



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

March 8, 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 22, 2022.	2
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
#5	DELEGATION	
#6	BYLAWS	
	6.1 Bylaw 22-899 Audit Committee	13
#7	BUSINESS	
	7.1 Fertilizer Spreader Purchase	19
	7.2 Greenview Newsletter	21
	7.3 Snipe Lake Boat Launch	23
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	7.5 Crosslink County Sportsplex Expansion Report	32
	7.6 Policy 1027 Signing Authority	58
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#8 NOTICE OF MOTION

#9 CLOSED SESSION

9.1 Confidential Evaluations

#10 MEMBERS
REPORTS/EXPENSE
CLAIMS

- Ward 1
- Ward 2
- Ward 3
- Ward 4
- Ward 5
- Ward 6
- Ward 7
- Ward 8
- Ward 9

106

#11 ADJOURNMENT

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

Greenview Administration Building,
Valleyview, Alberta on Tuesday, February 22, 2022

#1
CALL TO ORDER
PRESENT

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

Ward 9	Reeve Tyler Olsen (virtual)
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
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: 22.02.89 Moved by: COUNCILLOR SALLY ROSSON
That Council adopt the Agenda of the February 22, 2022, Regular Council
Meeting as amended

- Add Agenda Item 7.15 Greenview Industrial Gateway Director
Position

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

CARRIED

**#3
MINUTES**

MOTION: 22.02.90 Moved by: COUNCILLOR JENNIFER SCOTT
That Council adopt the minutes of February 8, 2022, Regular Meeting as presented.

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

CARRIED

**3.2 BUSINESS
ARISING
FROM THE MINUTES**

3.2 BUSINESS ARISING FROM MINUTES

- Drainage ditch update. Letter to property owner.

#4 PUBLIC HEARING

4.0 PUBLIC HEARING

There were no Public Hearings presented.

#5 DELEGATIONS

5.0 DELEGATIONS

**#6
BYLAWS**

6.0 BYLAWS

**BYLAW 22-878
2ND READING**

6.1 BYLAW 22-878 GRANDE CACHE CEMETARY

MOTION: 22.02.91 Moved by: COUNCILLOR DUANE DIDOW
That Council give second reading to Bylaw 22-878 Grande Cache Cemetery as amended.

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

CARRIED

**BYLAW 22-889
THIRD READING**

6.2 BYLAW 22-889 TAX PAYMENT PLAN

MOTION: 22.02.92 Moved by: COUNCILLOR DALE SMITH
That Council give third reading to Bylaw 22-889 "Tax Payment Plan" as amended.

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

CARRIED

Councillor Delorme entered the meeting virtually at 9:28 a.m.

**BYLAW 22-895
FIRST READING**

6.3 BYLAW 22-895 UNLEGISLATED AGRICULTURAL PESTS

MOTION: 22.02.93 Moved by: COUNCILLOR DAVE BERRY

That Council give first reading to Bylaw No. 22-895 "Unlegislated Agricultural Pests" as presented.

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

CARRIED

**BYLAW 22-898
THIRD READING**

6.4 BYLAW 22-898 GRANDE CACHE RECREATION BOARD

MOTION: 22.02.94 Moved by: COUNCILLOR DUANE DIDOW

That Council give Third and Final Reading to Bylaw 22-898 "Grande Cache Recreation Board" as amended.

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

CARRIED

**BYLAW 22-900
SECOND READING**

6.5 BYLAW 22-900 SCHEDULES OF FEES

MOTION: 22.02.95 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council give second reading to Bylaw 22-900 "Schedules of Fees" as amended.

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

Against: Councillor Burton

CARRIED

7.0 NEW BUSINESS

**GC WASTEWATER
EQUIPMENT**

7.1 BIOLOGICAL WASTEWATER TREATMENT EQUIPMENT GRANDE CACHE

MOTION: 22.02.96 Moved by: COUNCILLOR DUANE DIDOW

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.

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

CARRIED

**SUNSET HOUSE
WATER TREATMENT**

**7.2 DRAFT SUNSET HOUSE WATER TREATMENT PLANT UPGRADE OPTIONS
& ESTIMATED COSTS**

MOTION: 22.02.97 Moved by: COUNCILLOR DAVE BERRY

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

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

CARRIED

MOTION: 22.02.98 Moved by: COUNCILLOR DAVE BERRY

That Administration assemble the requested information regarding the Sunset House Water Treatment Plant Upgrade to bring back to a future Committee of the Whole.

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

CARRIED

Deputy Reeve Bill Smith recessed the meeting at 10:28 a.m.

Deputy Reeve Bill Smith reconvened the meeting at 10:37 a.m.

**WYRWM
COUNCIL APPT.**

**7.3 WEST YELLOWHEAD REGIONAL WASTE MANAGEMENT AUTHORITY –
COUNCIL APPOINTMENT**

MOTION: 22.02.99 Moved by: COUNCILLOR TYLER OLSEN

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

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

CARRIED

GC MEDICAL CLINIC

7.4 GRANDE CACHE MEDICAL CLINIC LEASE

MOTION: 22.02.100 Moved by: COUNCILLOR DUANE DIDOW

That Council approve signing the month-to-month lease at \$2700/month plus GST, with funds to come from the Community Services budget, for the property located at 1600 Acorn Plaza, Unit A & B in Grande Cache AB, for the purpose of a professional services building, as presented.

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

Against: Councillor Burton

CARRIED

701A OVERLAY

7.5 TOWNSHIP ROAD 701A OVERLAY

MOTION: 22.02.101 Moved by: COUNCILLOR CHRISTINE SCHLIEF
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.

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

CARRIED

ASSET MNGT. PLAN

7.6 CORPORATE ASSET MANAGEMENT PLAN PRESENTATION

MOTION: 22.02.102 Moved by: COUNCILLOR WINSTON DELORME
That Council accept the Corporate Asset Management Plan presentation for information, as presented.

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

CARRIED

WHEEL LOADER

7.7 PURCHASE OF ONE WHEEL LOADER FOR OPERATIONS EAST

MOTION: 22.02.103 Moved by: COUNCILLOR TOM BURTON
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.

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

CARRIED

STREET SWEEPER

7.8 PURCHASE OF ONE NEW STREET SWEEPER

MOTION: 22.02.104 Moved by: COUNCILLOR TOM BURTON
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.

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

CARRIED

7.9 RURAL FIRE PUMP REVIEW

FIRE PUMP REVIEW

MOTION: 22.02.105 Moved by: COUNCILLOR DALE SMITH

That Council accept the Rural Fire Pump Program, with relation to Capital expenditure FM22006 to standardize and upgrade the equipment for information as presented.

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

CARRIED

7.10 POLICY 1034 ASSET MANAGEMENT

POLICY 1034

MOTION: 22.02.106 Moved by: COUNCILLOR DALE SMITH

That Council approve Policy 1034 "Asset Management" as amended.

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

CARRIED

7.11 POLICY 1041 ASSET RETIREMENT OBLIGATION

POLICY 1041

MOTION: 22.02.107 Moved by: COUNCILLOR RYAN RATZLAFF

That Council approve Policy 1041 "Asset Retirement Obligation (ARO)" as amended.

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

CARRIED

7.12 POLICY 1507 TANGIBLE CAPITAL ASSETS

POLICY 1507

MOTION: 22.02.108 Moved by: COUNCILLOR SALLY ROSSON

That Council approve Policy 1507 "Tangible Capital Assets" as amended.

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

CARRIED

REPEAL AD 33

MOTION: 22.02.109 Moved by: COUNCILLOR DALE SMITH

That Council repeal Policy AD 33 Tangible Capital Assets.

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

CARRIED

7.13 POLICY 4011 SNOW AND ICE CLEARING GREENVIEW ROADWAYS AND PUBLIC BUILDINGS

POLICY 4011

MOTION: 22.02.110 Moved by: COUNCILLOR JENNIFER SCOTT

That Council approve Policy 4011 "Snow and Ice Clearing Greenview Roadways and Public Buildings" as presented.

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

CARRIED

REPEAL POLICY 333/14

MOTION: 22.02.111 Moved by: COUNCILLOR DUANE DIDOW

That Council repeal Town of Grande Cache Policy 333/14 Snow Removal.

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

CARRIED

7.14 POLICY 4023 LICENSING OF UNDEVELOPED ROAD ALLOWANCE

POLICY 4023

MOTION: 22.02.112 Moved by: COUNCILLOR DAVE BERRY

That Council approve Policy 4023 "Licensing of Undeveloped Road Allowance" as amended.

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

Against: Councillor Burton

CARRIED

Deputy Reeve Bill Smith recessed the meeting at 12:02 p.m.

Deputy Reeve Bill Smith reconvened the meeting at 12:40 p.m.

Councillor Dale Smith exited the meeting at 12:05 p.m.

GIG DIRECTOR POSITION

7.15 GREENVIEW INDUSTRIAL GATEWAY DIRECTOR POSITION

MOTION: 22.02.113 Moved by: COUNCILLOR DUANE DIDOW

That Council approve the transfer of the temporary employment contract for the Executive Director of the Greenview Industrial Gateway to a full-time permanent position.

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

Absent: Councillor Dale Smith

CARRIED

8.0 NOTICE OF MOTION

CLOSED SESSION

MOTION: 22.02.114 Moved by: COUNCILLOR SALLY ROSSON

That the meeting go to Closed Session, at 12:53 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: Deputy Reeve Bill Smith, Reeve Olsen, Councillor Didow, Councillor Schlieff, Councillor Rosson, Councillor Scott, Councillor Ratzlaff, Councillor Burton, Councillor Berry, Councillor Delorme

Absent: Councillor Dale Smith

CARRIED

OPEN SESSION

OPEN SESSION

MOTION: 22.02.115 Moved by: COUNCILLOR WINSTON DELORME

That, in compliance with Section 197(2) of the Municipal Government Act, this meeting come into Open Session at 1:26 p.m.

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

Absent: Councillor Dale Smith

CARRIED

**#10 MEMBER
REPORTS AND
EXPENSE CLAIMS
WARD 1**

10.0 MEMBERS BUSINESS

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

- Feb 8, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Alberta Seniors Community Housing Association Board Meeting
- Foothills Forestry Meeting

COUNCILLOR RYAN RATZLAFF updated Council on recent activities, which include;

- February 8, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- GofA COVID Restrictions round table
- Valleyview Medical Clinic Meeting
- February 15, Committee of the Whole

WARD 3

COUNCILLOR SALLY ROSSON updated Council on recent activities, which include;

- February 8, Regular Council Meeting
- February 15, Committee of the Whole
- Valleyview Medical Clinic Meeting
- RMA District 4 Meeting
- Greenview Regional Multiplex Advisory Board Meeting
- Municipal Planning Commission
- Policy Review Committee
- Emerging Trends in Municipal Law
- FCSS Regular Board Meeting

WARD 4

COUNCILLOR DAVE BERRY updated Council on recent activities, which include;

- Feb. 8, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Ag. Services Board Meeting
- February 15, Committee of the Whole
- Emerging Trends in Municipal Law

WARD 5

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

- February 8, Regular Council Meeting
- Municipal Planning Commission
- Valleyview Medical Clinic Meeting
- February 15, Committee of the Whole
- SARDA
- Heart River Housing

WARD 6

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

- February 8, Regular Council Meeting
- Municipal Planning Commission
- RMA District 4 Meeting
- MD of Greenview Library Board Meeting
- February 15, Committee of the Whole
- East Smoky Recreation Board Meeting

WARD 7

COUNCILLOR JENNIFER SCOTT updated Council on recent activities, which include;

- February 8, Regular Council Meeting
- Municipal Planning Commission

- Policy Review Committee
- Greenview Regional Multiplex Advisory Board Committee
- Feb. 15, Committee of the Whole
- Crooked Creek Recreation Board Meeting
- PACE
- Emerging Trends in Municipal Law

WARD 8

COUNCILLOR BILL SMITH updated Council on recent activities, which include;

- February 8, Regular Council Meeting
- Municipal Planning Commission
- Community Futures
- February 15, Committee of the Whole

WARD 8

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

- February 8, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- RMA Zoom
- February 15, Committee of the Whole
- Emerging Trends in Municipal Law

WARD 9

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

- February 8, Regular Council Meeting
- Municipal Planning Commission
- Foothills Forestry
- RMA District 4 Meeting
- February 15, Committee of the Whole
- FCSS Regular Board Meeting
- Community Futures West Yellowhead

WARD 9

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

- February 8, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Ag. Services Board Meeting
- RMA District 4 Meeting
- February 15, Committee of the Whole
- Strategic Planning with Nitehawk
- Growing the North Video
- Open House for Community Futures
- Dino Museum Tour

- Board Meeting River of Death and Discovery

MEMBERS BUSINESS

MOTION: 22.02.116 Moved by: COUNCILLOR TOM BURTON

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

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

Absent: Councillor Dale Smith

CARRIED

#11

ADJOURNMENT

11.0 ADJOURNMENT

MOTION: 22.02.117 Moved by: COUNCILLOR JENNIFER SCOTT

That Council adjourn this Regular Council Meeting at 2:06 p.m.

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

Absent: Councillor Dale Smith

CARRIED

CHIEF ADMINISTRATIVE OFFICER

CHAIR



REQUEST FOR DECISION

SUBJECT: **Bylaw 22-899 Audit Committee**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 8, 2022
DEPARTMENT: FINANCE
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act RSA 2000 Chapter M-26 Section 145 and 146

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 22-899 Audit Committee as presented.

MOTION: That Council give second reading to Bylaw 22-899 Audit Committee as presented.

BACKGROUND/PROPOSAL:

Greenview has had and appointed elected officials to the Audit Committee for a number of years. However, there is not a governing document for the committee. To remedy this, administration has drafted a Council Committee bylaw to establish the function and procedure of the committee.

The committee shall assist Council in fulfilling its oversight responsibilities by reviewing reports from the auditor and administration on matters relating to financial statements, internal controls, fraud, misconduct, and policy compliance.

The committee will be comprised of the three appointed Councillors and will require all three for quorum. As well, the committee will meet annually during audit.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is the Audit Committee will be established as an official Council Committee by bylaw.

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 changes to the bylaw.

Alternative #2: Council has the alternative to defeat the motion however administration does not recommend this action as the Audit Committee will continue to operate without a governing document.

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 make any changes and bring the bylaw back for third reading.

ATTACHMENT(S):

- Bylaw 22-899 Audit Committee
- MGA Section 145 and 146



BYLAW No. 22-899 of the Municipal District of Greenview No. 16

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

Whereas, Section 145 and 146 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, Council may pass bylaws in relation to the establishment and functions of Council committees, and the procedure and conduct of Council committees;

Whereas, the Council of the Municipal District of Greenview No. 16, deems it appropriate to establish an Audit Committee;

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 "Audit Committee Bylaw".

2. **PURPOSE**

2.1. The purpose of this bylaw is to establish the Audit Committee as a Committee of Council, to delegate to it prescribed powers, duties and functions, and to establish rules for the appointment of its members, and its meeting procedures.

3. **DEFINITIONS**

3.1. **Committee** means the Audit Committee established by this bylaw;

3.2. **Council** means the Reeve and Councillors duly elected in the Municipal District of Greenview and who continue to hold office;

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

3.4. **Internal Controls** means systems, processes and procedures developed to:

- A) Safeguard assets;
- B) Ensure the accuracy of the financial data;
- C) Promote operational efficiency; and
- D) Promote adherence to policies;

3.5. **Member** means an individual appointed to the Committee;

3.6. **Municipal Government Act** means the *Municipal Government Act*, R.S.A. 2000, c.M-26.

4. **MANDATE**

4.1. The Committee assists Council in fulfilling its oversight responsibilities by reviewing reports from:

- A) the Auditor; and the
- B) Administration on matters relating to:
 - i. Financial statements;
 - ii. Internal Controls;
 - iii. Fraud, misconduct, and policy compliance; and
 - iv. Other related and ancillary matters as may be directed by Council.

5. **GENERAL POWERS OF THE COMMITTEE**

5.1. The Committee may by motion request a report from the Auditor or Administration on matters within its mandate and within approved budgets.

5.2. When the Committee reviews a report it may:

- A) Receive it for information;
- B) Send it to Council with or without recommendations;
- C) Request additional information about matters relating to the report before sending it to Council with or without recommendations; and
- D) Make decisions on matters delegated to Committee by Council by this or any other bylaw.

6. **REPORTING**

6.1. The Committee may request additional information from the Auditor about any part of the Auditor's work plan or reports.

6.2. The Director of Corporate Services or designate will provide an annual report to the Committee regarding the Auditors performance.

7. **FINANCIAL STATEMENTS**

7.1. The Committee will recommend to Council:

- A) That the annual audited financial statements be approved; and
- B) Further actions or information that Council may desire in relation to Greenvview's financial reporting.

8. **FRAUD, MISCONDUCT AND POLICY COMPLIANCE**

8.1. Administration will present reports on fraud, misconduct, and policy compliance matters within their respective areas of authority to the Committee.

8.2. Upon review of fraud, misconduct and policy compliance reports, the Committee may make recommendations to Council regarding:

- A) The adequacy and effectiveness of policies in relation to legal requirements and conflicts of interest; and
- B) Processes and controls that deter, detect and prevent fraud and misconduct.

9. **MEMBERS, QUOROM, AND ORGANIZATION**

9.1. Committee will be comprised of three Councillors, appointed annually by Council during the Organizational Meeting.

9.2. Quorum for the Committee will be three Councillors.

9.3. On an annual basis the Committee shall designate Members to serve as Chair and Vice Chair, to act in the Chair's absence.

9.4. Members may attend and participate in Committee meetings using electronic communication facilities, and Members participating using electronic communication facilities will count towards quorum.

9.5. The Committee will follow the meeting and procedural rules in the Greenview Procedural Bylaw.

9.6. The Committee will meet annually.

10. **GENERAL**

10.1. The Committee will monitor its progress towards achieving its priorities and assess whether it needs to make adjustments periodically:

- A) Assessing the effectiveness of the Committee and reporting these results to Council; and
- B) Reviewing its mandate and bylaw and recommending changes to Council.

11. **COMING INTO FORCE**

11.1. 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

Bylaws — council and council committees

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

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

RSA 2000 cM-26 s145;2015 c8 s15

Composition of council committees

146 A council committee may consist

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



REQUEST FOR DECISION

SUBJECT: **Fertilizer Spreader Purchase**
 SUBMISSION TO: REGULAR COUNCIL MEETING
 MEETING DATE: March 8, 2022
 DEPARTMENT: AGRICULTURE
 STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – Policy 1018 Expenditure and Disbursement

RECOMMENDED ACTION:

MOTION: That Council approve the purchase of a Salford Fertilizer Spreader from Flaman, Edmonton, Alberta in the amount of \$40,900, with \$5,900.00 additional funds to be added to the Ag. Services Capital Budget.

BACKGROUND/PROPOSAL:

The Fertilizer spreader is an approved capital purchase for the 2022 rental season. This purchase was one of three pieces of equipment slated for replacement in the AG Services rental fleet for 2022. The other two pieces of equipment were within the variance of the purchasing policy and have been ordered. The fertilizer spreader quotes came back significantly higher than budgeted and the purchase requires additional approval from Council as per the Purchasing Policy 1018.

The lowest quote received was \$40,900, 17% higher than the budgeted amount. Flaman had the best value for purchase cost while meeting the specifications requested.

On February 10th, the Agricultural Service Board made the following motion:

Moved by: VICE CHAIR SHELLEY MORRISON that the Agricultural Service Board recommend Council approve the purchase of a Salford Fertilizer Spreader from Flaman, Edmonton, Alberta in the amount of \$40,900.00, with \$35,000.00 to come from Agriculture Capital and \$5,900.00 additional funds to be added to the Budget.

	AGRITERRA	DAVE ROSS-SALFORD	FLAMAN-SALFORD	MARTIN DEERLINE-NO QUOTE
Price	\$56,133.00	\$44,000	\$40,900	
Specifications	No-mechanical ground drive. Not PTO	Yes	Yes	
Operational Suitability	Yes	Yes	Yes	
Dealer/Vendor Relationship	Yes	Yes	Yes	
Delivery	May 2022	September 2022	March 1, 2022	
Warranty	1 yr	1 yr	1 yr	
Parts Availability				
Other	\$12,500 ladder included in price			
Total Score	%	%		

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council approving the purchase of the Fertilizer Spreader is that the implement may be delivered before the field season begins.

DISADVANTAGES OF THE RECOMMENDED ACTION:

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

Direct Cost: **\$40,900 (\$5,900 additional funding to be added to the Agricultural Services Department capital budget.)**

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will follow through on Council's direction.

ATTACHMENT(S):

- N/A



REQUEST FOR DECISION

SUBJECT: **Greenview Newsletter**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 8, 2022
DEPARTMENT: CAO SERVICES
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct the Greenview Communications Department to proceed with the Greenview Newsletter as a quarterly publication with the first publication to be direct mailed to all ratepayers, with the option of signing up to have future newsletters direct mailed.

BACKGROUND/PROPOSAL:

The Communications Department presented Council with information and options for a Greenview Newsletter at the COTW Meeting on February 15, 2022.

Based on the information presented along with discussions, Council indicated their preference for the following actions to occur:

- Quarterly newsletter
- Posted to Greenview website
- Shared via Greenview social media
- Initial newsletter direct mailed to all ratepayers, with an option to sign up to receive future copies direct mailed. (Communications will ensure that ratepayers with multiple properties are filtered to avoid duplication for the initial mailing)

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is to help improve external communications to the public.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: N/A

FINANCIAL IMPLICATION:

Costs to direct mail the first edition of the newsletter are estimated at \$6,950.00. The number of ratepayers who sign up to receive future copies of the newsletter mailed to them will determine the costs for future publications to be mailed. Estimates based on approximately 50% of tax roll owners receiving direct mailed copies of future publications would be \$3,000.00 per subsequent quarterly publication for an estimated total of \$20,000 to come from the Communications Operational Budget.

STAFFING IMPLICATION:

The recommended motion will require multiple staff members to fold and stuff newsletters into envelopes and deliver them to post offices for mailing.

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: **Snipe Lake Boat Launch**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 8, 2022
DEPARTMENT: RECREATION
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the presentation on Snipe Lake Boat Launch, located at SW 34–3–71–19 W5M, for information, as presented.

BACKGROUND/PROPOSAL:

Located at the Northeastern Boundary of Greenview, Snipe Lake provides a recreational opportunity for both ratepayers and visitors to the area. While currently utilized by Greenview residents, access to the lake is quite limited and formal access points are either on the Northern side of the lake (opposite to the Greenview border) or controlled by private facilities thus requiring payment. However, an informal launch that is heavily utilized is located adjacent to TWP 710, a Big Lakes County road which borders Greenview. This launch is simply a road allowance within Big Lakes County.

