
52.12		Green Shale		
64.01		Brown Shale		
79.25		Green Shale		
86.87		Gray Shale		
96.01		Brown Shale		
99.06		Gray Shale		
111.25		Sandstone		

Yield Test Summary			Measurement in Metric	
Recommended Pump Rate		45.46 L/min		
Test Date	Water Removal Rate (L/min)	Static Water Level (m)		
1988/07/08	45.46	73.15		

Well Completion				Measurement in Metric	
Total Depth Drilled	Finished Well Depth	Start Date	End Date		
111.25 m		1988/07/08	1988/07/08		
Borehole					
Diameter (cm)	From (m)	To (m)			
0.00	0.00	111.25			
Surface Casing (if applicable)			Well Casing/Liner		
Steel			Steel		
Size OD :		14.12 cm	Size OD :		11.43 cm
Wall Thickness :		0.478 cm	Wall Thickness :		0.396 cm
Bottom at :		36.58 m	Top at :		35.05 m
			Bottom at :		111.25 m
Perforations					
From (m)	To (m)	Diameter or Slot Width (cm)	Slot Length (cm)	Hole or Slot Interval (cm)	
97.54	111.25	0.318		20.32	
Perforated by Torch					
Annular Seal Driven					
Placed from		0.00 m	to		0.00 m
Amount					
Other Seals					
Type			At (m)		
Screen Type					
Size OD :		0.00 cm			
From (m)	To (m)	Slot Size (cm)			
Attachment					
Top Fittings		Bottom Fittings			
Pack					
Type	Unknown		Grain Size		
Amount	Unknown				

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well	Certification No
UNKNOWN NA DRILLER	1
Company Name	Copy of Well report provided to owner
MOORE, DENNIS RAYMOND	Date approval holder signed



Water Well Drilling Report

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GIC Well ID 396602
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1988/08/22

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Metric	
Owner Name		Address		Town		Province		Country		Postal Code	
[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	SE	6	71	19	5						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ m from					Latitude 55.116521 Longitude -116.905230					Elevation _____ m	
_____ m from					How Location Obtained					How Elevation Obtained	
					Map					Estimated	

Drilling Information	
Method of Drilling Rotary	Type of Work New Well
Proposed Well Use Domestic	

Formation Log			Measurement in Metric		
Depth from ground level (m)	Water Bearing	Lithology Description			
45.72		Shaly Till & Rocks			
54.86		Green Shale			
79.25		Gray Shale			
85.34		Sandstone			
92.66		Brown Shale			
99.06		Green Shale			
109.73		Gray Shale			
117.35		Brown Shale			
131.06		Gray Shale			
145.69		Sandstone			

Yield Test Summary			Measurement in Metric		
Recommended Pump Rate 45.46 L/min					
Test Date	Water Removal Rate (L/min)	Static Water Level (m)			
1988/07/18	45.46	92.96			

Well Completion				Measurement in Metric			
Total Depth Drilled	Finished Well Depth	Start Date	End Date				
145.69 m		1988/07/16	1988/07/18				
Borehole							
Diameter (cm)	From (m)	To (m)					
0.00	0.00	145.69					
Surface Casing (if applicable)				Well Casing/Liner			
Steel				Steel			
Size OD : 14.12 cm		Size OD : 11.68 cm					
Wall Thickness : 0.478 cm		Wall Thickness : 0.396 cm					
Bottom at : 51.21 m		Top at : 49.68 m					
		Bottom at : 145.69 m					
Perforations							
From (m)	To (m)	Diameter or Slot Width (cm)	Slot Length (cm)	Hole or Slot Interval (cm)			
131.06	145.69	0.318		20.32			
Perforated by Torch							
Annular Seal Driven							
Placed from 50.90 m to 51.21 m							
Amount _____							
Other Seals							
Type				At (m)			
Screen Type							
Size OD : 0.00 cm							
From (m)	To (m)	Slot Size (cm)					
Attachment _____							
Top Fittings _____				Bottom Fittings _____			
Pack							
Type _____		Grain Size _____					
Amount _____							

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MOORE, DENNIS RAYMOND	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

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GIC Well ID 396602
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1988/08/22

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Metric	
Owner Name		Address		Town		Province		Country		Postal Code	
[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]		[REDACTED]	
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	SE	6	71	19	5						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ m from					Latitude 55.116521 Longitude -116.905230					Elevation _____ m	
_____ m from					How Location Obtained					How Elevation Obtained	
					Map					Estimated	

Additional Information										Measurement in Metric
Distance From Top of Casing to Ground Level _____ cm										
Is Artesian Flow _____										
Rate _____ L/min										
Is Flow Control Installed _____										
Describe _____										
Recommended Pump Rate					45.46 L/min					
Recommended Pump Intake Depth (From TOC)					121.92 m					
Pump Installed					Depth _____ m					
Type _____					Make _____ H.P. _____					
					Model (Output Rating) _____					
Did you Encounter Saline Water (>4000 ppm TDS) _____					Depth _____ m					
Gas _____					Depth _____ m					
Well Disinfected Upon Completion _____										
Geophysical Log Taken _____										
Submitted to ESRD _____										
Sample Collected for Potability _____					Submitted to ESRD _____					
Additional Comments on Well										

Yield Test			Taken From Ground Level	Measurement in Metric
			Depth to water level	
Test Date	Start Time	Static Water Level		
1988/07/18	12:00 AM	92.96 m		
Method of Water Removal				
Type Air				
Removal Rate 45.46 L/min				
Depth Withdrawn From 121.92 m				
If water removal period was < 2 hours, explain why				
	Pumping (m)	Elapsed Time Minutes:Sec	Recovery (m)	
		0:00	121.92	
		0:30	119.63	
		1:00	117.35	
		1:30	115.06	
		2:00	112.78	
		3:00	108.20	
		4:00	104.55	
		5:00	101.47	
		6:00	99.61	
		7:00	98.39	
		8:00	97.44	
		9:00	96.83	
		10:00	96.23	
		12:00	95.31	
		14:00	94.67	
		16:00	94.37	
		18:00	94.12	
		20:00	93.88	
		25:00	93.51	
		30:00	93.33	
		35:00	93.27	
		40:00	93.21	
		50:00	93.12	
		60:00	93.06	

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
	L	

Contractor Certification		
Name of Journeyman responsible for drilling/construction of well		Certification No
UNKNOWN NA DRILLER		1
Company Name		Copy of Well report provided to owner
MOORE, DENNIS RAYMOND		Date approval holder signed



Water Well Drilling Report

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GIC Well ID 396629
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1986/05/16

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Metric	
Owner Name		Address			Town		Province		Country	Postal Code	
[REDACTED]		[REDACTED]			[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]	
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	NE	2	71	20	5						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ m from					Latitude 55.123743 Longitude -116.956575					Elevation _____ m	
_____ m from					How Location Obtained					How Elevation Obtained	
					Map					Not Obtained	

Drilling Information	
Method of Drilling Rotary	Type of Work New Well
Proposed Well Use Domestic & Stock	

Formation Log			Measurement in Metric
Depth from ground level (m)	Water Bearing	Lithology Description	
73.15		Till	
76.50		Green Shale	
80.77		Brown Shale	
89.92		Gray Shale	
103.63		Sandstone	

Yield Test Summary			Measurement in Metric
Recommended Pump Rate			45.46 L/min
Test Date	Water Removal Rate (L/min)	Static Water Level (m)	
1986/03/03	45.46	75.90	

Well Completion				Measurement in Metric
Total Depth Drilled	Finished Well Depth	Start Date	End Date	
103.63 m		1986/03/02	1986/03/03	
Borehole				
Diameter (cm)	From (m)	To (m)		
0.00	0.00	103.63		
Surface Casing (if applicable)		Well Casing/Liner		
Steel		Steel		
Size OD : 14.12 cm		Size OD : 11.68 cm		
Wall Thickness : 0.478 cm		Wall Thickness : 0.391 cm		
Bottom at : 75.29 m		Top at : 73.15 m		
		Bottom at : 103.63 m		
Perforations				
From (m)	To (m)	Diameter or Slot Width (cm)	Slot Length (cm)	Hole or Slot Interval (cm)
91.44	103.63	0.318		20.32
Perforated by Torch				
Annular Seal Driven				
Placed from 74.98 m to 75.29 m				
Amount				
Other Seals				
Type		At (m)		
Screen Type				
Size OD : 0.00 cm				
From (m)	To (m)	Slot Size (cm)		
Attachment				
Top Fittings		Bottom Fittings		
Pack				
Type		Grain Size		
Amount				

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well UNKNOWN NA DRILLER	Certification No 1
Company Name MOORE, DENNIS RAYMOND	Copy of Well report provided to owner Date approval holder signed



Water Well Drilling Report

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GIC Well ID 396629
GoA Well Tag No.
Drilling Company Well ID
Date Report Received 1986/05/16

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Metric	
Owner Name		Address			Town		Province		Country	Postal Code	
[REDACTED]		[REDACTED]			[REDACTED]		[REDACTED]		[REDACTED]	[REDACTED]	
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	NE	2	71	20	5						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ m from					Latitude 55.123743 Longitude -116.956575					Elevation _____ m	
_____ m from					How Location Obtained					How Elevation Obtained	
					Map					Not Obtained	

Additional Information										Measurement in Metric	
Distance From Top of Casing to Ground Level _____ cm											
Is Artesian Flow _____											
Rate _____ L/min											
Is Flow Control Installed _____											
Describe _____											
Recommended Pump Rate					45.46 L/min					Pump Installed _____	Depth _____ m
Recommended Pump Intake Depth (From TOC)					91.44 m					Type _____	Make _____ H.P. _____
										Model (Output Rating) _____	
Did you Encounter Saline Water (>4000 ppm TDS) _____					Depth _____ m					Well Disinfected Upon Completion _____	
Gas _____					Depth _____ m					Geophysical Log Taken _____	
										Submitted to ESRD _____	
Additional Comments on Well										Sample Collected for Potability _____ Submitted to ESRD <u>Yes</u>	

Yield Test			Taken From Ground Level	Measurement in Metric
			Depth to water level	
Test Date	Start Time	Static Water Level		
1986/03/03	12:00 AM	75.90 m		
Method of Water Removal				
Type Air				
Removal Rate 45.46 L/min				
Depth Withdrawn From 91.44 m				
If water removal period was < 2 hours, explain why				
	Pumping (m)	Elapsed Time Minutes:Sec	Recovery (m)	
		0:00	91.44	
		0:30	90.07	
		1:00	89.31	
		1:30	88.24	
		2:00	87.17	
		3:00	85.04	
		4:00	82.91	
		5:00	80.77	
		6:00	78.64	
		7:00	77.69	
		8:00	76.96	
		9:00	76.66	
		10:00	76.47	
		12:00	76.29	
		14:00	76.20	
		16:00	76.17	
		18:00	76.11	
		20:00	76.08	
		25:00	76.05	
		30:00	76.05	
		35:00	76.05	
		40:00	76.08	
		50:00	76.05	
		60:00	76.05	
		75:00	76.05	
		90:00	76.05	
		105:00	76.05	
		120:00	76.05	

Water Diverted for Drilling		
Water Source	Amount Taken	Diversion Date & Time
	L	

Contractor Certification		
Name of Journeyman responsible for drilling/construction of well		Certification No
UNKNOWN NA DRILLER		1
Company Name		Copy of Well report provided to owner Date approval holder signed
MOORE, DENNIS RAYMOND		



Water Well Drilling Report

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GIC Well ID 1665763
GoA Well Tag No.
Drilling Company Well ID
Date Report Received

GOWN ID

The driller supplies the data contained in this report. The Province disclaims responsibility for its accuracy. The information on this report will be retained in a public database.

Well Identification and Location										Measurement in Metric	
Owner Name		Address			Town		Province		Country	Postal Code	
							ALBERTA		CA		
Location	1/4 or LSD	SEC	TWP	RGE	W of MER	Lot	Block	Plan	Additional Description		
	4	5	71	19	5						
Measured from Boundary of					GPS Coordinates in Decimal Degrees (NAD 83)						
_____ m from					Latitude 55.113220 Longitude -116.898090					Elevation 763.52 m	
_____ m from					How Location Obtained					How Elevation Obtained	
					Hand held autonomous GPS 20-30m					Hand held autonomous GPS 20-30m	

Drilling Information	
Method of Drilling Rotary	Type of Work New Well
Proposed Well Use Domestic	

Formation Log			Measurement in Metric	
Depth from ground level (m)	Water Bearing	Lithology Description		
21.34		Dark Brown Clay		
60.96		Gray Shale		
67.06		Gray Medium Grained Sandstone		
80.77		Gray Shale		
85.04		Gray Fine Grained Sandstone		
86.26		Gray Shale		
94.49		Gray Fine Grained Sandstone		
103.63		Dark Gray Shale		
106.68		Gray Sandstone		
109.73		Gray Shale		
114.30		Gray Medium Grained Sandstone		
121.92		Gray Shale		
126.49	Yes	Gray Water Bearing Sandstone		
134.11		Gray Shale		

Yield Test Summary			Measurement in Metric	
Recommended Pump Rate 27.28 L/min				
Test Date	Water Removal Rate (L/min)	Static Water Level (m)		
2007/08/09	45.46	61.57		

Well Completion				Measurement in Metric	
Total Depth Drilled	Finished Well Depth	Start Date	End Date		
134.11 m		2007/08/09	2007/08/09		
Borehole					
Diameter (cm)	From (m)	To (m)			
17.15	0.00	134.11			
Surface Casing (if applicable)			Well Casing/Liner		
Steel			Plastic		
Size OD :	14.13 cm		Size OD :		11.43 cm
Wall Thickness :	0.655 cm		Wall Thickness :		0.544 cm
Bottom at :	31.70 m		Top at :		5.49 m
			Bottom at : 134.11 m		
Perforations					
From (m)	To (m)	Diameter or Slot Width (cm)	Slot Length (cm)	Hole or Slot Interval (cm)	
121.92	128.02	0.051		7.62	
Perforated by Machine					
Annular Seal Driven					
Placed from 27.43 m to 31.70 m					
Amount					
Other Seals					
Type			At (m)		
Screen Type					
Size OD : cm					
From (m)		To (m)		Slot Size (cm)	
Attachment					
Top Fittings		Bottom Fittings			
Pack					
Type Unknown		Grain Size			
Amount		Unknown			

Contractor Certification	
Name of Journeyman responsible for drilling/construction of well CHASE SAVILLE	Certification No 75496A
Company Name SAVILLE DRILLING LTD.	Copy of Well report provided to owner Date approval holder signed

APPENDIX C – SUNSET HOUSE CROSS-SECTION



PROJECT NO.: 2021-3024.000
DATE: January 2022
DRAWN BY: BR

CROSS SECTION A-A'

Sunset WTP Raw Water Well Addition

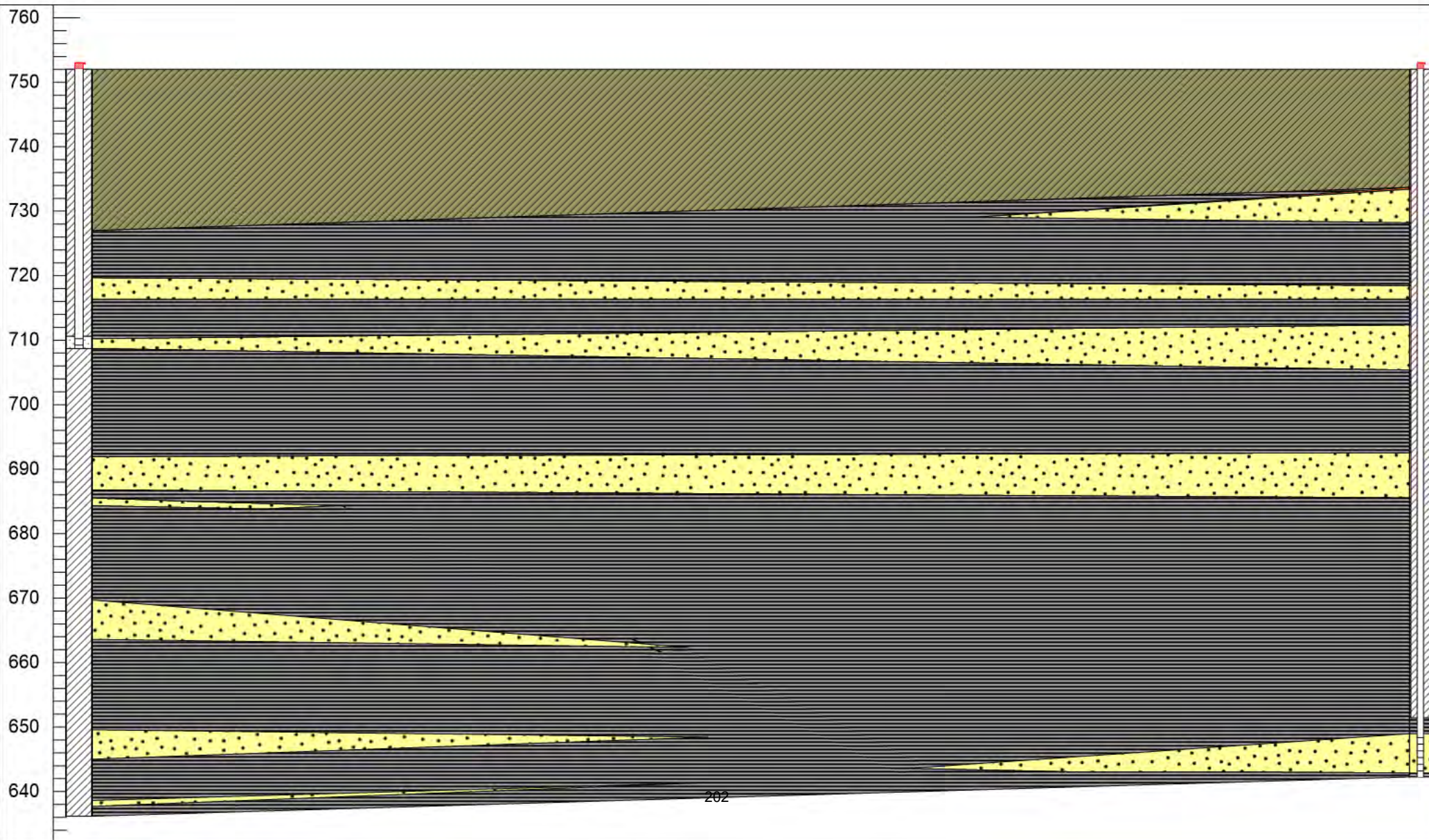
Hydrogeological Investigation

Legend

- Gravel
- Sandstone
- Shale
- Silty Clay

Well #2

GIC Well ID 9486216





REQUEST FOR DECISION

SUBJECT:	West Yellowhead Regional Waste Management Authority – Council Appointment		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER:
DEPARTMENT:	ENVIRONMENTAL SERVICES	DIR: RA	PRESENTER: RA
STRATEGIC PLAN:	Intergovernmental Relations	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council appoint two representatives, Councillor _____ and Councillor _____, as members of the West Yellowhead Regional Waste Management Authority's joint committee.

BACKGROUND/PROPOSAL:

At the January 25, 2022 Council made the following motion;

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.

On December 2, 2021 the WYRWMA board approved the following terms for the planned addition of the MD of Greenview to the authority for all solid waste coming from Grande Cache Hamlet transfer site:

- That the MD of Greenview representatives participate in WYRWMA Board upon signing the agreement, with voting rights added upon Commission creation or within 1 year of signing, whichever happens sooner.
- A one-time fee of \$270,000 paid in 2022.
- A waste disposal fee of \$4/tonne greater than the municipal partner rate be set for the first 4,650 tonnes of landfill waste delivered from Grande Cache following when MD of Greenview signs the agreement to join the Authority/Commission."

Upon signing the agreement Greenview Council will require 2 representatives to attend an estimated 6 meetings annually which are currently held via Zoom and are expected to continue throughout 2022. As per the terms above and the West Yellowhead Regional Landfill fee schedule effective January 1st, 2021, Greenview will pay a waste disposal fee of \$65/tonne for the first 4650 tonnes and \$61/tonne thereafter.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Greenview will have two elected officials representing the municipality on the joint committee for the West Yellowhead Regional Waste Management Authority.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to defer this motion to a later date.

FINANCIAL IMPLICATION:

The Councillors appointed will receive remuneration in accordance with Policy 1008.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will inform the West Yellowhead Regional Waste Management Authority of the appointment.

ATTACHMENT(S):

- Agreement

August 14, 2013

RECEIVED

NOV 04 2013

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

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

OF THE FIRST PART

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

OF THE SECOND PART

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

OF THE THIRD PART

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

OF THE FORTH PART

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

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

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

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

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

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

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

1. GENERAL CONDITIONS

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

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

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

2. VISION, MISSION AND GUIDING PRINCIPLES

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

3. JASPER TRANSITIONAL PERIOD FEES

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

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4. LIABILITY

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

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

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

6. DELEGATION OF DUTIES

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

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

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

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

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

8. FINANCIAL

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

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

9. AUTHORITY OPERATION

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

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

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

10. INSURANCE

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

11. INDEMNITY

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

12. DISPUTE RESOLUTION

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

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

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

13. AMENDMENTS

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

14. WITHDRAWAL/DISSOLUTION

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

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

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

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

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

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

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

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

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

15. SEVERANCE

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

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

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

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

YELLOWHEAD COUNTY

per _____

per _____

TOWN OF HINTON

per _____

per _____

TOWN OF EDSON

per _____

per _____

MUNICIPALITY OF JASPER

per _____

per _____



REQUEST FOR DECISION

SUBJECT: **Grande Cache Medical Clinic Lease**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: February 22, 2022
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council approve signing the month-to-month lease, for the property located at 1600 Acorn Plaza, Unit A & B in Grande Cache AB, for the purpose of a medical clinic, as presented.

BACKGROUND/PROPOSAL:

Administration has negotiated a lease with the Macro Seven Eight Corporation, (Building Owner), to assume the month-to-month lease of the building currently housing the Grande Cache medical clinic. The potential lease would commence April 1, 2022, when the existing lease agreement with the current tenant expires. While at this time, the intention is not to take over the operation of the medical centre at this location, Administration feels it would be beneficial to the community to continue to have the building available for a potential medical clinic in the future if incoming doctor recruits are agreeable to using the space and developing a clinic at this location. Alternatively, there may be other medical service providers utilizing the space that wish to continue.

The agreement can end with one month notice by either party. A security deposit of is also required by the start date of the lease.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Council will ensure that the current Medical Clinic building remains available in the community if it is needed when new doctors arrive in Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There is potential that the MD will establish the lease and the building will remain empty and will not be needed in the future.
2. The duration of the lease is unknown at this time.

ALTERNATIVES CONSIDERED: N/A

FINANCIAL IMPLICATION:

Monthly cost for the lease is \$2700 +GST for the duration of the lease, which is unknown at this time and a \$2700 + GST security deposit is required.

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):



REQUEST FOR DECISION

SUBJECT:	Township Road 701A Overlay		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER: LT
DEPARTMENT:	CONSTRUCTION & ENGINEERING	DIR: RA	PRESENTER: LT
STRATEGIC PLAN:	Infrastructure	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1018

RECOMMENDED ACTION:

MOTION: That Council approve the Engineering for Township Road 701A Overlay project to Allnorth Consulting Ltd. in the sum of \$73,978.00, with funds to come from the 2022 Capital Paving Budget.

BACKGROUND/PROPOSAL:

Township Road 701A is located northwest of Grovedale town centre and west off Secondary Hwy 666. This is a heavily used road by industry, area residents and for recreational purposes. The roadway is identified as a connector link through the area. After an initial investigation it was determined that an overlay was required due to the cracking. A geotechnical will be completed in a couple of locations to determine if the subgrade material requires additional work.

A chip seal was completed in 2010, which last 5 years on an average. Currently the cracks range from 5mm to over 40mm in width, therefore chip seal is not recommended. An overlay will provide Greenview with a 10-year timeframe before another overlay is required with regular maintenance.

Best Practise Asphalt Identifiers:

Crack width <3mm	Slight in severity
Crack width 3 to 10mm or secondary cracking	Moderate in severity
Crack with >10mm or block cracking	Extreme in severity

During the 2022 budget deliberations this project was brought forward and approved in the Interim budget. Administration posted the request for proposal on January 17th, 2022, with Alberta Purchasing Connection. The proposal closed on February 7th with the lowest bid being received by Allnorth Consulting Ltd. Administration did the internal rating of each engineering firm regarding corporate qualifications, experience, key staff qualifications, experience, reference and past performance, project time scheduling, cost of services, fee schedule and project understanding.

There was a total of 6 proposals received, all qualifying. The following proposals were received.

Company	Bid Price	Rank in Order	Evaluation
Allnorth	\$73,978.00	1	98%
Helix Engineering	\$89,870.00	2	94%
WSP Engineering	\$95,260.48	3	91%
MacIntosh Perry	\$102,345.00	4	82.5%
Beairsto & Associates	\$119,979.93	5	81.5%
MPE Engineering Ltd.	\$148,992.00	6	91%

The costs associated in the reward include all phases of the project including preliminary engineering, detailed design, tender prep, tender and award, construction and contract supervision and post construction including warranty inspection.

Administration is bringing this motion forward as per our Policy 1018 that states:

“Any capital expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration to a maximum of \$200,000.00, excepting Requests for Proposals, which must be awarded by Council. Purchases greater than \$200,000 on a capital expenditure that is not part of a tendered project must be approved by resolution of Council.”

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is the project can start and it won't delay the construction process.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose a different contractor.

FINANCIAL IMPLICATION:

Direct Costs: \$73,978.00

Ongoing / Future Costs: Ongoing overlay, maintenance, snow removal

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:

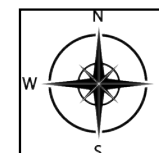
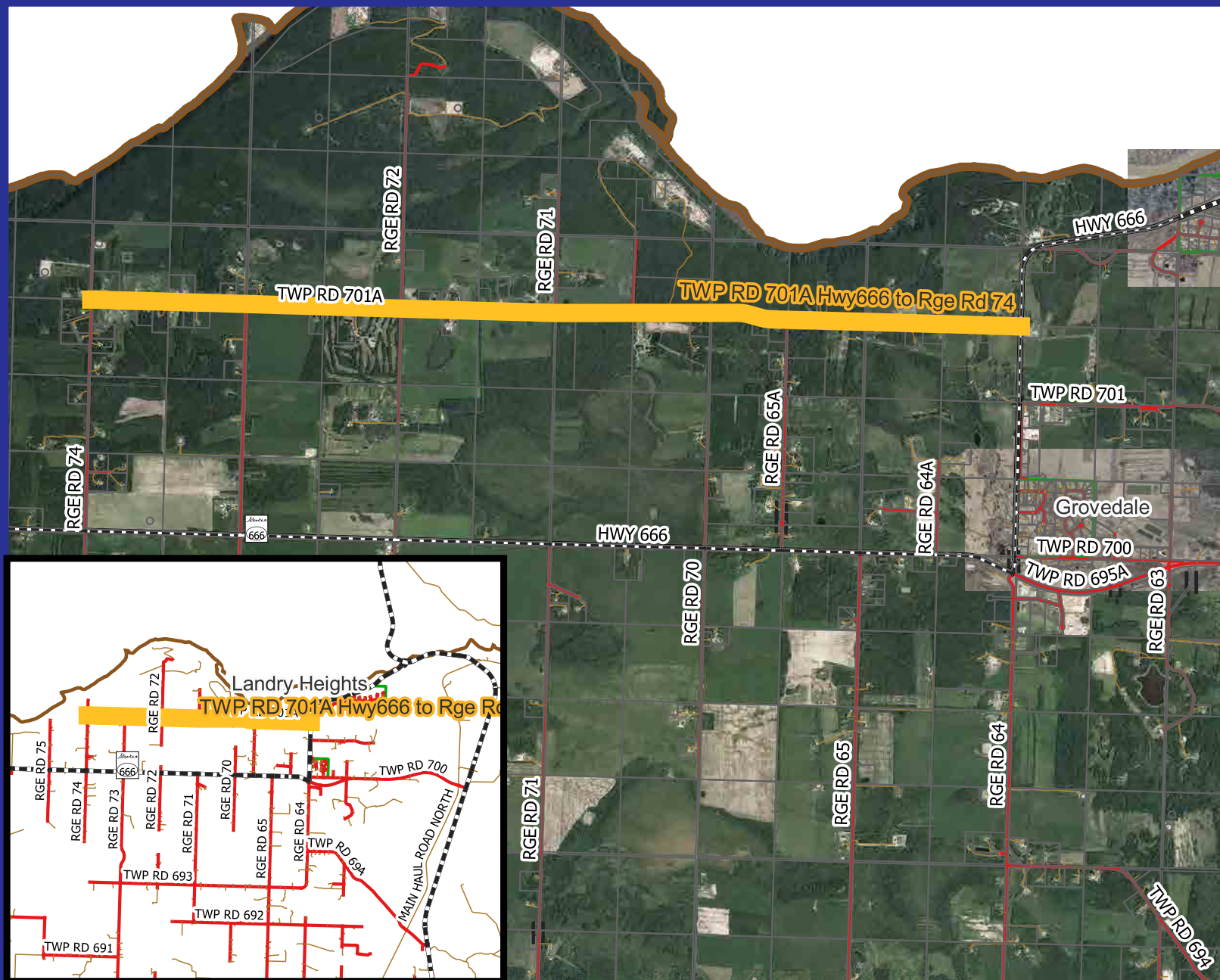
Upon Council's discussion, administration will advise the Contractor to proceed.

ATTACHMENT(S):

- Township Road 701A Overlay Map
- Official Results

Legend

- 2022 Road Projects
- Roads by Jurisdiction
 - MUNICIPAL
 - PRIVATE
 - PROVINCIAL
 - Cadastre



MD Road Projects 2022 PV22002 - TWP RD 701A



218

UTM Zone 11

1:60,000

Date: Nov 30, 2021

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MUNICIPAL DISTRICT OF GREENVIEW No. 16

****OFFICIAL RESULTS****

Tender Opening Results

Project: Township Road 701A Overlay

Closing: February 17, 02

Name of Contractor	Bond Received	Addendum Received	Amount of Bid	Rank
Allnorth	Yes	Yes	\$73,978.00	1
Helix Engineering	Yes	Yes	\$89,870.00	2
WSP	Yes	Yes	\$95,260.48	3
MacIntosh Perry	Yes	Yes	\$102,345.00	4
Beirsto & Associates	Yes	Yes	\$119,979.93	5
MPE Engineering Ltd.	Yes	Yes	\$148,992.00	6



REQUEST FOR DECISION

SUBJECT:	Corporate Asset Management Plan Presentation		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: JH
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Corporate Asset Management Plan presentation for information, as presented.

BACKGROUND/PROPOSAL:

Currently the MD of Greenview (Greenview) has no corporate asset management plan in place. The purpose of this report is to provide information on the strategy of implementing the Corporate Asset Management Plan.

The MD of Greenview (Greenview) has about \$338.3 million in assets (net book value as of December 31, 2021, from WorkTech). It is important to plan for the maintenance, renewal, replacement, and disposal of these assets. Even if some of these assets have amortized out, and are good useful assets, investment in them should be considered. This infrastructure is the foundation for Greenview's economic development, competitiveness, prosperity, reputation, and overall quality of life for its residents. Therefore, a Corporate Asset Management Plan is critical to ensure Greenview's assets are dependable and well-maintained for the delivery of services to the citizens of Greenview.

The new Asset Management Program will be directly affected by the Corporate Asset Management Plan (CAMPlan) and once developed will become a regular reporting entity of a snapshot of the overall categorized Asset Management Plans. As categorized Asset are made the overview, financial forth sight and annual change then will be rolled up into the Corporate Asset Management Plan. We will have necessary discussion pieces for future line of sight for council and administration alike.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is to allow Council the opportunity to ask questions and provide feedback.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages to the recommended motion

ALTERNATIVES CONSIDERED:

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

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: N/A

ATTACHMENT(S):

- Corporate Asset Management Plan Presentation



Corporate Asset Management Plan.

Recommendation:

That the information be received.

Topic and Purpose:

The purpose of this report is to provide information on the strategy of implementing the Corporate Asset Management Plan.

Report Highlights:

1. The Corporate Asset Management Plan (CAMPlan) includes individual plans for the corporation's key asset categories.
2. Individual asset management plans (AMP) are developed to manage infrastructure and provide MD of Greenview with options for selecting condition and expenditure levels.
3. These individual AMPs presented throughout the next 3-5 years will be recommended to be deferred to budget deliberations where comprehensive listing of service and funding option will be provided.

Strategic Goal:

This report supports the long-term strategy of reducing the gap in funding required to rehabilitate and maintain the Greenview's infrastructure, as well as the years priority of establishing levels of service for rehabilitation of assets and identifying supporting financial strategies under the Strategic Goal of Asset and Financial Sustainability.

The CAMPlan program requires that we treat all assets as essential components in an interrelated system, rather than as isolated parts. Service areas will evaluate, enhance, and maintain assets using a common framework and collaborative processes. CAMPlan is an integrated business approach that relies on well devised strategies, sustainable assets, trained knowledgeable staff and effective communication to achieve desired service results.

Background:

The MD of Greenview (Greenview) has about \$338.3 million in assets (net book value as of December 31, 2021, from WorkTech). It is important to plan for the maintenance, renewal, replacement, and disposal of these assets. Even if some of these assets have amortized out, and are good useful assets, investment in them should be considered. This infrastructure is the foundation for the Greenview's economic development, competitiveness, prosperity, reputation, and overall quality of life for its residents. Therefore, a Corporate Asset Management Plan is critical to ensure the Greenview's assets are dependable and well-maintained for the delivery of services to the citizens of MD of Greenview.

There are sixteen major asset categories in the Greenview's Asset Management Plan:



MUNICIPAL DISTRICT OF GREENVIEW No. 16

1. Municipal buildings and facilities Inc urban housing
2. Rural Road Structures Inc- streetlights, street signs, culverts, approaches, drainage
3. Urban Road Structure Inc- sidewalks, curb, ramps, manholes, streetlights, street signs, drainage culverts, hydrants for GC, DB, GD,
4. Engineered Structures
5. Parks (urban & rural), lease holding and land improvements
6. Fleet Inc all operating equipment, all vehicles, all heavy equipment, public transit but not emergency vehicles.
7. Raw water, treated water and wastewater infrastructure Inc- meters, lines, valves, curb stops, lift and pumping stations
8. Lagoons, fresh water, wastewater & water treatment & wastewater treatment plants
9. Emergency Equipment and Vehicles
10. Landfill, Transfer stations and Legacy
11. Gravel holistic
12. Land holistic
13. Airports and equipment
14. Medical (human & Animal) Equipment
15. Historical- culture-art
16. Furniture, IT, and office equipment (grouped)

Report:

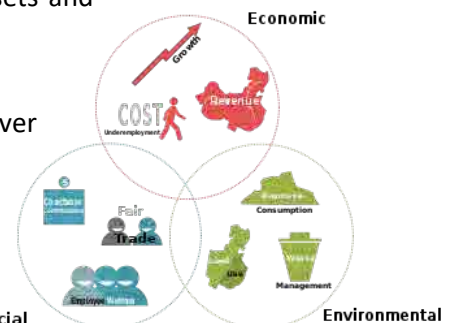
CORPORATE ASSET MANAGEMENT PLAN OVERVIEW

Asset Management Plans (AMP) are long-term plans developed to manage infrastructure while ensuring that the assets are capable of meeting the levels of service (LoS) required to support the Greenview's goals. AMP for an individual asset category will include information such as asset condition assessments, replacement cost, needs assessment, asset age, future demand, a desired level of expenditure, as well as the funding required to ensure the service levels can be met. Depending on the asset, the condition assessment is obtained through physical inspections, failure rates (number of breaks within a certain period) or age of the asset including engineering obsolescence.

The AMPs for key individual asset categories will be incorporated into an overall Corporate Asset Management Plan which will guide KPI's, future funding and service levels. This will provide a snapshot of the assets owned by Greenviews, the condition of the assets and the funding gap that is present. Although this will reflect information at a certain point in time, asset management is an ongoing process that requires regular updates to the costs, assets (retired or acquired), asset condition, risk, and level of service. Therefore, the Corporate Asset Management Plan will be updated on an annual basis to include revised information existing at the time of reporting.

The Corporate Asset Management Plan will assist in the stewardship of assets and delivery of services by:

- Providing sufficient information to informed and balanced decisions;
- Ensuring the required LoS are provided in a cost-effective manner over the asset's life;
- Keep the "line o sight" as direct by council thought the delivery of the program;





MUNICIPAL DISTRICT OF GREENVIEW No. 16

- Ensure to keep the “triple bottom line” (measuring the social & environmental impact with financial performance) in check while the program is being delivered;
- Ensure maximum benefit is received from the asset; and
- Help manage risks to delivery of service (risk of asset failure).

INDIVIDUAL ASSET MANAGEMENT PLANS

There will be individual asset management plans developed for all asset categories within the Greenview. These plans will focus on five main questions:

- What does Greenview own and what is it worth?
- What is the current condition assessment?
- What is the desired condition and LoS?
- What is the funding gap required to reach the desired condition?
- Risks involved, future demand and funding priority.

The content contained in each individual asset management plan will be slightly different depending on the asset class; however, Table 1 is a consistent section that will be found in each plan. The approach behind Table 1 is that although the level of service for each type of asset is defined differently, a funding level should be identified in order to address any potential service level gaps. In order to be able to compare all assets equally, five levels of expenditures are identified. “A” represents the highest level of expenditure and “F” represents no expenditure.

Table 1

Expenditure Level	Asset Condition	Description
A	Getting Better Quickly	Sufficient expenditures to keep asset in top condition and to increase asset condition/value quickly over time
B	Getting Better	Sufficient expenditures to keep asset in top condition and to increase asset condition/value slowly over time.
C	Maintain Asset in Current Condition	Sufficient expenditures to keep asset in constant condition over time.
D	Getting Worse	Insufficient expenditures to maintain asset condition. Over time asset condition will deteriorate.
F	Getting Worse Quickly	No expenditures. Asset condition/value decreased rapidly.

Greenview Council will have the ability to select a desired condition rating (such as age of fleet or number of water main breaks over 25 years) as well as an expenditure level to address any gaps between the current and desired condition. Based on these decisions, the Asset Management Officer (AMO_) will identify a financial strategy to address any gaps that are present. Note that each plan will be prepared with a recommended condition and funding gap which can be referred to budget deliberations.

As these asset plans are refined over time, needs assessment, the condition, and future demand of the assets will be standardized so an overall rating system can be applied consistently to all assets.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

PROCESS

Asset management needs to be an integrated part of Greenview's business planning and service delivery processes.

Each asset management plans will be tabled with the applicable department throughout the year with a recommendation that the information be received and referred to budget deliberations. At budget deliberations, the Asset Management Officer (AMO) will present the Corporate Asset Management Plan that includes all the individual plans that have been brought forward, along with funding gaps and proposed financing plans.

This will provide Greenview Council with the most comprehensive view available of the Greenview's overall infrastructure deficit and options to address it. During this time, Greenview Council will have the opportunity to adjust service levels and associated funding. This plan will include trends as to asset condition improvements or deterioration so that the Administration and Greenview Council can adjust funding to meet the expected condition service levels.

Because this is the first time that risk has been evaluated in the Corporate Asset Management Plan, it is not possible to determine the trend in risk. The risk visibility, however, does provide the opportunity to make more informed decisions regarding investment levels across the infrastructure portfolio.

As the economic, social, and environmental landscape changes, specific corporate priorities and goals evolve. A constant is the need to ensure that services, and the assets that support them are delivered effectively and efficiently. Asset management will provide a more systematic approach to achieving the desired efficiency and effectiveness targets.

We strive to meet regulatory requirements every day in everything we do. When regulations change, the way we invest in and manage infrastructure can be impacted. It is important we have input to and understand the changes to our regulatory framework for investment planning.

Creation of the Asset Management Advisory Committee AMAC

The Asset Management Advisory Committee (AMAC) reports to Greenview's SLT and Council. The Committee receives direction from the SLT including through the SLTs strategic framework and is also guided by the interests and concerns of its members, department, and stakeholders. It collaborates closely with the Council and its committees, and as needed with other Greenview's SLT, council and committees.

The Committee is a standing committee of Greenview responsible for oversight of the Greenview's asset management system. The Committee is how SLT ensures that asset management decisions are being implemented as intended. It will collaborate with the SLT and Asset Management Officer to ensure that community values and Council strategic priorities are reflected in the Greenview's asset management system. Committee membership is to yet to be determined. Terms of Reference are being drafted.

Key Roles for Managing CAMPlan

The Corporate Asset Management Policy shall be approved by the Council of MD of Greenview and communicated to public through the Greenview's website. Responsibility for developing and implementing companion guidelines and practices and for enabling the principles of the Corporate Asset Management Policy will rest with Asset Management Officer (AMO), Asset Management Committee (AMAC) and Corporate Services. Find the following key role in Table 2:



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Table 2

Role	Responsibility
Identification of issues and development of policy updates	AMAC, AMO, Corporate Services
Exercise stewardship of assets, adopt policy and budgets	Council, SLT, AMAC
Development of guidelines and practices	AMAC, AMO, Corporate Services, All Departments
On-going review of policies	AMAC, AMO, Corporate Services

Communications Plan

Phase 1 - Plan Launch: Communications support will include a news release to launch the Corporate Asset Management Plan, easy-to-find overview information added to the Greenview's website including individual 'accordion folders' for each of the fifteen major asset management plans upon its launch, social media, and potentially a newspaper ad.

Phase 2 - Individual Asset Management Plans: As each plan is brought forward over 3-5 years, it will be supported by consistent communications that may include a news release, website updates, and social media. The fifteen major asset management plans will be presented with an individual yet cohesive look, as part of the Greenview's overarching Corporate Asset Management Plan. Any additional communications will be included in each report accompanying each plan.

