



MUNICIPAL DISTRICT OF GREENVIEW No. 16

REGULAR COUNCIL MEETING AGENDA

May 10, 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 April 26, 2022	3
	3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	
#5	DELEGATION	
#6	BYLAWS	
	6.1 Bylaw No. 22-902 Grovedale Area Structure Plan Update	14
	6.2 Bylaw No. 22-905 Re-designate from Agricultural Two (A-2) District to Industrial Light (M-1) District	18
	6.3 Bylaw No. 22-906 Re-designate from Agricultural One (A-1) District to Agricultural Two (A-2) District	26
	6.4 Bylaw 22-911 Schedule of Fees Amendment	34
#7	BUSINESS	
	7.1 Johnson Park Playground – Contract Award	39
	7.2 Expression of Interest Short Gravel Hauls	44
	7.3 Town of Grande Cache Policy Repeal	47
	7.4 Policy 1027 Signing Authority	71

	7.5 Policy 2004 Employee Code of Conduct	87
	7.6 Vacant MD Owned Lots – Phase 6 Eaton Falls Crescent, Grande Cache	96
	7.7 Ridgefest Sponsorship Request	105
	7.8 Senior Housing Boundary Report	120
	7.9 Little Smoky Ski Area Project Request	123
	7.10 Greenview’s Historical Support of Willmore Wilderness Foundation	128
	7.11 Managers Reports	130
#8	NOTICE OF MOTION	
#9	CLOSED SESSION	
	9.1 Privileged Information (Section 27, FOIP)	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	162
	<ul style="list-style-type: none"> • Ward 1 • Ward 2 • Ward 3 • Ward 4 • Ward 5 • Ward 6 • Ward 7 • Ward 8 • Ward 9 	
#11	ADJOURNMENT	

Minutes of a
REGULAR COUNCIL MEETING
MUNICIPAL DISTRICT OF GREENVIEW NO. 16
Greenview Administration Building,
Valleyview, Alberta on Tuesday, April 26, 2022

**#1
CALL TO ORDER
PRESENT**

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

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 (Virtual)
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
Recording Secretary	Natalie Bartlett
Legislative Services Officer	Sarah Sebo

ABSENT

Ward 9	Reeve Tyler Olsen
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**#2
AGENDA**

MOTION: 22.04.213 Moved by: COUNCILLOR SALLY ROSSON
That Council adopt the Agenda of the April 26, 2022, Regular Council Meeting as amended.

- Add agenda item 7.10 Safer Alberta Roads Membership

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

CARRIED

#3 MINUTES

MOTION: 22.04.214 Moved by: COUNCILLOR DALE SMITH

That Council adopt the minutes of April 12,2022, Regular Council Meeting minutes as amended.

- Added to Councillor Rosson's Members Business
- Corrected administrative error

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

CARRIED

**3.2 BUSINESS
ARISING
FROM THE MINUTES**

3.2 BUSINESS ARISING FROM MINUTES

#4 PUBLIC HEARING

4.0 PUBLIC HEARING

#5 DELEGATIONS

5.0 DELEGATIONS

**#6
BYLAWS**

6.0 BYLAWS

**BYLAW 22-907
THIRD READING**

6.1 Bylaw No. 22-907 2022 Tax Rate Bylaw

MOTION: 22.04.215 Moved by: COUNCILLOR CHRISTINE SCHLIEF

That Council give third reading to Bylaw 22-907 "2022 Tax Rate Bylaw" as presented.

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

CARRIED

BYLAW 22-894

6.2 BYLAW 22-894 DESIGNATED NOXIOUS

MOTION: 22.04.216 Moved by: COUNCILLOR WINSTON DELORME

That Council give first reading to Bylaw 22-894 "Designated Noxious Weed Bylaw" as amended.

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

CARRIED

7.0 NEW BUSINESS

7.1 EXPANSION TO THE DEBOLT PUBLIC SERVICE BUILDING

**EXPANSION OF
DEBOLT PSB**

MOTION: 22.04.217 Moved by: COUNCILLOR TOM BURTON

That Council award the DeBolt Public Service Building Addition to Southwest Design and Construction Ltd. In the amount of \$859,170.00 with funds to come from the 2022 Facility Maintenance Capital budget project FM20013.

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

Against: Councillor Dale Smith, Councillor Rosson

CARRIED

**ADDITIONAL FUNDS
FOR DEBOLT PSB**

MOTION: 22.04.218 Moved by: COUNCILLOR JENNIFER SCOTT

That Council transfer the additional funding of \$518,200.00 from Unrestricted Reserves to the Facility Maintenance 2022 Capital Budget project FM20013 for the DeBolt Public Service Building Addition.

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

Against: Councillor Dale Smith

CARRIED

7.2 PURCHASE OF ONE NEW TELEHANDLER

**PURCHASE OF
TELEHANDLER**

MOTION: 22.04.219 Moved by: COUNCILLOR RYAN RATZLAFF

That Council approve the purchase of one new 2022 Bobcat TL619 Telehandler from Bobcat of The Peace with an upset limit of \$118,664.88, with funds to come from the Environmental Services 2022 Capital Budget ES22001.

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

CARRIED

MOTION: 22.04.220 Moved by: COUNCILLOR DUANE DIDOW

That Council approve the additional funds of \$23,664.88 to be transfer from Fleet and Equipment Reserves to the 2022 Environmental Services capital project ES22001.

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

CARRIED

Deputy Reeve Bill Smith recessed the meeting at 9:57 a.m.

Deputy Reeve Bill Smith reconvened the meeting at 10:04 a.m.

7.3 EXTEND AUDITED FINANCIAL STATEMENTS SUBMISSION FOR 2021

Councillor Delorme exited meeting at 10:09 a.m.

EXTEND AUDIT DATE

MOTION: 22.04.221 Moved by: COUNCILLOR DALE SMITH

That Council authorise administration to request an extension, from the Minister of Municipal Affairs, to submit the 2021 Audited Financial Statements and 2021 Financial Information Return to July 5,2022.

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

Absent: Councillor Delorme

CARRIED

Councillor Delorme re-entered meeting at 10:10 a.m.

7.4 GOOD NEIGHBOUR PRACTICE

GOOD NEIGHBOUR

MOTION: 22.04.222 Moved by: COUNCILLOR RYAN RATZLAFF

That Council accept the report on the good neighbour practice with the Town of Valleyview for information, as presented.

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

Against: Councillor Burton

CARRIED

GOOD NEIGHBOUR

MOTION: 22.04.223 Moved by: COUNCILLOR DAVE BERRY

That Council direct Administration to call a meeting with the Town of Valleyview and Greenview Intermunicipal Collaboration Framework Committee.

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

CARRIED

7.5 POLICY 1040 APPOINTMENTS TO BOARDS AND COMMITTEES

POLICY 1040

MOTION: 22.04.224 Moved by: COUNCILLOR WINSTON DELORME

That Council approve Policy 1040 "Appointment to Boards and Committees" as presented.

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

CARRIED

MOTION: 22.04.225 Moved by: COUNCILLOR DALE SMITH

That Council repeal Policy CO 02 "Appointment to Boards and Committees".

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

CARRIED

7.6 POLICY 2017 BEREAVEMENT/ILLNESS RECOGNITION

POLICY 2017

MOTION: 22.04.226 Moved by: COUNCILLOR WINSTON DELORME

That Council approve Policy 2017 "Bereavement/Illness Recognition" as presented.

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

CARRIED

POLICY AD 05

MOTION: 22.04.227 Moved by: COUNCILLOR JENNIFER SCOTT
That Council repeal Policy AD 05 "Bereavement/Illness Recognition.

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

CARRIED

7.7 Q1 FINANCIAL REPORTING

**Q1 FINANCIAL
REPORT**

MOTION: 22.04.228 Moved by: COUNCILLOR DALE SMITH
That Council accepts, the year-to-date Operating, Capital, and Reserve
reports for the period ending March 31, 2022, for information, as presented.

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

CARRIED

7.8 SMOKY HEMP DECORTICATION LTD.

SMOKY HEMP

MOTION: 22.04.229 Moved by: COUNCILLOR RYAN RATZLAFF
That Council direct Administration to send a letter to Honourable Minister
Nate Horner and CC the MLA's and RMA in support of the Smoky Hemp
Decortication Ltd. initiative and efforts to diversify the Peace Region
agricultural industry.

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

CARRIED

7.9 PURCHASE OF TWO 2022 SUV'S

PURCHASE OF SUV'S

MOTION: 22.04.230 Moved by: COUNCILLOR WINSTON DELORME
That Council award the 2022 Sport Utility Vehicle Tender to Windsor Ford,
Grande Prairie Alberta, for two units, with an upset limit of \$103,852.31, with
funds to come from the Economic Development and Health and Safety 2022
Capital Budget.

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

CARRIED

**PURCHASE TWO
SUV'S**

MOTION: 22.04.231 Moved by: COUNCILLOR SALLY ROSSON

That Council transfer \$5,926.16 to the Economic Development and transfer \$5,926.16 to the Health and Safety 2022 capital budgets from Fleet and Equipment Reserves for the purchase of the departments 2022 vehicle purchases.

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

CARRIED

**SAFER ALBERTA
ROADS**

7.10 SAFER ALBERTA ROADS MEMBERSHIP

MOTION: 22.04.232 Moved by: COUNCILLOR WINSTON DELORME

That Council direct Administration not to proceed with the renewal of the 2022 Membership with Safer Roads Alliance, in the amount of \$10,000.00.

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

Against: Councillor Dale Smith

CARRIED

NOTICE OF MOTION

8.0 NOTICE OF MOTION

Councillor Didow makes a notice of motion that Council direct Administration to provide a report regarding Greenview's historical support of the Willmore Wilderness Foundation.

9.0 CLOSED SESSION

10.0 MEMBERS BUSINESS

**#10 MEMBER
REPORTS AND
EXPENSE CLAIMS**

WARD 1

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

- April 12, 2022, Regular Council Meeting
- Alberta Seniors Community Housing Association Conference
- Municipal Planning Commission
- Project Review Committee
- Greenview Industrial Gateway meeting
- April 19, 2022, Committee of the Whole
- Greenview Industrial Gateway stakeholder event

- Victor Lake Elder Lodge meeting
- Mcleod Fire tower dedication

WARD 2

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

- April 12, 2022, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Greenview Industrial Gateway meeting
- Little Smoky Community Hall meeting
- AHS North Zone Introduction/discussion
- April 19, 2022 Committee of the Whole
- Greenview Industrial Gateway stakeholder event

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

- April 12, 2022, Regular Council Meeting
- Valleyview Recreation board meeting
- Municipal Planning Commission
- Project Review Committee
- Greenview Industrial Gateway meeting
- AHS North Zone virtual session
- April 19, 2022, Committee of the Whole
- Mcleod Fire tower dedication
- Greenview Industrial Gateway stakeholder event
- Community Education Committee High Prairie
- FCSS Valleyview volunteer appreciation night
- Greenview Regional Multiplex Advisory Board Meeting

WARD 4

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

- April 12, 2022, Regular Council Meeting
- Municipal Planning Commission
- Project Review Committee
- Greenview Industrial Gateway meeting
- April 19, 2022, Committee of the Whole Meeting
- Greenview Industrial Gateway stakeholder event
- Mcleod Fire tower dedication
- AHS North Zone Introduction (virtual)

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

- April 12, 2022, Regular Council Meeting
- Municipal Planning Commission
- Project Review Committee
- Greenview Industrial Gateway meeting
- April 19, 2022, Committee of the Whole
- Heart River Housing meeting

WARD 5

MOTION: 22.04.233 Moved by: COUNCILLOR DALE SMITH

That Council direct Administration to request joint council meetings with Sturgeon Lake Cree Nation and the Town of Fox Creek.

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

CARRIED

WARD 6

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

- Alberta Seniors Community Housing Association Conference
- Municipal Planning Commission
- Policy Review Committee
- Greenview Industrial Gateway Committee Meeting
- East Smoky Recreation Board Meeting
- April 19, 2022, Committee of the Whole
- Grande Prairie Spirit Foundation
- State of the Region
- DeBolt's Senior's Housing Project
- April 12, 2022, Regular Council Meeting

WARD 7

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

- April 12, 2022, Regular Council Meeting
- Municipal Planning Commission
- Project Review Committee
- Greenview Industrial Gateway meeting
- AHS North Zone Introduction (virtual)
- April 19, 2022, Committee of the Whole
- Greenview Industrial Gateway stakeholder event

WARD 8

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

- April 12, 2022, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Greenview Industrial Gateway meeting
- Community Futures
- April 19, 2022, Committee of the Whole
- Mcleod Fire Tower dedication
- CANFOR meeting
- Regional lunch with City of Grande Prairie and the County of Grande Prairie

WARD 8

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

- April 12, 2022, Regular Council Meeting
- Grovedale Cemetery Committee Meeting
- AHS North Zone Introduction (virtual)
- April 19, 2022, Committee of the Whole
- Greenview Industrial Gateway stakeholder event
- Municipal Planning Commission
- Policy Review Committee
- Greenview Industrial Gateway meeting
- Volunteer appreciation dinner Grovedale

WARD 9

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

- April 12, 2022, Regular Council Meeting
- Municipal Planning Commission
- Policy Review Committee
- Greenview Industrial Gateway
- Foothill Forest management plan
- April 19, 2022, Committee of the Whole
- Mcleod Fire tower dedication
- Greenview Industrial Gateway stakeholder event
- State of the Region Grande Prairie

WARD 9

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

MEMBERS BUSINESS

MOTION: 22.04.234 Moved by: COUNCILLOR TOM BURTON

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

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

CARRIED

ADJOURNMENT

#11

ADJOURNMENT

11.0 ADJOURNMENT

MOTION: 22.04.235 Moved by: COUNCILLOR TOM BURTON

That Council adjourn this Regular Council Meeting at 11:57 a.m.

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

CARRIED



REQUEST FOR DECISION

SUBJECT:	Bylaw No. 22-902 Grovedale Area Structure Plan Update		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 10, 2022	CAO: SW	MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: RA	PRESENTER: CC
STRATEGIC PLAN:	Development	LEG: SS	

RELEVANT LEGISLATION:

Provincial – Municipal Government Act, RSA 2000

Council Bylaw/Policy –Grovedale Area Structure Plan No. 17-785

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw No. 22-902, to amend Figure 5: Development Concept and Figure 6: Development Concept – Centralized Living within the Grovedale Area Structure Plan, re-designating a 4.86 hectare ± (12.0 acre) parcel from Agricultural to Light Industrial within Lot 1, Block 1, Plan 1024120; PT. SW-05-70-06-W6.

BACKGROUND/PROPOSAL:

The application to amend the Grovedale Area Structure Plan, specifically Figure 5: Development Concept, and Figure 6: Development Concept – Centralized Living, has been submitted by Beairsto & Associates Engineering Ltd. on behalf of R.B. Curry Auto Transport Ltd. (Curry). The proposed amendment would re-designate a 4.86 hectare ± (12.0-acre) parcel within Lot 1, Block 1, Plan 1024120; PT. SW-05-70-06-W6, from Agricultural to Light Industrial in the Grovedale Area Structure Plan. The application would allow for the opportunity to apply for a development permit to operate a wood working business within the existing shop. This bylaw must be processed concurrent with Bylaw 22-905 that requests to rezone the same lands from Agricultural Two (A-2) District to Industrial Light (M-1) District in Greenview's Land Use Bylaw 18-00.

The proposal is located approximately 1.0 kilometre west of the Hamlet of Grovedale adjacent to Range Road 64A. The Grovedale Area Structure Plan designates the land Agricultural and south of Hwy 666 is designated for future Industrial Light.

Administration is recommending that Council give First Reading to Bylaw 22-905 to revise Figure 5: Development Concept and Figure 6: Development Concept – Centralized Living, to amend the 4.86-hectare ± (12.0 acre) parcel within Lot 1, Block 1, Plan 1024120 from Agricultural to Industrial Light.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the rezoning application will allow the landowner to utilize their existing shop while maintaining compliance with Greenview's policies and regulations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that there is potential for land use conflicts with the existing development.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw No. 22-902 for further discussion or information.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

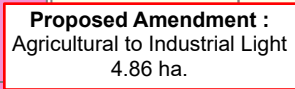
Administration will notify the landowner of the decision of Council and send an advertisement for the Public Hearing.

ATTACHMENT(S):

- Schedule 'A' – Proposed Figure 6 – Grovedale Area Structure Plan
- Schedule 'B' – Bylaw No. 22-902



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BYLAW NO. 22-902 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to amend Bylaw 17-785, being the 'Grovedale Area Structure Plan'.

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

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

1. That this bylaw be cited as the 'Grovedale Area Structure Plan'.
2. Figure 5: Development Concept and Figure 6: Development Concept – Centralized Living is amended by designating a 4.86 hectare \pm (12.0 acre) parcel from Agricultural to Light Industrial within Lot 1 Block 1 Plan 1024120, SW-05-70-06-W6.
3. The amended Figure 6: Development Concept – Centralized Living is attached hereto as Schedule A reflecting the amendment.

This Bylaw shall come into force and effect upon the date of the final passage thereof.

Read a first time this 10th day of May, A.D., 2022.

Read a second time this ____ day of ____, A.D., 2022.

Read a third time and passed this ____ day of ____, A.D., 2022.

REEVE

CHIEF ADMINISTRATIVE OFFICER



REQUEST FOR DECISION

SUBJECT:	Bylaw No. 22-905 Re-designate from Agricultural Two (A-2) District to Industrial Light (M-1) District		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 10, 2022	CAO: SW	MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: RA	PRESENTER: CC
STRATEGIC PLAN:	Development	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act, RSA 2000*

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

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw No. 22-905, to re-designate a **4.86 hectare ± (12.0 acre)** area from Agricultural Two (A-2) District to Industrial Light (M-1) District within Lot 1, Block 1, Plan 1024120; PT. SW-05-70-06-W6.

BACKGROUND/PROPOSAL:

The application for land use amendment A22-001 has been submitted by Beairsto & Associates Engineering Ltd., on behalf of R.B. Curry Auto Transport Ltd. (Curry), to redesignate a **4.86 hectare ± (12.0-acre)** area from Agricultural Two (A-2) District to Industrial Light (M-1) District within Lot 1, Block 1, Plan 1024120; PT. SW-05-70-06-W6 within Grovedale, Ward 8. The proposal is located approximately 1.0 kilometre west of the Hamlet of Grovedale adjacent to Range Road 64A. The landowner has cleared the site of all debris and equipment bringing the property into conformity with Greenview's previous enforcement notices.

The proposed rezoning would allow for subsequent subdivision of the site having an existing 7,200 square foot metal clad shop to support the proposed wood working business operation within the existing shop.

The proposal is located within the Centralized Living area of the Grovedale Area Structure Plan (GASP), where the lands are designated for Agricultural purposes. Four Country Residential One (CR-1) lots are located immediately to the north of the proposed lot, and two residences located on agricultural quarters located at the end of Range Road 64A. The quarter immediately across Hwy 666 from the proposal is designated Industrial Light in the GASP, along with three additional quarter sections to the east.

ATCO Pipelines, ATCO Gas and Alberta Energy Regulator, Field Operations North, responded they have no concerns with the application and other concerns could be addressed through conditions at the subdivision and permitting stages. Alberta Transportation commented that the department does not generally support isolated industrial development preferring instead to have development, industrial in nature, occur within established industrial parks or other urban industrial/commercial areas where existing highway and

municipal road networks can safely and efficiently support traffic generated from industrial developments. Further, the municipality and their developers will be responsible for any improvements to the highway network required to accommodate traffic associated with the industrial lot.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Industrial Light (M-1) District. The application meets the requirements of the Municipal Government Act, but with regards to the Municipal Development Plan, while the location may be considered to be in 'proximity to the hamlet' (s. 5.3.3), it must also be compatible with residential development s. 5.3.6, which impact will be better ascertained after notices of the public hearing are sent to adjacent landowners. Conditions may be imposed, for example: upgrading Range Road 64A to industrial grade, landscaped buffer, and hours of operation etc. could be considered at time of development.

Administration has requested that the Grovedale Area Structure Plan be amended concurrent with this application as the proposed area is outside the designated lands for Industrial Light. Administration is recommending that Council give First Reading to Bylaw 22-905.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the rezoning application will allow the landowner to utilize their existing shop while maintaining compliance with Greenview's policies and regulations.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of Council accepting the recommended motion is that there is potential for land use conflicts with the existing development.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw No. 22-905 for further discussion or information.

Alternative #2: Council has the alternative to deny the request completely and not allow the rezoning. The proposed amendment is contemplated by the existing legislation and does not, in and of itself, represent an issue from Administration's perspective, subject to the parcel size being reduced to remove lands considered Better Agricultural Lands.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

Administration will notify the landowner of the decision of Council. If the lands are re-designated, a subdivision application would be brought before the Municipal Planning Commission.

ATTACHMENT(S):

- Schedule 'A' – Bylaw No. 22-905
- Schedule 'B' – Proposed Land Use Amendment Maps



BYLAW No. 22-905

of the Municipal District of Greenview No. 16

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

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

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

All that Portion of the
Southwest (SW) Quarter of Section Five (5)
Within Township Seventy (70)
Range Six (6) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this 10th day of May, A.D., 2022.

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

Read a third time and passed this _____ day of _____, A.D., 2022.