In 2018, Council identified an interest in working alongside Big Lakes County to establish a formal parking lot and improve the boat launch. The following motions are related to the project:

MOTION: 18.09.532. Moved by: COUNCILLOR WINSTON DELORME

That Council authorize Administration to develop a plan for the purchase of land located at NW 34 - 70-19 W5M for the purpose of building a parking lot to accommodate parking for an adjacent boat launch located on Snipe Lake, subject to an approved development plan with Big Lakes County.

MOTION: 18.09.533. Moved by: COUNCILLOR SHAWN ACTON

That Council authorize Administration to develop a plan for a partnership with Big Lakes County to make improvements to a boat launch located on SW 34–3–71–19 W5M.

MOTION: 19.05.363. Moved by: COUNCILLOR SHAWN ACTON

That Council accept the planning and budgetary proposal for the development of a parking lot at Snipe Lake for information, as presented.

Following these motions, Administration completed the following:

- The landowners of the parcel of land located at NW 34 -70-19 W5M were contacted and indicated an interest in selling some land. A formal appraisal was conducted on the land. The land was appraised at \$42,500.00 for the identified 5-acre parcel and the landowner's has requested \$10,000.00 per acre.
- Soil samples were collected from the site to determine soil structure in order to properly estimate construction costs.
- An overall breakdown of estimated costs was provided at just over \$530,000.00 including land purchase, fencing, construction, and the road approach. These values would need to be reassessed if the project was to move forward.

\$100,000.00 was allocated for land securement in the interim 2020 capital budget. However, this money was removed when budget cuts occurred prior to the final budget approval. As such, the project has been tabled since this time. An agreement with Big Lakes County was not finalized as both parties were waiting for budget approvals to be complete prior to committing to anything. Big Lakes County has not moved forward on the project without Greenview.

Administration recommends that Council accept the presentation on Snipe Lake Boat Launch for information.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that all of Council will be familiar with the previously proposed project.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct staff to begin further discussion on the project with Big Lakes County and establish whether they have interest in resurfacing the project. Administration does not recommend against this alternative, but a willingness to provide funding for the project in the future should exist if this alternative is used.

FINANCIAL IMPLICATION:

Direct Costs: There are no financial implications to the recommended motion.

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

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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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):

- Snipe Lake Boat Launches Map
- Snipe Lake Informal Boat Launch/Road Allowance Map



Snipe Lake Boat Launches







REQUEST FOR DECISION

SUBJECT:	Valleyview & District Medical Clinic – Fibre Optic Installation		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	March 8, 2022	CAO: SW	MANAGER:
DEPARTMENT:	COMMUNITY SERVICES	DIR: MH	PRESENTER: MH
STRATEGIC PLAN:	Quality of Life	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve payment in the amount of \$9,502.50 GST included to the Town of Valleyview, representing half the cost for the Canadian Fiber Optic installation for the Valleyview and District Medical Clinic, with funds to come from the Valleyview and District Medical Clinic Budget.

BACKGROUND/PROPOSAL:

At the Valleyview and District Medical Clinic Committee meeting held February 14th the following motion resulted:

MOTION: 22.02.04 Moved by: GLENN BURKE

That the Valleyview & District Medical Clinic Committee recommend the respective Councils approve sharing equally between the Town of Valleyview and Greenview the Canadian Fiber Optic invoice in the amount of \$19,005.00.

CARRIED

The Town of Valleyview signed a contract with Canadian Fiber Optic in the 2021 calendar year to connect fiber optics to the Valleyview and District Medical Clinic, the fiber optic line is installed and operational. The Town of Valleyview has paid the entire invoice in the amount of \$19,005.00 including GST.

At the February 14th Valleyview and District Medical Clinic Meeting, Administration provided internet options and costs for connecting the doctors' and dentists' offices to the fiber optic line. After review of the costs and connection options it was brought to the attention of the Committee that the doctors and dentists have respectively contacted Canadian Fiber Optic and set up their internet service accounts independently and will pay the monthly associated costs.

The fiber optic installation proposal was quoted in the amount of \$18,100.00 in the fall of 2021, and therefore Greenview had included \$9,050.00, representing half the cost into the Valleyview and District Medical Clinic Operation budget. The fiber optic installation line represents an asset to the Clinic and therefore the cost will be removed from the operating budget and a new capital project will be set up and presented at the April 26th Budget presentation to reflect the cost appropriately.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that the fiber optic installation asset ownership and subsequent associated cost will be shared equally between the owners of the Medical Clinic.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended action is that the Greenview Medical Clinic Building Reserve will have the majority of the funds depleted.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

Direct Costs: \$9,502.50 including GST

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 Town of Valleyview of Council's decision.

ATTACHMENT(S):

- Canadian Fiber Optic Installation Invoice

4568

1/2



CANADIAN FIBER OPTICS CORP
5305 MCCALL WAY NORTHEAST SUITE
101 PHONE:18882362947
CALGARY, AB T2E 7N7

Invoice #
3137

Invoice Date
08-02-2022

Due Date
08-03-2022

**TOWN OF VALLEYVIEW MEDICAL
CLINIC**
HIGHWAY STREET EAST
VALLEYVIEW, AB T0H 3N0

Account Number
2023

Charges	CA\$18,100.00
Taxes / Fees	CA\$905.00
Credits	(CA\$0.00)
Payments Applied	(CA\$0.00)
Total due by 08-03-2022	CA\$19,005.00

2-53-5/2

Town of Valleyview Medical Clinic (2023) Highway Street East, Valleyview, AB T0H 3N0

Charges

Inside Plant Installation x 1

CA\$2,300.00

GST - GST

CA\$115.00

Outside Plant Fiber Construction Fee x 1

CA\$15,800.00

GST - GST

CA\$790.00



REQUEST FOR DECISION

SUBJECT: Crosslink County Sportsplex Expansion

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: March 8, 2022

DEPARTMENT: RECREATION

STRATEGIC PLAN: Regional Cooperation

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

DIR: MH

LEG: SS

MANAGER:

PRESENTER: DW

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Crosslink County Sportsplex Expansion Study in principle with no financial commitment.

BACKGROUND/PROPOSAL:

A presentation was made to the Grande Prairie Regional Recreation Committee (GPRRC) on February 1, 2021, by Derek Van Tassel on behalf of the Swan City Football Club seeking support for a new, stand-alone soccer and volleyball facility in the region. Elected officials at the GPRRC directed the Administrative Working Group to bring back information on the physical feasibility and potential cost to expand the Crosslink County Sportsplex, and for the City of Grande Prairie to provide information on the potential cost and viability to preserve the soccer pitch within The Leisure Centre.

Before a project can be evaluated by the GPRRC, the first step is to determine if it has regional merit. The Administrative Working Group determined that the proposed Swan City Football Club multi-user facility has met the criteria with a result of Significant Regional Merit. The Administrative Working Group agreed that the proposed Swan City Football Club facility scored a 32 on the Regional Screening Matrix as per below:

Criteria	2 points	1 point	0 points	Weight	Soccer
Catchment areas (market potential as determined through travel time barrier thresholds)	Residents are willing to travel 40 minutes or more to access the facility/space	Residents are willing to travel up to 40 minutes to access the facility/space	Residents are not willing to travel to access the facility/space	5	2
Known user markets (expected usage patterns for the project)	Anticipated users will come from throughout the entire region and will use the facility/space on a frequent basis	Anticipated users will come from more than one regional municipality and will use the facility/space on a frequent basis	Anticipated users will come from one regional municipality and will use the facility/space on a frequent basis	5	2
Economic impact (ability of project to host regional, provincial, and/or national events)	The facility/space will enable hosting of national, provincial, and regional level events/competitions and/or draw significant visitation from outside the region	The facility/space will enable hosting of provincial, and/or regional level events/competitions and/or draw some visitation to the region	The facility/space will only enable hosting of local level events/competitions and/or will not draw any visitation to the region	3	2
Social impact (extent of which project builds regional cohesion and respects the integrity of partners)	The facility/space will strengthen regional cohesion and help to retain the identity and integrity of the partners within it.	The facility/space will help to retain the identity and integrity of partners within it.	The facility/space will have no impact on regional cohesion or the identity and integrity of the partners within it.	3	2

The Swan City Football Club, City of Grande Prairie, and County of Grande Prairie each committed \$5425.00 towards the cost of commissioning a professional architect's report to determine the feasibility of expanding the Crosslink County Sportsplex facility, and the potential capital cost of the expansion. Multiple quotes were informally solicited and Workun Garrick Partnership (WGP), the original Sportsplex architect, were selected as the successful vendor to produce a high-level concept and capital cost estimate. The resulting document can be found as an attachment to this RFD.

Administration worked with WGP through Fall 2021 and held multiple meetings to determine the scope of the project. Virtual meetings included the Sportsplex General Manager and key stakeholders – Swan City Football Club, South Peace Volleyball Club, Grande Prairie Regional Sport Connection, the City of Grande Prairie, and the County of Grande Prairie. Fifty-three community sport groups that were identified as potential users of an expanded indoor soccer pitch or sports courts were invited to provide basic feedback on their sports requirements – a summary of their feedback is included in pages 5-7 of the attached report.

No funds have been allocated for this project to date and it is purely at a conceptual level. Should the GPRRC recommend investigating this project further, as per the Terms of Reference, all financial decisions would have to be presented and endorsed by individual municipalities that choose to opt into a funding commitment.

GPRRC would like to determine if there is municipal willingness to endorse the potential Crosslink County Sportsplex Expansion with support for a more detailed design. As such, Administration recommends that Council accept the Crosslink County Sportsplex Expansion report as presented and support the project in principle with no financial commitment.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it demonstrates a commitment to both regional cooperation and recreational opportunities.
2. The benefit of Council accepting the recommended motion is that it does not result in a financial commitment at this time.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to accept the Crosslink County Sportsplex Expansion Study for information. This alternative is not recommended as it does not provide the GPRRC with a clear answer on Greenview's willingness to endorse the potential expansion.

Alternative #2: Council has the alternative to indicate that Greenview will not be endorsing the potential expansion of the Crosslink County Sportsplex Expansion. This alternative is not recommended as it does not

demonstrate an interest in regional collaboration for recreation opportunities. Council will have the ability to reject any financial contributions to the project while still endorsing the project in theory.

FINANCIAL IMPLICATION:

Direct Costs: There are no financial implications to the recommended motion.

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

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

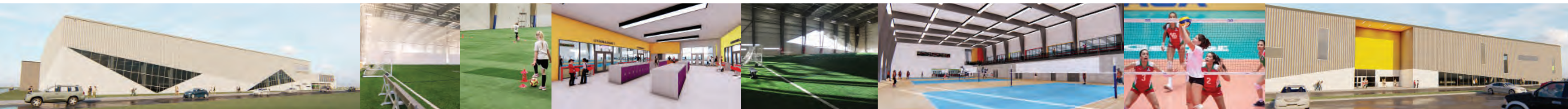
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will continue to assess the project as a part of the Grande Prairie Regional Recreation Committee.

ATTACHMENT(S):

- Crosslink County Sportsplex Expansion Study – December 2021



CROSSLINK COUNTY SPORTSPLEX

EXPANSION STUDY

Clairmont, Alberta

December 2021



SOUTH ELEVATION OF FIELD HOUSE/MAIN ENTRANCE



DRONE VIEW OF SPORTSPLEX



WEST ELEVATION OF FIELD HOUSE



NORTH ELEVATION OF FIELD HOUSE

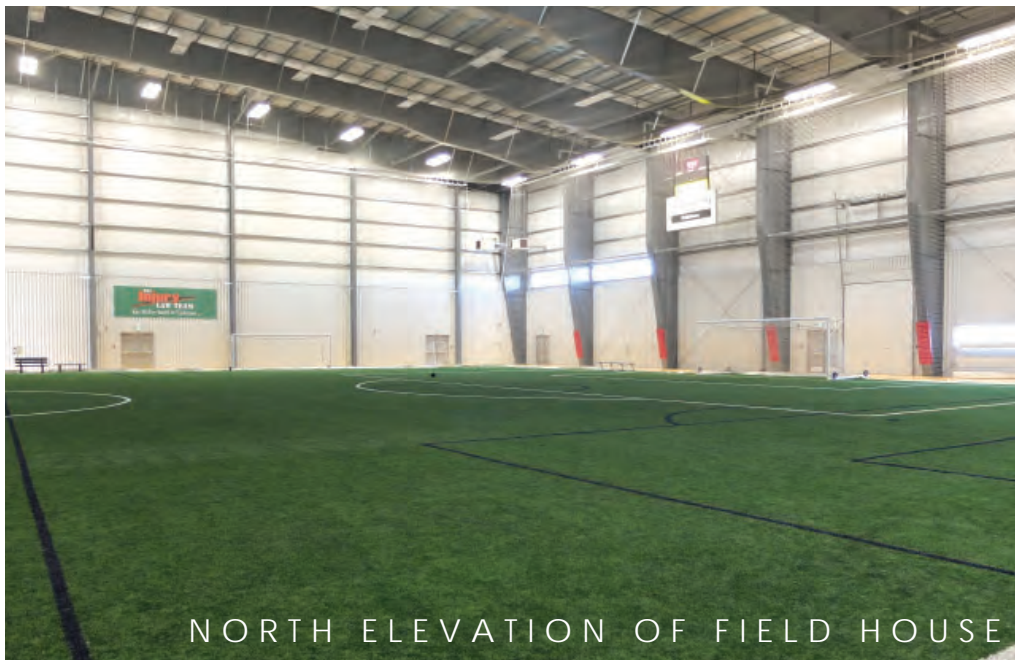
EXISTING EXTERIOR PHOTOS



VIEW OF WEST WALL OF FIELD HOUSE



EXISTING RUNNING TRACK



NORTH ELEVATION OF FIELD HOUSE



VIEW OF SOUTHWEST CORNER OF FIELD HOUSE

EXISTING INTERIOR PHOTOS



DESIGN PROCESS

- Start up meeting to review project background and determine project needs.
- Multiple meetings with various local sports groups to determine specific needs.
- Review of existing drawings to verify services and systems.
- Expansion survey conducted for detailed user-group feedback.
- Building utility “locate” to verify existing utilities for expansion purposes.
- Meetings with crosslink sportsplex operational management to obtain operational / facility feedback.
- Multiple design options with:
 - Varying expansion options.
 - Varying sports-court layouts and orientations.
 - Varying quantities and locations of facility dressing rooms, offices, viewing areas.

STAKEHOLDER INPUT

GRANDE PRAIRIE MINOR BASEBALL	NORTHERN LIGHTS BASEBALL	SOUTH PEACE VOLLEYBALL CLUB	GRANDE PRAIRIE LADIES COMMERCIAL BASKETBALL LEAGUE	GPRC	SPORT USER GROUP
Cailyn Pillipow	Brad Richards	Andre Turgeon	Dallas English	Dwayne Head	Contact Person's Name
Executive Director	Director	Technical Director	President	Manager	Contact Person's Role in Sport Group
No extra space required	400 feet by 325 feet	We need 4 meters serving zone at the end of every volleyball court and 8.6 meters from one court sideline to the nearest adjacent court sideline.	change rooms, a spot for benches and a score table at least a few meters from the side of the court. 10 foot hoops with plexiglass backboards and about 2 meters of space behind the backboard for baseline throw-ins and to prevent injuries if a player is fouled doing a lay up.	20 to 30 feet	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport during REGULAR play?
NA	400 feet by 325	If the clearance specified in question # 6 is respected, the gymnasium will be suited for competition	same as question 6	20 to 30 feet	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport for TOURNAMENTS?
Na	0	NONE as volleyball players are used to entering facilities with everything they need in their gym bag.	one with at least 5 stalls.	4	How many change rooms WITH showers are required for your sport during REGULAR play?
Na	0	NONE!	3	4	How many change rooms WITH showers are required for your sport for TOURNAMENTS?
Na	two	As for the above questions, none.	about 5	0	How many change rooms WITHOUT showers are required for your sport during REGULAR play?
Na	four	None.	5	0	How many change rooms WITHOUT showers are required for your sport for TOURNAMENTS?
Our younger age groups need to have parents on site. Averaging 100 parents there at a time	100 seat bleachers	We usually do not have spectators during regular practices.		Bleacher seating for 100ish	What are the spectator requirements for your sport during REGULAR play?
Na	200 seat bleachers	Four sets of small 3 row aluminium bleachers to sit a total of 60 spectators per court.	bleachers	Bleacher seating for 100ish	What are the spectator requirements for your sport during a TOURNAMENT?
Just a net to stop wayward balls	a fence	No, since we do not have spectators during practices.	if there are multiple courts there would need to be separation by a curtain.	Yes	Does your sport require specific separation between athletes and spectators within a fieldhouse during REGULAR play?
Na	a fence	Yes. There should be 3.2 meters between the nearest spectators and the court's nearest sideline.	same as above.	Yes	Does your sport require specific separation between athletes and spectators within a fieldhouse during a TOURNAMENT?
A individual lock up space. Shared space has resulted in missing equipment.	15 feet by 15 feet and lockable	Just enough the store the volleyball posts, nets and antennas as well as to store score tables, chairs, and referee stands.	none. Room behind benches and wall to store water bottles and ball bags, kit bags	Large enough to hold official size soccer nets and equipment	In a fieldhouse setting, what are the storage space requirement for your sport during REGULAR play?
Na	15 feet by 15 feet and lockable	Same as question # 16	same as above	Large enough to hold official size soccer nets and equipment	In a fieldhouse setting, what are the storage space requirement for your sport during a TOURNAMENT?
Would definitely use it	Would likely use it	Would definitely use it	Would likely use it	Might use it	If this project was approved (and assuming local market value rental rates), how likely would your sport group be to use this enhanced facility?
					Additional Comments

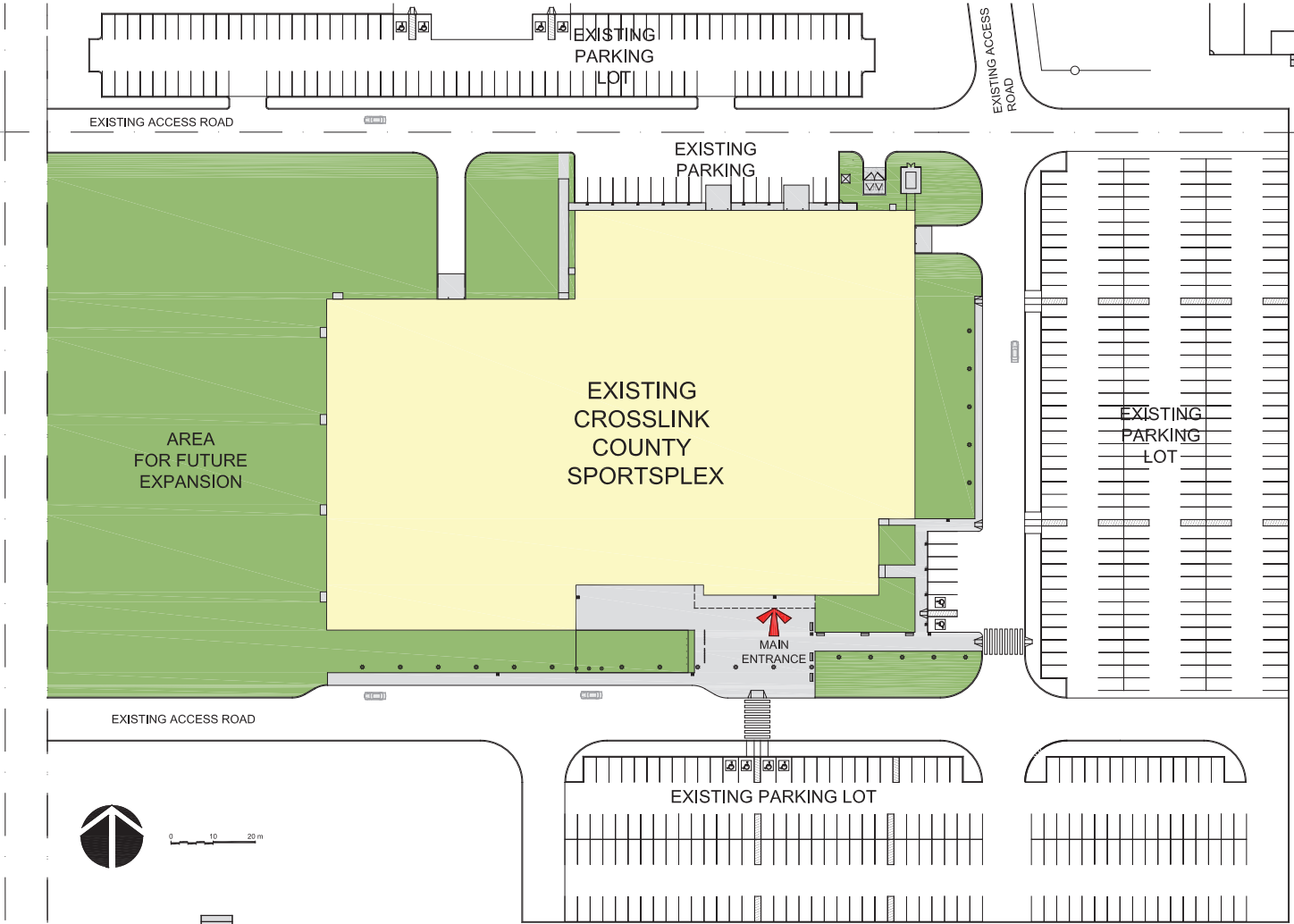
STAKEHOLDER INPUT

GRANDE PRAIRIE LACROSSE ASSOCIATION	BASKETBALL	SOUTH PEACE VOLLEYBALL CLUB	RUGBY SEXSMITH SECONDARY SCHOOL	NORTHERN LIGHTS BASEBALL	SPORT USER GROUP
Ron Regnier	Troy Sandboe	Owen Loos	Mike Lauzon	Brad Richards	Contact Person's Name
President	Teacher/Coach	President	Coach/School Principal	Director	Contact Person's Role in Sport Group
Our playing surface needs to be cement or turf from 180-200" by 80-90 feet . We require two player boxes, two penalty boxes and a timer / score keepers box. We also require boards with plexiglass similar to hockey	6'	3-4 m	3 meters?	400 by 325 feet	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport during REGULAR play?
same as above		3-4 m	3 meters?	400 by 325 feet	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport for TOURNAMENTS?
At least two rooms that can handle up to 21 players and gear in each , but 4 rooms is better to deal with cross over after games	1 men's, 1 women's with 6 shower stalls in each	zero	0	zero	How many change rooms WITH showers are required for your sport during REGULAR play?
4		zero	0	zero	How many change rooms WITH showers are required for your sport for TOURNAMENTS?
0	1 men's, 1 women's	zero - no change rooms required typically	2	Two	How many change rooms WITHOUT showers are required for your sport during REGULAR play?
1 for refs	1 men's, 1 women's	zero - meeting rooms, team rooms are not required	2	four	How many change rooms WITHOUT showers are required for your sport for TOURNAMENTS?
bleachers or benches behind netting	200-300	40 spectators per court	none	100 people in bleachers	What are the spectator requirements for your sport during REGULAR play?
same as above	500	60-70 spectators per court	none	200 people in bleachers	What are the spectator requirements for your sport during a TOURNAMENT?
yes spectators must be behind protective netting	yes	no	no	a fence	Does your sport require specific separation between athletes and spectators within a fieldhouse during REGULAR play?
same	yes	no	no	a fence	Does your sport require specific separation between athletes and spectators within a fieldhouse during a TOURNAMENT?
a room large enough to hold up to 6 nets to account for different age groups requirments bins	just enough for 2 ball bins	150 square feet per court	none	15 feet by 15 feet and lockable	In a fieldhouse setting, what are the storage space requirement for your sport during REGULAR play?
same	just 2 ball bins	150 square feet per court	none	15 feet by 15 feet and lockable	In a fieldhouse setting, what are the storage space requirement for your sport during a TOURNAMENT?
Would definitely use it	Might use it	Would definitely use it	Would definitely use it	Would likely use it	If this project was approved (and assuming local market value rental rates), how likely would your sport group be to use this enhanced facility?
		As a volleyball specific facility, it would establish the sport in our community and provide Peace Country athletes a level playing field with the best programs in Western Canada.		4 More batting cages which were separate from the main field. They could rented separately as well. Baseball, slow pitch and fast ball could use them.	Additional Comments