Creator:

Jamie Hallett C.E.T., A.Sc.T., CAMP- Asset Management Officer

Presentation of report to:

Senior Leadership Team (SLT)



REQUEST FOR DECISION

SUBJECT: **Purchase of One Wheel Loader for Operations West**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: February 22, 2022 CAO: SW MANAGER:

DEPARTMENT: OPERATIONS DIR: RA PRESENTER: LB

STRATEGIC PLAN: Level of Service LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite)

- Expenditure and Disbursement Policy (Policy No 1018)
 - Vehicle and Equipment Replacement Policy (policy No 4006)
-

RECOMMENDED ACTION:

MOTION: That Council approve the purchase of a 2022 Volvo L110H Wheel Loader from Strongco with an upset limit of \$379,950.00 with funds to come from the 2022 Operations Interim Capital Budget

BACKGROUND/PROPOSAL:

Administration utilized Canoe Procurement Capital Purchasing Program to cost a new Volvo L110H. The approved vendor Strongco is located in Grande Prairie AB. The loader will be used for loading gravel, culverts, snow removal and sand salt loading for plowing operations. The unit is a replacement and was budgeted in the 2022 Operations Interim Capital Budget for \$375,000. This purchase will replace the 2008 Volvo L110F for Greenview Operations East, based in Valleyview. The unit is approximately \$4,950.00 over budget, and still within policy 1018 (section 2.6 "Capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the CAO provided that such capital expenditure does not exceed the financial approval limits in this policy.). Administration will adjust the budget accordingly, before final budget approval.

Supplier	Make	Model	Price per Unit	Comments
Strongco	Volvo	L110H	\$379,950.00	RMA Vendor, 7yr 7000hr Warranty
SMS Equipment	Komatsu	WA380-8	\$401,000.00	RMA Vendor, 7yr 7000hr Warranty
Finning Clairmont	Cat	950GC	\$408,000.00	RMA Vendor, 7yr 7000hr Warranty
Rocky Mountain Equipment	Case	821G	\$474,000.00	RMA Vendor, 8yr 7000hr Warranty
Brandt Tractor /ltd.	John Deere	644P	\$438,000.00	RMA Vendor, 7yr 7000hr Warranty
* Recommended by Administration				

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefits of Council approving the recommended motions is that Greenview will utilize this unit to continue loading gravel, culverts, yard clean up, snow removal and sand/ salt loading with a reliable cost-effective loader.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose a different Vendor for this purchase. The unit recommended by administration was the lowest price quoted and is from a Canoe Procurement vendor.

Alternative #2: Council may choose to not to execute this purchase

FINANCIAL IMPLICATION:

Direct Costs: \$379,950.00

Ongoing / Future Costs: Maintenance as required and telematics subscription for life of unit while operated and in service of Greenview at a cost of \$590 per year.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will inform the interested parties of Councils decisions accordingly.

ATTACHMENT(S):

- Attached is the quote with specification summary of the unit recommended by administration from Strongco
- Volvo L110H Brochure
- Load Assist Brochure
- Expenditure and Disbursement Policy (Policy No 1018)
- Vehicle and Equipment Replacement Policy (policy No 4006)



Quote Number: QUO-105703-KOR4P2-1

Date: 2/2/2022

M.D. OF GREENVIEW # 16
BOX 1079
VALLEYVIEW, AB
T0H 3N0

Attention:

RE: L110H

Thank you for the opportunity to quote on your requirements. I am pleased to submit the following proposal for your consideration.

Strongco is one of Canada's largest construction equipment distributors with an extensive network of branches across Canada.

Strongco offers superior quality machinery and exceptional support and service for all of our clients. Our team of over 500 employees work hard every day to earn your loyalty. Each one of us is invested in the products we sell, in the work they produce and in the people that use them.

- **26 locations across Canada**
- **Over 300 factory trained service technicians and parts staff**
- **Fully equipped repair facilities and genuine OEM parts inventory at every location**
- **On call field technicians 24 hours a day, 7 days a week**
- **Wide choice of financing options available**

This quotation is valid for 30 days. Please do not hesitate to contact me for more information.

Sincerely,

Dan Heppell

Cell: +1 (587) 297-7508
Strongco Limited Partnership
Website: www.strongco.com
Email: DHeppell@strongco.com



Quotation

M.D. OF GREENVIEW # 16	Date:	02/02/2022
BOX 1079	Quotation #:	QUO-105703-K0R4P2-1
VALLEYVIEW, AB, T0H 3N0	Territory MGR/CSR:	Dan Heppell
Tel:	Modified by:	Rhonda Pruden
Attn:	Quotation valid for 30 days	

Overview

Taxes: Extra	Terms:
1	FOB Point: MD OF GREENVIEW

Description	Amount (CDN\$)
2022 VOLVO L110H WHEEL LOADER	379,950.00

Volvo L110H Wheel Loader L110H
L110H WL00027

C3_750/65R25* Bridgestone VTS L3 WL20092
4 - rims (3pc) for 65-profile tires WL21015
C3_Front & rear STD fenders w/ wideners for wide tires WL22002
Fuel fill strainer WL30007
Hand throttle control WL30009
Engine D8H T4F Lockup US WL32035
Engine block heater, 120 V WL33002
Reversible cooling fan WL37001
Optishift w lockup, RBB WL39004
Rimpull WL39501
Volvo Airsusp, Heated, 2pt, 3" belt WL41010
Air conditioning with ACC (automatic climate control) WL42001
Radio BlueTooth/USB/AUX no CD WL43004
RH Radio mounting kit including 20 amp converter, speakers & 12v outlet WL44001
Sliding window in door WL45003
ACC Fahrenheit decal only WL45004
Universal key WL45005
Secondary steering, electric WL45019
Anchorage manual WL45027
Forward view mirror for visibility over large buckets WL45028
Left hand armrest for Volvo Airsusp. seats. WL45040
CoPilot with rear view camera + OBW Hardware WL45052
Rearview mirrors,el.adj& heat. WL45201
Single lever control for 3rd hyd. function (hydraulics & detent function are included) WL47002
Headlights LED WL50020
LED Feature Package WL50023
Warning Beacon LED, Automatic WL51004
LOTO, Lock out tag out WL53009
Back up alarm WL54001
C3_Hydr Fluid MNRL Cold Climate WL60007
Separate attachment locking, std. boom WL64001
Max Boom Height WL65013
Oil sampling ports WL71002
Footsteps front frame WL71005
Boom Suspension System (" Ride Control" . Includes single acting lift system.) WL80001
Counterweight, logging WL81001
Decals, English/Spanish WL83004
Cover plates, rear frame WL86013
Guardrail rear fender right WL86031
Guardrail rear fender left WL86032
Bracket for Fire extinguisher WL86034
Frame, life time warranty WL86041
Year of manufact.plate WL87004
CareTrack Connectivity 4 yr Subscription WL88010
CareTrack, GSM/Satellite WL88018
De-activate SAT WL88020
Operator Coaching Basic WL88201
Operator Coaching Advanced WL88202
OnBoard Weighing Software WL88205
118" 3-piece bolt-on edge kit, straight-edge bucket WLA80577
Attachment bracket WLA85346
118" 4.3 yd hook-on HD GP bucket WLA86307

Attachment

Supplier / Tag #	Attachment Description
PRINTER	PRINTER
PRO HEAT/ESPAR	PROHEAT
FIRE EXTINGUISHER	EXT
FORKS	96" FRAME/72" TINES
7YR/7000HOUR PREMIER WARRANTY	WITH T.T.&MILEAGE

Total Price Less Trade-in (CDN\$) : 379,950.00**Warranty****Standard Warranty:**

- Standard Warranty Expires: 1YR OR 2500 HRS FOB Dealer site.
- Frame Lifetime Limited Warranty Included.
 - All warranty start dates begin from the original machine delivery date.

Notes / Disclaimer

- All Quotations, including any adjustments and modifications, are subject to management final approval.
- Pricing is based on today's US exchange rate; any change in the US exchange rate will change the final price.
- If applicable, standard equipment warranty is included with some new units as described on the equipment warranty certificate.



Volvo Construction Equipment

L110H, L120H

VOLVO WHEEL LOADERS 18.0-21.6 t / 39,683-47,620 lbs 259-276 hp



A PASSION FOR PERFORMANCE.

At Volvo Construction Equipment, we're not just coming along for the ride. Developing products and services that raise productivity – we are confident we can lower costs and increase profits for industry experts. Part of the Volvo Group, we are passionate about innovative solutions to help you work smarter – not harder.

Helping you to do more.

Doing more with less is a trademark of Volvo Construction Equipment. High productivity has long been married to low energy consumption, ease of use and durability. When it comes to lowering life-cycle costs, Volvo is in a class of its own.

Designed to fit your needs.

There is a lot riding on creating solutions that are suited to the particular needs of different industry applications. Innovation often involves high technology – but it doesn't always have to. Some of our best ideas have been simple, based on a clear and deep understanding of our customers' working lives.



You learn a lot in 180 years.

Over the years, Volvo has advanced solutions that have revolutionized the use of construction equipment. No other name speaks Safety louder than Volvo. Protecting operators, those around them and minimizing our environmental impact are traditional values that continue to shape our product design philosophy.

We're on your side.

We back the Volvo brand with the best people. Volvo is truly a global enterprise, one that is on standby to support customers quickly and efficiently – wherever they are.

We have a passion for performance.



Volvo Trucks

Renault Trucks



Mack Trucks



UD Trucks



Volvo Buses²³⁵



Volvo Construction Equipment



Volvo Penta



Volvo Financial Services

Revolutionary fuel efficiency.

At Volvo we know that fuel efficiency is one of your highest priorities. That's why our engineers are constantly developing clever innovations to make equipment more fuel efficient. Our unique, award-winning OptiShift technology – which reduces fuel consumption by up to 18% and increases machine performance – is a prime example of this.

Reverse By Braking (RBB)

The RBB function senses the loader's direction and slows the machine when the operator wants to change direction by reducing engine rpm and applying the service brakes automatically. This increases operator comfort and reduces stress on the drivetrain – extending component life.



Eco pedal

Volvo's unique eco pedal applies mechanical push-back force when the accelerator is used excessively and engine rpm is about to exceed the economic operating range. This encourages the operator to ease off the throttle, reducing fuel consumption.



Intelligent hydraulics

Volvo's load-sensing hydraulics supply power to the hydraulic functions according to demand, lowering fuel consumption. The powerful system ensures fast response for shorter cycle times while delivering smooth operation through superior control of both the load and attachment.



OptiShift

Volvo's OptiShift technology combines the company's patented Reverse By Braking (RBB) technology and a torque converter with lock-up. Lock-up creates a direct drive between the engine and transmission – eliminating power losses in the torque converter and reducing fuel consumption by up to 18%.



Volvo cab

The spacious ROPS/FOPS certified cab features ergonomically placed controls, all-around visibility and ample storage. With effective sound insulation, low internal noise levels and vibration protection, operators will experience a comfortable and productive work shift.

Comfort unlocks productivity.

Volvo's industry-leading cab has been designed with the operator in focus – providing a spacious, safe and quiet environment that's perfect for optimizing productivity all day long. With all-around visibility and a comfortable seat, step inside and see the difference this premium working environment will make to your performance.

Safe access

Easily and safely access the cab via a three-point access ladder with anti-slip steps. Ideally positioned, sturdy handrails and a wide door frame with a 95° opening angle further increase operator safety and comfort – as do the optional remote door opener and cab entrance light.



Information panel

The display clearly presents the operator with vital machine information including fuel levels and warning messages – ensuring optimal operation. From the operator seat, basic configurations and tests can be performed via the panel – which is easy-to-read even in bright sunlight.



Single lever control

For ease of operation, the optional, multi-functional joystick gives the operator simultaneous and precise control of the hydraulic functions. Forward, reverse and kick-down functions are also included on the console.



Cab air filter

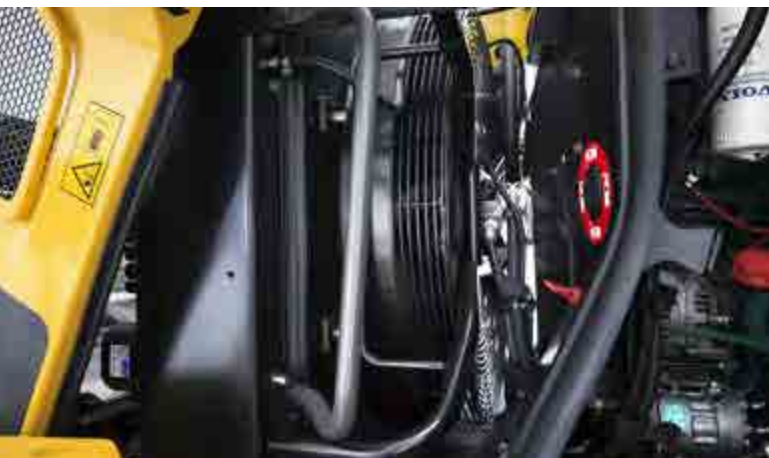
The cab air intake is located high on the machine, where the air is cleanest. The easy-to-replace pre-filter effectively separates coarser dust and particles before the air passes through the main filter and finally enters the cab. Volvo's industry-leading design allows 90% of the cab air to be recirculated through the main filter for continuous dust removal.

Powerful. Durable. Reliable.

Featuring a premium Volvo Tier 4 Final/Stage IV engine and perfectly matched drivetrain and hydraulics, the L110H and L120H wheel loaders deliver the power, productivity and reliability you expect from Volvo. Whether you're working in the quarrying, material handling, recycling or any other application, these durable machines won't let you down.

Rear axle

The rear axle is supported on maintenance-free trunnions and includes lubricated-for-life bearings and bushings – reducing overall service cost and increasing machine uptime. The Volvo design minimizes force on the axle ensuring long life. Cradle oscillation pins are sealed to keep lubrication in and dirt out.



Reversible cooling fan

The hydraulically-driven, electronically controlled cooling fan regulates the temperature of the vital components. It automatically activates only when it's needed – reducing fuel consumption and noise. The reversible functionality – which blows air in the opposite direction – allows for self-cleaning of the cooling units.

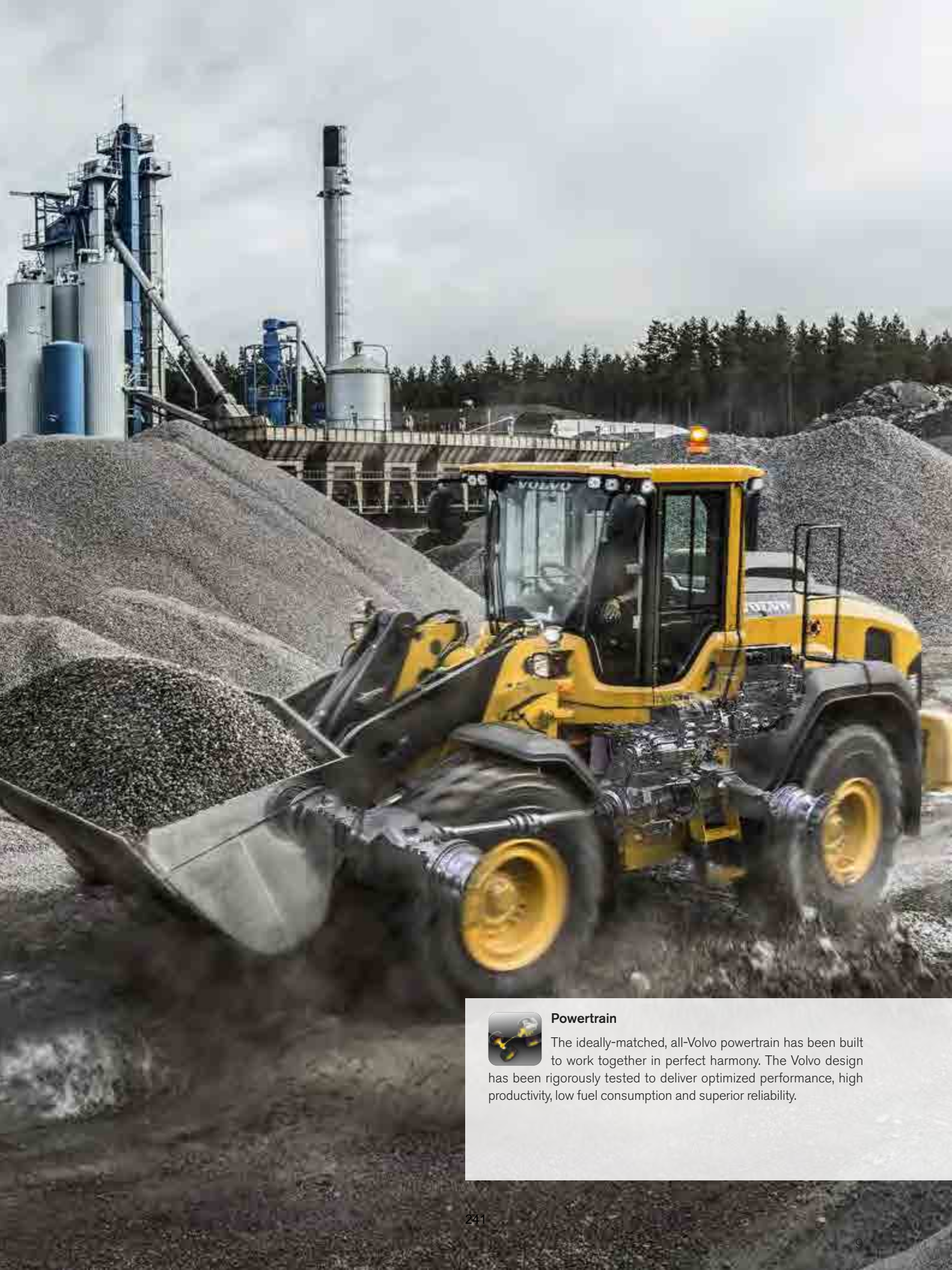
Volvo engine

Featuring advanced technology and built on decades of experience, the powerful, new Volvo engine meets the Tier 4 Final/Stage IV emission regulations and delivers the ultimate combination of high performance and low fuel consumption.



Regeneration

During the regeneration process, particulate matter collected in the DPF is burnt off. The process is fully automatic and is done without interrupting machine operation, performance or productivity.



Powertrain

The ideally-matched, all-Volvo powertrain has been built to work together in perfect harmony. The Volvo design has been rigorously tested to deliver optimized performance, high productivity, low fuel consumption and superior reliability.



Attachments

Volvo's wide range of durable attachments have been purpose-built to work in perfect harmony with Volvo machines. The attachments are designed as an integrated part of the wheel loader for which they're intended – with functions and properties perfectly matched to parameters including link-arm geometry and breakout, rim pull and lifting force.

Get the job done with Volvo.

Maximize your productivity and profitability with the L110H, L120H and Volvo's comprehensive range of attachments. Increase your versatility, access more applications and effectively perform a variety of tasks – all while experiencing short cycle times, high lifting forces and excellent controllability.



Torque Parallel linkage

Volvo's unique Torque Parallel (TP) linkage delivers high breakout torque and excellent parallel movement throughout the entire lifting range.

Boom Suspension System

The optional Boom Suspension System (BSS) boosts productivity by up to 20% by absorbing shock and reducing the bouncing and bucket spillage that occurs when operating on rough ground. This enables faster and more comfortable work cycles and increases machine life.



Fully loaded.

Information panel

The display clearly presents the operator with vital machine information including fuel levels and warning messages.



Cab

The certified ROPS/FOPS cab features ergonomically placed controls, a superior climate control system, all-around visibility and low internal noise levels.



TP linkage

Volvo's unique Torque Parallel (TP) linkage delivers high breakout torque and excellent parallel movement through the entire lifting range.



OptiShift

Volvo's OptiShift technology reduces fuel consumption by up to 18%, increases operator comfort and reduces stress in the drivetrain.

Intelligent hydraulics

Volvo's load-sensing hydraulics supply power to the hydraulic functions according to demand, lowering fuel consumption.



Attachments

Volvo's wide range of durable attachments have been purpose-built to deliver maximum productivity with Volvo machines.





Single lever

The optional, multi-functional joystick gives the operator simultaneous and precise control of the linkage.

Diesel Exhaust Fluid (DEF)

Volvo offers a total DEF solution that is quality assured, cost efficient and easily accessible. Contact your Volvo dealer for more information.

Easy service access

Electrically actuated, wide-opening engine hood allows quick and easy service access to the engine compartment.

Volvo engine

Volvo's powerful Tier 4 Final/Stage IV engine delivers the ultimate combination of high performance and low fuel consumption.

Regeneration

The regeneration process is done without interrupting machine operation, performance and productivity.



Powertrain

The ideally-matched, all-Volvo powertrain has been built to work together in perfect harmony – ensuring optimized performance.

Adding value to your business.

Being a Volvo customer means having a complete set of services at your fingertips. Volvo can offer you a long-term partnership, protect your revenue and provide a full range of customer solutions using high quality parts, delivered by passionate people. Volvo is committed to the positive return of your investment.



Complete Solutions

Volvo has the right solution for you. So why not let us provide all your needs throughout the whole life cycle of

your machine? By listening to your requirements, we can reduce your total cost of ownership and increase your revenue.



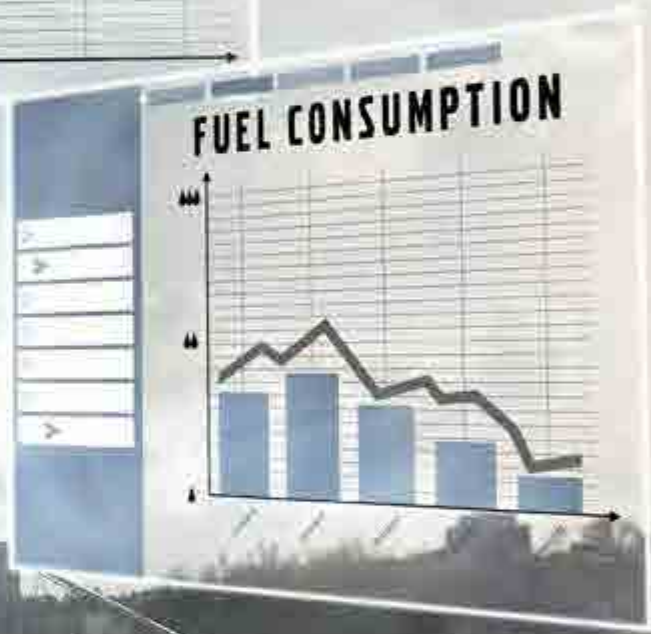
Genuine Volvo Parts

Our attention to detail is what makes us stand out. This proven concept acts as a solid investment in your machine's future. Parts are extensively tested and approved because every part is vital for uptime and performance. Only by using Genuine Volvo Parts, can you be sure that your machine retains the renowned Volvo quality.



Service Network

In order to respond to your needs faster, a Volvo expert is on their way to your job site from one of our Volvo facilities. With our extensive infrastructure of technicians, workshops and dealers, Volvo has a comprehensive network to fully support you using local knowledge and global experience.



Customer Support Agreements

The range of Customer Support Agreements offer preventive maintenance, total repairs and a number of uptime services. Volvo uses the latest technology to monitor machine operation and status, giving you advice to increase your profitability. By having a Customer Support Agreement you are in control of your service costs.

Volvo L110H, L120H in detail.

Engine

The engine is a straight six cylinder, four stroke, turbo charged diesel engine with direct injection and charge air cooler. The engine meet US Tier 4 final and California Tier 4 final emission requirements and EU Stage IV emission requirements.

The engine uses a common rail fuel system controlled by the engine control module (ECM). Engines with ACT (advanced combustion technology) feature split injection and turbocharger with mechanical wastegate. The exhaust after treatment system (EATS) is equipped with a diesel oxidation catalyst (DOC), a diesel particulate filter (DPF) and a SCR system to reduce emissions. Cooled exhaust gas recirculation (EGR) also reduces emissions.

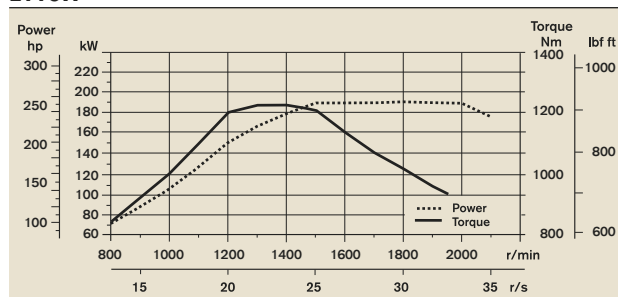
L110H

Engine		D8J (Tier 4f)
		D8J (Stage IV)
Max power at	r/s (r/min)	30 (1,800)
SAE J1995 gross	kW (hp)	191 (259)
ISO 9249, SAE J1349 net	kW (hp)	190 (258)
Max torque at	r/s (r/min)	24.1 (1,450)
SAE J1995 gross	Nm lbf-ft	1 255 926
ISO 9249, SAE J1349 net	Nm lbf-ft	1 250 922
Economic working range	r/s (r/min)	14.2-35 (850-2,100)
Displacement	l gal	7.75 2

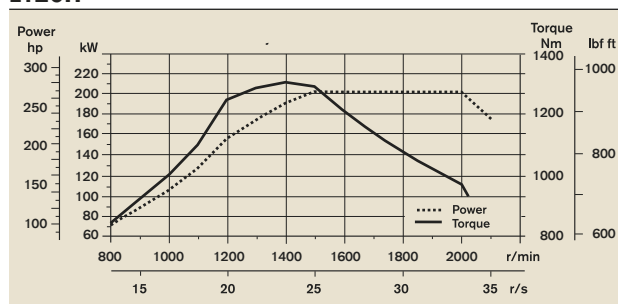
L120H

Engine		D8J (Tier 4f)
		D8J (Stage IV)
Max power at	r/s (r/min)	25 (1,500)
SAE J1995 gross	kW (hp)	203 (276)
ISO 9249, SAE J1349 net	kW (hp)	203 (276)
Max torque at	r/s (r/min)	24.1 (1,450)
SAE J1995 gross	Nm lbf-ft	1 320 973
ISO 9249, SAE J1349 net	Nm lbf-ft	1 317 971
Economic working range	r/s (r/min)	14.2-35 (850-2 100)
Displacement	l gal	7.75 2

L110H



L120H



Drivetrain

Torque converter: Lock-up clutch converter and free wheel stator.

Transmission: Volvo countershaft transmission offer three different ways to chose drive. Fast and smooth shifting of gears with Pulse Width Modulation (PWM) valve.

Transmission: Volvo Automatic Power Shift (APS) with fully automatic shifting 1-4 and mode selector with 4 different gear shifting programs, including AUTO. OptiShift transmission is also available as an option and is standard equipment in the US.

Axles: Volvo fully floating axle shafts with planetary hub reductions and cast steel axle housing. Fixed front axle and oscillating rear axle. 100% differential lock available on the front axle.

L110H

Transmission	Volvo	HTE 206C
Torque multiplication, stall ratio		2.47:1
1st gear km/h mph	7	4.35
Maximum speed, 2nd gear km/h mph	13.5	8.1
forward/reverse 3rd gear km/h mph	28	17.4
4th gear* km/h mph	40	24.9
Measured with tires		750/65R25
Front axle/rear axle		AWB 31/AWB 30
Rear axle oscillation ±	°	± 13
Ground clearance at 13° osc.	mm in	460 18.1

L120H

Transmission	Volvo	HTE 206C
Torque multiplication		2.47:1
1st gear km/h mph	7	4.35
Maximum speed, 2nd gear km/h mph	13.5	8.1
forward/reverse 3rd gear km/h mph	28	17.4
4th gear* km/h mph	40	24.9
Measured with tires		750/65R25
Front axle/rear axle		AWB 31/AWB 30
Rear axle oscillation ±	°	± 13
Ground clearance at 15° osc.	mm in	460 18.1

* limited by ECU

Electrical system

Central warning system: Contronic electrical system with central warning light and buzzer for following functions: - Serious engine fault - Low steering system pressure - Over speed warning engine - Interruption in communication (computer fault) Central warning light and buzzer with the gear engaged for the following functions. - Low engine oil pressure - High engine oil temperature - High charge air temperature - Low coolant level - High coolant temperature - High crank case pressure - Low transmission oil pressure - High transmission oil temperature - Low brake pressure - Engaged parking brake - Fault on brake charging - Low hydraulic oil level - High hydraulic oil temperature - Overspeeding in engaged gear - High brake cooling oil temperature front and rear axles.

L110H, L120H

Voltage	V	24
Batteries	V	2 x 12
Battery capacity	Ah	2 x 170
Cold cranking capacity, approx.	A	1 000
Alternator rating	W/A	2 280/80
Starter motor output	kW	5.5

Brake system

Service brake: Volvo dual-circuit system with nitrogen charged accumulators. Outboard mounted hydraulically operated, fully sealed oil circulation cooled wet disc brakes. The operator can select automatic de-clutch of the transmission when braking by selecting the setting in the contronics.

Parking brake: Fully sealed, wet multi-disc brake built into the transmission. Applied by spring force and disengaged by external hydraulic pressure. The parking brake is activated and deactivated through a switch at the dashboard.

Secondary brake: Dual brake circuits with rechargeable accumulators. One circuit and the parking brake fulfills all safety requirements.

Standard: The brake system complies with the requirements of ISO 3450.

L110H

Accumulators	l	US gal	3 x 1.0	0.26
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L120H

Accumulators	l	US gal	3 x 1.0	0.26
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Volvo L110H, L120H in detail.

Cab

Instrumentation: All important information is centrally located in the operator's field of vision. Display for Contronic monitoring system.

Heater and defroster: Heater coil with filtered fresh air and fan with auto and manual (11 speed) setting. Defroster vents for all window areas.

Operator's seat: Operator's seat with adjustable suspension and retractable seat belt. The seat is mounted on a bracket on the rear cab wall and floor. The forces from the retractable seat belt are absorbed by the seat rails.

Standard: The cab is tested and approved according to ROPS (ISO 3471, SAE J1040), FOPS (ISO 3449). The cab meets with requirements according to ISO 6055 (Operator overhead protection - Industrial trucks) and SAE J386 ("Operator Restraint System").

L110H

Emergency exit: Use emergency hammer to break window			
Sound level in cab according to ISO 6396/SAE J2105	dB(A)		68
External sound level according to ISO 6396/SAE J2105	dB(A)		106
Ventilation	m ³ /min	yd ³ /min	9 11.8
Heating capacity	kW		16
Air conditioning (optional)	kW		7.5

L120H

Emergency exit: Use emergency hammer to break window			
Sound level in cab according to ISO 6396/SAE J2105	dB(A)		68
External sound level according to ISO 6395/SAE J2104	dB(A)		106
Ventilation	m ³ /min	yd ³ /min	9 11.8
Heating capacity	kW		16
Air conditioning (optional)	kW		7.5

Lift arm system

Torque Parallel linkage (TP-linkage) with high breakout torque and parallel movement throughout the entire lifting range.

L110H

Lift cylinders				2
Cylinder bore	mm	in	150	5.9
Piston rod diameter	mm	in	80	3.1
Stroke	mm	in	676	26.6
Tilt cylinder				1
Cylinder bore	mm	in	210	8.3
Piston rod diameter	mm	in	110	4.3
Stroke	mm	in	412	16.2

L120H

Lift cylinders				2
Cylinder bore	mm	in	150	5.9
Piston rod diameter	mm	in	80	3.1
Stroke	mm	in	676	26.6
Tilt cylinder				1
Cylinder bore	mm	in	210	8.3
Piston rod diameter	mm	in	110	4.3
Stroke	mm	in	412	16.2

Hydraulic system

System supply: Two load-sensing axial piston pumps with variable displacement. The steering system always has priority.

Valves: Double-acting 2-spool valve. The main valve is controlled by a 2-spool pilot valve.

Lift function: The valve has four positions; raise, hold, lower and floating position. Inductive/magnetic automatic boom kickout can be switched on and off and is adjustable to any position between maximum reach and full lifting height from inside the cab.

Tilt function: The valve has three functions including rollback, hold and dump. Inductive/magnetic automatic tilt can be adjusted to the desired bucket angle from inside the cab.

Cylinders: Double-acting cylinders for all functions

Filter: Full flow filtration through 10 micron (absolute) filter cartridge.

		L110H		L120H	
Working pressure maximum, pump 1 for working hydraulic system	MPa bar	27.0 ± 0.5	270 ± 0.5	29.0 ± 0.5	290 ± 0.5
Flow	l/min gal/min	128	33.8	128	33.8
at	MPa bar	10	100	10	100
engine speed	r/s(r/min)	32 (1,900)		32 (1,900)	
Working pressure maximum, pump 2 for steering-, brake-, pilot- and working hydraulic system	MPa bar	29.0 ± 0.5	290 ± 0.5	31.0 ± 0.5	310 ± 0.5
Flow	l/min gal/min	128	33.8	128	33.8
at	MPa bar	10	100	10	100
engine speed	r/s(r/min)	32 (1,900)		32 (1,900)	
Working pressure maximum, pump 3 for brake- and cooling fan system	MPa bar	21.0 ± 0.5	210 ± 0.5	21.0 ± 0.5	210 ± 0.5
Flow	l/min gal/min	33	8.7	33	8.7
at	MPa bar	10	100	10	100
engine speed	r/s(r/min)	32 (1,900)		32 (1,900)	
Pilot system, working pressure	MPa bar	3.5	35	3.5	35
Cycle times					
Lift	s	5.4		5.4	
Tilt	s	2.1		2.1	
Lower, empty	s	2.5		2.5	
Total cycle time	s	10.0		10.0	

Steering system

Steering system: Load-sensing hydrostatic articulated steering.

System supply: The steering system has priority feed from a load-sensing axial piston pump with variable displacement.

Steering cylinders: Two double-acting cylinders.

		L110H		L120H	
Steering cylinders		2		2	
Cylinder bore	mm in	80	3.1	80	3.1
Rod diameter	mm in	50	2.0	50	2.0
Stroke	mm in	486	19.1	486	19.1
Working pressure	MPa in	21	210	21	210
Maximum flow	l/min gal/min	120	31.7	120	31.7
Maximum articulation	± °	40		40	

Service

Service accessibility: Electrically openable engine hood with large opening angle giving excellent access to the engine compartment.

Fluid filters and component breather air filters promote long service intervals.

Possibility to monitor, log and analyze data to facilitate troubleshooting.

		L110H		L120H	
Fuel tank	l gal	270	71.3	270	71.3
Diesel Exhaust Fluid tank	l gal	24.9	6.5	24.9	6.5
Engine coolant	l gal	43	11.4	43	11.4
Hydraulic oil tank	l gal	133	35.1	133	35.1
Transmission oil	l gal	38	10	38	10
Engine oil	l gal	22	5.8	22	5.8
Axle oil front	l gal	36	9.5	36	9.5
Axle oil rear	l gal	41	10.8	41	10.8

Specifications L110H.

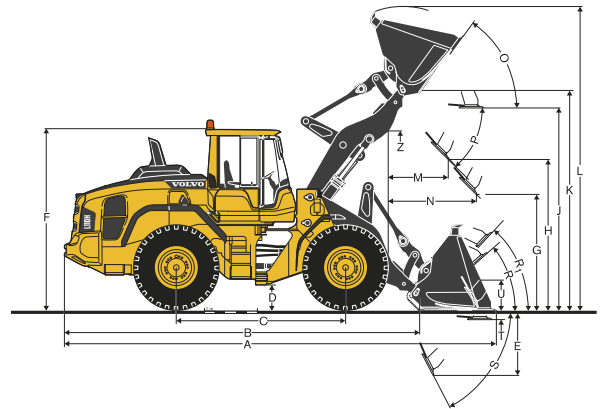
Tires 23.5 R25 L3

			Standard boom		Long boom	
B	mm	ft in	6 480	21' 3"	7 010	23' 0"
C	mm	ft in	3 200	10' 6"	3 200	10' 6"
D	mm	ft in	430	1' 5"	430	1' 5"
F	mm	ft in	3 380	11' 1"	3 380	11' 1"
G	mm	ft in	2 131	7' 0"	2 134	7' 0"
J	mm	ft in	3 700	12' 2"	4 240	13' 11"
K	mm	ft in	4 030	13' 3"	4 550	14' 11"
O	°			55		54
P _{max}	°			50		46
R	°			40		41
R ₁ *	°			44		48
S	°			66		64
T	mm	ft in	98	0' 3.9"	89	0' 3.5"
U	mm	ft in	430	1' 5"	610	2' 0"
X	mm	ft in	2 070	6' 9"	2 070	6' 9"
Y	mm	ft in	2 670	8' 9"	2 670	8' 9"
Z	mm	ft in	3 310	10' 10"	3 820	12' 6"
a ₂	mm	ft in	5 730	18' 10"	5 730	18' 10"
a ₃	mm	ft in	3 060	10' 1"	3 060	10' 1"
a ₄	±°			40		40

* Carry position SAE

Standard boom with 3.0 m³ / 3.9 yd³ STE H T bucket

Long boom with 2.6 m³ / 3.4 yd³ STE P BOE bucket



Where applicable, specifications and dimensions are according to ISO 7131, SAE J732, ISO 7546, SAE J742, ISO 14397, SAE J818.

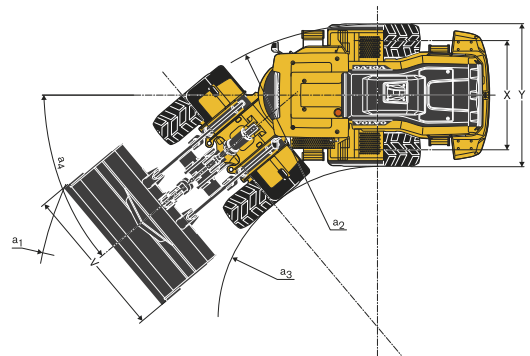
L110H

Sales code: WLA80832

Operating weight

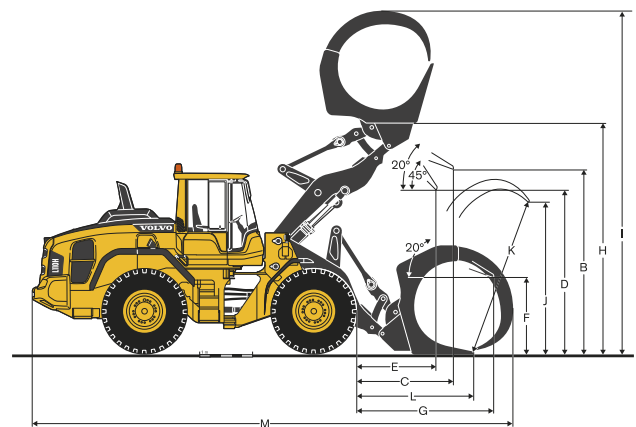
(incl. logging cw 685 kg / 1,510 lb): 19 916 kg / 43,920 lb

Operating load: 5 850 kg / 12,900 lb
















Tires: 750/65 R25

A	m²	ft²	2.4	25.8
B	mm	in	3 470	11' 5"
C	mm	in	1 850	6' 1"
D	mm	in	2 850	9' 4"
E	mm	in	1 460	4' 10"
F	mm	in	1 520	5' 0"
G	mm	in	2 720	8' 11"
H	mm	in	4 580	15' 0"
I	mm	in	6 620	21' 9"
J	mm	in	2 790	9' 2"
K	mm	in	2 990	9' 10"
L	mm	in	2 060	6' 9"
M	mm	in	8 770	28' 9"



L110H






Tires 23.5R25 XHA2 L3	REHANDLING				GENERAL PURPOSE				ROCK*		LIGHT MATERIAL				LONG BOOM**	
																
	3.5 m³ 4.6 yd³ STE P BOE	3.5 m³ 4.6 yd³ STE H BOE	3.0 m³ 3.9 yd³ STE P T	3.0 m³ 3.9 yd³ STE H T	3.4 m³ 4.4 yd³ STE P BOE	3.4 m³ 4.4 yd³ STE H BOE	2.7 m³ 3.5 yd³ SPN P T SEG	5.5 m³ 7.2 yd³ LM H	9.5 m³ 12.4 yd³ LM H							
Volume, heaped ISO/SAE	m³ yd³	3.5 4.6	3.5 4.6	3.0 3.9	3.0 3.9	3.4 4.4	3.4 4.4	2.7 3.5	5.5 7.2	9.5 12.4						
Volume at 110% fill factor	m³ yd³	3.9 5.0	3.9 5.0	3.3 4.3	3.3 4.3	3.7 4.9	3.7 4.9	3.0 3.9	6.1 7.9	10.5 13.7						
Static tipping load, straight	kg lb	13 460 29,670	12 780 28,190	13 770 30,370	13 100 28,890	13 350 29,430	12 680 27,960	13 780 30,390	11 980 26,410	12 070 26,620	-2 540 -5 588					
at 35° turn	kg lb	11 960 26,370	11 330 24,990	12 270 27,050	11 640 25,670	11 860 26,140	11 240 24,780	12 240 26,980	10 550 23,260	10 610 23,400	-2 330 -5 126					
at full turn	kg lb	11 520 25,390	10 900 24,040	11 820 26,070	11 210 24,720	11 420 25,170	10 810 23,830	11 780 25,970	10 130 22,340	10 180 22,450	-2 270 -4 994					
Breakout force	kN lb	162.1 36,440	149.8 33,680	175.8 39,530	161.0 36,210	157.7 35,460	145.9 32,800	143.1 32,170	115.0 25,850	100.3 22,550						
A	mm ft in	7 970 26' 2"	8 080 26' 6"	8 120 26' 8"	8 220 27' 0"	8 010 26' 3"	8 120 26' 8"	8 310 27' 3"	8 500 27' 11"	8 800 28' 10"	510 1' 8"					
E	mm ft in	1 220 4' 0"	1 320 4' 4"	1 350 4' 5"	1 450 4' 9"	1 260 4' 2"	1 360 4' 6"	1 510 5' 0"	1 700 5' 7"	1 960 6' 5"	-10 -4/10"					
H	mm ft in	2 820 9' 3"	2 750 9' 0"	2 720 8' 11"	2 660 8' 9"	2 790 9' 2"	2 720 8' 11"	2 610 8' 7"	2 420 7' 11"	2 220 7' 3"	510 1' 8"					
L	mm ft in	5 440 17' 10"	5 510 18' 1"	5 550 18' 2"	5 610 18' 5"	5 620 18' 5"	5 670 18' 7"	5 550 18' 7"	5 850 19' 2"	6 010 19' 9"	520 1' 9"					
M	mm ft in	1 170 3' 10"	1 250 4' 1"	1 260 4' 2"	1 350 4' 5"	1 200 3' 11"	1 280 4' 2"	1 400 4' 7"	1 520 5' 0"	1 730 5' 8"	-30 -0'10"					
N	mm ft in	1 710 5' 7"	1 750 5' 9"	1 750 5' 9"	1 800 5' 11"	1 730 5' 8"	1 770 5' 9"	1 810 5' 11"	1 800 5' 11"	1 820 6' 0"	450 1' 6"					
V	mm ft in	3 000 118"	3 000 118"	2 880 113"	2 880 113"	2 880 113"	2 880 113"	2 880 113"	3 000 118"	3 400 133"						
a ₁ clearance circle	mm ft in	12 750 41' 10"	12 800 42' 0"	12 710 41' 8"	12 770 41' 11"	12 660 41' 6"	12 710 41' 8"	12 830 42' 1"	13 060 42' 10"	13 610 44' 8"	440 1' 5"					
Operating weight	kg lb	18 490 40,770	18 730 41,290	18 360 40,480	18 560 40,930	18 560 40,920	18 760 41,370	19 560 43,130	19 100 42,120	19 320 42,610	300 660					

* With MICHELIN 23.5R25 XMINE D2 L5 Tire

** Based on 3.0 m³ / 3.9 yd³ STE H T bucket

Bucket Selection Chart

The chosen bucket is determined by the density of the material and the expected bucket fill factor. The actual bucket volume is often larger than the rated capacity, due to the features of the TP linkage, including an open bucket design, good rollback angles in all positions and good bucket filling performance. The example represents a standard boom configuration. Example: Sand and gravel. Fill factor ~ 105%. Density 1.6 t/m³ (2,700 lb/yd³). Result: The 3.4 m³ (4.5 yd³) bucket carries 3.6 m³ (4.7 yd³). For optimum stability always consult the bucket selection chart.