REEVE

CHIEF ADMINISTRATIVE OFFICER

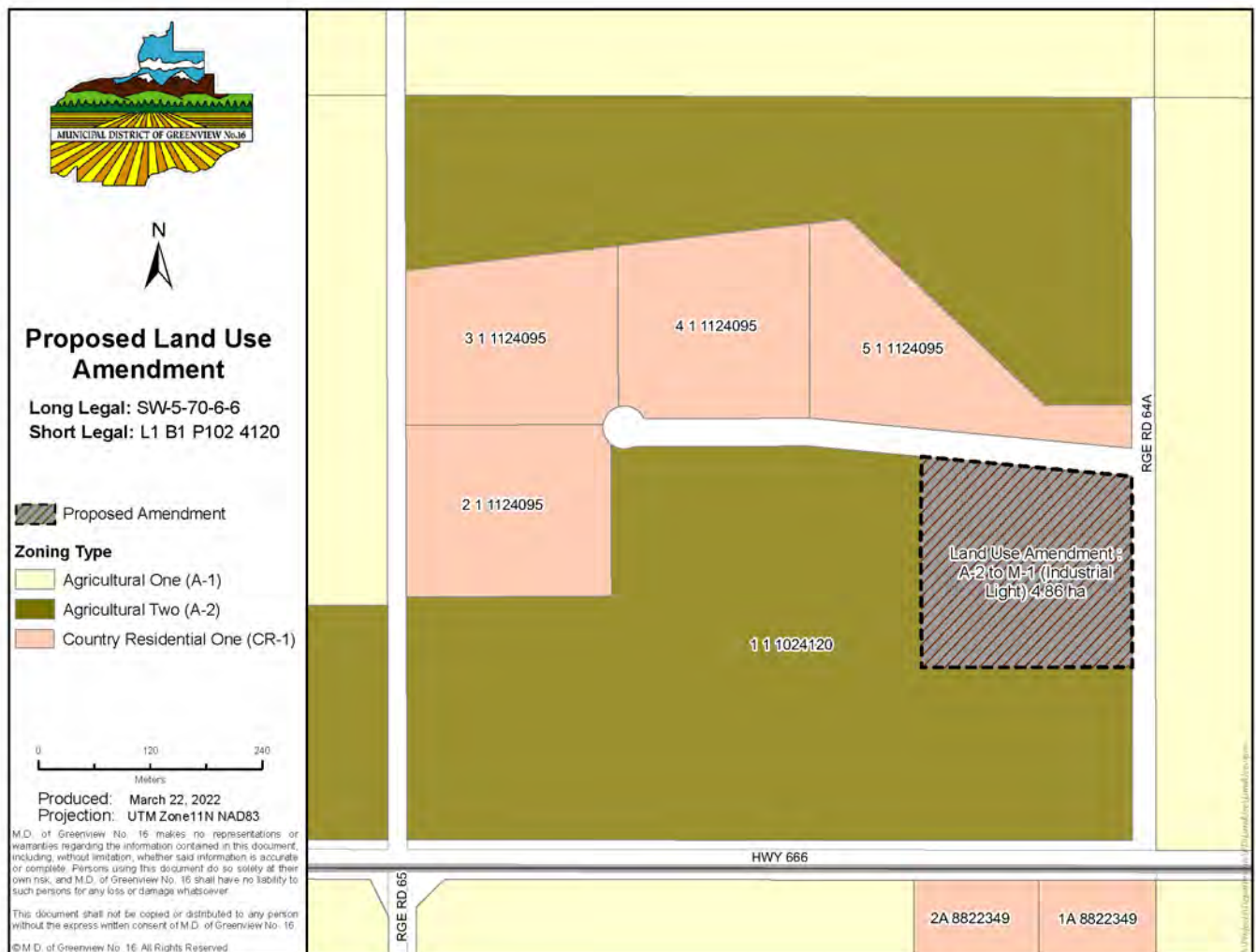
SCHEDULE "A"

To Bylaw No. 22-905

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Southwest (SW) Quarter of Section Five (5)
Within Township Seventy (70)
Range Six (6) West of the Sixth Meridian (W6M)

Is reclassified from Agricultural Two (A-2) District to Industrial Light (M-1) District as identified below:







Proposed Land Use Amendment

Long Legal: SW-5-70-6-6


Short Legal: L1 B1 P102 4120

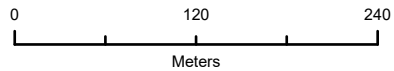
 Proposed Amendment

Zoning Type

 Agricultural One (A-1)

 Agricultural Two (A-2)

 Country Residential One (CR-1)



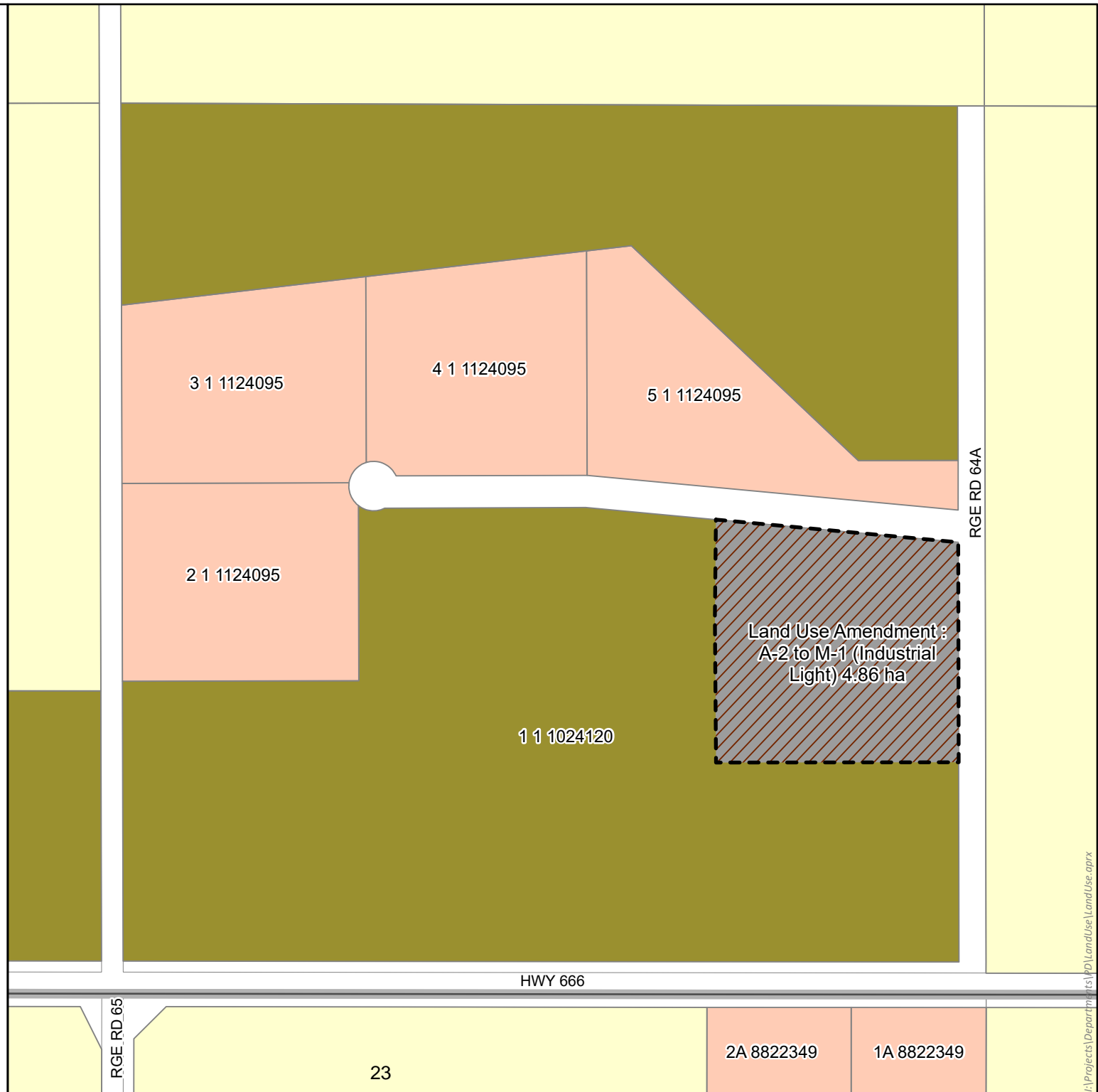
Produced: March 22, 2022

Projection: UTM Zone11N NAD83

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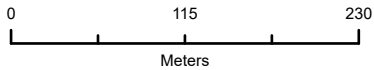


Proposed Land Use Amendment

Long Legal: SW-5-70-6-6

Short Legal: L1 B1 P102 4120

 Proposed Amendment



Produced: March 22, 2022

Projection: UTM Zone11N NAD83

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








Proposed Land Use Amendment

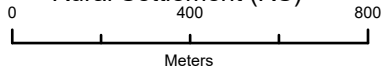
Long Legal: SW-5-70-6-6

Short Legal: L1 B1 P102 4120

 Proposed Subdivision for Amendment

Zoning Type

-  Agricultural One (A-1)
-  Agricultural Two (A-2)
-  Country Residential One CR-1)
-  Hamlet Commercial (HC)
-  Hamlet Residential (HR)
-  Industrial Light (M-1)
-  Institutional (INS)
-  Rural Commercial (RC)
-  Rural Settlement (RS)

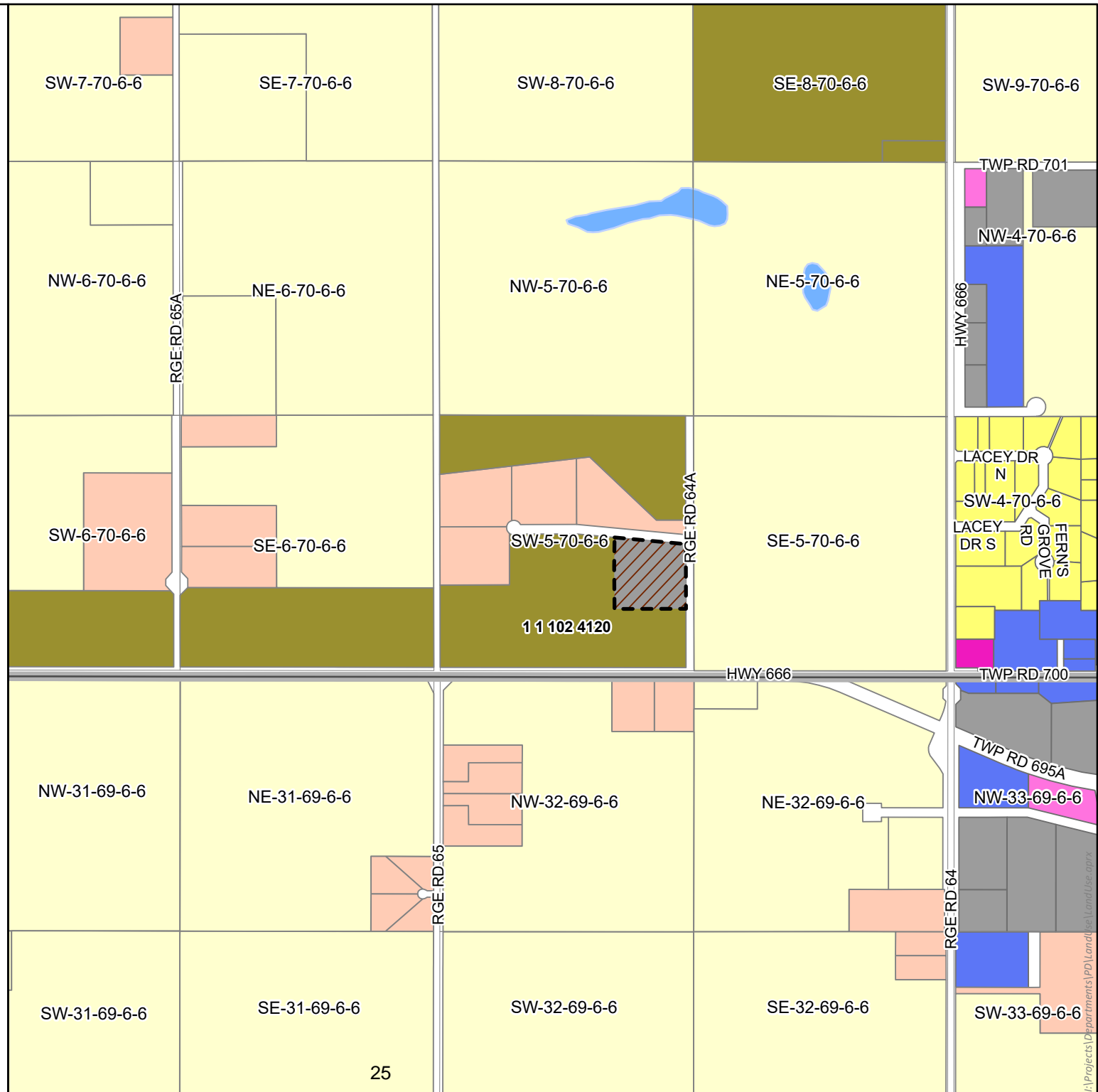


Produced: March 22, 2022
Projection: UTM Zone11N NAD83

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REQUEST FOR DECISION

SUBJECT:	Bylaw No. 22-906 Re-designate from Agricultural One (A-1) District to Agricultural Two (A-2) District		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 10, 2022	CAO: SW	MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: RA	PRESENTER: CC
STRATEGIC PLAN:	Development	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – *Municipal Government Act, RSA 2000*

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

Ward: 8

RECOMMENDED ACTION:

MOTION: That Council give First Reading to Bylaw No. 22-906, to re-designate a 10.64 hectare ± area from Agricultural One (A-1) District to Agricultural Two (A-2) District within PT. NE-05-70-06-W6.

BACKGROUND/PROPOSAL:

The application for land use amendment A22-002 has been submitted by Helix Surveys Ltd., on behalf of Trevor Smith to redesignate a **10.64 hectare** (26.29-acre) ± area from Agricultural One (A-1) District to Agricultural Two (A-2) District within PT. NE-05-70-06-W6, in the Grovedale area. The re-designation would allow for the subsequent subdivision of a vacant lot for future residential purposes.

One approach exists to the balance of the quarter from Highway 666 and a new approach would need to be installed to the proposed lot at the subdivision stage. Road widening adjacent to Range Road 64A has already been taken when the lot to the north was subdivided in 2021. All other referral agencies responded with no concerns. Wetlands appear to exist on a portion of the proposal to the east and will be addressed at time of subdivision.

Administration has reviewed the land use amendment application and it meets the fundamental land use criteria set out within the Agricultural Two (A-2) District. The application meets the requirements of the Municipal Government Act and the Municipal Development Plan. Administration does not anticipate any negative development or land use impacts from a subdivision at this location as the proposed amendment will be compatible with existing surrounding residential developments.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that re-designation would allow the Landowner to increase the residential opportunities available in Greenview through a future subdivision.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to table Bylaw No. 22-906 for further discussion or information.

Alternative #2: Council has the alternative to deny the request completely and not allow the rezoning. The proposed amendment is contemplated by the existing legislation and does not, in and of itself, represent an issue from Administration's perspective, subject to the parcel size being reduced to remove lands considered Better Agricultural Lands.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

FOLLOW UP ACTIONS:

Administration will notify the landowner of the decision of Council. If the lands are re-designated, a subdivision application would be brought before the Municipal Planning Commission.

ATTACHMENT(S):

- Schedule 'A' – Bylaw No. 22-906
- Schedule 'B' – Proposed Land Use Amendment Maps



BYLAW No. 22-906

of the Municipal District of Greenview No. 16

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

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

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

All that Portion of the
Northeast (NE) Quarter of Section Five (5)
Within Township Seventy (70)
Range Six (6) West of the Sixth Meridian (W6M)

As identified on Schedule "A" attached.

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

Read a first time this 10th day of May, A.D., 2022.

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

Read a third time and passed this _____ day of _____, A.D., 2022.

REEVE

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE "A"

To Bylaw No. 22-906

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

All that Portion of the
Northeast (NE) Quarter of Section Five (5)
Within Township Seventy (70)
Range Six (6) West of the Sixth Meridian (W6M)

Is reclassified from Agricultural One (A-1) District to Agricultural Two (A-2) District as identified below:



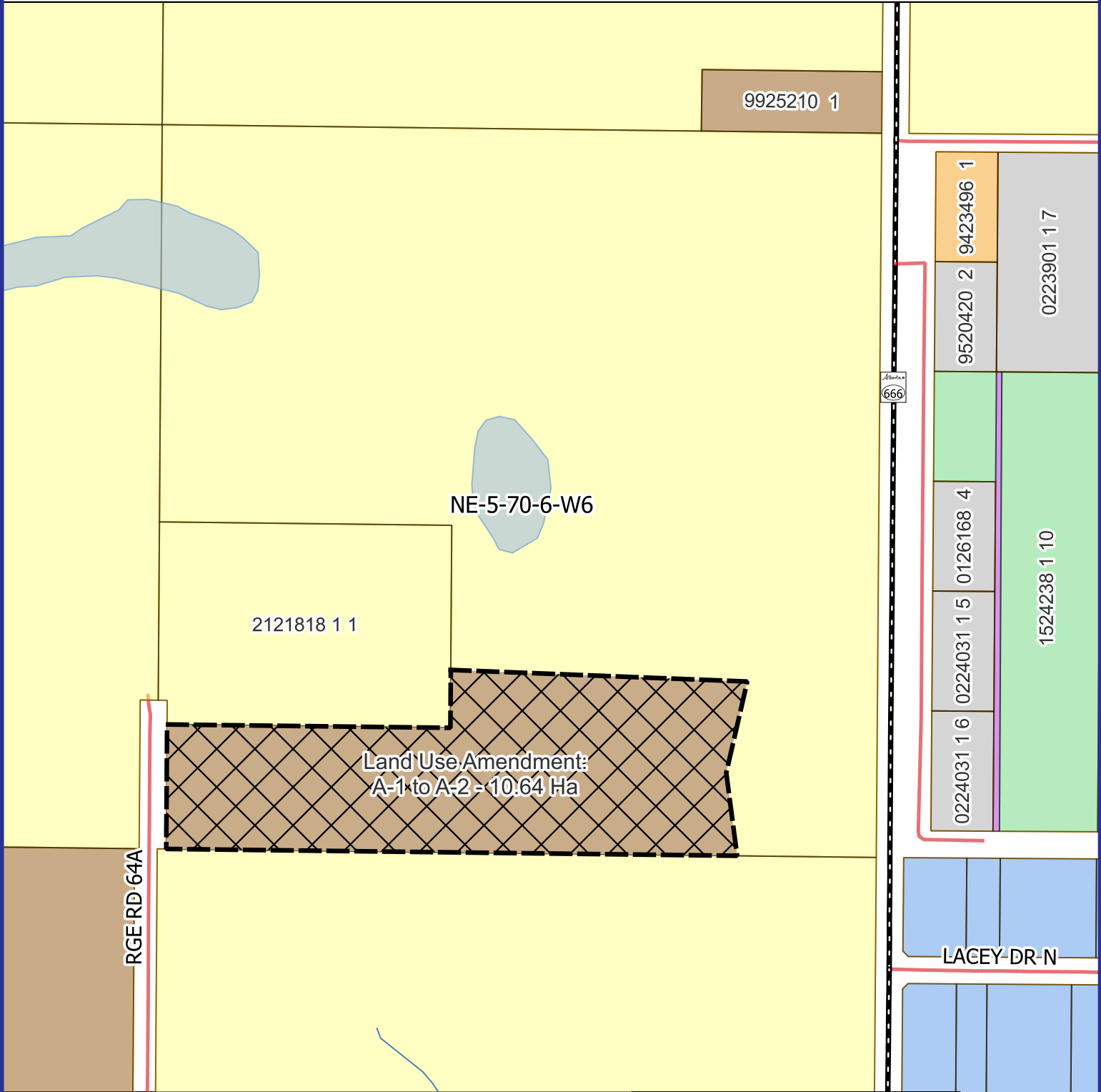


Proposed Land Use Amendment NE-5-70-6-W6

UTM Zone 11 NAD83

1:6,000

Date: April-28-2022



Legend



Zoning Type

- A-1 - Agriculture 1
- A-2 - Agriculture 2
- CR-1 - Country Residential 1
- Easement
- HR - Hamlet Residential
- INS - Institutional
- M-1 - Industrial Light
- RC - Rural Commercial

Road - Jurisdiction

- MUNICIPAL
- PROVINCIAL

0 100 200 300 m



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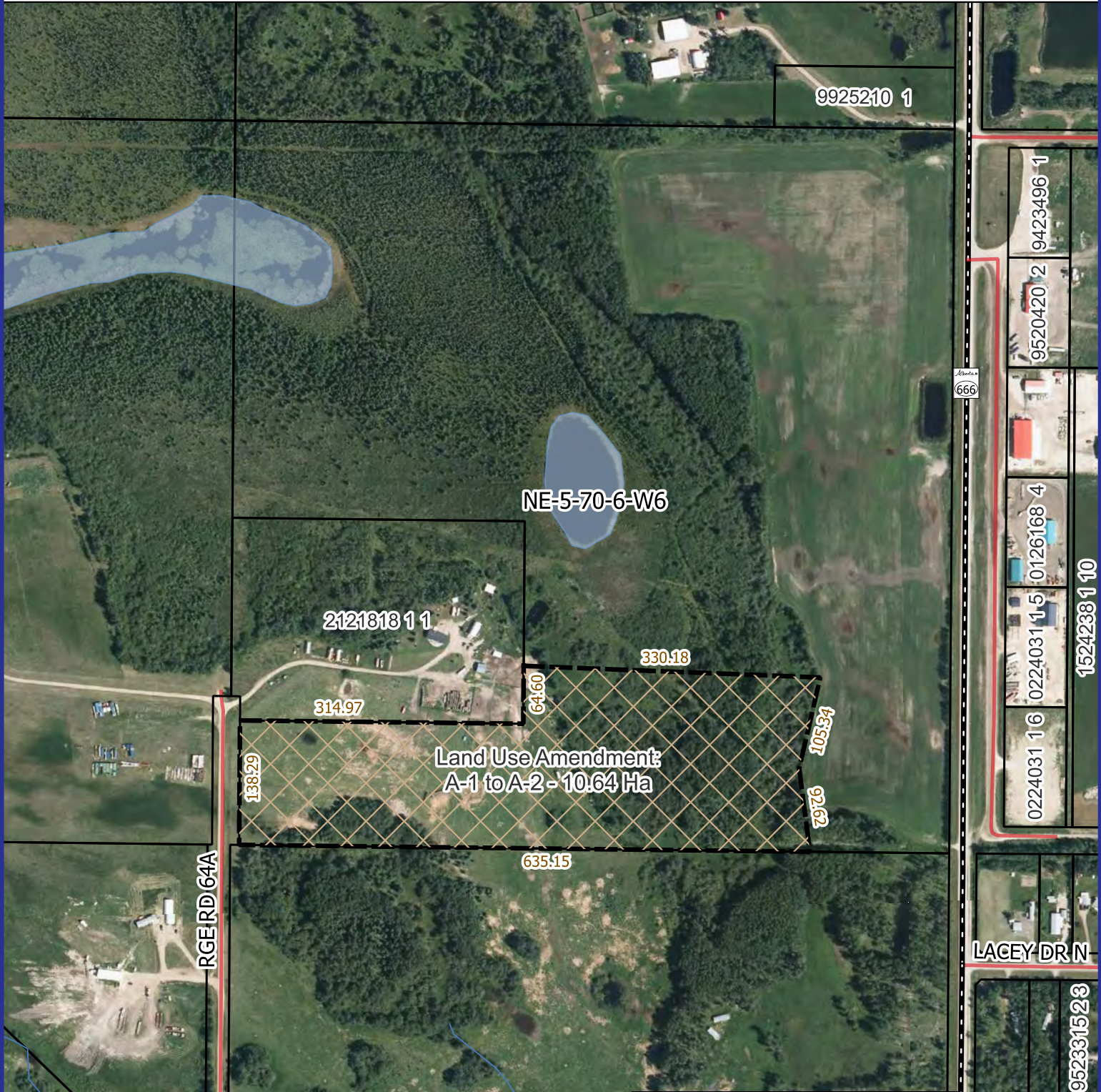
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Proposed Land Use Amendment NE-5-70-6-W6

UTM Zone 11 NAD83
1:6,000
Date: April-28-2022



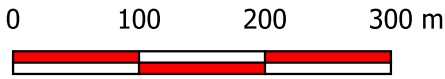
Legend

 Proposed Subdivision

 Road - Jurisdiction

 MUNICIPAL

 PROVINCIAL



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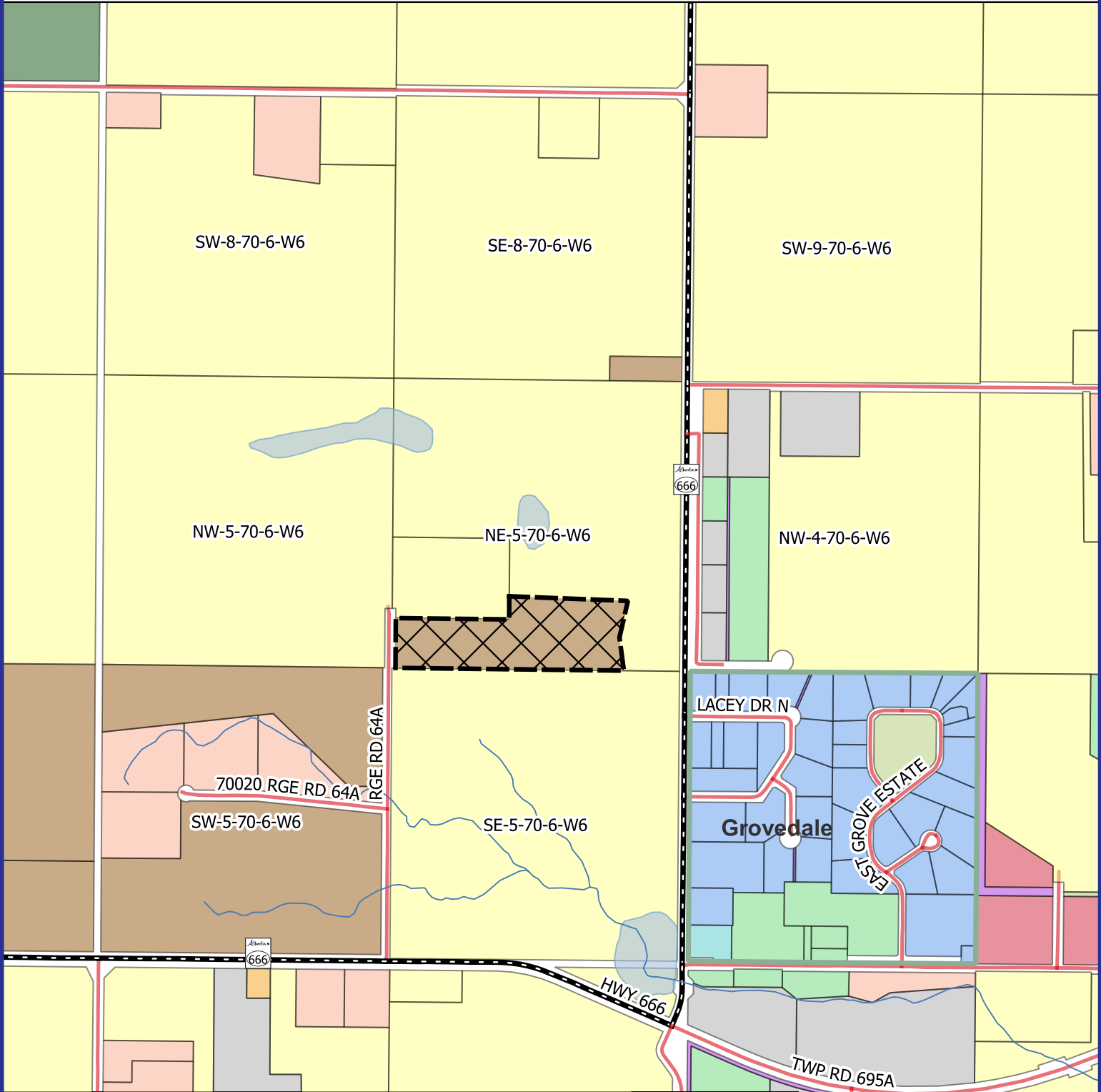


Proposed Land Use Amendment NE-5-70-6-W6

UTM Zone 11 NAD83

1:15,000

Date: March-24-2022



Legend

- Proposed Subdivision
- Zoning Type**
 - A-1 - Agriculture 1
 - A-2 - Agriculture 2
 - CL - Crown Land
 - CR-1 - Country Residential 1
 - CR-2 - Country Residential 2
 - Easement
- HC - Hamlet Commercial
- HR - Hamlet Residential
- INS - Institutional
- M-1 - Industrial Light
- RC - Rural Commercial
- Reserve
- Road - Jurisdiction**
 - MUNICIPAL
 - PROVINCIAL

0 100 200 300 m



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REQUEST FOR DECISION

SUBJECT:	Bylaw 22-911 Schedule of Fees Amendment		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 10, 2022	CAO: SW	MANAGER:
DEPARTMENT:	RECREATION	DIR: MH	PRESENTER: MH
STRATEGIC PLAN:	Quality of Life	LEG: SS	

RELEVANT LEGISLATION:

Provincial (N/A)

Council Bylaw/Policy – Schedule of Fees Bylaw No. 22-900

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 22-911 Schedule of Fees Amendment.