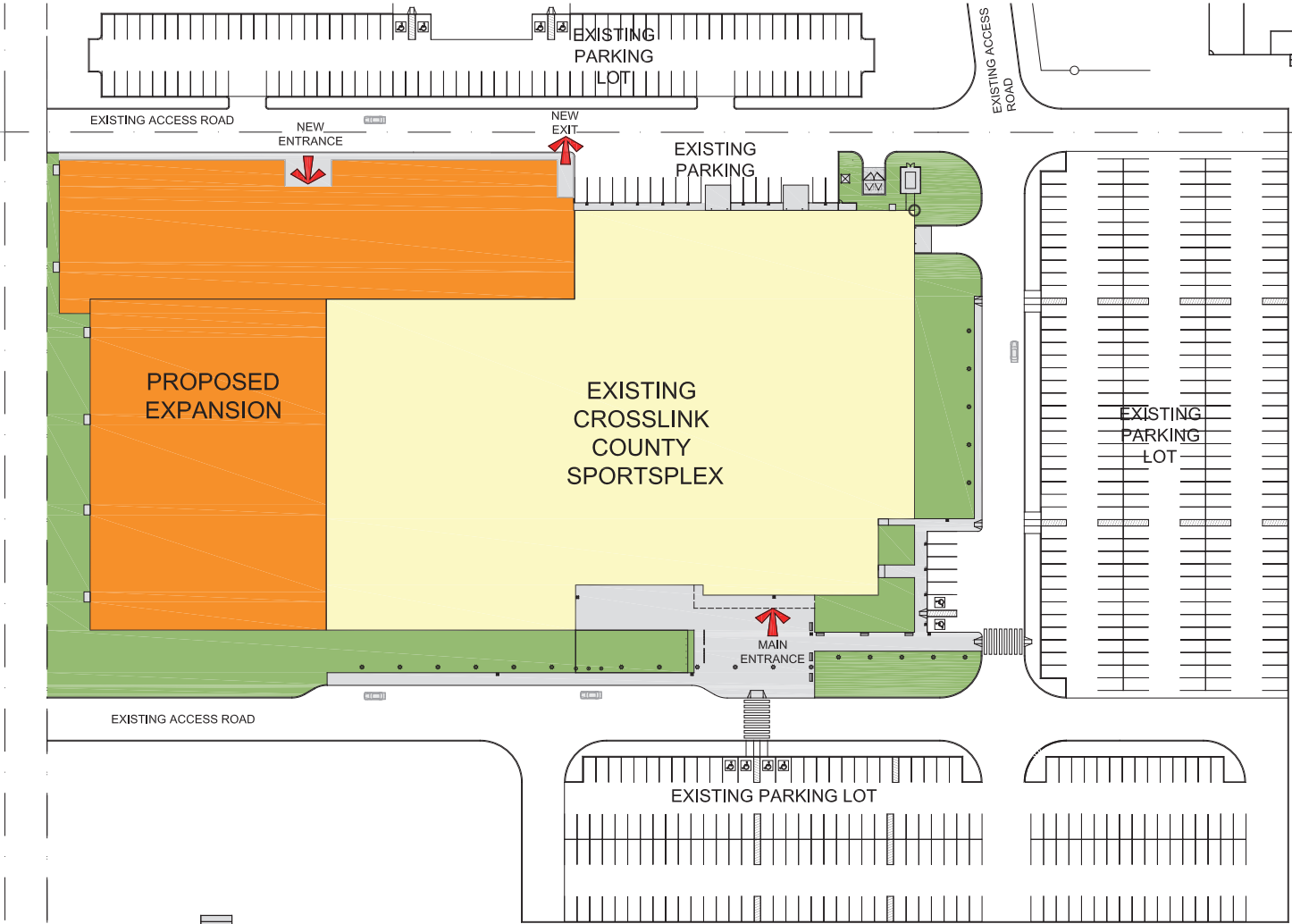
STAKEHOLDER INPUT

SWAN CITY FOOTBALL CLUB	GP FASTBALL	GRANDE PRAIRIE TENNIS CLUB	SPORT USER GROUP
Derek Van Tassel	Shayne Milligan	Sue DeSchipper	Contact Person's Name
President of club	President	Secretary (Executive) & Certified Tennis Instructor	Contact Person's Role in Sport Group
FIFA recommendations are 105 meters in length and 68 meters wide although sizes can vary somewhat (no less than 100m and 64m though)	Flexible for indoor training	To ensure the safety of the players as they chase balls outside the court boundaries, a clearance space of 21' (6.4 m) should be provided beyond the baselines and 12' (3.66 m) for the sides. The total area required for the court and the clear space is 7,200 ft2 (668.9m2)	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport during REGULAR play?
Typically 1.5 meters of pitch should be beyond the marked playing area.	For tournaments we would require an outdoor facility	Same as above	What are the specific requirements and dimensional clearances (outside of your court space) required for your sport for TOURNAMENTS?
4 max if field is divided.	0	We have no specific answer, so what will fit your budget the best to allow the project to move forward.	How many change rooms WITH showers are required for your sport during REGULAR play?
4 max if field is divided.	4	We have no specific answer, so again what will fit the budget the best to allow project to move forward.	How many change rooms WITH showers are required for your sport for TOURNAMENTS?
None if the facility already has 4 change rooms with showers.	0	Same answer as above.	How many change rooms WITHOUT showers are required for your sport during REGULAR play?
None if the facility already has 4 change rooms with showers.	4	Same answer as above.	How many change rooms WITHOUT showers are required for your sport for TOURNAMENTS?
Most likely under 100	grand stand	Not a strong need here, small area for a few families, parents to view the sport.	What are the spectator requirements for your sport during REGULAR play?
Most likely under 100	as many as possible	Same as above	What are the spectator requirements for your sport during a TOURNAMENT?
No. Rolling bleachers would work with proper placement. In addition, the existing mezzanine creates a useful vantage point	yes	Sometimes, yes	Does your sport require specific separation between athletes and spectators within a fieldhouse during REGULAR play?
No. Rolling bleachers would work with proper placement. In addition, the existing mezzanine creates a useful vantage point	yes	No	Does your sport require specific separation between athletes and spectators within a fieldhouse during a TOURNAMENT?
Unknown although everything outside of goals could fit inside a school gymnasium sized storage space	10x10	Room to store tennis net; ball machine; a few hoppers	In a fieldhouse setting, what are the storage space requirement for your sport during REGULAR play?
Same as regular play	10x10	None	In a fieldhouse setting, what are the storage space requirement for your sport during a TOURNAMENT?
Would definitely use it	Would definitely use it	Would definitely use it	If this project was approved (and assuming local market value rental rates), how likely would your sport group be to use this enhanced facility?
The existing running track would work well as a warm up area. If indoor court is added, that would also open up additional opportunities for futsal.	Would love to talk about an outdoor facility to bring provincial/Western/National/world tournaments to GP.	Our club had a 100 per cent increase in membership this year, and there is a strong interest in tennis growing in our community. We have some very keen new members who have shown solid commitment in helping to grow and foster tennis with our young population (children) . Many of the tennis players would be extremely grateful and engaged if we could finally keep our wonderful sport of tennis going through the winter months. Currently there is no home or place to play tennis through the long winter months.	Additional Comments

SITE PLANS

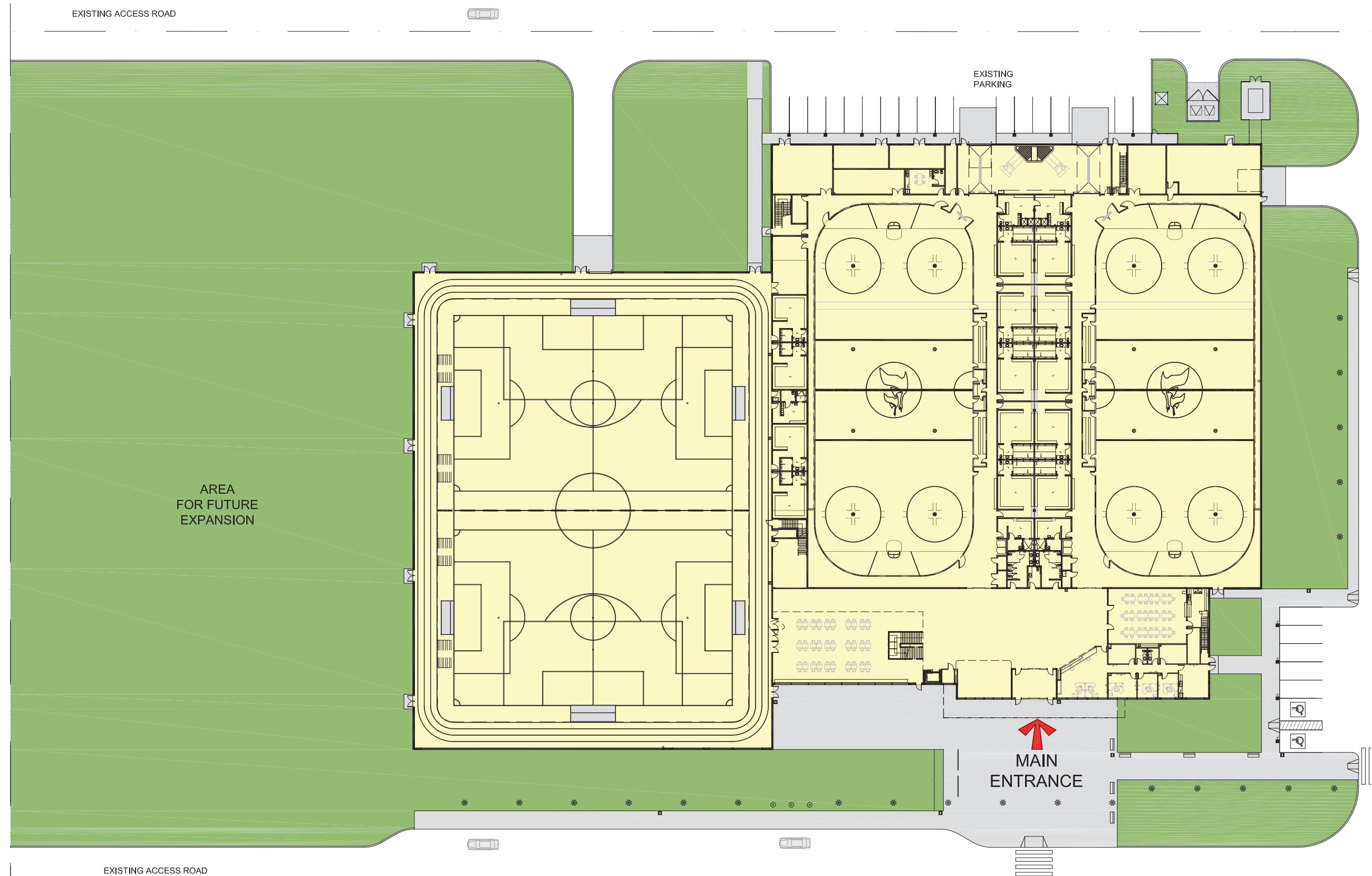


EXISTING SITE PLAN

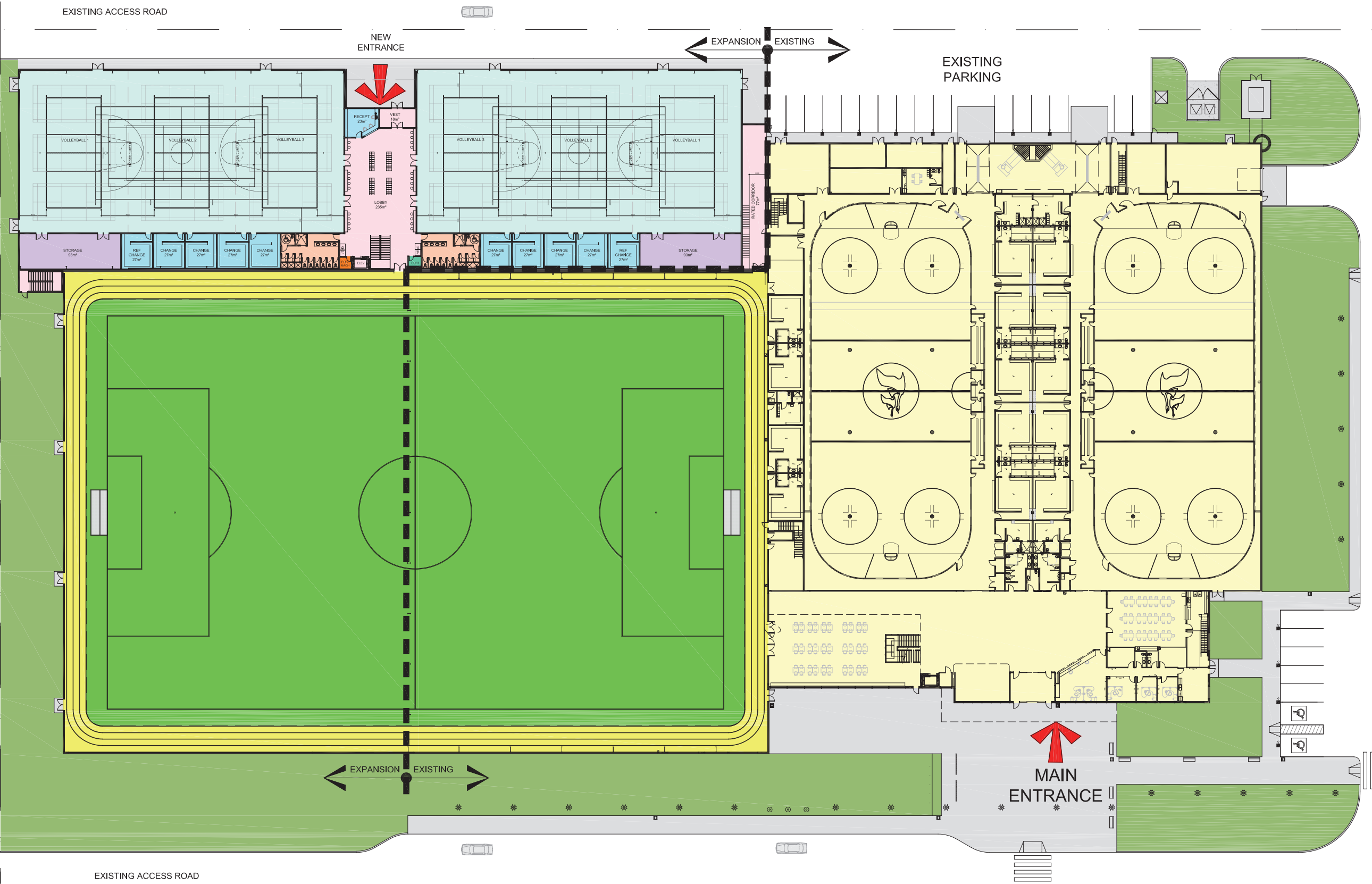


PROPOSED SITE PLAN

EXISTING FLOOR PLAN



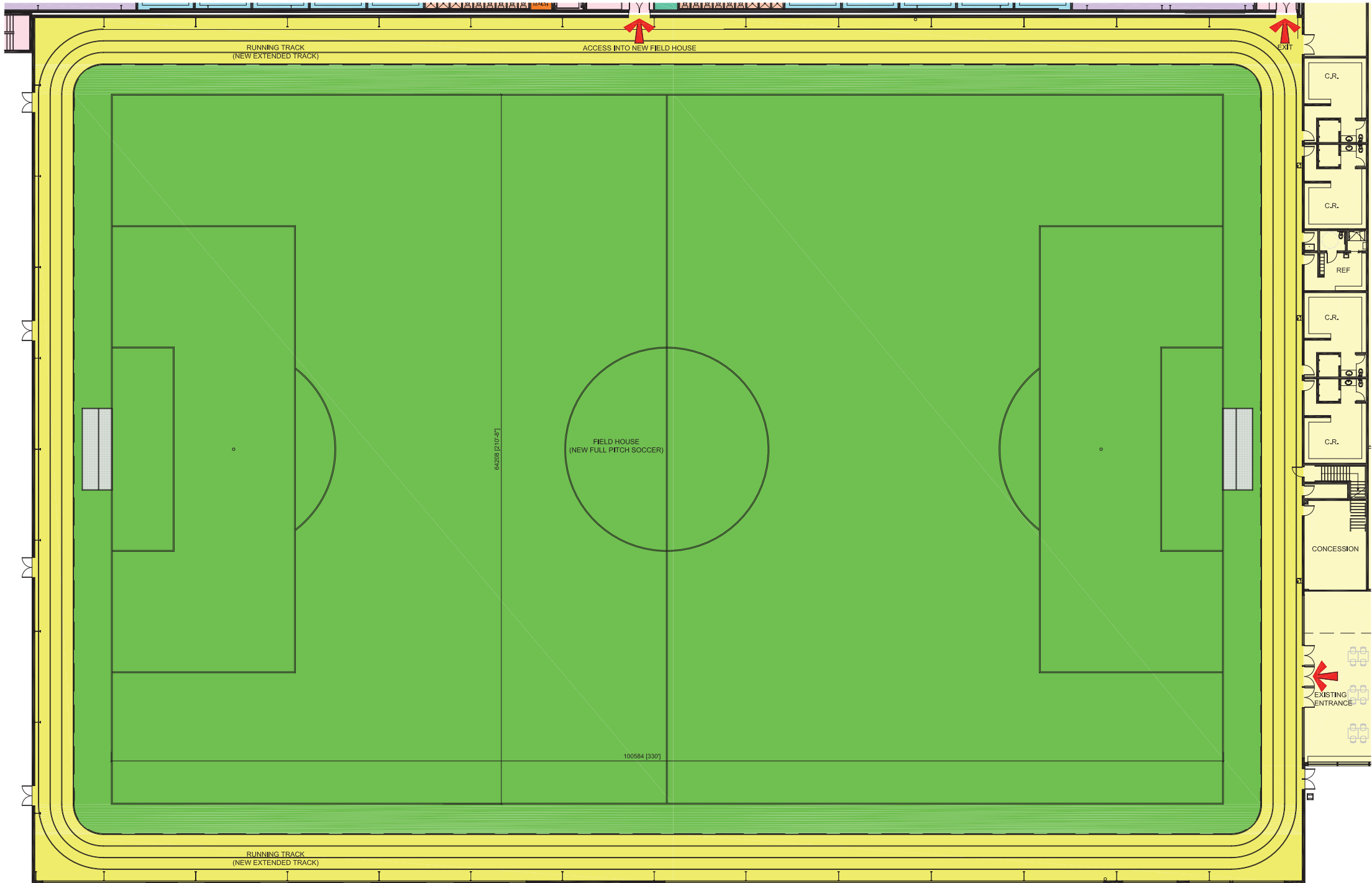
PROPOSED FLOOR PLAN



DESIGN FEATURES - SOCCER FIELD HOUSE EXPANSION

■ New 4,400m2 addition to existing pre-engineered Soccer Field House (SFH) to create “full pitch” 105m x 68m FIFA playing surface.

- Introduction of new doors for exiting, and new doors to connect fieldhouse to adjacent Volleyball Field House.
- Modifications to existing field turf and field turf lines.
- Introduction of new vision windows from second level Viewing Area in adjacent Volleyball Fieldhouse addition.
- Extension of new indoor field turf, and three lane running track.
- Introduction of new rated corridor at northeast corner to meet building code existing requirements.



DESIGN FEATURES - VOLLEYBALL FIELD HOUSE ADDITION

- New 3,935 m2 (on main level) Pre-Engineered Volleyball Field-house (VFH) attached to expanded SFH. The VFH will feature:

 - a central Lobby with entrance vestibule from existing north side Crosslink driveway and parking lot. Lobby to have:
 - a new vestibule and Reception area entrance.
 - a locker bank with 100 lockers for athlete’s use.
 - Seating areas with views to adjacent east and west activity spaces.
 - a stair and elevator to the Second Level.
 - Male & Female Washroom and shower facilities.
 - Space for vending machines.
 - Doors with connections to the adjacent Soccer Fieldhouse.
- Two (2) 1,755m2, Volleyball Fieldhouse activity spaces located east and west of the new Lobby. **In each activity space there will be:**

 - minimum 10.7m (35’-0”) high to underside of any obstruction to accommodate sanctioned Men’s volleyball tournaments.
 - two divider curtains suspended from the ceiling to separate the space into three different (activity) “sub-zones”.
 - game lines to serve three (3)volleyball courts running north-to-south c/w proper clearances to obstructions (and sideline clearance) to accommodate sanctioned Senior Men’s volleyball tournaments.
- game lines to accommodate one (1) “championship” volleyball court,running east-to-west, and centered in the activity space.
 - game lines to serve three pickleball courts, superimposed over the volleyball courts noted above.
 - game lines to serve nine (9) badminton courts, one (1) basketball court, and one (1) tennis court.
 - Four (4) “dry” Change Room spaces equipped with benches only.
 - One (1) “dry” Referee Change Room space equipped with benches only.
 - One (1) 92m2 (1,000 sq. ft.) sports equipment Storage Room.
- 990m2 Second Level with:

 - Spectator viewing into Volleyball Activity and Soccer Feldhouse spaces.
 - Mechanical Room
 - Washroom cluster
 - Meeting room, office, and Custodial space.
 - Stair and elevator to Main Level.
 - Two rated stairwells to meet building code (exit-ing) requirements.