Material	Bucket fill, %		Material density		ISO/SAE bucket volume		Actual volume	
			t/m³	lb/yd³	m³	yd³	m³	yd³
Earth/Clay	~ 110		1.8	3,030	3.0	3.9	3.3	4.3
			1.6	2,700	3.4	4.5	3.7	4.8
Sand/Gravel	~ 105		1.8	3,030	3.0	3.9	3.2	4.2
			1.6	2,700	3.4	4.5	3.6	4.7
Aggregate	~ 100		1.8	3,030	3.5	4.6	3.5	4.6
			1.6	2,700				
Rock	≤100		1.7	2,866	2.7	3.5	2.7	3.5

The size of rock buckets is optimized for optimal penetration and filling capability rather than the density of the material.

Type of boom	Type of bucket	ISO/SAE Bucket volume	Material density (t/m³)						
			0.8	1.0	1.2	1.4	1.6	1.8	2.0
Standard boom	Rehandling	P 3.5 m³							
		H 3.5 m³							
	General purpose	P 3.0 m³							
		H 3.0 m³							
		P 3.4 m³							
		H 3.4 m³							
Long boom	Rock	P 2.7 m³							
		H 5.5 m³							
	Light material	H 9.5 m³							
	Rehandling	P 3.5 m³							
	General purpose	P 3.0 m³							
		P 3.4 m³							
	Rock	P 2.7 m³							
		H 5.5 m³							
	Light material								

How to read bucket fill factor

Supplemental Operating Data

			Standard boom				Long boom	
Tires 23.5 R25 L3			23.5 R25 L5		750/65 R25		750/65 R25	
Width over tires	mm	in	30	1.2	200	7.9	200	7.9
Ground clearance	mm	in	50	2	±0	±0	±0	±0
Tipping load, full turn	kg	lb	490	1,078	430	946	310	682
Operating weight	kg	lb	670	1,474	640	1,408	640	1,408

Specifications L120H.

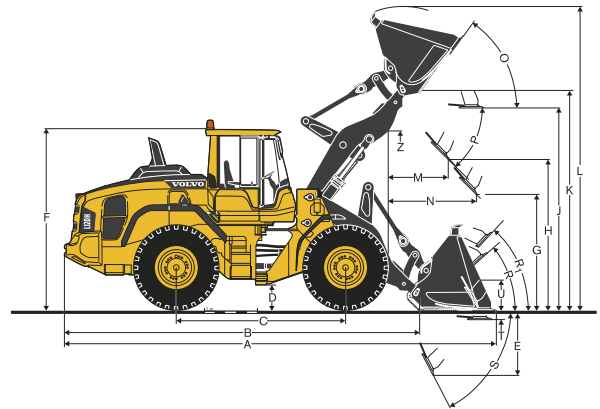
Tires 23.5 R25 L3

			Standard boom		Long boom	
B	mm	ft in	6 580	21' 7"	7 070	23' 2"
C	mm	ft in	3 200	10' 6"	3 200	10' 6"
D	mm	ft in	440	1' 5"	440	1' 5"
F	mm	ft in	3 380	11' 1"	3 390	11' 1"
G	mm	ft in	2 132	7' 0"	2 133	7' 0"
J	mm	ft in	3 760	12' 4"	4 310	14' 2"
K	mm	ft in	4 100	13' 5"	4 630	15' 2"
O	°			54		55
P _{max}	°			50		49
R	°			42		42
R ₁ *	°			45		50
S	°			68		64
T	mm	ft in	119	0' 4.7"	127	0' 5"
U	mm	ft in	450	1' 6"	640	2' 1"
X	mm	ft in	2 070	6' 9"	2 070	6' 9"
Y	mm	ft in	2 670	8' 9"	2 670	8' 9"
Z	mm	ft in	3 340	10' 11"	3 720	12' 3"
a ₂	mm	ft in	5 730	18' 10"	5 730	18' 10"
a ₃	mm	ft in	3 060	10' 1"	3 060	10' 1"
a ₄	±°			40		40

* Carry position SAE

Standard boom with 3.3 m³ / 4.3 yd³ STE H T bucket

Long boom with 2.6 m³ / 3.4 yd³ STE P BOE bucket



Where applicable, specifications and dimensions are according to ISO 7131, SAE J732, ISO 7546, SAE J742, ISO 14397, SAE J818.

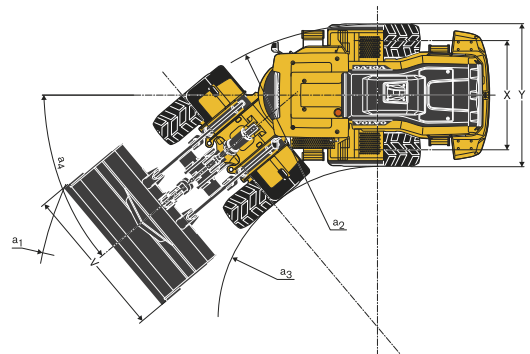
L120H

Sales code: WLA80832

Operating weight

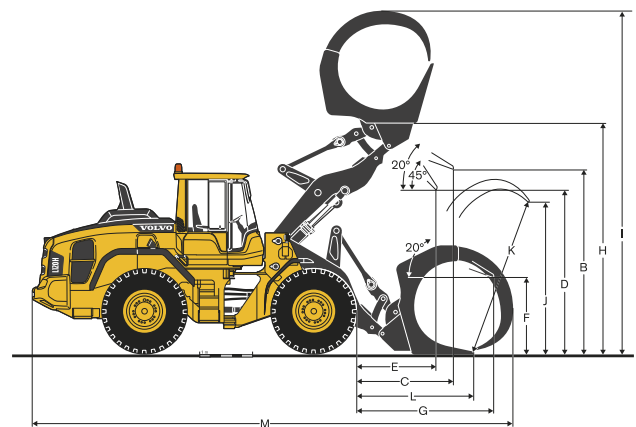
(incl. logging cw 685 kg / 1,510 lb): 20 713 kg / 45,660 lb

Operating load: 6 400 kg / 14,110 lb
















Tires: 750/65 R25

A	m²	ft²	2.4	25.8
B	mm	in	3 470	11' 8"
C	mm	in	1 850	6' 2"
D	mm	in	2 850	9' 7"
E	mm	in	1 460	4' 11"
F	mm	in	1 520	5' 0"
G	mm	in	2 720	9' 2"
H	mm	in	4 580	15' 3"
I	mm	in	6 620	21' 11"
J	mm	in	2 790	9' 2"
K	mm	in	2 990	9' 10"
L	mm	in	2 060	7' 1"
M	mm	in	8 770	29' 1"



L120H






Tires 23.5R25 XHA2 L3	REHANDLING				GENERAL PURPOSE				ROCK*		LIGHT MATERIAL				LONG BOOM**	
																
	3.8 m³ 5.0 yd³ STE P BOE	3.8 m³ 5.0 yd³ STE H BOE	3.3 m³ 4.3 yd³ STE P T	3.3 m³ 4.3 yd³ STE H T	3.6 m³ 4.7 yd³ STE P BOE	3.6 m³ 4.7 yd³ STE H BOE	3.0 m³ 3.9 yd³ SPN P T SEG	5.5 m³ 7.2 yd³ LM H	9.5 m³ 12.4 yd³ LM H							
Volume, heaped ISO/SAE	m³ yd³	3.8 5.0	3.8 5.0	3.3 4.3	3.3 4.3	3.6 4.7	3.6 4.7	3.0 3.9	5.5 7.2	9.5 12.4						
Volume at 110% fill factor	m³ yd³	4.2 5.5	4.2 5.5	3.6 4.7	3.6 4.7	4.0 5.2	4.0 5.2	3.3 4.3	6.1 7.9	10.5 13.7						
Static tipping load, straight	kg lb	14 360 31,660	13 680 30,160	14 800 32,630	14 450 31,870	14 810 32,660	14 080 31,040	14 860 32,760	13 010 28,690	13 120 28,940	-2 680 -5,896					
at 35° turn	kg lb	12 710 28,030	12 080 26,630	13 120 28,940	12 790 28,210	13 110 28,920	12 430 27,410	13 160 29,020	11 440 25,230	11 510 25,390	-2 440 -5,368					
at full turn	kg lb	12 220 26,950	11 610 25,590	12 630 27,850	12 300 27,120	12 610 27,810	11 950 26,340	12 660 27,920	10 980 24,200	11 040 24,340	-2 370 -5,214					
Breakout force	kN lb	163.7 36,820	151.6 34,090	189.2 42,530	173.5 39,010	172.9 38,870	159.6 35,880	150.6 33,870	121.6 27,340	106.0 23,840						
A	mm ft in	8 140 26' 8"	8 240 27' 0"	8 230 27' 0"	8 340 27' 4"	8 050 26' 5"	8 160 26' 9"	8 390 27' 6"	8 610 28' 3"	8 910 29' 3"	460 1' 6"					
E	mm ft in	1 300 4' 3"	1 390 4' 7"	1 380 4' 6"	1 480 4' 10"	1 230 4' 0"	1 330 4' 4"	1 520 5' 0"	1 730 5' 8"	1 990 6' 6"	-20 -8/10"					
H	mm ft in	2 840 9' 4"	2 780 9' 1"	2 780 9' 1"	2 700 8' 10"	2 900 9' 6"	2 830 9' 3"	2 690 8' 10"	2 480 8' 2"	2 270 7' 6"	560 1' 10"					
L	mm ft in	5 580 18' 4"	5 650 18' 6"	5 700 18' 8"	5 760 18' 11"	5 750 18' 10"	5 820 19' 1"	5 690 18' 8"	5 900 19' 4"	6 070 19' 11"	520 1' 9"					
M	mm ft in	1 250 4' 1"	1 330 4' 4"	1 310 4' 3"	1 390 4' 7"	1 190 3' 11"	1 280 4' 2"	1 440 4' 9"	1 560 5' 1"	1 760 5' 9"	-50 -0' 2"					
N	mm ft in	1 820 6' 0"	1 870 6' 1"	1 840 6' 0"	1 880 6' 2"	1 800 5' 11"	1 840 6' 0"	1 930 6' 4"	1 890 6' 2"	1 910 6' 3"	450 1' 6"					
V	mm ft in	3 000 118"	3 000 118"	3 000 118"	3 000 118"	3 000 118"	3 000 118"	2 880 113"	3 000 118"	3 400 133"						
a ₁ clearance circle	mm ft in	12 840 42' 2"	12 900 42' 4"	12 890 42' 3"	12 950 42' 6"	12 800 42' 0"	12 850 42' 2"	12 890 42' 3"	13 130 43' 1"	13 660 44' 10"	410 1' 4"					
Operating weight	kg lb	19 370 42,710	19 590 43,200	19 280 42,510	19 460 42,900	19 420 42,830	19 640 43,300	20 260 44,680	19 900 43,880	20 120 44,360	240 528					

* With MICHELIN 23.5R25 XMINE D2 L5 Tire

** Based on 3.3 m³ / 4.3 yd³ STE H T bucket

Bucket Selection Chart

The chosen bucket is determined by the density of the material and the expected bucket fill factor. The actual bucket volume is often larger than the rated capacity, due to the features of the TP linkage, including an open bucket design, good rollback angles in all positions and good bucket filling performance. The example represents a standard boom configuration. Example: Sand and gravel. Fill factor ~ 105%. Density 1.6 t/m³ (2,700 lb/yd³). Result: The 3.4 m³ (4.5 yd³) bucket carries 3.6 m³ (4.7 yd³). For optimum stability always consult the bucket selection chart.

Material	Bucket fill, %		Material density		ISO/SAE bucket volume		Actual volume	
			t/m³	lb/yd³	m³	yd³	m³	yd³
Earth/Clay	~ 110		1.8	3,030	3.3	4.3	3.6	4.7
			1.6	2,700	3.6	4.7	3.9	5.1
Sand/Gravel	~ 105		1.8	3,030	3.3	4.3	3.5	4.6
			1.6	2,700	3.6	4.7	3.8	5.0
Aggregate	~ 100		1.8	3,030	3.8	5.0	3.8	5.0
			1.6	2,700				
Rock	≤100		1.7	2,866	3.0	3.9	3.0	3.9

The size of rock buckets is optimized for optimal penetration and filling capability rather than the density of the material.

Type of boom	Type of bucket	ISO/SAE Bucket volume	L120H								
			Material density (t/m³)								
			0.6	0.8	1.0	1.2	1.4	1.6	1.8		
Standard boom	Rehandling	P 3.8 m³									
		H 3.8 m³									
	General purpose	P 3.3 m³									
		H 3.3 m³									
		P 3.6 m³									
		H 3.6 m³									
	Rock	P 3.0 m³									
		Light material	H 5.5 m³								
H 9.5 m³											
Long boom	Rehandling	P 3.8 m³									
		General purpose	P 3.3 m³								
	P 3.6 m³										
	Rock		P 3.0 m³								
			Light material	H 5.5 m³							
	Bucket fill										
110% 105% 100% 95%											
		P=Pin-on H=Hook-on									

How to read bucket fill factor

Supplemental Operating Data

			Standard boom				Long boom	
Tires 23.5 R25 L3			23.5 R25 L5		750/65 R25		750/65 R25	
Width over tires	mm	in	30	1.2	200	7.9	200	7.9
Ground clearance	mm	in	50	2	±0	±0	±0	±0
Tipping load, full turn	kg	lb	450	990	380	836	330	726
Operating weight	kg	lb	670	1,474	640	1,408	640	1,408

Equipment.

STANDARD EQUIPMENT

	L110H	L120H
Service and maintenance		
Engine oil remote drain and fill	•	•
Transmission oil remote drain and fill	•	•
Lubrication manifolds, ground accessible	•	•
Pressure check connections: transmission and hydraulic, quick-connects	•	•
Tool box, lockable	•	•
CareTrack	•	•
Telematics, 6 -Year Subscription	•	•
Engine		
Exhaust after-treatment system	•	•
Three stage air cleaner, pre-cleaner, primary and secondary filter	•	•
Indicator for coolant level	•	•
Preheating of induction air	•	•
Fuel pre-filter with water trap	•	•
Fuel filter	•	•
Crankcase breather oil trap	•	•
Exterior radiator air intake protection	•	•
Electrical system		
24 V, pre-wired for optional accessories	•	•
Alternator 80A/2280W	•	•
Battery disconnect switch	•	•
Fuel gauge	•	•
Hour meter	•	•
Electric horn	•	•
Instrument cluster:	•	•
Fuel level		
Diesel Exhaust Fluid/AdBlue level		
Transmission temperature		
Coolant temperature		
Instrument lighting		
Lighting:	•	•
Twin halogen front headlights with high and low beams		
Parking lights		
Double brake and tail lights		
Turn signals with flashing hazard light function		
Halogen work lights (2 front and 2 rear)		

	L110H	L120H
Contronic monitoring system		
Monitoring and logging of machine data	•	•
Contronic display	•	•
Fuel consumption	•	•
Diesel Exhaust Fluid/AdBlue consumption	•	•
Ambient temperature	•	•
Clock	•	•
Test function for warning and indicator lights	•	•
Brake test	•	•
Test function, sound level at max fan speed	•	•
Warning and indicator lights:	•	•
Battery charging		
Parking brake		
Warning and display message:	•	•
Regeneration		
Engine coolant temperature		
Charge-air temperature		
Engine oil temperature		
Engine oil pressure		
Transmission oil temperature		
Transmission oil pressure		
Hydraulic oil temperature		
Brake pressure		
Parking brake applied		
Brake charging		
Overspeed at direction change		
Axle oil temperature		
Steering pressure		
Crankcase pressure		
Attachment lock open		
Level warnings:	•	•
Fuel level		
Diesel Exhaust Fluid/AdBlue level		
Engine oil level		
Engine coolant level		
Transmission oil level		
Hydraulic oil level		
Washer fluid level		
Engine torque reduction in case of malfunction indication:	•	•
High engine coolant temperature		
High engine oil temperature		
Low engine oil pressure		
High crankcase pressure		
High charge-air temperature		
Engine shutdown to idle in case of malfunction indication:	•	•
High transmission oil temperature		
Slip in transmission clutches		
Keypad, background lit	•	•
Start interlock when gear is engaged	•	•

	L110H	L120H
Drivetrain		
Automatic Power Shift	•	•
Fully automatic gearshifting, 1-4	•	•
PWM-controlled gearshifting	•	•
Forward and reverse switch by hydraulic lever console	•	•
Indicator glass for transmission oil level	•	•
Differentials: Front, 100% hydraulic diff. lock. Rear, conventional.	•	•
OptiShift (North America only)	•	•
Brake system		
Dual brake circuits	•	•
Dual brake pedals	•	•
Secondary brake system	•	•
Parking brake, electro-hydraulic	•	•
Brake wear indicators	•	•
Cab		
ROPS (ISO 3471), FOPS (ISO 3449)	•	•
Single key kit door/start	•	•
Acoustic inner lining	•	•
Cigarette lighter, 24 V power outlet	•	•
Lockable door	•	•
Cab heating with fresh air inlet and defroster	•	•
Fresh air inlet with two filters	•	•
Automatic heat control	•	•
Floor mat	•	•
Dual interior lights	•	•
Interior rear-view mirrors	•	•
Dual exterior rear-view mirrors	•	•
Sliding window, right side	•	•
Tinted windshield glass	•	•
Retractable seat belt (SAE J386)	•	•
Adjustable steering wheel	•	•
Storage compartment	•	•
Document pocket	•	•
Sun visor	•	•
Beverage holder	•	•
Windshield washer front and rear	•	•
Windshield wipers front and rear	•	•
Interval function for front and rear wipers	•	•

	L110H	L120H
Hydraulic system		
Main valve, double acting 2-spool with hydraulic pilots	•	•
Variable displacement axial piston pumps (3) for:	•	•
1 Working hydraulics, Pilot hydraulics and Brake system		
2 Working hydraulics, Pilot hydraulics, Steering and Brake system		
3 Cooling fan and Brake system		
Electro-hydraulic servo controls	•	•
Electronic hydraulic lever lock	•	•
Automatic boom kick-out	•	•
Automatic bucket positioner	•	•
Double-acting hydraulic cylinders	•	•
Indicator glass for hydraulic oil level	•	•
Hydraulic oil cooler	•	•
External equipment		
Fenders, front and rear	•	•
Viscous cab mounts	•	•
Rubber engine and transmission mounts	•	•
Frame, joint lock	•	•
Vandalism lock prepared for	•	•
Engine compartment		
Radiator grille		
Lifting eyes	•	•
Tie-down eyes	•	•
Tow hitch	•	•
Counterweight, pre-drilled for optional guards	•	•

Equipment.

OPTIONAL EQUIPMENT

	L110H	L120H
Service and maintenance		
Automatic lubrication system	•	•
Automatic lubrication system for long boom	•	•
Grease nipple guards	•	•
Oil sampling valve	•	•
Refill pump for grease to lube system	•	•
Tool kit	•	•
Wheel nut wrench kit	•	•
Engine		
Air pre-cleaner, cyclone type	•	•
Air pre-cleaner, oil-bath type	•	•
Air pre-cleaner, turbo type	•	•
Engine auto shutdown	•	•
Engine block heater 230V/110V	•	•
Fuel fill strainer	•	•
Fuel heater	•	•
Hand throttle control	•	•
Max. fan speed, hot climate	•	•
Radiator, corrosion-protected	•	•
Reversible cooling fan	•	•
Reversible cooling fan and axle oil cooler	•	•
Electrical system		
Anti-theft device	•	•
Emergency stop	•	•
Headlights, assym. left	•	•
License plate holder, lighting	•	•
Rear view camera incl. monitor, color	•	•
Rear view mirrors, Long arm	•	•
Rear view mirrors, adjustable, el. heated, Long arm	•	•
Reduced function working lights, reverse gear activated	•	•
Reverse alarm	•	•
Reverse warning light, strobe lighting	•	•
Shortened headlight support brackets	•	•
Side marker lamps	•	•
Rotating beacon	•	•
Working lights, attachments	•	•
Working lights front, high intensity discharge (HID)	•	•
Working lights front, on cab, dual	•	•
Working lights front, extra	•	•
Working lights rear, on cab	•	•
Working lights rear, on cab, dual	•	•
Working lights, front on cab, 2 LED lamps	•	•
Working lights, rear on cab, 2 LED lamps	•	•
Working lights, front on cab, 4 LED lamps	•	•
Working lights, rear on cab, 4 LED lamps	•	•
Working lights, side on cab, 4 LED lamps	•	•
Working lights, rear in grille, 2 LED lamps	•	•
Working lights, front above head lamps, 2 LED lamps	•	•
Taillight, LED lamp	•	•
Electrical distribution unit 24 volt	•	•
Cab		
Anchorage for Operator's manual	•	•
Automatic Climate Control, ACC	•	•
ACC control panel, with Fahrenheit scale	•	•
Asbestos dust protection filter	•	•
Ashtray	•	•
Cab air pre-cleaner, cyclone type	•	•
Carbon filter	•	•
Cover plate, under cab	•	•

	L110H	L120H
Cab		
Lunch box holder	•	•
Armrest, operator's seat, ISRI, left only	•	•
Volvo Armrest, operator's seat, left	•	•
Operator's seat, Volvo air susp., heavy-duty, high back, heated, not for CDC	•	•
Operator's seat, Volvo air susp., heavy-duty, high back, heated, for CDC	•	•
Operator's seat, ISRI, air susp., heavy-duty, for CDC and/or el. servo	•	•
Radio installation kit incl. 12 volt outlet, left side	•	•
Radio installation kit incl. 12 volt outlet, right side	•	•
Radio with CD-player	•	•
Seatbelt, 3", (width 75 mm)	•	•
Steering wheel knob	•	•
Sun blinds, rear windows	•	•
Sun blinds, side windows	•	•
Timer cab heating	•	•
Window, sliding, door	•	•
Universal door/ignition key	•	•
Remote door opener	•	•
Forward view mirror	•	•
Drivetrain		
Diff lock front 100%, Limited Slip rear	•	•
Speed limiter, 20 km/h (12.4 mph)	•	•
Speed limiter, 30 km/h (18.6 mph)	•	•
Speed limiter, 40 km/h (24.8 mph)	•	•
Wheel/axle seal guards	•	•
Brake system		
Oil cooler and filter front & rear axle	•	•
Stainless steel, brake lines	•	•
Hydraulic system		
Boom suspension system	•	•
Separate attachment locking, standard boom	•	•
Separate attachment locking, long boom	•	•
Arctic kit, attachment locking hoses	•	•
Boom cylinder hose and tube guards	•	•
Hydraulic fluid, biodegradable, Volvo	•	•
Hydraulic fluid, fire-resistant	•	•
Hydraulic fluid, for hot climate	•	•
Electro-hydraulic function, 3rd	•	•
Electro-hydraulic function, 3rd for long boom	•	•
Electro-hydraulic function, 3rd-4th	•	•
Electro-hydraulic function, 3rd-4th for long boom	•	•
Single lever control, hydraulics 1-2 functions	•	•
Single lever control, hydraulics 3 functions	•	•
Single lever control, hydraulics 3 functions long boom	•	•
Single lever control, hydraulics 1-2 functions long boom	•	•
Single lever control, hydraulics 4 functions	•	•
Single lever control, hydraulics 4 functions long boom	•	•
External equipment		
Cab ladder, rubber-suspended	•	•
Deleted front mudguards & wideners rear	•	•
Fire suppression system	•	•
Mudguards, full cover, rear for 80-series tires	•	•
Mudguards, full cover, rear for 65-series tires	•	•
Long boom	•	•

	L110H	L120H
Protective equipment		
Belly guard front	•	•
Belly guard rear	•	•
Cover plate, heavy-duty, front frame	•	•
Cover plate, rear frame	•	•
Cover plate, front/rear axle	•	•
Cab roof, heavy-duty	•	•
Guards for front headlights	•	•
Guards for radiator grill	•	•
Guards for tail lights, heavy-duty	•	•
Windows, side and rear guards	•	•
Windshield guard	•	•
Corrosion protection, painting of machine	•	•
Corrosion protection, painting of attachment bracket	•	•
Bucket Teeth protection	•	•
Tires		
23.5 R25	•	•
750/65 R25	•	•
Other equipment		
CE-marking	•	•
Comfort Drive Control (CDC)	•	•
Counterweight, logging	•	•
Counterweight, signal painted, chevrons	•	•
Secondary steering with automatic test function	•	•

	L110H	L120H
Other equipment		
Sound decal, EU	•	•
Sound decal, USA	•	•
Reflecting stickers (decals), machine contour	•	•
Reflecting stickers (stripes), machine contour Cab	•	•
Noise reduction kit, exterior	•	•
Sign, slow moving vehicle	•	•
CareTrack, GSM	•	•
CareTrack, GSM/Satellite	•	•
Attachments		
Buckets:		
Rock straight or spade nose	•	•
General purpose	•	•
Re-handling	•	•
Side-dump		
Light material	•	•
Wear parts:		
Bolt-on and weld-on bucket teeth	•	•
Segments	•	•
Cutting edge in three sections, bolt-on	•	•
Fork equipment	•	•
Material handling arm	•	•
Log grapples	•	•

Selection of Volvo optional equipment

Comfort Drive Control (CDC)



Special application options



Central lubrication



Attachment bracket



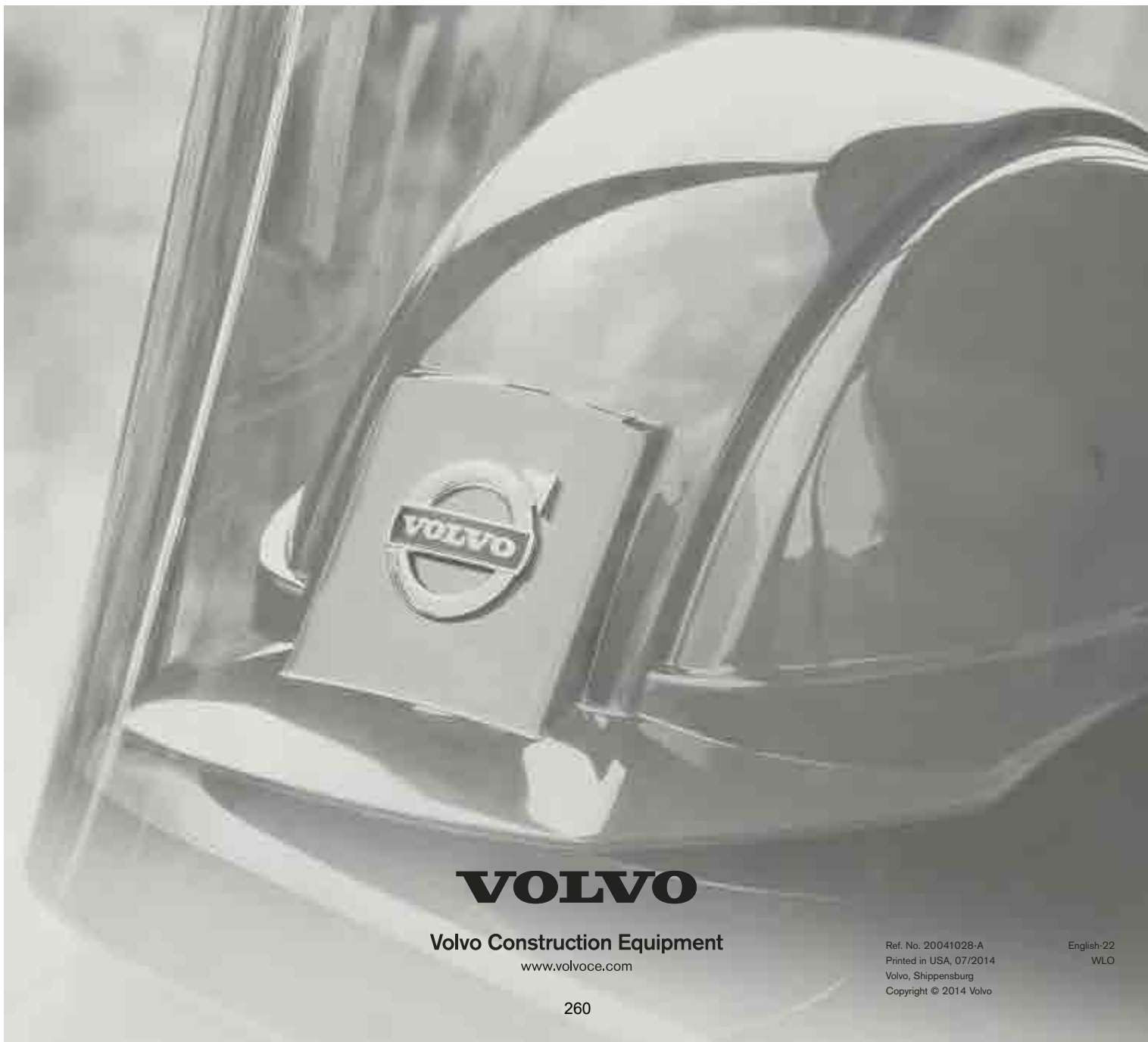
LED Lights



Rear-view camera



Not all products are available in all markets. Under our policy of continuous improvement, we reserve the right to change specifications and design without prior notice. The illustrations do not necessarily show the standard version of the machine.



VOLVO

Volvo Construction Equipment
www.volvoce.com

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English-22
WLO



LOAD ASSIST

Powered by Volvo Co-Pilot



LIFT UP EFFICIENCY

Optimize your load cycles with Load Assist, powered by Volvo Co-Pilot – the revolutionary in-cab display.

Gain access to a set of smart apps and boost the efficiency of your operation.

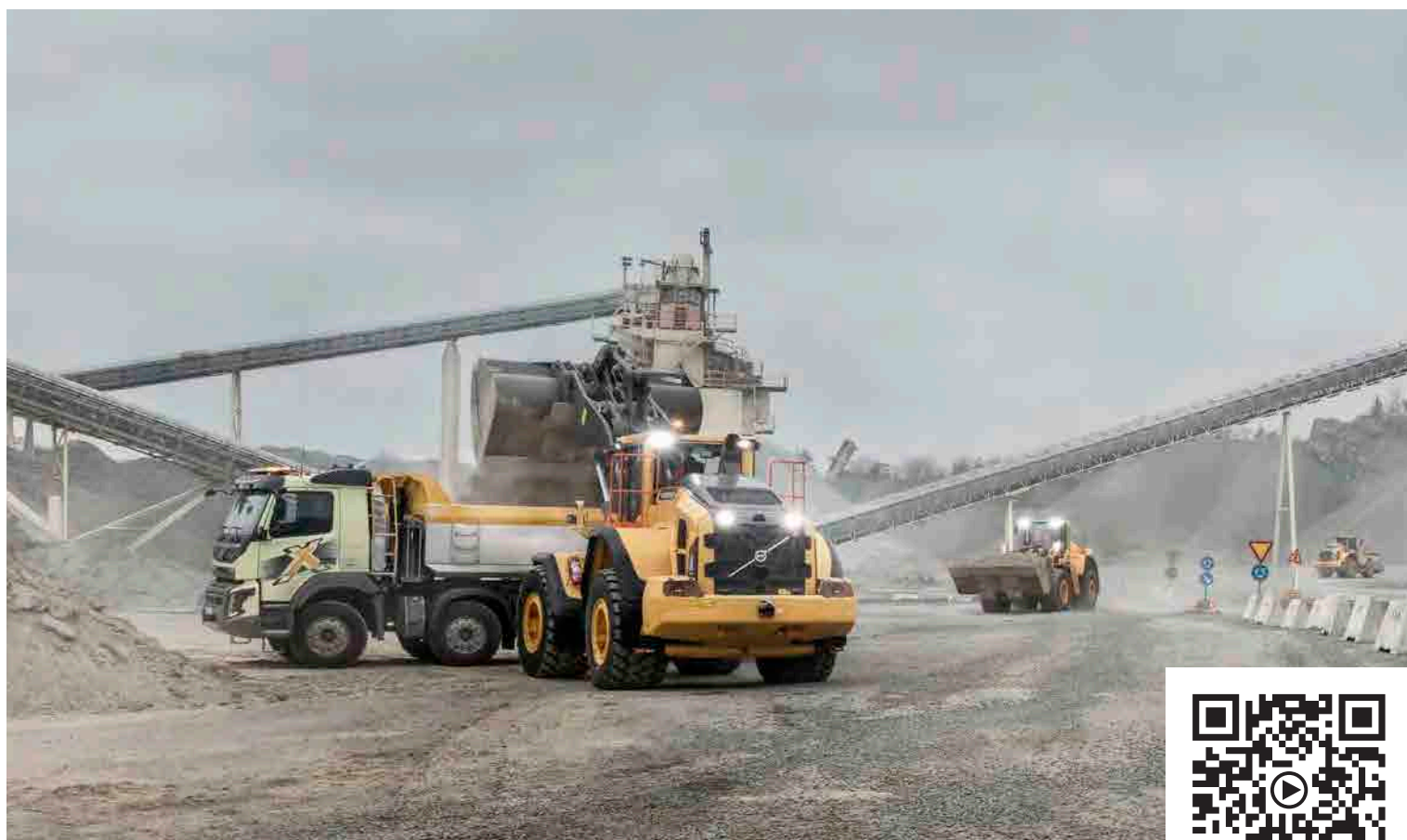




ON-BOARD WEIGHING

Take control of your productivity

When it comes to loading the optimum amount of material, intuition can only get you so far. Are you moving enough material, or moving too much? Say goodbye to guess-work with the On-Board Weighing app. The dynamic load weighing system provides real-time insights into the bucket's load, so you can eliminate overloading, underloading, reweighing and waiting times.



Lift the pace

Keep it moving with On-Board Weighing, a factory-fit system which allows you to measure your bucket load on-the go, eliminating any disruption to the workflow. Simply use the 10" touchscreen Volvo Co-Pilot to monitor loading progress, track materials and trucks, and change work orders in seconds.

Operate safely

Increase jobsite safety with a customizable alert, notifying the operator if the bucket load exceeds a set limit. When travelling at speeds over 10km/h (6 mph) certain functions are disabled, avoiding operator distractions.



Scan to watch the On-Board-Weighing video!

On-Board Weighing is available for L110H, L120H, L150H, L180H, L220H, L260H and L350H.

LOADING MADE EASY

A simple layout with large font, visible even in bright light, illustrates the current, delivered, and to-be-delivered bucket tonnage. Colored bars which indicate load activity progress and a guided calibration process combine to facilitate the loading process.

Work orders

Select customer name and target tonnage with just a few touches.

Task modes

Choose between four task modes which will adapt the on-screen layout and information displayed according to the task at hand. Optimized layouts are available for Trip Meter, Truck Loading, Stockpiling or Process Loading.

Precision loading

Get it right first time with tonnage measurements accurate to within $\pm 1\%$ for every bucket-load. When site conditions or customer requirements make it impossible to lock the load within this margin, simply switch to within an accuracy of $\pm 2\%$.

Partial unloading

Managing the last bucket of the trip is easy with tip off capability.

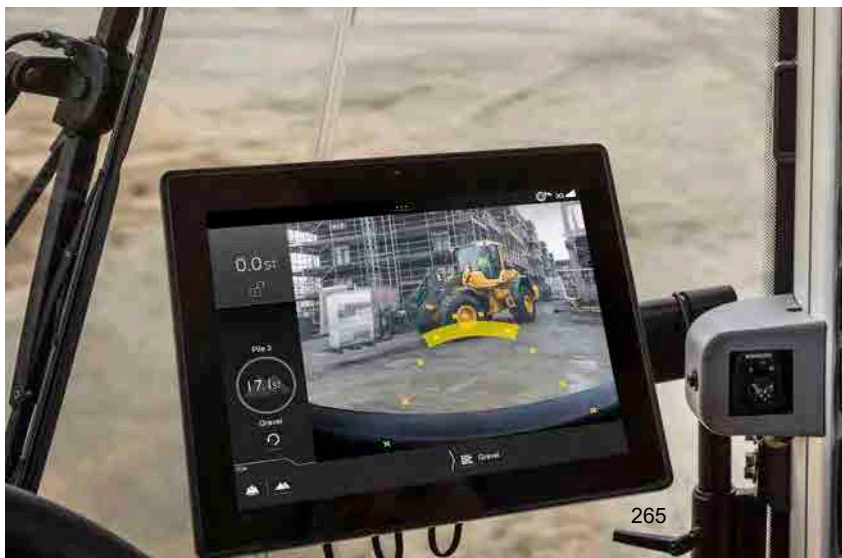


Buckets, and more

Optimized for standard bucket operations, the system is suitable for high tip buckets and side dump buckets as well, and also compatible with forks and grapples (accuracy $\pm 2\%$).

Reporting on demand

Production data is stored in the Volvo Co-Pilot and can be exported over the air to a cloud-based portal, or by using a USB-stick, enabling you to analyze machine usage and productivity. Fully integrated to the machine, the system populates CareTrack – combining productivity data and fuel data into a single report.



Integrated rear-view

Operators benefit from a full view of their surroundings when reversing, thanks to the rear-view camera and optional radar detect system which automatically combine rear-view and load information into a single screen.

Radar detect system is available for L60H, L70H, L90H, L110H, L120H, L150H, L180H, L220H, L260H and L350H.

OPERATOR COACHING

Enhanced operator performance

As machines become more advanced, and with smarter technology, the Operator Coaching app helps to ensure operators are using their Volvo machine to its full potential. The intuitive app provides real-time guidance to operators, helping them understand how their actions influence machine productivity and efficiency, as well as identify areas for improvement or changes in their technique.



Scan to watch the Operator Coaching video!

New levels of efficiency

Understand when and how to use the many smart functions of your Volvo wheel loader to achieve optimum results on site. You can also set targets and objectives to continually develop and improve your operating practices to get the most out of yourself and the machine you are working with.

Lower operating costs

Make better decisions behind the controls thanks to instant feedback on operating behavior, combined with real-time on-screen guidance. With information available at the blink-of-an-eye, operators can ensure they are working in a way which delivers optimum fuel efficiency and reduced machine wear.

WHAT YOU GET

Operating behavior

Monitor operator behavior with key indicators including: idling over active time, braking over distance, throttle position (%) and lock-up over distance.

Score and trend

Real-time score and graphical visualization of operator performance across previous shifts enables follow-up and performance improvements.

User ID

Create individual profiles and easily recall personalized saved data and objectives before each shift.

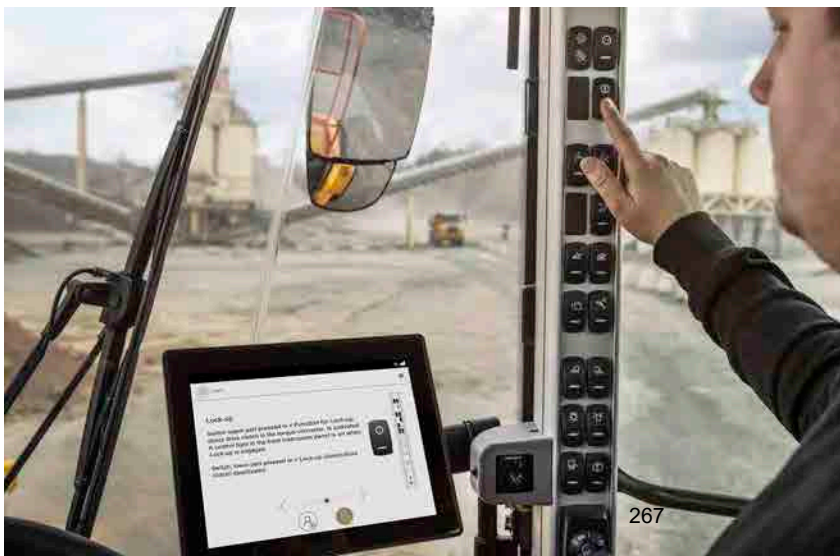


Dashboard

Key information relating to machine utilization (operating time, average speed, fuel consumption, distance traveled) is clearly displayed on the Volvo Co-Pilot, and can be reset separately from the machine display.

Notifications

Operators receive real-time guidance on how to best operate the machine, such as 'Activate Boom Suspension System' and 'Activate Lock-up'.



Interactive guidance

Navigate the functions and get tips on how to use them.

Operator Coaching is available for L60H, L70H, L90H, L110H, L120H, L150H, L180H, L220H, L260H and L350H.

TIRE PRESSURE MONITORING SYSTEM

The right amount of pressure

With the tire pressure monitoring app, you can check the condition of your tires from the comfort of the cab. Providing real-time information, the integrated system saves time during machine inspections and can prolong tire lifetime.



Real-time information

The Volvo Co-Pilot monitor will display real-time information on tire pressure and temperature. This gives the operator an instant and safe indication that tires are operating within the correct parameters. If a tire is not at the correct pressure, operators will receive an alert and visual display of which tire needs attention.

Less fuel, less wear

Under-inflated tires can increase fuel consumption and are more prone to wear and damage. The tire pressure monitoring system can increase tire lifetime and improve fuel efficiency by providing an alert if tires are not at optimal pressure.

Tire Pressure Monitoring System is available for L110H, L120H, L150H, L180H, L220H, L260H and L350H.

WHAT IS MONITORED?

The Tire Pressure Monitoring System will measure and report on three criteria in real-time: low pressure, high pressure and high temperature.