MOTION: That Council give second reading to Bylaw 22-911 Schedule of Fees Amendment.

BACKGROUND/PROPOSAL:

Greenview Council approved the Schedule of Fees Bylaw No. 22-900. Administration did not include a discounted rate for the use of the Grande Cache ball diamonds for youth baseball sport that was included in the previous Town of Grande Cache Bylaw 829 “Rates and Fees” in 2017. This was brought to Administration’s attention now that the Grande Cache Rockies Minor Ball is returning to the field since the pandemic.

Grande Cache Rockies Minor Ball Association will be operating a youth baseball league in Grande Cache during the 2022 season. The current approved rate for Grande Cache baseball diamond use is \$45.50 per game per diamond. The current approved regular rate for the Grande Cache baseball diamond use is \$125.00 tournament rate per day per diamond. The current approved regular rate for the Grande Cache Recreation Centre Arena maximum day rate is \$375.00. GST is not included in these rates.

The attached amending Bylaw will adjust the rates to 50% of the currently approved adult rates. The letter from the Grande Cache Rockies Minor Ball Association is included as information.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will reduce the expenses to the Grande Cache Rockies Minor Ball for the purpose of supporting, organizing and promoting youth baseball activities in Grande Cache.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the recommended motion or amend the recommended motion.

FINANCIAL IMPLICATION:

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes the motion, Administration will follow up with user groups with the Council decision.

ATTACHMENT(S):

- Bylaw 22-911 Schedule of Fees Amendment
- Letter of request by the Grande Cache Rockies Minor Ball Association



BYLAW No. 22-911 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16 to amend Bylaw 22-900 “Schedule of Fees”.

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

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

1. TITLE

1.1. This Bylaw may be cited as “Schedule of Fees Amendment”.

2. AMENDMENT

2.1. That Schedule C Recreation Grande Cache of the Schedule of Fees Bylaw shall be amended to include the following items and fees:

- A) Arena and Curing Rink Surface (No Ice) Maximum Day Rate – Youth at a rate of \$87.50.
- B) Ball Diamonds Youth Rental Rate at a rate of \$22.75.
- C) Ball Diamonds Youth Tournament Rate at a rate of \$62.50

3. Severability

3.1. Each provision of this Bylaw is independent of all other provisions. If any such provision is declared invalid by a court of competent jurisdiction, all other provisions of this bylaw will remain valid and enforceable.

4. COMING INTO FORCE

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

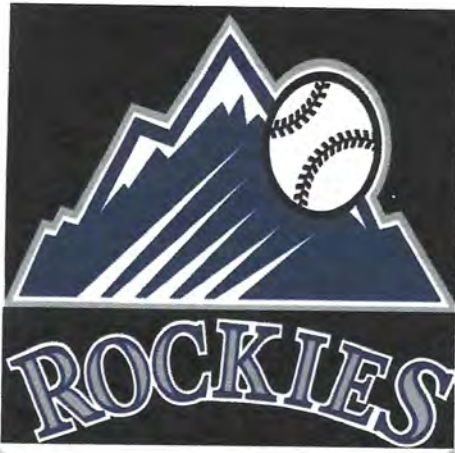
Read a first time this ____ day of _____, 2022.

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

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

REEVE

CHIEF ADMINISTRATIVE OFFICER



GRANDE CACHE MINOR BALL

ROCKIES

Municipal District of Greenview NO. 16
4806-36 Avenue Po Box 1079
Valleyview, AB
T0H-0P0

CONTACT

✉ gcmbapresident@gmail.com

Kristal Chowace

📞 7807830623

Victor Lake Cooperative



Mr. Tyler Olsen
Reeve of Md Greenview
Mr. Duane Didow
Councilor

Grande Cache, AB
T0E-0Y0

I am writing to you today on behalf of Grande Cache Minor Ball Association. We will be booking the ball diamonds in the hamlet 7 days a week to provide youth in the Grande Cache area with the opportunity for extracurricular activities. At this moment the diamond rentals are at a cost of \$45.00 per hour or game per diamond and maximum day rate per diamond is \$125.00. There is no youth rate in place for ball diamond use at the moment. Indoor arena rental no ice is \$375.00 for a maximum day rate which is what we will be renting to start off the season for practices and possible rain day use. As someone who has offered a free fastball program for indigenous youth in this area I can honestly say the ball diamonds are a huge cost as is the arena pad. This year we the board have set our fees as low as we could to try and accommodate as many youth as possible from both the hamlet of Grande Cache and the seven indigenous coops and enterprises that surround the hamlet. The pandemic caused stress and hardship in all communities and it has impacted both physical and mental health. We believe this program can be just what our youth need to grow stronger as individuals and as a community. We are starting out from scratch as it has been years since minor baseball was operating in our area. We have a fair amount of costs such as registration fees, entry fees, insurance, team and training equipment costs, coaching clinics, umpire clinics and much more. Having a youth rate could make a massive difference for our program and other youth programs within the MD. We the board of Grande Cache Minor Ball Association are requesting to reinstate the youth rate at 50% of regular rental rates within the Municipal District of Greenview.

Sincerely,

Kristal Chowace
GCMBA President



REQUEST FOR DECISION

SUBJECT: **Johnson Park Playground – Contract Award**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: May 10, 2022 CAO: SW MANAGER: KG

DEPARTMENT: RECREATION DIR: MH PRESENTER: DW

STRATEGIC PLAN: Level of Service LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – N/A

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

RECOMMENDED ACTION:

MOTION: That Council authorize Administration to award the contract for the Johnson Park playground to The Sweetman Group o/a The Playground Guys, for a lump sum fee of \$134,372.50 (excluding GST).

BACKGROUND/PROPOSAL:

Council approved the allocation of \$150,000.00 for the installation of a playground at Johnson Park as a part of the 2022 Capital Budget. This playground project was recommended by Administration as it will increase the level of service at the recreation site which currently provides both overnight camping and day use.

Administration released a Request for Proposals (RFP) for the project in April of 2022. This RFP identified an allocated budget of \$135,000.00 for the project and requested for the interested parties submit a playground design close to that amount in cost (including materials, delivery & installation). Eight companies submitted proposals, some of which with various multiple design options. Administration assessed the design of the playgrounds based on variation in age categories for use, overall layout, and appeal, and if they met the requirement for a nature theme/natural colour. The following four designs were ranked the highest based on the average score of three people's assessments:

Company Name	Overall Rating Out of Ten	Cost	Includes Borders?	Meets Additional Requirements
The Playground Guys	9.3	\$134,297.50	Yes	Yes
Blue IMP	8.7	\$135, 000.00	No	Yes
Canadian Recreation Solutions	8.3	\$131, 180.00	No	Yes

Additional requirements that were assessed include project understanding and experience. As a result of these evaluations, it is recommended that Council authorize Administration to award the contract for the Johnson Park Playground to The Playground Guys.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommend motion is that Administration can proceed with the Johnson Park playground project. This falls within the allocated budget and will provide significant added value to Johnson Park.
2. The benefit of Council accepting the recommended motion is that the identified company will provide a Canadian Playground Institute certified installer to oversee the installation. Additionally, all staff on the project will be Canadian Certified Playground Inspectors.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to award the contract to a different vendor. This option is not recommended as Administration has selected the identified company based on a thorough analysis of the received proposals.

FINANCIAL IMPLICATION:

Direct Costs: \$134, 372.50

Ongoing / Future Costs: There will be minimal ongoing costs to this project. The equipment comes with warranty and has approximately a 25-year life expectancy.

STAFFING IMPLICATION:

The installation of a playground will have a minimal impact of staff. An inspector from the Grande Cache recreation team will need to travel to Valleyview annually to complete an inspection on the equipment.

PUBLIC ENGAGEMENT LEVEL:

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:

Following approval, Administration will award the contract for the Johnson Park playground to The Playground Guys. Installation to take place in July.

ATTACHMENT(S):

- The Playground Guys Proposed Playground Design







REQUEST FOR DECISION

SUBJECT: **EOI Short Gravel Hauls**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 10, 2022
DEPARTMENT: OPERATIONS
STRATEGIC PLAN: Level of Service

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to explore other options regarding the EOI short gravel hauls.

BACKGROUND/PROPOSAL:

At the April 12, 2022, Councillor Berry made a Notice of Motion to explore other options regarding the EOI short gravel hauls by April 26, 2022 Regular Council meeting.

Administration is working thoroughly to compile the requested information and will present a full list of options at the May 24, 2022, Regular Council meeting for Council's review.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended motion is that Council will have options for the EOI short gravel hauls.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to deny Councillor Berry's request however Administration does not recommend this action as Administration is working to provide clear options for Council to base their decisions on.

FINANCIAL IMPLICATION:

The financial implications to the recommended motion are based on total man hours to investigate and create the requested information.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will move forward with Council's direction

ATTACHMENT(S):

- Copy of Notice of Motion.

April 12, 2022	Councillor Dave Berry makes a Notice of Motion that Council direct Administration to explore other options regarding the EOI short gravel hauls by April 26, Regular Council Meeting.	
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REQUEST FOR DECISION

SUBJECT:	Town of Grande Cache Policy Repeal		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 10, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EK	PRESENTER: SS
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial – N/A

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council repeal the following obsolete Town of Grande Cache policies:

- **Resolution No. 087/12 - Release of Tax Roll Information**
- **Resolution No. 182/18 – Reserve Funds**
- **Resolution No. 294/13 – Reserve Funds**
- **Resolution No. 265/09 – Financial Functions and Controls**
- **Resolution No. 326/17 – Planning and Development Fees Policy**
- **Resolution No. 338/10 – Capital Assets**
- **Resolution No. 415/17 – Credit Card Use**
- **Resolution No. 415/17 – Tax Certificates/Tax Searches/Historical Data**

BACKGROUND/PROPOSAL:

Administration reviewed the outstanding Town of Grande Cache policies and is recommending the following changes to harmonize administration between Ward 9 and the rest of Greenview.

- Grande Cache Resolution Number 338/10 Capital Assets policy shall be repealed and replaced with Greenview Policy 1507 Tangible Capital Assets. Policy 1507 Tangible Capital Assets details how to maintain capital assets throughout their lifecycle.
- Grande Cache Resolution Number 415/17 Credit Card Use shall be repealed and replaced with Greenview Policy 1013 Credit Cards. Policy 1013 Credit Cards details the issuance and proper use of Greenview corporate credit cards.
- Grande Cache Resolution Number 265/09 Financial Functions and Controls shall be repealed and replaced with Greenview Policy 1500 Financial Reporting, Policy 1504 Accounts Receivable Cancellation or Adjustment, Bylaw 22-900 Schedules of Fees Bylaw and the current and future Tax

Rate Bylaw. The cited Greenview policies and bylaws detail how Administration is to accept accounts receivable, associated fees for services, and processes for write-offs.

- Grande Cache Resolution Number 326/17 Planning and Development Fees Policy shall be repealed and replaced with Greenview Bylaw 22-900 Schedules of Fees. Bylaw 22-900 Schedules of Fees details all fees associated with planning and development services.
- Grande Cache Resolution Number 087/12 Release of Tax Roll Information shall be repealed and replaced with Greenview Bylaw 22-900 Schedules of Fees and Bylaw 20-857 Electronic Transmission of Documents. Bylaw 22-900 Schedules of Fees details the associated fees for an information search. Bylaw 20-857 allows an assessed person to receive information relating to their tax roll and assessment via electronic correspondence.
- Grande Cache Resolution Number 294/13 Reserve Funds shall be repealed and replaced with Greenview Policy 1502 Reserves. Policy 1502 Reserves details all reserve funds to be established and maintained by Greenview.
- Grande Cache Resolution Number 182/18 Reserve Funds shall be repealed and replaced with Greenview Policy 1502 Reserves. Policy 1502 Reserves details all the reserve funds to be established and maintained by Greenview.
- Grande Cache Resolution Number 415/17 Tax Certificates/Tax Searches/Historical Data shall be repealed and replaced with Greenview Bylaw 22-900 Schedules of Fees. Bylaw 22-900 Schedules of Fees details the fees associated with tax certificates and searches.

The Policy Review Committee did not recommend any additional changes to the motion at the April 13th meeting.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council approving the repeal is to harmonize the administration of Ward 9 with the rest of Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

There are no perceived disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Resolution No. 087/12 Release of Tax Roll Information
- Resolution No. 182/18 – Reserve Funds
- Resolution No. 294/13 – Reserve Funds
- Resolution No. 265/09 – Financial Functions and Controls
- Resolution No. 326/17 – Planning and Development Fees Policy
- Resolution No. 338/10 – Capital Assets
- Resolution No. 415/17 – Credit Card Use
- Resolution No. 415/17 – Tax Certificates/Tax Searches/Historical Data

POLICY AND PROCEDURE MANUAL	Subject Release of Tax Roll Information	Section A-1	Page 12.1
	Department Administration	Approved by Resolution No. 087/12	
	Effective Date March 28, 2012	Supersedes	

RELEASE OF TAX ROLL INFORMATION

To provide a policy for releasing tax roll information and information related to land files.

A property owner or his/her agent is entitled to receive information regarding their property as recorded on the tax roll and filed in the property file.

The information referred to in this policy includes but is not limited to the following tax roll and corresponding land file information: taxes, roll number, zoning, civic and legal address, property dimensions, building and development permits and compliance.

When the requester is not the property owner or his/her agent, written approval from the property owner is required prior to any information being released.

All requests will be in writing and accompanied by the applicable fees as per current Planning and Development Fee Schedule.

All release of information will be in writing and filed in appropriate land files.



TOWN OF GRANDE CACHE Policy and Procedures

Title **RESERVE FUNDS**

Page 1 of 2

Section A-1
Department Administration

Resolution No. 182/18
Effective Date May 9, 2018

PROCEDURE

Responsibilities

Chief Administrative Officer or designate to:

- ensure that all transactions regarding reserve funds are reported to and approved by Council;
- transfer funds to and from Reserve Funds as directed by resolution of Council, where the Council deems necessary that such transfers be made.

Chief Financial Officer to:

- manage Reserve Funds in accordance with this procedure;
- provide quarterly report to Council on any commitment on, transfer to or transfer from a Reserve Fund;
- present in each annual capital and operating budget, the transactions necessary to comply with this procedure, and to bring Reserve Funds to the minimum levels;
- to transfer all existing reserve to the Reserve Funds as specified by Council resolution.

Capital Infrastructure Reserve

The Capital Infrastructure Reserve Fund is used to balance the year to year expenditure fluctuations in the upgrading and construction of capital assets including roads, buildings, parks, etc.

Environmental and Recycling Levy Reserve

The Environmental and Recycling Levy Reserve is used for recycling initiatives including curbside pick-up and establishing recycling drop-off areas.

Landfill Levy Reserve

The Landfill Levy Reserve is used for unplanned capital purchases or repairs of infrastructure and equipment that occurs outside the normal budget process and for the future replacement of infrastructure and equipment including garbage trucks and garbage bins.



TOWN OF GRANDE CACHE Policy and Procedures

Title **RESERVE FUNDS**

Page 2 of 2

Section A-1
Department Administration

Resolution No. 182/18
Effective Date May 9, 2018

PROCEDURE

Offsite Levy Reserve

The Offsite Levy Reserve Fund is used for future development and can only be spent as per MGA restrictions.

Contingency Reserve

The Operating Reserve fund is used for unplanned operational costs.

Recreation Centre Reserve

The Recreation Centre Reserve Fund is used to fund future building expansion and upgrades.

Utility Reserve (water/wastewater)

The Utility Reserve is used for unplanned capital purchases or repairs of buildings and infrastructure that occurs outside the normal budget process and for the future replacement of buildings and infrastructure.

Vehicle/Equipment Reserve

The Vehicle/Equipment Reserve Fund is used for unplanned capital purchases of automotive equipment or heavy equipment that occurs outside the normal budget process.



TOWN OF GRANDE CACHE Policy and Procedures

Title	RESERVE FUNDS	Page 1 of 1
Section	A-1	Resolution No. 294/13
Department	Administration	Effective Date October 16, 2013

P

Policy Statement

The Town of Grande Cache will provide for specific purpose reserve funds that support viable and sustainable financial administration.

O

Purpose

The Alberta Municipal Government Act (the 'Act'), Chapter M-26, RSA 2000, section 242 requires the council of a municipality to adopt an annual operating budget and section 243 specifies that it must include the estimated amount of expenditures and transfers required to provide for council's policies and programs, to pay debt obligations, amounts transferred to reserve funds, capital budgets and amounts needed to recover any deficiency as required under section 244.

L

Principals

Council shall authorize the transfer of funds to and from Reserve Funds by way of resolution.

I

All unallocated surplus funds will be allocated to a reserve fund within any fiscal year.

C

Quarterly reports shall be provided to Council on any commitment on, transfer to or transfer from a reserve fund.

The procedures regarding Reserve Funds shall be reviewed, revised and approved by Council resolution.

Y

POLICY AND PROCEDURE MANUAL	Subject Financial Functions and Controls	No. A-1	Page 10
	Department Administration	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

FINANCIAL FUNCTIONS AND CONTROLS

The following policy governs the financial functions and controls within the Town of Grande Cache.

Introduction

Each month, Council shall be presented with the following documents:

- accounts payable cheque listing.
- financial statements, consisting of a balance of the revenue and expenditures which show year to date, budgeted amounts and projections.
- if, in the event that there are expenditures that require unbudgeted spending, managers shall present the matter in the form of an Issue Sheet, which outlines background information, the current situation, vision and recommendation for the approval.

The Chief Financial Officer is responsible for ensuring that the Municipality is following its policies and procedures related to the financial situation, adheres to the accounting policies and reporting practices to be followed by the municipality, reviews year end financial statements and working papers prior to the commencement of the annual audit, and provides training and coaching to Department Managers and staff on the policies and procedures to be followed.

An annual audit will be performed by the municipality, by an external auditor selected by Mayor and Council of the Town of Grande Cache.

Cash Receipting

This policy is intended to serve as a guide for revenue collection, issuing receipts and the general maintenance of record keeping for revenue to ensure a uniform treatment of revenue in the Town of Grande Cache, adherence to internal/external financial controls and conformity to the Alberta Municipal Government Act, in relation to revenue collection and deposits.

The Town of Grande Cache shall, wherever possible, conduct the business of selling goods and services on a cash basis (definition of “cash basis” means by cash, cheque, Interac transactions or credit card).

POLICY AND PROCEDURE MANUAL	Subject Financial Functions and Controls	No. A-1	Page 11
	Department Administration	Approved by Resolution No. 265/09	
	Effective Date September 30, 2009	Supersedes	

Accounts Receivable

The Chief Financial Officer must approve all accounts.

All invoices to groups and individuals shall be due and payable thirty (30) days following the issuance of a receipt. Payment for non-profit organizations shall become due and payable sixty (60) days following the issuance of an invoice. All accounts unpaid after the due date shall be charged interest at a rate of 1.5 % per month and 18% per annum.

Accepted methods of payment include cash, cheque, interac or credit card.

Utilities

Utilities will be collected in accordance with the Utilities By-Law, and will be levied based on a model of full cost recovery.

All invoices shall be due and payable thirty (30) days following the issuance of an invoice. All accounts unpaid after the due date shall be charged interest at a rate of 1.5% per month and 18% per annum.

Accepted methods of payment include cash, cheque, interac, direct deposit at financial institutions or automated debit.

Fines

Fines paid within fourteen (14) days of issue, will be granted a 10% discount. All fines shall be due thirty (30) days following the issuance of an offence ticket. All accounts unpaid after the due date will result in an offence notice/summons being issued.

Accepted methods of payment include cash, cheque, interac or credit card.

Property Taxes

Property taxes will be collected in accordance with the Taxation By-Law.

Accepted methods of payment include cash, cheque, interac, direct deposit at financial institutions or automated debit.

POLICY AND PROCEDURE MANUAL	Subject	No.	Page 12
	Financial Functions and Controls	A-1	
	Department	Approved by	
	Administration	Resolution No. 265/09	
	Effective Date	Supersedes	
	September 30, 2009		

Collection and Write-Off for Accounts Receivable

The Administration Department shall pursue collection of accounts through the issuance of statements, correspondence and personal contact.

The Chief Financial Officer shall, on a regular basis, review all outstanding accounts. After all methods of collection are exhausted, the Chief Financial Officer is authorized to submit the account to a collection agency. If, after all efforts by a collection agency fail to result in payment, the account shall be written off, as to fairly represent the financial position of the Town of Grande Cache.

The Chief Administrative Officer is authorized to write-off accounts receivable up to an amount of \$1,000.00, and any amounts exceeding \$1,000.00 shall require Council resolution.

An allowance for doubtful accounts is to be established for all accounts receivable calculated at 2% of year-end receivables.

Management of General Accounts Receivables (Excluding Utility and Property Taxes)

The following is the general division of responsibilities for the monthly process:

Chief Financial Officer: overall supervision and accountability; scan of all accounts receivable statements prior to mail out.

Accounts Payable/Receivable Clerk: monthly preparation, running and printing of statements, including penalties and posting of accounts receivable and payable on a monthly basis. Assist the Chief Financial Officer in the preparation of the monthly cheque register and the printing of cheques in preparation for approval and signature.



TOWN OF GRANDE CACHE

Policy and Procedures

Title **Planning and Development Fees Policy**

Page 1 of 4

Section 1
Department Administration

Resolution No. 326/17
Effective Date June 14, 2017

P O L I C Y

1.0 **Policy Purpose**

- 1.1 To provide context and criteria for the implementation and application by Administration of the rates and fees related to Planning and Development as specified in the Bylaw 829, Schedule 'C' and to provide criteria for Council to consider in the review and revision of Bylaw 829 as it relates to the rates and fees for planning, subdivision and development services.

2.0 **Definitions**

- 2.1 **Bylaw No. 829** means the Rates and Fees Bylaw No. 829, as may be amended from time to time, with particular reference to Schedule 'C' thereof, being the Planning and Development Fee Schedule.
- 2.2 **CAO** means the Chief Administrative Officer of the Town of Grande Cache appointed by the Council of Grande Cache, Alberta, and any person designated by the Chief Administrative Officer for the purposes of administering this Policy.
- 2.3 **Community Organization** means non-profit, not-for-profit and/or social-service related organizations.
- 2.4 **Municipality** means the Town of Grande Cache.
- 2.5 **Planning and development services** includes, but is not limited to, the following:
- a) providing copies of various documents or documentation;
 - b) applications for development permits, including variances;
 - c) property file search requests;
 - d) applications to amend plans and/or by-laws;
 - e) subdivision application and processing fees;
 - f) damage deposit fees.