GAMELINE SUMMARY

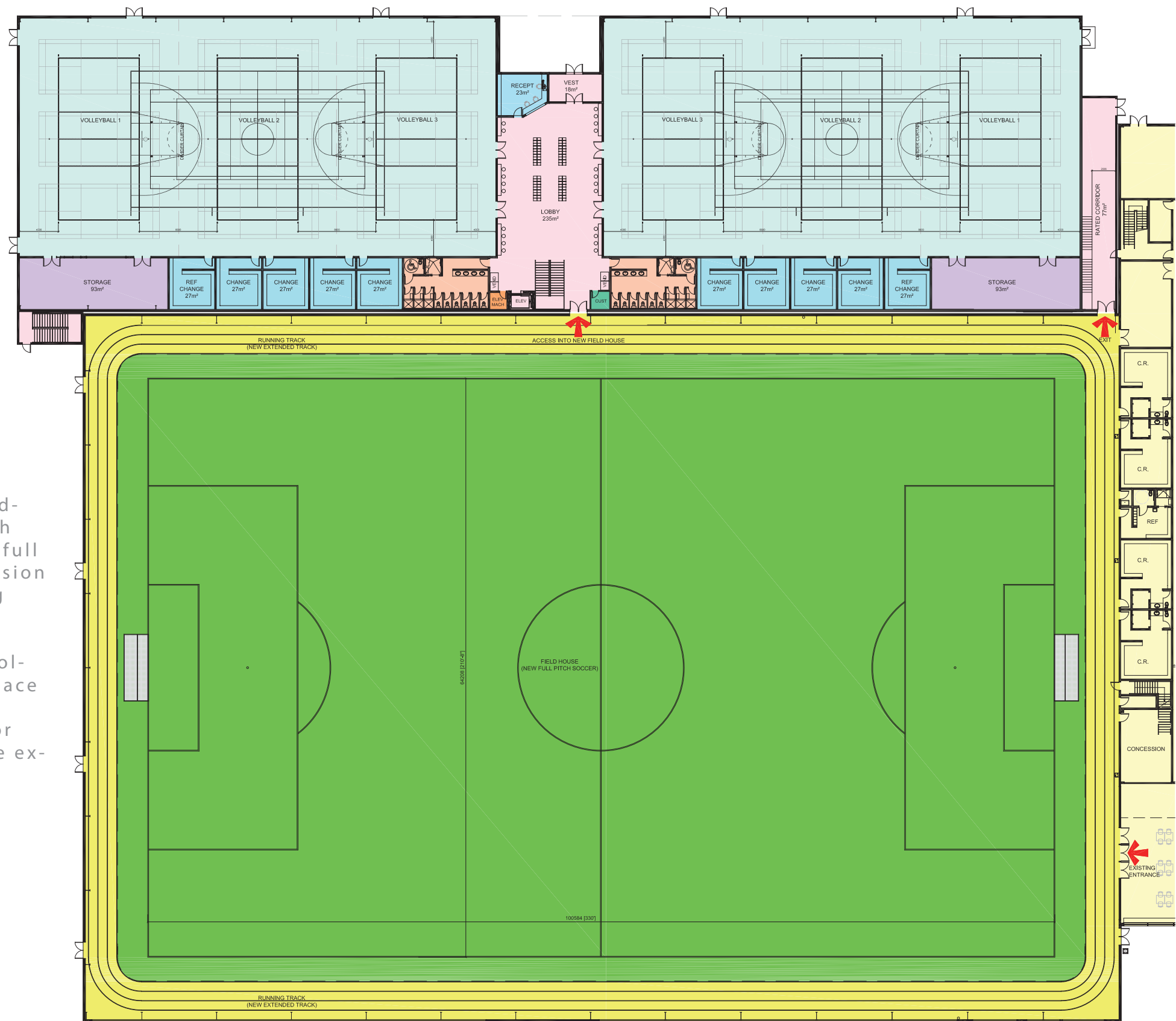
Volleyball - 7 Courts
Pickleball - 7 Courts
Badminton - 18 Courts
Basketball - 2 Courts
Tennis - 2 Courts

SPATIAL SUMMARY

Soccer Field House expansion:	4,400 m2
Volleyball Field House Addition:	3,935 m2
Upper Level Viewing Area:	990 m2
Total:	9,325 m2



SOCCKER / VOLLEYBALL FIELD HOUSE ADDITION - MAIN FLOOR PLAN



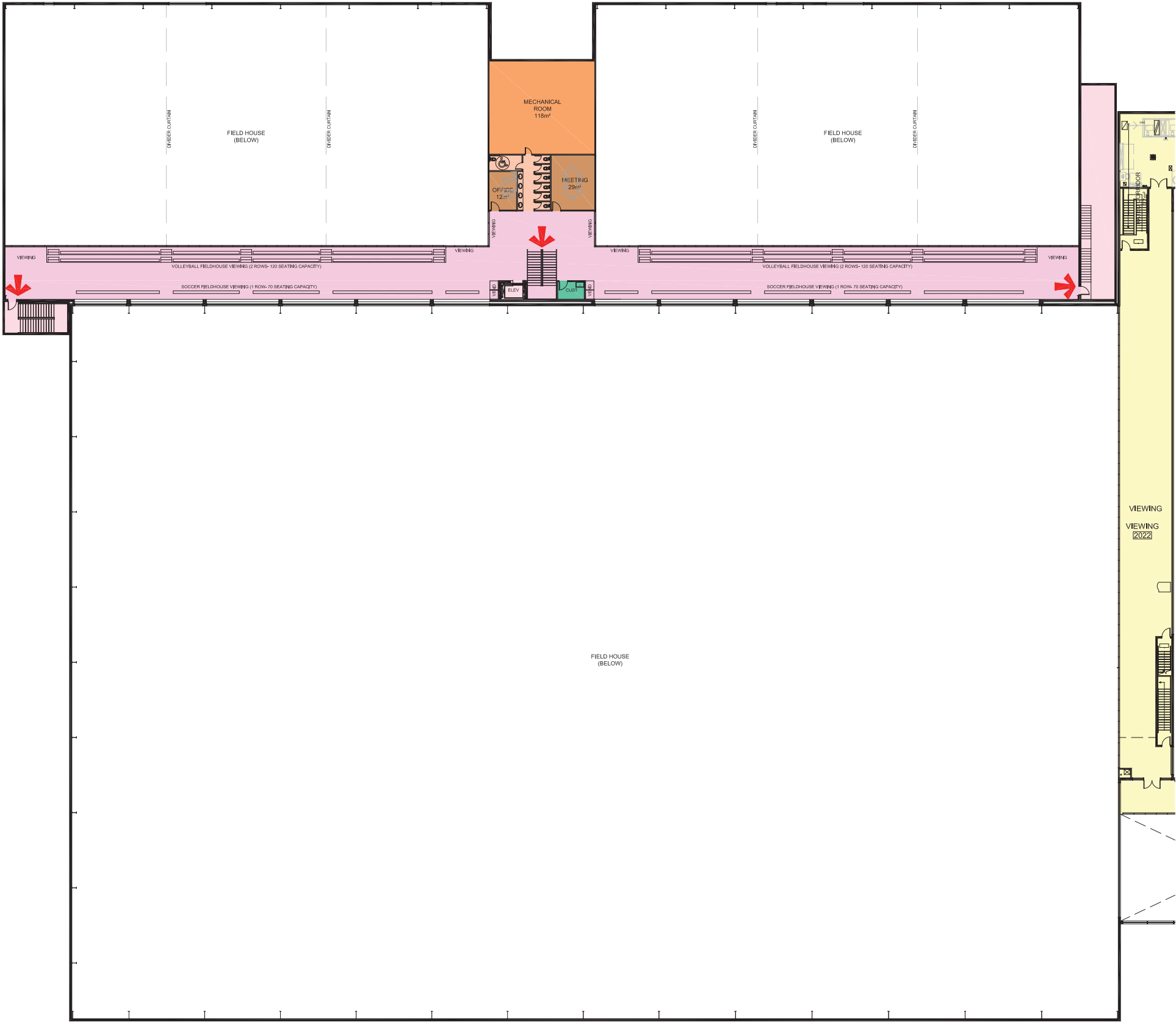
SOCCKER FIELDHOUSE

Expanded soccer field-house shown in peach tone. Dimension for full pitch FIFA plus extension of three lane running track at perimeter.

Connection to new Volleyball Fieldhouse space

New NE rated corridor for Soccer Fieldhouse exiting purposes.

SOCCKER / VOLLEYBALL FIELD HOUSE ADDITION - SECOND FLOOR PLAN



TYPICAL GYM SPACE - MAIN LEVEL

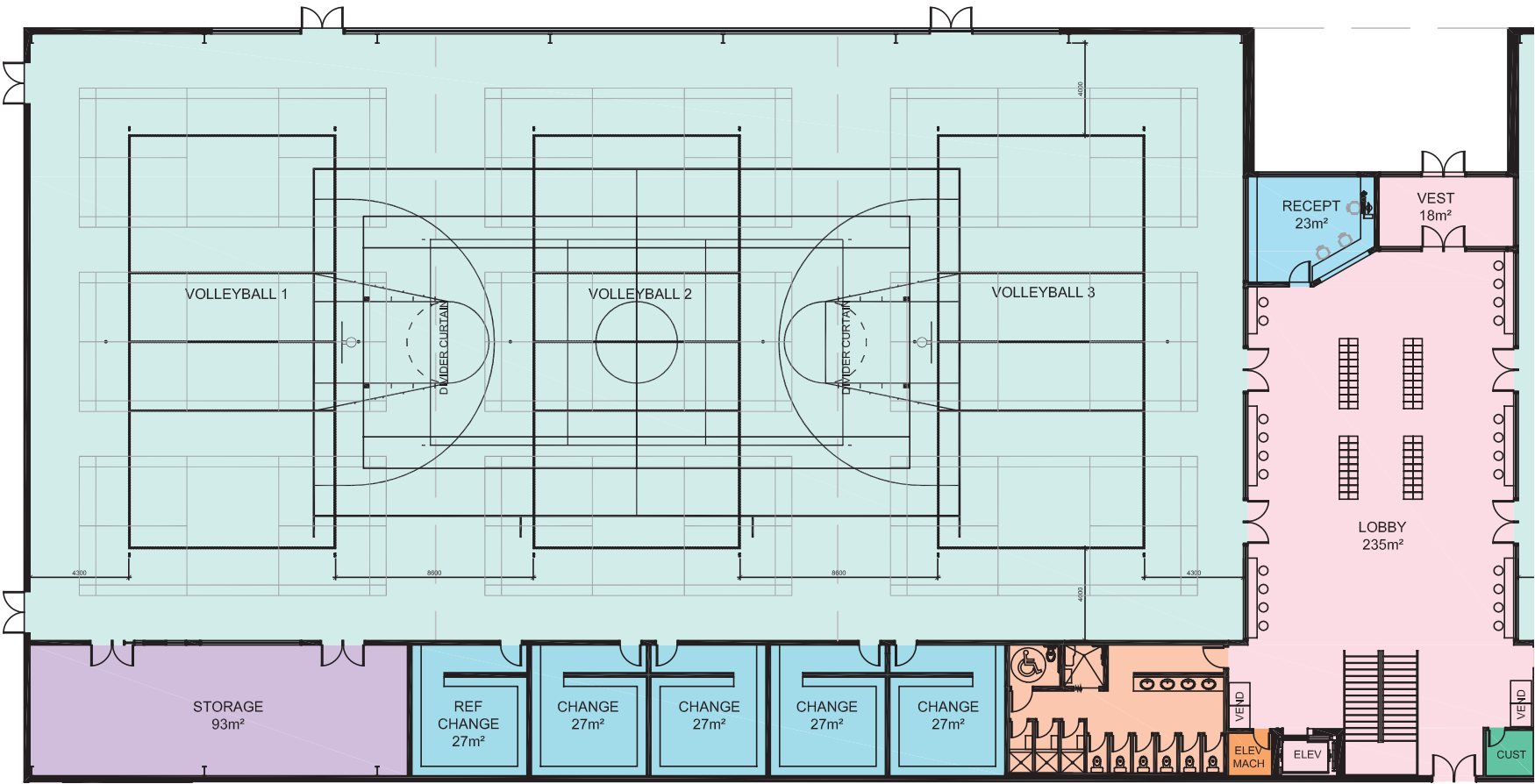
Three championship volleyball courts with side court and end court dimensions as required to meet sanctioned tournament standards.

Four “dry” Change Rooms and One “dry” referee room. Ref Room sized same as other change rooms to serve as 5th Change Room if required.

93m2 (1,000 ft2) Storage Room)

Gym divider curtains placed between each Volleyball court.

Seven Volleball & Pickleball,9-badminton, one tennis, one basketball.



LOBBY - CORE - MAIN LEVEL

Entrance alcove with Control / Reception desk

Bar counters with viewing into Gymnasium space.

100 double tier lockers placed as islands in Lobby. Supervised from Reception area.

Male & Female Washrooms- accessible from Lobby- c/w 7 water closets & 4 showers

Vending Machines

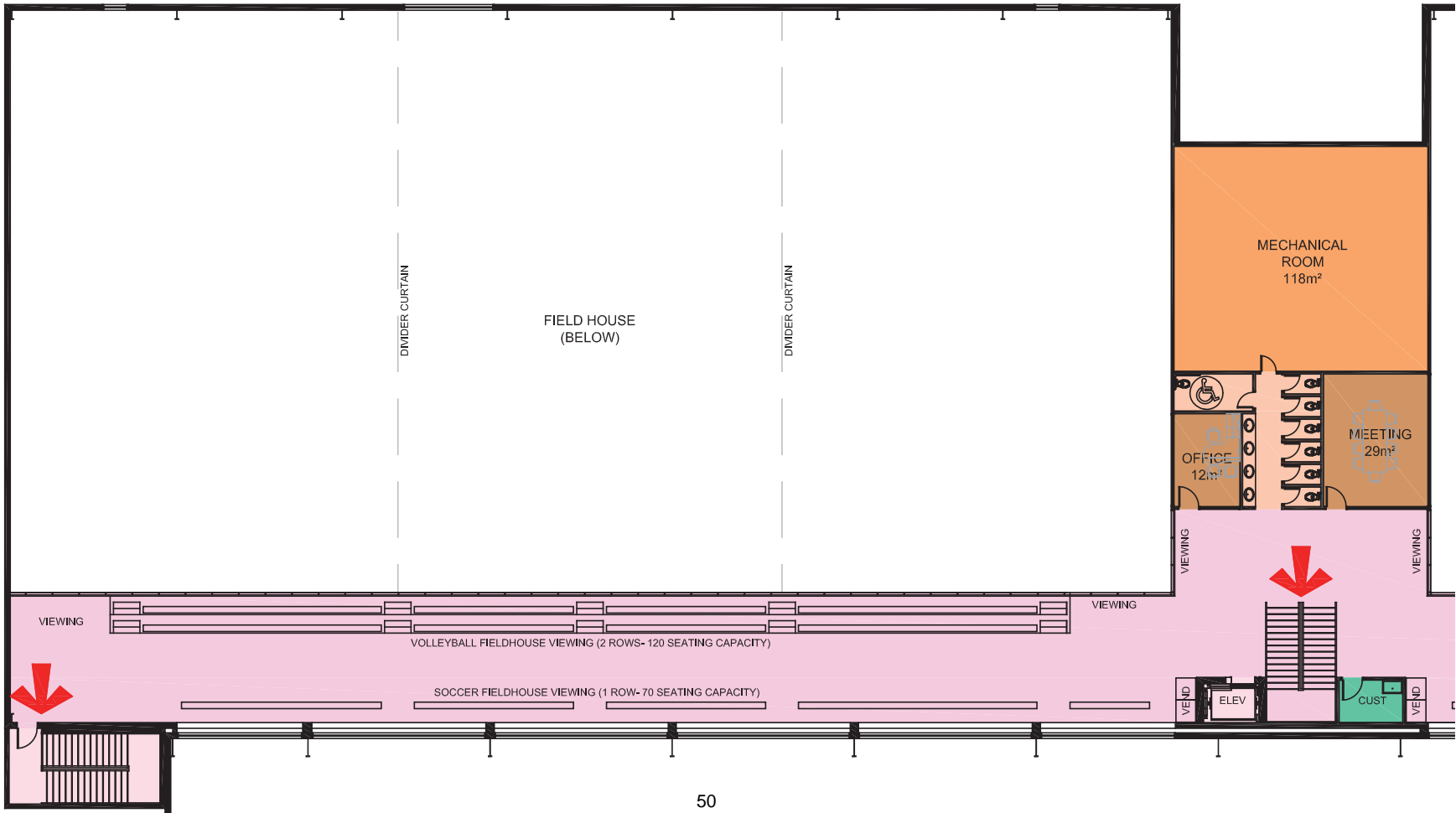
Stair and elevator to upper viewing area

Custodial Room

TYPICAL GYM SPACE - UPPER LEVEL

Upper level viewing area with two rows of benches looking into Volleyball FH (120 seating capacity

Upper level viewing area with one bench-row looking into soccer FH (70 seating capacity).



CORE - UPPER LEVEL

Upper level water closets in dedicated rooms. Total quantity 21 water closets to meet code for 400 person occupancy.

Mechanical centered for efficient distribution of systems..

Meeting Room

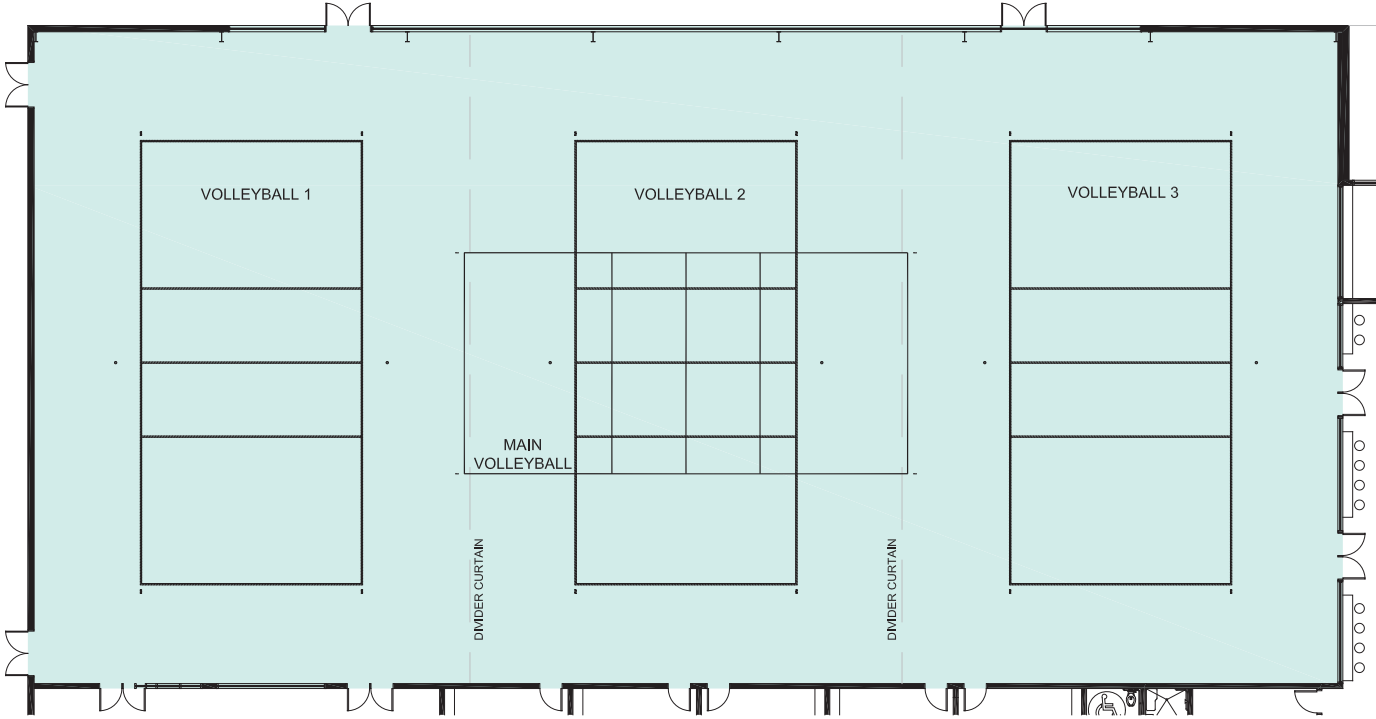
Office

Stair and elevator to lower level Lobby / Core.