A clear indication

Clear visual alerts keep the operator informed of tire condition. A blue message will let the operator know there are inconsistencies in pressure or temperature and that a tire(s) should be kept under observation. An amber message indicates those inconsistencies have worsened and it is time to take action.

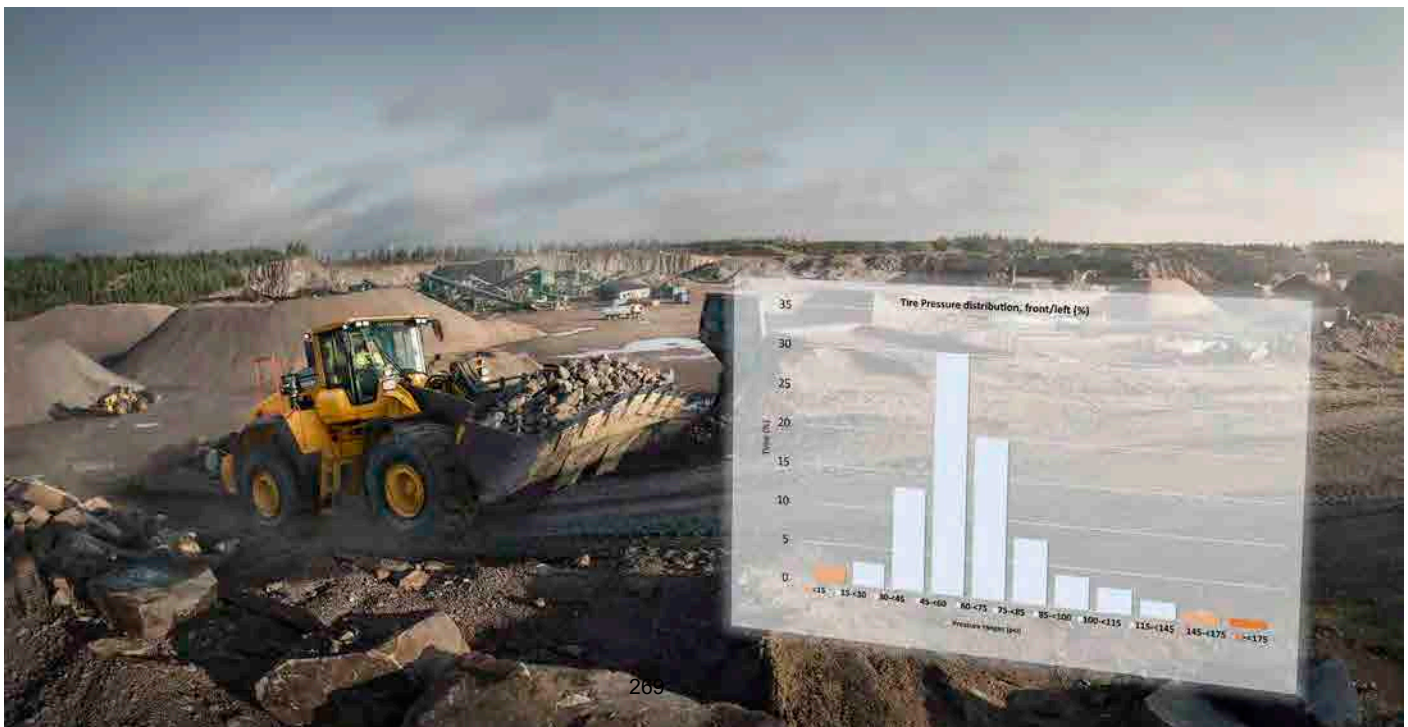
Easy to use

Each tire is monitored independently and pressure limits are set per axle. Alarm limits are displayed as nominal values and percentages.



Insight and analysis

Data can be accessed via CareTrack, allowing you to review and analyze historical tire trends.



MAP

Get site visibility

Get accurate machine positioning with Map, a clever app that allows operators to monitor on-site traffic in real-time. Not only does this give operators an improved orientation of the site they are working on, but it allows them to proactively adjust their driving behavior according to traffic conditions.



Armed with knowledge

Knowing the position of other machines on site can help operators avoid potentially dangerous situations, especially when working on jobsites with restricted visibility. Speed limit notifications further remind operators to keep to a safe speed.

Efficient driving

Being able to monitor traffic and follow the transportation flow in a work cycle allows operators to better anticipate driving decisions, resulting in a more efficient performance.

Map is available for L60H, L70H, L90H, L110H, L120H, L150H, L180H, L220H, L260H and L350H.

HOW IT WORKS

The loader's built-in GPS is used for positioning purposes, while the telecom connection on Volvo Co-Pilot enables communication between machines. Map works seamlessly in combination with all Load Assist apps installed on Volvo Co-Pilot

Point of Interest

Visualize specific points of interest on the map, such as load and dump zones, offices, workshops, fuel stations and more. This feature is especially useful for new or temporary operators.

Single lane sections

To avoid traffic congestions, the operator will be notified if another machine is approaching within a predefined single lane section.



Restricted areas

Specify no-go zones on the map to help operators avoid entering restricted areas.

Roads

Roads are shown to assist operators in navigating around the site.

Speed limits

Set speed restrictions for the site and/or specific sections of the site to help operators avoid speeding.

Get started

Just as you would expect from your smartphone or tablet, Volvo Co-Pilot comes pre-installed with apps designed to make the operator's life easier.

CALCULATOR

Complete basic calculation with addition, subtraction, multiplication and division functions. The calculator can also be used as a unit converter, quickly and easily converting six unit types (length, mass, angle, time, temperature and speed).



NOTES

There's no need for a pad and pen with a digital notepad, which can be used to write and save notes while in the cab.



WEATHER

Being prepared for shifts in the weather helps you plan ahead. Illustrated by an easy-to-understand timeline, Weather informs you of current and upcoming weather conditions. With the most up-to-date information at your fingertips, you can adapt more efficiently and keep operations on track – rain or shine.



Calculator, Notes and Weather are available for L60H, L70H, L90H, L110H, L120H, L150H, L180H, L220H, L260H and L350H.

Load Assist in detail

VOLVO CO-PILOT HARDWARE

Machine availability	Volvo L60H, L70H, L90H, L110H, L120H, L150H, L180H, L220H, L260H, L350H
Pressure sensors	2
Inertial Measurement Units (IMU)	3
Hydraulic temperature sensor	1
Display unit	10 inch touchscreen
• Resolution	1024 x 768
• Display modes	Day mode/Night mode
• Internal memory	16 Gb
• Extended memory	SD-card
• SIM card	Mini SIM, 3G or 4G
• USB connectors	2
• Number of languages	25
Pre-installed Load Assist apps	Calculator, Notes and Weather*

*A SIM-card and mobile connection are needed to enable this app.

ON-BOARD WEIGHING APP

Machine availability	Volvo L110H, L120H, L150H, L180H, L220H, L260H, L350H
Type of system	Fully dynamic*
Typical accuracy	1%*
Load range	Within the range of 5-150% of the machine working load
Certifiable/trade approved	NO
Unit of measure	Tonnes, short tons and lbs
Task modes	Trip, Truck, Pile**, Process**
Loading multiple compartments	YES, up to 3 individual compartments
Tip-off functionality	Tip-off onto pile or tip-off onto truck
Pause functionality	YES
Rear-view camera, Radar detect system**	YES, when reversing only, OR at all times in full screen mode or split screen
Number of work orders	More than 100 000
Number of attachments	More than 100 000
Number of customers	More than 100 000
Number of trucks/targets	More than 100 000
Number of material types	More than 100 000
Data transferred via Cloud service via SIM card	<ul style="list-style-type: none"> Detailed data per bucket Weight, Material name, Target name, Customer name, Work order name
Data transferred via USB	<ul style="list-style-type: none"> Detailed data per work order Start and stop times Work order name, Total material loaded, Material type Customer name
Data transferred in CareTrack	<ul style="list-style-type: none"> Tonnes/tons, Liter/gallon Ton(ne)/hour, Ton(ne)/liter or gallon Liter or gallon of fuel/ton(ne) Number of cycles
Load summary	<ul style="list-style-type: none"> Per time unit / customer / target / work order / material and task mode Export to USB (pdf) and printout
Operator manual	<ul style="list-style-type: none"> Accessible via touchscreen Available in 25 languages
Calibration time	One 15-20 second calibration per day* or after changing attachment
Overload warning	<ul style="list-style-type: none"> Truck/target Bucket
Printer / Type**	Thermal printer. Printouts can also be exported as pdf to USB
Printer / Connectivity	USB
Printer / Information on printout	<ul style="list-style-type: none"> Company name, location, address and phone number, free text field Date and time Customer name Work order name Target Total weight, weight per compartment, weight per material Bucket count

*Depending on working conditions

**Optional equipment

Load Assist in detail

OPERATOR COACHING APP

Machine availability	Volvo L60H, L70H, L90H, L110H, L120H, L150H, L180H, L220H, L260H, L350H
Unit of measure	Meters, litres, yards and gallons
Rear-view camera	YES, when reversing only
Other app integration	Information messages are displayed from other applications while working in Operator Coaching and vice versa.
Data/results	Linked only to individual operator profiles. Maximum 40 profiles allowed
Data transferred via Cloud service	N/A
Data transferred via USB	N/A
Data transferred via CareTrack	N/A
Printer / Connectivity	None
Screen views	3 views: main, interactive help and historical (graphs)
Measurements (which constitute overall score)	Idling, brake, throttle, lock-up*
• Idling	% of operating time the machine is standing still with neutral gear active. Lower is better
• Brake	The consumed brake energy per travel segment. Lower is better
• Throttle	% of pedal position movement under > 75%. Higher % in the circle is better
• Lock-up	% of distance driven with transmission lock-up engaged. Higher is better
• Consumption	Total consumption measured since last reset
• Operating time	Total operating time measured since last reset
• Distance	Total distance measured since last reset
• Average consumption	Average consumption measured since last reset
Overall score	Provides a summary evaluation based on the overall score "measurements"
Overall score graph	Provides a quick view of the overall score from the previous 2 hours
Resets	Manually performed through the menu OR after 8 hours of machine shutdown
Interactive help	Information on the switches located on the A-pillar
Notifications	Live status of automatic functions, plus basic suggestions for more efficient driving. Live operator feedback.

*The Lock-up dial disappears if the transmission lock-up option is not detected.



Operator Coaching app: put to the test

I think it's a great tool. A new operator might not know where all the controls are for example, but just push a button and all the information you need on machine functions appears on screen.

I think it's fantastic, I probably check my score on the app 10 times a day! I want to see how I can improve and it has almost become a daily competition to get the best out the machine and get the best score possible!

I check my score every day, it's great to see if I have improved since the last check. The system makes me constantly think about those small changes which can have a big impact on my score and help me get the best result possible.

You might think after 30 years doing this job that there was nothing I could be taught, but even I have changed the way I work. I now think about how I can get more out of the machine and be more profitable in the long run.

I find it really useful. The system will tell me when to activate the Boom Suspension System, when to activate Lock-Up and flag up any changes I need to make to my operating style, like not riding the brakes and the throttle at the same time. It's great for me and would be so helpful for new operators too.

Operators from USA, Denmark and Sweden

MAP APP*

Machine availability	Volvo L60H, L70H, L90H, L110H, L120H, L150H, L180H, L220H, L260H, L350H
Positioning	Machine GPS
Communication	3G SIM or 4G dongle
Number of connected machines	1 to 50
Speed limit warnings	Road speed limit, speed limit zones, site speed limit
Restricted areas warning	When entering a specified no-go zone
Single lane sections warning	When a predefined single lane road is occupied, with no room for machines to pass each other
Point of interest	14 types
Traffic signs	6 types

*A SIM-card and mobile connection are needed to enable this app.

TIRE PRESSURE MONITORING APP

Machine availability	Volvo L110H, L120H, L150H, L180H, L220H, L260H, L350H
Sensors	
• Pressure range	33 to 1296Kpa
• Accuracy	±14 kPa
• Operating frequency	434.10 MHz
• Operating temperature range	-40°C to +125°C
• Storage temperature range	-50°C to +125°C
• Battery	Internal, non-rechargeable, non-replaceable
• Dimensions	Width 2.95cm x Height 3.30cm
• Tire fill	Liquid or air
• Pressure readings	Sensors take pressure and temperature readings every 16 seconds
Exterior signal transceiver	
• Modulation mode	FSK
• Accuracy	±14 kPa
• Operating frequency	434.10 MHz
• Input voltage range	12/24VDC
• Dimensions	Width 12.38cm x Height 17.78cm
Units of measure	Pressure: kPa, bar, psi
	Temperature: °C and °F
Data transferred via Cloud service	N/A
Data transferred via USB	N/A
Data transferred via CareTrack	Matris data can be accessed through CareTrack
Notifications	Alerts for incorrect inflation and high tire temperature

RADAR DETECT APP

Machine availability	Volvo L60H, L70H, L90H, L110H, L120H, L150H, L180H, L220H, L260H, L350H
Supply voltage	8 to 16V (protected against reverse polarity)
Supply current	120mA
Frequency ISM Band	24.000 GHz - 24.250 GHz (USA, EU Member states and EFTA countries)
Sensitivity	Ability to detect a person of average child size
Max. transmit power	20dBm (EIRP) ETSI 300 / 440 compliant with 250MHz bandwidth
Detection area	6m, divided in 5 equally sized segments
Obstacle reaction delay	50ms.
Camera	
• Video signal	PAL = 720(H)x576(V) 50fld/s. 1 Vtt composite video into 75 Ohm
• Sensor element	¼" CMOS digital image sensor. 640 H x 480 V
• Light sensitivity	<0,05 Lux
• Dynamic Range	80dB
• Power input	12 - 24V/DC
• Power consumption	Max. power at 24V 0,15A = 3,6W
• Weight	0,21kg
Operating temperature	-40°C to +85°C
Ingress protection	IP67 according to IEC 60529

APPS AVAILABILITY

		L60H	L70H	L90H	L110H	L120H	L150H	L180H	L180H High-Lift	L220H	L260H	L350H
LOAD ASSIST	On-Board Weighing app				X	X	X	X		X	X	X
	Operator Coaching app	X	X	X	X	X	X	X		X	X	X
	Tire pressure monitoring app				X	X	X	X		X	X	X
	Map app	X	X	X	X	X	X	X		X	X	X
	Calculator, Notes, Weather apps	X	X	X	X	X	X	X		X	X	X
	Integrated Radar detect	X	X	X	X	X	X	X		X	X	X



Volvo Construction Equipment
volvoce.com

CONNECTIVITY PACKAGE / ACTIVE CARE DIRECT ACTIVATION AGREEMENT

Customer:	Phone:
Main Contact:	Email:
Machine Model:	Serial Number: Tag #:

Contract Terms *(check off options):*

- ☐ Free for first 4 years for Connectivity Package (CareTrack, AntiTheft, Production), API (contact Volvo), GPS only, no satellite
- ☐ Active Care Direct – Free for first year

Free subscriptions do not include satellite reception.

Paid Subscriptions:

Free	Monthly	Yearly	
<input type="checkbox"/>	<input type="checkbox"/> \$27	<input type="checkbox"/> \$325	Connectivity Package (CareTrack) Location/Mapping, Hour Meter Reading
<input type="checkbox"/>	<input type="checkbox"/> \$27	<input type="checkbox"/> \$325	Operation reports, status reports, utilization (idle) machine reports, work shifts
<input type="checkbox"/>	<input type="checkbox"/> \$49	<input type="checkbox"/> \$590	ActiveCare Direct 1 Year subscription – 24/7/365 machine monitoring & reporting
<input type="checkbox"/>	<input type="checkbox"/> \$31	<input type="checkbox"/> \$368	ActiveCare Direct 1 Year subscription – 24/7/365 machine monitoring only
<input type="checkbox"/>	<input type="checkbox"/> \$31	<input type="checkbox"/> \$368	ActiveCare Direct 1 Year subscription – 24/7/365 machine reporting only

The following are not standard and can be purchased at additional costs:

- ☐ \$22.08 ☐ \$265 Production (ART) model specific to ART, must also subscribe to reports
- ☐ \$22.08 ☐ \$265 Anti-theft (EXC) model specific to EXC
- ☐ \$22.08 ☐ \$265 Satellite coverage can be added where cellular service is weak

\$_____ \$_____

☐ Invoice Annually ☐ Invoice Monthly PO#_____

THIS DOCUMENT IS A CONTRACT INCLUDING IMPORTANT TERMS AND CONDITIONS. I HAVE REVIEWED AND ACCEPT ALL TERMS AND CONDITIONS INCLUDING WITHOUT LIMITATION OF THOSE ON THE ACCOMPANYING PAGE OF THIS CONTRACT. I HAVE READ THIS CONTRACT AND AUTHORIZE THE ENTRY OF THE ABOVE ORDER TO THE TERMS AND CONDITIONS CONTAINED HEREIN.

☐ Check if this is a renewal contract

Activation Date:	1 st YR End Date:
Territory Manager:	2 nd YR End Date:
TM Signature:	3 rd YR End Date:
Customer Signature:	4 th YR End Date:
	5 th YR End Date:
	Branch:

SUBMIT TO YOUR SALES COORDINATOR WITH DELIVERY PACKAGE

ALBERTA REGION – TELEMATICS ADMINISTRATOR, KENNEDY MORRISON
 ATLANTIC REGION – TELEMATICS ADMINISTRATOR, PAT CALLAHAN
 ONTARIO REGION – TELEMATICS ADMINISTRATOR, JANIC CRIPPS
 QUEBEC REGION – TELEMATICS ADMINISTRATOR, NATHALIE ALLAIRE

ALL CONTRACTS MUST BE SIGNED AND SUBMITTED TO VOLVO WITHIN 30 DAYS OF DELIVERY DATE.

FREE SUBSCRIPTION PERIOD BEGINS ON ACTIVATION DATE NOT EQUIPMENT SOLD DATE.

FIRST PAYMENT TO BE MADE OR PROVIDED FOR AT THE TIME CONTRACT IS SIGNED.

MINIMUM 1 YEAR SUBSCRIPTION. SUBSCRIPTION RENEWS AUTOMATICALLY AFTER FREE PERIOD EXPIRES AND WILL BE BILLED MONTHLY UNLESS AND UNTIL CANCELED BY CUSTOMER IN WRITING WITHIN 30 DAYS TO SELLING BRANCH.



REQUEST FOR DECISION

SUBJECT:	Purchase Of One New Street Sweeper		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER: JF
DEPARTMENT:	OPERATIONS	DIR: RA	PRESENTER: LB
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite)

Expenditure and Disbursement Policy (Policy No 1018)

Vehicle and Equipment Replacement Policy (Policy No 4006)

RECOMMENDED ACTION:

MOTION: That Council approve the purchase of one new 2022 Broom Bear street sweeper from Joe Johnson Equipment with an upset limit of \$352,250.00 with funds to come from Operations 2022 Interim Capital Budget

BACKGROUND/PROPOSAL:

Council has approved in the 2022 Interim Capital Budget with the purchase of one replacement street sweeper for the Hamlet of Grande Cache. Joe Johnson Equipment (JJE) is a Canoe Procurement vendor for Elgin with one Broom Bear unit that meets Greenview's required specification that is in production que currently. A new Elgin Broom Bear is of comparable size to current 1995 Elgin Eagle unit being replaced with the major difference being the Broom Bear is a single engine with PTO driven hydraulic pump design and the current Eagle is a dual engine design. The single engine design is becoming the standard in street sweeper configuration. Estimated delivery is May 2022. Greenview currently has 2 Elgin sweepers and in 2021 JJE sold Greenview a Vactor 2100i sewer combo hydro vac. This vendor has provided excellent training, service, and parts availability in the past.

Supplier	Make	Model	Price per Unit	Comments
Joe Johnson Equipment	Elgin	Broom Bear	\$352,250.00	RMA Vendor, Delivery May 2022
Cubex Ltd	Schwarze	M6 Avalanche	\$352,650.00	RMA Vendor, Delivery July 2022
* Recommended by Administration				

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is Greenview will have reliable equipment to continue providing the level of service of cleaning the streets in Greenview's hamlets

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may choose to not award this purchase and have this purchase tendered to receive supply quotes. This will delay the purchase and may not receive the replacement for 2022 sweeping season.

Alternative #2: Council may choose to not award this purchase and not replace current street sweeper. This is not recommended as the current unit is 27 years old.

FINANCIAL IMPLICATION:

Direct Costs: \$352,250.00

Ongoing / Future Costs: Maintenance as required.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will inform the interested parties of Councils decisions accordingly.

ATTACHMENT(S):

- Broom Bear Brochure

- Spec sheet and quotation for recommended unit
- Expenditure and Disbursement Policy (Policy No 1018)
- Vehicle and Equipment Replacement Policy (policy No 4006)

ELGIN®

Subsidiary of Federal Signal Corporation

Broom Bear®



ELGIN BROOM BEAR®

POWERFUL, PROVEN, SINGLE ENGINE MECHANICAL SWEEPER

When contractors and municipalities need a durable sweeper that's easy and comfortable to operate, the Elgin Broom Bear is the sweeper of choice. From heavy duty construction debris, like millings or gravel, as well as light street maintenance, the Broom Bear has proven to be one of the most rugged and efficient sweepers in the industry. And the short wheelbase enhances maneuverability and makes the sweeper ideal for sweeping in tight cul-de-sacs.

Mounted on a commercially available Conventional and Autocar Cab-Over chassis with fully dualized controls and an intelligent single engine design that utilizes the chassis engine to power the sweeper, the Broom Bear features a large hopper and water tank, which means more productive sweeping time and fewer scheduled stops. A variable dumping height and 11 inch (279 mm) of hopper side-shift ensures easy dumping.



APPLICATION SOLUTIONS

Elgin Sweeper doesn't offer just one sweeping technology — we take an application-based approach to solving our customers' sweeping needs. Our team works with each customer to ensure that you get a machine that fits your specifications, with the right truck, engine configuration, fuel requirements, and options.

POWERFUL SUPPORT

Elgin sweepers are built for clean, backed for life. Throughout the life of the sweeper, we offer training to your team on proper use and maintenance. We have a world-wide network of experienced dealers with factory trained technicians and a local stock of OEM parts and accessories to ensure total customer peace of mind.

UNMATCHED QUALITY

The Broom Bear became part of the Elgin lineup 15 years ago and has been continuously improved. Manufactured in an ISO:9001 certified plant, Elgin Sweepers are quality inspected and functionally tested prior to shipment. Paint prior to assembly ensures uniform, durable coverage. Broom Bears are proudly assembled in the U.S.A.



HIGH PRODUCTIVITY SWEEP SYSTEM

- High torque diesel engine is teamed with Freightliner® M2, International® Durastar®, or Autocar® Xpert® chassis to create one of the most powerful and reliable single engine packages in the industry.
- The control console, located between the operator stations, provides quick, easy access. All sweep function switches have tactile-feel surfaces, so operators can work the panel while keeping their eyes focused forward, for increased productivity and safe operation.
- Dual free-floating gutter brooms that adjust to variable road surfaces, a sweep path of 120 inches (3,048 mm) with an additional extension of up to 144 inches (3,657 mm) when both brooms are pinned to outer points, and a powerful free floating direct drive main broom, ensure reliable and complete pickup of debris.
- Superior dust control is maintained with in-cab zone controlled, dual diaphragm water pumps and a 360 gallon (1,363 L) water tank for long sweep times between refills.
- The 4.5 cubic yard (3.4 cu meter) hopper features a double-scissor lifting mechanism that is center mounted for greater stability and trouble free operation. Dumping height is variable up to 11 feet, 2 inches (3,404 mm) and an 11 inch (279 mm) side shift enables a cleaner more efficient unloading of material. Optional 5.4 cubic yard (4.1 cu meter) hopper available.
- The chassis cab is dualized with OEM parts, including full factory controls, steering, and OEM gauge package that is identical for both left and right operator stations.



EASY TO OPERATE. EASY TO MAINTAIN. BUILT TO LAST.



MAIN BROOM

The main broom is attached to a fully floating trailing arm to better conform to road contours. Performance is optimized using mechanical main broom suspension that dynamically adjusts to various road conditions while on-the-go. Lift and lower functions are controlled from the cab. Main broom arm bearings are sealed, can be re-lubricated and are self-aligning for self-adjustment when experiencing an uneven load which decreases wear and increases main broom life.

SIDE BROOMS

46 inch (1,168 mm) trailing arm, free-floating side brooms offer four-way motion and protection against damaging impacts. Pneumatic lift and extension control enhances performance while sweeping within a 10 foot (3,048 mm) wide path. Steel plate disc construction adds durability. Broom speed is controlled by hydraulic motors. Broom speed is constant and matched to the conveyor speed for optimal loading performance. Automatic settings control down-pressure, digging-pressure and wear-control. In-cab side broom pressure gauges and down-pressure control are standard.



SQUEEGEE TYPE CONVEYOR

A steel roller chain drives an 11-flight, squeegee-type conveyor to load debris into the hopper. The chain operates on polyurethane sprockets, which last longer. Conveyor speed is constant and matched to the broom speed for optimal loading performance. Conveyor operating height can be raised from the cab up to 3 inches (76 mm) to avoid larger debris and other obstacles. Conveyor bearings are sealed and self aligning for longer life.

HYDRAULIC SYSTEM

The Broom Bear features a 23 gallon (87 L) reservoir with an external level indicator and thermometer. The system includes twin pumps that are direct driven variable displacement piston type with load sensing to adjust flow based on hydraulic oil demand in sweeping gear to maximize efficiency and reduce heat.

SIMPLE, EASY-ACCESS MAINTENANCE

The Broom Bear was designed so that systems are accessible and easy to service. The hydraulic system with o-ring face seal fittings is designed for long life and leak-free operation. Heavy-duty waterproof electrical connectors and color-coded wires have stamped identification for quick location during troubleshooting. A stainless steel toolbox provides additional storage.

COMMERCIAL CHASSIS/SINGLE ENGINE

A high torque diesel engine is teamed with a Freightliner Business Class, International Durastar, or Autocar Xpert chassis to create one of the most powerful and reliable single engine packages in the industry. The straight forward, single engine layout provides greater fuel efficiency and simple maintenance.

POWER TRAIN

An Allison 3,500 RDS transmission, a 10,000 lb (4,536 kg) front axle and a 23,000 lb (10,433 kg) twin air spring suspension 2-speed rear axle complement the powerful single engine and provide the operator with hours of comfortable ride.



SUPERIOR MECHANICAL SWEEPER DESIGN

LARGE VARIABLE HEIGHT DEBRIS HOPPER

The Broom Bear features a variable-height, right side dump hopper with a capacity of 4.5 cubic yard (3.4 cu meters) volumetric. All hopper lift and dump controls are hydraulic and easily operated from in-cab console mounted controls. A 50 degree dump angle allows material to easily slide out.

A unitized, twin-cylinder, double scissors lift rated at 11,000 lbs (4,990 kg) unloads material at a minimum of 38 inches (965 mm) and a maximum of 11 feet, 2 inches (3,404 mm). Payload capacity is 10,000 lbs (4,536 kg) per load. An 11 inch (279 mm) side shift allows material to be unloaded into the center of a truck or container for cleaner dumping. A full hopper can dump and retract in 20 seconds for short intervals and up to 70 seconds at top height.



SUPERIOR DUST SUPPRESSION

A 360 gallon (1,363 L) removable water tank is made of corrosion resistant polyethylene. A 16 foot, 8 inch long (5.1 m) fill hose and water level indicator light located on the control console are standard. Water flow for the side and main brooms is in-cab zone controlled. The self-priming diaphragm pumps (run dry type, 40 psi) provide effective dust control. Three spray nozzles are positioned on each side broom and three on the main broom. Dual water pumps are standard.

MEMORY SWEEP®

Elgin's exclusive Memory Sweep feature allows the operator to resume all previous sweeper settings, even broom tilt if so equipped, with one touch control. This feature enhances operator productivity and reduces operator fatigue. Memory Sweep incorporates a multiscreen display that indicates engine hours and water tank level as well as system diagnostics. This screen also displays optional features such as broom tilt angle and broom hours.



UNIQUE APPLICATION VERSATILITY

*PATENTED CONVEYOR FLEXIBILITY

The Broom Bear comes standard with a squeegee type conveyor designed to provide versatile and reliable performance in a wide range of applications including aggregate and granular material pick up of gravel and millings, ideal for road construction contractors as well as general municipal sweeping, trash, leaves, and other organics.

The Broom Bear is also available with a belt conveyor for applications such as highway sweeping and general municipal sweeping where large debris is encountered.

THE ELGIN SQUEEGEE CONVEYOR

- Chain side-plate constructed from hardened steel for long life and smooth operation.
- Three-piece design for easy service without removing complete assembly.
- Thick, multi-ply rubber-edged flights provides efficient movement of debris into the hopper.
- Unique, interlocking, wavy-plate joint design prevents excessive wear and “thumping” over plate seams.
- Abrasion-resistant steel floor for durability.
- Direct-drive hydraulic motor for optimal power transfer to the conveyor system.

THE ELGIN BELT CONVEYOR

- Standard Chevron Belt.
- Full-width angled cleats move more material quickly to hopper for maximum productivity.
- Direct-drive hydraulic motor for optimal power transfer to the conveyor system.
- Improved hopper fill by throwing debris towards center of hopper.
- Heavy-duty poly/nylon belt construction resists stretching and requires fewer adjustments.
- Ribs between cleats enhance effectiveness of moving fine debris into the hopper.

The Broom Bear conveyors are designed to be interchangeable should a customer have different applications throughout the sweep season.



LOW EMISSIONS – ALTERNATIVE FUEL OPTION

The Elgin Broom Bear is available in a compressed natural gas (CNG) configuration. The Broom Bear single-engine mechanical sweeper is powered by the Cummins Westport ISL G natural gas engine, making it a fully certified EPA/CARB emission compliant street sweeper. Three 3,600 psi composite fuel tanks are conveniently packaged in the rear compartment minimizing impact to chassis wheelbase. The Broom Bear has a generous 51 diesel gallon equivalent fuel capacity - providing ample sweeping range.



OPTIONAL ENHANCEMENTS



LIFELINE® HOPPER SYSTEM

The Lifeline® hopper system is a specially designed hopper liner and finish system that greatly improves the life, durability, and functionality of a sweeper hopper.



IN-CAB SIDE BROOM TILT AND EXTENDED REACH

Allows operator to sweep effectively in variably-pitched gutters. On-the-go pitch adjustment with a simple variable rocker switch that displays proper broom angle. Extended reach allows the side broom to follow curbs and tight cul-de-sacs.



LIGHTING PACKAGES

The Broom Bear Sweeper can be equipped with a variety of optional lighting packages. Lighting packages are designed for flexibility based on customer requirements and can include strobes, beacons and arrow sticks.

ADDITIONAL OPTIONS:

- Outside cab, side broom down pressure control
- In-cab, side broom speed control
- 5.4 cubic yard hopper (4.1 cu meter)
- Hydraulic float main broom suspension
- PM10 compliance package
- Functional water control
- Automatic lubrication system
- Front spray bar

SPECIFICATIONS:

SWEEP PATH

Main broom only:
60 in (1,524 mm)

Main broom & one side broom:
90 in (2286 mm)

Main broom and 2 side brooms:
120 in (3,048 mm) up to 144 in (3,657 mm)
with pins in outer points

HOPPER CAPACITY

Volumetric Capacity: 4.5 yd³ (3.4 m³)
Material volume: 3.3 yd³ (2.5 m³)

HOPPER DUMPING

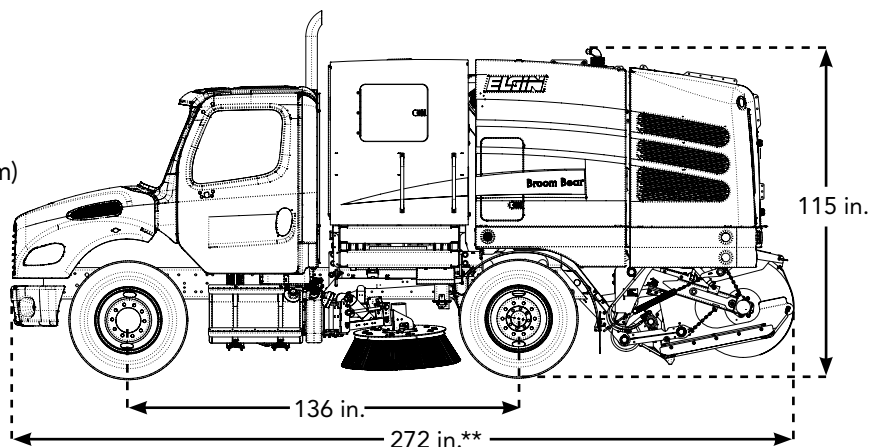
Minimum dump height: 38 in (965 mm)
Maximum dump height: 11 ft 2 in (3,404 mm)

WATER SPRAY SYSTEM

Tank capacity: 360 gal (1362 L)

CHASSIS

Conventional
Cab-Over



*Consult factory for warranty details **Transport mode

ELGIN SWEEPER IS YOUR PARTNER...

IN THE PLANNING

Instead of one-size-fits-all solutions, we'll work with you to select the sweeping technology that fits your specific needs.



IN THE STREETS

We're here to help you maintain your Elgin and train your operators to ensure the job is done right.



INTO THE FUTURE

Our dealers don't just sell you an Elgin; they're available to answer your questions and provide service for the life of the machine.



WARRANTY

Elgin Sweeper Company backs the Broom Bear sweeper with a one-year limited warranty. The Broom Bear is warranted against defects in material or workmanship for a period of 12 months from the date of delivery to the original purchaser. Optional extended warranty packages are available. Consult your Elgin dealer for complete warranty information.

Your Local Elgin Dealer Is:



elginsweeper.com

1300 W. Bartlett Road • Elgin, IL 60120 U.S.A.
(847) 741-5370 Phone • (847) 742-3035 Fax

Specifications subject to change without notice. Some items shown may be optional. Elgin® LifeLiner® and Broom Bear® are registered trademarks of Elgin Sweeper Company. Freightliner® is a registered trademark of Daimler Trucks North America, LLC. International® and Durastar® are registered trademarks of Navistar, Inc.

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LIMITED WARRANTY

Limited Warranty. Each machine manufactured by ELGIN SWEEPER COMPANY ("ESCO" or the "Company") is warranted against defects in material and workmanship for a period of 12 months, provided the machine is used in a normal and reasonable manner and in accordance with all operating instructions. If sold to an end user, the applicable warranty period commences from the date of delivery to the end user. If used for rental purposes, the applicable warranty period commences from the date the machine is first made available for rental by the Company or its representative. This limited warranty may be enforced by any subsequent transferee during the warranty period. This limited warranty is the sole and exclusive warranty given by the Company.

Exclusive Remedy. Should any warranted product fail during the warranty period, ESCO will cause to be repaired or replaced, as the Company may elect, any part or parts of such machine that the Company's examination discloses to be defective in material or factory workmanship. Repairs or replacements are to be made at the selling Elgin distributor's location or at other locations approved by ESCO. In lieu of repair or replacement, the Company may elect, at its sole discretion, to refund the purchase price of any product deemed defective. The foregoing remedies shall be the sole and exclusive remedies of any party making a valid warranty claim.

The ESCO Limited Warranty shall not apply to (and ESCO shall not be responsible for):

1. Major components or trade accessories that have a separate warranty from their original manufacturer, such as, but not limited to, trucks, engines, hydraulic pumps and motors, tires and batteries.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as, but not limited to, brooms, oils, fluids, filters, broom wire, shoe runners, rubber deflectors and suction hoses.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended by ESCO.
5. Repairs, modifications or alterations without the express written consent of ESCO, which in the Company's sole judgment, have adversely affected the machine's stability, operation or reliability as originally designed and manufactured.
6. Items subject to misuse, negligence, accident or improper maintenance.

NOTE The use in the product of any part other than parts approved by ESCO may invalidate this warranty. ESCO reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty. Nothing contained in this warranty shall make ESCO liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

THIS WARRANTY SHALL BE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ALL OF WHICH ARE DISCLAIMED.

This warranty is in lieu of all other obligations or liabilities, contractual and otherwise, on the part of ESCO. For the avoidance of doubt, ESCO shall not be liable for any indirect, special, incidental or consequential damages, including, but not limited to, loss of use or lost profits. ESCO makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine. No person or affiliated company representative is authorized to alter the terms of this warranty, to give any other warranties or to assume any other liability on behalf of ESCO in connection with the sale, servicing or repair of any machine manufactured by the Company. Any legal action based hereon must be commenced within eighteen (18) months of the event or facts giving rise to such action.

ESCO reserves the right to make design changes or improvements in its products without imposing any obligation upon itself to change or improve previously manufactured products.

ELGIN SWEEPER COMPANY
1300 W. Bartlett Road
Elgin, Illinois 60120



11-20-2007



Joe Johnson Equipment

Subsidiary Of Federal Signal Corporation

January 12, 2022

MD of Greenview
4806 36 Ave
Valleyview, AB
T0H 3N0

Re: Elgin Broom Bear Mechanical Sweeper Quotation

We would like to take this opportunity to thank you for your interest in Joe Johnson Equipment (JJE) and Elgin's industry-leading line of innovative street sweeping products.

JJE is pleased to present the following budgetary quotation to provide one (1) new Elgin Broom Bear Mechanical Street sweeper, mounted on a new Freightliner M2 Chassis.

We appreciate the opportunity to assist with this equipment requirement and ask that you not hesitate to contact us should you require additional information.

Respectfully Submitted,

Jay McLean
Regional Sales Manager Northern Alberta
Cell – 587.337.5979
jmclean@jjei.com



705.733.7700



705.733.8800



2521 Bowman St. Innisfil, ON L9S 3V6



jjei.com



info@jjei.com



Joe Johnson Equipment

Subsidiary Of Federal Signal Corporation

Quotation

To provide One (1) new Elgin Broom Bear Four Wheel Mechanical Sweeper, mounted on a new Freightliner M2 chassis standard equipped as described below:

General Specs:

- Sweep Path: Main broom only – 60", Main broom & one side broom – 90" & Main broom & two side brooms – 120"
- Commercial Class 7 Chassis
- Rear-view camera system
- 1 year parts and labor warranty on sweeper
- Broom Bear Service Manual

Main Broom:

- Prefab disposable polypropylene filled
- 34" diameter
- 60" length
- Disposable steel tube core
- Constant speed
- Hydraulic motor with direct drive
- Closed loop hydraulic spring digging pressure and wear control
- Hydraulic life control
- Full-floating trailing arm mounted
- In cab dial down pressure indicator

Side Brooms:

- Disposable 5 or 6 segment, plastic type
- 46" diameter 26" wire broom material
- Steel disc construction
- Adjustable speed on side of machine
- Full hydraulic drive
- Pneumatic digging pressure and wear control from cab (***see additional enhancements***)
- Pneumatic lift control (***see additional enhancements***)
- Feel-floating and full side-ways oscillation flexibility
- Trailing arm mount

Conveyor:

- Belt type with molded-in rubber cleats
- Rubber reinforced fabric belt





Joe Johnson Equipment

Subsidiary Of Federal Signal Corporation

- Variable speed with auxiliary engine RPM
- 9" oscillation for large object passage flexibility
- Reversible direct drive hydraulic motor
- Pneumatic lift control
- Sealed, self-aligning, re-lube bearings

Instrumentation/Controls:

- Warning lamps and buzzer for low hydraulic oil and conveyor stall
- Warning lamps for hydraulic oil temperature, hydraulic oil filter restriction, low water spray, broom position, hopper position, water tank level
- Hopper up Constant Alarm.
- Hydraulic Oil Temp Display (in Cab)

Electrical System (Chassis):

- 160 amp alternator
- (2) Group 31, 1850 CCA batteries
- Activated by ignition switched constant duty solenoid (except lights) circuit protection
- Hot stamp identified with weatherproof connectors

Hydraulic System:

- Variable displacement sweep system pump
- 22GPM capacity
- O-ring face seal fittings
- 23 gal reservoir capacity
- 100 mesh inlet strainer
- 6 micron return filter
- Filter restriction indicator
- 10 micron breather
- Externally mounted cooler
- Electro-hydraulic valves

Hopper:

- 4.5 yd³ volumetric capacity
- 3.3 yd³ material volume
- Electro-hydraulic in cab hopper lift and dump controls
- Inspection door
- Right side dumping
- Minimum dump height of 38"
- Maximum dump height 10'



705.733.7700



jjei.com



705.733.8800



info@jjei.com



2521 Bowman St. Innisfil, ON L9S 3V6



Joe Johnson Equipment

Subsidiary Of Federal Signal Corporation

- Maximum hopper dump angle 50°
- 12,000 lbs. design lift capacity
- Two stage scissors with hydraulic cylinders lifting mechanism

Water Spray System:

- Polyethylene tank construction
- 360 gal tank capacity
- 15' 0" fill hose with 2.5" NST hydrant coupling
- Electric diaphragm pump
- 3 spray nozzles across main broom and over each gutter broom
- 80 mesh plastic housing water filter
- In cab pump control and flow control valves at each side broom

Mounted on a new Freightliner M2 Chassis

- Detailed specifications available upon request

Additional Enhancements Included:

- Hopper Up Constant Alarm
- Hopper Full Indicator
- Sweeper Service Manual
- Hydraulic Oil Temp Display (In Cab)
- Package 2: Dual Rear/Single Hopper Beacon; LED With Guard
- Left Hand Sidebroom Tilt with Indicator
- Right Hand Sidebroom Tilt with Indicator
- Variable Speed Conveyor & In Cab Variable Speed & Reverse Control Sidebrooms
- Rubber Belt Conveyor (In Lieu Of Standard Squeegee) (No Charge)
- 25' Water Fill Hose
- Water Sidebroom Function Control
- Full Width Front Spray Bar
- Air Purge for Water System
- LED directional Arrow-stick





**Joe Johnson
Equipment**

Subsidiary Of Federal Signal Corporation

Purchase Price\$352,250.00

Terms & Conditions

Prices are in Canadian Dollars, taxes extra

Payment Terms: Net 30 Days

FOB: Valleyview/Grande Cache, AB

Delivery: To Be Advised

***** Quote Valid for 14 days *****



Title: EXPENDITURE AND DISBURSEMENT POLICY

Policy No: 1018

Effective Date: June 8, 2020

Motion Number: 20.06.339

Supersedes Policy No: NONE

Review Date: June 8, 2023



Purpose: To establish expenditure control guidelines by identifying processes for the efficient procurement and payment of goods and services for Greenview in support of effective operations based on the following principles:

- Council recognizes the need for the prompt payment of accounts and delegates the authority to disperse funds for all budget-approved expenditures to the CAO and designates to the levels authorized under Procedure Section 2.
- Greenview is subject to two trade agreements, the New West Partnership Trade Agreement (NWPTA) and the Agreement on Canadian Free Trade Agreement (CFTA). These two agreements must be adhered to for all expenditures that occur within their respective limits.