TOWN OF GRANDE CACHE

Policy and Procedures

Title **Planning and Development Fees Policy** Page 2 of 4

Section 1 Resolution No. 326/17
Department Administration Effective Date June 14, 2017

3.0 Policy Statements

- 3.1 The fees and charges for planning and development services are and shall be applied as per Schedule 'C' of Bylaw No. 829, as may be amended from time to time.
- 3.2 Authority to issue refunds is hereby granted to the CAO or designate for:
- a) applications prior to being processed/permit being issued, less an administrative fee of \$50 for Development Permits;
 - b) the advertising fee for an unsuccessful application;
 - c) other eligible refunds identified in Bylaw No. 829, Schedule 'C'.
- 3.3 Notwithstanding Section 3.1, and upon request from a Community Organization using the required form, the CAO or designate may waive or reduce the fees in Bylaw No. 829, Schedule 'C'.
- 3.4 When work has commenced without first obtaining the required development permits, an 'as-built' fee shall be applied, being double the fee(s) in Bylaw No. 829, Schedule 'C'.
- 3.5 Notwithstanding Section 3.4, authority to waive, reduce or refund the 'as-built' fee, thereby charging the fee(s) in Bylaw No. 829, Schedule 'C' as though work had not yet commenced, is hereby granted to the CAO or designate if:
- a) it is found the 'as-built' fee was charged in error;
 - b) it is determined that the Municipality bears responsibility, in whole or in part, for the failure to obtain the required permits prior to commencement of work;
 - c) the applicant can provide evidence satisfactory to the CAO or designate that they were not responsible for the work undertaken;
 - d) there exists exceptional, extenuating circumstances which are deemed such by the CAO or designate.
- 3.6 Notwithstanding Section 3.1, the CAO or designate may waive, reduce or refund the fees in Bylaw No. 829, Schedule 'C':
- a) if it is determined that the Municipality bears responsibility, in whole or in part, for the failure to obtain the required permits;
 - b) there exist exceptional, extenuating circumstances which are deemed such by the CAO or designate.



TOWN OF GRANDE CACHE

Policy and Procedures

Title **Planning and Development Fees Policy**

Page 3 of 4

Section 1

Resolution No. 326/17

Department Administration

Effective Date June 14, 2017

- 3.7 As a penalty, repeated failure to obtain approval of development permits prior to commencement of work may, at the discretion of the CAO or designate, result in a fine equal to that specified in Section 3.4, or a minimum of \$500, whichever is greater to a maximum of \$5,000.
- 3.8 When the CAO or designate waives, reduces or refunds fees, including the 'as-built' fee, in accordance with Sections 3.5 and 3.6, or issues a penalty or fine in accordance with Section 3.7, justification for the waiver, reduction or refund or the issuance of a fine shall be documented and entered in the associated file.
- 3.9 Damage deposits shall be provided in accordance with the fees in Bylaw No. 829, Schedule 'C'. Where a minimum value is provided, the amount shall be as reasonably determined by the CAO or designate commensurate with the nature, extent and potential for damage to Municipal property. Such damage deposit shall be held by the Municipality against damages which could occur to Municipal property during the course of construction and as security for performance.
- a) upon issuance of the permit and prior to commencement of construction, the Municipality shall inspect, or cause to be inspected, the Municipal property around the development site for possible existing defects;
- b) upon receipt of a lot grading certificate for the development indicating completion of construction for which approval has been granted and which has been authorized by the issuance of a permit, the Municipality shall re-inspect, or cause to be re-inspected, the Municipal property around the development site, and:
- i. In the event that lot grading is acceptable and there are no damages to Municipal property, the damage deposit shall be refunded without interest.
 - ii. In the event lot grading is unacceptable and/or there are damages to Municipal property, the Municipality shall withhold refund of the damage deposit and notify the applicant of the outstanding deficiencies providing them an opportunity to correct or repair them. If the applicant takes whatever steps necessary to correct or repair the deficiencies to the satisfaction of the Municipality, the damage deposit shall be refunded without interest.



TOWN OF GRANDE CACHE

Policy and Procedures

Title **Planning and Development Fees Policy**

Page 4 of 4

Section 1

Resolution No. 326/17

Department Administration

Effective Date June 14, 2017

If the applicant fails to correct the deficiencies, the Municipality may use the damage deposit to the extent of correcting the deficiencies, and/or take whatever other steps it deems necessary to correct the deficiencies and recover costs if the deficiencies exceed the amount of the damage deposit.

4.0 Implementation

4.1 This Policy will take effect immediately upon the approval of Council.

5.0 Review and Revision

5.1 The fees and charges for planning and development services are targeted to achieve cost recovery for the services provided in relation to the fees and charges.

5.2 The fees and charges for planning and development services in Schedule 'C' of Bylaw No. 829 shall be reviewed annually in conjunction with the annual budget process with the following taken into consideration:

- a) general local market conditions including volume of demand for services;
- b) competitive market conditions considering comparatives from surrounding local governments;
- c) an evaluation of value for service;
- d) provision for a maximum 2% inflation allowance per annum, calculated as an average of the entirety of Schedule 'C' of Bylaw No. 829 to allow for rounding;
- e) the need to add, remove or amend line items consequential to approved changes to statutes, regulations, codes, bylaws, or policies approved by Council or other levels of government, and, as necessary, establish fees equal to other items which are deemed similar.

5.3 Council may otherwise review and revise the fees in Schedule 'C' of Bylaw No. 829 as they deem necessary.

POLICY AND PROCEDURE MANUAL	Subject Capital Assets	No. A-1	Page 1
	Department Administration	Approved by Resolution No. 338/10	
	Effective Date December 8, 2010		

CAPITAL ASSETS

PURPOSE:

The objective of this policy is to prescribe the accounting treatment for tangible capital assets so that users of the financial report can discern information about the investment in property, plant and equipment and the changes in such investment. The principal issues in accounting for tangible capital assets are the recognition of the assets, the determination of their carrying amounts and amortization charges and the recognition of any related impairment losses.

In addition the policy covers policy and procedures to:

- a) Protect and control the use of all tangible capital assets.
- b) Provide accountability over tangible capital assets.
- c) Gather and maintain information needed to prepare financial statements.

The policy is in accordance with the Public Sector Accounting Board (PSAB) 3150.

SCOPE:

This policy applies to all Town departments falling within the reporting entity of The Town of Grande Cache.

DEFINITIONS:

Tangible Capital Assets:

Assets having physical substance that:

- are used on a continuing basis in the Town's operations;
- have useful lives extending beyond one year;
- are not held for re-sale in the ordinary course of operations.

Betterments:

Subsequent expenditures on tangible capital assets that:

- increase previously physical output or service capacity;
- lower associated operating costs;
- extend the useful life of the asset; or
- improve the quality of the output.

POLICY AND PROCEDURE MANUAL	Subject Capital Assets	No. A-1	Page 2
	Department Administration	Approved by Resolution No. 338/10	
	Effective Date December 8, 2010		

Any other expenditure would be considered a repair or maintenance and expensed in the period.

Group Assets:

Assets that have a unit value below the capitalization threshold but have a material value as a group, or normally recorded as a single asset with one combined value. Although recorded in the financial systems as a single asset, each unit may be recorded in the asset sub-ledger for monitoring and control of its use and maintenance. Examples could include personal computers, furniture and fixtures, small moveable equipment, etc.

Fair Value:

Fair value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act.

POLICY STATEMENTS:

Capitalization

Tangible capital assets should be capitalized (recorded in the fixed asset sub-ledger) according to the following thresholds:

- a) all land;
- b) all buildings;
- c) Engineered Structures (built assets such as roads, bridges, sewers, water, transit, parks, etc.) with a unit cost of \$ 25,000 or greater;
- d) all others with a unit cost of \$ 5,000 or greater.

Different thresholds may be used for group assets. Capitalize betterments to existing assets when unit costs exceed the threshold.

Categories

A category of assets is a grouping of assets of a similar nature or function in the Town's operations. The following list of categories shall be used:

- land
- buildings
- equipment
- roads
- water
- sewer
- bridges

POLICY AND PROCEDURE MANUAL	Subject Capital Assets	No. A-1	Page 3
	Department Administration	Approved by Resolution No. 338/10	
	Effective Date December 8, 2010		

- communication networks
- motor vehicles
- furniture and fixtures
- computer systems (hardware and software)

Valuation

Tangible capital assets should be recorded at cost plus all ancillary charges necessary to place the asset in its intended location and condition for use.

Purchased assets

Cost is the gross amount of consideration paid to acquire the asset. It includes all the nonrefundable taxes and duties, freight and delivery charges, installation and site preparation costs, etc. It is net of any trade discounts or rebates.

Cost of land includes purchase price plus legal fees, land registration fees, transfer taxes, etc. Costs would include any costs to make the land suitable for intended use, such as pollution mitigation, demolition and site improvements that become part of the land.

When two or more assets are acquired for a single purpose price, it is necessary to allocate the purchase price to the various assets acquired. Allocation should be based on the fair value of each asset at the time of acquisition or some other reasonable basis if fair value is not readily determinable.

Acquired, Constructed or Developed Assets

Cost includes all cost directly attributable (e.g., construction, architectural and other professional fees) to the acquisition, construction or development of the asset. Carrying costs such as internal design, inspection, administrative and other similar costs may be capitalized. Capitalization of general administrative overheads is not allowed.

Capitalization of Interest Costs

Borrowing costs incurred by the acquisition, construction and production of an asset that takes a substantial period of time to get ready for its intended use should be capitalized as part of the cost of that asset.

POLICY AND PROCEDURE MANUAL	Subject Capital Assets	No. A-1	Page 4
	Department Administration	Approved by Resolution No. 338/10	
	Effective Date December 8, 2010		

Capitalization of interest costs should commence when expenditures are being incurred, borrowing costs are being incurred and activities that are necessary to prepare the asset for its intended use are in progress. Capitalization should be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use are complete. If only minor modifications are outstanding, this indicated that substantially all of the activities are complete.

Donated or Contributed Assets

The cost of donated or contributed assets that meet the criteria for recognition is equal to the fair value at the date of construction or contribution. Fair value may be determined using market or appraisal values. Cost may be determined by an estimate of replacement cost. Ancillary costs should be capitalized.

Amortization

The cost, less any residual value, of a tangible capital asset with a limited life should be amortized over its useful life in a rational and systematic manner appropriate to its nature and use. The amortization method and estimate of useful life of the remaining unamortized portion should be reviewed on a regular basis and revised when the appropriateness of a change can be clearly demonstrated.

Useful life is normally the shorter of the asset's physical, technological, commercial or legal life.

The Town of Grande Cache uses a straight - line method for calculating the annual amortization. A comprehensive list of estimated useful lives of assets and amortization rates is attached. See Schedule 'A'.

Assets under construction are not amortized until the asset is available for productive use. Amortization is calculated on assets in the year following acquisition and the annual amount is recorded in the year of disposal.

Disposal

When tangible capital assets are taken out of service, destroyed or replaced due to obsolescence, scrapping or dismantling the asset registers and accounting records recording a loss/gain on disposal will adjusted.

POLICY AND PROCEDURE MANUAL	Subject Capital Assets	No. A-1	Page 5
	Department Administration	Approved by Resolution No. 338/10	
	Effective Date December 8, 2010		

SCHEDULE "A" RECOMMENDED MAXIMUM USEFUL LIFE

ASSET CLASSES

MAXIMUM USEFUL LIFE

LAND

LAND IMPROVEMENTS

Parking Lot:	
Gravel	15
Asphalt	25
Playground structures	15
Landscaping	25
Fences	20
Outdoor lighting	20
Bike/jogging paths:	
Gravel	15
Asphalt	20
Transfer stations	25

BUILDINGS

Permanent Structures - Frame, metal, concrete	50
Portable Structures - Frame, metal	25

ENGINEERED STRUCTURES

Roadway system:	
Sidewalks/ramps	30
Curb and gutter	30
Roads and Streets:	
Lanes/alleys	
ACP-hot mix	20
Gravel	15
Nonconforming	20
Local/Collector/Arterial/Major Arterial Surface	
Concrete	30
ACP-hot mix	20
ACP-cold mix	10
Chip seal	10
Oil	5
Gravel	25
Subsurface	40

POLICY AND PROCEDURE MANUAL	Subject Capital Assets	No. A-1	Page 6
	Department Administration	Approved by Resolution No. 338/10	
	Effective Date December 8, 2010		

ASSET CLASSES

MAXIMUM USEFUL LIFE

ENGINEERED STRUCTURES (con't)

Road signs:	
Traffic Control	30
Information	30
Guard rails	30

WATER SYSTEM

Distribution system:	
Mains, services	75
Pump, lift & transfer station	45
Plants and facilities:	
Structures	45
Treatment equipment	45
Hydrants/fire protection	75
Reservoirs	45
Booster Station	35

WASTEWATER SYSTEM

Collection system:	
Mains, services	75
Pump, lift and transfer stations	45
Plants and facilities	45
Lagoons	45

STORM SYSTEM

Collection system:	
Mains, services	75
Pump, lift and transfer stations	45
Catch basins	75
Treatment facility	45

MACHINERY AND EQUIPMENT

Fire equipment	10
Fitness and wellness	10
SCADA system	10
Communications:	
Radio	10
Telephone system	10
Tools, shop equipment	15
Water meters	40

POLICY AND PROCEDURE MANUAL	Subject Capital Assets	No. A-1	Page 7
	Department Administration	Approved by Resolution No. 338/10	
	Effective Date December 8, 2010		

ASSET CLASSES

MAXIMUM USEFUL LIFE

MACHINERY AND EQUIPMENT (con't)

Office Furniture and equipment:

Furniture	20
Office equipment	10
Audiovisual	10
Photocopiers	5

Computer systems:

Hardware	5
Software	10

VEHICLES

Heavy, medium, light duty	10
Fire trucks	25



TOWN OF GRANDE CACHE Policy and Procedures

Title **Credit Card Use**

Page 1 of 2

Section 1 – Administration
Department All

Resolution No. 415/17
Effective Date August 23, 2017

P O L I C Y

1.0 **Purpose**

To provide employees and Council members with a method of payment when procuring goods and services on behalf of the Town of Grande Cache.

2.0 **Policy**

The Town of Grande Cache may provide a credit card to Council members, the Chief Administrative Officer (CAO), managers and other employees as authorized by the CAO or designate.

3.0 **Procedures**

- 3.1 Council members and employees are required to sign a Town 'Agreement for Corporate Credit Card' upon the issuance of a credit card.
- 3.2 Credit cards are to only be used for goods and services required to conduct business on behalf of the Town.
- 3.3 Credit card limits for Council are \$7,500 for the Mayor and \$2,500 for other members of Council. Employee limits are approved by the CAO to a maximum of \$7,500.
- 3.4 The credit card receipts and/or statements may be reviewed at any time by the appropriate authorities. The monthly credit card statement will be included in the online Council meeting agenda packages.
- 3.5 Each card holder must submit a MasterCard tracking sheet with receipts each month for all purchases to the Accounts Payable Clerk. Any charges on the credit card not substantiated by a receipt will become the financial responsibility of the employee who incurred the expense unless other proof is available.
- 3.6 No personal purchases shall be made with the Town credit card. Inappropriate use of the credit card shall result in the Town initiating recovery action.



TOWN OF GRANDE CACHE Policy and Procedures

Title **Credit Card Use**

Page 2 of 2

Section 1 – Administration

Resolution No. 415/17

Department All

Effective Date August 23, 2017

- 3.7 Any lost or stolen cards must be reported immediately to the CAO or designate and the credit card company.
- 3.8 All credit cards issued by the Town of Grande Cache are the property of the Town and must be surrendered upon the request of the CAO or designate. Upon termination of employment/term of office (for Council), all cards must be immediately returned to the CAO. Any outstanding transactions not substantiated by receipts and that have not been settled, will be deducted from the Council member/employee's final pay and/or expense claim.



TOWN OF GRANDE CACHE Policy and Procedures

Title	Tax Certificates/Tax Searches/Historical Data	Page 1 of 1
Section 1	Resolution No. 415/17	
Department Administration	Effective Date August 23, 2017	

P

Any person(s) or organization(s) (ie. law firms) requiring a tax certificate will be required to make the request in writing. A fee of \$20.00 will be charged for the preparation of all tax certificates.

O

Any person(s) or organization(s) wishing to obtain tax information that requires a search of municipal documents will be charged a fee in accordance with the non-FOIP requests in Schedule 'A' of the Town's Rates and Fees Bylaw. Requests for this information may be made verbally or in writing.

L

Any person(s) or organization(s) requesting information of a historical nature (historical being defined as anything older than the current year), including utility accounts, accounting information, correspondence, data, or any other form of historical data, will be charged a fee in accordance with the non-FOIP requests in Schedule 'A' of the Town's Rates and Fees Bylaw.

I

C

Y



REQUEST FOR DECISION

SUBJECT: **Policy 1027 Signing Authority**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 10, 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 – Municipal Government Act RSA 2000 Chapter M-26, Electronic Transactions Act 2001 Chapter E-5.5, Freedom of Information and Protection of Privacy Act RSA 2000 Chapter F-25.

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

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

BACKGROUND/PROPOSAL:

The Signing Authority was originally 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 at the time did not make any recommendations.

Confusion surrounding the definition of director and reference to the expenditure and disbursement policy resulted in Council to making a motion to refer the policy back to the Policy Review Committee for further discussion.

MOTION: 22.03.128 Moved by: COUNCILLOR DALE SMITH

That Council defer motion “Policy 1027 Signing Authority” to a future Council Meeting.

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

Against: Councillor Burton

CARRIED"

Administration has corrected the definition and shifted planning and development signing to the new Director of Economic Development and Planning.

Policy Review Committee accepted the policy as presented at the April 13, 2022 meeting.

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 update the policy register.

ATTACHMENT(S):

- Policy 1027 – Current
- Policy 1027 - Revised

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: 1027

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



Purpose: The purpose of this Policy is to establish signing authorities for internal and external Greenview documents. 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. For purchasing authority see Policy 1018.

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.
- 1.3. **Director** means a Greenview employee who holds the title of Director or Executive Director.
- 1.4. **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.
- 1.5. **FCSS** means Family and Community Support Services.
- 1.6. **Greenview** means the Municipal District of Greenview No 16.
- 1.7. **MOU** means a Memorandum of Understanding.
- 1.8. **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 a designated position 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. 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:
 - A) Complying with all relevant bylaws, procedures, as well as external legislative requirements when exercising their authority; and
 - B) Understanding the powers, duties and functions that have been delegated to them.

3. PROCEDURE

- 3.1. Bylaws
 - A) All enacted bylaws shall be signed by the Reeve and the Chief Administrative Officer.
- 3.1. Council Minutes
 - A) All Council Meeting minutes shall be signed by the Chair presiding at the meeting and the CAO or designate.
- 3.2. Board and Committee Minutes
 - A) 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.
 - B) Municipal Planning Commission minutes shall be signed by the Chair and the Manager of Planning and Development.
 - C) FCSS Board Meeting Minutes shall be signed by the Chair and the Manager of FCSS.
 - D) Agriculture Service Board (ASB) Meeting Minutes shall be signed by the Chair and the Manager of Agriculture Services.
- 3.3. Agreements and MOUs
 - A) 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:
 - i. Inter-municipal agreements;
 - ii. Inter-governmental MOUs;
 - iii. Professional services agreements; and
 - iv. Revenue sharing agreements.

- B) 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.

3.4. Routine Service and Maintenance Contracts

- A) 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:
 - i. Janitorial agreements;
 - ii. Equipment rentals;
 - iii. Maintenance agreements;
 - iv. Contractual agreements;
 - v. Service agreements; and
 - vi. MOUs not relating to inter-governmental relations

3.5. Cheques and Financial Instruments

- A) Cheque signing authority is limited to the following people:
 - i. 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
 - ii. The CAO or designate.
- B) Accounts payable cheques and accounts payable electronic fund transfers require the signature of the Reeve, or Deputy Reeve in the Reeve's absence and the CAO or designate.
- C) 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.
- D) 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.
- E) 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 Act.

3.6. Employment Contracts

- A) All Offers of Employment shall be signed by a Human Resources Officer.
- B) 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.
- C) For the hiring of Managers, Recommendations for Hire shall be signed by the Director responsible for the position and the CAO.
- D) For the hiring of Directors, Recommendations for Hire shall be signed by the CAO and a Human Resources Officer.

- E) The approved employment contract of the CAO shall be signed by the Reeve and Deputy Reeve.

3.7. Land Title Documents and other Documents relating to Greenview Land

- A) 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 Economic Development and Planning or their designate.
- B) Documents relating to surface rights agreements with oil and gas companies or easement agreements with utility service providers shall be signed by the Director of Economic Development and Planning or their designate.
- C) 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.

3.8. Documents Pursuant to the Land Use Bylaw

- A) Documents which are approved, subject to Greenview's current Land Use Bylaw shall be signed by the Manager of Planning and Development or designate, upon approval from the Municipal Planning Commission where required.

3.9. Tax Recovery Documents

- A) 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.

3.10. Electronic Signatures

- A) Greenview supports the use of electronic signatures to sign documents. 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:
 - i. No person shall be compelled or required to transact using electronic signatures.
 - ii. Where a traditional (wet) signature is requested, Greenview shall consent;
 - iii. 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
 - iv. 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.
- B) Any document requiring a corporate seal cannot be signed electronically and will require a traditional wet signature.
- C) 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.

3.11. Other

- A) 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.
- B) 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/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								
Contracts						✓		
Agreements						✓		
Caveats and documents		✓				✓		

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/Or Designate	Director	Manager	Recording Secretary
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	✓					✓		

Description	Council Approval	Corporate Seal if Required	Signatories					
			Reeve	Chair	CAO/Or Designate	Director	Manager	Recording Secretary
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



REQUEST FOR DECISION

SUBJECT:	Policy 2004 Employee Code of Conduct		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 10, 2022	CAO: SW	MANAGER:
DEPARTMENT:	CORPORATE SERVICES	DIR: EGK	PRESENTER: EK
STRATEGIC PLAN:	Level of Service	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 2004 “Employee Code of Conduct” as presented.

BACKGROUND/PROPOSAL:

On February 23, 2021 Council made the motion:

MOTION: 21.02.081 Moved by: COUNCILLOR DALE GERVAIS

That Council direct Administration to develop a stand-alone policy to deal with perceived conflict of interest.

Favour: Councillor Didow, Reeve Dale Smith, Councillor Chapman, Deputy Reeve Bill Smith, Councillor Urness, Councillor Gervais.

Opposed: Councillor Delorme, Councillor Acton, Councillor Burton, Councillor Olsen
CARRIED

The discussion surrounding the motion was in regard to an overarching policy that applied to all of those who are employed by Greenview.

While reviewing the current Code of Conduct policy, it became apparent that Greenview needed a standard to define the minimum level of accepted and expected ethical and professional behaviour. This policy applies to all employees, contractors, and contracted employees. Conflict and nepotism, two items mentioned in the discussion surrounding the motion are included in the policy. Further, this policy attempts to bridge the gap in instances where the CAO may be partaking in nepotism or have a conflict. In doing so, the decision in question will be taken out of the hands of the CAO and a committee comprised of the four directors and the manager of human resources shall determine the appropriate action for the conflict of interest or nepotism matter in question.

This policy also outlines Greenview's expectations for its employees as well as provides a non-exhaustive list of unacceptable actions and behaviours.

Policy Review Committee recommended the following changes

- The Reeve and Deputy Reeve be included in the review of the potential CAO conflict of interest
- Section 8.1 G be reworded for grammar and clarity.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will have a robust policy that limits unacceptable behaviours by employees.

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 policy.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- Policy 2004 – Current
- Policy 2004 - Revised

Title: EMPLOYEE CODE OF CONDUCT

Policy No: 2004

Approval: Council

Effective Date: September 24, 2013

Supersedes Policy No: (None)



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Policy Statement: The Municipal District of Greenview No. 16 is an open, accessible, and accountable form of government. There is a shared responsibility for all employees to conduct themselves in an ethical and professional manner at all times.

Purpose: To clearly define and provide a universal understanding of the minimum level of accepted and expected ethical and professional behavior of all employees.

Principles:

1. Integrate the Code of Conduct into all elements of MD operations.
2. Meet or exceed all legal and ethical responsibilities.
3. Ensure fair, equitable, and consistent application of the Code of Conduct.
4. Protect the public interest.
5. Provide training in the Respectful Workplace program to all employees annually.

Approved: 13.09.584

Title: Employee Code of Conduct

Policy No: 2004

Effective Date:

Motion Number:

Supersedes Policy No: None

Review Date:



Purpose: To clearly define and provide a universal understanding of the minimum level of accepted and expected ethical and professional behavior all people who work for or represent the Municipal District of Greenview No. 16 (Greenview).

The policy is intended to provide a reference guide and does not address every conduct situation or circumstance that may arise.

1. DEFINITIONS

1.1. **Adult Interdependent Partner** means a person who has lived with a person in a relationship of interdependence:

- i. For a continuous period of not less than 3 years, or
- ii. Of some permanence, if there is a child of the relationship by birth or adoption,

Or the person has entered into an adult interdependent partner agreement with the other person in accordance with the Adult Interdependent Relationships Act, R.S.A. 2000, Chapter A-4.5.

1.2. **Conflict of Interest** means a situation in which a person is able to derive personal benefit from actions or decisions made in their official capacity.

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

1.4. **Nepotism** means the practice among those with power or influence of favouring relatives or friends, especially by regarding matters of employment.

1.5. **Weapon** means any thing used, designed to be used, or intended for use in causing death or injury to any person, or for the purpose of threatening or intimidating any person.