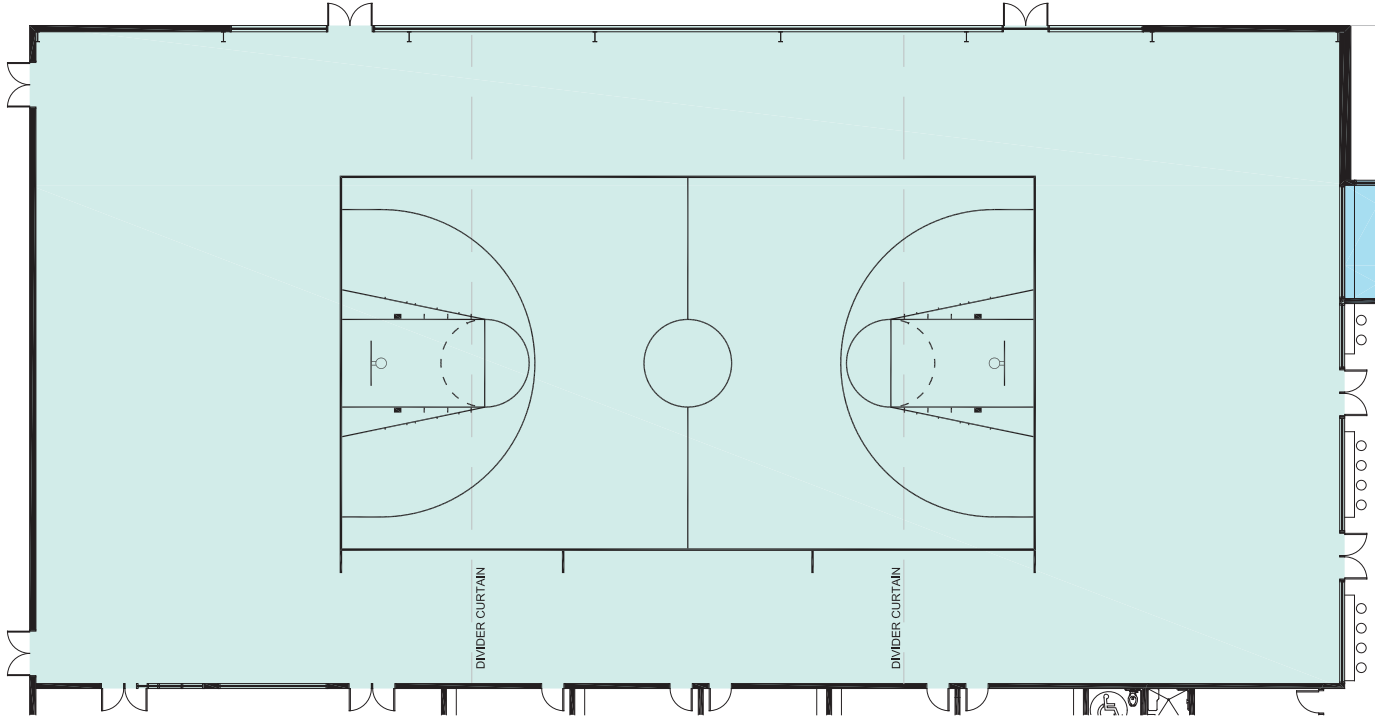
Vending Machines

Custodial Room

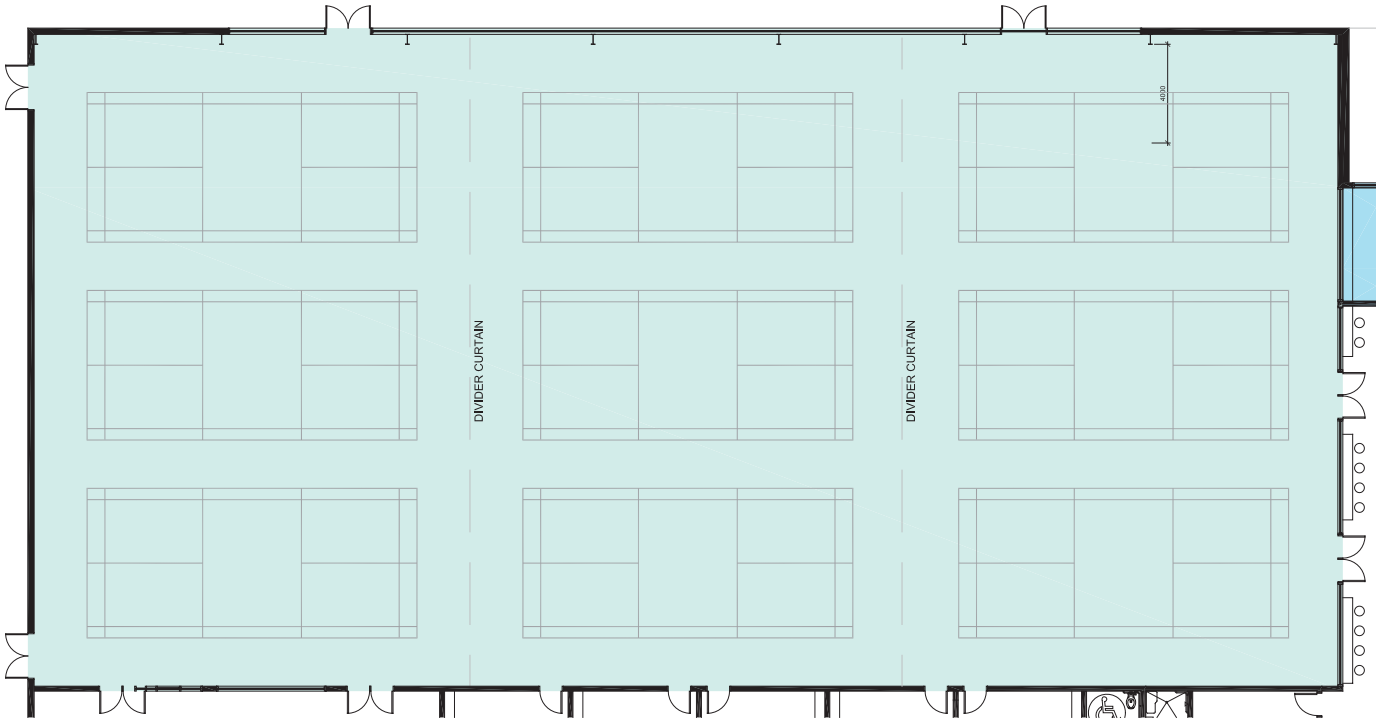
VOLLEYBALL FIELD HOUSE ADDITION - GAME LINES



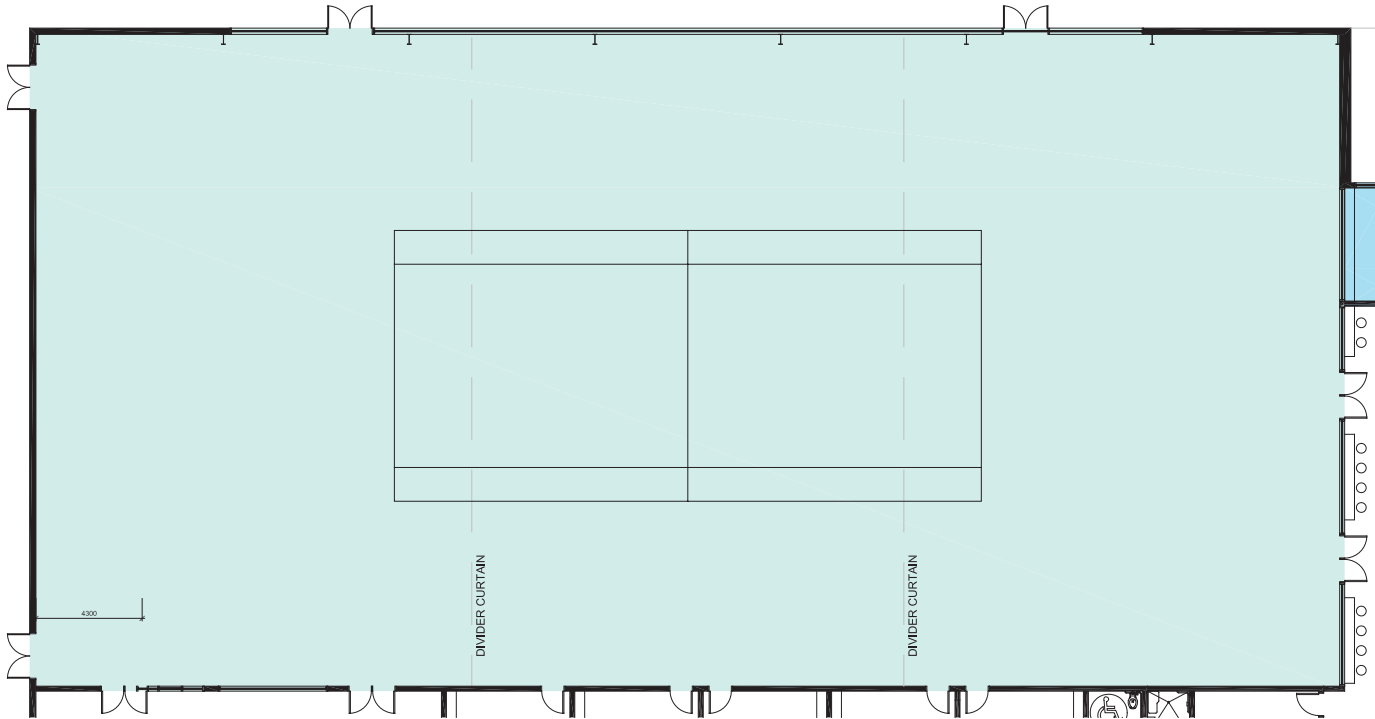
VOLLEYBALL & PICKLEBALL GAME LINES



BASKETBALL GAME LINES

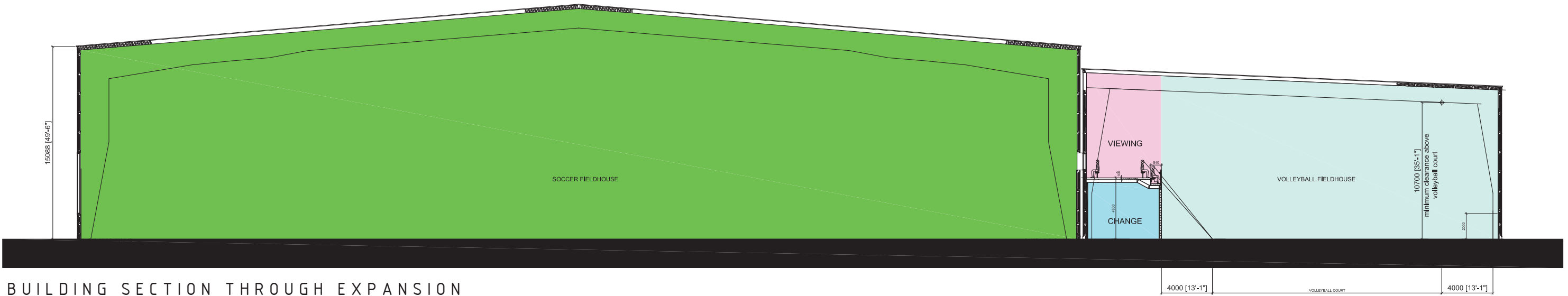


BADMINTON GAME LINES



TENNIS GAME LINES

BUILDING SECTION / CONCEPTUAL RENDERING - SOCCER FIELDHOUSE



CONCEPTUAL RENDERINGS - VOLLEYBALL FIELD HOUSE



CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE



CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE VIEWING AREA



CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE LOBBY



CONCEPTUAL RENDERING - VOLLEYBALL FIELD HOUSE LOBBY



COSTS

Class 'D' Unit rates as provided by Cuthbert Smith Group. Costs include, site work, services, and Contractor's mark-up & overhead.	
Washroom Blocks	\$5,100/m2
Fieldhouse	\$2,700/m2
Interior spaces (Recept/ Meeting Rooms / Offices / Change Rooms / Custodial spaces.	\$3,200/m2

COSTS - SOCCER EXPANSION

SPACE	AREA M2	RATE \$/M2	COST
Fieldhouse	4,400	\$2,700	\$11,880,000

COSTS - FIELDHOUSE ADDITION

SPACE	AREA M2	RATE \$/M2	COST
Fieldhouse	3,500	\$2,700	\$9,450,000
Washroom	135	\$5,100	\$700,000
Interior	1,290	\$3,200	4,130,000
TOTAL	4,925		14,280,000



REQUEST FOR DECISION

SUBJECT: **Policy 1027 Signing Authority**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: March 8, 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 RSA 2000 Chapter M-26 Part 10, Division 8 and 9, Section 215(5), Section 209, Electronic Transactions Act 2001 Chapter E-5.5, Freedom of Information and Protection of Privacy Act RSA 2000 Chapter F-25.

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1027 “Signing Authority” as presented.

BACKGROUND/PROPOSAL:

The Signing Authority policy was passed in 2020. It was brought to Policy Review Committee with the intention of broadening Greenview’s use of electronic signatures throughout the organization. Currently electronic signatures are reserved for the signing of invoices by managers. Administration wishes to extend this use to any document, as permitted under the Electronic Transactions Act. This addition does not and can not compel anyone to electronically sign a document, if a traditional (wet) signature is desired, Greenview will comply. As well, the electronic signature provision does not require documents to be signed electronically, it simply allows for the option.

Further, title changes have been made throughout the policy to reflect the current administration.

Policy Review Committee did not recommend any changes. However, administration has updated the titles to include the Executive Director of the Greenview Industrial Gateway and removed references to the Deputy Chief Administrative Officer, instead replacing it with CAO or designate. When the CAO is absent for an extended period of time, they will officially designate their duties in writing. Further, as per legal advice, items that require Greenview’s corporate seal will require a traditional wet signature.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended action is by broadening the potential of electronic signatures, documents can be signed more expediently by both Council and staff, eliminating the need to wait for the mail or an individual to be present.

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 post the policy on Greenview's website.

ATTACHMENT(S):

- Policy 1027 – Current
- Policy 1027 – Revised
- MGA Section 2015(5)
- MGA Section 209

Title: Signing Authority

Policy No: 1027

Effective Date: May 11, 2020

Motion Number: 20.05.276

Review Date: May 11, 2023



Purpose: The purpose of this Policy is to establish signing authorities for agreements, contracts and other municipal documents excluding expenditures. For Expenditures signing authority see Policy 1018 Expenditures and Disbursement. The intent of this Policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations, while maintaining effective internal controls and approval processes.

DEFINITIONS

Act means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended.

ACAO means the Assistant Chief Administrative Officer.

CAO means the Chief Administrative Officer of the M.D of Greenview.

CFO means Chief Financial Officer.

FCSS means Family and Community Support Services.

GM means General Manager referring to the Chief Financial Officer and General Managers of each of the Infrastructure and Planning and Community Services.

MOU means a Memorandum of Understanding.

Routine Nature means agreements, programs and service that are renewed annually, or that regularly occur throughout the year.

POLICY

1. This policy designates the general legal signing authorities for Greenview. Specific signing authorities may be designated in various bylaws and policies.
2. The CAO, as per Section 209 of the *Municipal Government Act*, may delegate any of the powers, duties or functions under the *Act* to a designated officer or employee of Greenview. The CAO delegates their authority to sign agreements, contracts and other Greenview documents to the employees indicated in this policy.
3. Unless otherwise indicated in this policy, or as required by provincial or federal legislation, a contracting party or financial institution, all documents require a single authorized signature.

4. Any employee who is in any of the designated positions in an acting capacity, has been delegated all the powers and responsibilities of that position and may sign Greenview documents as outlined in this policy.
5. In the absence of the Reeve, the Deputy Reeve has the authority to sign Greenview documents requiring the signature of the Chief Elected Official as outlined in this policy.
6. In the absence of the CAO, the ACAO has the authority to sign Greenview documents requiring the signature of the CAO as outlined in this policy.
7. All individuals authorized as a result of this policy are responsible for:
 - a. Being aware of compliance with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority;
 - b. Ensuring that all designated individuals understand the powers, duties and functions that have been delegated to them.

PROCEDURE

Bylaws

8. All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.

Council Minutes

9. All Council Meeting minutes shall be signed by the Chairperson presiding at the meeting and the CAO, or in their absence the designated Acting CAO.

Board and Committee Minutes

10. All Board and Committee minutes shall be signed by the Chairperson presiding at the meetings and the recording secretary unless otherwise indicated in this policy.
11. Municipal Planning Commission minutes shall be signed by the Chair and the Manager of Planning and Development.
12. FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.
13. Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.

Agreements and MOUs

14. Unless otherwise provided for in this policy, all non-operational agreements approved by Council shall be signed by the Reeve (or the Deputy Reeve in the Reeve's absence) and by the Chief Administrative Officer.
 - a. Inter-municipal agreements
 - b. Inter-governmental MOUs
 - c. Professional services agreements
 - d. Revenue sharing agreements
15. Generally all agreements, contracts and MOUs that are not addressed in the Expenditures and Disbursement Policy, require the signature of the GM of the relevant department with the exception of contracts and agreements of a routine nature which may be delegated to the relevant manager.

Routine Service and Maintenance Contracts

16. Unless otherwise provided for in this policy or other provincial or federal legislation, all contracts and agreements of a routine nature for the provision of services, maintenance, or Greenview

programs should be signed by the applicable GM or the CAO in their absence. General Managers may delegate in writing signing authority for contracts, services and programs of a routine nature to the relevant manager of the department. This includes, but is not limited to the following:

- a. Janitorial agreements
- b. Equipment rentals
- c. Maintenance agreements
- d. Contractual agreements
- e. Service agreements
- f. MOUs not relating to inter-governmental relations

Cheques and Financial Instruments

17. Cheque signing authority is limited to the following people:
 - a. The Reeve, and Deputy Reeve in the Reeve's absence, or any member of Council in the absence of the Reeve and Deputy Reeve; and
 - b. The CAO, and the ACAO.
18. Accounts payable cheques and accounts payable electronic fund transfers requires the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or the ACAO.
19. Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review the Reeve or Deputy Reeve in the Reeves absence, or a Member of Council.
20. Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signatures of the CAO or their designate, and the ACAO.
21. Council authorizes the use of lithographed, printed or digital signatures of the Reeve and CAO for the signing of all cheques as per section 213(5) of the MGA.

Employment Contracts

22. All Offers of Employment shall be signed by a Human Resources Officer.
23. All approved Recommendations for Hire with the exception of the CAO, shall be signed by the Manager and GM responsible for the position, or the CAO in the absence of either signatory.
24. For the hiring of Managers, Recommendations for Hire shall be signed by the GM responsible for the position and the CAO.
25. For the hiring of General Managers, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.
26. The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.

Land Title Documents and other Documents relating to Greenview Land

27. Offer to Sell Agreements, Grant of Easements, Utility Right of Way Agreements, Caveats Forbidding Registration, and Discharge of Caveats are all documents that need to be registered with Land Titles. Caveats can be signed and registered by the by an agent of the Caveator (agent for Greenview). Withdrawal of caveats can be done by the same agent that registered the caveat or someone with corporate signing authority or by using the corporate seal. All other agreements may be signed by the General Manager of Infrastructure and Planning or their designate.
28. Documents relating to the surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as ATCO Gas or ATCO Electric or any similar agreements shall be signed by the GM of Infrastructure and Planning or their designate.
29. Signing authority for Temporary Works Space, Damage Releases, Permission to Enter and other documents that do not require registration with Land Titles are subject to the requirements set out in the Expenditures and Disbursement Policy where applicable.

Documents Pursuant to the Land Use Bylaw

30. Documents which are approved subject to Greenview's current Land Use Bylaw, such as subdivision endorsements, development permits, stop orders, etc. shall be signed by the Manager of Planning and Development, upon approval from the Municipal Planning Commission where required.

Tax Recovery Documents

31. Documents related to Tax Recovery, Part 10, Division 8 and 9 of the MGA, shall be signed by the CFO or the CAO.

Digital Signatures

32. Digital signatures may be used internally by Managers for the signing and coding of invoices.
33. Digital signatures of Councillors may be used for the signing of documents when express written permission is provided by the Councillors and where permissible under provincial legislation.
34. Unless otherwise provided for in this policy, digital signatures may not be used for the signing of external or official documents.

Other

35. All other financial documents, options, agreements, and letters of intent shall be signed by the CAO or designate and the Reeve or Deputy Reeve in the Reeve's absence.
36. All signing authorities and approval requirements outlined in this policy are still subject to the requirements set out in the Expenditures and Disbursement Policy when applicable.

Signing Authority and Approval Requirements

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/ACAO	GMs/CFO	Manager	Recording Secretary
Council/ Boards and Committees								
Council Meeting Minutes ★	✓		✓		✓			
Board and Committee Meeting Minutes ★				✓				✓
MPC Meeting Minutes ★				✓			✓	
FCSS Board Meeting Minutes ★				✓			✓	
Bylaws ★	✓		✓		✓			
Inter-municipal	✓		✓		✓			

Agreements ★								
Revenue Sharing Agreements ★	✓		✓		✓			
CAO SERVICES								
Provincial Registry documents		✓			✓			
INFRASTRUCTURE AND PLANNING								
Contracts						✓		
Agreements						✓		
Caveats and documents relating to Land Titles		✓				✓		
Documents that do not require registration with Land Titles						✓		
Construction and Maintenance								
Project related scopes of works							✓	
Operations								
Road Use Agreements							✓	
Crushing Contracts							✓	
Road Bonds							✓	
Planning and Development								
Municipal Planning Commission Decisions and other documents							✓	
Permitted Uses							✓	
Road Widening						✓		

Purchases (As per Policy)								
Environmental Services								
GRWMC				✓			✓	
COMMUNITY SERVICES								
MOUs	✓					✓		
Agreements	✓					✓		
Community Grants	✓					✓		
Donor Agreements	✓					✓		
Agriculture Services								
Rental Agents							✓	
ASB Meeting Minutes★				✓			✓	
Documents related to ASB and Agriculture Fieldman							✓	
Economic Development								
TMIP Contracts							✓	
Fox Creek Economic Development documents							✓	
FCSS								
School Board Division Liaison Agreements							✓	
CORPORATE SERVICES								
Banking ★			✓		✓	✓		
Agreements						✓		
Contracts						✓		
Finance								
Insurance and Registrations							✓	

Minor Operational Agreement							✓	
Audit Financial Statements					✓	✓	✓	
GRWMC							✓	

★ Dual signing authority: requires signatures of both parties indicated

CURRENT

Title: Signing Authority

Policy No: 1027

Effective Date:

Motion Number:

Supersedes Policy No: None

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



Purpose: The purpose of this Policy is to establish signing authorities for agreements, contracts and other municipal documents excluding expenditures. For Expenditures signing authority see Policy 1018 Expenditures and Disbursement. The intent of this Policy is to provide the municipality with flexibility in the signing of various documents to improve the efficiency of business operations, while maintaining effective internal controls and approval processes.

1. DEFINITIONS

- 1.1. **Act** means the Municipal Government Act, R.S.A 2000, Chapter M-26, as amended.
- 1.2. **CAO** means the Chief Administrative Officer of the M.D of Greenview, **or their delegate.**
- 1.3. ~~**DCAO** means the Deputy Chief Administrative Officer.~~
- 1.4. **Director** means the Directors of Corporate Services, Infrastructure and Planning Community Services **and the Executive Director of the Greenview Industrial Gateway.**
- 1.5. **Electronic Signature** means electronic information that a person creates or adopts in order to sign a record and that is in, attached to or associated with the record.
- 1.6. **FCSS** means Family and Community Support Services.
- 1.7. **Greenview** means the Municipal District of Greenview No 16.
- 1.8. **MOU** means a Memorandum of Understanding.
- 1.9. **Routine Nature** means agreements, programs and service that are renewed annually, or that regularly occur throughout the year.

2. POLICY STATEMENT

- 2.1. This policy designates the general legal signing authorities for Greenview. Specific signing authorities may be designated in various bylaws and policies.
- 2.2. The CAO, as per Section 209 of the *Municipal Government Act*, may delegate any of the powers, duties or functions under the Act to a designated officer or employee of Greenview.

The CAO delegates their authority to sign agreements, contracts and other Greenview documents to the employees indicated in this policy.