Greenview will not consider purchasing or procuring goods or services from any contractor or supplier that is involved in litigation against Greenview. No consideration will be given for a period of five years from the conclusion of the litigation unless otherwise directed by Council.

DEFINITIONS

ACAO means the Assistant Chief Administrative Officer.

Administration means Greenview's Chief Administrative Officer and employees of Greenview

Associated Expenditure Officers means the individuals that are identified by the respective department's General Manager or Manager. These officers are delegated a limited amount of expenditure on behalf of the responsible Department Budget Manager. The Chief Administrative Officer or any General Manager or CFO, or Manager providing this delegation to their staff is responsible to provide, in writing, to the Finance and Administration Manager; the name of the employee, the expenditure limit, and a copy of the employees' signature.

Accounting Officer means an individual that is a member of the finance team, such as the Manager of Finance and Administration, Manager of Financial Reporting, Staff Accountant and CFO and any version of these titles.

Capital Budget means the annual Greenview capital budget as approved by Council.

Capital Expenditure means the purchase of an item identified in the Capital Budget.

CFTA means the Canadian Free Trade Agreement and any amendments thereto.

CAO means the person appointed as the Chief Administrative Officer of Greenview in accordance with the *Municipal Government Act*.

CFO means the Chief Financial Officer for Greenview.

Council means council for the Municipal District of Greenview No. 16.

Department Budget Manager means the manager who is ultimately responsible for the department's budget. The individual who creates and presents the department's proposed budget to Council.

Emergencies means when the lack of immediate action would jeopardize operations or equipment, disrupt critical public services or involve public or staff safety.

Expenditure Officer means the individual that has the authority to sign contracts, ~~purchase orders~~ and invoices for payment. Typically, an Expenditure Officer will be the Chief Administrative Officer, General Manager, Manager or Assistant Manager responsible for a department, who is accountable for the department's budget control and administration.

Generally Accepted Accounting Principles means a common set of accepted accounting principles, standards, and procedures that organizations (public and private) and their accountants follow when they compile their financial statements. GAAP improves the clarity of the communication of financial information.

Goods means a manufactured item.

Litigation means the filing of an action in a court of law.

Nepotism means the practice among those with power or influence of favouring relatives or friends.

NWPTA means the New West Partnership Trade Agreement and any amendments thereto.

Operating Budget means the annual Greenview operating budget as approved by Council.

Purchase Card means a Greenview issued gas or credit card.

Quote means the price bid obtained in writing from a supplier of goods or services, but does not include a tender.

Service means any work or duties performed, including any materials provided.

POLICY

1. Greenview Council hereby establishes a policy for consistent, fair, and transparent purchasing practices while ensuring efficient allocation of available resources in accordance with the *Municipal Government Act*, the NWPTA, and the CFTA. Council realizes that they have a responsibility to its ratepayers to maximize the value of the tax revenue when purchasing Greenview goods and services.
2. The overall responsibility for implementing and monitoring the annual budget rests with the CAO. The CFO has the overall responsibility for budget reporting and to ensure that all

expenditures are a legitimate claim against Greenview, are within established authorities, and have been either authorized in the annual budget or approved by resolution of Council.

PROCEDURE

1. Responsibilities

1.1. *Expenditure Officers responsibilities include:*

- 1.1.1. Authorizing a proposed expenditure or disbursement within the financial limits established in this policy.
- 1.1.2. Abiding by the NWPTA and CFTA when conducting tender calls, request for proposals or request for Quotes.
- 1.1.3. Certifying that the amount of a proposed expenditure or disbursement is fair and just; and within applicable policies.
- 1.1.4. Initiating a disbursement that is consistent with the purpose for which the money is available.
- 1.1.5. Managing program or service delivery within Council approved budget allocation.
- 1.1.6. Verifying that the goods and services have been received or the work has been performed satisfactorily.
- 1.1.7. Verifying that a request for cheque is supported by adequate documentation.
- 1.1.8. Verifying the accurate coding of invoices related to their financial budget responsibility.
- 1.1.9. Verifying that purchase card (credit and gas) procedures are followed.
- 1.1.10. Verifying all invoices and/or receipts are submitted to Accounts Payables.
- 1.1.11. Delegating limited expenditure approval to their department's staff, as the Department's Budget Manager sees fit, and ensuring that all related documentation is submitted to Finance.

1.2. *Associated Expenditure Officers responsibilities include:*

- 1.2.1. Authorizing expenditures or disbursements within the expenditure limit delegated by their manager.
- 1.2.2. Signing and receiving a copy of every invoice for the items they have purchased on behalf of Greenview.
- 1.2.3. Ensuring invoices are authorized, signed and goods or services are received.

1.3. *Accounting Officers responsibilities include:*

- 1.3.1. Creating and verifying that adequate processes and controls are in place to safeguard against any material accounting misstatement and following the guidelines outlined within this policy.
- 1.3.2. Verifying that a proposed expenditure or disbursement has been properly authorized by an Expenditure Officer.
- 1.3.3. Verifying that a proposed expenditure or disbursement is for the purpose authorized by the approved budget, and is consistent with the purpose for which the money is available.
- 1.3.4. Verifying that the expenditure is recorded in the appropriate fiscal and reporting period.
- 1.3.5. Verifying that the required supporting documentation is complete and readily available.

- 1.3.6. Verifying that the expenditure is charged to the appropriate general ledger account.
- 1.3.7. Verifying that the proposed expenditure or disbursement does not contravene any applicable policy or other legislative authority.
- 1.3.8. Arranging pre-authorized payments to be made directly from Greenview's bank account with authorization from the CFO.
- 1.3.9. Arranging direct deposits to be made to Greenview's bank account with the authorization from the CFO.
- 1.3.10. Ensuring that the CFO and any applicable staff are made aware of any budget to actual concerns that the accounting officer may become aware of during their daily duties.
- 1.3.11. Ensuring that the accounting practices are acceptable under the Generally Accepted Accounting Principles.
- 1.3.12. Preparing monthly department budget to actual reports.
- 1.3.13. Preparing and presenting to Council the organizational quarterly budget to actual report.

2. General Provisions

- 2.1. All expenditures shall be included in the current year's budget or be approved by a resolution of Council.
- 2.2. Greenview's Expenditure Officers may make an expenditure that is included in the approved operating and capital budgets up to the financial limits established in this policy or as otherwise approved by resolution of Council.
- 2.3. A resolution of Council is required for all unbudgeted expenses and all unbudgeted capital expenditures over \$200,000.
- 2.4. Expenditure Officers are authorized to commit Greenview for all purchases that have been approved in the annual budget as follows:
 - 2.4.1. CAO up to the maximum budget allocation for operational expenses;
 - 2.4.2. ACAO, General Managers, CFO, up to \$500,000;
 - 2.4.3. Department Managers up to \$50,000;
 - 2.4.4. Assistant Managers up to \$10,000;
 - 2.4.5. Executive Assistants-up to \$5,000;
 - 2.4.6. All other designated staff up to \$1,000.
 - 2.4.7. Other staff as delegated in writing by the Expenditure Officers.
- 2.5. Operating expenditures that exceed the Council approved operating budget by less than \$10,000.00 but still remain within the overall department budget may be approved by the CAO or designate. If the over expenditure does not remain within the total department budget, the expenditure shall be presented to Council for approval.
- 2.6. Capital expenditure for equipment or vehicles that exceeds Council's approved budget by less than \$10,000.00 or 10% and will remain within the department's overall capital budget, may be approved by the CAO provided that such capital expenditure does not exceed the financial approval limits in this policy.

- 2.7. Any operational expenditure approved by Council by resolution may be awarded and/or actioned by Administration, excepting Request for Proposals, which must be awarded by Council.
- 2.8. Any capital expenditure approved by Council in budget or by resolution may be awarded and/or actioned by Administration to a maximum of \$200,000.00, excepting Requests for Proposals, which must be awarded by Council. Purchases greater than \$200,000 on a capital expenditure that is not part of a tendered project must be approved by resolution of Council.
- 2.9. Any capital expenditures awarded or actioned by Administration will be reported to Council via the monthly manager's reports and will include: Budgeted amount, Company name and values of compliant bids received, the name of the successful bidder, a list of bidders submitting non-compliant bids.
- 2.10. Staff will not engage in nepotism and will make any conflict of interest (actual or perceived) known to the CAO. If the staff person in question is the CAO, they will make any conflict of interest known to Council.
- 2.11. Expenditure Officers shall not authorize an expenditure or disbursement where they are directly involved in the transaction, except in the case of attending training, conferences, travel and accommodations associated with work. The expenditure claim or credit card receipt/invoice should clearly state the reason for the expenditure or claim.
- 2.12. Expenditure authority may be delegated in the absence of the responsible Expenditure Officer. The CFO and Manager of Finance and Administration must be notified in writing prior to the delegation of the Expenditure authority.
- 2.13. A current listing of approved Expenditure Officers or associated Expenditure Officers, with specimen signature and applicable expenditure authority shall be maintained by the Manager of Finance and Administration and copied to Accounts Payable.
- 2.14. Due to reasons of standardizations, economies of scale, vendor familiarity or required expertise, the following types of expenditures are coordinated by the manager or department as identified below:
 - 2.14.1. Stationery and office supplies by Administration Office Reception;
 - 2.14.2. Office furnishings by Facility Maintenance;
 - 2.14.3. Office equipment by Information Technology;
 - 2.14.4. All electronic equipment and software purchases for use in conjunction with Greenview's Network Infrastructure must first be reviewed by Information Systems Staff for compatibility and compliance with information Technology Standards employed throughout the organization;
 - 2.14.5. Vehicles (non-emergency) and heavy equipment by the Manager of Operations with input from the Fleet Coordinator and the receiving department's manager;
 - 2.14.6. Emergency vehicles by the Manager of Protective Services and Sergeant, Enforcement Services;
 - 2.14.7. All Greenview insurance by Corporate Services.
- 2.15. Reacquisitions, purchases, expenditures or contracts may not be divided in order to avoid the financial limits of this policy or the limits established in the NWPTA or the CFTA.

3. Marketing and Media Placement

- 3.1. Advertising, signage, print and marketing materials must be approved by the Communications Manager.

4. Emergency Expenditures

- 4.1. Unbudgeted expenditures may be undertaken in the event of an emergency situation where the Expenditure Officer must make purchase decisions efficiently to bring the emergency situation under control.
 - 4.1.1. Emergency expenditures may be authorized by the CAO or designates.
 - 4.1.2. All such expenditures shall be reported to Greenview Council at the next available opportunity.
 - 4.1.3. Proper documentation of all emergency expenditures is required.

5. Contracts

- 5.1. Written contracts should be used in situations where there is a need to specify in writing the requirements for supply or continuing supply of goods or services, and the need to identify each party's degree of responsibility and or liability in the case of damage, default or loss.
 - 5.1.1. The Expenditure Officer must ensure that the necessary holdback percentage is withheld from progress payments where there is a holdback charge to compensate for potential defective work or claims from third parties. Progress payment or invoices related to contracts should be approved only after the person responsible for the contract certifies performance of services or receipt of goods or confirmed the percentage of work completed. Generally, this performance certificate is supplied by an engineering firm or project contract manager.
 - 5.1.2. A statutory declaration and WCB declaration must be obtained from the contractor and the third parties where required to discharge all claims and obligations against Greenview before payment is made and before any holdback or deposit is released. All defects must be corrected before the final payment is approved and security deposits are returned.

6. Cheque Requisitions

- 6.1. Cheque requisitions are required for:
 - 6.1.1. All grant expenditures; and
 - 6.1.2. All expenditures where an invoice is not available such as the School Requisitions, etc., except for personal expense claims, these will be paid based on the personal expense claim and the manager's approval of the claim.

7. Expenditure Approval

- 7.1. The ACAO may approve expenditures up to the CAO limit while serving as the designated Acting CAO. When the Acting CAO signs in the absence of the CAO, they shall include ACAO after signature to indicate to the Accounts Payables department their authority to sign higher expenditure limits.

- 7.2. To avoid penalty charges the CAO, Manager of Finance and Administration or the CFO may approve an invoice related to ongoing operations, such as gas, electric or utility invoices, with a copy being shared with the responsible Expenditure Officer.

8. Purchasing Methods

- 8.1. Direct purchases from a supplier paid by credit card must comply with the provisions of this policy. Employees who occupy positions with delegated low dollar value purchasing authority in accordance with section 1.1.12 of this policy may be eligible for a purchase card upon approval by the CAO. Every card holder shall be informed of and must agree to the responsibilities and restrictions regarding the use of the purchase card.
- 8.2. Greenview's Expenditure Officers may sole source items that are equal to or less than \$10,000.00 if it is beneficial to the organization to do so.
- 8.3. Purchases between \$10,000.00 and \$74,999.99:
 - 8.3.1. Expenditure Officers must attempt to obtain a minimum of three Quotes. Quotes must be documented and include the date, name of the supplier and contact person, total cost of quote, and must be signed by the individual requesting the quote. Purchase must be initiated contract. In the event that the vendor provides a unique good, service, or software not readily available on the open market this must be noted in the contract.
 - 8.3.2. The use of Day Labour from service providers who have responded to Greenview's advertisement for Day Labour services and are included in Greenview's Day Labour Source Book, are considered to meet this requirement.
- 8.4. Purchases over \$75,000.00:
 - 8.4.1. Expenditure Officers must abide by the NWPTA for purchases over \$75,000.00 both the NWPTA and CFTA for purchases over \$100,000.00 (see table in Section 9.1). A written contract must be signed for all purchases over this limit. The written contract may be a sales agreement for vehicle and equipment purchases. All written contracts shall clearly indicate each party's responsibilities, date, duration of contract, and have the supplier's authorized agent's signature, and the appropriate Greenview signatures.

9. Tendering/ Requests for Proposals

- 9.1. Tenders or Request for Proposals must be issued in compliance with the NWTA and CFTA in accordance with the financial thresholds established in those agreements, unless such purchase is an excluded procurement as defined by the agreements.

Type	NWPTA	CFTA
Goods	\$75,000.00	\$100,000.00
Services	\$75,000.00	\$100,000.00
Construction	\$200,000.00	\$250,000.00

- 9.2. All tender or request for proposal notices must be posted on the Alberta Purchasing Connection Website www.purchasingconnection.ca. Additional means of tendering notices may also be used.
- 9.3. Greenview will use a weighted criteria to evaluate tender submissions over the NWPTA thresholds. The lowest bid meeting the tender or request for proposal requirements and/or specifications will normally be accepted. Justification in writing along with recommendation must be submitted if the lowest bidder is not selected. Normally the only acceptable reasons for selecting bidder that is not the lowest bidder would be:
 - 9.3.1. Low bidder does not meet specifications;
 - 9.3.2. Low bidder cannot deliver within the required time;
 - 9.3.3. The quality of performance of previous contracts or services may be in question;
 - 9.3.4. The acceptance of the low bid would result in higher overall end costs (such as operating or life cycle costs);
 - 9.3.5. The ability, capacity, experience and efficiency of the bidder.
10. The opening of tenders or requests for proposal must be completed in the advertised public setting.

Title: Vehicle and Equipment Replacement

Policy No: 4006

Effective Date: May 11, 2020

Motion Number: 20.05.279

Supersedes Policy No: NONE

Review Date: May 11, 2023



Purpose: To ensure Greenview maintains a modern and reliable vehicle and equipment pool, at the lowest overall cost, through establishing a standard of equipment procurement, disposal, replacement and sustainable funding. Fire services equipment will be evaluated separately.

DEFINITIONS

ACAO means the Assistance Chief Administrative Officer.

CAO means Chief Administrative Officer.

CFO means the Chief Financial Officer.

GM means General Manager of one of the major departments and includes the Chief Financial Officer.

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

Heavy Duty means a vehicle with a gross vehicle weight of greater than 10,000 lbs, including 1- ton trucks.

Life Cycle means the useful life of a vehicle or piece of equipment based on the average years, kilometres (km), or engine hours a vehicle or piece of equipment operates before maintenance becomes cost prohibitive.

Light/Medium Duty means vehicles with a gross vehicle weight of less than 8,500 lbs, including SUV's, minivans, ½ ton trucks.

Medium Duty means vehicles with a gross vehicle weight of between 8,500 and 10,000 lbs, including ¾ ton trucks.

SLT means Senior Leadership Team comprised of the GMs, CFO, A CAO and CAO.

POLICY

General Principles

1. Administration will recommend the type of equipment and vehicles that will be required to be replaced on a regular basis, to ensure the services of Greenview are provided as directed by Council.
2. Administration will endeavor to purchase the most economical and fuel efficient vehicles and pieces of equipment available and will recommend for purchase the most basic vehicle to suit the department's needs
3. Used vehicles and pieces of equipment may be considered for purchase.
4. Administration may consider leasing vehicles or equipment when economically feasible.
5. All fleet acquisition and disposal will be conducted through the legislated procurement processes and in accordance with Greenview purchasing policies.
6. In circumstances where a vehicle or piece of equipment becomes cost prohibitive to maintain or operate, before the end of its established life cycle, it may be considered for early replacement.
7. Upon review, if a vehicle or piece of equipment has continually performed at a high level, with a satisfactory maintenance record, that vehicle or piece of equipment may be considered for a life cycle extension.
8. Vehicles and equipment will be evaluated for replacement based on the following criteria:

VEHICLE/EQUIPMENT TYPE	TIME IN SERVICE (years/kms/engine hours/condition)
Light/Medium Duty Vehicles	10 years / 200,000 kms
Medium Duty Diesel Vehicles	10 years / 300,000 kms
Heavy Duty Vehicles	10 years / 300,000 kms
Graders	10 years / 7,500 hours
Loaders	10 years / 7,500 hours
Backhoes	10 years / 7,500 hours
Track Excavators	7,500 hours
ATV's/UTV's	15 years
Tractors (all types)	7,500 hours
Zambonis	10 years
Light Duty Mowers (zero -turn, self-propelled)	5 years
Gang Mowers	10 year
Water Tankers	20 years

Administrative Responsibilities:

9. Fleet Coordinator and Managers are responsible to recommend replacement of vehicles and equipment in accordance with this policy.
10. Vehicle accessories must be approved by the GM.

11. Vehicle replacement requests must be approved by the GM.
12. SLT must sign off on department requests for fleet vehicles above light/medium duty.

Equipment and Vehicle Fleet Reserve

13. Administration will establish an Equipment and Vehicle Fleet Reserve.
14. Administration will establish a Capital Reserve Replacement rate, taking into consideration the life span of the equipment and vehicle(s) and the estimated replacement cost.
15. Equipment and Vehicle Fleet Reserve replacement charges will be transferred to a capital reserve fund for equipment and vehicle replacement.
16. Fleet replacement and due to obsolescence or end of life cycle will be financed through the Equipment and Vehicle Fleet Reserve.
17. Fleet replacement due to physical damage will be financed through appropriate insurance procedures, with the balance for replacement coming from the vehicle replacement reserve.
18. Proceeds from the disposal of vehicles or equipment will be allocated to the Equipment and Vehicle Fleet Reserve.
19. Interest earned from the Equipment and Vehicle Fleet Reserve will be allocated to the reserve at year end.
20. Council shall authorize the transfer of funds to and from the reserve.



REQUEST FOR DECISION

SUBJECT: **Rural Fire Pump Review**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: February 22, 2022
DEPARTMENT: FACILITY MAINTENANCE
STRATEGIC PLAN: Infrastructure

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Rural Fire Pump Program, with relation to Capital expenditure FM22006 to standardize and upgrade the equipment for information as presented.

BACKGROUND/PROPOSAL:

In 1981, Council approved the implementation of the Rural Fire Pump Program which consisted of 7 pumps, when it began, situated in remote areas of the ID. The program allowed people in rural communities the opportunity to practice some fire prevention when in a situation where they had to have a controlled burn.

The program has expanded through the years to its current state which entails the use of 18 Rural Pump House locations and 5 Portable Trailers. All of the units consisting of a pump, 350' of pressure hose and a suction hose.

By 2013 the Rural Fire Pump Program reached the point that no further expansion was warranted. New boxes to house the pumps and hoses were constructed in their current locations. No capital expansion has happened since this date and Facility Maintenance has maintained the program out of their operational budget for minor repairs and replacements.

Repairs in the past 9 years consisted of replacing the 5 stolen pumps with the cheaper Power Fist ones, along with replacing 4 other pumps which failed again with the same cheaper versions. Fire hoses were replaced as they have failed. This has left us with 9 Power Fist pumps some of which are reaching the end of the usable lives and 14 Honda pumps ranging in age from 9 years to 26 years old.

Most of the capital expenditure is to bring the fire equipment to standardized format, and a higher level of reliability.

This program is designed in a pro-active way to aid ratepayers in preventing rural fire by having the equipment available to soak down the surrounding area prior to starting a fire. Unfortunately, quite often the equipment

is an after thought and not utilized until the ratepayer already has a fire which is getting out of hand. At that point, the systems become a critical safety device which if not functioning correctly could lead to significant property damage. The boxes have some labeling on them indicating they are for preventative use, but more needs to be done to make that obvious.

We are looking to add permanent signage to the fire pump boxes indicating they are not for fire fighting but instead for fire prevention. The cost of these modifications would also be included in the expenditure. There is a cost breakdown in the attachments.

BENEFITS OF THE RECOMMENDED ACTION:

1. Upgrading and standardizing the equipment used will allow for a more reliable program, which will provide a benefit to ratepayers by consistent application across the MD.
2. Better communication of when the equipment is to be used and how to use it will reduce any potential liability of someone using the system incorrectly.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no perceived disadvantages, other than the capital cost of the upgrade.

ALTERNATIVES CONSIDERED:

Alternative #1: We have studied the usage trends of the twenty-three units over the past couple of summers and have found 6 of the units are used often, another 6 units are used to some extent, and 11 of the units are used very little or not at all. Therefore, our first alternative would be to reduce the size of the program down to the area's where the equipment is used. We could then re-deploy the assets and would not need to spend capital money. There would also be reduced operational costs as the pumps still need to be checked, monthly even if they are not used.

Alternative #2: Do away with the current Rural Fire Pump Program and have the pumps available through Agricultural Services as a rental. Based on current usage patterns we believe having 3 pumps available in Valleyview, 2 pumps available in Grovedale and maintaining the 5 pumps at the Grande Cache Co-Ops and Nose Creek we would cover the current usage requirements. The other key benefit to this approach is we could have the users sign off they know the equipment is for prevention not firefighting.

FINANCIAL IMPLICATION:

Direct Costs: Capital purchase of equipment \$20,000. Should Council direct Administration to proceed with an alternative no capital will be required for 2022.

Ongoing / Future Costs: Ongoing cost would be the same or slightly less. Should Council direct Administration to proceed with an alternative, ongoing cost would be less depending on the amount of units reduced.

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):

- Rural Fire Pump Program Reference Material
- List of Rural Fire Pump Locations and usage last year
- Map of fire pump locations
- Project Price Estimate – Rural Fire Pump Program Upgrade
- Proposed sign for Fire Boxes

Rural Fire Pump Program Reference Material

We have 18 fire pump boxes like this one throughout the MD (see Map)



Inside every box is a 2" pump equipped with a cam lock suction hose and 350' of pressure hose equipped with a fire nozzle.



We also have 5 fire trailers which are located within communities and can be used where a water source isn't readily available.



Each Month in the Summer these units are checked by Facility Maintenance.



MUNICIPAL DISTRICT OF GREENVIEW

Used in 2021

Table

Often	6 to 10 times
Some	3 to 5 times
Occasional	1 to 3 times
Not	0 times

Area	Common Name	Rural Legal	Address	Pump #	Location Discription	Average usage	Notes
Pump Boxes							
N.F.C Water Point	New Fish Creek	NW-1-73-22-5	73049 RGE RD 221	#07	At Water Point	Often	
VV .NORTH	TWP 712	NE-11-71-22-5	22083 TWP RD 712	#20	At Edge of Driveway at end of TWP RD 712	Occasional	
VV .NORTH	Old High Priarie Road	NE-13-72-2-5	72252 Old High Priaire RD	#15	On Driveway of Residence left side of driveway	Often	
VV SOUTH	Davis	NW-3-68-22-5	68044 HYW 43	#01	End of Service Road right before driveway entrance	Occasional	
VV SOUTH	Anderson RD	NE-23-67-23-5	23111 TWP RD 674	#14	Entrance to Drive Way on TWP RD 674	Occasional	
VV SOUTH	Little Smoky Road	NW-27-67-21-5	67449 Little Smoky Road	#13	Entrance to Drive Way from Little Smoky Road	Not	
VV SOUTH	RGE 225	NE-6-70-22-5	70080 RGE RD 225	#04	Entrance to Drive Way from RGE 225	Not	Stolen In the Past
Sunset House	Kicenuik	SW-10-71-20-5	71129 RGE RD 203	#21	In Drive Way off of RGE RD 203	Not	
Sweathouse	Sweathouse Landfill	NE-32-69-19-5	19354 TWP RD 700	#06	On TWP RD 700 toward Sweathouse Transfer Station	Occasional	Stolen in the Past
Sweathouse South	RGE 212 or HWY 665	SW-14-69-21-5		#16	ON RGE RD 212 off of HWY 665	Not	Stolen In the Past
VV West	Sandy Bay	SE-8-71-23-5		#11	On Lakeshore DR on curve.	Often	
VV West	Boyd's	NW-27-70-24-5		#05	Entrance to Boyd's Lakeshore Properties	Occasional	
VV West	Narrows	NE-33-70-24-5		#10	Located at Stop Sign at Intersection 1 AVE and Sunset DR	Some	
VV West	Clarkson Valley Cousins	SE-3-71-25-5	25210 TWP RD 710	#03	Located at Entrance to Cousins Kenell off of TWP RD 710	Often	
VV West	Swan Lake RGE RD 262	NW-23-70-26-5	70379 RGE RD 262	#12	Located at start of Residence Drive Way off of RGE RD 262	Not	
North of DeBolt	North of DeBolt	SW-29-73-1-6	1466 TWP RD 734	#23	Located on Driveway off of TWP RD 734	Some	Used by the Fire Department
Puskwaska	Puskwaska Morrison	SW-4-75-26-5	26360 HWY 676	#08	Located on Driveway off of HWY 676	Occasional	
Grande Cache	Susa Creek Co Op	PT-057-7-6	500022 Susa CRK CO-OP	#09	Located in the Co-Op	Some	Stolen In the Past
Trailers							
Grande Cache Lake	Grande Cache Lake Co-Op	NW-8-57-7-6	500040 Kamisak	Trailer #4	Located in Grande Cache Lake on Grande Cache Lake Road	Some	
Grande Cache	Victor Lake	NE-27-56-8-6	60086 Victor Lk CO-OP	Trailer #1	Located in Victor Lake Co-Op	Some	
Grande Cache	Muskeg	SE-15-57-5-6	70014 Muskeg Seepee CO-OP	Trailer #3	Located in Muskeg	Some	
Nose Creek	Nose Creek	NE-34-66-11-6		Trailer #5	Located in Nose Creek follow end of the road	Often	
Little Smoky	Little Smoky	SE-25-66-22-5	23 22003 HWY 43	Trailer #2	Located in Hamlet of Little Smoky behind the general store	Often	



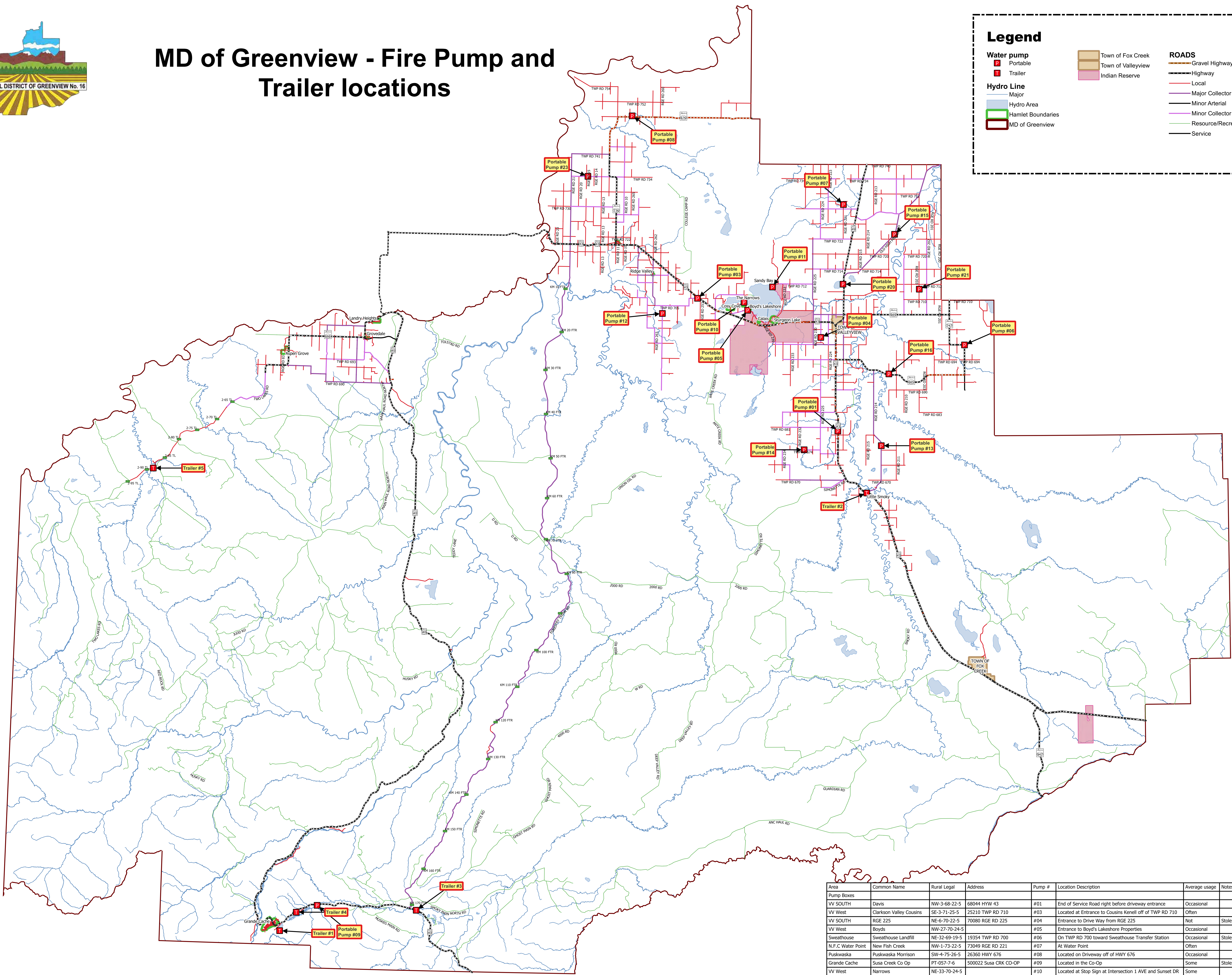
MD of Greenview - Fire Pump and Trailer locations

Legend

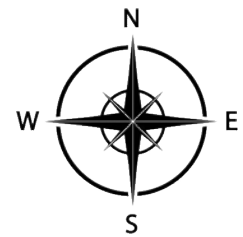
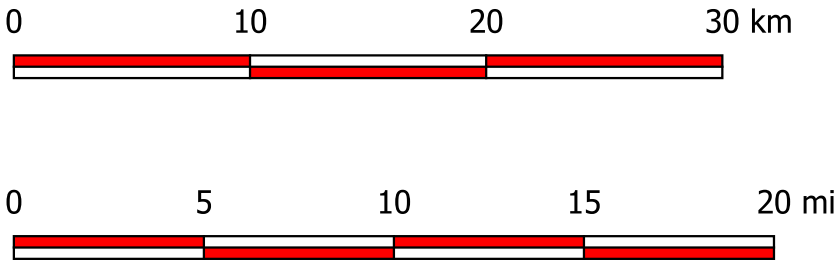
- Water pump**
Portable
Trailer

Hydro Line
Major
Hydro Area
Hamlet Boundaries
MD of Greenview
- Town of Fox Creek
Town of Valleyview
Indian Reserve

ROADS
Gravel Highway
Highway
Local
Major Collector
Minor Arterial
Minor Collector
Resource/Recreation
Service



Area	Common Name	Rural Legal	Address	Pump #	Location Description	Average usage	Notes
Pump Boxes							
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VV West	Swan Lake RGE RD 262	NW-23-70-26-5	70379 RGE RD 262	#12	Located at start of Residence Drive Way off of RGE RD 262	Not	
VV SOUTH	Little Smoky Road	NW-27-67-21-5	67449 Little Smoky Road	#13	Entrance to Drive Way from Little Smoky Road	Not	
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VV .NORTH	Old High Prairie Road	NE-13-72-2-5	72252 Old High Prairie RD	#15	On Driveway of Residence left side of driveway	Often	
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Nose Creek	Nose Creek	NE-34-66-11-6		Trailer #5	Located in Nose Creek follow end of the road	Often	



Scale 1:320,000

MD OF
GREENVIEW

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Projection: UTM Zone 11 NAD83 Date: February 10, 2022

Project Price Estimate



Project Name: Rural Fire Pump Program Upgrade

Date: 05-Nov-21

By: Brian Patterson

Program Description

Currently we have 23 pumps in varying stages of their life cycles. The original program had purchased Honda Pumps for the locations but through theft and breakdowns several of the pumps have been replaced with an inferior Power Fist version. Each unit is also equipped with 350' of pressure hose which several are also reaching the end of their usable life. The project would encompass replacing all of the inferior pumps with the Honda High pressure pumps (see picture). Then evaluate the remaining Honda pumps which are between 9 and 26 years old to determine the 5 worst performing and change them also. We would also do a complete upgrade of any worn or damaged hoses. The final part of the project would be to work on better identification of when to use the pumps. They are for Fire Prevention not Fire Fighting.

Pump re-life plan

Purchase 15 Honda (WH20XTC high pressure pumps)

This would replace the 9 Power Fist pumps and 5 Hondas pumps which are the worst performing. We would also keep a new pump as a spare for rapid replacement from a theft or breakdown situation.

Each	Total
\$ 979.00	\$ 14,685.00



Hose re-life Plan

Replace fire system pressure hoses

100' fire hose pricing	277.39	\$	2,503.51
50' fire hose pricing	196.56	\$	1,572.48

From the condition analysis we conducted last fall roughly 25% of the hoses in the boxes are getting close to the end of their usable life.



Improve signage

Dibond Signs on the fire boxes	\$75	\$1,350
--------------------------------	------	---------

Dibond signs attached securely to the fire boxes similar to the ones that are currently on the trailers. The sign will state in large letters the pumps are for fire prevention then go on to provide instructions for a fire fighting .

Project Total Costs \$ •20,110.99



MUNICIPAL DISTRICT OF GREENVIEW

FIRE PREVENTION PUMP

This unit is to be used free of charge by Ratepayers of the MD of Greenview.

To be used in conjunction with controlled burns

The pump is not intended to be used as a fire suppression device nor should it be relied of as such.

For any Fire Emergency
CALL 911

Call 780 524-7600 for pump service issues



REQUEST FOR DECISION

SUBJECT: **Policy 1034 Asset Management**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: February 22, 2022
DEPARTMENT: CORPORATE SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1034 “Asset Management” as presented.

BACKGROUND/PROPOSAL:

Administration is bringing this policy forward because the Tangible Capital Assets and Asset Management policy documents were developed in connection from templates issued to the municipalities. This addition policy developed with need/ necessary addition from the guidance of the ISO 55000 for asset management and ISO 31000 for risk management. There is a direction and line-of sight given to work within the new document in which the current document is missing. The new addition reflects current business and workable parts of Greenview. Both ISO documents further show the development of the asset maturity level increasing in Greenview. The process is not one and done. These documents become living documents and will need updating from time to time.

This policy will continue to grow along with the asset management program and will be following up upon the asset management advisory committee (ANAC) as noted in this previous version as the Asset Management Steering Committee. This policy will become a set of policies to be build for the asset management program.

This policy is not highlighted in red because almost the entirety of the policy is new.

Policy Review Committee recommended the removal of a repeating definition, reference to policy 1507 in 1.2 as well as grammatical and formatting changes.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will have a more robust asset management policy that coincides with the International Organization for Standardization for risk management and asset management.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Policy 1034 Asset Management - Current
- Policy 1034 Asset Management – Revised

Title: Asset Management

Policy No: 1034

Effective Date: March 9, 2020

Motion Number: 20.03.157

Supersedes Policy No: NONE

Review Date: March 9, 2023



Purpose: The purpose of this policy is to guide Greenview's implementation of the asset management practices that enable a coordinated, cost effective and organizationally sustainable approach across Greenview.

This policy will:

- a) Define over-arching principles that guide the Greenview's asset management initiatives to ensure the provision of required services to the community that meet the community's current needs without compromising the future, at a level that is cost effective and sustainable;
- b) Outline decision making processes that demonstrate Environmental and Fiscal stewardship;
- c) Achieve Council's vision as stated in approved Council's Strategic Plan

DEFINITIONS

Asset means a physical object that is a significant economic resource and provides the delivery of a program or service.

Asset Management means the process of making decisions about the use and care of infrastructure to deliver services in a way that considers current and future needs, manages risks and opportunities, and makes the best use of resources.

Asset Risk means events where an asset fails to perform as it was designed/needed to.

CAO means Chief Administrative Officer.

Level of Service means a measure of the quality, quantity, and/or reliability of a service from the perspective of residents, businesses, and customers in Greenview.

Life-cycle means the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.

Long-term cost (Life-cycle cost) means the financial and human resources required throughout the life cycle of the asset

Long-term financial Plan means a plan that documents the process of aligning financial capacity with long-term service objectives.

Risk means events or occurrences that will have undesired impacts on services.

Strategic Risk means events or occurrences that impact the ability to achieve strategic and service objectives.

POLICY

1. Asset Management is an integrated and adaptive approach, involving the Council and all departments of Greenview, to deliver sustainable services to the community by effective management of existing and new infrastructure.
2. This policy outlines principles that shape the asset management approaches and initiatives across the organization.
3. Greenview delivers services to the community through a wide range of assets owned and managed by Greenview.
4. This Policy applies to:
 - a) All existing and new assets or asset systems (including natural assets) owned by Greenview and used to deliver services to the community;
 - b) Assets owned by Greenview, but managed or co-managed by others to deliver services to the community, subject to the terms of any agreement already in place;
 - c) Assets owned by others but managed or co-managed by Greenview to deliver services to the community, subject to the terms of any agreements already in place.

PROCEDURE

5. **Service Delivery:**

- a) Greenview shall define the levels of service to meet the community's needs and regulatory requirements, in a manner that considers quality of life, minimizes long-term costs to the community and balances risks and opportunities.
- b) Greenview shall operate and manage all assets effectively and efficiently to deliver the defined levels of service to the community.
- c) Greenview will share defined levels of service and service performances with the community to demonstrate accountability and transparency in decision-making.
- d) Greenview shall monitor and periodically review the defined levels of service to ensure they are compliant with the community's needs, Council's strategic objectives and any applicable regulatory requirements.
- e) Greenview will comply with all relevant legislative, statutory and regulatory requirements.

6. **Sustainability and Environmental Adaptability**

- a) Greenview shall develop business cases that consider risks and long-term costs of delivering defined levels of service when investing in infrastructure assets.
- b) Greenview's infrastructure investment shall consider the current and future generation's needs (considering changing demographics), by incorporating strategic risk assessments in the asset management decision making.

- c) Greenview's asset management decision making shall incorporate a triple bottom line approach, considering the socio-cultural, environmental and economic outcomes.
- d) Greenview will consider the potential effects of climate change and other environmental impacts, and how the increased severity and frequency of climatic events may directly affect levels of service. Where appropriate, a proactive approach to mitigating the potential impacts of climate change will be adopted.

7. Holistic and Integrated Decision Making

- a) Greenview shall connect and integrate the appropriate departments, business units, and functions in the asset management decision making process in order to build effective working relationships and recognize maximum value in infrastructure investments.
 - i. These departments and functions include planning, engineering, operations and maintenance, finance and other strategic and long-term community planning and budgetary functions.

8. Fiscal Responsibility

- a) Greenview shall develop and maintain a long-term financial plan that identifies investment needs, funding requirements and revenue projections to achieve long-term financial sustainability.
- b) Greenview's infrastructure investment shall consider the financial impacts on current and future generations and promote social and inter-generational equity.
- c) Greenview shall implement processes that ensure the proposed investment needs are addressed efficiently and effectively.
- d) The decision to build, renew and/or replace an asset shall aim to minimize the long-term cost of asset ownership while balancing risks and meeting the defined levels of service.
- e) Greenview shall implement efficient maintenance strategies that consider sustaining the defined levels of service while seeking to mitigate risk and maximize value of asset ownership.
- f) Greenview shall comply with all the regulatory and statutory financial tracking and reporting requirements.

9. Continuous Improvement

- a) Greenview shall monitor and periodically review the asset management processes (including this policy) to measure their applicability and effectiveness in achieving the Greenview's strategic objectives, where applicable the required revisions shall be made.
- b) Greenview shall seek continuous improvement of the asset management processes by focusing on incorporating innovative tools, techniques and solutions that promote long-term efficiency and effectiveness in service delivery and asset management decision making.
- c) Greenview shall assess the asset management competencies required to implement the asset management processes and provide the necessary support, education and training to relevant staff.

Responsibilities

10. Council

- a) Approves Asset Management policy.
- b) Supports strategies and plans that are developed to implement the Asset Management Policy.
- c) Approves the defined levels of service.
- d) Approves asset funding through multi-year plans and annual budgets.
- e) Supports asset management system by approving funding to implement the asset management processes.
- f) Authorizes the CAO to form a corporate asset management steering committee to implement asset management system across the organization.

11. CAO

- a) Ensures and oversees corporate adoption of asset management policy, processes and strategies.
- b) Establishes an asset management steering committee.
- c) Appoints the cross-functional representatives from relevant departments to serve on the steering committee as well as chair of the steering committee.
- d) Reviews all asset management information prior to presentation to Council.