2. POLICY STATEMENT

2.1. The Code of Conduct applies to all employees, contractors, and contract employees at Greenview.

- 2.2. Greenview will ensure fair, equitable, and consistent application of the Code of Conduct.
- 2.3. Unacceptable behavioral actions have been classified as either: hazardous to employee health and safety, criminal, a negative influence on workplace morale, or detrimental to the success of Greenview business.
- 2.4. Greenview will comply with all applicable laws and regulations, including local and provincial codes, rules and regulations, applicable treaties, and industry standards.

3. CONFLICT OF INTEREST

- 3.1. Employees are expected in all regards to conduct their duties with impartiality.
- 3.2. Employees are in conflict of interest and in violation of this Code of Conduct if they:
 - i. Take part in a decision while carrying out their duties, knowing that the decision might further a private interest of the employee, their spouse, adult interdependent partner, or child; or
 - ii. Use their public role to influence or seek to influence a government decision which could further a private interest of the employee, their spouse, adult interdependent partner, or child; or
 - iii. Use or communicate information not available to the general public that was gained by the employee in the course of carrying out their duties, to further or seek to further a private interest of the employee, their spouse, adult interdependent partner, or child.
- 3.3. Where an actual or proposed business or financial interest of an employee, or of the employee's spouse, adult interdependent partner, or child is affected, appears to be affected or may be affected by actions taken or decisions made in which the employee participates in the course of their employment, the employee shall disclose the business or financial interest to the Manager of Human Resources.
- 3.4. Employees shall not accept fees, gifts or other benefits that are connected directly or indirectly with the performance of their public service duties, or for the purpose of soliciting work, from any individual, organization, or corporation. Gifts may be exchanged internally amongst coworkers.

4. NEPOTISM

- 4.1. Employees who exercise regulatory, inspection or other discretionary authority over others shall disqualify themselves from dealing with anyone with whom the relationship between them may bring the employee's impartiality into question, with respect to those functions. In situations where this would impair service delivery, employees must advise the Manager of Human Resources of the details before exercising their authority. Once the Manager of Human Resources has been notified the employee shall only exercise their authority in accordance with instructions received. In emergency situations the employee shall act impartially and notify the Manager of Human Resources immediately after exercising their authority.
- 4.2. Relatives of an employee may work in the same department provided there is no opportunity to exercise favouritism and no conflict of interest exists for the employees involved. An employee may not supervise a relative unless there are extenuating

circumstances and the Manager of Human Resources approves an exemption from this section of the policy.

- 4.3. In the staffing process, selection panel members shall disqualify themselves from competitions where applicants are relatives or other individuals, where the continued participation of the panel member could raise a question as to their impartiality.
- 4.4. Employees shall, so far as it is known to them, disclose and discuss with the Manager of Human Resources situations which may be or may appear to be conflicts of interest under this section.

5. RELATING TO THE CAO

- 5.1. If a matter pertaining to the CAO arises, through CAO disclosure or otherwise, the Manager of Human Resources will provide a recommendation to the CAO regarding the appropriate action for the conflict of interest or nepotism in question. If the CAO disagrees with the Manager of Human Resources' decision, and the matter is unresolved, it will proceed to a review committee comprised of the four Directors, the Manager of Human Resources, **the Reeve, and the Deputy Reeve**. The review committee shall vote with the majority ruling. The decision of the review committee shall be final and binding and will be communicated to the CAO in writing.

6. CONSEQUENCES OF NON-COMPLIANCE

- 6.1. Greenview will address any infraction or instances of non-compliance and take correct action. All misconduct will be reviewed, as per the outlined procedures, and may result in disciplinary action, up to and including dismissal from employment, seeking restitution, commencement of civil action, criminal prosecution, or any combination thereof.

7. EXPECTATIONS

- 7.1. Commit to demonstrating Greenview values in their work and personal conduct.
- 7.2. Meet or exceed all legal and ethical responsibilities in their day-to-day work and personal conduct.
- 7.3. Employees are expected to perform their job duties in a manner conducive to a healthy and safe workplace, following all Greenview practices, policies, and procedures.
- 7.4. Abide by all Greenview policies in daily activities.
- 7.5. Act appropriately and reasonably when placed in compromising or situations where there is a real or perceived conflict of interest.
- 7.6. Employees are expected to operate Greenview equipment and vehicles in accordance with Greenview's Vehicle Usage Policy
- 7.7. Recognize and maintain the highest level of confidentiality.

- 7.8. Be an ambassador – treat all citizens, vendors, and special interest groups fairly and consistently. Act and communicate in a way that reflects positively on Greenview.
- 7.9. Protect Greenview’s reputation. As a Greenview employee, our behaviour is held to a higher standard when interacting with the media, making public statements, or using social media for work or personal use. You are accountable for your personal use of social media in the same way you are accountable for your off-duty conduct.
- 7.10. Work collaboratively to ensure quality service is provided to the ratepayers, Greenview communities, and surrounding areas.
- 7.11. Understand that this policy is further supported and complimented by other Greenview policies and standards including but not limited to Health and Safety, Workplace Violence and Respectful Workplace, and Substance Abuse Prevention.
- 7.12. Understand that this policy is intended to support and complement any professional code of conduct or ethics that individuals are expected to follow due to their professional affiliation.

8. UNACCEPTABLE ACTIONS/BEHAVIOURS

- 8.1. Unacceptable behaviours shall include, but are not limited to the following:
 - A) Being under the influence of any non-prescribed drugs or alcohol while on Greenview premises, operating a Greenview vehicle, or are in the act of conducting Greenview business regardless of location.
 - B) Causing physical or emotional harm to another person;
 - C) Threats or harassing behaviour;
 - D) Aggressive behaviour that constitutes a reasonable fear of bodily harm to another person.
 - E) Verbal assault, causing emotional duress.
 - F) Willful damage or destruction to Greenview, or employee property;
 - G) Possession of a weapon while on Greenview premises, while conducting business on behalf of Greenview. ~~This provision does not apply to~~ **Exempted from this provision** **are** employees who are required to use or discharge a weapon in the operation of their duties, or designated employees of Greenview, who may require the use of a firearm **or weapon** to destroy pests or immobilize animals ~~to facilitate their capture.~~
 - H) Disorderly, or indecent conduct on Greenview premises;
 - I) Creating a disturbance that interferes with the normal job activities of other employees.
 - J) Engaging in malicious gossip and/or the spreading of rumours;
 - K) Causing an unsafe work environment, and thereby endangering the safety of Greenview employees;
 - L) Violation of health and safety practices, policies and procedures;
 - M) Theft, including physical and intellectual properties;
 - N) Insubordination;
 - O) Dishonest, illegal, or improper business activities;
 - P) Job abandonment;

- Q) The use, possession, sale, manufacture or dispensation of any drug, alcohol, or paraphernalia associated with either;
- R) Failure to adhere to the requirements of any drug or alcohol treatment or counseling program in which the employee is enrolled;
- S) The use of alcohol or illicit narcotics off of Greenview premises that adversely affects the employee's work performance, the employee's own safety or the safety of others at work, or Greenview's reputation in the community;
- T) Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform their duties;
- U) Repeatedly arriving to work late without providing advance notice and/or without reasonable cause;
- V) Failure to properly report an absence; and
- W) Failure to meet stated goals, objectives, and/or performance metrics required for a position.

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

Print Name	Signature	Date



REQUEST FOR DECISION

SUBJECT:	Vacant MD Owned Lots – Phase 6 Eaton Falls Crescent, Grande Cache		
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND APPROVED FOR SUBMISSION	
MEETING DATE:	May 10, 2022	CAO: SW	MANAGER:
DEPARTMENT:	PLANNING & DEVELOPMENT	DIR: RA	PRESENTER: RA
STRATEGIC PLAN:	Development	LEG: SS	

RELEVANT LEGISLATION:

Provincial (cite) – Section 70, Municipal Government Act, RSA 2000

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to sell the vacant lots owned by Greenview within Phase 6, Eaton Falls Crescent Grande Cache at the estimated fair market value as per Schedule 'B'.

BACKGROUND/PROPOSAL:

The attached Schedule 'A' is a map outlining vacant residential lots owned by the MD of Greenview in the Hamlet of Grande Cache that have the potential for sale.

Prior to November 2021, the assessor found sales data limited to two lot sales. One sale was included with the adjacent developed lot and the sales document did not disclose the amount allocated for the vacant property, and the other was a very low sale price as compared to the assessed values. The MD of Greenview assessor has provided the best opinion of value for each MD owned lots as shown in Schedule 'B', but the estimates have little to no backing.

Last fall, administration reached out to a real estate company in Grande Cache requesting listings in the area (please see Schedule 'C') to ensure that when the MD of Greenview lists these lots in Grande Cache the MD will not be listing below market value. As per Section 70 of the Municipal Government Act, if land is sold for less than market value the proposal must be advertised.

Schedule 'C' has three properties, two on Grande Avenue, and the other on Stevenson Drive. The real estate broker did mention that these listings have been sitting on the market for several years (the shortest one has been for less than a year and the other for four and a half years). The two properties which have sold over the last three years are also shown on page 2 of Schedule 'C'. A search of vacant lots currently for sale in Grande Cache is attached as Schedule 'D'.

A realtor from Grande Cache recently advised that they anticipate vacant lots to be desirable in the near future due increased activity in the industrial sectors. Administration is requesting Council to review and provide a suitable value for the lots to be listed.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be informed on the appraised value of the lots located in Eaton Falls Crescent.
2. The benefit of Council accepting the recommended motion is administration can list the properties to the open market as per the value set by Council.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not list the properties and bring back this item when the market has picked up.

Alternative #2: Council has the alternative to list the properties at fair market value and leave the pricing of the lots to the realtor.

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:

If approved, administration will list the properties at the appropriate value set by Council.

ATTACHMENT(S):

- Overview map
- Schedule 'A' - Map of MD owned lots
- Schedule 'B' – Appraisal for each MD owned lot on Eaton Falls Crescent
- Schedule 'C' – Current and past real estate listings in the Eaton Falls Crescent.
- Schedule 'D' – Vacant lots currently listed for sale in Grande Cache



Hamlet of Grande Cache: Phase 6 MD Owned Lots

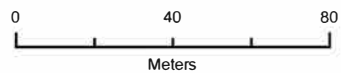
Legend

Road

- Gravel
- Other
- Paved

Base Features

- MD Owned Lots
- Park (MD Owned Lots)
- Cadastre

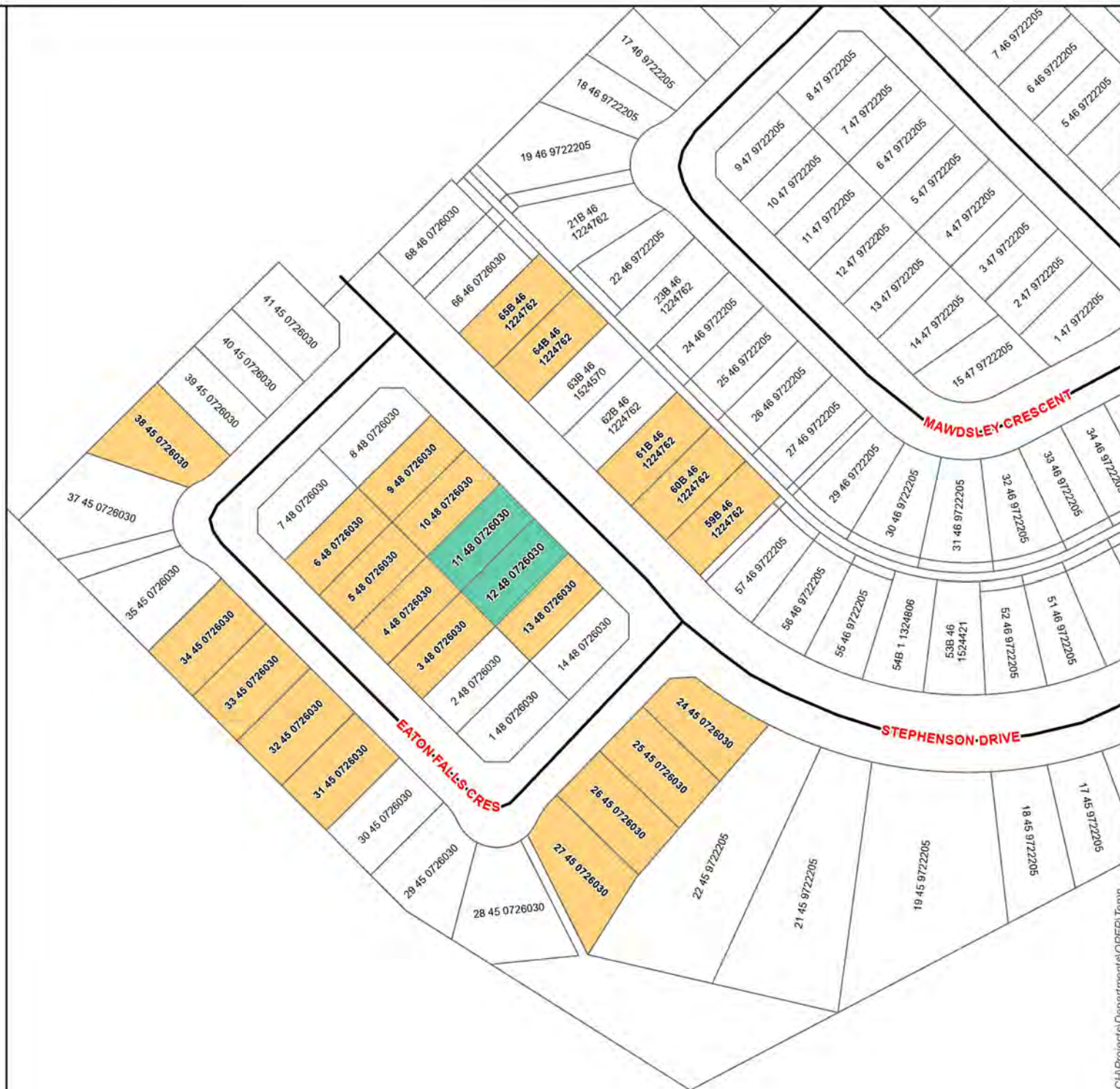


Produced: April, 2022 Projection: UTM Zone 11N NAD 83

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SCHEDULE 'B'

Roll Number	Plan Block & Lot	Address	Lot size-Sq.ft.	Lot Size-sq.m.	Assessor Estimated Fair Market Value
4524000	072 6030, 45, 24	401 Eaton Falls Crescent	8510	790.61	\$ 33,500
4525000	072 6030,45,25	403 Eaton Falls Crescent	8530	792.46	\$ 33,500
4526000	072 6030, 45,26	405 Eaton Falls Crescent	9113	846.63	\$ 35,000
4527000	072 6030, 45, 27	407 Eaton Falls Crescent	10819	1005.12	\$ 39,000
4531000	072 6030, 45, 31	415 Eaton Falls Crescent	8525	792.00	\$ 36,900
4532000	072 6030, 45, 32	417 Eaton Falls Crescent	8525	792.00	\$ 36,900
4533000	072 6030, 45, 33	419 Eaton Falls Crescent	8525	792.00	\$ 36,900
4534000	072 6030, 45, 34	421 Eaton Falls Crescent	8525	792.00	\$ 36,900
4538000	072 6030, 45, 38	427 Eaton Falls Crescent	9930	922.53	\$ 40,500
4803000	072 6030, 48, 3	408 Eaton Falls Crescent	6585	611.77	\$ 28,900
4804000	072 6030, 48, 4	410 Eaton Falls Crescent	6585	611.77	\$ 28,900
4805000	072 6030, 48, 5	412 Eaton Falls Crescent	6585	611.77	\$ 28,900
4806000	072 6030, 48, 6	414 Eaton Falls Crescent	6585	611.77	\$ 28,900
4809000	072 6030, 48, 9	345 Stephenson Dr.	6585	611.77	\$ 28,900
4810000	072 6030, 48, 10	343 Stephenson Dr.	6585	611.77	\$ 28,900
4813000	072 6030, 48, 13	337 Stephenson Dr.	6585	611.77	\$ 28,900
4659002	122 4762, 46, 59B	334 Stephenson Drive	7231	671.78	\$ 30,500
4660002	123 4762, 46, 60B	336 Stephenson Drive	7225	671.22	\$ 30,500
4661002	124 4762, 46, 61B	338 Stephenson Drive	7225	671.22	\$ 30,500
4664002	125 4762, 46, 64B	344 Stephenson Drive	7225	671.22	\$ 30,500
4664002	126 4762, 46, 65B	346 Stephenson Drive	7225	671.22	\$ 30,500

Schedule ' B'



10975 Grande Avenue Grande Cache, AB T0E 0Y0

MLS®#: A1078682 Status: Active
 City: Grande Cache
 County: Greenview No. 16, M.D. of
 Property Type: Land Frm Eqp:
 Coordinates:
 Subdivision: NONE
 Outbuildings:
 Sewer:
 Water Supply:
 Utilities: Sold Feb 2022 - \$13,000.00

LP: \$17,000.00
 Taxes: \$367.00/2020
 Acres: 0.15
 Lot SqFt: 6,669
 LP/Acre:
 DOM: 210
 Rd Front:
 Fencing: None
 Zoning: R1C



304 Stephenson Drive Grande Cache, AB T0E 0Y0

MLS®#: AW42907 Status: Active
 City: Grande Cache
 County: Greenview No. 16, M.D. of
 Property Type: Land Frm Eqp:
 Coordinates:
 Subdivision:
 Outbuildings:
 Sewer:
 Water Supply:
 Utilities:

LP: \$21,900.00
 Taxes: \$439.00
 Acres: 0.18
 Lot SqFt: 7,944
 LP/Acre:
 DOM: 1,652
 Rd Front:
 Fencing:
 Zoning: R1



10943 Grande Ave Grande Cache, AB T0E 0Y0

MLS®#: AW52052 Status: Active
 City: Grande Cache
 County: Greenview No. 16, M.D. of
 Property Type: Land Frm Eqp:
 Coordinates:
 Subdivision:
 Outbuildings:
 Sewer:
 Water Supply:
 Utilities:

LP: \$29,000.00
 Taxes: \$580.00
 Acres: 0.15
 Lot SqFt: 6,490
 LP/Acre:
 DOM: 579
 Rd Front:
 Fencing:
 Zoning: R1B

These properties are what's listed right now.

Type: Land

MLS# @: [A1083975](#)

Status: Sold

Sub Type: Residential Land



10804 Stern Crescent Grande Cache, AB T0E 0Y0

ATS:
Subdivision: NONE
Water:
Sewer:
Fence: None
Occupancy:
Parking:
Lot Features:

Acres: 0
DOM: 6
Faces:
Zoning: R1
Rd Access:
Legal Plan: 8321826

List Price: \$15,000.00
LP/Acre:
Taxes: \$369.00/2020

Sold Date: 03/27/2021

Sold Price: \$13,000.00

Are you looking to build your dream home? This lot, located in Phase V could be the jump start you need. Priced to sell. Not ready to build yet? This lot could be a great investment. Drive by, take a look.

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED. AS OF 2017 MEASUREMENTS ARE PER RESIDENTIAL MEASUREMENT STANDARDS (RMS).

Type: Land

MLS# @: [AW44621](#)

Status: Sold

Sub Type: Land



318 Stephenson Drive Grande Cache, AB T0E 0Y0

ATS:
Subdivision:
Water:
Sewer:
Fence:
Occupancy:
Parking: 0
Lot Features:

Acres:
DOM: 289
Faces:
Zoning: R1
Rd Access:
Legal Plan:

List Price: \$32,000.00
LP/Acre:
Taxes: \$585.00

Sold Date: 06/22/2018

Sold Price: \$30,000.00

Serviced Lot in the foothills of the Rockies

INFORMATION HEREIN DEEMED RELIABLE BUT NOT GUARANTEED. AS OF 2017 MEASUREMENTS ARE PER RESIDENTIAL MEASUREMENT STANDARDS (RMS).

This is what has sold in the past 3 years.

Sort By Newest ▼

Land For Sale in Grande Cache



\$2,400,000

100 HW 40, Grande Cache, Alberta

Marc Aubin & Associates



\$45,000

10715 Grande Avenue, Grande Cache, Alberta

RE/MAX MOUNTAIN REALTY



\$42,000

325 Stephenson Drive, Grande Cache, Alberta

RE/MAX MOUNTAIN REALTY



\$45,000

9304 Stern Crescent, Grande Cache, Alberta

2% Realty Grande



\$25,000

10943 GRANDE AVE, Grande Cache, Alberta

On Schedule 'B'



\$50,000

124-126 MOBERLY ROAD, Grande Cache, Alberta



\$21,900

304 STEPHENSON DRIVE, Grande Cache, Alberta

On Schedule 'B'



Schedule 'C'

Division 8 Limits on Municipal Powers

Disposal of land

70(1) If a municipality proposes to transfer or grant an estate or interest in

- (a) land for less than its market value, or
- (b) a public park or recreation or exhibition grounds,

the proposal must be advertised.

(2) The proposal does not have to be advertised if the estate or interest is

- (a) to be used for the purposes of supplying a public utility,
- (b) transferred or granted under Division 8 of Part 10 before the period of redemption under that Division, or
- (c) to be used by a non-profit organization as defined in section 241(f).

1994 cM-26.1 s70;1995 c24 s9



REQUEST FOR DECISION

SUBJECT: **Ridgefest Sponsorship Request**
SUBMISSION TO: REGULAR COUNCIL MEETING
MEETING DATE: May 10, 2022
DEPARTMENT: COMMUNITY SERVICES
STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial (cite) –N/A

Council Bylaw/Policy (cite) – Policy No. 8004- Greenview Sponsorships and Donations

RECOMMENDED ACTION:

MOTION: That Council approve a sponsorship in the amount of \$10,000.00 to the Ridge restaurant to host Ridgefest on the 2022 August long weekend, with funds to come from the Community Services Miscellaneous Grants Budget.

BACKGROUND/PROPOSAL:

The Ridge is a restaurant located in Grande Cache and has hosted Ridgefest for the past 5 years. Ridgefest is a large annual community event held outside the Ridge restaurant on the August long weekend, which is also the weekend of the Death Race. Ridgefest was started to bring visitors and community members to the core of the community business centre (“up town”) in Grande Cache.

Ridgefest consists of live entertainment, dancing, food, and a beer garden. A donation is made to local organizations to work security the weekend of the event. All local rentals are booked for the Death Race event; therefore all of the equipment rentals have an increased cost due to transportation from Grande Prairie or/and Hinton.

The Ridge has been unsuccessful in their efforts over the years to partner with other local businesses and the Death Race organizer for this event. The Ridge owner has absorbed most of the cost of this community event over the years. In 2021, Greenview provided sponsorship in the amount of \$5,000.00 to assist with rental costs.

The Ridge is requesting sponsorship of this event in the amount of \$30,000.00 to cover the cost of rentals for tents, tables, chairs, the stage, the band, and staffing costs.

Administration recommends sponsoring Ridgefest in the amount of \$10,000.00, with the option to provide 31 Greenview picnic tables as an in-kind donation for this event.

The balance of the Miscellaneous Grants to Organizations Budget as of May 9, 2022, is \$813,356.24.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will assist in supporting this community focused event that not only benefits attendees of the Death Race and tourists, but also provides residents in the Grande Cache area an annual community event to attend over the August long weekend.
 2. The benefit of Council accepting the recommended motion is that this event provides a positive economic impact for the businesses in the Grande Cache area.
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage to the recommended motion is that reducing the funding may impact the Ridge's ability to host the event.
-

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter the sponsorship amount or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$10,000.00

Ongoing / Future Costs: N/A

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will advise the Ridge Restaurant of Council's decision.

ATTACHMENT(S):

- Sponsorship Letter
- Sponsorship Application
- Equipment Quotes

To Whom It May Concern,

We are writing this letter about our Sponsorship and Donation application for The Ridge Restaurant and Lounge annual RidgeFest event that we host every August Long weekend.

A little history on our local event is we set up beer gardens, with tables and chairs, staging and run a 2-night live music event for our community in front of our local restaurant. We started this because we wanted to encourage the people visiting our community to venture into the core of our community business center. Bea felt like nothing was taking place up in this area and wanted to give people a reason to come "uptown" and visit other local businesses. This weekend brings a lot of bodies into our small town, and she wanted to give something back to the community.

We applied for funding in the amount of 30000.00. We have exhausted most other options for the finances involved with making this event happen. The cost to host such an event comes from Bea's pocket directly (owner).

Most other establishments either aren't interested in joining forces to host this music weekend or don't have the cashflow to put up to help pay for this venture. I feel as though we put this event on for our small community because we like to give something back to Grande Cache as well as to the people visiting our beautiful area, we always have a big turn out, however this is why I feel other establishments don't want to join in with us because it is such a busy weekend and such a huge profit for restaurants especially without doing any extra work.