- 2.3. Unless otherwise indicated in this policy, or as required by provincial or federal legislation, a contracting party or financial institution, all documents require a single authorized signature.
- 2.4. Any employee who is in any of the designated positions in an acting capacity, has been delegated all the powers and responsibilities of that position and may sign Greenview documents as outlined in this policy.
- 2.5. In the absence of the Reeve, the Deputy Reeve has the authority to sign Greenview documents requiring the signature of the Chief Elected Official as outlined in this policy.
- 2.6. ~~In the absence of~~ During an extended or planned absence the CAO will, in writing, appoint a designate. That designate has the authority to sign Greenview documents requiring the signature of the CAO as outlined in this policy.
- 2.7. All individuals authorized as a result of this policy are responsible for:
 - 2.7.1. Being aware of compliance with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority; and
 - 2.7.2. Ensuring that all designated individuals understand the powers, duties and functions that have been delegated to them.

3. PROCEDURE

- 3.1. Bylaws
 - 3.1.1. All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.
- 3.2. Council Minutes
 - 3.2.1. All Council Meeting minutes shall be signed by the Chair presiding at the meeting and the CAO or designate. ~~in the absence of the CAO, the DCAO~~
- 3.3. Board and Committee Minutes
 - 3.3.1. All Board and Committee minutes shall be signed by the Chair presiding at the meetings and the recording secretary unless otherwise indicated in this policy.
 - 3.3.2. Municipal Planning Commission minutes shall be signed by the Chair and the Manager of Planning and Development.
 - 3.3.3. FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.
 - 3.3.4. Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.
- 3.4. Agreements and MOUs
 - 3.4.1. Unless otherwise provided for in this policy, all non-operational agreements approved by Council shall be signed by the Reeve (or the Deputy Reeve in the Reeve's absence) and by the Chief Administrative Officer. This includes, but is not limited to the following:
 - a. Inter-municipal agreements;
 - b. Inter-governmental MOUs;

- c. Professional services agreements; and
- d. Revenue sharing agreements.

3.4.2. Generally, all agreements, contracts and MOUs that are not addressed in the Expenditures and Disbursement Policy, require the signature of the Director of the relevant department with the exception of contracts and agreements of a routine nature which may be delegated to the relevant manager.

3.5. Routine Service and Maintenance Contracts

3.5.1. Unless otherwise provided for in this policy or other provincial or federal legislation, all contracts and agreements of a routine nature for the provision of services, maintenance, or Greenview programs should be signed by the applicable Director or the CAO in their absence. Directors may delegate in writing signing authority for contracts, services and programs of a routine nature to the relevant manager of the department. This includes, but is not limited to the following:

- a. Janitorial agreements;
- b. Equipment rentals;
- c. Maintenance agreements;
- d. Contractual agreements;
- e. Service agreements; and
- f. MOUs not relating to inter-governmental relations

3.6. Cheques and Financial Instruments

3.6.1. Cheque signing authority is limited to the following people:

- a. The Reeve, and Deputy Reeve in the Reeve's absence, or any member of Council in the absence of the Reeve and Deputy Reeve; and
- b. The CAO ~~or designate. and the DCAO in the CAO's absence.~~

3.6.2. Accounts payable cheques and accounts payable electronic fund transfers requires the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or ~~designate. the DCAO.~~

3.6.3. Prior to accounts payable cheques and accounts payable electronic fund transfers being issued, accounts payable summaries require the review of the Reeve or Deputy Reeve in the Reeves absence, or a Member of Council.

3.6.4. Payroll cheques (cheques issued only in the event of extenuating circumstances) and payroll electronic fund transfers require the signatures of the CAO or their designate. ~~and the DCAO.~~

3.6.5. Council authorizes the use of lithographed, printed or digital signatures of the Reeve and CAO for the signing of all cheques as per section 213(5) of the MGA.

3.7. Employment Contracts

3.7.1. All Offers of Employment shall be signed by a Human Resources Officer.

3.7.2. All approved Recommendations for Hire with the exception of the CAO, shall be signed by the Manager and Director responsible for the position, ~~as well as the CAO. or the CAO in the absence of either signatory.~~

3.7.3. For the hiring of Managers, Recommendations for Hire shall be signed by the Director responsible for the position and the CAO.

- 3.7.4. For the hiring of Directors, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.
- 3.7.5. The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.
- 3.8. Land Title Documents and other Documents relating to Greenview Land
 - 3.8.1. Offer to Sell Agreements, Grant of Easements, Utility Right of Way Agreements, Caveats Forbidding Registration, and Discharge of Caveats are all documents that need to be registered with Land Titles. Caveats can be signed and registered by an agent of the Caveator (agent for Greenview). Withdrawal of caveats can be done by the same agent that registered the caveat or someone with corporate signing authority or by using the corporate seal. All other agreements may be signed by the Director of Infrastructure and Planning or their designate.
 - 3.8.2. Documents relating to the surface rights agreements with oil and gas companies or easement agreements with utility service providers, such as ATCO Gas or ATCO Electric or any similar agreements shall be signed by the Director of Infrastructure and Planning or their designate.
 - 3.8.3. Signing authority for Temporary Works Space, Damage Releases, Permission to Enter and other documents that do not require registration with Land Titles are subject to the requirements set out in the Expenditures and Disbursement Policy where applicable.
- 3.9. Documents Pursuant to the Land Use Bylaw
 - 3.9.1. Documents which are approved subject to Greenview's current Land Use Bylaw, such as subdivision endorsements, development permits, stop orders, etc. shall be signed by the Manager of Planning and Development or designate, upon approval from the Municipal Planning Commission where required.
- 3.10. Tax Recovery Documents
 - 3.10.1. Documents related to Tax Recovery, Part 10, Division 8 and 9 of the MGA, shall be signed by the Director of Corporate Services or the CAO.
- 3.11. Electronic Signatures
 - 3.11.1. Greenview supports the use of electronic signatures to sign documents and electronic signatures may be used, for any documents addressed in this policy provided that each electronic signature adheres to the relevant requirements of the *Municipal Government Act*, *Electronic Transactions Act* and *Freedom of Information and Protection of Privacy Regulation*, subject to the following:
 - a. No person shall be compelled or required to transact using electronic signatures. Where a traditional (wet) signature is requested, Greenview shall consent;
 - b. The manner in which documents bearing electronic signatures are provided and received must, in the opinion of the CAO, be reasonably reliable for the purpose of identifying the person and signing by electronic signature shall be accepted or declined at the sole discretion of the responsible Director; and
 - c. No person, through the transmission of a document bearing an electronic signature shall represent themselves in a way that is false or misleading. Where a department head believes that a misrepresentation has occurred, the documents shall be considered unsigned and shall not be processed.

3.11.2. Any document requiring a corporate seal cannot be signed electronically and will require a traditional wet signature.

3.11.3. Digital signatures of Councillors may be used for the signing of documents when express written permission is provided by the Councillors and where permissible under provincial legislation.

3.12. Other

3.12.1. All other financial documents, options, agreements, and letters of intent shall be signed by the CAO or designate and the Reeve or Deputy Reeve in the Reeve's absence.

3.12.2. All signing authorities and approval requirements outlined in this policy are still subject to the requirements set out in the Expenditures and Disbursement Policy when applicable.

4. SIGNING AUTHORITY AND APPROVAL REQUIREMENTS

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/DCAO Or Designate	Director	Manager	Recording Secretary
Council/ Boards and Committees								
Council Meeting Minutes ★	✓		✓		✓			
Board and Committee Meeting Minutes ★				✓				✓
MPC Meeting Minutes ★				✓			✓	
FCSS Board Meeting Minutes ★				✓			✓	
Bylaws ★	✓		✓		✓			
Inter-municipal Agreements ★	✓		✓		✓			
Revenue Sharing Agreements ★	✓		✓		✓			
CAO SERVICES								
Provincial Registry Documents		✓			✓			
INFRASTRUCTURE AND PLANNING								

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/DCAO Or Designate	Director	Manager	Recording Secretary
Contracts						✓		
Agreements						✓		
Caveats and documents relating to Land Titles		✓				✓		
Documents that do not require registration with Land Titles						✓		
Construction and Maintenance								
Project related scopes of works							✓	
Operations								
Road Use Agreements							✓	
Crushing Contracts							✓	
Road Bonds							✓	
Planning and Development								
Municipal Planning Commission Decisions and other documents							✓	
Permitted Uses							✓	
Road Widening Purchases (As per Policy)						✓		
Environmental Services								
GRWMC				✓			✓	
COMMUNITY SERVICES								

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/DCAO Or Designate	Director	Manager	Recording Secretary
MOUs	✓					✓		
Agreements	✓					✓		
Community Grants	✓					✓		
Donor Agreements	✓					✓		
Agriculture Services								
Rental Agents							✓	
ASB Meeting Minutes★				✓			✓	
Documents related to ASB and Agriculture Fieldman							✓	
Economic Development								
TMIP Contracts							✓	
Fox Creek Economic Development documents							✓	
FCSS								
School Board Division Liaison Agreements							✓	
CORPORATE SERVICES								
Banking ★			✓		✓	✓		
Agreements						✓		
Contracts						✓		
Finance								
Insurance and Registrations							✓	
Minor Operational Agreement							✓	

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/DCAO Or Designate	Director	Manager	Recording Secretary
Audit Financial Statements					✓	✓	✓	
GRWMC							✓	

★ Dual signing authority: requires signatures of both parties indicated

UNAPPROVED

Delegation by chief administrative officer

209 A chief administrative officer may delegate any of the chief administrative officer's powers, duties or functions under this Act, including the chief administrative officer's duties referred to in section 208(1), or under any other enactment or bylaw to a designated officer or an employee of the municipality.

(5) A signature may be printed, lithographed or otherwise reproduced if so authorized by council.

1994 cM-26.1 s213



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Stacey Wabick, CAO

Date: 2/28/2022

Chief Administration Officer, Stacey Wabick

February was month of internal reflection and re-focus. Senior Administration spent multiple days travelling throughout Greenview to meet with staff and discuss several topics including things we do as an organization well and areas that can use some improvement. The result was good, open dialogue with staff in all areas and regions and will allow Greenview to continue to be a wonderful place to work and as a result provide good service to all ratepayers and visitors.

A new Greenview Strategic Plan is getting closer for public release. Council began crafting this shortly after this past election and Administration is now putting the finishing touches on it. Like the Administrative renewed focus, this plan will present Councils renewed and continued focus and commitment to providing strong leadership that will preserve and grow the healthy, safe, and sustainable community that is Greenview.

Over in the Greenview Industrial Gateway (GIG), the Province of Alberta and Administration have been finalizing the land purchase. Greenview has not purchased the land yet, however, has come to an agreement with the province. Stakeholder events will be coming soon to various communities throughout Greenview. Ratepayers are encouraged to attend if they are interested in learning more about this project that is making news around the province and outside of Canada. The events will begin in March. Public advertising on time and locations will be forthcoming soon.

In closing, February has been a month of internal focus for CAO Services. Whether it is reviewing Greenviews 189 policies, or corporate performance on projects and procedures, the diversity of work Administration and Council tend to, speaks to how diverse and progressive Greenview remains.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: Protective Services

Submitted by: CAO, Stacey Wabick

Date: 3/8/2022

Greenview Fire-Rescue Services (GFRS)

Reported by: Regional Fire Chief, Wayne Brown

Administration:

On March 1, 2022, a tabletop exercise will be held at the Grande Cache Public Service Building. The exercise will simulate a wildfire impacting Grande Cache and surrounding area. Ag. & Forestry, RCMP, and selected members of Greenview will all be taking part in tabletop exercise.

A draft Memorandum of Understanding (MOU) has been prepared between the County of Grande Prairie, the City of Grande Prairie and the MD of Greenview fire services for the general responsibilities and formation of the Joint Dunes Training Center Committee. Additional documents will be used for a term of reference (TOR) and the overall operation of the training centre. This is a true collaborative partnership that will increase the effectiveness of training and will enable increased cost-effectiveness for all involved.

Fire Apparatus:

F9 (Surplus) Bill of Sale has been signed and submitted to Finance. We are awaiting the transfer of funds to allow purchaser Foothills Forest Products to collect the truck.

Fire Stations update:

Station 31 DeBolt responded to 10 incidents. Of the 10 incidents, 7 were Medical Co-Responses, 2 were Motor Vehicle Collisions, and 1 was a yard fire.

STN 31 was dispatched for a traumatic injury. STARS was dispatched to the scene and remained on scene for over 45 mins stabilising the patient. Due to the severity of the injuries, STARS airlifted one patient directly to Edmonton for advanced treatment.

Station 32 Grovedale responded to 19 incidents. Of the 19 incidents, 2 were motor vehicle events, 2 were Fire calls, and 15 were medical co-response calls.

Station 33 Grande Cache: Data is unavailable due to DFC Lott's off duty status.

Training:

Station 32 has members enrolled in the upcoming NFPA 1001 Level 1 and 2, NFPA 1002, 1021 and 1072 over the spring and summer.

Swift-water tech course is booked for July 15 to 17, 2022, and Jet Boat operator course is booked for August 12 to 14, 2022

Red Cross BLS training was completed for 13 members Monday, February 21, 2022.

Community Outreach:

Station 31 – DeBolt

DFC. Meek travelled to Castor, AB on behalf of Greenview Fire – Rescue Services to attend the Line of Duty Death (LODD) funeral of Volunteer Firefighter Stephen Rayfield. Over 50 fire services, RCMP and EMS representation. Also attending were the Calgary Police Services and Edmonton Fire honor guards.

Background: On February 4, Castor Fire Department was dispatched to a motor vehicle collision (MVC), while enroute the fire truck left the roadway due to the extremely icy conditions. This resulted in Firefighter Rayfield being killed and the Castor Fire Chief being badly injured.

Station 32 – Grovedale

Two Volunteer Firefighter applications have been received; these will be reviewed as per Greenview Fire-Rescue Services (GRFS) process.

Sergeant, George Ferraby

Administration

The new Provincial Administration process was delayed 3 days prior to rollout and is now set to begin on June 1st of 2022. This delay will allow the province to educate people on the new system before the rollout.

Enforcement Services hired a new Peace Officer that begins on March 14th. His name is Francisco Gutierrez. He will be working throughout the MD with our current officers for the first few weeks to get to know the area. He will be based out of Grovedale once he has settled in.

We are awaiting the arrival of our new patrol vehicle. It is anticipated to arrive in March. The company outfitting the vehicle has advised that they have the equipment available to outfit the vehicle upon arrival.

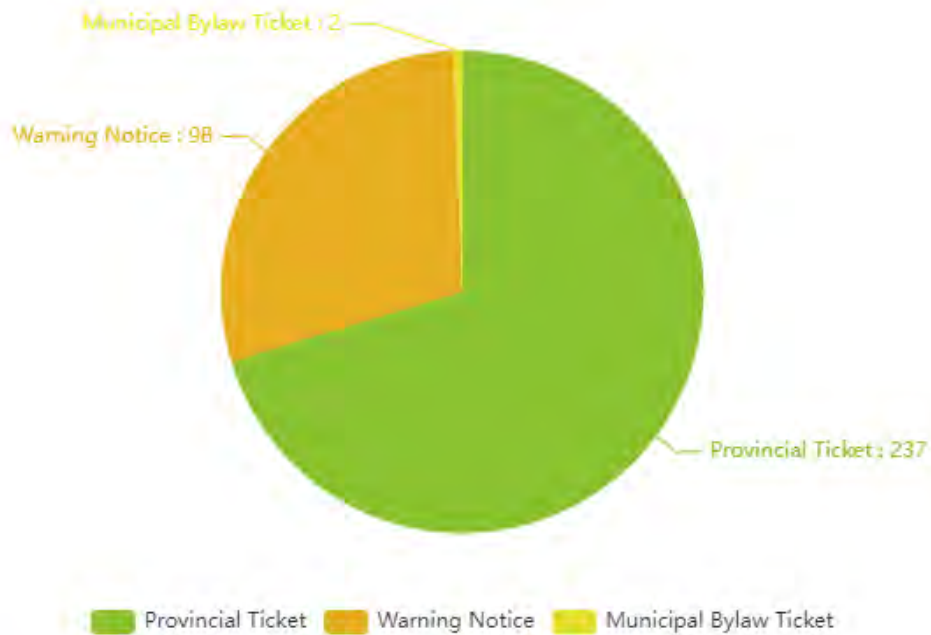
Enforcement Services fielded 60 calls for service and issued 241 violation tickets, 98 warnings, and 2 bylaw ticket for the Period of Jan 27 to Feb 24.

Training:

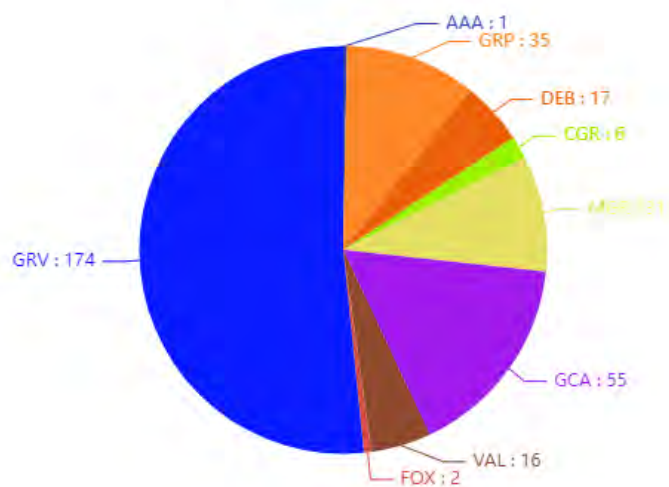
Sgt. Ferraby, CPO King and CPO Schultz attended the 2022 AACPO conference from Feb 6-12. There were several courses that the officers attended. A leadership training certificate was awarded to all 3 officers. All 3 officers were also trained to be Livestock Inspection Officers (LSI's) and will be able to better deal with stray livestock moving forward. This will be a great benefit for the ratepayers in the farming areas of Greenview.

Stats:

Provincial tickets by type



Provincial tickets by zone



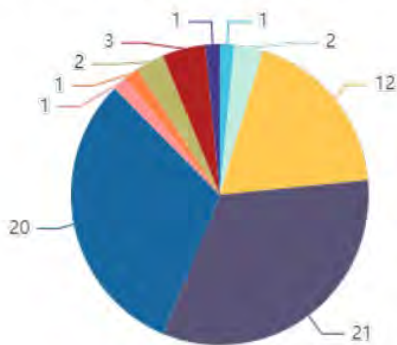
Count of Reports Completed Total:64 | 100.0%



List of Categories

OCCURRENCE REPORT	60	93.8%
VIOLATION TICKET	4	6.3%

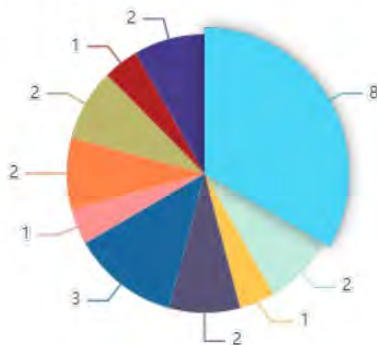
Method Of Complaint Of Reports Total:64 | 100.0%



List of Method Of Complaints

ADMIN DIRECTIVE	1	1.6%
DISPATCH	2	3.1%
EMAIL	12	18.8%
OFFICER OBSERVED	21	32.8%
PHONE	20	31.3%
RADIO	1	1.6%
ROADSIDE	1	1.6%
STAFF	2	3.1%
WALK UP	3	4.7%
NO METHOD OF COMPLAINT	1	1.6%

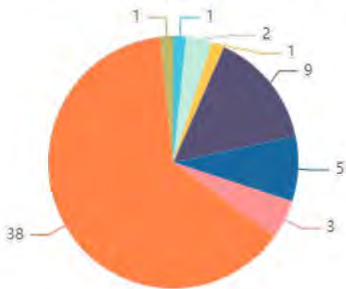
Count of Reports Completed Total:24 | 100.0%



Occurrence Report Types

ASSIST FIRE DEPARTMENT	8	33.3%
ASSIST GENERAL PUBLIC	2	8.3%
ASSIST OTHER AGENCY	1	4.2%
ASSIST OTHER GREENVIEW DEPARTMENT	2	8.3%
ASSIST RCMP	3	12.5%
COMMERCIAL VEHICLE CHECKSTOP	1	4.2%
COMMERCIAL VEHICLE STOP	2	8.3%
CRIMINAL CODE	2	8.3%
MOTOR VEHICLE COLLISION	1	4.2%
MUNICIPAL BYLAW : ANIMAL CONTROL	2	8.3%

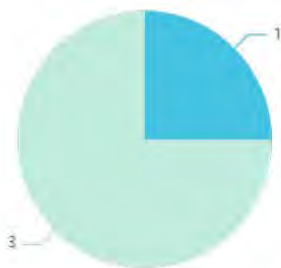
Count of Reports Completed Total:60 | 100.0%



Occurrence Report Types

MUNICIPAL BYLAW : COMMUNITY STANDARDS	1	1.7%
MUNICIPAL BYLAW : LAND USE	2	3.3%
MUNICIPAL BYLAW : LITTERING	1	1.7%
MUNICIPAL BYLAW : PARKING	9	15.0%
MUNICIPAL BYLAW : SNOW REMOVAL	5	8.3%
PROVINCIAL ACT : ANIMAL PROTECTION ACT	3	5.0%
PROVINCIAL ACT : TRAFFIC SAFETY ACT	38	63.3%
NO TYPE	1	1.7%

Count of Reports Completed Total:4 | 100.0%



Violation Ticket Types

MUNICIPAL BYLAW : ANIMAL CONTROL	1	25.0%
PROVINCIAL ACT : TRAFFIC SAFETY ACT	3	75.0%



Manager's Report

Function: CAO Services

Submitted by: Stacey Sevilla, Manager Communications & Marketing

Date: 2/25/2022

Communications Highlights

The communications department continues to produce regular external communications for ratepayers, stakeholders and the general public. The Comms department also works closely in collaboration with all other departments to create, launch and promote new services and programs etc.

Please note that the list below is a highlight of Communications department activities, but not exhaustive.