12. Asset Management Steering Committee

- a) Provides a forum for discussion and development of asset management policy, strategy, plans and processes.
- b) Encourages the collaboration and integration between different business areas to achieve efficiency and effectiveness in service delivery.
- c) Provides a forum for learning, information sharing and co-education opportunities.
- d) Leads the development of corporate asset management tools and practices and monitors their application across the organization.

13. Department Managers

- a) Lead the adoption of the asset management policy within their departments.
- b) Allocate appropriate resources for implementation of the policy and associated processes.
- c) Liaise with Asset Management Steering Committee.

14. Corporate Finance

- a) Provides financial direction and support to the departments and Asset Management Steering Committee.
- b) Develops and maintains the required financial plans and records in accordance to the asset management policy and regulatory and statutory requirements.

Title: Asset Management

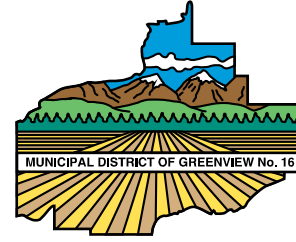
Policy No: 1034

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No:

Review Date:



Purpose: This policy is to articulate MD of Greenview No. 16, Council's commitment to asset management, and guides administration and staff using the policy statements. In doing so, this policy outlines how it is to be integrated within the organization in such a way that it is coordinated, cost effective and organizationally sustainable. This policy also demonstrates to the community that Council is exercising good stewardship and is delivering affordable services while considering its legacy to future residents.

Council has a mandate to provide a wide range of services. To guide administration and staff with the effective implementation of those services, Council typically adopts policies for important issues that can be used by staff to support Council's vision, goals, and objectives. Greenview, is committed to maximizing Greenview's return on investment in physical assets, while complying with all legislative and regulatory requirements, and ensuring that all activities are performed in a safe and environmentally sustainable manner.

1. DEFINITIONS

For consistency, terminology in all official asset management documents shall be consistent with ISO 55000:2014(E) – International Standard for Asset Management

For consistency, terminology in all official Risk management documents shall be consistent with ISO 31000:2018 – International Standard for Risk Management

- 1.1. **Amortization** means the process of incrementally charging the cost of an asset to expense over its expected period of use, which shifts the asset from the balance sheet to the income statement. It essentially reflects the consumption of an intangible asset over its useful life. Amortization is most commonly used for the gradual write-down of the cost of those intangible assets that have a specific useful life.
- 1.2. **Asset** means an Item, thing, or entity that has potential or actual value to an organization. Value can be tangible or intangible financial or non-financial and includes consideration of risks and liabilities. **Refer to Policy 1507 Tangible Capital Assets.**
- 1.3. **Asset Management** means the application of sound technical, social, and economic principles that considers present and future needs of users, and the service from the asset. Refers to any system that monitors and maintains things of value to an entity or group. It may apply to both tangible assets and to intangible assets.
- 1.4. **Asset Management Advisory Committee** The committee was formed to provide the Greenview with diverse perspectives on asset management and related advice and

recommendations. The committee reviews policies, procedures and results to ensure the assets are managed in a manner supportive of the Greenview's mission and in accordance with fiduciary standards and applicable law

- 1.5. **Asset Management Strategy** means a high level, but very important, document that guides the overall asset management activities within an organization. Being a strategy, it is meant to explore long term issues and ensure that the overall plan is linked to key "strategic" issues of the organization.
- 1.6. **Asset Management Plan (AMP)** means a tactical plan for managing an organization's infrastructure and other assets to deliver an agreed Level of Service. This documented information that specifies the activities, resources, and timescales required for an individual asset, or grouping of assets, to achieve the organization's asset management objectives.
- 1.7. **Best Practices** means state-of-the-art methodologies and technologies for municipal infrastructure planning, design, construction, management, assessment, maintenance, and rehabilitation that consider local economic, environmental, and social factors.
- 1.8. **Greenview** means the Municipal District of Greenview No.16.
- 1.9. **Intangible Assets** means an asset that is not physical in nature. Goodwill, brand recognition and intellectual property, such as patents, trademarks, and copyrights, are all intangible assets. Intangible assets exist in opposition to tangible assets, which include land, vehicles, equipment, and inventory.
- 1.10. **Level of Service (LoS)** means parameters or a combination of parameters, which reflect social, political, environmental, and economic outcomes that an organization delivers from their assets.
- 1.11. **Lifecycle** means the time interval that commences with the identification of the need for an asset and terminates with the disposal of the asset.
- 1.12. **Line of Sight** means this alignment (or line of sight) focuses the entire organization on the same strategic goals. It lines up the value the asset is expected to produce with the financial business objectives of the organization.
- 1.13. **Long-term cost (Life-cycle cost)** means the financial and human resources required throughout the life cycle of the asset.
- 1.14. **Performance Monitoring** means continuous or periodic quantitative and qualitative assessments of the actual performance compared with specific objectives, targets, or standards through the application of performance indicators.
- 1.15. **Risk** means the uncertainty about whether a "Risk" event has the potential to significantly affect the goals and objectives of the MD, which will result in a gain or loss in the achievement of the organizational goals or objectives.
- 1.16. **Risk Management** means avoiding, accepting, transferring, or treating the uncertainty arising from a risk event to minimize the negative impact of the risk event and increase the likelihood of achieving the strategy or objective by reducing the negative outcomes of risk events and enhancing the positive outcomes of informed risk-taking.

- 1.17. **Service Life of an Asset** means the total period during which it remains in use, or ready to be used, in a productive process.
- 1.18. **Strategic Risk** means events or occurrences that impact the ability to achieve strategic and service objectives.
- 1.19. **Tangible Assets** means assets that have a physical form. Tangible assets include both fixed assets, such as machinery, buildings and land, and current assets, such as inventory.
- 1.20. **Useful Life** means the period of time (or total amount of activity) for which the asset will be economically feasible for use in a business. In other words, it is the period of time that the business asset will be in service and used to earn revenues.

2. POLICY STATEMENT

- 2.1. Asset Management is an integrated and adaptive approach, involving the Council and all departments of Greenview, to deliver sustainable services to the community by effective management of existing and new infrastructure.
- 2.2. This policy outlines principles that shape the asset management approaches and initiatives across the organization. Also ensure compliance with all statutory requirements applying to physical assets and asset management.
- 2.3. Ensure that all Asset Management decisions and activities comply with the Greenview's policies relating to Occupational, Health, Safety, and Environment.
- 2.4. Ensure that Asset Management decisions and activities consider and balance the needs of all relevant stakeholders, both within and external to the organization and follow the "line of sight" principles.
- 2.5. Ensure alignment between all organizational functions that impact on Asset Management, including Projects/Engineering, Production, Maintenance, and Supply.
- 2.6. Ensure that the Greenview's assets are managed in accordance with recognized asset management techniques that consider the achievement of both short term and longer-term business objectives.
- 2.7. Formally assess both risk and economic outcomes when making decisions relating to the management of physical assets and Operate assets in a disciplined manner, and with precision.
- 2.8. Ensure that asset purchase, replacement, refurbishment, and disposal decisions are made based on an assessment of expected future customer demand, life cycle costs, and risks.
- 2.9. This Policy applies to:
 - A) All existing and new assets or asset systems (including natural assets) owned by Greenview and used to deliver services to the community;
 - B) Assets owned by Greenview, but managed or co-managed by others to deliver services to the community, subject to the terms of any agreement already in place;

- C) Assets owned by others but managed or co-managed by Greenview to deliver services to the community, subject to the terms of any agreements already in place.

3. PRINCIPLES

- 3.1. This policy shall be implemented by employees using industry accepted guidelines and practices. Employees shall consider the use of an Asset Management strategy and Asset Management Plans
- 3.2. Greenview will also comply with required capital asset reporting requirements PS-3150 and integrate the Asset Management program into operational plans through the municipality.
- 3.3. Strategic Asset Management plans may be developed for a specific class of assets or be generic for all assets and should outline term goals, processes, and steps to showing how they will be achieved. The asset management plans should be based on current inventories and conditions (acquired or derived), project performance and remaining service life and consequences of losses (i.e., Vulnerability assessments, emergency management).

4. POLICY PRINCIPLES, GUIDELINES, AND INTEGRATION:

- 4.1. The key principles of the asset management policy are outlined in the following list. Greenview No. 16 shall:

- A) Make informed decisions, identifying all revenues and costs (including operation, maintenance, replacement and decommission) associated with infrastructure asset decisions, including additions and deletions. Trade-offs should be articulated and evaluated, and the basis for the decision recorded.
- B) Integrate corporate, financial, business, technical and budgetary planning for infrastructure assets.
- C) Establish organizational accountability and responsibility for asset inventory, condition, use and performance.
- D) Consult with stakeholders where appropriate.
- E) Define and articulate service, maintenance and replacement levels and outcomes.
- F) Use available resources effectively.
- G) Manage assets to be sustainable.
- H) Minimize total life cycle costs of assets.
- I) Line of sight, of assets goals.
- J) Consider environmental goals.
- K) Consider social and sustainability goals.
- L) Minimize risks to users and risks associated with failure.
- M) Pursue best practices where available.
- N) Report the performance of its asset management program.

4.2. Guidelines and Practices

- A) This policy shall be implemented by staff using accepted industry guidelines and practices (can identify the guidelines/practices will be using) and staff shall consider the use of an asset management strategy and asset management plans. The organization will also comply with required capital asset reporting requirements and integrate the asset management program into operational plans throughout the organization.
- B) Strategic asset management plans may be developed for a specific class of assets or be generic for all assets and should outline long term goals, processes, and steps toward how they will be achieved. The asset management plans should be based on current inventories and condition (acquired or derived), projected performance and remaining service life and consequences of losses (e.g., vulnerability assessments, emergency management). Operational plans should reflect these details. Replacement portfolios and associated financial plans should consider alternative scenarios and risks, as well as include public consultation.

4.3.Context and Integration of Asset Management within Organization

The context and integration of asset management throughout the organization's lines of business is typically formalized through references and linkages between Municipal documents. Where possible and appropriate, Council and staff will consider this policy and integrate it in the development of Municipal documents such as (broad list noted below, include those which apply and add others as needed):

- A) Official Community Plans
- B) Business Plans
- C) Municipal Strategic Plan
- D) Municipal Financial Plan
- E) Operational Plans and Budgets (including vehicle and fleet plans and budgets)
- F) Annual Reports
- G) Design Criteria and Specifications
- H) Infrastructure Servicing, Management, and Replacement Plans, e.g., Transportation Plans, Historical Culture Plans
- I) Community Social Plans
- J) Parks and Recreation Plans
- K) Facility, Building Plans

5. ASSET MANAGEMENT FRAMEWORK- ISO 55000

5.1.To meet the objective of this policy, the Greenview will follow the Asset Management Framework described in Figure 1. The Framework describes the business processes and asset management activities and illustrates the relationship between activities. The Framework consists of several major elements:

- A) Regulatory Requirements, Business drivers

Both are the external influences that govern how the infrastructure are managed and set overall expectations of how the departments operate, including, but not limited to:

- I. Ratepayer's requirements;
- II. Municipal goals and strategies;
- III. Regulatory Requirements
- IV. Environmental factors

B) Core Processes supported by Core Support Services

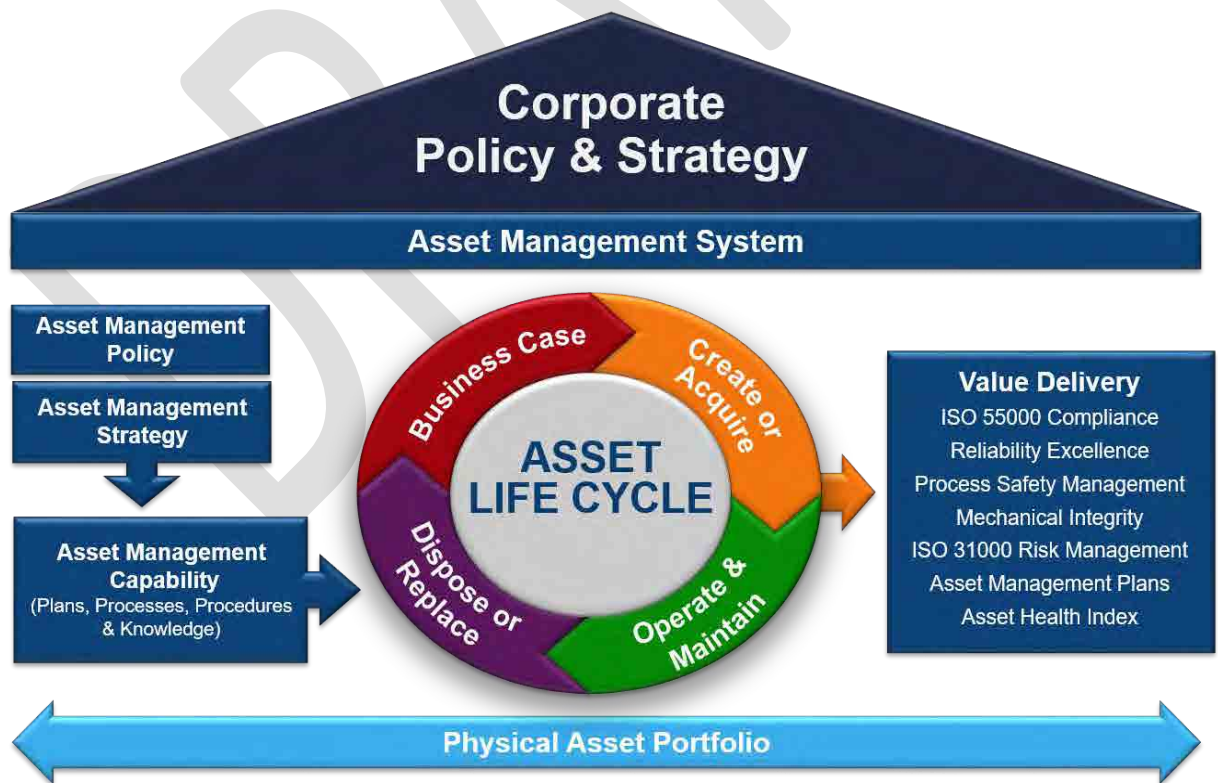
The underlying structure is based on the all-encompassing Plan-Do-Check-Act (PDCA) cycle to control and continuously improve on processes and products.

C) Asset Lifecycle

Centered amongst the Business Drivers and overlaying the PDCA cycle, is the management of physical infrastructure. This Asset Management Cycle describes how the various assets are managed. The Asset Lifecycle includes:

- I. Asset procurement, creation, or acquisition - to provide assets to meet current and future needs while achieving the defined levels of service and risks;
- II. Asset operations maintain – to maintain an asset to meet the required functional condition and/or extend its life; and
- III. Asset disposal / replace - To rebuild or replace an asset to restore it to a required functional condition

6. FROM ISO 55000 ASSET MANAGEMENT SYSTEM



7. COUNCIL RESPONSIBILITIES

7.1. Council shall review all policies every three year for compliance and effectiveness of the policies. While administration, employees, public and other agencies may provide input

on the nature and text of the policy. Council retains the authority to approve, update, amend or repeal policies.

7.2. Report to ratepayers on the status of the infrastructure assets and asset management program.

8. ADMINISTRATION RESPONSIBILITIES

8.1. Review this policy in accordance with the review schedule and identify issues and develop policy updates.

8.2. Develop guidelines and practices for the Asset Management program.

8.3. Ensure the policy is being implemented in accordance with Greenvue's committed levels of service.

8.4. Progressively develop and maintain inventories and asset infrastructure.

8.5. Establish and monitor infrastructure replacement levels using life cycle costing principles.

8.6. Develop and maintain financial plan for the appropriate level of maintenance, extension and decommission of assets.

8.7. The implementation, review and reporting back regarding this policy shall be integrated within the organization due to the importance of this policy, the organization's asset management program shall be reported annually to the community, and implementation of this policy reviewed by Council at the mid-point of its term.

9. ASSET MANAGEMENT ADVISORY COMMITTEE (AMAC)

9.1. Provides a forum for discussion and development of asset management policy, strategy, plans and processes.

9.2. Encourages the collaboration and integration between different business areas to achieve efficiency and effectiveness in service delivery.

9.3. Provides a forum for learning, information sharing and co-education opportunities.

9.4. Leads the development of corporate asset management tools and practices and monitors their application across the organization.

9.5. Asset management policy and regulatory and statutory requirements.

9.6. The committee is governed by Terms of Reference (TOR) adopted by Council.



REQUEST FOR DECISION

SUBJECT:	Policy 1041 Asset Retirement Obligation (ARO)		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: JH
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1041 “Asset Retirement Obligation (ARO)” as presented.

BACKGROUND/PROPOSAL:

(2010-Aug 2018) The Public Sector Accounting 3270 (PS 3270) for landfill liability accounting has been rescinded and now (From Aug 2018) public sector accounting 3280 (PS 3280) Asset retirement Obligation for land fills, containment lands and reclamation. The new process has been also recommended to be adopted by our auditors since 2019. The deadline to have the PS3280 adopted is **April 1st, 2022**.

The reason for the creation of the Solid Waste Reserve in 2015, being it was to be created to deal with the issues identified in the PS 3270. Thus, as PS 3270 has now been rescinded, for the PS3280, we are to follow to do the same. There are new capital calculations and what we need to do to the reserves to ensure monies are available for the liability. This policy will layout the guideline to do so.

We will looking be doing for future issues that fall into this category. The current issues with liability will be following the PS3270 and will also grow the reserve as require for the liability obligation.

(Technical reasoning for the changes in the reserve policy and then building of the Asset Retirement Obligation PS 3280.). This policy will become a set of policies to be build for the asset management program.

Policy Review Committee recommended the addition of a Controlled Asset and Tangible Capital Asset definition. As well, PRC recommended changing “Do Nothing” on the Decision Tree in Schedule A to “Follow Disposal Policy”

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Greenview will have a policy that outlines the proper manner in which assets are required to be retired.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Policy 1040 Asset Retirement Obligation

Title: Asset Retirement Obligations (ARO)

Policy No: 1041

Effective Date:

Motion Number:

Supersedes Policy No: None

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



Purpose: The objective of this Policy is to stipulate the accounting treatment for asset retirement obligations (ARO) so that users of the financial report can discern information about these assets, and their end-of-life obligations. The principal issues in accounting for ARO's is the recognition and measurement of these obligations.

The Municipal District of Greenview No. 16 shall account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280.

1. DEFINITIONS

- 1.1. **Accretion expense** is the increase in the carrying amount of a liability for asset retirement obligations due to the passage of time.
- 1.2. **Asset retirement activities** include all activities related to an asset retirement obligation. These may include, but are not limited to:
 - A) decommissioning or dismantling a tangible capital asset that was acquired,
 - B) constructed, developed, or leased;
 - C) remediation of contamination of a tangible capital asset created by its normal use;
 - D) post-retirement activities such as monitoring; and
 - E) constructing other tangible capital assets to perform post-retirement activities.
- 1.3. **Asset retirement cost** is the estimated amount required to retire a tangible capital asset.
- 1.4. **Asset retirement obligation** is a legal obligation associated with the retirement of a tangible capital asset.
- 1.5. **Controlled asset** means an asset that is owned or controlled, directly or indirectly, by the Municipality.
- 1.6. **Greenview** means Municipal District of Greenview No.16.
- 1.7. **Tangible capital assets** are non-financial assets having physical substance that:
 - A) Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Municipal District of Greenview tangible capital assets;
 - B) Have useful economic lives extending beyond an accounting period;

- C) Are to be used on a continuing basis in the municipality's operations; and
- D) Are not for sale in the ordinary course of operations.

1.8. **Retirement of a tangible capital** asset is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

2. POLICY STATEMENT

- 2.1. This Policy applies to all departments, branches, boards, and agencies falling within the reporting entity of Greenview, that possess asset retirement obligations including:
 - A) Assets with legal title held by the Greenview;
 - B) Assets controlled by the Greenview;
 - C) Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.
- 2.2. Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos, and retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts, court judgments, or lease arrangements.
- 2.3. The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by Greenview, will be recognized as liability in the books of Greenview, in accordance with PS3280 which Greenview will be adopting starting **January 1, 2023**.
- 2.4. Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from unexpected contamination exceeding the environmental standards. Asset retirement obligations are not necessarily associated with contamination.

3. PROCEDURE

- 3.1. Recognition
 - A) A liability should be recognized when, as at the financial reporting date:
 - i. there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
 - ii. the past transaction or event giving rise to the liability has occurred;
 - iii. it is expected that future economic benefits will be given up; and
 - iv. a reasonable estimate of the amount can be made.
 - B) A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied.
 - C) The estimate of the liability would be based on requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

- D) The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.
- E) Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.
- F) Upon initial recognition of a liability for an asset retirement obligation, Greenview will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by Greenview as an asset, the obligation is expensed upon recognition.
- G) The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

3.2. Subsequent Measurement

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset. On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected cost, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

3.3. Presentation and Disclosure

The liability for asset retirement obligations will be disclosed.

3.4. Decision Tree

Scope of applicability is attached to this Policy as Schedule A.

4. LEGISLATIVE AND ADMINISTRATIVE AUTHORITIES

- 4.1. Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council's responsibility for this policy is to approve it via resolution and review and monitor it as per the PSAB Handbook.

6. ADMINISTRATION RESPONSIBILITIES

Roles and Responsibilities of Departments

- 6.1. **Departments** are required to:

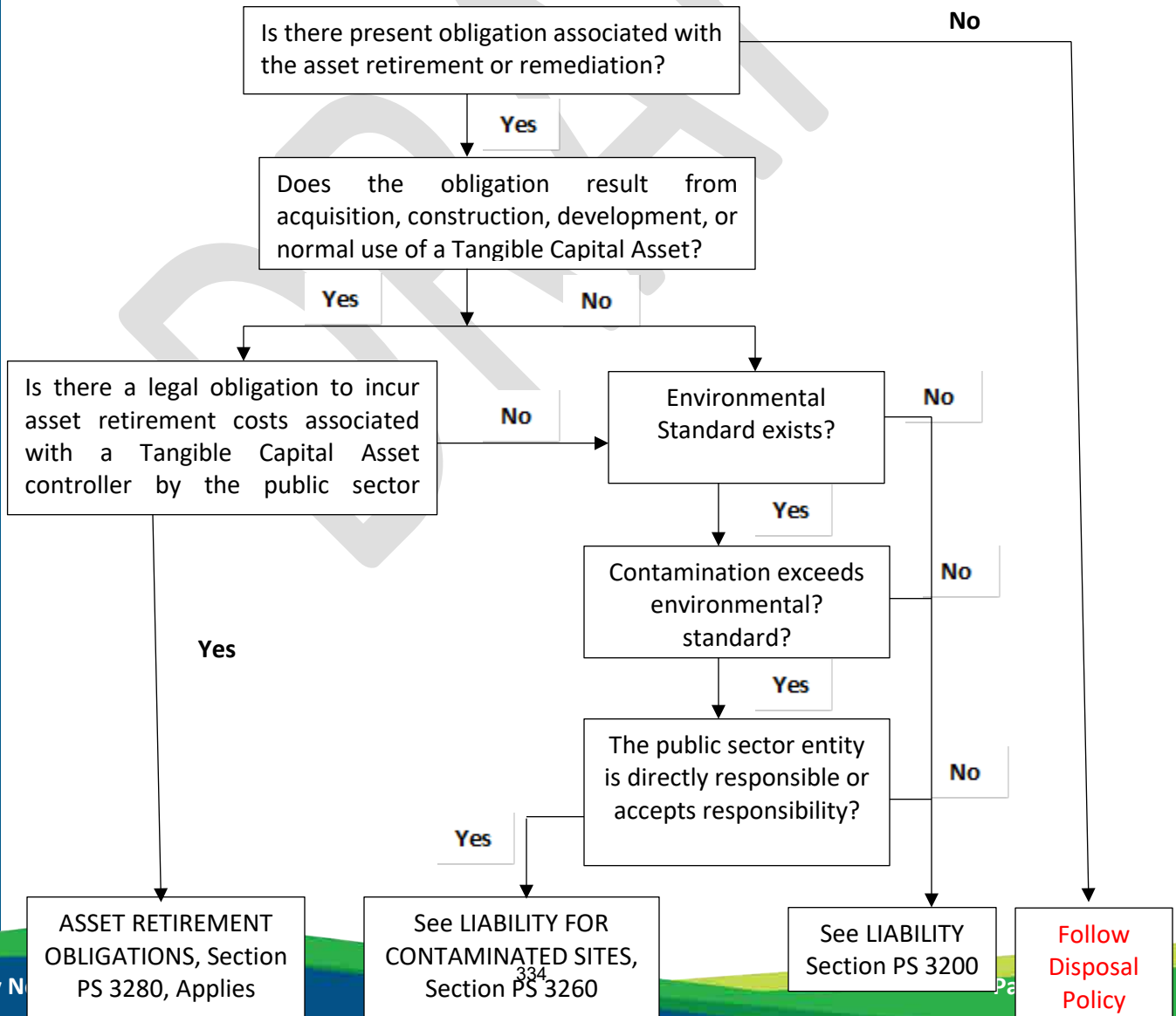
- A) Communicate with Finance and Asset Management Officer on retirement obligations, and any changes in asset condition or retirement timelines,
- B) Assist in the preparation of cost estimates for retirement obligations, and
- C) Inform Finance of any legal or contractual obligations at inception of any such obligation.

- 6.2. **Corporate Services** to implement the asset retirement obligation policy in accordance with the legal obligation of the Federal and Provincial legislation.

- 6.3. **Finance and Asset Management Officer** are responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:
- A) Reporting asset retirement obligations in the financial statements of Greenview and other statutory financial documents,
 - B) Monitoring the application of this Policy,
 - C) Managing processes within the TCA accounting module, and
 - D) Investigating issues and working with asset owners to resolve issues
- 6.4. **Planning & Development and Community Services** with adherence to the, Official Community Plan, are responsible for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Finance Department for processing.

Schedule A

Decision Tree – Scope of applicability





REQUEST FOR DECISION

SUBJECT: Policy 1507 Tangible Capital Assets

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: February 22, 2022

DEPARTMENT: CORPORATE SERVICES

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

DIR: EK

LEG: SS

MANAGER:

PRESENTER: JH

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – AD 33 Tangible Capital Assets

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1507 “Tangible Capital Assets” as presented.

MOTION: That Council repeal Policy AD 33 Tangible Capital Assets.

BACKGROUND/PROPOSAL:

AD 33 was developed in 2009 era of required documents for Municipal Affairs. They both have not been revised to follow up changes in the TCA documents, to reflect today’s business practices. Using the requirements from the current Public Sector Accounting 3150 (PS 3150) on TCA Accounting and the using the ISO 55000 Asset management document as guild, the new development of this policy as a whole document encompassing of the TCA information and the to clarify categories, along with their changes in thresholds. The auditor has been awaiting change to this to more up to date. This document will be used in Jan 2023 for auditing purposes.

Categories will further clarify the necessary changes to bring the MD of Greenview in alignment with our data and the assets associated with them. Also give end users an understanding in the assets we are tracking in the TCA parameters.

Thresholds are clearer. The auditor has been noting this issue in every audit to date. This will help in amortization calculations, useful life calculations and give complete backing to useful life validation used.

This policy will become a set of policies to be build for the asset management program. This policy is not highlighted in red as the entirety of the policy is new.

Policy Review Committee did not recommend any changes to the content of the policy. Administration cleaned up spelling mistakes and changed 3.6D to refer to Schedule A for the thresholds for each capital asset category.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is the Tangible Capital Assets will be updated to a higher standard.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC


Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Policy AD 33 Tangible Capital Assets
- AD 33 Tangible Capital Assets Appendix A
- Policy 1507 Tangible Capital Assets

	M. D. OF GREENVIEW NO. 16 POLICY & PROCEDURES MANUAL	Section: ADMINISTRATION
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POLICY NUMBER: AD 33

POLICY TITLE: TANGIBLE CAPITAL ASSETS	Page 1 of 3
Date Adopted by Council / Motion Number:	10.28.584

PURPOSE:

To ensure the Municipal District of Greenview is in compliance with the accounting regulations for tangible capital assets as determined by the Public Sector Accounting Board and Alberta Municipal Affairs.

POLICY:

All Canadian Municipalities are required by the Public Sector Accounting Board to record the annual amortization of their capital assets beginning with the 2009 fiscal year. Compliance by the Municipal District is required in order to prevent the M.D. from receiving a qualified audit, which would cause an impediment on the Municipal District's ability to borrow and conduct other financial transactions in the future.

The Municipal District shall take appropriate and reasonable measures to identify, safeguard, track and record all tangible capital assets.

DEFINITIONS:

Amortization is a rational and systematic manner of allocating the cost of an asset over its estimated useful life.

Attractive Items are fixed asset items with a monetary value under the threshold amount as shown in Appendix A. Attractive items will be recorded and tracked independent of tangible capital assets.

Fixed Assets are non-financial assets having physical substance that:

- Are held for use by the Municipality in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other capital assets.
- Have useful economic lives extending beyond a year and are intended to be used on a continuing basis.
- Are not intended for sale in the ordinary course of operations.

Tangible Capital Assets are fixed assets with a monetary value that meets the threshold amount as shown in the attached Appendix A.

Threshold is the minimum cost an individual asset must have before it is recorded as a capital asset on the statement of financial position.

PROCEDURE:

- 1.0 A comprehensive inventory of all tangible capital assets and attractive items owned and/or managed by the Municipal District of Greenview shall be maintained by Corporate Services.
- 2.0 A record of each fixed asset shall include the acquisition date, item, description, original cost, annual amortization costs, asset life and any other information that is pertinent.
- 3.0 The Manager of Finance or his/her designate shall, upon receipt of approved invoice, update the General Ledger to record the fixed asset and issue a fixed asset number to the respective department for identification.
- 4.0 Department Heads shall ensure that the fixed asset number or another approved, unique identifier is placed on the item for asset management purposes.
- 5.0 Department Heads shall conduct a check and verification of fixed assets in their department on a regular basis and notify the Manager of Finance of any lost, stolen or damaged items.
- 6.0 The Manager of Finance shall ensure physical inspection, verification of items, acknowledgement and date of inspection have been recorded.
- 7.0 Annually, prior to November 30th of each year, the Director of Corporate Services shall prepare a recommendation to Council for the write-off and disposal of fixed assets that are no longer needed for municipal operations.
- 8.0 Upon approval from Council, the C.A.O. shall authorize the removal of the fixed assets from the General Ledger.
- 9.0 The C.A.O. shall be authorized to write off attractive assets and present a summary report of all municipally owned property and assets for Council for their information.
- 10.0 **Interim Asset Management**
 - 10.1 All tangible capital assets shall be recorded by the Accounts Payable Clerk at the time of payment.
 - 10.2 A record of each fixed asset shall include purchase date, item, description, original cost and any other information that is pertinent to the accounting of tangible capital assets.
 - 10.3 The Manager of Finance or his/her designate, shall, upon approved invoice, update the General Ledger to record tangible capital assets.
 - 10.4 The Manager of Finance or his/her designate, shall issue an asset identification number to the respective department for identification purposes.

- 10.5 Department Heads shall ensure that the fixed asset number is placed on the item for record purposes.
- 10.6 Prior to May and November of each year, Department Heads shall conduct a fixed asset check and verification.
- 10.7 The Manager of Finance or his/her designate shall ensure the physical inspection, verification of item, acknowledgement and date of inspection have been recorded.
- 10.8 Department Heads shall notify the Manager of Finance of any lost, stolen or damaged items.
- 10.9 Annually, prior to November 30th of each year, the Manager of Finance shall prepare a recommendation to Council for the write-off of the fixed assets.
- 10.10 Upon approval from Council, the C.A.O. shall authorize the removal of the fixed asset from the fixed assets list.
- 10.11 The Manager of Finance shall issue an attractive item number and shall keep a separate list from the fixed assets list.
- 10.12 Attractive items shall be inspected in November of each year at the same time as fixed assets are done, and verified with a continuous list as provided by the Accounts Payable Clerk.
- 10.13 The C.A.O. shall be authorized to write-off attractive items and present an annual list to Council.
- 10.14 The Manager of Finance shall be advised of all engineered structure changes to ensure that the asset value can be recorded accordingly.
- 10.15 This policy supercedes Policy AD15.

(Original signed copy on file)

Reeve

C.A.O.

AD 33 - Tangible Capital Assets					
Appendix A - Asset Thresholds and Maximum Useful Life					
Asset Classification Codes					
Code	Major Class	Minor Class	SubClass	Asset Threshold	Maximum Useful Life
BLDG-PERMW	Buildings	Permanent Structures	Wood Frame Construction	25000.00	50
BLDG-PERMS	Buildings	Permanent Structures	Steel/Concrete Construction	25000.00	50
BLDG-PERMO	Buildings	Permanent Structures	Other Construction	25000.00	50
BLDG-PORTE	Buildings	Portable Structures	Enclosed Structure	5000.00	25
BLDG-PORTO	Buildings	Portable Structures	Open Structure	5000.00	25
BLDG-LHIMP	Buildings	Leasehold Improvements	Leasehold Improvements	Varies	Varies
BLDG-STIMP	Buildings	Building Improvements	Structural Improvement	10000.00	25
BLDG-HVIMP	Buildings	Building Improvements	HVAC Systems Improvement	10000.00	25
BLDG-ELIMP	Buildings	Building Improvements	Electrical Systems Improvement	10000.00	25
BLDG-ACIMP	Buildings	Building Improvements	Accessibility Improvement	10000.00	25
BLDG-PLIMP	Buildings	Building Improvements	Plumbing Improvement	10000.00	25
BLDG-ENIMP	Buildings	Building Improvements	Energy System Improvement	10000.00	15
BLDG-OTIMP	Buildings	Building Improvements	Other Improvement	10000.00	25
Code	Major Class	Minor Class	SubClass	Asset Threshold	Maximum Useful Life
LAND-GENRL	Land	General	General (unimproved)	All	Indefinite
LAND-PARKS	Land	Parks & Green Space	Parks & Green Space	All	Indefinite
LAND-RDALL	Land	Road Allowance	Road Allowance	All	Indefinite
LAND-RIGHT	Land	Right-of-Way	Right-of-Way	All	Indefinite
LAND-CEMET	Land	Cemetery	Cemetery	All	Indefinite
LAND-DRAGE	Land	Drainage	Drainage	All	Indefinite
LDIM-GRPIT	Land Improvements	Gravel Pit	Gravel Pit	Varies	Varies
LDIM-LFPAD	Land Improvements	Landfill	Pad	Varies	Varies
LDIM-LFPIT	Land Improvements	Landfill	Pit	Varies	Varies
LDIM-LFTRF	Land Improvements	Landfill	Transfer Station	5000.00	20
LDIM-FENCE	Land Improvements	Landscaping	Fences & Gates	5000.00	20
LDIM-FOUNT	Land Improvements	Landscaping	Fountain	5000.00	20
LDIM-OUTLT	Land Improvements	Landscaping	Outdoor Lighting	5000.00	20
LDIM-PLANT	Land Improvements	Landscaping	Plants (Perennials/Shrubs/Trees)	5000.00	50
LDIM-RWALL	Land Improvements	Landscaping	Retaining Wall	5000.00	20
LDIM-SPRIN	Land Improvements	Landscaping	Sprinkler System	5000.00	15
LDIM-BDIAM	Land Improvements	Recreational Facilities & Structures	Ball Diamond	5000.00	20
LDIM-DOCKP	Land Improvements	Recreational Facilities & Structures	Dock/Pier	5000.00	20
LDIM-GOLFC	Land Improvements	Recreational Facilities & Structures	Golf Course	5000.00	20
LDIM-OFURN	Land Improvements	Recreational Facilities & Structures	Outdoor Furniture	5000.00	15
LDIM-ORINK	Land Improvements	Recreational Facilities & Structures	Outdoor Rink	5000.00	20
LDIM-PLAYG	Land Improvements	Recreational Facilities & Structures	Playground Structures	5000.00	20
LDIM-TRAIL	Land Improvements	Recreational Facilities & Structures	Trails & Pathways	5000.00	25
LDIM-SOCCE	Land Improvements	Recreational Facilities & Structures	Soccer Pitch	5000.00	20
LDIM-SWIMP	Land Improvements	Recreational Facilities & Structures	Swimming Pool (Outdoor)	5000.00	20
LDIM-APRUN	Land Improvements	Transportation Land Improvements	Airport Runway	5000.00	10
LDIM-PKLOT	Land Improvements	Transportation Land Improvements	Parking Lot	5000.00	20
LDIM-CANAL	Land Improvements	Water Features	Canal	5000.00	20
LDIM-LAKEP	Land Improvements	Water Features	Lake/Pond	5000.00	30
Code	Major Class	Minor Class	SubClass	Asset Threshold	Maximum Useful Life
VEHI-APUMP	Vehicles	Fire Trucks	Aerial/Pumper Trucks	5000.00	10
VEHI-RESCU	Vehicles	Fire Trucks	Rescue Trucks	5000.00	10
VEHI-SPECZ	Vehicles	Fire Trucks	Specialized Fire Vehicle	5000.00	10
VEHI-WTANK	Vehicles	Fire Trucks	Water Tankers	5000.00	10
VEHI-HEAVY	Vehicles	Heavy Duty	Heavy Duty	5000.00	10
VEHI-LDCAR	Vehicles	Light Duty	Car	5000.00	5
VEHI-LDTRK	Vehicles	Light Duty	Light Truck (up to 1 ton)	5000.00	5
VEHI-LDVAN	Vehicles	Light Duty	Van	5000.00	5
VEHI-LDOTH	Vehicles	Light Duty	Other	5000.00	5
VEHI-MDDMP	Vehicles	Medium Duty	Dump Trucks	5000.00	10
VEHI-MDOTH	Vehicles	Medium Duty	Other	5000.00	10
VEHI-MDPLW	Vehicles	Medium Duty	Snow Plow	5000.00	10
VEHI-MDWTk	Vehicles	Medium Duty	Water Tankers	5000.00	10
VEHI-ORATV	Vehicles	Off-Road	All-Terrain Vehicle/Quad	5000.00	5
VEHI-ORSNM	Vehicles	Off-Road	Snowmobile	5000.00	5
VEHI-TRAIL	Vehicles	Trailers	Trailer	5000.00	10
VEHI-MDAMB	Vehicles	Medium Duty	Ambulances	5000.00	5
VEHI-LDMOT	Vehicles	Light Duty	Motorcycles	5000.00	5

Code	Major Class	Minor Class	SubClass	Asset Threshold	Maximum Useful Life
MACH-AIRCF	Machinery And Equipment	Aircraft	Aircraft	5000.00	Varies
MACH-BOATS	Machinery And Equipment	Boats	Boats	5000.00	25
MACH-BINSA	Machinery And Equipment	Bins	Bins	5000.00	15
MACH-STORE	Machinery And Equipment	Stores	Stores	5000.00	15
MACH-TOWER	Machinery And Equipment	Communications	Towers	5000.00	25
MACH-RADIO	Machinery And Equipment	Communications	Radios	5000.00	10
MACH-TELEP	Machinery And Equipment	Communications	Telephones and Telephone Systems	5000.00	10
MACH-TVAVI	Machinery And Equipment	Consumer Electronics	Television and Audiovisual	5000.00	10
MACH-HAPPL	Machinery And Equipment	Consumer Electronics	Household Appliances	5000.00	5
MACH-DICAM	Machinery And Equipment	Consumer Electronics	Digital Cameras	5000.00	5
MACH-SYDEV	Machinery And Equipment	Computer Systems	System Development	5000.00	10
MACH-COMPH	Machinery And Equipment	Computer Systems	Hardware	5000.00	5
MACH-COMPS	Machinery And Equipment	Computer Systems	Software	5000.00	5
MACH-COMLK	Machinery And Equipment	Control Systems	Communication Links	5000.00	10
MACH-CTRLS	Machinery And Equipment	Control Systems	Control Systems	5000.00	20
MACH-SCADA	Machinery And Equipment	Control Systems	SCADA Systems	5000.00	10
MACH-FIREE	Machinery And Equipment	Fire Equipment	Fire Equipment	5000.00	12
MACH-FITNE	Machinery And Equipment	Fitness & Wellness	Fitness & Wellness	5000.00	10
MACH-FDSVC	Machinery And Equipment	Food Services	Food Services	5000.00	10
MACH-ICERE	Machinery And Equipment	Ice ReSurfacer	Ice Resurfacer	5000.00	10
MACH-MTREL	Machinery And Equipment	Meters	Electrical	5000.00	20
MACH-MTRGA	Machinery And Equipment	Meters	Gas	5000.00	20
MACH-MTRPM	Machinery And Equipment	Meters	Parking Meters	5000.00	20
MACH-MTRWA	Machinery And Equipment	Meters	Water	5000.00	25
MACH-SCALE	Machinery And Equipment	Scales	Scales	5000.00	15
MACH-FUELS	Machinery And Equipment	Fueling Stations	Fueling Stations	5000.00	15
MACH-HCONS	Machinery And Equipment	Heavy Construction Equipment	Heavy Construction Equipment	5000.00	10
MACH-LABOR	Machinery And Equipment	Laboratory	Laboratory	5000.00	10
MACH-MEDIC	Machinery And Equipment	Medical Equipment	Medical Equipment	5000.00	10
MACH-POLIC	Machinery And Equipment	Police Special Equipment	Police Special Equipment	5000.00	10
MACH-OFURN	Machinery And Equipment	Office Furniture & Equipment	Furniture	5000.00	10
MACH-OEQUI	Machinery And Equipment	Office Furniture & Equipment	Office Equipment	5000.00	10
MACH-TOOLS	Machinery And Equipment	Tools, Shop & Garage Equipment	Tools, Shop & Garage Equipment	5000.00	10
MACH-TURFE	Machinery And Equipment	Turf Equipment	Turf Equipment	5000.00	10
Code	Major Class	Minor Class	SubClass	Asset Threshold	Maximum Useful Life
ENGS-ENDIS	Engineered Structures	Electrical System	Electrical Distribution	5000.00	30
ENGS-ELGEN	Engineered Structures	Electrical System	Electrical Generation	5000.00	30
ENGS-ELSUB	Engineered Structures	Electrical System	Electrical Substation	5000.00	30
ENGS-ELTRA	Engineered Structures	Electrical System	Electrical Transmission	5000.00	30
ENGS-ELPLT	Engineered Structures	Electrical System	General Plant Electrical	25000.00	30
ENGS-GADIS	Engineered Structures	Gas Distribution	Gas Distribution	5000.00	30
ENGS-GAMEA	Engineered Structures	Gas Distribution	Measurement	5000.00	30
ENGS-GASVC	Engineered Structures	Gas Distribution	Services	5000.00	30
ENGS-SSCAT	Engineered Structures	Storm System	Catch Basin	5000.00	30
ENGS-SSCOL	Engineered Structures	Storm System	Collection System	5000.00	30
ENGS-SSOUT	Engineered Structures	Storm System	Outfall	5000.00	30
ENGS-SSPLT	Engineered Structures	Storm System	Pump, Lift & Transfer Station	5000.00	30
ENGS-SSPND	Engineered Structures	Storm System	Retention Pond	5000.00	30
ENGS-SSTRE	Engineered Structures	Storm System	Treatment Facility	5000.00	30
ENGS-SSWET	Engineered Structures	Storm System	Wetlands	5000.00	30
ENGS-FIBRE	Engineered Structures	Fibre Optics	Fibre Optics	5000.00	30
ENGS-WWCOL	Engineered Structures	Wastewater System	Collection System	5000.00	50
ENGS-WWLAG	Engineered Structures	Wastewater System	Lagoon	5000.00	50
ENGS-WWPLT	Engineered Structures	Wastewater System	Plant	25000.00	50
ENGS-WWPMP	Engineered Structures	Wastewater System	Pumping Equipment	5000.00	50
ENGS-WWSEP	Engineered Structures	Wastewater System	Septic Tank	5000.00	50
ENGS-WWTRE	Engineered Structures	Wastewater System	Treatment Equipment	5000.00	50
ENGS-WWPLT	Engineered Structures	Wastewater System	Pump, Lift & Transfer Station	5000.00	50
ENGS-WADAM	Engineered Structures	Water System	Dam	5000.00	50
ENGS-WADIS	Engineered Structures	Water System	Distribution System	5000.00	50
ENGS-WAHYD	Engineered Structures	Water System	Hydrants/Fire Protection	5000.00	25
ENGS-WAPLT	Engineered Structures	Water System	Plant	25000.00	50
ENGS-WAPMP	Engineered Structures	Water System	Pumping Equipment	5000.00	50
ENGS-WATRE	Engineered Structures	Water System	Treatment Equipment	5000.00	50
ENGS-WAPLT	Engineered Structures	Water System	Pump, Lift & Transfer Station	5000.00	50
ENGS-WARES	Engineered Structures	Water System	Reservoir	5000.00	50
ENGS-RDBRD	Engineered Structures	Roadway System	Bridge	5000.00	Varies
ENGS-RDCUR	Engineered Structures	Roadway System	Curb & Gutter	5000.00	30
ENGS-RDGUA	Engineered Structures	Roadway System	Guard Rail	5000.00	30
ENGS-RDLRS	Engineered Structures	Roadway System	Light Rail System	5000.00	30
ENGS-RDLIG	Engineered Structures	Roadway System	Lights	5000.00	30
ENGS-RDOVR	Engineered Structures	Roadway System	Overpass/Interchange	5000.00	50
ENGS-RDPKA	Engineered Structures	Roadway System	Parkade	5000.00	25
ENGS-RDRMP	Engineered Structures	Roadway System	Road Ramp	5000.00	30
ENGS-RDSGN	Engineered Structures	Roadway System	Road Signs	5000.00	20
ENGS-RDSUB	Engineered Structures	Roadway System	Roads & Streets Subsurface	5000.00	30
ENGS-RDASP	Engineered Structures	Roadway System	Roads & Streets Asphalt Surface	5000.00	20
ENGS-RDCON	Engineered Structures	Roadway System	Roads & Streets Concrete Surface	5000.00	20