We have tried several different options over the years to cut back on costs such as, last year 2021 we partnered with Jake O'Reilly from Grande Cache Community Events Foundation and let him use our tents and set up for his comedian's act and even paid for their hotel rooms for Jake. We have also tried getting tables, chairs, and staging from our local recreation center but because Death Race is also this weekend, the rec center has nothing left to spare as it has all been spoken for. This is also the case when it comes to fencing to mark off the area, the town gives us what they have left after most of it is spoken for, but it isn't nearly enough to cover what we need.

The band alone every year averages a cost of \$5000.00 and that is just simply the charge to perform for 2 evenings. Bea pays out of her pocket for the hotel rooms which runs her roughly 1000.00 for the weekend, on top of the restaurant comping 2 meals/drinks per day per each band member.

In the past we have also reached out to Brian Gallant, organizer of Death Race, but he only wants to help on his terms in the sense he wants us to put RidgeFest down at central park and sell IPA based out of Hinton. However, this would never work for us as we are a busy establishment that whole weekend and we need the event to be at the restaurant so staff and Bea McIntyre can be available to both places, we also purchase all liquor from Grande Cache businesses so we can support local, we also hire local people to run the bar and provide table service in the tent area.

In the past we have also donated \$1000.00 to nonprofit organizations in return they are asked to pitch the tents in front of The Ridge for that weekend. However, most years it never works out, the organization only gets a handful of people out to help and then staff and Beas family end up being there the whole time assisting with the project. This is also a lot of the reason organizations don't participate because they can't get the bodies to commit. We provide security at the gate and in the garden all weekend, which is also a donation to a local team or charity. Last year we sponsored a men's hockey team and in return they worked the door and garden area for us that weekend.

So please understand when we sent in the Sponsorship and Donation Request, we have explored every other avenue. This would be our 6th year running and we have tried everything to cut back on costs or to make changes or support local. We do have it down to a system now.

We hope that you seriously consider what we are proposing, an event like this in a small community takes a lot of time, effort, and lots of tears from Bea and her family. It is no small feat to get an event like this off the ground and it comes with a big price tag.

In closing I just wanted to add that this is such an incredible event that Bea McIntyre and her family put on for our community. There is nothing even remotely close that happens in our community in the run of the year that compares to this amazing concert she puts on. It gives people a reason to go out,

to enjoy each other's company, to run into people telling their amazing stories of their race experience, and to have a reason to dance and listen to incredible live music. Bea takes such pride in what she does with RidgeFest every year, and with the impact covid has had financially on everyone she is just asking for more financial help to continue this great event.

If you need any more information or have any further questions please let us know, we would be happy to help.

Sincerely,

Bea McIntyre



Received March 10/22

MUNICIPAL DISTRICT OF GREENVIEW No. 16

Greenview Sponsorship and Donation Request Form

This completed form must be submitted within a minimum of 60 days prior to the planned event.

In order to use the submit button at the bottom of this form, please first download the PDF to your computer, then fill out the form.

Organization or Person Requesting Funds: The Ridge Restaurant and Lounge

Date of Application: 3/10/22 Date of Event: 7/29/22

Contact Name: Beatrice McIntyre Phone: (h) 780827 2257 (c) 587 987 1878

Email Address: theridgegrandecache@gmail.com

Mailing Address: PO Box 1021

Funding Request Total: 30000.00

Type of sponsorship requested (check all that apply):

- ☒ Event
- ☐ Table
- ☐ Conference
- ☐ Gifts-in-kind (e.g. silent auction items)

Briefly describe your organization (non-profit, for profit):

We are a locally owned business in Grande Cache, who like to bring some live entertainment to our local community on August long weekend. This will be our 5th year running. We do a fantastic set up in front of our restaurant and encourage people to head into the downtown district of town and support us along with other businesses.

Please indicate the intended purpose for the funds.

The intended purpose for the funds would be to aid in the cost of producing such an event. It does take a great deal of money to pull this off. The band costs us 5000.00, rental of fencing costs 2400.00, the rental of tents, chairs, set up and tear down, tables and chair 17000.00, and staff for 3000.00.

What are the direct goals/objectives of the project/event?

The goals of this event is to bring some big city feels to our small town, live entertainment is only ever brought to town generally by The Ridge and we just try to bring some excitement to our local community while showcasing some Alberta talent, and offering something extra for all the tourists who are around that weekend

Where and when is the project/event taking place?

This event takes place in front of The Ridge during August long weekend, so set up would be the Friday which is July 29 and the live entertainment would be for Saturday July 30 and Sunday August 1, both evening shows and tear down would occur August 2, 2022, the Monday

How many people will benefit from the planned project/event?

We hire several people from outside within the community, we use people for servers, bartenders, security, and people to work the door.

Please describe how the project/event will benefit the community and/or the residents of Greenview.

The event brings entertainment to our small town, it gives people a reason to get out, listen to live music, dance and socialize, we also have found in past years it gives people the chance meet other deathracers and get to know one another, telling stories of our community and experiences.

Please specify the amount of funding requested/anticipated from other organizations or government sources.

There is none. Every expense will come from my own pocket.

Please provide any additional information that will assist to support a funding decision.

Please know that this is an amazing event that requires alot of planning and hard work, and truthfully I don't do it for the profit, I do it for the community, everyone in the area is so wonderful and supportive of my business that I really love to just put it on for the community, I enjoy people having an experience in our own small community, while supporting our local businesses.

Please provide the planned sponsorship/donation recognition methods for the acquired funds.

So we are easy to work with, we have alot of followers on our FB page, we would promote your donation thru there, we also hang posters through the community showing the planned event with mention of Greenview supporting our cause and as well we would hang signs in the tent for MD of +

Has Greenview provided a donation or sponsorship contribution within the last 2 years, and if so, how was Greenview's contribution recognized?

Greenview has supported us in the past, we have done a check presentation and advertised it on our FB page and as well we hang a banner in the tent.

You may attach a separate document if additional space is required. Greenview will provide banners for events, please contact the Community Service Coordinator at 780.524.7647 or email: greenviewgivesback@mdgreenview.ab.ca
Policy 8004 – Greenview Sponsorships and Donations.ĚĚ

Reporting can be submitted via one of the following:

1. Click the submit button on the form for electronic submission
2. Mail: MD of Greenview, 4806- 36 Avenue, PO Box 1079, Valleyview AB T0H 3N0
3. In person delivery: Any Greenview office
4. For questions, please email greenviewgivesback@mdgreenview.ab.ca

Click to Submit



In the Zone Party Rentals

9916-113 Avenue, Grande Prairie, AB T8V 1W7

Phone: 780-533-3360 Fax: 780-533-3380

Website: www.inthepartyrentals.com Email: inthepartyrentals@hotmail.com

QUOTATION

Contact Beatrice McIntyre

Phone (780)827-2257

Email theridgegrandecache@gmail.com

Quote No: 1636

Quoted on: March 10, 2022

Written by: Jenn

Start Date: Thu, Jul 28, 2022

Delivery Time: 10:00 am

End Date: Tue, Aug 2, 2022

Pick-up Time: 05:00 pm

Delivery method: Delivery

Additional Notes:

Deliver to Grande Cache
Ridgefest

InvNo	Name	Qty	Total
INV117	40'x100' Tent	1	\$4,690.00
INV105	Gutter	4	\$140.00
INV103	Plain Wall	5	\$175.00
INV204	Window Door	1	\$35.00
INV104	Window Wall	8	\$280.00
INV102	8' Rectangular Table	31	\$465.00
INV90	White Folding Chairs	250	\$625.00
INV139	Set Up & Tear Down	1	\$2,625.00
INV34	Staff	3	\$1,320.00
INV209	Stage Trailer	1	\$2,800.00

Order Subtotal: \$13,155.00

GST (5%): \$797.75

Delivery Charge: \$2,800.00

TOTAL: \$16,752.75

Deposit Due: \$8,376.38

THIS IS A QUOTATION ON THE GOODS NAMED ABOVE, SUBJECT TO THE CONDITIONS NOTED BELOW;

ABOVE QUOTE IS GOOD FOR 5 DAYS.

ALL ORDERS REQUIRE A NON-REFUNDABLE 50% DEPOSIT IN ORDER TO SECURE THE RENTAL.

Staffing costs for outdoor event
\$2500.00

Hotel for weekend \$1000.00

** COPY **



PH: (780) 740-0236
113 KING STREET
HINTON, AB T7V 1G7



1355940

MATTHEWS EQUIPMENT LIMITED O/A HERC RENTALS

EQUIPMENT RENTAL AND SERVICES

QUOTE

Invoice date: 6/07/21

CONTRACT# 1355940

GST/HST #: 140269325

BILL TO:

SHIP TO:

DATE OUT (MM/DD/YY) TIME

7/29/21 12:00 PM

DATE IN (MM/DD/YY) TIME

RIDGE RESTAURANT & LOUNGE
2300 PINE PLAZA
BEATRICE MCINTYRE
GRANDE CACHE, AB T0E 0Y0

RIDGE RESTAURANT & LOUNGE
2300 PINE PLAZA
BEATRICE MCINTYRE
GRANDE CACHE, AB T0E 0Y0

RENTAL PERIOD
DAYS WEEKS 4 WEEKS

JOB SITE:

CC
DELIVER - GRANDE CACHE

CHEQ. CASH TERMS CREDIT CARD
DUE UPON RECEIPT

PROV SALES TAX # PURCHASE ORDER # SALES REPRESENTATIVE ESTIMATED RETURN DATE

CC

427

7/31/21

12:00 PM

JOB PHONE

780-827-2257

CUSTOMER PHONE

780-827-2257

ORDERED BY AGENT

MCINTYRE, BEATRICE

DRIVERS LICENSE #

780-827-2257

Qty Equipment #	Day/EA	Week/EA	4 Week/EA	Amount
-----------------	--------	---------	-----------	--------

30 WIRE MESH FENCE PANEL 6X10	12.00	12.00	12.00	360.00
-------------------------------	-------	-------	-------	--------

ITEM #: 9133814

EQUIPMENT WOULD BE REQUIRED FOR LOADING/
OFFLOADING.

1 LIGHT TOWER VERT MAST 20KW WIDE BOD 5101140	345.00	1400.00	2375.00	690.00
--	--------	---------	---------	--------

"SINGLE SHIFT RATES ALLOWS RUN TIME
8 HOURS PER DAY/40 HOURS PER WEEK/
160 HOURS PER MONTH. SERVICING IS
REQUIRED EVERY 1000 HOURS AND IS
CUSTOMER CHARGEABLE."

SALES ITEMS:

Qty	Item number	Unit	Price	
1	EES	EA	13.660	13.66
	EMISSIONS & ENV SURCHARGE			
5.5	TPC-OUT	EA	115.000	632.50
	THIRD PARTY CARTAGE - OUT TRUCKING IS \$115.00 PER HOUR RETURN BACK TO BASE. THIS IS AN ESTIMATE ONLY. TO BE ADJUSTED WHEN INVOICE IS IN. EQUIPMENT WOULD NEED TO BE READY FOR LOADING/OFFLOADING TO AVOID DELAYS.			
5.5	TRANSPORTATION SURCHARGE	EA	11.500	63.25
	TRANSPORTATION SURCHARGE FEE			

SEE REVERSE SIDE OF THIS RENTAL AGREEMENT WHICH PROVIDES OTHER IMPORTANT PROVISIONS - PLEASE READ IT.

Page 1

BY MY SIGNATURE I ACKNOWLEDGE I HAVE READ AND I UNDERSTAND AND AGREE TO THE PARTICULARS SET OUT ON THIS PAGE, AND EACH AND ALL OF THE PROVISIONS APPEARING OR REFERRED TO ON THE REVERSE SIDE OF THIS RENTAL AGREEMENT AS IF THEY WERE PRINTED ABOVE MY SIGNATURE, AND I ACKNOWLEDGE THE FRONT AND BACK PAGES HEREOF COMPRISE THE ENTIRE AGREEMENT AFFECTING THIS RENTAL AND NO OTHER AGREEMENT OR UNDERSTANDING OF ANY NATURE CONCERNING THIS RENTAL AGREEMENT HAS BEEN MADE OR ENTERED INTO. PURSUANT TO THE REQUIREMENTS OF THE INSURANCE UNDERWRITERS OF HERC RENTALS, BY MY SIGNATURE, I ACKNOWLEDGE I HAVE SPECIFICALLY READ AND I UNDERSTAND AND AGREE TO THE SECTIONS OF THIS RENTAL AGREEMENT WITH RESPECT TO INSURANCE AND INDEMNITY.

I HEREBY ACKNOWLEDGE RECEIPT OF A COMPLETE COPY OF THIS RENTAL AGREEMENT

☐ I decline the RENTAL PROTECTION PLAN (RPP)

☐ I accept the RENTAL PROTECTION PLAN (RPP)

RENTAL PROTECTION PLAN (RPP) IS NOT INSURANCE. IT IS NOT AVAILABLE FOR AND DOES NOT APPLY TO MOTOR VEHICLES. Customer may accept RPP or, provided that Customer has furnished a Certificate of Insurance acceptable to Company, Customer may decline RPP - see Section of this Rental Agreement entitled Rental Protection Plan for details. If Customer purchases RPP, then subject to the terms and conditions set out in the Section entitled Rental Protection Plan of this Rental Agreement, Company agrees to waive certain claims against Customer for loss of or damage to Equipment other than motor vehicles. The charge for RPP is 15% of applicable, gross rental charges.

TERMS AND CONDITIONS

1. Return claims are to be made for shortages within 48 hours from time of delivery.
2. All charges are due upon receipt of invoice.
3. Interest is charged at 2% per month (24% per annum) on overdue amounts.
4. All shipments are F.O.B. shipping branch.
5. Special orders: If Customer requests Company to special order equipment to rent to Customer, then Customer agrees to rent it for the minimum rental term ("Minimum Term") indicated above. If such Equipment is returned prior to the end of the Minimum Term, or if the duration of the rental of such Equipment otherwise ends prior to the expiration of such term, then Customer shall be responsible to pay rent for the entire Minimum Term of such Equipment. ADDITIONAL TERMS AND CONDITIONS APPEAR ON THE REVERSE SIDE HEREOF.

ADDITIONAL TERMS AND CONDITIONS APPEAR ON THE REVERSE SIDE HEREOF.

THANK YOU FOR YOUR VALUED BUSINESS

HER5210

SIGNATURE ("Customer")

SIGNATURE MATTHEWS EQUIPMENT LIMITED O/A HERC RENTALS ("Company")

CINV

Quote Valid for 30 Days from Invoice Date 114

HC-10044

** COPY **



1355940



PH: (780) 740-0236
113 KING STREET
HINTON, AB T7V 1G7

MATTHEWS EQUIPMENT LIMITED O/A HERC RENTALS
EQUIPMENT RENTAL AND SERVICES

QUOTE

Invoice date: 6/07/21

CONTRACT# 1355940

GST/HST #: 140269325

BILL TO:

SHIP TO:

DATE OUT (MM/DD/YY) TIME

7/29/21 12:00 PM

DATE IN (MM/DD/YY) TIME

RIDGE RESTAURANT & LOUNGE
2300 PINE PLAZA
BEATRICE MCINTYRE
GRANDE CACHE, AB T0E 0Y0

RIDGE RESTAURANT & LOUNGE
2300 PINE PLAZA
BEATRICE MCINTYRE
GRANDE CACHE, AB T0E 0Y0

RENTAL PERIOD
DAYS WEEKS 4 WEEKS

JOB SITE:

CC
DELIVER - GRANDE CACHE

CHEQ.

CASH

TERMS

CREDIT CARD

DUE UPON
RECEIPT

PROV SALES TAX #

PURCHASE ORDER #

SALES REPRESENTATIVE

ESTIMATED RETURN DATE

CC

427

7/31/21

12:00 PM

JOB PHONE

CUSTOMER PHONE

ORDERED BY AGENT

DRIVERS LICENSE #

780-827-2257

780-827-2257

MCINTYRE, BEATRICE

780-827-2257

Qty	Item number	Unit	Price	Amount
5.5	TPC-IN THIRD PARTY CARTAGE - IN TRUCKING IS \$115.00 PER HOUR RETURN BACK TO BASE. THIS IS AN ESTIMATE ONLY. TO BE ADJUSTED WHEN INVOICE IS IN. EQUIPMENT WOULD NEED TO BE READY FOR LOADING/OFFLOADING TO AVOID DELAYS.	EA	115.000	632.50
5.5	TRANSPORTATION SURCHARGE TRANSPORTATION SURCHARGE FEE	EA	11.500	63.25

Sub-total: 2455.16
RPP: 157.50
GST: 130.63
Total: 2743.29

All amounts are in CAD Dollars

SEE REVERSE SIDE OF THIS RENTAL AGREEMENT WHICH PROVIDES OTHER IMPORTANT PROVISIONS - PLEASE READ IT. Page 2

BY MY SIGNATURE I ACKNOWLEDGE I HAVE READ AND I UNDERSTAND AND AGREE TO THE PARTICULARS SET OUT ON THIS PAGE, AND EACH AND ALL OF THE PROVISIONS APPEARING OR REFERRED TO ON THE REVERSE SIDE OF THIS RENTAL AGREEMENT AS IF THEY WERE PRINTED ABOVE MY SIGNATURE, AND I ACKNOWLEDGE THE FRONT AND BACK PAGES HEREOF COMPRISE THE ENTIRE AGREEMENT AFFECTING THIS RENTAL AND NO OTHER AGREEMENT OR UNDERSTANDING OF ANY NATURE CONCERNING THIS RENTAL AGREEMENT HAS BEEN MADE OR ENTERED INTO. PURSUANT TO THE REQUIREMENTS OF THE INSURANCE UNDERWRITERS OF HERC RENTALS, BY MY SIGNATURE, I ACKNOWLEDGE I HAVE SPECIFICALLY READ AND I UNDERSTAND AND AGREE TO THE SECTIONS OF THIS RENTAL AGREEMENT WITH RESPECT TO INSURANCE AND INDEMNITY.

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ADDITIONAL TERMS AND CONDITIONS APPEAR ON THE REVERSE SIDE HEREOF.

THANK YOU FOR YOUR VALUED BUSINESS

HER5210

SIGNATURE ("Customer")

SIGNATURE MATTHEWS EQUIPMENT LIMITED O/A HERC RENTALS ("Company")

CANY

Quote Valid for 30 Days from Invoice Date 115

HC-10044



Entertainment Contract for Artist and Buyer

Edmonton, Alberta
780-619-2381

Entertainment Contract

This entertainment contract is entered into as of 3/3/2022 by and between Greg Love, representing the Artist known as Slow Walkin Walter (Henceforth shall be named as "The Artist") and The Ridge restaurant and Lounge (Henceforth shall be named as "The Buyer" for the Artist to perform on 7/30/2022 and 31st at The Ridge Restaurant and Lounge Grande Cache

Contact: Renee 780-783-2021

Details of Performance

The Buyer requests the Artist perform at 9:00pm-1:30am . The artist agrees to play three 50 minute sets with 45 minute breaks. Times may vary a small amount based on the discretion of the Artist and Buyer.

The Artist will supply music between sets.

Artist's Band Leader Contact Information

Greg Love

780-619-2381

slowwalkinwalter@outlook.com

theridgegrandecache@gmail.com

Approximate Schedule

Load in 6:00pm Soundcheck complete before 7pm.

Payment

The Artist agrees to to play the performance laid out in this contract for the sum of \$4000.00.

\$1000 deposit to slowwalkinwalter@outlook.com

2 hotel rooms for Saturday and Sunday night.

#4052788815

CONFIRMATION OF PERFORMANCE

A booking is not confirmed by the Artist until Slow Walkin Walter is in receipt of signed contract.

CANCELLATION OF PERFORMANCE

The performance may not be cancelled without agreement between both parties or the Artist is unable to perform due to severe sickness, injury, transportation problems, weather conditions, or anything else beyond their control.

Confidentiality and Disclosure

Payment: Unless agreed otherwise (set out in Special Conditions) payment of the full balance to the Artist will be made within 15 minutes of the conclusion of the performance by email money transfer, check or cash to The Artist.

The Engagement: The Artist and personnel will follow all reasonable instructions relating to the proper and lawful conduct of the Buyer's business. All instructions will be conveyed through Slow Walkin Walter to the personnel.

Set Up and Load Out: The Artist and personnel will have reasonable access to the venue before the performance to load in, set up, do sound checks and load out after the performance. The Buyer will provide secure on site parking for the Artist and personnel.

Staging: The Buyer will provide safe working conditions and ensure all equipment and facilities are in good working order. The Buyer will be in compliance with all statutory requirements (including adequate staging with protection from sun and bad weather) and will obtain all permits, consents and licenses necessary for the performance.

Power supply: The Buyer will provide safe and adequate power supplies operated by competent persons in accordance with all statutory requirements. If any of the Artist's or the personnel's instruments or equipment is damaged by malfunction or improper operation of the power supply the Buyer will reimburse any cost incurred to repair or replace the instruments or equipment.

Merchandise: The Artist will have the right to display and sell merchandise during the performance and at least 30 minutes prior to and after the performance, from a mutually agreed position without any payment to the Buyer.

Delay, Interruptions & Finish: If a performance is delayed, interrupted or finishes early as a consequence of any act or omission of the Buyer or due to weather conditions, then the Buyer will still pay the full Final Total. The Artist is not obliged to continue past set finishing time unless they agree.

Artistic Control: The band will have control of the artistic content of the performance and the people comprising the band. The Artist may substitute a competent replacement for any member of the band or personnel who is unable to perform the engagement.

Temperature: The Buyer agrees to ensure the band operates in temperatures between 15 degrees Celsius and 30 degrees Celsius.

Insurance: The Hirer will provide and maintain the following policies with a reputable insurer:

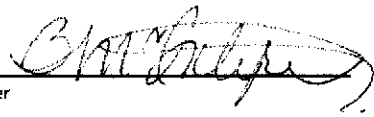
- (a) Public liability insurance including coverage endorsements for personal injury and property damage
- (b) property insurance for the replacement value of any equipment

Indemnity: The Buyer indemnifies the Artist and Agency and personnel against all claims, including costs legal and otherwise, by the Buyer and the Buyer's employees, agents, contractors, patrons, licensees or any other who as a result of the performance/s or cancellation of performance/s suffers any loss or damage of whatsoever nature.

Notices: All notices to be effective will be in writing and sent to the addresses noted on the front page for Buyer and for Artist.

Law: The validity, construction and performance of this Agreement will be governed exclusively by the laws of Alberta.

X



Buyer

3/3/2022



Recoverable Signature

X

Greg Love

Band Leader

Signed by: 3713b082-4c97-40a1-8e8a-4dc16035348a

3/3/2022



Country Pump Out Ltd.

PO BOX 324
Sexsmith, AB T0H 3C0
Phone: (780) 532-1548
www.countrypumpout.com

INVOICE

INVOICE NO.	59746
PAGE	1
DATE	08/03/2021
CUSTOMER NO.	6103
REFERENCE NO.	

Paid

BILL TO:

THE RIDGE RESTAURANT & LOUNGE
PO BOX 1021
GRANDE CACHE, AB T0E 0Y0

AMOUNT DUE \$0.00

AMOUNT PAID

DATE	DESCRIPTION	REFERENCE	RATE	QTY.	AMOUNT
20 - Aug	Payment (Cheque) - Thank You!	2397			\$472.50
	(0002)				
	THE RIDGE RESTAURANT & LOUNGE				
	DOWNTOWN, GRANDE CACHE AB				
	Serv #002 Toilet 4 - 1EA				
30 - Jul	Delivery W.O# 45198	4 Toilets	\$0.00	4.00	\$0.00
31 - Jul	Cleaning Service - Scheduled W.O# 46218		\$50.00	4.00	\$200.00
01 - Aug	Cleaning Service - Scheduled W.O# 46223		\$50.00	4.00	\$200.00
02 - Aug	Pick Up W.O# 46226	4 Toilets	\$0.00	4.00	\$0.00
02 - Aug	Weekend Rental	20745	\$150.00	4.00	\$600.00
	Portable Toilets				
03 - Aug	Sponsorship	20746	(\$550.00)	1.00	(\$550.00)
	GST at 5.000% on \$450.00				\$22.50

CURRENT	31 - 60 DAYS	61 - 90 DAYS	OVER 90 DAYS
\$0.00	\$0.00	\$0.00	\$0.00

SUBTOTAL	\$450.00
TAX (5%)	\$22.50
INVOICE TOTAL	\$0.00

GST# 100016682

We accept cheques, Visa, Mastercard.
Please contact our office at (780)532-1548 or email to
admin@countrypumpout.ca



REQUEST FOR DECISION

SUBJECT: **Senior Housing Boundary Report**
 SUBMISSION TO: REGULAR COUNCIL MEETING
 MEETING DATE: May 10, 2022
 DEPARTMENT: COMMUNITY SERVICES
 STRATEGIC PLAN: Quality of Life

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

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the Senior Housing Boundary Report for information, as presented.