Projects completed or underway:

- Coordinated with SLT team to create tracking and registration processes, marketing materials and assisted with launch of Greenview “U” Program and first month of learning opportunities
- Working collaboratively with City of Grande Prairie, County of Grande Prairie communications managers, and Grande Prairie Chamber executives to plan and deliver the 2nd annual State of the Region hybrid lunch public engagement event
- Worked with HR to observe “Pink Shirt Day” for Anti-Bullying internal Greenview fundraiser. Staff and Council orders for pink shirts raised \$901.97! Council to decide where to donate the money raised
- Tickets ordered for the Positive Ticketing program with Enforcement Services for 2022. Gift cards were donated by two local businesses and will be distributed to Enforcement Services CPO King for use in this program
- Filmed Reeve Olsen welcome address for Day 2 of Growing the North Conference
- Organizing and coordinating upcoming GIG public engagement open house events for Grovedale and Grande Cache
- Coordinating with GIG Executive Director to build a tri-fold GIG brochure for marketing purposes and use at the Energy Convention
- Media Release distributed for successful land purchase of 2000 acre parcel for the GIG
- Worked with GRM and GC Rec teams to create posters, social posts, and programming handouts for March-April
- Working with Legislative Services to create an effective Corporate Communications Policy, and amendments to our existing Advertising Policy

- Completing design and layout for new Grande Cache Area Trails & Adventure Map and tourism pocket maps to be printed for tourism distribution
- Coordinating with Outdoor Recreation and Tourism to fully integrate the Green Chair initiative into an expanded “Greenview Passport to Fun” booklet to help promote and exploit tourism opportunities within Greenview for 2022
- Coordinating with Tourism to redesign an exciting and expanded Greenview Visitor Guide – which will be distributed and promoted across the province and at upcoming conventions
- Designed numerous tourism advertisements for travel and tourism magazines and publications to market and promote Greenview tourism opportunities
- Working on a Community Newsletter which can be printed and made available at local post offices for residents. Initial release projected in the first quarter of 2022
- Collaborating with Agriculture Services to launch the Shelter Belt Tree Program – waiting on approval of Schedule of Fees to release to the public
- Editing and proofing assistance for various Health and Safety documents is ongoing

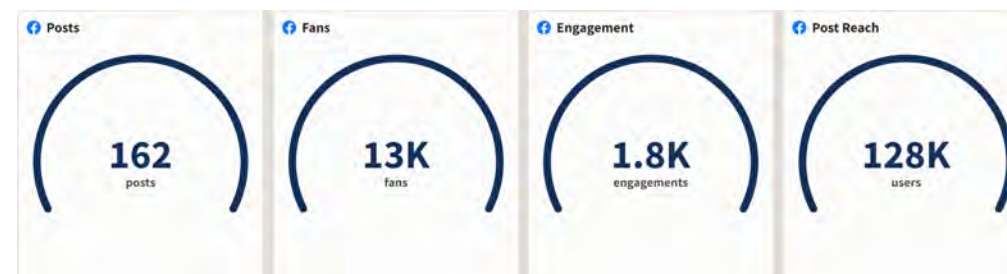
Digital presence statistics

Website (February 2022)

Greenview's website has seen 37,945 pageviews on the website through January. The Greenview website has gained 1,341 new website users from January. Website access from mobile devices remains on national average, about 49% of users but it was interesting to note that this month 51% of website users were from a desktop or laptop computer.



Facebook (February 2022)



Efforts to grow our Twitter, and Instagram presence continues. Twitter followers as of February 25, 2021, = 1,822. Instagram followers as of February 25, 2021, = 560.

Greenview APP (February 2022)

The app was used approximately 484 times from February 1-24, with users accessing the "Notifications" section the most often as push notifications are sent out for Council Meetings, etc. Approx 824 Users to date.

Manager's Report

Department: Community Services

Submitted by: Michelle Honeyman, Director Community Services

Date: 3/8/2022

Director Community Services, Michelle Honeyman

Heart River Housing has provided a request letter for the release of the first installment of funding for the Fox Creek senior housing project.

Evergreen Foundation has indicated that they will be commencing the construction of the Elder Lodge project in March 2022 and will require the first installment of their funding at this time.

Design quotes for the renovation of the Eagle's Nest Hall have been received and Administration is reviewing the proposals, with options to be presented to Council.

The lease for the previous Grande Cache Medical Clinic has been signed and will commence on April 1st. Administration is continuing to reach out to community groups with regard to physician concerns within Grande Cache. The community of Grande Cache was identified as one of the rural communities eligible for the Rural Remote Northern Program from the Alberta Government, this program provides direct financial incentives to physicians who live in underserved communities.

Protective Services department will be moving under the administration of Community Services commencing in March 2022.

Agricultural Services Manager, Sheila Kaus

The requisition for the Veterinary Services Incorporated program was received on February 3rd and included a 5% adjustment to all procedure rates to bring allowable charges more in line with Alberta Veterinary Medical Associations approved rates, resulting in a \$20,200 increase to this expenditure. The increase will be included in budget finalization.

Administration has been busy coordinating with the Finance team for the sale of shelterbelt seedlings at all Public Service Building (PSB) buildings within Greenview. Seedling sales will commence with the approval of the Schedule of Fees Bylaw.

Planning for weed control on all Greenview properties has commenced. These sites provide a valuable training opportunity for new staff. Control of municipal locations impacts the uptake of weed control efforts across the municipality and are a priority for the department. Additionally, we are preparing to contact landowners with pest infestations and weed infestations to establish communications before control season commencement.

Administration is finalizing coordination of the herbicide demonstration site to promote the Tall Buttercup and Burdock Incentive program. Information has been gathered from the rural acreage owner program and Administration will be reaching out to those with clubroot infested lands to remind them of the infestation.

Agricultural Service Administration met with the Communications department to finalize an annual communications plan to meet Agricultural Services needs. Plans were made to publicize the **Industry and Construction Guidelines** document, developed to mitigate the spread of weeds and pests. In addition, advertisements for the commencement of the control and inspection season were discussed and planned.

Administration is working in partnership with Lac Ste Ann County, County of Barrhead, Yellowhead County, Leduc County and Woodlands County for the delivery of a series of extension events. The first offering in this series will be “Getting into Horticulture- Choosing Land for Field Crops” and will be delivered via webinar on March 31st. Other extension activities include a request to present for Pioneer regarding clubroot pathotypes in Greenview and a presentation on terrestrial weeds on April 28th. Planning is underway for an event related to the Tall Buttercup and Burdock Incentive Program to increase participation and offer support to Greenview residents regarding weed control.

Seasonal staffing interviews are currently ongoing with an expected finalization date of March 31, 2022. It is expected that the position of Problem Wildlife Assistant will be filled this week, with interviews for the Landcare Coordinator taking place as well. Recruitment for the Beatification Supervisor position is anticipated to be completed mid-March.

Rental Equipment stands at 23 rental days to-date for 2022.

Thus far in 2022, 8 wolves were submitted for incentive, totalling \$2,400, and 4 beavers have been submitted for the incentive program, totalling \$120—total hunting incentive program payments for 2022 stand at \$2,520.

Problem Wildlife Work Orders, 2022

The Problem Wildlife Officer has been focusing on depredation, working with producers, and all relevant parties to implement long-term solutions in problem areas. This includes coordinating wolf bait locations with Fish and Wildlife utilizing roadkill. Other activities have included training, equipment maintenance and repair, starting to compile potential beaver issues, and catching up on office work.

VSI Quarterly Reports and Service Breakdown - 2022

	# Services	2022	2021	2020	+/- (%)
Total 1st Quarter			\$19,269.77	\$21,172.35	-8.99%
Total 2nd Quarter			\$33,953.33	\$36,569.40	-7.15%
Total 3rd Quarter			\$ 8,382.80	\$ 8,342.09	+0.50%
Total 4th Quarter			\$40,995.55	\$34,228.60	+19.8%
2022 Claims			\$102,601.45	\$100,312.44	+2.3%

Economic Development Manager, Kevin Keller

Community:

- Met with Corporate Services and the Asset Manager to discuss the many unique situations in Greenview regarding assets, agreements and insurance when working with non-profit organizations and discussed the best way to move forward with identifying and insuring assets owned & managed by Greenview.
- With thanks to Facilities department, the community event boards erected last year, are now branded with the Greenview logo.
- Continued liaising with the Grovedale Daycare with final facility requirements and inspections completed, they hope they can begin operations in April 2022.

Business:

- Greenview Fibre Optic Expression of Interest has been prepared for placement in the Alberta Purchasing Connection.
- After a year of planning with regional partners Administration moderated three days of the Growing the North Conference. Thanks to Reeve Olsen for his Day 2 opening comments. The regional partners will be meeting in March to begin early planning for the 2023 conference.

Tourism:

- Winter/Spring new programs at the Tourism Interpretative Centre include: Coffee & Crafts, Water Colour Paint Night, Jr. Adventurer's, Nature @ Noon, and Spring break youth programs (planning).
- Regional video series, titled "Canadian Rockies Series" which highlights the hidden opportunities and historical gems located in Northern Alberta's Rocky Mountains will be offered for viewing every Saturday @ 1:00 pm until May 14.
- Destination Development includes a Tourism Open House March 3, and a First Group Workshop March 12.
- Administration is finalizing details and plans to attend Edmonton Boat & Outdoor Tradeshow as well as Calgary Outdoor & Adventure Tradeshow.
- In partnership with Communications the visitor guide and maps are being updated. A new trail map proof is ready, visitor guide content is in final edits and new Z-maps of Greenview are ordered. All new literature should be ready for early April 2022.
- Seasonal staff Interviews are beginning in early March for the 2022 visitor season
- In-person meeting with Philip J. Currie Museum and Reeve Olson to discuss program sharing/promoting and establishing a Northern Dino Trail project.
- Advertising in guides/publications includes: French Alberta Travel Guide, English Alberta Travel Guide, and the Alaska Highway Journal Travel Guide to-date.

Green View Family and Community Support Services (FCSS) Manager, Lisa Hannaford

Administration has compiled the statistics and outcome for all 2021 programming. There were 9820 individuals provided with service in 2021, compared to 8739 in 2020. The increase in numbers was mainly due to residents accessing employment services. All outcomes of each program were presented to the Green View FCSS Board at the regular meeting on February 16.

Green View FCSS hosts monthly interagency meetings in both Valleyview and Grande Cache. These meetings are well attended by a variety of social service agencies and is a venue to network and make appropriate referrals to best support residents. The Suicide Prevention Center was able to gauge interest in delivery of a psychological first aid training in a pandemic for children, youth, and families. Two sessions will take place out of the Community Resource Centre on February 22 and March 7. The Suicide Prevention Resource Center has also indicated they would be willing to travel to Valleyview to facilitate youth groups and are attempting to increase their presence in Grande Cache.

Several referrals from both offices have been made to Money Mentors, an organization that helps individuals consolidate loans and provide debt management. This resource is offered to and accessed by many of our clients, and a community information session was hosted virtually on February 16 to provide further information. Babies Best Start, based out of Grande Prairie, but offering services to Valleyview and Grovedale, also has reached out to join the interagency

list. This program has not been available in Valleyview for several years and will provide educational groups, nutritional support, and a variety of other services to families with newborns.

Last month's interagency meeting was followed by a presentation from Sagesse on Clare's Law. Clare's Law came into effect on April 1, 2021 and provides a framework for disclosure of a person's history of violence to their intimate partners as well as opportunity to connect with social support services across Alberta.

The HEART committee (health, education, and action in relationships team) has begun preliminary work on the "Real Talk with Men" 2023 calendar. This calendar will highlight men of influence in our community and promote men's mental health and healthy masculinity. Calendars will be distributed to community members and be available at the "Breakfast with the Guys" session on November 4th, 2022.

FCSS administration will be taking part in an emergency response tabletop exercise on March 1 in Grande Cache. This exercise is designed to allow staff the ability to focus on testing all aspects of an emergency activation of a Greenview Emergency Operations Center from start to finish. The FCSS team's role in an emergency includes all aspects of emergency social services such as registration, housing, food, clothing, childcare, pet care and other personal services.

Administration is preparing for the community volunteer income tax program, where volunteers complete simple tax returns for low-income individuals and students. In 2021, 642 taxes were filed, bringing back \$3,411,529.00 into the community. Many people benefit from the program, not only because taxes are completed at no charge, but because residents become aware of a plethora of other benefits and programs they may not have otherwise known about. Administration was invited by Whispering Pines Lodge to conduct on-site appointments with residents who qualify for this service.

After two years of closure due to COVID, the Big Horn Golden Age Club is ready to start offering activities to their membership. Administration will be meeting with members on March 15, 2022, to discuss FCSS offerings and determine what programs will be provided to the Club. Examples of potential offerings are Just In Case Workshops, FCSS awareness sessions, seniors' benefits, forms assistance, guest speakers, and a seniors week activity.

The Home Support program in Grande Cache is going strong with 47 clients receiving service, 18 clients residing in a Cooperative or Enterprise and the remaining 29 residing in the Hamlet. Creative Grief and Loss has 5 clients receiving individual support in addition to group sessions

being conducted weekly at Whispering Pines Lodge that see 4-5 residents in attendance at each session. After the first session at Whispering Pines Lodge their Programs Coordinator informed administration that conversation continued during mealtimes among the residents. They are pleased with the impact the program is having on the mental well-being of residents.

Administration is collaborating with Grande Yellowhead Public School Division, Grande Cache Municipal Library, Mountain Metis Youth Connections, and Grande Cache Recreation Centre on development of a summer program calendar.

Recreation Services Manager, Kevin Gramm

Administration continues to make great strides with the planning of the Grande Cache Community Event Centre. It is anticipated that the final procurement costs will be received by the end of this month.

The generator purchased through the Municipal Climate Change Action Centre funding is ready to be installed. ATCO is currently working with the service provider to put it online.

The retaining wall at the Grande Cache Recreation Centre has been completed.

The Grande Cache arena has opened spaces for adult and youth shinny in addition to private and public bookings.

Administration is working on the tender package for the Grande Cache Ball Diamond fencing update.

Administration will be working to create a Grande Cache Recreation Board. This will be conducted throughout the coming months in a manner that aligns with the Greenview Board development procedures.

Administration is looking into external community grants for the Recreation Services Department. Administration will be applying for the Community Champions, Alberta Depot grant for bear smart containment bins.

Recreation Administration (Greenview Regional Multiplex):

Administration recognized the Greenview Regional Multiplex anniversary on February 8th; the previous four years have come and gone quickly.

The Recreation Programmer has completed Group Fitness instructor training and is certified to facilitate classes. Classes will be offered that are free with membership. Bodyworks and stretch classes will be added to the schedule soon.

Administration has scheduled the installation of the sound baffles for the Fieldhouse. The installation will take place April 19th – 21st; this will alleviate the acoustic concerns experienced while hosting larger events.

Greenview Recreation Facility Schedule & Attendance

Category	Memberships Purchased - 2021	Memberships Purchased - 2022	Day Passes Purchased - 2021	Day Passes Purchased - 2022	Average Daily Use - 2021	Average Daily Use - 2022
Family	0	31	0	166	0	38
Senior	0	12	0	25	0	9
Super Senior	<i>FREE</i>	<i>FREE</i>	0	<i>FREE</i>	0	9
Adult	0	140	0	663	0	56
Youth	0	22	0	232	0	10
Child	0	30	0	535	0	5

***Note: COVID Closure January/February 2021**

Aquatics - Valleyview

Administration has completed the interview process for all applicants that applied for the Aquatic Sponsorship Program. .

Administration is excited to have aquatic programs on the schedule for March. Water Walking, Water Fitness and Dim Swim are currently being advertised and are receiving a lot of interest.

All swim times on the Aquatic Centre's schedule are currently capped at 40 swimmers - this has been creating wait times for our patrons. The evening and weekend public swim times have always been full.

Programming (GRM)

Programmers continue to facilitate child and youth programs under current COVID-19 restrictions.

Attendance of the Childmind Care offered in the Indoor Play Centre has increased gradually over the last couple of months. Childmind Care is available for patrons Monday – Friday, 9:00a.m.-11:00a.m.

***Minimum Required Attendance: 6 participants**

Program	Days Offered	# Registered
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Cupcake Decorating	Feb. 3	22
Kids Water Mat	Feb. 8	10
Mini Volleyball	Feb. 10	21
PD Day Camp	Feb. 18	17
Valentine Card Making	Feb. 9	15
Youth Water Mat	Feb. 8	8
Pink Laces	Feb. 22	12

Grande Cache Recreation Centre Facility Attendance

Category	Memberships Purchased - 2021	Memberships Purchased - 2022	Day Passes Purchased - 2021	Day Passes Purchased - - 2022	Average Daily Use - 2021	Average Daily Use - 2022
Family	0	8	0	99	0	5
Senior	0	4	0	17	0	1
Super Senior	<i>FREE</i>	<i>FREE</i>	0	<i>FREE</i>	0	2
Adult	0	87	0	324	0	18
Youth	0	16	0	257	0	13

***Note: COVID Closure January/February 2021**

This month the Grande Cache Recreation Centre was able to host several activities, including a hockey tournament, curling bonspiel, and regular hockey games. There were in addition to the regularly scheduled youth programming, private rentals, and bookings.

The facility was closed the first half of February in 2021, and programming and fitness opportunities were not offered until March.

Child & Youth Programming GC Rec

Program	Days Offered	Attendance
DYI Beach Backdrop	Feb 1	4
Popsicle Stick Beach Craft Day	Feb 2	5
3D Beach Canvas	Feb. 3	9

DYI Breach Wreath	Feb. 8	8
Sand Art & 3D Ocean Craft	Feb. 9	9
Kids Conference Swimming and Beach Craft	Feb. 10	8
Kids Conference Movie & Beach Craft	Feb. 10	8
Kids Conference Beach Craft & Movie	Feb. 11	7
Kids Conference Beach Craft & Swimming	Feb. 11	12
Mini Seashell Fountain	Feb. 15	5
DYI Beach Windchime	Feb. 16	5
DYI Beach Lamp & Picture Frame	Feb. 17	9
Family Day Sledding Event	Feb. 21	25

The program sessions have been running with a maximum of 12 participants. However, this number will be increased to 16 participants in March following the easing of provincial restrictions.

Aquatics – Grande Cache

Administration is waiting to receive a part for the sauna that will assist in maintaining its longevity. However, this is not preventing public access to the sauna at this time.

Fitness Centre (GCRC):

590 wristbands turned in for the January monthly draw.

Programming was able to increase this month as the Province eased Covid-19 restrictions. As a result, both hydropower and aqua fitness were brought back in mid-February. Additionally, the Fitness 122 Challenge and Swim 122 km are still ongoing; we have over 120 participants for the Fitness 122 and just under 50 for the Swim 122 km.

Fitness and attendance stats:

Program	Attendance	Days Offered
Sulphur Gates Rd Snowshoe/hike	14	4 classes
Tails & Trails	5	3 classes
Lunch Swim	12	3 classes
Energy Refresher	8	4 classes
Indoor Walk/Cycle	12	4 classes
Stretch in Motion (Virtual or 1 person)	1	4 classes
Ski at Lunch	4	4 classes

Outdoor Recreation Services:

The Request for Proposals for the Kakwa Trail Corridor has been posted. This RFP will remain active on Alberta Purchasing Connection for two weeks, with the contract awarded in early March.

Request for Quotes will be posted in early March for the Johnson Park playground and outhouses for the day-use site in the Hamlet of Little Smoky.

Administration will be coming to Council to have a name finalized for the day-use area in the Hamlet of Little Smoky. A grand opening will be planned for the site in the spring.

The Grande Cache Campground remains open for cross country skiing and snowshoeing. In addition, the video cameras are also being installed for security purposes.

The Province has confirmed that field assessments have been completed on most of the sites awaiting lease renewals. They will now be reviewed in Edmonton prior to feedback being provided to Greenview.

Programming and Partnerships:

Outdoor survival camps have been booked for Johnson Park, Grovedale Fish Pond, and Grande Cache Lake. A third party has been sourced to facilitate the camps, and programmers from the recreation facilities will assist.

A Family Sliding Day was held in Grande Cache for Family Day - 24 participants braved the cold to participate.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Grande Cache Community Bus

The Grande Cache community bus did not run during the facility shutdown, which reduced the overall use during 2022.

Destinations	2022 Total monthly ridership (People that rode the bus)	# Of Days offered (2022)
Grande Prairie	11	4
Hinton	6	4
Grande Cache	23	4
Private Bookings	0	0



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Infrastructure & Planning

Submitted by: Roger Autio, Director Infrastructure & Planning

Date: 3/8/2022

Director, Infrastructure & Planning, Roger Autio

- Attended Surface Water Workshop organized by Mighty Peace Watershed Alliance
- Attended the Municipal Law Seminar put on by RMRF
- Working with Environmental Services on various projects
- Assisting Planning & Development in absence of Manager
- Meeting with Alberta Environment and Parks, Enforcement Branch on the Valleyview Rural Waterline
- Senior leadership retreat to discuss and define, 3 initiatives for Greenview focus
- GIG update meeting on interior Road Construction and Traffic Impact Assessment Study

Manager, Construction & Engineering, Leah Thompson

- Drainage ditches that require brushing are being completed in the winter months to get ahead of the season
- Administration is reviewing road construction requests to bring forward to Council for their recommendations
- Preparing consideration regarding Township Road 714, 720 and 722 to be recommended from the 2022 capital budget to be brought forward to Council
- Investigating areas for the RV dumping station is in progress to come to Council for their recommendations
- RR 64 Construction has been posted on APC
- Township Road 692 has been posted on APC
- Closed engineering proposals on Monday February 14th for RR 251, RFD to come to Council for award
- Residents located at SW 1-70-20 W5M and NW 36-69-20 W5M will not sell land required, although have provided temporary workspace for the construction. Administration will adjust to proceed with the little space we have, not ideal but the project will proceed in 2022. DLO application is in progress.
- Brushing occurring at Little Smoky Drainage, DeBolt Creek Drainage

- Areas from 2021 season brushing is being completed at Township Road 694 and Range Road 201

Manager, Operation, Josh Friesen

- Reviewed and updated road bond documents and consulted with companies interested in bonding roads during the upcoming road ban season
- Preparing contract grader beats RFQ for posting. Current contracts (except 1) expire end of April, 2022
- Met with directors of local school bus services to discuss ways to collaborate and enhance communication
- Attended Surface Water Workshop organized by Mighty Peace Watershed Alliance

Operations East

- Roadside brushing has been completed on TWP RD 712 West of RGE RD 210 in the Sunset House area.
- Brushing is underway on RGE RD 203 and Old High Prairie Road.
- Removed (30) fallen and hazard trees in the Hamlet of Little Smoky.
- Crews have been snowplowing, salting, and spreading sand on icy secondary roads.
- Crews have been steaming/opening culverts where water accumulation is present.
- Multiple road washouts repaired in the New Fish Creek area.
- Gravel Hauling from Glacier Rock Pit to 8-Mile Stockpile completed February 14, 2022.
- Gravel Hauling from Glacier Rock Pit to Hunke Stockpile started February 16, 2022.