Code	Major Class	Minor Class	SubClass	Asset Threshold	Maximum Useful Life
ENGSRDGRV	Engineered Structures	Roadway System	Roads & Streets Gravel Surface	5000.00	10
ENGSRDOIL	Engineered Structures	Roadway System	Roads & Streets Oil/Chip Seal Surface	5000.00	5
ENGSRDSBW	Engineered Structures	Roadway System	Sidewalks & ParaRamps	5000.00	30
ENGSRDTUN	Engineered Structures	Roadway System	Tunnel	5000.00	30
ENGSRDTRF	Engineered Structures	Roadway System	Traffic Signals & Control Device	5000.00	20
ENGSRDWGH	Engineered Structures	Roadway System	Weigh Scale/Station	5000.00	15
Code	Major Class	Minor Class	SubClass	Asset Threshold	Maximum Useful Life
CHISHSITE	Cultural & Historical Assets	Heritage Site	Heritage Site	N/A	Indefinite
CHISHISTO	Cultural & Historical Assets	Historical	Historical	N/A	Indefinite
CHISPUART	Cultural & Historical Assets	Public Art	Public Art	N/A	Indefinite

Title: Tangible Capital Assets

Policy No: 1507

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: AD 33

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



Purpose: To ensure the Municipal District of Greenview No. 16 follows the accounting regulations for tangible capital assets as determined by the Public Sector Accounting Board and Alberta Municipal Affairs. The policy applies to all MD of Greenview No. 16 departments, boards and commissions, agencies and other organizations falling within the reporting entity of the MD of Greenview No. 16

1. DEFINITIONS

- 1.1. **Amortization** means a rational and systematic manner of allocating the cost of an asset over its estimated useful life.
- 1.2. **Assets** are economic resources controlled by the municipality as a result of past transactions or events and from which future economic benefits are expected to be obtained. Assets have three essential characteristics:
 - A) They embody a future benefit that involves a capacity, singly or in combination with other Assets, to provide future net cash flows, or to provide goods and services;
 - B) The municipality can control access to the benefit;
 - C) The transaction or event giving rise to the municipality's control of the benefit has already occurred.
- 1.3. **Asset Disposal** means the removal of a capital asset from service as a result of sale, destruction, loss, or abandonment.
- 1.4. **Asset Pooling** means a grouping of identical, similar, or related tangible capital assets. It involves identifying, treating, accounting for and reporting on an entire set of individual assets as a collective group, as though they were a single asset. This is, of course, only for the purposes of accounting for tangible capital assets, and definitely not for the purposes of asset management.
- 1.5. **Betterments** means subsequent expenditures on tangible capital assets that enhance the service potential of the asset. Service potential is enhanced by:
 - A) Increasing the previously assessed physical output or service capacity;
 - B) Lowering associated operating costs;
 - C) Improving quality of the output; and
 - D) Extend the Useful Life of an asset beyond 10 years.

Any other expenditure would be considered a repair or maintenance and expensed in the period incurred.

- 1.6. **Capital Lease** means non-financial assets leased by the Greenview, for use in the delivery of goods and services. Substantially all the benefits and risks of ownership are transferred to the municipality without requiring the transfer of legal ownership.
- 1.7. **Capital Investment** means investments you make to increase the value of the asset.
- 1.8. **Component** means a part of an Asset with a cost that is significant in relation to the total cost of the Asset.
- 1.9. **Cost** means the amount of consideration given up acquiring, construct, develop or better a capital asset and includes all costs directly attributable to its acquisition, construction, development, or betterment, including installing the asset at the location and in the condition necessary for its intended use. The cost of a contributed capital asset is equal to its fair value at the date of contribution.
- 1.10. **Control** means a situation where the Municipal District of Greenview does not have legal title of an asset; however, is the beneficiary of future economic benefits. The Municipal District of Greenview would also be responsible for the asset's performance, availability, and maintenance.
- 1.11. **Estimated Useful Life** means the estimate of the period over which a capital asset is expected to be used or the number of units of production that can be obtained from the asset. It is the period over which an asset will be amortized and is normally the shortest of the physical, technological, commercial, or legal life.
- 1.12. **Fair Value** means the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act
- 1.13. **Financial Assets** means assets that are available to discharge existing liabilities or finance further operations and are not for consumption in the normal course of operations. Examples of financial assets are cash on hand, accounts receivable and inventories for resale.
- 1.14. **Gains on Disposal** means the amount by which the net proceeds realized upon as asset's disposal exceed the assets' net book value.
- 1.15. **Greenview** means the Municipal District of Greenview No.16.
- 1.16. **Group Assets** means assets that have a unit value below the capitalization threshold but have a material value as a group. Group assets are recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset management system for monitoring and control of its use and maintenance.
- 1.17. **Hours of Production Method** means an amortization method which allocated the cost of an asset based on its estimated hours of use or production.
- 1.18. **Loss on Disposal** means the amount by which the net book value of a capital asset exceeds the net proceeds realized upon the asset's disposal.
- 1.19. **Net Book Value** of a tangible capital asset is its cost, less both accumulated amortization and the amount of any write downs. It represents the asset's unconsumed cost.
- 1.20. **Nominal Value** means the value assigned to an Asset when no Asset valuation method is relevant, or where the accuracy of any estimate could not be supported in an audit. Nominal Value in this context is defined by the municipality to be one Canadian dollar.

- 1.21. **Non-financial Asset** means assets that do not normally provide resources to discharge liabilities. They are employed to deliver municipal services, may be consumed, or used up on the delivery of those services, and are not generally for sale. Examples of non-financial assets are capital assets and inventories held for consumption or use.
- 1.22. **Repair and Maintenance** means ongoing activities to maintain an asset in operating condition. They are classified as such if they are performed to restore the asset's physical condition and/or operation to a specified standard, prevent further deterioration, replace, or substitute a component at the end of its "useful life," serve as an immediate but temporary repair, or assess ongoing maintenance requirements. Costs for repairs and maintenance are expensed.
- 1.23. **Residual Value** means the estimated net realizable value of a capital asset at the end of its estimated useful life. A related term, salvage value, refers to the realizable value at the end of an asset's life. If the municipality expects to use a capital asset for its full life, residual value and salvage value are the same.
- 1.24. **Salvage Value** See Residual Value.
- 1.25. **Service Potential** means the output or service capacity of a tangible capital asset and is normally determined by attributes such as physical output capacity, quality of output, associated operating costs, and useful life.
- 1.26. **Straight-Line Method** means an amortization method which allocated the cost of a capital asset equally over each year of its estimated useful life.
- 1.27. **Tangible Capital Assets** are non-financial assets having physical substance that:
 - A) Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Municipal District of Greenview tangible capital assets;
 - B) Have useful economic lives extending beyond an accounting period;
 - C) Are to be used on a continuing basis in the municipality's operations; and
 - D) Are not for sale in the ordinary course of operations.
- 1.28. **Threshold** means the minimum cost an individual asset must have before it is recorded as a capital asset on the statement of financial position.
- 1.29. **Work in Progress (WIP)** means the accumulation of capital costs for partially constructed or developed projects.
- 1.30. **Works of Art and Historical Treasures** means property that has cultural, aesthetic, or historical value that is worth preserving perpetually. These assets are not capitalized as their service potential and expected future benefits are difficult to quantify.
- 1.31. **Write-down** means a reduction in the cost of a capital asset as a result of a decrease in the quality or quantity of its service potential. As write-down should be recorded and expensed in the period the decrease can be measured and it is expected to be permanent.

2. POLICY STATEMENT

- 2.1. The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, equipment, and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of assets, the determination of their carrying

amounts, amortization charges and the recognition of any impairment losses. This policy is not meant to be used retroactively.

2.2. This policy states that the Municipality shall:

- A) Establish internal departments and assign title or ownership of capital assets for stewardship;
- B) Create policy for capital asset categories based on nature, characteristics, and useful life;
- C) Outline the types of assets that should not be categorized or amortized;
- D) Determine the categorization of assets held for sale;
- E) Outline the costs regarding Tangible Capital Assets (TCA);
- F) Determine the policy for capital asset thresholds;
- G) Establish the policy for individual asset category estimated useful life;
- H) Outline the amortization process for tangible capital assets;
- I) Outline the disposal policies for tangible capital assets;
- J) Establish recording procedures for write-downs;
- K) Establish recording procedures for betterments;
- L) Policy for the contribution of capital contributions and donations;
- M) Create criteria and procedures for capital leasing; and
- N) Outline policy and procedures for amortization of work in progress assets.

3. IMPLEMENTATION - PROCEDURE

3.1. **Capital Asset Categories:**

- A) Refer to **Capital Asset Category in Schedule B** for the determined categories for Greenview Tangible Capital Assets.
- B) Where individual categories for tangible capital assets (TCA) do not exist, or individuals entering in the data are uncertain, they should contact the Asset Management Officer for direction or the creation of a new asset category.

3.2. **Department Responsibilities:**

- A) Assets shall be assigned to individual departments where it provides for its operation and maintenance and controls the ability to change the asset's future service potential.
- B) The department is responsible for maintaining accounting records and prepare reports for capital assets.
 - i. This shall include collection of information, record-keeping, and report delivery.
- C) Manage assets to provide effective, efficient, and economical program delivery.
- D) Establish and maintain adequate internal control systems to ensure the accuracy and reliability of information and reports.

3.3. **Excluded Assets:**

- A) The following assets should not be capitalized and/or amortized:
 - i. Land (or other assets) acquired by right, such as Crown, forests, water, and mineral resources;
 - ii. Works of art and historical treasures; and,
 - iii. Intangible assets such as patents, copyrights, and trademarks.

3.4. **Assets Held for Sale:**

- A) Assets held for sale which otherwise would have been reported as capital assets may be required to be reported as financial assets.
- B) Assets held will not report amortization for the for the year in which they are being held

3.5. **Costs**

- A) The cost of a capital asset includes:
 - i. Purchase price of the asset and other acquisition costs;
 - ii. Installation costs;
 - iii. Design and engineering fees;
 - iv. Legal fees; Survey costs;
 - v. Site preparation costs;
 - vi. Freight charges;
 - vii. Transportation insurance costs and duties.
- B) The cost of a constructed asset includes direct construction or development costs such as:
 - i. Materials, including inventories held for consumption or use; and
 - ii. Labour and overhead costs directly attributable to the construction or development activity;
- C) Capitalization of administration costs should be limited to:
 - i. Salaries;
 - ii. Benefits; and
 - iii. Travel for staff directly involved with project delivery (i.e., project management or construction).
- D) Where several capital assets are purchased together, the cost of each asset is determined by allocating the total price paid in proportion to each asset's relative fair value at the time of acquisition.
- E) Interest expense related to financing costs incurred during the time a capital asset is under construction or development can be included in the cost of the capital asset until the asset is put into service.
- F) If the construction or development of a capital asset is not completed to a useable state, the costs that would otherwise be capitalized should be expensed.

3.6. **Thresholds:**

- A) The threshold for each category represents the minimum cost and individual asset must be determined before it is recorded as a capital asset on statement of financial position.
- B) Capital assets not meeting the threshold are expensed in the year in which they are purchased. Costs for these assets are referred to as capital-type expenses.
- C) Thresholds should be applied on an individual asset or per item basis.

- D) Refer to ~~Capital Asset Threshold Policy 1000-01~~ **Schedule A** for the determined thresholds for each capital asset category.

3.7. **Estimated Useful Life:**

- A) The estimated useful life is the period over which a capital asset is expected to provide services. Also, can be refers to its lifespan – the length of time that a system or piece of equipment is expected to serve its original purpose.
- B) An asset's useful life can be estimated based on:
 - i. Its expected future use;
 - ii. Effects of technological obsolescence;
 - iii. Expected wear and tear from use or the passage of time; and
 - iv. The level of maintenance and experience with similar assets.
- C) All capital asset categories have predetermined estimated useful lives as outlined in **Capital Asset Categories Schedule B**. Note: the estimated useful lives shown are intended to apply to assets in new condition.
- D) When used assets are acquired the estimated useful lives should be reduced based on the age and condition of the asset. Appraisal of the used item will be sought based on.

3.8. **Amortization:**

- A) Amortization is calculated using the straight-line method based on the estimated useful life of each asset. This method which allocated the cost of a capital asset equally over each year of its estimated useful life.
- B) Lands and Historical, Culture and Works of Art, have an unlimited estimated useful life and should not be amortized.
- C) Amortization should be calculated based on the full cost of the capital asset. Where an asset expected residual value is expected to be significant in comparison to the asset's costs (20% or more), the amount would be deducted from the cost which calculating amortization.
- D) Amortization should be recorded monthly commencing on the first day of the month following the month the asset became ready for productive use. Note: For pooled assets, where purchases and disposals affect the pool balance throughout the year, the amortization calculation may be based on the estimated pool balance rather than actual.(PSAS 315.22-30)
- E) In estimating the useful life of assets, consideration should be given to the department's asset management plan, history with the asset class, potential technology advances and anticipated repairs and maintenance, among other factors. The original cost of land is not amortized. Other assets should be amortized, list as follows:
 - i. Land Improvements;
 - ii. Road and streets: Graveling, Pavement;
 - iii. Culverts, Bridges, Drainage;
 - iv. Water Treatment Plant, Pumping Stations;
 - v. Lagoon, Lift Stations;

- vi. Raw Water, Treated Water Wastewater and Storm (above or below ground) Pipelines;
- vii. All Valves and Shut offs for pipelines;
- viii. Hydrants, Streetlights, Street Signage;
- ix. Solid Waste, Transfer Stations Sites;
- x. Airports;
- xi. Buildings, (Recreational, Emergency services, Municipal, Hangers);
- xii. Building Improvements;
- xiii. Vehicles, Equipment & Machinery; and
- xiv. Hardware, software

- F) No amortization should be recorded in the year an asset is disposed of. This does not apply to deemed disposals.
- G) No amortization should be recorded on which in progress or capital asset which have been removed from service but not yet disposed of.

3.9. Disposals:

- A) The disposal of a capital asset results in its removal from service as a result of sale, destruction, loss, or abandonment.
- B) When a capital asset is disposed of, the cost and the accumulated amortization should be removed from the accounting records and any gain or loss recorded.
- C) Costs of disposal paid by the municipality should be expensed.
- D) A gain or loss on disposal is the difference between the net proceeds received and the net book value of the asset and should be accounted for as a revenue or expense, respectively, in the period the disposal occurs.

3.10. Write-downs:

- A) A capital asset should be write-down when a reduction in the value of the asset's service potential can be measured, and the reduction is expected to be permanent.
- B) Conditions that may indicate a write-down is required include:
 - i. Expectation of providing services at a lower level than originally planned;
 - ii. A change in use for the asset;
 - iii. Technological advances which render the asset obsolete; and
 - iv. Other factors such as physical damage which reduce the asset's service potential.
- C) All documentation regarding write-downs should be retained.
- D) Write-downs of capital assets should be accounted for as an expense in the current period.
- E) Annual amortization of an asset that has been written down should be calculated use the net book value after the write-down and the remaining estimated useful life.
- F) Regardless of any change in circumstances, a write-down should not be reversed.
- G) Write down are to be applied the year after occurrence.

3.11. Betterments:

- A) Betterments are enhancements to the service potential of a capital asset, such as:
 - i. An increase in the previously assessed physical output or service capacity;
 - ii. A reduction in associated operating costs;
 - iii. An extension of the estimated useful life; or,
 - iv. An improvement in the quality of output.
- B) Betterments which meet the threshold of the applicable capital asset category are capitalized. Otherwise, they are expenses.
 - i. Repairs and maintenance which are necessary to obtain the expected service potential of a capital asset for its estimated useful life are not betterments. These costs should be expensed when incurred. They include:
 - ii. Repairs to restore assets damaged by fire, flood, accidents, or similar events, to the condition just prior to the event; and,
 - iii. Routine maintenance and expenditures, such as repainting, cleaning and replacing minor parts.
- C) Where betterment enhances the service potential of a capital asset without increasing its estimated useful life, the amortization period should remain the same.
- D) Where betterment increases the estimated useful life of a capital asset, its useful life should be changed.
- E) Where betterment involves the replacement of an identifiable components of a capital asset, the original cost of that component and the related accumulated amortization should be removed from the accounting records.

3.12. Capital Contributions:

- A) When the municipality received funds from a third party, such as the provincial or federal government, to assist with the construction or purchase of a capital asset, the full cost of the asset should be recorded.
- B) The funds received should be recognized as revenue.

3.13. Donations:

- A) If a capital asset is donated to the municipality, the cost is its fair value at the date of contribution.
- B) Fair value of a donated capital asset may be estimated using market or appraised value.

3.14. Capital Leases:

- A) Capital leases are a means of financing the acquisition of a capital asset where the lessee carries substantially all of the risks and benefits of ownership. Capital leases are recorded as if the lease had acquired the asset and assumed a liability.
- B) If one or more of the following criteria exists, the lease should be accounted for as a capital lease:
 - i. There is reasonable assurance that the municipality will obtain ownership at the end of the lease. (Transfer of ownership occurs at the end of the lease or the lease has a bargain purchase option).
 - ii. The municipality will receive substantially all of the economic benefits of the assets. (This lease term is 75% or more of the economic life of the asset).

- iii. The lessor is assured of recovering the investment in the asset and earning a return. (The present value of the minimum lease payment is 90% or more of the fair value of the asset.).
- C) Where at least one of the conditions in clause (B) is not present, other factors may indicate that a capital lease exists.
- D) Examples of capital leases:
 - i. The municipality owns or retains control of the land on which a leased asset is located, and the asset cannot be easily moved;
 - ii. The municipality contributes significant assistance to finance the cost of acquiring or constructing the asset that it will lease; or,
 - iii. The municipality bears other potential risks, such as obsolescence, environmental liability, uninsured damage, or condemnation of the asset and any of these are significant.
- E) Operating leases are leases in which the leaser does not transfer substantially all the benefits and risks of ownership. If the arrangement is an operating lease, lease payment should be expenses and no liability recorded.
- F) If the arrangement is a capital lease, the municipality should apply the thresholds of the appropriate capital asset category.
- G) If the thresholds are not met, an expense and a liability should each be recorded for the present value of the minimum lease payments.
- H) If the thresholds are met, a capital asset and a liability should each be recorded for the present value of the minimum lease payments. The leased asset should be amortized over the lesser of the lease term or estimated useful life for similar capital assets as outlined in **Capital Asset Threshold Schedule A**.
- I) Executory and maintenance costs should be excluded when calculating minimum lease payments. The discount rate should be the lessor of the municipality's incremental borrowing rate or the interest rate implicit in the lease, if determinable.

3.15. Work in Progress:

- A) Where the construction or development of a capital asset occurs over several years, capital costs should be accumulated until the asset is ready for use.
- B) Identify these costs as work in progress for any interim and year-end reporting.
- C) The municipality should not record amortization on work in progress.
- D) A work in progress account should be established to allow work in progress capital costs to be tracked separately from assets subject to amortization.
- E) Examples of work in progress are as follows:
 - i. Construction of a new road;
 - ii. Construction of a new building;
 - iii. Development of an asset which occurs over several years.
 - iv. Down payments and deposits which are to be applied to the cost of a capital asset.

4. RESPONSIBILITIES

- 4.1 The Administration is responsible for ensuring compliance to this policy.

- 4.2 Council shall review all policies for compliance and effectiveness of the policies. Otherwise, a 3-year cycle for review

SCHEDULE A
CAPITAL ASSET THRESHOLDS

<u>Capital Asset Class and Category</u>	<u>Threshold</u>	<u>Estimated Useful Life</u>	<u>Amortization</u>
Land and land improvements			
Land	All	Indefinite	N/A
Land Improvements	\$5,000	15 years	Straight-Line
Culture, Historical & Works of Art	All	Indefinite	N/A
Buildings and building improvements			
Buildings	\$10,000	40 years	Straight-Line
Building Improvements	\$10,000	40 years	Straight-Line
Engineered Structures	\$10,000	40 years	Straight-Line
Lease Holdings Improvements	\$5,000	20 years	Straight-Line
Machinery and Equipment			
Heavy Mobile Equipment	\$5,000	20 years	Straight-Line
Aircraft	\$5,000	20 years	Straight-Line
Watercraft	\$5,000	20 years	Straight-Line
Operating Equipment	\$5,000	10 years	Straight-Line
Medical Equipment	\$5,000	10 years	Straight-Line
Small Tools	\$2,500	10 years	Straight-Line
Transportation Equipment			
Vehicles over 1 Ton	\$5,000	10 years	Straight-Line
Vehicles	\$5,000	5 years	Straight-Line
Emergency Vehicles	\$5,000	5 years	Straight-Line
Emergency Vehicle over 1 Ton	\$5,000	15 years	Straight-Line
Scales	\$5,000	10 years	Straight-Line
Office & Information Technology			
System Development	\$2,500	5 Years	Straight-Line
Computer Hardware	\$3,000	3 years	Straight-Line
Computer Software	\$2,500	3 years	Straight-Line
Communication Equipment	\$5,000	5 years	Straight-Line
Office Furniture & Equipment	\$2,500	5 years	Straight-Line
Infrastructure			
Roads & Street Subsurface	ALL	35 years	Remaining life factor
Road & Street Asphalt Surfaces	ALL	20 years	Remaining life factor
Road & Street Concrete Surfaces	ALL	25 years	Remaining life factor
Road & Street Gravel Surfaces	ALL	15 years	Remaining life factor
Road & Street Asphalt Surfaces	ALL	15 years	Remaining life factor
Road & Street Chip Seal Surfaces	ALL	10 years	Remaining life factor
Sidewalks, Ramping, Parking Lot & Approaches	ALL	25 years	Straight-Line
Road & Street Infrastructure	ALL	20 years	Straight-Line
Airport	ALL	30 years	Straight-Line
Water infrastructure (Raw, Treated)	ALL	50 years	Straight-Line
Wastewater Infrastructure	ALL	50 years	Straight-Line
Storm Sewer/Ditching Infrastructure	ALL	40 years	Straight-Line
Water Treatment Plant	ALL	40 years	Straight-Line

Wastewater Treatment Plant	ALL	40 years	Straight-Line
Infrastructure – Hydrants, Systems, Meters	ALL	20 years	Straight-Line
Culverts	ALL	35 years	Straight-Line
Other Infrastructure	ALL	20 years	Straight-Line

SCHEDULE B CAPITAL ASSET CATEGORIES

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Land	<ul style="list-style-type: none"> Parks and recreation Conservation purposes Building sites and other programs Facilitate construction of road surfaces, drainage areas, and allowances or future expansions. 	<ul style="list-style-type: none"> Purchase price Professional fees for title searches, architect, legal, engineering, appraisals, surveying, planner's environmental reports Improvement and development costs: land excavation, filling, grading, drainage, demolition of existing buildings (less salvage).
Land Improvements	<ul style="list-style-type: none"> Fencing and gates, parking lots, power pedestal's, paths and trails, landscaping, playgrounds and types of land drainage. 	<ul style="list-style-type: none"> Original purchase price or completed project costs including costs of material and labour or costs of a contractor Professional fees for title searches, architect, legal, engineering, appraisals, surveying, planner's environmental reports
Culture, Historical & Works of Art	<ul style="list-style-type: none"> Statues, Monuments, Various Art Assets, Religious Placings, Culture or Historical Grounds 	<ul style="list-style-type: none"> Original purchase price or completed project costs including costs of material and labour or costs of a contractor All Maintenance to ensure Level of service is kept Improvement and development costs: land excavation, filling, grading, and drainage.
Buildings – high quality construction Buildings – medium quality construction Buildings – average quality construction Buildings – short term	<ul style="list-style-type: none"> Buildings with fireproofed structural steel frames with reinforced concrete or masonry floors and roofs. Buildings with reinforced concrete frames and concrete or masonry floors and roofs. Buildings with masonry or concrete exterior walls, and wood or steel roof and floor structures, except for concrete slabs on grade. 	<ul style="list-style-type: none"> Original purchase price or completed project costs including basic costs of material and labour or costs of a contractor. Costs to remodel, recondition or alter a purchased building to make it ready to use for the acquired purpose. Preparation of plans blueprints, and specifications. Costs of building permits, studies, tests (pre-acquisition costs).

	<ul style="list-style-type: none"> Operational storage facilities, sheds, small buildings, inventory storage buildings and pump houses. 	<ul style="list-style-type: none"> Professional fees for title searches, architect, legal, engineering, appraisals, surveyors, planners, and environmental surveys. Operating costs such as temporary buildings used during construction.
Building Improvements	<ul style="list-style-type: none"> Major repairs that increase the value or useful life of the building such as structural changes, installation or upgrade of heating and cooling systems, plumbing, electrical, telephone systems. 	<ul style="list-style-type: none"> Complete project costs including basic costs of material and labour or costs of a contractor. Preparation of plans, blueprints, and specifications. Cost of building permits, studies, tests. Professional fees for building official, architect, legal, planning, engineering, appraisals, surveying, and environmental surveys. Operating costs such as temporary buildings used during construction
Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Engineered Structures	<ul style="list-style-type: none"> This includes buildings, but the term structure can also be used to refer to anybody of connected parts that is designed to bear loads, even if it is not intended to be occupied by people. This includes but not limited to: Aqueducts, bridges, canals, cooling towers/ chimney's, Dams railways retaining walls and tunnels 	<ul style="list-style-type: none"> Original purchase price or completed project costs including basic costs of material and labour or costs of a contractor. Costs to remodel, recondition or alter a purchased building to make it ready to use for the acquired purpose. Preparation of plans blueprints, and specifications. Costs of building and/ or structure permits, studies, tests (pre-acquisition costs). Professional fees for title searches, architect, legal, engineering, appraisals, surveyors, planners, and environmental surveys. Environmental planning, risk assessment, levels of compliance. Operating costs such as temporary buildings or structures used during construction.
Lease Holdings Improvements	<ul style="list-style-type: none"> Major repairs that increase the value or useful life of the building such as structural changes, installation or upgrade of heating and cooling systems, plumbing, electrical, telephone systems. However, is a lease and does not have value to principal asset only to the improvement. 	<ul style="list-style-type: none"> Complete project costs including basic costs of material and labour or costs of a contractor. Preparation of plans, blueprints, and specifications. Cost of structure permits, studies, tests.

		<ul style="list-style-type: none"> Professional fees for building official, architect, legal, planning, engineering, appraisals, surveying, and environmental surveys. Operating costs such as temporary buildings used during construction
Heavy Mobile Equipment	<ul style="list-style-type: none"> Power and construction equipment such as graders, tractors, 3-point hitch mowers or bigger, mobile hot water/ steam washers, gravel reclaimer, backhoe, ripper, mulcher, loaders, trencher, dozer, crawlers, AG Equipment and all heavy equipment attachments. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items which purchased. Parts and labour associated with the construction of equipment.
Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Aircraft	<ul style="list-style-type: none"> Used primarily for transportation purposes such as small airplanes, large planes, drones, fire and rescue planes and other aircraft transporting devices. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased.
Watercraft	<ul style="list-style-type: none"> Used primarily for transportation purposes such as small boats, large boats, personal watercraft, remote control watercraft and other water transporting devices. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased.
Operating Equipment	<ul style="list-style-type: none"> Equipment specific to maintenance, shop, recreation, and appliances.: such as forklifts, welding machines, utility trailers, security systems, snowplows, refrigerators, stoves, freezers, mowers, lawn maintenance equipment, recreational equipment, generator, emergency operations equipment, safety equipment and Zambonis These can be use in the grouped in this category and would be based in the operating equipment. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the construction of equipment.

Medical Equipment	<ul style="list-style-type: none"> Equipment Specific to veterinary or medical fields. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for pre/ post testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the construction of equipment.
Small tools	<ul style="list-style-type: none"> Process of the maintenance of equipment, building/ facilities, and specific need of the maintenance of such. These can be use in the grouped category and would be based in the work maintenance. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased
Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Vehicle Over 1 Ton	<ul style="list-style-type: none"> Equipment specific to maintenance and construct in which can be on municipal or provincial roads. These are but not limited to: gravel truck, various heavy equipment trailers, end dumps, pups, 3-ton trucks, 5- ton trucks, water trucks, garbage trucks, 1-ton trucks and maintenance trucks. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the equipment.
Vehicles	<ul style="list-style-type: none"> Used primarily for transportation purposes such as automobiles, pick-up trucks under one ton, ATV, snowmobiles, UTV, and SUV 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the equipment.
Emergency Vehicles	<ul style="list-style-type: none"> Used primarily for transportation, rescue, fire response, emergency use, purposes such as automobiles, pick-up trucks under one ton, ATV, snowmobiles, UTV, and SUV. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the Emergency equipment.
Emergency Vehicles Over 1 Ton	<ul style="list-style-type: none"> Equipment specific to firefighting, search & rescue, EMS and peace officer work. These assets are but not limited to firefighting trucks, ambulances, pumper trucks, water trucks, heavy peace vehicles, and any emergency service trailers. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the emergency equipment.

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Scales	<ul style="list-style-type: none"> Commercial industrial scale for the purpose of compliance with hauling standards with the MD of greenview. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight charges. Sales taxes on acquisition. Installation charges. Charges for testing and preparation. Costs of reconditioning used items when purchased. Parts and labour associated with the construction of equipment.
System Development	<ul style="list-style-type: none"> Consultation fees, web site development. 	<ul style="list-style-type: none"> External direct costs of materials and services such as consultation fees. Web site developments costs. Costs to acquire software and any custom development. Salary and related benefits of employees directly associated with the application development stage. Costs of upgrades that improve the functionality of the system.
Computer Hardware	<ul style="list-style-type: none"> Equipment like servers, scanners, printers, hard drives, equipment that serves the hardware and modems 	<ul style="list-style-type: none"> Purchase price. Installation charges. Freight and transit charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased.
Computer Software	<ul style="list-style-type: none"> Off the shelf software and related upgrades, software licenses after removing any maintenance or similar charges. 	<ul style="list-style-type: none"> Purchase price of off the shelf software and related upgrades. Sales taxes on acquisition. Installation charges.
Communication Equipment	<ul style="list-style-type: none"> Off the shelf software and related upgrades, software licenses after removing any maintenance or similar charges. Specific Communication equipment for the purpose of safety, promotion and like wise. 	<ul style="list-style-type: none"> Purchase price of off the shelf software and related upgrades. Sales taxes on acquisition. Installation charges. Costs of reconditioning used items when purchased.
Office Furniture & Equipment	<ul style="list-style-type: none"> Used in the offices of the municipality. List as follows but not limited to Desks, tables, chairs, filing cabinets, fax machines, photocopiers, smartboards, cabinets, cameras, and projectors. 	<ul style="list-style-type: none"> Original contract price or invoice price. Freight and installation charges. Sales taxes on acquisition. Costs of reconditioning used items when purchased. Parts and labour associated with the construction of furniture.

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Roads & Street Subsurface	<ul style="list-style-type: none"> Is a subbase that has been either engineered or non-engineered. All have been prepared for the road or street designed for with variance of designed to the particular build. This would encompass all subsurface. 	<ul style="list-style-type: none"> The value of each type of Sub-base is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a "remaining life" factor (0.1-0.9) to give an assessment of the condition and the value remaining.
Road & Street Asphalt Surfaces	<ul style="list-style-type: none"> Is an Asphalt surface that has been fully designed to carry heavier (primary) traffic base. The structure is usually thicker than 200 mm. 	<ul style="list-style-type: none"> The value of each type of asphalt road is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a "remaining life" factor (0.1-0.9) to give an assessment of the condition and the value remaining.
Road & Street Concrete Surfaces	<ul style="list-style-type: none"> Is a concrete surface that has been fully designed to carry heavier (primary) traffic base. The structure is usually engineered. 	<ul style="list-style-type: none"> The value of each type of concrete road is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a "remaining life" factor (0.1-0.9) to give an assessment of the condition and the value remaining.
Road & Street Gravel Surfaces	<ul style="list-style-type: none"> Is a gravel surfaced road with a buildup of gravel and maintained to good standard base. The width is great enough to be used on a residential street. 	<ul style="list-style-type: none"> The value of each type of gravel road is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a "remaining life" factor (0.1-0.9) to give an assessment of the condition and the value remaining.

Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Road & Street Cold Rolled Asphalt Surfaces	<ul style="list-style-type: none"> Is a non-engineered Asphalt surface that is thin and is placed on the subgrade with very little preparation. These may be referred to as oil treatments cold roll. These surfaces are usually less than 60 mm in thickness. 	<ul style="list-style-type: none"> The value of each type of cold mix road is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a "remaining life" factor (0.1-0.9) to give an assessment of the condition and the value remaining.
Road & Street Chip Seal Surfaces	<ul style="list-style-type: none"> Is a non-engineered or Asphalt repaired surface that is thin and is placed on the asphalt surface directly with very little preparation. 	<ul style="list-style-type: none"> The value of each type of asphalt road maintenance is determined per square meter based on the cost of the materials and labour required to construct each structure. Quantities used in each structure, are also available, but using quantities expands the calculations significantly. The streets/roads replacement cost has been multiplied by a "remaining life" factor (0.1-0.9) to give an assessment of the condition and the value remaining.
Sidewalks, Ramping, Parking lots & Approaches	<ul style="list-style-type: none"> Is all sidewalks, ramps, parking lot and approaches, in which the building material is variable as installed at or near any road & street. 	<ul style="list-style-type: none"> Original purchase price Installation charges Direct costs of construction including labour and materials Charges for testing and preparation Parts and labour associated with construction and installation.
Road & Street Other	<ul style="list-style-type: none"> Light systems (traffic, outdoor, street), all signage, rumble strips, speed bumps and aggregate pit acquisition costs 	<ul style="list-style-type: none"> Original purchase price Installation charges Direct costs of construction including labour and materials Charges for testing and preparation Parts and labour associated with construction and installation.
Airport	<ul style="list-style-type: none"> All part of making the regulated airport. This does not include building nor surrounding lands. 	<ul style="list-style-type: none"> Original purchase price Installation charges Direct costs of construction including labour and materials Charges for testing and preparation

		<ul style="list-style-type: none"> Parts and labour associated with construction and installation.
Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Water infrastructure (Raw, Treated)	<ul style="list-style-type: none"> Docks, lagoons, reservoirs, pumping facilities, tanks and associated infrastructure, swimming pools, fire hydrants. 	<ul style="list-style-type: none"> Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection, and quality control. Parts and labour associated with the construction of equipment
Wastewater Infrastructure	<ul style="list-style-type: none"> Wastewater systems, sewage lagoons, reservoirs, pumping facilities, tanks and associated infrastructure, manholes, wastewater systems. 	<ul style="list-style-type: none"> Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection, and quality control. Parts and labour associated with the construction of equipment
Storm Sewer/Ditching Infrastructure	<ul style="list-style-type: none"> Storm water lagoons, reservoirs, pumping facilities, tanks and associated infrastructure. 	<ul style="list-style-type: none"> Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection, and quality control. Parts and labour associated with the construction of equipment
Water Treatment Plant	<ul style="list-style-type: none"> All equipment inside the water treatment plant excluding the building and the land in which it sits. 	<ul style="list-style-type: none"> Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project management, inspection, and quality control. Parts and labour associated with the construction of equipment
Wastewater Treatment Plant	<ul style="list-style-type: none"> All equipment inside the wastewater treatment plant excluding the building and the land in which it sits. 	<ul style="list-style-type: none"> Original purchase price Direct costs of construction including labour and materials Salary and travel costs for employees assigned to the project for direct management duties such as project

		<p>management, inspection, and quality control.</p> <ul style="list-style-type: none"> Parts and labour associated with the construction of equipment
Capital Asset Category	Examples of Capital Assets	Examples of Capital Asset Costs
Infrastructure – Hydrants, Systems, Meters	All types of fire hydrants, water meters, gas meters, operating systems for the meters,	<ul style="list-style-type: none"> Direct costs of construction including tender construction costs, labour materials, survey costs, and project specific design costs. Salary and travel costs for employees assigned to the project for direct management, inspection, and quality control. <p>Parts and labour associated with construction and installation</p>
Culverts	Any and all Culverts regardless of size	<ul style="list-style-type: none"> Direct costs of construction including tender construction costs, labour materials, survey costs, and project specific design costs. Salary and travel costs for employees assigned to the project for direct management, inspection, and quality control.
Other Infrastructure	Landfills, dump stations, transfer station and any upgrades to this category	<ul style="list-style-type: none"> Costs that support infrastructure but are not included in any other category. Parts and labour associated with construction and installation



REQUEST FOR DECISION

SUBJECT:	Policy 4011 Snow and Ice Clearing Greenview Roadways and Public Buildings		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER:
DEPARTMENT:	INFRASTRUCTURE & PLANNING	DIR: RA	PRESENTER: RA
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 4011 “Snow and Ice Clearing Greenview Roadways and Public Buildings” as presented.

MOTION: That Council repeal Town of Grande Cache Policy 333/14 Snow Removal.

BACKGROUND/PROPOSAL:

This policy is intended to define the level of response to a snow and ice event on Greenview owned walkways, parking lots and roadways. This policy has been back and forth to PRC since September and a number of changes have been made along the way to improve the policy. At the previous PRC, the Committee recommended grammatical changes, for snow plowing to commence on rural arterial paved roads when snow reaches 3 to 6 centimetres.

The Grande Cache Snow Removal Policy will be repealed with Council passing Policy 4011

BENEFITS OF THE RECOMMENDED ACTION:

1. Policy 4011 will include snow clearing on more than municipal roadways.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

Certain staff will be required to work outside of normal Greenview hours.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Policy 4011 – Original
- Grande Cache Snow Removal Policy
- Policy 4011 – Revised
- Policy 4020 (mentioned within 4011)

Title: SNOW REMOVAL ON MUNICIPAL ROADWAYS

Policy No: 4011

Effective Date: January 8, 2018

Motion Number: 18.01.21

Supersedes Policy No: OP 28

Review Date: January 8, 2018



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To ensure that all Greenview roadways are maintained to a standard that allows for safe passage.

POLICY

To establish guidelines to ensure the operation of a consistent Snow Removal program on Municipal roadways.

Snowplowing will be performed in the following order of priority:

- a) Arterial Roads
- b) School Bus Routes and Turnarounds, and Collector Roads
- c) Residential Access Roads
- d) Driveways and Community Facilities
- e) Utility Right-Of-Ways and Alleyways
- f) Farmland Access Roads

Snow plowing priorities may vary to allow for efficient operations.

Greenview will make reasonable effort to open all roads within five days following a significant snowfall.

ARTERIAL ROADS/PAVED SURFACE:

1. Positive communications with the R.C.M.P., Alberta Motor Association, Alberta Transportation, and local contacts will be maintained to assist in the gathering of accurate road conditions.
2. Snow plowing is to commence when accumulations of snow reach 3 to 4 centimeters and conditions are safe to do so. Curves and hills and other safety factors may require earlier attention.
3. Salt and sand are to be utilized when weather and snow/ice conditions make it practical.