BACKGROUND/PROPOSAL:

At the March 22, 2022, Council Meeting, Administration was instructed to investigate the procedure on changing the seniors housing management body boundaries.

Greenview is currently included in three senior housing management body boundaries: The Evergreens Foundation, Grande Spirit Foundation and Heart River Housing. Each of the boundaries include member municipalities that are requisitioned annually for operational and at times for capital funds. The following table displays the municipalities within each of the senior housing management body boundaries.

Evergreens Foundation	Grande Spirit Foundation	Heart River Housing
Edson	City of Grande Prairie	MD Greenview
MD Greenview	County of Grande Prairie	Big Lakes County
Hinton	MD Greenview	Northern Sunrise County
Jasper Municipality	County of Saddle Hills	MD Smoky River
Jasper Improvement Dist.	County of Birch Hills	Town of Fox Creek
Parkland County	Town of Sexsmith	Town of High Prairie
Yellowhead County	Town of Beaverlodge	Town of Valleyview
	MD Spirit River	Town of Falher
	Town of Wembley	Town of McLennan
	Town of Spirit River	Village of Donnelly
	Village of Hythe	Village of Girouxville
	Village of Rycroft	

Boundary changes will financially impact the municipalities within the applicable new senior housing boundary with the additional housing projects that may result within the new boundary.

Requisitions for funding to all three senior housing bodies is based on Greenvue's assessment as a whole. The actual requisitions by each housing body are based on their operational and capital costs. Changing the boundaries will not impact any of the housing authority's financially until an additional senior housing complex is constructed, at which time, the requisition for each of the partner municipalities will increase.

Administration contacted a Housing Advisor from the Alberta Ministry of Seniors and Housing to acquire the applicable information about the procedure for changing the boundaries. The Housing Advisor stated that written approval would be required from all the municipalities that will be financially impacted. The written responses would then be required to be submitted to the Alberta Ministry of Seniors and Housing office for final approval.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of the recommended action is that Council will be informed of the procedure on changing the seniors housing management body boundaries.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative: N/A

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:

Greenvue has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

- N/A



REQUEST FOR DECISION

SUBJECT: Little Smoky Ski Area Project Request

SUBMISSION TO: REGULAR COUNCIL MEETING

MEETING DATE: May 10, 2022

DEPARTMENT: INFRASTRUCTURE & PLANNING

STRATEGIC PLAN: Level of Service

REVIEWED AND APPROVED FOR SUBMISSION

CAO: SW

DIR: RA

LEG: SS

MANAGER:

PRESENTER: RA

RELEVANT LEGISLATION:

Provincial (cite) – N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to provide equipment, at no cost, to the Little Smoky Ski Area, for the Tube Park Project.

BACKGROUND/PROPOSAL:

Administration received a request from the Little Smoky Ski Area requesting the use of municipal equipment to aid in changing the slope of the tube park, please see attached.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be assisting in bettering the Little Smoky Ski Area.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

Alternative #2: Council has the alternative to direct administration to source and pay for the equipment through the Expression of Interest Package (EOIP) program.

FINANCIAL IMPLICATION:

Direct Costs:

STAFFING IMPLICATION:

Administration will shuffle staff and equipment to accommodate the Little Smoky Ski Area.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will notify the Little Smoky Ski Area of Council's decision.

ATTACHMENT(S):

- Request Letter



Municipal District of Smoky River No. 130

P.O. Box 210 FALHER, ALBERTA T0H 1M0

Phone: (780) 837-2221

Fax: (780) 837-2453

April 19, 2022

Municipal District of Greenview No. 16

P.O. Box 1079

Valleyview, AB T0H 3N0

Dear Stacey :

RE: Use of Municipal Equipment for Little Smoky Ski Area Tube Park Project

At the Little Smoky Ski Area Board meeting on April 7th, 2022, the Board discussed the amount of snow that is required for the backstop of the tube park and its impact on the budget. The Board discussed that changing the slope of the tube park with some dirt work, could significantly reduce the amount of snow required to operate in the winter having a positive impact on the budget.

To further reduce costs, Board members were asked to go back to their respective Councils and request the use of municipal equipment, free of charge, for the project.

We are pleased to advise that the Municipal District of Smoky River No.130 has approved the Board's request and will provide municipal equipment for the tube park project at the Little Smoky Ski Area when required. Our administration will be in touch when dates are finalized.

Sincerely,

Rita Therriault

Chief Administrative Officer

/klf

April 19, 2022; Little Smoky Ski Hill Tube Upgrading Project

Equipment that would be beneficial for Ski Hill Tube Park Enhancement:

- 1) Crawler Tractor, D5 size or small
- 2) Loader or excavator for loading clay
- 3) Tandem Trucks for hauling clay
- 4) Backhoe for placing and moving some material
- 5) Packer for compaction of base
- 6) Survey equipment, laser level, transit, GNSS GPS, Total Station

Equipment the Municipal District of Smoky River has:

- 1) Loaders, 950F and 950G Caterpillar
- 2) Tandem Gravel Trucks, two units
- 3) 590N Case Backhoe with thumb
- 4) Survey equipment, laser level, transit, GNSS GPS, Total Station

Considerations:

Design of the tube run should comply with any ski hill standards and regulations

There appears to be reasonable clay borrow material in close proximity to the site

A site meeting is being held April 20, 2022 for a preliminary discussion of the project location

Geotechnical factors will need to be considered while designing and working on the site

Steep slope construction guidelines will need to be followed and standard protocols established for these activities as shown in the attached standards document.

Document	Revision	Date
CS-R-16	0	January 9, 2019

1.0 ACTIVITY DESCRIPTION

- 1.1 This document is intended to provide basic safety guidelines related to working on hazardous terrain, especially that of steep slopes (e.g., hills, mountains, steep or otherwise hazardous inclines, unstable slope conditions). For the purposes of this guidance, the terms “hazardous terrain” and “steep slope” are considered interchangeable. It is recognized there are other types of hazardous terrains and guidance is beyond the scope of this document.
- 1.2 The purpose of these guidelines is to encourage work practices that promote safety of workers and equipment and promote the highest standards of quality during pipeline maintenance and construction activities, including appropriate:
- Hazardous terrain (e.g., steep slope) identification and assessment.
 - Planning for the location-specific conditions and scope of work.
 - Training, qualification, and competency of crews and other personnel.
 - Emergency response protocols.
- 1.3 The guidelines in this document are not meant to supersede or replace regulatory requirements, nor are they intended to be all-inclusive of the applicable regulatory, site-specific hazard assessments/safety plans or company requirements. Rather, they are intended to be supportive and complimentary to such requirements.

2.0 HAZARD ASSESSMENT

- 2.1 In pipeline construction, steep slopes and other types of terrain may be hazardous and have the potential to greatly impact the safety of personnel and equipment, as well as, quality and production if not appropriately identified, evaluated and addressed.
- 2.2 Perform hazardous terrain/steep slope hazard assessments prior to commencement of the applicable work/operations. The hazard assessment should identify steep slope-related exposures, prescribe appropriate remedies or mitigating controls, and lead into the creation of work plans (or equivalent project documents).



REQUEST FOR DECISION

SUBJECT: **Greenview's Historical Support of Willmore Wilderness Foundation**
SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION
MEETING DATE: May 10, 2022 CAO: SW MANAGER:
DEPARTMENT: CAO SERVICES DIR: PRESENTER: SW
STRATEGIC PLAN: Quality of Life LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – NA

Council Bylaw/Policy (cite) – NA

RECOMMENDED ACTION:

MOTION: That Council direct Administration to provide a report regarding Greenview's historical support of the Willmore Wilderness Foundation.

BACKGROUND/PROPOSAL:

At the April 26, 2022, Regular Council Meeting, Councillor Didow made a notice of motion "*That Council direct Administration to provide a report regarding Greenview's historical support of the Willmore Wilderness Foundation*". Administration is bringing back the Notice of Motion for Councils approval before proceeding.

At the time of making a notice of motion it cannot be discussed further nor is it voted upon. By bringing this notice of motion back as a formal motion it will allow Council to discuss its objective(s) and goals(s) and therefore provide Administration with information that will assist in achieving the intended purpose of the motion.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Council will have a clear understanding of past historical donations for the Willmore Wilderness Foundation
-

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to alter or not accept the recommended motion.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will proceed accordingly.

ATTACHMENT(S):

- N/A



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Stacey Wabick, CAO

Date: 3/31/2022

Chief Administration Officer, Stacey Wabick

April was a month of working on a wide variety of projects for Greenview. As an organization, much more focus has been placed on regional collaboration to enhance communication and identify potential partnership opportunities between area municipalities. The State of the Region was one of those opportunities where Greenview worked closely with the County of Grande Prairie and City of Grande Prairie to update area residents and business of key ongoing each municipality is working on. In addition to this, CAO Services has also had administrative meetings with the County of Big Lakes, Town of Fox Creek and Md of Smoky River. As the month closed, meetings have begun to be arranged with the Town of Valleyview and Sturgeon Lake Cree Nation.

April was a month where the Greenview Industrial Gateway (GIG) continued to make momentous steps. Administration spent time on the land purchase and began working with other industry who share interest. An open house was held to update Grande Cache and area residents, GIG was front and center at the Hydrogen Conference in Edmonton where it received a lot of positive attention, and a Memorandum of Understanding was signed with Calgary based Cerilon for a potential future build of a 2.8-billion-dollar gas to liquids facility.

While all of this was happening, Administration also completed the final edits on Council's new Strategic Plan and sent it off to print, completed the first quarter reporting for 2022, the Tax Rate Bylaw, Schedule of Fees and held a Committee of the Whole in Grande Cache.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Function: CAO Services

Submitted by: Stacey Sevilla, Manager Communications & Marketing

Date: 4/29/2022

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:

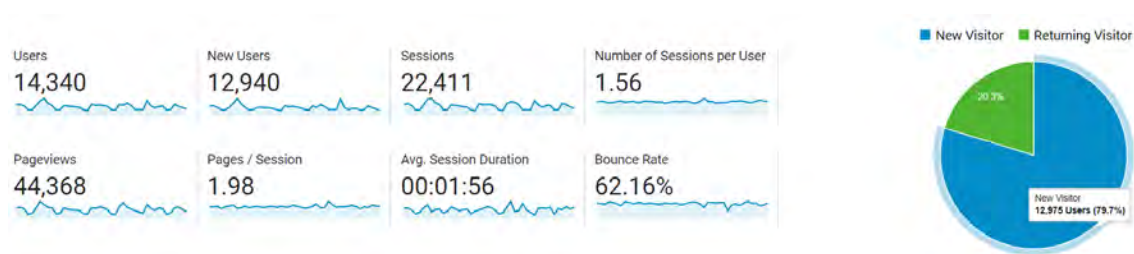
- The 2022-2025 Greenview Strategic Plan publication is with printers and will be distributed to the public on arrival
- Communications Department has been supporting the GIG Executive Director, working with McDaniel and Associates to prepare the permit application for the Carbon Sequestration Hub adjacent to the GIG. Communications wrote several sections and were responsible for final proofing before submission
- Developed and distributed the Cerilon MOU Media Release
- Developed and created Greenview University – May Tech Day Training Posters
- Attended the 2nd annual State of the Region hybrid lunch public engagement event on April 22, 2022 with Reeve and Councillors
- In collaboration and co-ownership with the Town of Valleyview, created an updated banner and will do an advertising campaign for the “Recycling Ranger” Trailer for events and fundraising organizers within Greenview. This trailer with built-in recycling containers will be managed and made available through the Greenview Environmental Services team
- The redesigned and expanded Greenview Visitor Guide – has been a huge undertaking and is almost ready to go to the printers. The publication will be distributed and promoted across the province and at upcoming conventions
- Developed a new Z-Map and coordinated Grande Cache Trails Map for Greenview Tourism to promote to the public. These new maps will be professionally printed and distributed by the Economic Development and Tourism department

- Created an updated Recreation Day-Use Area brochure in collaboration with Outdoor Recreation and Tourism departments
- Comms creates all Greenview internal Social Committee and Wellness Committee monthly posters and promotions
- Held GIG public engagement open house event in Grande Cache. The event went very well with approximately 58 in attendance
- Launched the 2022 Greenview Photo Contest on the website, and all social media channels. An advertising campaign will be ongoing through the contest period until the September 6, 2022 deadline
- Developing a “Weed Awareness” campaign in collaboration with Agricultural Services – Working with a production company for video production. We have received approval and license to use “She ain’t pretty, she just looks that way” jingle in the video and advertising courtesy of the Northern Pikes.
- Collaborated with Agriculture Services and launched the Shelter Belt Tree Program – the response to advertising on social media and the website was overwhelming and resulted in a rush of seedling orders. Roughly 30% inventory remaining to date.
- More GIG brochures being printed for marketing purposes and use at two upcoming Energy Conferences in Grande Prairie and Calgary in May and June respectively.
- Worked with GRM and GC Rec teams to create posters, social posts, and programming handouts for April, and ran coordinated advertising campaigns on web and social media channels
- Design and layout is completed for new Grande Cache Area Trails & Adventure Map and tourism pocket maps to be printed for tourism distribution
- Designed numerous tourism advertisements for travel and tourism magazines and publications to market and promote Greenview tourism opportunities
- Community Newsletter template draft is in process and will be mailed out to all ratepayers at the end of April. Comms team is looking into costs for direct mailing from printers to save staff time if possible
- Editing and proofing assistance for various Health and Safety documents is ongoing

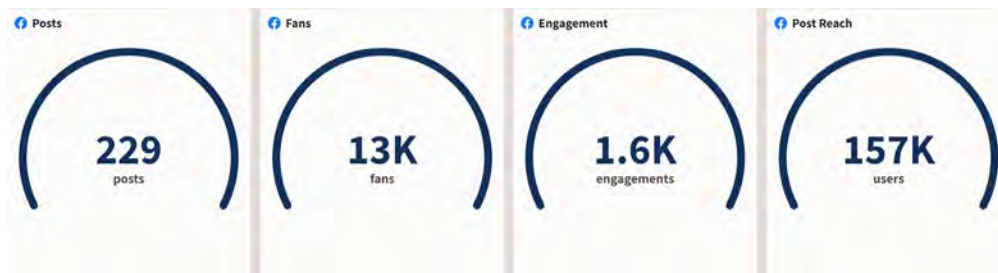
Digital presence statistics

Website (April 2022)

Greenview's website has seen 44,368 pageviews on the website through April. The Greenview website has gained 1,377 new website users from March. Website access from mobile devices remains slightly lower than the national average, at about 48% of users, and it was interesting to note that again this month, 52% of website users were from a desktop or laptop computer.



Facebook (April 2022)



Efforts to grow our Twitter, and Instagram presence continues. Twitter followers as of April 28, 2022, = 1,824. Instagram followers as of April 28, 2022 = 563.

Greenview APP (April 2022)

The app was used approximately 490 times from April 1-28, with users accessing the "Notifications" section the most often as push notifications are sent out for Council Meetings, etc. Approx 855 Users to date.



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Manager's Report

Department: Community Services

Submitted by: Michelle Honeyman, Director Community Services

Date: 12/9/2021

Director Community Services, Michelle Honeyman

Administration has contacted the Minister of Seniors and Housing office staff to assist with providing, for information purposes only, the process of changing the senior housing management body boundaries, a response has not been received at this time.

Response letters to inform the design bid proponents of the decision to not proceed at this time with the renovation of the Eagle's Nest Hall have been submitted.

The Community Service Coordinator has been corresponding with the Facility Maintenance team and the store owner to coordinate a time for assessing the damage and conducting the repair of the community board located in Crooked Creek.

The Community Service Coordinator attended a focus group regarding childcare with other municipalities in Northwestern Alberta hosted by the Community-University Partnership at the University of Alberta. This provided an opportunity to discuss the activities the municipalities have taken, or are taking, to address the childcare needs of local families and children in the communities and region.

Agricultural Services Manager, Sheila Kaus

Agricultural Services is happy to report that the shelterbelt program is 60% sold out! We are very excited at the warm reception the program has received from Greenview residents and the great work promoting the program done by the Communication team.

Agricultural Services has received the new overseeder and fertilizer spreader. Currently, unit numbers and insurance are being arranged to get these units into the fleet as quickly as possible. On April 4th, Greenview welcomed the new Problem Wildlife Assistant and welcomed back the Rental Coordinator for the upcoming

season. Training for the seasonal staff has been the staff's focus, with extension activity planning completed until the fall of 2022. There will be a "Tough Enough to Talk About It" webinar geared toward agricultural producers on April 28th and a Municipal Weed Program workshop in Little Smoky on the evening of April 26th. A pruning and tree care workshop will be delivered on April 26th in Grande Cache, with a municipal staff tree care session to follow the day after.

Agricultural Services focused on organizing all files about the Valleyview Seed Cleaning Plant Co-op to generate the agenda and facilitate a meeting on March 29th. It is hoped this file will move forward, with the next Co-op meeting set for June 13th, 2022.

On April 8th, Administration received a letter requesting municipal support from SARDA, formerly Smoky Applied Research and Demonstration Association, to build a new facility for the organization. The funding request has been forwarded to the Committee of the Whole before review by the Agricultural Service Board due to deadlines for inclusion in the agenda. The proposal has been sent to all partnering municipalities, and SARDA will present it to the Greenview Committee of the Whole soon.

On April 11th, Smoky Hemp Decortication requested a letter of support for the industrial hemp initiative in preparation for a meeting with the Minister of Agriculture, Forestry and Rural Economic Development on April 21st. While the letter of support will not be approved in time for the discussion, the organization stated that all letters of support are welcome.

Environmental and Agricultural Services are working together to make Agricultural Plastic Recycling a reality for Greenview. Logistics are being explored, but CleanFarms has donated two plastic bunchers to Greenview these bunchers are used for packaging silage and bale wrap for recycling correctly.

Rental Equipment stands at 47 rental days for 2022.

Thus far in 2022, 14 wolves were submitted for incentive, totalling \$4,200, and 6 beavers have been submitted for incentive, totalling \$180 total hunting incentive payments for 2022 stand at \$4,380.

Problem Wildlife Work Orders, 2022

File Status	Beaver-MD	Beaver-Ratepayer	Customer Service	Predation	TOTAL
In Queue					
Open	1	4	0	1	6
Closed	1	0	5	2	8
TOTALS	2	4	5	3	14

The Problem Wildlife Officer has worked with the Problem Wildlife Assistant on seasonal preparation and position orientation. They are also working on beaver site mapping, and beaver trapping has begun.

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

Business:

Administration presented Grovedale development plan to Committee of the whole on April 19. With the intent to bring it to Council in May – for direction.

Plans are being put in place for Booth at the Peace Energy Show in Grande Prairie May 17 to 19. Economic Development will be on site prompting Greenview and GIG initiatives.

Administration attended the State of the Region Presentation which was a presentation on economic and community initiatives in the City of Grande Prairie, the County of Grande Prairie and Greenview.

In the first week of April Administration attended the 2022 Economic Developers Association of Alberta Annual Conference.

Department finally filled the Administration Assistant role with the individual beginning May 2, 2022.

Tourism:

Destination development plan: meeting with AWN to discuss culture camps and updates on business plan. Online meetings with local business, entrepreneurs, and potential volunteers for future micro-events. Generating ideas for 3 prioritized projects TBD (i.e., E-Bike trails & charging stations, uptown revitalization, Dino Tourism)

Visitor Guide & Maps: Content entered, second round of edits for guide, maps are in final proofing stage.

Passport to Fun: Completed “fun facts” for each location (Waiting for images)

Easter Egg Hunt: 145 people attended the annual Easter egg hunt on April 10.

Dino Display currently being constructed with delivery date anticipated for end of May 2022. Once we are closer to the final stages I will contact communications and plan a media release and grand opening.

Seasonal Customer Service Representative started orientation April 21, 2022

Statistics

- Total March Visitors: 995
- Total March Giftshop Revenue Sales: \$4949.56
- Total April Visitors: 894 (April 1-24)
- Total April Revenue: \$6596.91 (April 1-24)

YTD Total Visitors

2019	3172
2020	870
2021	1635
2022	2795

YTD Total Revenue

2019	\$9,600.71
2020	\$4,394.40
2021	\$10,330.69
2022	\$17,600.43

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

The Community Volunteer Income Tax program volunteers will wrap up at the end of April. While taxes can be done throughout the year, most people access the service during the months of March and April and in this time period 574 returns were filed.

The Volunteer Appreciation dinners in Grovedale and Valleyview were a success. There were approximately 40 people in Grovedale and 100 attending in Valleyview. While there was not a dinner held in Grande Cache, we did receive over 90 nominations from the hamlet and each nominee was appreciated with a \$5.00 gift card to a coffee shop. In 2023, a volunteer appreciation dinner in Grande Cache will be a consideration.

Community Services administration traveled to Nose Creek on April 26. Through conversations with residents, administration is gauging the appetite for another community engagement session, or meet and greet, to take place at Shuttler Flats early summer. This opportunity is an ideal informal way to build relationships and hear any concerns the community may have.

In the last Managers report to council, it was mentioned that the Calgary Center for Sexuality has selected Green View FCSS to be a scaling site for the WiseGuyz program. WiseGuyz is an evidence-informed participatory program designed to promote healthy relationships and prevent adolescent dating violence. The program provides a safe space for participants to reflect on the impacts of harmful gender stereotypes and build essential relationship skills. These skills aim to promote healthy sexuality and relationship development while decreasing attitudes related to homophobia and gender-based violence. We are currently in conversations with Peace Wapiti School division, Northern Gateway School division, and Grande Yellowhead School division to roll out the program, either in school or community, in the fall of 2022.

The numbers of visits to the Community Resource Centers in the month of April averaged about 50 per day, with a total of 781 visits in April. The top reasons for attending are tax and employment related, as well as technical assistance.

The Mother-Daughter Circle will be offered in the month of May. The purpose of this program is to promote a healthy, sustainable bond between mother and daughter during the transitional years from girlhood to young womanhood.

Emergency Social Services (ESS) basic training will be provided to all FCSS staff on May 11 through the Alberta Emergency Management Agency. To prepare for flood and fire season, the training will cover aim and scope; what emergency social services is; ESS planning and activation; immediate actions; ESS shelter operations; and re-entry and recovery operations.

Administration will be attending the Directors Network conference in Lethbridge from May 4-6, and the entire FCSS Board will be attending the Northwest Spring regional meeting in Grande Prairie on May 18 and 19th.

Regional Fire Chief, Wayne Brown

Administration:

Position of Temporary – Regional Deputy Chief – STN 33 Grande Cache has been filled and will start May 2, 2022.

Fire Smart presentation has been offered by Grande Prairie – AG & Forestry.

Regional Fire Chief is preparing a draft Bylaw that will allow our volunteer firefighters to use a flashing green light in their vehicles when mustering to the fire station or attending incidents. The bylaw has been reviewed by Legislative Services and an RFD is being prepared.

On April 26, 2022, Regional Fire Chief and FCSS Manager traveled to the Nose Creek Settlement and met with several residents of that community. The visit went well, we also discussed a plan to have a larger “meet and greet” event for the community in the coming months.

On April 19, STN 33 held a dedication ceremony for long-serving member DFC Len McLeod. A plaque in honor of his 50 years of service was mounted in the Fire Tower. Going forward it will be DFC Len McLeod Fire Tower.

On April 22, a retirement party was held in Grande Cache for 15 Station 33 members. Grande Cache Fire Association Awards were presented, and the Regional Fire Chief presented Letters of Commendation and the Community Services Director presented a Greenview gift to each retiring member.

Greenview Fire Rescue Services (GFRS) and Sturgeon Lake Cree Nation (SLCN) are discussing a contract that would see GFRS provide supporting fire services and fire code inspections and investigations to SLCN. This is in a very preliminary stage.

Fire Stations update:

Station 31 DeBolt responded to 6 incidents, 3 Medical Co-Responses, 1 False Alarm, and 1 structure fire.

The structure fire was on Sturgeon Lake Cree Nation (SLCN) lands, Station 31 attended at the request of SLCN and supported ongoing fire suppression until the fire was extinguished.

Station 32 Grovedale responded to 10 incidents, 1 motor vehicle collision, 4 Fire Calls, and 5 medical co-response calls.

Station 33 Grande Cache responded to 12 incidents, 2 Fire Calls, 8 medical co-response calls, 1 MVC/Backcountry, and 1 False Alarm response.