Operations Central

- Crews have been working on culvert maintenance and addressing flooding issues as well as snowplowing, driveways, and ice blading
- Ditches are being dug out and culverts opened at Creeks Crossing, KM 76 on the Forestry Trunk Road, Moody's Crossing, RGE RD 13, and within the Hamlet of DeBolt to facilitate drainage.
- Crews removed downed trees and deadfall throughout Greenview.
- Flashing lights at KM 70 stop signs on the Forestry Trunk Road have been repaired.
- Gravel stockpiling from Timber Pro/Murtron Gravel Pit to Lignite Stockpile at Km 27 on the Forestry Trunk Road is underway

Operations West

- Greenview crews responded to 5 Ledcor plowing requests to maintain HWY 666
- Crews have been snow plowing/ice blading
- Crews have been steaming/opening culverts where water accumulation is present

Operations South

- Crews have been snow plowing, sanding, salting & removing snow in the Hamlet of Grande Cache.
- Contract dozers were used for snow removal to address drifting on 15 Km's of the Forestry Trunk Road between Km 145-160
- Opened all low-lying catch basins in the Hamlet of Grande Cache.
- Thawed culverts in Phase 6 in the Hamlet of Grande Cache.

Fleet Services

- Unit L13 - Doosan Loader bucket rebuild is complete.
- The 2022 Loader purchase has been awarded to Strongco / Volvo.
- Street Sweeper purchase for Grande Cache area has been awarded to Joe Johnson Equipment.
- 2022 Capital Purchase for Enforcement Services' SUV has been placed with Westgate Chevrolet.
- 2022 Capital Purchase for Enforcement Services' Side-by-Sides was awarded to Stojan's Powersports.
- 2022 Capital Purchase for Protective Services' 4-seater Side by Side for Protective Services was awarded to Stojan's Powersports.

Road Requests Received - 104	Operations East	Operations West	Operations Central	Operations South
Culverts				
Brushing				
Driveway Snowplowing	10	5	3	3
Community Halls, Cemeteries, Arenas, etc.	1	1		
Snow & Ice	21			1
Ditching & Drainage	1		3	
Flooding	23		12	1
Gravel Request				
Safety Concerns	3			
Signs				
Road Conditions	12	1	2	1
TOTAL	71	7	20	6

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	27
Grovedale Shop	28
Valleyview Shop	60
TOTAL	115

RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	43	509	11	0
RoaData-Municipal Loads	Single Trip Loads		Multiple Legal Trip Loads	
TOTALS	529		0	
Grand Total-Approval Requests/Municipal Loads	1092			

New Road Use Agreements	6
Total Road Use Agreements	850

Log Haul Route Requests		
Received	Approved with Conditions	Rejected
2	2	0

Manager, Environmental Services, Doug Brown

Overall

- Grande Cache staff completed the annual Water and Wastewater reports and have submitted them to AEP.
- Due to the Ridgevalley Water Treatment Plant and sewer system flooding on February 10, Public Health Issued Boil Water Order Advisory. Staff went door to door notifying residents that night and worked throughout the weekend to flush and sample the system as directed in the order to satisfy requirements as soon as possible. The Boil Water Order Advisory was lifted by Public Health on February 17th.
- DeBolt and Creeks crossing experienced flooding February 10 that impacted the sewer system. The Utility Operators worked with Operations to seal any manholes that were under water and worked to get water moved away from infiltrating manholes, a contracted Vacuum truck was also on site for 30 hours.
- Kickoff meeting for Grande Cache Master Plan

Water

- Flushed Valleyview rural west line
- Found leaking Hydrant on Leonard Street in Grande cache. Staff isolated the hydrant and will investigated in warmer weather.
- Investigating pump issue at Little Smoky lift station at water plant.
- Contractor Back flushed raw water pipeline again in Grovedale
- Water service repaired in Landry Heights. A leak was noted, and the damage was determined to be caused by outside contractor connecting homeowner.
- Replaced limit switches on valves for the membrane tranes at the Grande Cache WTP.
- Replaced seals and end caps on Little Smoky RO water system
- Deficiencies at the Grovedale Water plant and raw water line are ongoing. The contractor has replaced the previous project manager

Wastewater

- We have applied for AMWWP Funding for the Ridgevalley Lagoon Expansion Project WW21001
- Replaced Supernatant hose at Grande Cache sewer plant
- Installed an additional heater for the Creeks Crossing Lift station control panel.
- Replaced solenoid on composite sampler and cleaned grit chamber at the GC Sewer Plant.
- Reviewing RFPs for Major equipment purchase for Grande Cache Sewer Plant contracts 3 and 4. Contract 5 closed February 23rd.
- DeBolt new force main Tender is out on Bids and Tenders

Solid Waste

- Purchased 5 new 4-yard bins for the Grande Cache Area and 2 40 Yard bins for Valleyview Area
- Levelled the battery storage sea can at Grande Cache landfill
- Garbage Truck in Grande Cache is in Grande Prairie shop for repairs to Transmission. We are utilizing the cardboard truck in meantime so scheduled collection may be affected.
- RFP preparation for Grande Cache Residential recycling contract

Manager, Facility Maintenance, Wayne Perry

Task List Completed	118	Task List New Additions	122
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Valleyview

- Snow and Ice in January has kept the department busy for 1 to 3 hours each morning.
- All new 3-year term janitorial contracts were awarded and signed off, including adding the Medical Clinic.
- Awarded the guard patrol for the Valleyview area to Harbour Security.
- Began the renovations to add an extra bathroom in the I&P shop. This bathroom will be accessible from the shop.
- Began adding the Greenview logo and name to all community bulletin boards.
- Replace the shut off valves for all flush valves in the Administration building.

Grovedale

- Snow and Ice in January has kept the department busy for 1 to 3 hours each morning.
- All new 3-year term janitorial contracts were awarded and signed off, including for the new Water Treatment Plant.
- Worked with Apex to ensure security equipment is commissioned for the new Water Treatment Plant.

DeBolt

- Snow and Ice in January has kept the department busy for 3 to 5 hours each morning
- All new 3-year term janitorial contracts were awarded and signed off.

Grande Cache

- Snow and Ice in January has kept the department busy for 1 to 3 hours each morning.
- All new 3-year term janitorial contracts were awarded and signed off.
- Awarded the guard patrol for the Grande Cache area to Apex Security.
- Developed a must and wants analysis for the new Operations Building in Grande Cache. This is required as a first step to understanding the building layout requirements.

Planning & Development

- Submitted the LUB to Council for review and recommendations, an early April return date allows administration to adjust and bring forward Second Reading in Late April 2022 to Council.
- Meeting with GIG Director and CAO to discuss the Grovedale Area Structure Plan, to help assist in future area project planning.
- The following information provides a summary of new planning and development applications:

Type	Applications
Business Licenses:	
Development Permits:	8
Lease Referrals:	2
Road Allowance Licenses:	0
Land Use Amendments:	0
Subdivisions:	0
Approaches:	0
Road Closures:	0

Development Permits:

D22-122 / JOBSON D/ JOBSON R / DWELLING UNIT, SINGLE DETACHED / SE-14-69-07-W6
 D22-123 / JOBSON D / JOBSON R / ACCESSORY BUILDING; GARAGE / SE-14-69-07-W6
 D22-124 / MILNER POWER LTD. / MILNER POWER INC. / ACCESSORY BLDGS / SE-15-58-08-W6, 3618RS
 D22-125 / PARAMOUNT RESOURCES LTD / 810 HP COMPRESSOR / 06-16-64-21-W5
 D22-126 / BENJAMIN / ACCESSORY BUILDING; COLD STORAGE / NE-36-69-07-W6, 1324745, B1, L2
 D22-130 / WEYERHAEUSER GP TIMBERLANDS / STORAGE, OUTDOOR / SE-02-60-06-W6
 D22-131 / WEYERHAEUSER GP TIMBERLANDS / STORAGE, OUTDOOR / SW-29-60-6-W6
 D22-132 / EVOLVE STRATEGIES INC. / STRATHCONA RES. / 738 HP COMPRESSOR / SW-27-61-3-W6

Lease Referrals:

L22-128 / 2202873 ALBERTA LTD. / TERRASHIFT ENG. LTD. / NAT. RES. EXTRACT / SW-26-69-10-W6
 L22-129 / 2098849 ALBERTA LTD. / NATURAL RESOURCE EXTRACTION / NW-35-69-04-W6



Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 2/25/2022

Director, Corporate Services, Ed Kaemingh

It's hard to believe that March is here already, Corporate Services continues to look to the future with many moving parts coming in to play through the policy and procedures that underpin the success for Councils strategic plan.

Finance has completed the process review and will be implementing changes based on best practice, most of these changes will take place internally the goal is to improve service to the organization. There are some recommended changes in process that we will need to manage across the organization, including the way accounts payable are reviewed by Council, any changes to this process will be carefully vetted through the appropriate stakeholders.

We have been mentioning changes to the financial reporting, these were also a topic of the process review. Our goal continues to better align our quarterly reporting with public sector accounting standards and budgeting in a meaningful way. Of note the recommendation said this would take 5 years to fully implement, our target is closer to a year and a half, but as the CAO has mentioned these changes can take a full two years to fully take affect, the key is to keep moving forward to achieve these goals.

In the previous report I had talked about financial systems, and how our current support and functionality are not meeting our needs, to emphasize that point we have also recently learned that those systems will no longer be supported in the not to distant future. Which leads us to start seriously looking at other options which we will be bringing to future discussions at Committee of the Whole.

The team is coming together, we have a Manager of Financial Reporting starting March 7th, this person has a CPA designation and relevant experience that will play a key role in leading better financial reporting and budgeting

(of note, this person is local to the Valleyview area). The recruitment for the legislative assistant has concluded with a person scheduled to start March 21st, I know legislative services is looking forward to the help though Sarah has been doing an admirable job in the meantime.

The recruitment for the procurement position is well underway, we are reviewing resumes and shortlisting with interviews to take place in March, and hopefully have the position filled when we report again in April.

On a personal note, I have had the privilege of building and leading teams through my career, including transforming teams from underperforming to being recognized and awarded as the best in the organization. Any successful team has key contributors and individual team members who accept accountability to their own success and to their team's success. I see the beginning of that transformation happening in Corporate Services, these things take time and there will be bumps but I am excited with the direction we are going and the team members we have in place.

Finance & Administration Manager, Cara Garret

At the beginning of the month the Q4 financial results were presented. These results were preliminary and will not be finalised until after audit is complete. At that point, Council has requested that the Q4 report come back again.

Interim budget has been completed and no significant issues have been found. We have received the audit letter and will continue to work towards the final audited financial statements.

We have started updates to the Interim budget to move it towards final budget presentations. To support this, better reporting on variances and financial best practices we have implemented a "Financial Business Partner" model. Every manager has been divided among three finance team members.

This finance person will be that manager's primary contact for budget updates, variance explanations, and any other question that come up relating to accounting. They will also facilitate the manager working with various areas of finance and administration and implementing best practices.

We also began a biweekly Accounts Payable group to address items arising in that group in a timely manner and provide feedback to the Finance Business Partners to work with their assigned managers to ensure that invoicing is consistent and in accordance with the new policies that are being developed. This will be key to working with Asset Management and the Procurement Officer.

Accounts payable processed 1,405 invoices since the last report. Accounts payable staff continue to contact vendors to switch over to electronic payment of funds. There are currently 879 vendors set up for EFT. This is approximately 27% of our active vendors.

Accounts Payable:

The statistics below show 189 cheques issued in February versus 432 electronic funds transferred for payment of services.

Method of Payment	Month	# of Payments	# of invoices	\$ Value of Payment
EFT	February	432	1,163	\$ 3,513,907
Cheque	February	189	242	\$ 1,236,226

Property Taxes:

Non-Residential were due Sept 30, 2021, and Residential were due Nov 15, 2021.

February 23, 2022, the following is a summary of taxes paid for 2021 thus far. Of the amount, still outstanding 77% are Non-Residential and 23% are Residential.

2021 Tax Levy	\$ Amount Paid YTD	% Of taxes paid YTD
\$122,827,831	\$121,009,431	98.5% (previous month 98.2%)

Finance Reporting Manager

The new Finance Reporting Manager is scheduled to start March 7, 2022. The Finance and Administration Manager and Asset Management Officer are looking forward to this individual joining the team.

Asset Management Officer, Jamie Hallett

Three Asset Management Policies into Policy Review Committee and then into Council, all passed and ready to use.

Presented the Corporate Asset Management plan to both Senior Leadership Team and Council.

Working closely with Finance for the 2021 Audit as well as the Capital 2022 Budget.

All departments are working to build a solid Asset registry.

Information Systems Interim Manager, Darren Mills

Internal IT Projects

Compiling and communicating technical issues and software inefficiencies to Inland AV for Valleyview Council Chambers revisit tentatively scheduled for Friday February 25, 2022 (based on estimated arrival time of power supplies being shipped from China).

Completed the onboarding of Sunco Communications, the organizations support services for deskside phones (Mitel).

Monthly Happenings

- New users are being setup each month. This process does not stall or stop. Multiple updates to user's accounts.
- Setup and rollout of new cell phones, laptops, desktops, deskside phones are occurring each month.
- Ongoing team discussions within the IS department.

- Site visits to GC, VV as needed for technical/hardware support/issues.
- Monthly meeting with Corporate Services and the director ongoing.

Legislative Services Officer, Sarah Sebo

Policies/Bylaws

Bylaw 22-878 Grande Cache Cemetery passed second reading on February 22.

Bylaw 22-889 Tax Payment Plan was approved at third reading on February 22.

Bylaw 22-900 Schedule of Fees passed second reading on February 22.

Policy 1500 Financial Reporting and Policy 1008 Council and Board Member Remuneration were approved by Council on February 8.

Policy 1034 Asset Management, Policy 1041 Asset Retirement Obligation, Policy 1507 Tangible Capital Assets, Policy 4011 Snow and Ice Clearing Greenview Roadways and Public Buildings and Policy 4023 Licensing of Undeveloped Road Allowance were approved by Council on February 22.

Policy AD 33 Tangible Capital Assets and Town of Grande Cache Snow Removal Policy 333/14 were repealed.

Policy Review Committee

Policy Review Committee was held on February 9. PRC reviewed and made recommendations on Policy 1040 Appointment to Boards and Committees, Policy 1034 Asset Management, Policy 1041 Asset Retirement Obligation and Policy 1507 Tangible Capital Assets.

Election

In accordance with the Local Authorities Election Act, the Senate and Referendum ballots were destroyed at the beginning of February. All destruction for the Municipal Election is now complete.



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. 21	15:00	18:00	M	Travel to GP	200						262.00
Feb. 22	7:00	17:00	M	Council Meeting	300						447.00
Feb. 23	8:00	11:00	M	Travel to GC	200						262.00
NOTES:				KILOMETER CLAIM			TOTAL				971.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	700	427.00	NET CLAIM				971.00
				\$0.17 per km	700	119.00					
				SUBTOTAL		546.00	TOTAL CLAIM				1517.00
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		546	AMOUNT DUE (OWING)				\$1,517.00

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Ryan Ratzlaff

Employee # : _____

ADDRESS : _____

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
14-Feb	9:00	11:00	M	VVW & District Medical Clinic	80						262.00
15-Feb	7:30	17:00	M	COTW Grovedale	350						447.00
22-Feb	8:00	14:30	M	RCM	80						308.00
22-Feb	14:30	23:30	C	Alberta CARE conference	800			1	50.00		447.00
23-Feb	8:00	16:00	C	Alberta CARE conference		1			20.00		447.00
24-Feb	8:00	16:00	C	Alberta CARE conference							447.00
25-Feb	8:00	20:00	C	Alberta CARE conference	800		1	1	70.00		447.00
27-Feb	18:30	21:00	M	Travel For Strat/GIG/Dinner W/City	170						262.00
NOTES:				KILOMETER CLAIM			TOTAL		140.00		3067.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	2280	1390.80	NET CLAIM		140.00		3067.00
				\$0.17 per km	2280	387.60					
				SUBTOTAL		1778.40	TOTAL CLAIM				4985.40
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1778.4	AMOUNT DUE (OWING)				\$4,985.40



Municipal District of Greenview No. 16

NAME: Sally Ann Rosson
 ADDRESS : _____

Employee # : 19
 Department: Council

DATE 2022	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
14-Feb	9:30	10:45	M	VV Medical Clinic	16						262.00
15-Feb	8:00	16:00	M	CoW Grovedale	256						308.00
16-Feb	9:15	12:30	M	FCSS	16						262.00
17-Feb	8:30	16:00	M	Emerging Trends in Municipal Law							308.00
Feb 18 &	14:00	15:00	M	2 Webinars RMA Priority Issues &							262.00
25-Feb	14:00	15:00		RMA Business Services							
22-Feb	8:30	15:00	M	Council	16						308.00
23-Feb	8:30	15:00	M	Growing the North Conference zoom							308.00
24-Feb	8:30	14:00	M	Growing the North Conference zoom							308.00
NOTES:				KILOMETER CLAIM			TOTAL				2326.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	304	185.44	NET CLAIM				2326.00
				\$0.17 per km	304	51.68					
				SUBTOTAL		237.12	TOTAL CLAIM				2563.12
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		237.12	AMOUNT DUE (OWING)				\$2,563.12

Sally Ann Rosson

Claimant

February 2022

Date

Approved

Date



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		
15-Feb	8:00	17:00	M	Committee of the Whole GD	320						447.00
17-Feb	8:30	15:30	M	Emerging trends of MD law Zoom							308.00
22-Feb	8:30	14:00	M	Regular Council	60						308.00
23-Feb	9:00	14:00	M	ASB	60						308.00
28-Feb	9:00	15:30	M	Strat plan Gig etc Zoom							308.00
NOTES:				KILOMETER CLAIM			TOTAL				1679.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	440	268.40	NET CLAIM				1679.00
				\$0.17 per km	440	74.80					
				SUBTOTAL		343.20	TOTAL CLAIM				2022.20
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		343.2	AMOUNT DUE (OWING)				\$2,022.20

Claimant

Date

Approved

Date



Municipal District of Greenview No. 16

NAME: Tom Burton
 ADDRESS : _____

Employee # : _____
 Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
February 15 2022	8:45	17:00	M	Committee of the Whole	165						447.00
February 22 2022	7:45	16:00	M	Council	120						447.00
February 25 2022	9:30	14:30	M	Grande Spirit Foundations							308.00
February 26 2022	10:15	14:00	M	Peace Library Systems							262.00
NOTES:				KILOMETER CLAIM			TOTAL				1464.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	285	173.85	NET CLAIM				1464.00
				\$0.17 per km	285	48.45					
				SUBTOTAL		222.30	TOTAL CLAIM				1686.30
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		222.3	AMOUNT DUE (OWING)				\$1,686.30

Claimant

Date

Approved

Date



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		
15-Feb	8:00	16:30	M	COTW - Grovedale	208							447.00
15-Feb	18:30	21:00	M	Crooked Creek Rec Board	30							262.00
16-Feb	18:00	19:00	M	PACE ZOOM								262.00
17-Feb	8:30	15:30	M	Emerging Trends in Municipal Law								308.00
25-Feb	14:00	15:00	M	RMA Webinar 18th and 25th								262.00
22-Feb	8:00	16:00	M	Regular Council Meeting	76							308.00
NOTES:				KILOMETER CLAIM			TOTAL					1849.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.61 per km	314	191.54	NET CLAIM					1849.00
				\$0.17 per km	314	53.38						
				SUBTOTAL		244.92	TOTAL CLAIM					2093.92
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		244.92	AMOUNT DUE (OWING)					\$2,093.92

Claimant

Date

Approved

Date



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				
15-Feb	9:30	15:00	M	COTW	22						308.00			
17-Feb	8:30	15:30	M	RMA Law Trends Zoom							308.00			
22-Feb	7:00	16:30	M	Regular Council	305						447.00			
23-Feb	7:00	14:00	M	Growing the North Zoom							308.00			
24-Feb	9:00	12:30	M	Growing the North Zoom							262.00			
25-Feb	13:00	15:00	M	South Peace Regional Archives Zoom							262.00			
NOTES:				KILOMETER CLAIM			TOTAL				1895.00			
; Meeting Code : M for Meetings C for Conferences				RATE		KM's	TOTAL	LESS GST						
				\$0.61 per km		327	199.47	NET CLAIM				1895.00		
				\$0.17 per km		327	55.59							
				SUBTOTAL			255.06	TOTAL CLAIM					2150.06	
				LESS G.S.T.				LESS ADVANCES						
				TOTAL			255.06	AMOUNT DUE (OWING)					\$2,150.06	



Municipal District of Greenview No. 16

NAME: Duane Didow

Employee # : _____

ADDRESS : _____

Department: Council

DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM	MEALS				LODGING EXPENSES	PER DIEM
						B	L	D	AMOUNT		
15-Feb	7:30	18:00	M	COTW in Grovedale	350						447.00
16-Feb	9:30	13:00	M	FCSS Board meeting							262.00
21-Feb	17:00	20:00	M	Travel to VV	350						262.00
22-Feb	7:00	17:00	M	Regular Council Meeting	350	X			20.00	171.66	447.00
24-Feb	7:00	16:00	M	CFWY in Edson	470	X	X				447.00
NOTES:				KILOMETER CLAIM			TOTAL		20.00	171.66	1865.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	1520	927.20	NET CLAIM		20.00	171.66	1865.00
				\$0.17 per km	1520	258.40					
				SUBTOTAL		1185.60	TOTAL CLAIM				3242.26
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1185.6	AMOUNT DUE (OWING)				\$3,242.26

Duane Didow
Claimant

FEB 27, 2021
Date

114

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		
15-Feb	7:00	21:00	m	COW grovedale and nitehawk strategic p	220						510.00
16-Feb	7:30	18:00	m	GTN welcome video VV, CFWY open hou	100	1			20.00		447.00
17-Feb	12:00	20:00	m	RDDDMS museum tour and board meeting			1	1	70.00		308.00
18-Feb	8:00	11:00	m	return to GC		1			20.00		262.00
22-Feb	8:30	19:00	m	regular council and Nitehawk							447.00
23-Feb	9:00	21:00	m	Travel to edmonton, "evening with GP"	450						447.00
24-Feb	6:00	16:00	m	CFWY in edson, return to GC	450	1			20.00		447.00
27-Feb	15:00	18:00	m	travel to GP	200						262.00
NOTES:				KILOMETER CLAIM			TOTAL		130.00		3130.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	1420	866.20	NET CLAIM		130.00		3130.00
				\$0.17 per km	1420	241.40					
				SUBTOTAL		1107.60	TOTAL CLAIM				4367.60
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1107.6	AMOUNT DUE (OWING)				\$4,367.60

Claimant

Date

Approved

Date