ARTERIAL ROADS/GRAVEL SURFACE:

1. Snow plowing should commence when snow reaches a depth of 5 to 10 centimeters on the roadway. Drifting conditions may necessitate earlier attention.

2. It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
3. Winging of snow into the ditch should be commenced before accumulations reach 30 centimeters along the shoulder edge.
4. Every effort should be made to ensure driveways and connecting roads are not plugged with snow.

LOCAL ROADS:

1. Plowing of local roads is to commence when arterial, school bus routes, and collector priorities have been plowed and safety conditions allow.
2. Plowing should commence when snow reaches a depth of 5 to 10 centimeters on the roadway, in accordance to priorities established above. Drifting conditions may necessitate earlier attention.
3. It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
4. Winging of snow into the ditch should be commenced before accumulations reach 30 centimeters along the shoulder edge.
5. Farmland access roads are to be plowed a minimum of twice yearly, unless they are being utilized to such an extent that more frequent maintenance is required.
6. Driveways will be plowed when time allows, and the Snow Removal/Resident Driveways Policy has been followed.
7. Driveway plowing may be done in conjunction with other plowing when it is efficient to do so.
8. Employees will adhere to guidelines as defined in the Transportation Procedural Manual. If a contradiction between policy and procedures arises, the Manager of Operations or his/her designate will resolve the issue and recommend amendments.



TOWN OF GRANDE CACHE

Policy and Procedures

Title **Snow Removal Policy**

Page 1 of 3

Section P-2
Department Public Works

Resolution No. 333/14
Effective Date October 8, 2014

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Safety

In all phases of snowplowing, safety is of the utmost importance. Snowplowing must not be done in a manner that compromises the safety of the employee or the public. This not only refers to the manner in which the activity is performed, but also to the quality of work that is left behind.

The snowplow operator is in the best position to determine if his machine has become an unacceptable hazard to traffic. If, in his opinion, an unsafe condition has developed, he must take steps to reduce or eliminate the danger and notify his Manager immediately.

Visibility

The operator must be able to see and be seen. When weather conditions severely affect visibility, the snowplow should be removed from the road unless it is an emergency situation.

No snow shall be piled at intersections so as to obstruct clear vision.

Equipment

Plow equipment must be properly adjusted and in good working order. All safety devices must be operating properly. All running lights must be working and properly aligned. They must be clean and kept free of snow and ice accumulation that will reduce their effectiveness.

Operator

The operator must be a qualified equipment operator, alert and physically capable of doing the job. Operating continuously for long periods should be discouraged. A tired operator makes mistakes.



TOWN OF GRANDE CACHE Policy and Procedures

Title **Snow Removal Policy**

Page 2 of 3

Section P-2
Department Public Works

Resolution No. 333/14
Effective Date October 8, 2014

Route

The Manager of Public Works and Utilities shall review the established snow removal routes before the first snowfall of each year. The route will be determined based on the following priorities:

Priority 1 - Major road and arteries in the community

Priority 2 - Residential Streets

Priority 3 - Parking lots, sidewalks and public places

Priority 4 - Back lanes and other areas as required

NOTE: **In the case of heavy snowfall, priorities will change with emphasis on emergency services.**

The Public Works Department will begin snow clearing when snow has accumulated to four to six inches or earlier if deemed necessary by the Manager.

The Manager shall outline the snow removal route on a map in the fall of each year and publish the route for the general public.

In the event of a snowstorm or blizzard after working hours, the Manager will use seniority based call-out system for calling back operators for snow removal purposes. If there is significant snow accumulation overnight, operators upon the direction of the Manager, will report to work prior to the normal morning reporting time in order to provide snow removal services for the community. The Manager reserves the right to order operators to perform snow removal duties in the event of an emergency.

The Public Works and Utilities operators shall not remove snow from private property. Snow removal equipment will only be permitted to clear snow from The Town of Grande Cache property, including all roads and highways.

Snow will not be stored in driveways as defined in Snow Removal Bylaw No. 774.



TOWN OF GRANDE CACHE
Policy and Procedures

Title	Snow Removal Policy			Page 3 of 3
Section	P-2	Resolution No.	333/14	
Department	Public Works	Effective Date	October 8, 2014	

If an operator causes damage to personal or public property as a result of snow clearing operations, the incident must be reported to the Manager immediately and recorded in writing.

CURRENT

Title: Snow Clearing and Ice Control of Greenview Roadways and Public Buildings

Policy No: 4011

Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No:

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



Purpose: Define the level response to a snow & ice event within the approved budget parameters. The Municipal District owns several properties having walkways, parking lots & roads which are susceptible to winter conditions. These properties consist of areas open to the public and areas not open to the public throughout Greenview. This policy will lay out a systematic approach for response to a snow or ice event on Greenview properties and roadways.

1. DEFINITIONS

- 1.1. **Arterial Roads** mean major roadways that carry high volumes of traffic.
- 1.2. **Greenview** means the Municipal District of Greenview No 16.
- 1.3. **Minor Snow Event** means a winter storm in which snow of less than 15 cm has accumulated.
- 1.4. **Major Snow Event** means a winter storm in which snow of more than 15 cm has accumulated within the area of a Greenview building.
- 1.5. **Ice Event** means either a freezing rain event or freeze thaw cycle that cause accumulation of ice on walkways and roadways.
- 1.6. **Public Building** means any building owned by Greenview.
- 1.7. **Sanding** means the application of sand, rock chips or salt to the walking or driving surfaces to prevent ice build up and improve traction. This can either be done with the sanding **equipment** trucks or by hand.
- 1.8. **Snow Removal** means the removal of snow from an area where Greenview business is conducted. This can be by mechanical or manual means and can include just removing the snow from the work area or removing the snow from the site.
- 1.9. **Risk Assessment Tool** means using a formalized approach of analyzing frequency, probability, and severity to determine an appropriate risk priority for each building.

3. PROCEDURE

- 3.1. Greenview standard procedure for the removal of snow and ice is to remove all snow cover down as close as possible to the base layer (pavement, cement, or gravel) then provide a layer of slip protection on paved or cement surfaces by sanding the area.
- 3.2. All snow accumulation located in proximity to regular walkways will be removed to prevent ice events from a freeze thaw cycles.
- 3.3. Equipment:
 - A) The following equipment is available for the removal snow and ice within Greenview.
 - i. Skid Steers – are available in the following locations. Valleyview, DeBolt, Grovedale & Grande Cache.
 - ii. Broom Tractors – are available in Valleyview, DeBolt and Grande Cache
 - iii. Sanding/Plow Truck – this is available in Valleyview and Grande Cache.
 - iv. Snow ~~Blowers~~ Throwers – are available in Valleyview and Grovedale.
 - v. Backpack blowers – are available in Grovedale.
 - vi. Snow shovels – are available in all locations.
 - vii. Saltshakers – are available in all locations.
 - viii. Graders – are available in all locations.
 - ix. Tractors with plow blades – are available in Valleyview, DeBolt, Grovedale, and Grande Cache.
- 3.4. Snow Removal Priorities:
 - A) Priority #1: Arterial Roads
 - B) Priority #2: Local Residential Roads, Seasonal Roads and Collector Roads
 - C) Priority #3: Greenview Walkways, Sidewalks, Parking Lots and Public Buildings
 - D) Priority #4: Back lanes and other areas
- 3.5. Greenview will make every reasonable effort to open all roads within five days following a significant snowfall.

4. RESPONSIBILITIES

- 4.1. Manager and Supervisors
 - A) Review with all affected employees the expectations contained within this policy.
 - B) Work with the team to ensure the most effective methods are being used for snow removal and work with employees to ensure they are managing the effort to prevent injuries.
 - C) Inspect affected areas including buildings, parking lots and roadways to ensure the snow removal is in alignment with the policy and take corrective action as required.
 - D) Quickly address all concerns brought forward by the public or employees and communicate back the solution.
- 4.2. Employees
 - A) Adhere to the expectations as outlined within this policy regarding snow removal.
 - B) Look for ways to continually improve the snow and ice removal process.

5. URBAN ROADWAYS

- 5.1. The criteria for setting snow removal priorities will be based on the following. **In the cases of heavy snowfall, priorities will change with emphasis on emergency services.**
 - A) Major Road and arteries in the community
 - B) Residential Streets

- C) Parking lots, sidewalks and public places
- D) Back lanes and other areas as required

5.2. Snow plowing is to commence when accumulations of snow reaches 3 to 4 centimeters or earlier if deemed necessary. Salt and sand are to be utilized when weather and snow/ice conditions make it practical.

5.3. Snow that has accumulated on the streets shall not be placed onto any privately owned lots.

6. RURAL ROADWAYS

6.1. Arterial Roads/Paved Surface

- A) Positive communications with the R.C.M.P., Alberta Motor Association, Alberta Transportation, and local contacts will be maintained to assist in the gathering of accurate road conditions.
- B) Snow plowing is to commence when accumulations of snow reach 3 to 6 10 to 15 centimeters and conditions are safe to do so. Curves and hills and other safety factors may require earlier attention.
- C) Salt and/or sand are to be utilized when weather and snow/ice conditions make it practical.

6.2. Arterial Roads/Gravel Surface

- A) Snow plowing should commence when snow reaches a depth of 10 to 15 centimeters on the roadway. Drifting conditions may necessitate earlier attention.
- B) It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
- C) Winging of snow into the ditch should be commenced once accumulations reaches 30 centimeters along the shoulder edge.
- D) Every effort should be made to ensure driveways and connecting roads are not plugged with snow.
- E) Sand can be utilized when weather and snow/ice conditions make it practical. Equipment availability, snow removal and ice control priorities, material inventory, and operational effectiveness will be considered prior to utilizing sand on gravel roads.

6.3. Local Roads/Gravel Surface

- A) Plowing of local roads is to commence when arterial, and collector priorities have been plowed and safety conditions allow.
- B) Plowing should commence when snow reaches a depth of 10 to 15 centimeters on the roadway, in accordance to priorities established above. Drifting conditions may necessitate earlier attention.
- C) It is desirable to have a snow/gravel mix packed on the roads after the first snowfall to reduce gravel loss.
- D) Winging of snow into the ditch should be commenced once accumulations reach 30 centimeters along the shoulder edge.
- E) Farmland access roads are to be plowed a minimum of twice yearly, unless they are being utilized to such an extent that more frequent maintenance is required.
- F) Residential driveways will only be plowed when all other priorities have been completed and in accordance with Policy 4020.
- G) Driveway plowing, farmland access roads, local roads, and arterial roads may be plowed

or ice bladed in conjunction with other plowing and ice control measures when it is efficient to do so.

- H) As outlined in Policy 4020 and the Snowplowing Private Driveway Agreement, residential driveway clearing refers to snow removal only, Greenview does not provide sanding and/or ice blading during or after an ice event.

7. GREENVIEW SIDEWALKS WALKWAYS, PARKING LOTS AND PUBLIC BUILDINGS

7.1. Greenview believes it is important to maintain sidewalks and walking surfaces surrounding their buildings to an acceptable standard. All the building can be subjected to significant snow fall accumulations therefore the following priority system has been developed.

- A) **High Priority** – these areas are where the risk assessment tool indicates the risk of injury is high and are open to the public.
- B) **Medium Priority** – following the risk assessment tool these are areas, due to their design, that pose a moderate risk of injury and are open to the public. Or a high risk and are open only to employees.
- C) **Low Priority** – These areas are all other buildings and lands that are owned by Greenview and require snow removal.

7.2. Greenview has created the following timelines to ensure timely delivery of service to the above-mentioned priorities in a minor snow event or ice event.

- 7.2.1. **High Priority** – snow & ice will be removed from walkways, parking lots and roads around buildings within 3 hours of the end of the event or the start of the next business day.
- 7.2.2. **Medium Priority** - snow & ice will be removed from walkways, parking lots and roads around buildings by the next business day from the end of the event.
- 7.2.3. **Low Priority** – these areas will be monitored weekly and will have snow and Ice removed once condition indicate the need to do so.

7.3. Greenview, like all municipalities, does not have unlimited assets dedicated to snow removal, we will do what we can to ensure snow and ice are removed from all areas based on this policy. However, in a major snow event, these timelines may be expanded. All efforts including the use of contractors will be considered to attempt to maintain the expected timelines.

7.4. All complaints received from the public or employees will be thoroughly investigated.

7.5. It is the responsibility of the residents, institutions and businesses to adequately remove all snow and ice from adjacent sidewalks. When snow is pushed from private property onto Greenview property or roadways and creates a hazard for the public, Greenview equipment, or will adversely affect drainage during melting, the concern will be submitted by the Manager of Operation or designate to Greenview's Enforcement Services.



REQUEST FOR DECISION

SUBJECT:	Policy 4023 Licensing of Undeveloped Road Allowance		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	February 22, 2022	CAO: SW	MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: RA	PRESENTER: JS
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 4023 “Licensing of Undeveloped Road Allowance” as presented.

BACKGROUND/PROPOSAL:

Administration has found that although license holders are being issued signs for their undeveloped road allowance license to post, they are not being erected in accordance with this policy or in accordance with their signed agreement. Administration has proposed in this policy that signs be installed by Greenview staff rather than license holders in order to ensure it is being done. Signs will still be required to be legible from a distance of 15 meters and they will continue to be the size of current signs. As well, license holders will still be required to replace lost or stolen signs. The size listed in the current policy is not accurate as it was an increased cost to cut them down to 14” by 24” therefore this has been updated to reflect the actual size of the signs.

This policy also permits Council to approve undeveloped road allowance licenses for additional non-agricultural purposes at their discretion.

Policy Review Committee recommended for following changes:

- 4.3 Remove obtain and change to “with the signed consent of landowners”
- 6.5 Signs shall be located as close to the center as possible

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that all Road Allowance License signs will be erected in a timely fashion in accordance with the level of service within this policy.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. No disadvantage of Council accepting the recommended motion.
-

ALTERNATIVES CONSIDERED:

Alternative #1: Council may alter or deny the recommended changes to this policy.

FINANCIAL IMPLICATION:

There is no financial implication.

STAFFING IMPLICATION:

There are no staffing implications.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Policy 4023 Licensing of Undeveloped Road Allowances – Current
- Policy 4023 Licensing of Undeveloped Road Allowances – Revised

Title: Licensing of Undeveloped Road Allowance

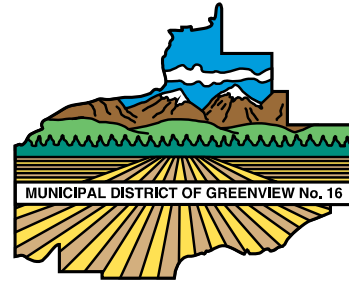
Policy No: 4023

Effective Date: January 26, 2021

Motion Number: 21.01.022

Supersedes Policy No: ES 07

Review Date: January 26, 2024



Purpose: To establish a fair and consistent policy for the use and occupation of undeveloped road allowances in Greenview, pursuant to Section 18(1) of the Municipal Government Act and the License of Occupation Bylaw.

1. DEFINITIONS

- 1.1 **Adjacent Land** means land that is next to or adjoining to the Undeveloped Road Allowance.
- 1.2 **Licenseholder** means a person to whom a license is granted or issued.
- 1.3 **Natural Vegetation** means vegetation existing on site prior to the issuance of the license.
- 1.4 **Timber** means all trees living or dead, of any size or species, and whether standing, fallen, cut, or extracted in accordance with the Forests Act, R.S.A. 2000, Chapter F-22.
- 1.5 **Undeveloped Road Allowance** means any land dedicated as a road right-of-way that has not been fully developed. The right of way may or may not be shown as a road on a plan of survey that has been filed or registered in a land titles office.

2. POLICY GENERAL

- 2.1 If an undeveloped road allowance is not needed for road or other municipal purposes it may be licensed to an adjacent landowner. This licensing policy does not apply to developed road allowances or road right-of-ways.
- 2.2 An Undeveloped Road Allowance Licence is required for the use of the road allowance for agricultural purposes.
- 2.3 A license applies to a continuous piece of undeveloped road allowance abutting the licenseholder's property or properties, or until the road allowance meets developed infrastructure.
- 2.4 The Undeveloped Road Allowance Licence does not supersede the Alberta Traffic Safety Act.

3. UNDEVELOPED ROAD ALLOWANCE PRIORITIES

3.1 The following general uses are acceptable to occur within a road allowance, in this priority order:

A) **Permanent Road or Temporary Road/Trail**

The primary purpose of a road allowance is to allow for the movement of goods and people and provide access to property. If expansion of Greenview's road network is required and serves this municipal purpose, permission will be granted to undertake the required work (subject to additional conditions within this, and other Greenview policies and bylaws).

B) **Treed Shelterbelt**

If a road allowance is not required to form part of the municipal road network, the intent is for road allowances to remain treed in order to create windbreaks and regulate drainage flow rates. If the existing trees on a road allowance are older and likely to create an ongoing safety and maintenance challenge, it is acceptable to clear the offending trees. No stumping or other disturbance of the topsoil is permitted.

C) **Animal Grazing**

The road allowance may be utilized for grazing purposes if adjacent to existing pasture lands, but the road allowance shall remain primarily treed.

D) **Field Crop Farming**

Field crop farming is only included in this Policy as a use for grandfathered properties that are already in this condition. The use of road allowances for new field crop farming operations is prohibited.

E) **Sale of Road Allowance**

The sale of road allowance will be considered on a case-by-case basis but is a practice that will generally be discouraged.

4. UNDEVELOPED ROAD ALLOWANCE LICENSE

4.1 An Undeveloped Road Allowance Licence is required for use of the road allowance for agricultural purposes. The licenseholder will be required to enter into an agreement with Greenview.

4.2 An Undeveloped Road Allowance License grants the holder non-exclusive access to the road allowance. Reasonable access, generally providing for foot access, shall be provided at all times. If there is an existing quad trails, access should remain when the road allowance leads to Crown Land.

4.3 The licenseholder shall own property, or hold a long term lease or legal agreement on both sides of the portion of the road allowance for which the license is being sought.

4.4 All applications for licensing of the undeveloped road allowance shall be made on the form as determined by Greenview and shall be accompanied by the applicable fee, as per Greenview's Schedule of Fees Bylaw.

- 4.5 The license will apply to the portion of the undeveloped road allowance abutting the licenseholder's property.
- 4.6 The license does not grant the holder the right to clear natural vegetation, including timber, on the road allowance. Any request to clear natural vegetation on the road allowance shall be submitted to and approved by Alberta Environment & Parks (AEP). Confirmation of AEP approval for the clearing of natural vegetation shall be submitted to Greenview prior to any work commencing.
- 4.7 The unapproved removal of natural vegetation, shall result in the cancellation of all road allowance licenses with Greenview.
- 4.8 No work, development, improvement, or change to the condition of the Undeveloped Road Allowance is permitted without the prior written authorization from Greenview. No buildings or structures shall be constructed on the Road Allowance. Fencing will be permitted with prior approval from Greenview. The Undeveloped Road Allowance may only be used for purposes listed in the licenseholder's license, and for no other use. The licenseholder may not use the Undeveloped Road Allowance in any other manner without the prior written consent of Greenview, which consent may be unreasonably withheld.
- 4.9 Greenview retains the right of entry and control including the right and privilege of cutting or spraying any portion of the road allowance for the purpose of weed control, or for any other purpose at any time in the areas for which this licence has been issued.
- 4.10 In issuing a license, Greenview will impose such terms and conditions determined to be necessary or beneficial, including but not limited to:
 - A) The term of the license up to a maximum of five (5) years;
 - B) Insurance requirements;
 - C) Signage requirements;
 - D) Whether obstructions such as fences and gates are permissible;
 - E) Weed control; and
 - F) The limitations on the licenseholder's access or use.
- 4.11 Greenview may terminate the licenseholder's license for any reason, including convenience, with thirty (30) days written notice to the licenseholder. Refunds will be granted and prorated on a monthly basis.

5 RESPONSIBILITIES OF THE LICENSE HOLDER

- 5.1 Fees for the duration of the license term will be invoiced on a lump sum basis at the beginning of the applicable term. The fee shall be paid prior to the license being issued.
- 5.2 The licenseholder shall, at its sole expense, obtain and maintain comprehensive general liability insurance of no less than \$2,000,000 throughout the term of the licence.

- 5.3 The licenseholder shall be responsible for weed control on the undeveloped road allowance to Greenview's satisfaction.
- 5.4 In consideration of Greenview's granting of the licence, the licenseholder agrees to indemnify and save harmless the Municipal District of Greenview of and from any claims or demands arising from the operations on the undeveloped road allowance.
- 5.5 The licenseholder shall not have the right to sublet any portion of the licence.
- 5.6 The licenseholder shall not use the licensed area in such a way to adversely affect groundwater resources or disturb natural drainage patterns or watercourses unless such measures are necessary to serve a proposed development and receive approval from Alberta Environment and Parks. Greenview shall be notified of the approval prior to any work commencing. Additionally, the licenseholder shall not cause stormwater to drain onto adjoining property.
- 5.7 Upon termination the licenseholder shall, upon Greenview's request, remove all equipment, structures and installations on the road allowance placed for the licenseholder's purposes. If they are not removed within thirty (30) days of such a request, Greenview shall have the right to remove equipment, structures and installations and Greenview shall invoice the licenseholder the actual cost relating thereto.
- 5.8 Upon issuance of the license, the licenseholder shall obtain and erect signage as per the signage requirements outlined in this policy.
- 5.9 Subsequent terms will be subject to application as renewals will not be automatic.

6 SIGNAGE REQUIREMENTS

- 6.1 The licenseholder is required to post the sign which is legible from a distance of 15 metres and maintain the sign in a reasonable condition for the duration of the term.
- 6.2 Signs will be provided by Greenview to the licenseholder.
- 6.3 Signs shall measure 14" by 24".
- 6.4 Signs shall note the license number.
- 6.5 Signs shall be located in the middle of the undeveloped road allowance at the boundary of the adjacent developed roadway.

Title: Licensing of Undeveloped Road Allowance

Policy No: 4023

Effective Date:

Motion Number:

Supersedes Policy No:

Review Date:



Purpose: To establish a fair and consistent policy for the use and occupation of undeveloped road allowances in Greenview, pursuant to Section 18(1) of the Municipal Government Act and the License of Occupation Bylaw.

1. DEFINITIONS

- 1.1 **Adjacent Land** means land that is next to or adjoining to the Undeveloped Road Allowance.
- 1.2 **Licenseholder** means a person to whom a license is granted or issued.
- 1.3 **Natural Vegetation** means vegetation existing on site prior to the issuance of the license.
- 1.4 **Timber** means all trees living or dead, of any size or species, and whether standing, fallen, cut, or extracted in accordance with the Forests Act, R.S.A. 2000, Chapter F-22.
- 1.5 **Undeveloped Road Allowance** means any land dedicated as a road right-of-way that has not been fully developed. The right of way may or may not be shown as a road on a plan of survey that has been filed or registered in a land titles office.

2. POLICY GENERAL

- 2.1 If an undeveloped road allowance is not needed for road or other municipal purposes it may be licensed to an adjacent landowner. This licensing policy does not apply to developed road allowances or road right-of-ways.
- 2.2 An Undeveloped Road Allowance Licence is required for the use of the road allowance for agricultural purposes.
 - 2.2.1 Requests for Undeveloped Road Allowance Licences beyond the scope of agricultural purposes may be approved at the discretion of Council.
- 2.3 A license applies to a continuous piece of undeveloped road allowance abutting the licenseholder's property or properties, or until the road allowance meets developed infrastructure.
- 2.4 The Undeveloped Road Allowance Licence does not supersede the Alberta Traffic Safety Act.

3. UNDEVELOPED ROAD ALLOWANCE PRIORITIES

3.1 The following general uses are acceptable to occur within a road allowance, in this priority order:

A) **Permanent Road or Temporary Road/Trail**

The primary purpose of a road allowance is to allow for the movement of goods and people and provide access to property. If expansion of Greenview's road network is required and serves this municipal purpose, permission will be granted to undertake the required work (subject to additional conditions within this, and other Greenview policies and bylaws).

B) **Treed Shelterbelt**

If a road allowance is not required to form part of the municipal road network, the intent is for road allowances to remain treed in order to create windbreaks and regulate drainage flow rates. If the existing trees on a road allowance are older and likely to create an ongoing safety and maintenance challenge, it is acceptable to clear the offending trees. No stumping or other disturbance of the topsoil is permitted.

C) **Animal Grazing**

The road allowance may be utilized for grazing purposes if adjacent to existing pasture lands, but the road allowance shall remain primarily treed.

D) **Field Crop Farming**

Field crop farming is only included in this Policy as a use for grandfathered properties that are already in this condition. The use of road allowances for new field crop farming operations is prohibited.

E) **Sale of Road Allowance**

The sale of road allowance will be considered on a case-by-case basis but is a practice that will generally be discouraged.

4. UNDEVELOPED ROAD ALLOWANCE LICENSE

4.1 An Undeveloped Road Allowance Licence is required for use of the road allowance for agricultural purposes. The licenseholder will be required to enter into an agreement with Greenview.

4.2 An Undeveloped Road Allowance License grants the holder non-exclusive access to the road allowance. Reasonable access, generally providing for foot access, shall be provided at all times. If there is an existing quad trails, access should remain when the road allowance leads to Crown Land.

4.3 The licenseholder shall own property, hold a long term lease or legal agreement on both sides of the portion of the road allowance for which the license is being sought, **with the signed consent of landowners on those properties.**

- 4.4 All applications for licensing of the undeveloped road allowance shall be made on the form as determined by Greenview and shall be accompanied by the applicable fee, as per Greenview's Schedule of Fees Bylaw.
- 4.5 The license will apply to the portion of the undeveloped road allowance abutting the licenseholder's property.
- 4.6 The license does not grant the holder the right to clear natural vegetation, including timber, on the road allowance. Any request to clear natural vegetation on the road allowance shall be submitted to and approved by Alberta Environment & Parks (AEP). Confirmation of AEP approval for the clearing of natural vegetation shall be submitted to Greenview prior to any work commencing.
- 4.7 The unapproved removal of natural vegetation, shall result in the cancellation of all road allowance licenses with Greenview.
- 4.8 No work, development, improvement, or change to the condition of the Undeveloped Road Allowance is permitted without the prior written authorization from Greenview. No buildings or structures shall be constructed on the Road Allowance. Fencing will be permitted with prior approval from Greenview. The Undeveloped Road Allowance may only be used for purposes listed in the licenseholder's license, and for no other use. The licenseholder may not use the Undeveloped Road Allowance in any other manner without the prior written consent of Greenview, which consent may be unreasonably withheld.
- 4.9 Greenview retains the right of entry and control including the right and privilege of cutting or spraying any portion of the road allowance for the purpose of weed control, or for any other purpose at any time in the areas for which this licence has been issued.
- 4.10 In issuing a license, Greenview will impose such terms and conditions determined to be necessary or beneficial, including but not limited to:
 - A) The term of the license up to a maximum of five (5) years;
 - B) Insurance requirements;
 - C) Signage requirements;
 - D) Whether obstructions such as fences and gates are permissible;
 - E) Weed control; and
 - F) The limitations on the licenseholder's access or use.
- 4.11 Greenview may terminate the licenseholder's license for any reason, including convenience, with thirty (30) days written notice to the licenseholder. Refunds will be granted and prorated on a monthly basis.

5 RESPONSIBILITIES OF THE LICENSE HOLDER

- 5.1 Fees for the duration of the license term will be invoiced on a lump sum basis at the beginning of the applicable term. The fee shall be paid prior to the license being issued.
- 5.2 The licenseholder shall, at its sole expense, obtain and maintain comprehensive general liability insurance of no less than \$2,000,000 throughout the term of the licence.
- 5.3 The licenseholder shall be responsible for weed control on the undeveloped road allowance to Greenview's satisfaction.
- 5.4 In consideration of Greenview's granting of the licence, the licenseholder agrees to indemnify and save harmless the Municipal District of Greenview of and from any claims or demands arising from the operations on the undeveloped road allowance.
- 5.5 The licenseholder shall not have the right to sublet any portion of the licence.
- 5.6 The licenseholder shall not use the licensed area in such a way to adversely affect groundwater resources or disturb natural drainage patterns or watercourses unless such measures are necessary to serve a proposed development and receive approval from Alberta Environment and Parks. Greenview shall be notified of the approval prior to any work commencing. Additionally, the licenseholder shall not cause stormwater to drain onto adjoining property.
- 5.7 Upon termination the licenseholder shall, upon Greenview's request, remove all equipment, structures and installations on the road allowance placed for the licenseholder's purposes. If they are not removed within thirty (30) days of such a request, Greenview shall have the right to remove equipment, structures and installations and Greenview shall invoice the licenseholder the actual cost relating thereto.
- 5.8 Subsequent terms will be subject to application as renewals will not be automatic.

6 SIGNAGE REQUIREMENTS

- 6.1 Greenview shall provide and install the initial sign and the licenseholder is required to maintain the sign in a reasonable condition for the duration of the term.
- 6.2 Replacement signs due to damage or removal will be ordered by Greenview upon the licenseholder's request and at their expense in accordance with the Schedule of Fees.
- 6.3 Signs shall measure 30cm by 45cm.
- 6.4 Signs shall note the license number.
- 6.5 Signs shall be located ~~in the middle~~ **as close to the center as possible** of the undeveloped road allowance at the boundary of the adjacent developed roadway and shall be legible from a distance of 15-metres.



Municipal District of Greenview No. 16

NAME: Winston Delorme

Employee # : _____

ADDRESS : _____

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
Feb. 4				Victor Lake Elders Lodge Design Coordination meeting							
Feb. 7	15:00	17:30	M	Travel to GP	200						262.00
Feb. 8	7:00	18:00	M	Council Meeting	300	1			20.00		447.00
Feb. 9	7:00	21:00	M	MPC/PRC Meeting/Travel to GC/Mill Me	500	1			20.00		510.00
Feb. 11				ASCHA Board Meeting							
NOTES:				KILOMETER CLAIM			TOTAL		40.00		1219.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	1000	610.00	NET CLAIM		40.00		1219.00
				\$0.17 per km	1000	170.00					
				SUBTOTAL		780.00	TOTAL CLAIM			2039.00	
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		780	AMOUNT DUE (OWING)			\$2,039.00	



Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff
 ADDRESS : [REDACTED]

Employee # :
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
18-Jan	8:45	15:15	M	COTW - Debolt PSB	190						308.00
20-Jan	8:15	16:15	M	MPC training	80						308.00
21-Jan	7:00	17:00	M	Media Training - Grande Prairie	312						447.00
25-Jan	7:15	14:45	M	RCM	80						308.00
08-Feb	8:15	14:30	M	RCM	80						308.00
09-Feb	8:15	14:00	M	MPC/PRC	80						308.00
09-Feb	17:00	18:00		GoA Restrictions Round table							
NOTES:				KILOMETER CLAIM			TOTAL				1987.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	822	501.42	NET CLAIM				1987.00
				\$0.17 per km	822	139.74					
				SUBTOTAL		641.16	TOTAL CLAIM				2628.16
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		641.16	AMOUNT DUE (OWING)				\$2,628.16



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward __3__ Councillor _Sally Rosson_____		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/15/2022	Committee of the Whole	Regular Agenda – EOI Policy questions/discussion
2/14/2022	VV Medical Clinic	Short meeting: Recommend Council approve our share of the Fibre Optic install costs of total cost being \$19,002 to Clinic, all users are utilizing internet service. Painting request from Dr Verburg for the portion of the clinic/doctors area will be forthcoming to Board with costs, already budgeted. New janitorial contract finalized for the next 3 years.
2/11/2022	RMA – District 4 Conference	<p>Variety of topics covering:</p> <ul style="list-style-type: none"> • Why RMA's are unique? Overall huge land base to cover, sparse population and size impacts high costs to deliver services. MacKinnon Report doesn't truly reflect rural Alberta as compared to other provinces in Canada. Alberta has unique service delivery. • Tyler Airth, Big Lakes County spoke on vet services not covered and shortage of vets for their area. More vets leaving and it's becoming a detriment to their municipality. Veterinary admissions to obtain schooling is very difficult. Hard to get into university program due to high qualification requirements. Graduate only 50 alumni per year. • AB Transportation Mark Hand, Director current projects: Peace River Bridge Deck finished in 2022, Culvert replacement Grovedale, Twinning Hwy 40 south GP, New bridge across Wapiti River, Hwy 43 Deck replacement Smoky River, Hwy 49 Little Smoky Bridge work, Construction overlays on Hwy 43 east of GP to East 670 and Hwy 43 Bypass Beaverlodge (just some I've noted, not entire list).

		<ul style="list-style-type: none"> • AB Forest Products Assoc pulp prices took a beating due to COVID 19. Pricing are starting to stabilize. Power transmission rates tripled. Utilities Commission rates compile costs. Impacts on supply chain. • Canadian Wood Council represents wood producers. Market development on building and promoting wood products and building sustainability. \$8 Billion goes into the economy. • NRCB identified new technology with liquid manure application into soil to minimize odors via hose to equipment versus trucking. CFO's requirements in accordance with AOPA Act. Types of permit approvals: Approval for large CFO new or change in livestock numbers, registration for smaller CFO's both include public notification. Authorization for manure management collection only no public notification. GV is seen as an affected party. Municipality must have guidelines in the MDP provisions as to where "NOT" to site an CFO operation or where not to (GV does). Land Use Bylaw to include setback from property line to CFO. Minimum Separation Distance from residence? Identify where CFO's are/are NOT permitted. • AB Health Science Services systemic staffing issues with problem acquiring and retaining EMS staff. Need more ambulance units due to population increases and lengthy wait times or simply no ambulance available. Their looking for RMA assistance. • Mighty Peace Watershed Alliance safe and secure drinking water. Green Acreage Workshop offered in Jan 2022. • NADC East/West corridor rail system, came from 1970's • RMA District 4 Chair/Vice-Chair selected: Tom Burton voted to remain as Chair and Bob Marshall voted as Vice-Chair to District 4. New: \$1,000 for Chair/Vice-Chair compensation to attend the two meetings per year due their to workload. • CNRL's Assessment appeal effects 52 Municipalities, possible working together on
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		<p>appeal. Very important: Could cause issues on depreciation of machinery & equipment in the future depending on the appeal decision.</p> <ul style="list-style-type: none"> • Next RMA District 4 Meeting to be held in Saddle Hills County on August 12, 2022.
2/10/2022	GV Multiplex	<ul style="list-style-type: none"> • Gymnastics Club presented and questions regarding membership fees to ensure users are also benefitting from the reduction of rental. Coaches are expensive to the Club. • Terms of Reference review with recommended changes. • Multiplex: Looking how to promote Summer Camps and school groups. • Need Fitness Programmer to coach users on proper use of facility equipment • New member: Mrs. Cindy Soderquist attended. • Schedule of Fees Bylaw reviewed with a recommended change to include #49 two (2) people personal training rates.
2/9/2022	Municipal Planning Commission	Regular Agenda, including Major Home Occupation located in the Grovedale area for trucking operation was refused with reasons given. Does NOT meet the requirements of LUB for use within CR-1 District and is not located within the defined area of the GASP – Light Industry area.
2/9/2021	Policy Review Committee	Regular Agenda



Municipal District of Greenview No. 16

NAME: Sally Rosson

Employee #: 19

ADDRESS :

Department: Council

DATE 2022	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
Feb 3 & 7	14:00	15:00	M	RMA: Resolutions & Member Engagement (2 days) Webinars							257.00
08-Feb	8:30	13:30	M	Council	16						302.00
08-Feb	18:30	19:30		VV Rec Board Mtg	16						
09-Feb	8:30	13:30	M	MPC & PRC Mtgs	16						302.00
10-Feb	18:30	20:00		VV Multiplex Board Mtg	16						
11-Feb	10:00	4:47	C	RMA District 4 Conference - Virtual							438.00
NOTES:				KILOMETER CLAIM			TOTAL				1299.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	64	37.76	NET CLAIM				1299.00
				\$0.17 per km	64	10.88					
				SUBTOTAL		48.64	TOTAL CLAIM				1347.64
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		48.64	AMOUNT DUE (OWING)				\$1,347.64

Sally Ann Rosson
Claimant

February 11, 2022
Date

388

Approved

Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 4 Councillor Dave Berry		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/8/2022	Regular Council Meeting	
2/9/2022	Municipal Planning Commission	
2/9/2022	Policy Review Committee	
2/10/2022	Other	Ag. Services Board
2/15/2022	Committee of the Whole	



Municipal District of Greenview No. 16

NAME: Dave Berry

Employee # :

ADDRESS :

Department:

Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
08-Feb	8:30	14:00	M	Council	60						308.00
09-Feb	8:30	12:30	M	MPC/PRC	60						262.00
10-Feb	9:00	12:30	M	ASB	60						262.00
NOTES:				KILOMETER CLAIM			TOTAL				832.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	180	109.80	NET CLAIM				832.00
				\$0.17 per km	180	30.60					
				SUBTOTAL		140.40	TOTAL CLAIM				972.40
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		140.4	AMOUNT DUE (OWING)				\$972.40



Municipal District of Greenview No. 16

NAME: Tom Burton
 ADDRESS : Box 419, DeBolt, Alberta T0H 1B0

Employee # : 378
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
February 1 2022	10:00	11:00	M	MD of Greenview Library Board							262.00
February 7 2022	10:45	12:30	M	Grande Spirit Foundation							262.00
February 8 2022	7:30	14:30	M	Council	120						308.00
February 9 2022	8:45	11:15	M	Municipal Planning Commission							262.00
February 11 2022	22:00	0:00	M	MD of Greenview Library Board	120						262.00
February 12 2022	7:00	17:00	M	MD of Greenview Library Board	505						447.00
NOTES:				KILOMETER CLAIM			TOTAL				1803.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	745	454.45	NET CLAIM				1803.00
				\$0.17 per km	745	126.65					
				SUBTOTAL		581.10	TOTAL CLAIM				2384.10
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		581.1	AMOUNT DUE (OWING)				\$2,384.10

Claimant

Date

Approved

Date



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward 7 Councillor Jennifer Scott		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/8/2022	Regular Council Meeting	
2/9/2022	Municipal Planning Commission	
2/9/2022	Policy Review Committee	
2/10/2022	Other	Greenview Multiplex
2/15/2022	Committee of the Whole	



Municipal District of Greenview No. 16

NAME: Jennifer Scott

Employee # :

ADDRESS :

Department:

Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
25-Jan	9:00	10:00	M	Reg Council Meeting - 1 hour ZOOM							257.00
03-Feb	14:00	15:00	M	RMA Webinar Resolutions							257.00
07-Feb			M	RMA Webinar Member Engagement							
08-Feb	9:00	13:30	M	Reg Council Meeting ZOOM							302.00
09-Feb	9:00	13:30	M	MPC/PRC ZOOM							302.00
10-Feb	18:30	20:30	M	Greenview Multiplex	76						257.00
NOTES:				KILOMETER CLAIM			TOTAL				1375.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.59 per km	76	44.84	NET CLAIM				1375.00
				\$0.17 per km	76	12.92					
				SUBTOTAL		57.76	TOTAL CLAIM				1432.76
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		57.76	AMOUNT DUE (OWING)				\$1,432.76



Municipal District of Greenview No. 16

NAME: Christine Schlieff

Employee # : _____

ADDRESS : _____

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
08-Feb	7:00	15:30	M	Regular Council meeting	305						447.00
09-Feb	7:00	14:30	M	MPC & PRC	305						308.00
11-Feb	10:00	17:00	M	RMA zone meeting Zoom							308.00
NOTES:				KILOMETER CLAIM			TOTAL				1063.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	610	372.10	NET CLAIM				1063.00
				\$0.17 per km	610	103.70					
				SUBTOTAL		475.80	TOTAL CLAIM				1538.80
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		475.8	AMOUNT DUE (OWING)				\$1,538.80



MUNICIPAL DISTRICT OF GREENVIEW No. 16

COUNCIL MEMBERS BUSINESS REPORT

Ward __9__ Councillor __Duane Didow__		
DATE	BOARD/COMMITTEE	RELEVANT INFORMATION
2/8/2022	Regular Council Meeting	See website for highlights
2/9/2022	Municipal Planning Commission	Attended via zoom
2/9/2022	Other	Foothills Forestry – Forest Management Plan Public input meeting held in Grande Cache
2/11/2022	RMA District meeting	Held in Peace River attended via zoom
2/15/2022	Committee of the Whole	Agenda on website
2/16/2021	FCSS Reg Board meeting	Attended via zoom
2/16/2021	Community Futures West Yellowhead	Open house in Grande Cache.



Municipal District of Greenview No. 16

NAME: Duane Didow
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
07-Feb	15:00	18:00	M	Travel day	350			X	50.00	50.00	262.00
08-Feb	8:30	17:00	M	Regular Council mtg & travel to GC	350	X			20.00		447.00
09-Feb	9:00	11:00	M	MPC meeting - via zoom							262.00
09-Feb	18:00	21:00	M	Foothills Forestry - FMP meeting							262.00
11-Feb	10:00	16:00	M	RMA District meeting - via zoom							308.00
NOTES:				KILOMETER CLAIM			TOTAL		70.00	50.00	1541.00
Stayed at a friends on Feb 7 Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	700	427.00	NET CLAIM		70.00	50.00	1541.00
				\$0.17 per km	700	119.00					
				SUBTOTAL		546.00	TOTAL CLAIM				2207.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		546	AMOUNT DUE (OWING)				\$2,207.00

Duane Didow
 Claimant

FEB 14, 2021
 Date

396

 Approved

 Date



Municipal District of Greenview No. 16

NAME: Tyler Olsen

Employee # : _____

ADDRESS : _____

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
31-Jan	8:30	10:30	m	CFWY - Board Chair training course							262.00
07-Feb	14:00	17:00	m	Travel for regular council	220			1	50.00		262.00
08-Feb	7:30	17:00	m	Regular council	220	1			20.00		447.00
09-Feb	7:30	17:00	m	MPC, PRC, GOA web meeting for restrict	220	1			20.00		447.00
10-Feb	7:30	16:00	m	ASB and travel to Peace river	250	1			20.00		447.00
11-Feb	9:00	21:00	m	Division 4 RMA meeting, travel to GC	400	1		1	70.00		447.00
NOTES:				KILOMETER CLAIM			TOTAL		180.00		2312.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	1310	799.10	NET CLAIM		180.00		2312.00
				\$0.17 per km	1310	222.70					
				SUBTOTAL		1021.80	TOTAL CLAIM				3513.80
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1021.8	AMOUNT DUE (OWING)				\$3,513.80