Training:

- NFPA 1072 Hazmat Awareness and Operations was completed by 8 GFRS firefighters
- NFPA 1021 Level 1 Officers course will begin April 27, 9 GFRS firefighters to participate. The course will conclude on June 18.
- STARS' new H145 Helicopter will be landing at Station 32 for firefighter familiarization and a tour at Station 32 helipad.

Community Outreach:

Station 31 – DeBolt

DFC presented a home and farm fire safety presentation for the DeBolt Rural Crime Watch at their annual general meeting. Messaging included both inside-the-home fire safety and rural property fire safety. 20 ratepayers were in attendance and it was well-received.

Station 32 – Grovedale

Penson School community engagement April 21, 2022. This presentation was focused on fire extinguisher safety and the introduction of STN firefighters for the students. They were able to use from Greenview Safety Department's fire extinguisher simulator and Station 32 firefighters donned SCBA to show the students how they look and sound when they show up at an incident. Station 32 Fire Captain did the main presenting and had fire dispatch give alert test tones for the demonstration.

Sergeant, George Ferraby

Administration

Enforcement services have seen an increase in dangerous dog complaints in the Grande Cache and Grovedale area. These complaints are consuming a large quantity of the officer's time. Officers are doing their best to rid our communities of these problem dogs.

Office space in Grovedale is being constructed for the CPO Officers to work out of as the summer Ag. Staff will be returning soon. This project is expected to be completed quickly.

Sgt Ferraby, CPO Schultz, and CPO Gutierrez all attended their recertification training with Grande Prairie. The integrated training worked well and will likely be a continuing partnership with the City of Grande Prairie Enforcement. This will drastically reduce travel time to travel to Lac La Biche for training.

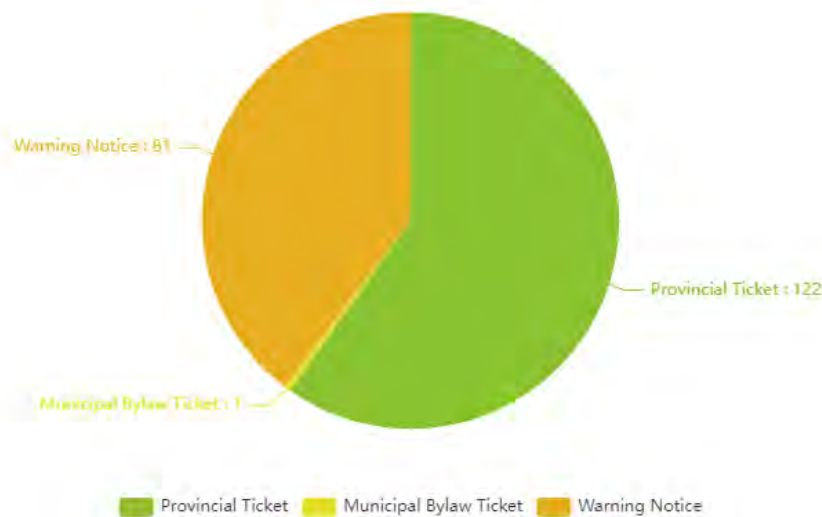
The new patrol vehicle has been delayed due to current supply chain issues. Our last update indicated that the vehicle was being built on April 4th, which means that it will arrive in May.

The new patrol vehicle has been delayed once again due to supply chain issues. The vehicle is not expected to arrive until July. This could be delayed once again.

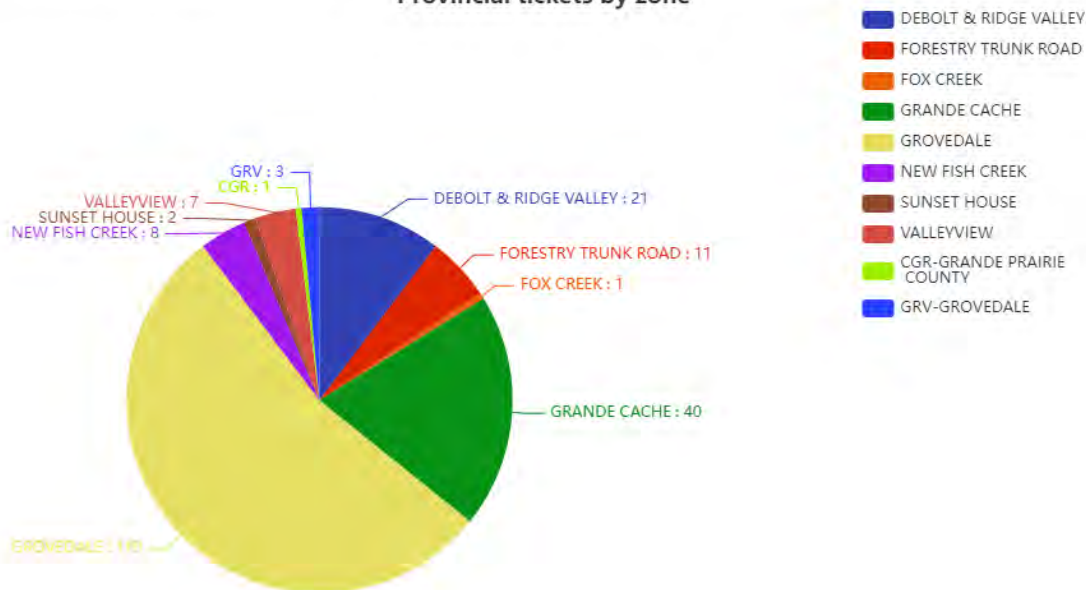
Stats:

Ticket Create Date: 2022-03-31 ~ 2022-04-28

Provincial tickets by type



Provincial tickets by zone



Recreation Services Manager, Kevin Gramm

Recreation Administration:

Administration has not been able to make any progress with the maintenance agreement for Shuttler Flats currently. The interested party is currently trying to source the required insurance to conduct the work. If the agreement is not completed by the May Long Weekend, Outdoor Recreation staff will conduct the maintenance as required until the agreement is signed.

The Request for Quotes for the Little Smoky Day Use Outhouse closed on April 14th. This tender was for the installation of two single vault/stall outhouses. The following quotes were received:

- Phoenix Treatment Systems - \$175, 150.00
- JMS Construction - \$213, 181.00
- Greencup Group - \$237, 300.62

As these prices were significantly out of budget and substantial increases compared to the prices we have paid in the past, Administration is now obtaining quotes to go with a different style of the outhouse.

The Request for Proposals for the Johnson Park Playground closed on April 19th. Eight companies submitted proposals for the project. Administration will be bringing an RFD to Council on May 10th for the award of the contract.

A two-week extension has been provided for the Kakwa Trail Corridor Request for Proposals because of extensive questions from interested parties. It is now set to close on May 16th.

Administration will be looking for tenders for the Grande Cache Ball Diamonds upgrades to be completed this season. Cost increases related to the materials and expenses are expected however, the plan is still to move forward with what is available and funded this season.

Grande Cache Arena extended its usual season until April 25, 2022, as we were closed due to the mechanical shut-down. The Arena ice pad is currently being removed and maintenance will begin to the systems and equipment used in the winter season.

Administration will be working to create a Grande Cache Recreation Board, following Council's approval on February 22, 2022, Council meeting to align with Greenview board development procedures in the coming months.

Administration is looking into Community Grants for the Recreation Services Department. Administration applied for the Community Champions grant for bear smart containment bins and received approval for 5 containment systems.

Facility bookings continue to increase with the covid restrictions changing. Our facility was host to the 1st Annual AWN Round Dance.

Administration will be presenting a request for a decision regarding the Grande Cache Events Centre & a youth rate for the Grande Cache Ball Diamonds.

Completed Goal Setting documents with staff & hosted our Departmental wide meeting on Monday, April 25, 2022.

Administration met with the Grande Cache Community Events society regarding Canada Day & Trail clearing initiatives.

Administration (GRM):

Administration has been busy conducting interviews. Currently hiring to fill an FT Customer Service Representative and a PT Junior Facilitator. We are excited to announce that our new FT Recreation Programmer starts on May 9th.

World Leisure Day was recognized at the GRM on April 16th, bringing awareness to the importance of recreation.

April 19th-21st, Heartbeat Productions installed the Sound Baffles in the Fieldhouse.

On April 23rd, the Fieldhouse was rented for Hillside School, which hosted a Badminton Tourney. It was very much enjoyed seeing 9 badminton courts utilized, a full parking lot, and the concession operated by Tall Timber Coffee Corporation.

On April 27th Apple Fitness is scheduled to arrive and install a new Multi Jungle System for the Fitness Centre. Each station offers plenty of workout variety while maximizing valuable training space. We are very excited to have this offering available to our patrons.

Outdoor Recreation Services:

Administration is receiving large volumes of calls questioning when campgrounds will be open. All sites will be open as soon as possible, depending on whether allowing access and any cleaning that may be required.

Alberta Conservation Association has removed the aerators from Swan Lake. Access to the lake is still closed due to the hazards associated with the shift of large pieces of ice. Administration is hopeful that the gates will be opened in the first week of May.

Programming and Partnerships:

Advertisements have been developed for the Outdoor Survival Summer Camps. Registration will go live for the camps on June 1st.



OUTDOOR SURVIVAL CAMPS **FOR AGES 8-12**

JULY 5 – 7, 2022
JOHNSON PARK
9:30 am - 4:00 pm

JULY 19 – 21, 2022
GROVEDALE FISH POND
10:00 am - 4:00 pm

AUGUST 23 – 25, 2022
GRANDE CACHE LAKE
9:30 am - 4:00 pm

INFO: 780.524.7615
WWW.MDGREENVIEW.AB.CA

OUTDOOR SURVIVAL CAMPS

WHAT: Outdoor Survival Camps with Dale Kiselyk from Nature Alive. Learn all about fire making/shelter building & everything in between!

WHO: For ages 8-12 years of age

COST: \$40.00/camp/youth

Must pre-register at least one week prior to the start of date at the following locations:

- ▶ Johnson Park & Grovedale Fish Pond
Greenview Regional Multiplex | 780-524-4097
<https://app.booking.ca/grmpub/index.asp>
- ▶ Grande Cache Lake
Grande Cache Recreation Centre | 780-827-2446
<https://app.booking.ca/grandecachereccentrepub/>

Greenview Regional Multiplex

Attendance: March 25th – April 25th – 2021/2022

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	24	62	218	4	35
Senior	7	15	19	36	2	10
Super Senior	FREE (1)	FREE (12)	FREE	FREE	FREE (1)	FREE (12)
Adult	15	129	128	716	11	46
Youth	0	28	25	2478	1	11
Child	1	25	69	519	1	6

Program	Participant Registration	Duration
Badminton Blast	12	April 5-26th
PD Day Camp	6	April 29th
Wee Sports	8	April 6-27th
Kids Dodgeball	9	April 14 th
Empathy & Play	16	April 5-26th

***Minimum Required Attendance:
6 participants**

Our new Fitness Programmer has been focused on offering the two group fitness formats that are included with Membership. Bodyworks and Stretch class.

Program	Participant Registration	Duration
Bodyworks	7	April 4 th - ongoing
Morning Stretch	11	April 1 st - ongoing
Yoga	10	April 11 th -May 16 th

The Fitness Programmer has scheduled multiple Fitness Centre Orientations for our youth members throughout the month of May. This will ensure that youth are aware of all Fitness Centre Guidelines and are utilizing the equipment properly to avoid injury. We feel that this will provide all users a better experience when utilizing the Fitness Centre.

May 8th, the Fitness Programmer has scheduled a Mommy & Me Workout for Mother's Day. Freson Bros and NP Artisan Florist will be providing beverages, muffins, and flowers for the mothers in attendance.

Aquatics

Administration is pleased to report that the Lifeguard in Training program is going very well. Candidates in this program have now completed three training programs – First Aid with CPR C, Bronze Medallion and Bronze Cross. These candidates may now start to train as Assistant Lifeguards while training for their

National Lifeguard (estimated completion date May 15th). During this process, candidates are also working toward obtaining their Water Safety Instructor with the online process having commenced on Tuesday, April 26th as candidates now qualify, having completed their Bronze Cross Certification.

Upcoming Programs:

Swimming Lessons for all ages aim to start for June 2022 and throughout the summer months. Valleyview Vipers Swim Club to commence training in May 2022.

Bather Count Averages:

Bather counts are taken every hour for record-keeping purposes and to signify how many lifeguards are required on the pool deck. Each week we record these values and average them in an excel spreadsheet over the period of a month. Our values have indicated an average over specified times as indicated below:

Dim Swim (T/T 8:00-9:00 pm): Average of 15 people during these times

Senior/Parent & Tot Swim (M/W/F – 9:00-10:00 am): Average of 15 people during these times

Weekend Swims: Our busiest times on weekends typically are between 2:00-4:00 pm where we average around 60-80 people during this time with lower attendance in the later times

Evening Swims: Average of 20 people during evening swims

Program	Participant Registration	Duration
Water Works	12	Tues/Thurs – April 5-28 th
Pool Watch: Greenview	11	Tuesday's – April 7-May 26 th

Grande Cache Recreation Centre

Category	2021 Facility Closed	Average Daily Use	2022 Memberships purchased - total	Average Daily Use
Family	2 memberships + 84 drop-ins'	3	11 memberships + 174 drop-ins'	6
Senior	1 membership + 4 drop-ins'	1	5 memberships + 25 drop-ins'	1
Super Senior	1 membership (No drop-ins')		7 memberships (No drop-ins' – FREE)	
Adult	8 memberships + 113 drop-ins'	4	85 memberships + 421 drop-ins'	17
Youth	1 membership + 26 drop-ins'	16	26 memberships + 439 drop-ins'	16

Aquatics

Swimming lessons Spring Session 2022

Total 106/ 116, the second number is spots available

Parent & Tot level swim lessons – 15 /16

Preschool level Swim lessons – 42 /44

Swimmer level lessons - 40 /44

Junior lifeguard club – 9 /12

Sheldon Coats School Swim Lesson

April /May – 121 students

School Swim lessons are an affordable way for schools to give students a meaningful swimming experience and provide them with essential water survival skills. The lesson keeps students engaged, moving, and having fun and increases their physical literacy. The program is appropriate for all ages and skill levels. Anybody can learn. For some children, participating in School Swim lessons will be their first step to being safe around water. With class sizes being so large we had to add an extra instructor to keep within swimmer instructor ratio.

The Fitness Programmer has scheduled multiple Fitness Centre Orientations for our youth members throughout the month of May. This will ensure that youth are aware of all Fitness Centre Guidelines and are utilizing the equipment properly to avoid injury. We feel that this will provide all users with a better experience when utilizing the Fitness Centre.

Program	Days Offered	Attendance
Forest School day 1 – Partnered up with Tourism Centre Spring Break	Mar 28	16
Spring-Tastic Afternoon Day 1 Spring Break Partnered up with Amber for DANCE PL3Y and Lisa Beckstead from BEST	Mar 28	10
Forest School day 2 – Partnered up with Tourism Centre Spring Break	Mar 29	16
Spring-Tastic Afternoon Day 2 Spring Break Partnered up with Alex from FCSS	Mar. 29	14
Forest School day 3 – Partnered up with Tourism Centre Spring Break	Mar. 30	16
Spring-Tastic Afternoon Day 3 Spring Break Partnered up with Amber for DANCE PL3Y and Lisa Beckstead from BEST	Mar. 30	16
Forest School day 4 – Partnered up with Tourism Centre Spring Break	Mar. 31	16
Spring-Tastic Afternoon Day 4 Spring Break Partnered up with Alex from FCSS	Mar. 31	16
Forest School day 5 – Partnered up with Tourism Centre Spring Break	April. 1	16
Spring-Tastic Afternoon Day 5 Spring Break Partnered up with Amber for DANCE PL3Y and Dianne from Youth Connections	April. 1	16
All Around the World Canada	April. 5	9
Hike with Munroe's Class	April. 6	24
Swimtastic Wednesday	April. 6	15
All Around the World Italy	April. 7	15
Easter Egg Hunt Event – Partnered up with Tourism Centre	April. 10	149

All Around the World Japan	April. 12	6
Hike with Munroe's Class	April 13	Cancelled
Swimtastic Wednesday	April. 13	14
All Around the World France	April. 14	12
All Around the World Australia	April. 19	7
Hike with Munroe's Class	April 20	Cancelled
Swimtastic Wednesday	April. 20	14
All Around the World Greece	April. 21	11
Paint The Ice Event	April. 24	45

Paint the Ice Event we had less in attendance then previous years, 45 people is a great number and look forward to offering it again in 2023!

April 2022 Fitness Stat Report

PROGRAM	ATTENDANCE	CLASSES PER MONTH
Tails & Trails	2	3
Hydropower	11	8
Stretch	3	3
Thursday Morning Muscle Wake Up	5	3
Thursday Hike at Noon	9	3
Energy Refresher	8	4
Aqua Fitness	85	9
Lunch Swim	10	4
Adult Swim Lesson	3	3
Indoor Walk/Cycle	2	4
Aquatic fitness		
Outdoor fitness		
Land fitness		



MUNICIPAL DISTRICT OF GREENVIEW No. 16

Grande Cache Community Bus

Destinations	2022 Total monthly ridership (People that rode the bus)	2022 # of days offered
Grande Prairie	5	4
Hinton	1	4
Grande Cache	48	4
Private booking	0	0



Manager's Report

Department: Infrastructure & Planning

Submitted by: Roger Autio, Director Infrastructure & Planning

Date: 5/10/2022

Director, Infrastructure and Planning

- Beairsto and Associates are on contract to assist the Planning and Development in absence of the Manager
- The Planning and Development department is struggling in absence of the manager, one vacant Development Officer position, and soon to be 1 to 2 more vacant position in the near future. I want to assure Council that administration will handle and complete as tasks as required.
- Filled the Planning and Development Administrative position (Temporary), we welcomed Nicole Friesen. She comes with lots of Planning and Development background experience.

Manager, Construction & Engineering, Leah Thompson

- Forestry Trunk Road brushing at Km 172 for the truck turnout area has been completed.
- Stumping and final cleanup completed on Range Road 64 has been completed.
- Addressed flooding and erosion control in the North DeBolt Flood control. Located behind the airport.
- Addressing erosion control on the Chapman after the spring runoff.
- Reviewing lidar and flooding areas in the Hamlet of Ridgevalley to build a plan to move forward
- Met with Recall Gravel for the shoulder pull to determine the dates and the process of the operations.
- Engaged and completed the approved motions from Council with service contracts for engineering of projects.
- Bridge File located on Secondary Highway 747 follow up includes
 - Design is evolving so that they can facilitate a quick intervention. Will be purposing some girders from elsewhere and going with a wood deck. Given the urgency and magnitude of logging loads forecasted for next 10 years, a new structure would be a few years away. A wood deck offers speed and easy serviceability.
- Administration is completing registered road plans, due to road widening being purchased during ditch cleaning, bridge construction, or road construction from 2021.
- Grande Cache phase 6 Sidewalk / Driveways request for quotes has been posted for engineering.

- Grande Cache Pathway to the Correctional Facility has been posted by Allnorth for construction. This project is a partnership with the Government of Canada. Greenview will manage and Government of Canada will reimburse full funds.

Manager, Operation, Josh Friesen

- Expression of Interest application deadline closed on March 16. Submission numbers in chart below.
- Dust control application deadline closed April 19. Late submissions are still being received and approved for as long as is practically possible.
- Road Bans are still in effect and road conditions are being regularly assessed. Road bonds may be suspended if conditions necessitate. This may particularly affect the Forestry Trunk Road.
- Proposed 2022 gravelling is being entered into Munisight

Operations East

- Culverts have been dug out and steamed in The Narrows, and Sandy Bay.
- Gravel stockpiling from Athabasca Pit to the Valleyview stockpile has been completed.
- Beaver dam removal West of Ridgevalley Lagoon.
- Six (6) stop signs replaced at TWP RD 683/RGE RD 232, TWP RD 664/RGE RD 224, TWP RD 710/RGE RD 202, TWP RD 690/RGE RD 211, TWP RD 714/RGE RD 261 and TWP 680/RGE RD 223. One (1) Checkerboard sign replaced at TWP RD 690/RGE RD 203. One (1) Left Curve sign replaced at TWP RD 712/RGE RD 264. One (1) No Exit sign replaced at TWP RD 702/RGE RD 221. One (1) Greenview sign repaired at the end of Old High Prairie Road.

Operations Central

- Sign and guardrail cleaning was performed along the Forestry Trunk Road and in the Hamlet of DeBolt.
- Culverts have been dug out and steamed in various areas.
- Street sweeping performed in the Hamlet of DeBolt.
- Repaired one (1) Stop sign at TWP RD 754 and repaired the Bridge sign on TWP RD 722 between RGE RD 12 & 13.
- Drone survey taken of the Lignite Pit, Goodwin drainage ditch and the KM 10 hill slough on the Forestry Trunk Road.

Operations West

- Greenview crews have been clearing out culvert ends and steaming culverts in various locations in the Hamlet of Grovedale.
- Street sweeping ongoing on paved surfaces.
- 2 signs have been replaced/installed.
- All snow wings and plow attachments have been removed from all graders and tractors.

Operations South

- Commenced pothole patching. This will be ongoing through the season.
- Street sweeping ongoing throughout the Hamlet of Grande Cache. This includes the Greenview Public Service Building, Grande Cache Mall, Shand Avenue, and the Tourist Information Centre.
- Steamed two (2) culverts on the Forestry Trunk Road and one (1) culvert in the approach to the hangar at the Grande Cache Airport.
- Steamed hydrants and catch basins in the Hamlet of Grande Cache.
- Flushed sand off the medians on Hoppe Avenue in the Hamlet of Grande Cache and on HWY 40.
- Replaced/repared 6 signs.
- Assisted Environmental Services with the combo vac truck on one (1) hydrant repair, three (3) curb stop valve repairs, and 1 water line repair at the vault near the ball diamonds in the Hamlet of Grande Cache.

Fleet Services

- Researched total benefit of warranty on Greenview's rural graders. Warranty repairs on 5 graders (4 x 2019 and 1 x 2018). Warranty coverage is 60 months or 7500 hrs. Total value of repairs to date = \$368,201.63.
- A general structured approach to shop organization and efficiency referred to as "5S" is beginning to be implemented.
- A waste oil disposal handling system for the shop is being established for Grande Cache.

Road Requests Received - 48	Operations East	Operations West	Operations Central	Operations South
Beaver Dam / Plugged Culverts	3			
Brushing	1			
Culverts	4	1	2	
Driveway Snowplowing				1
Flooding	6	2		
Ditching & Drainage	3			
Roadside Mowing		1		
Safety Concerns	2			
Signs	10	2	2	6
Road Conditions	2			
TOTAL	31	6	4	7

Fleet & Shop Work Order Requests for Current Reporting Period	
Grande Cache Shop	46
Grovedale Shop	19
Valleyview Shop	65

TOTAL	130
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RoaData-Municipal Approval Requests	Service Rigs	Heavy Hauls	Drilling Rigs	Well Services
TOTALS	50	530	40	0
RoaData-Municipal Loads		Single Trip Loads	Multiple Legal Trip Loads	
TOTALS		641	0	
Grand Total-Approval Requests/Municipal Loads		1261		

Road Use Agreements	
New Road Use Agreements	3
Total Road Use Agreements	859

Road Bonds	
Total Active Road Bonds	16
Total In Progress Road Bonds	2

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

Total Contractors on Expression of Interest Registry: 90		
Type of Equipment	Total of Contractors with Equipment	Total Pieces of Equipment Available
Gravel Trucks	56	185
Excavators	35	91
Dozers	35	127
Packers	12	36
Skid Steers	36	52
Rock Trucks	7	31
Graders	18	66
Loaders	21	49
Tractors & Motor Scrapers	13	68
Water Trucks	23	92
Pilot Trucks	3	26

Manager, Environmental Services, Doug Brown

Water

- Grovedale water plant, contractor excavating leaking flange for repairs, investigating water leak on raw water pipeline.
- Grande Cache team excavated and repaired a water valve box, and a fire hydrant on Leonard Street.
- Investigated & repaired a residential low pressure sewer issue in Grovedale (Ferns Grove), it was concluded to be an issue on the resident's property.
- A water leak discovered in Grovedale (Ferns Grove). Operators isolated it and notified contractor as it appears to be a warranty issue.
- Grande Cache crew repaired a water break at the valve vault building that feeds campground and golf course.
- Met with the Consultant and the Contractor for the Grovedale Water Treatment Plant. The Contractor has advised they will have Substantial completion by end of May. Once substantial completion is reached Grovedale residents will be able to connect their services and the truck fill will be operational.
- Met with Consultants on Little Smoky water system upgrades and Scada upgrades.
- Met with Consultants regarding Elders lodge servicing requirements in Grande Cache.
- Grande Cache team replaced cracked hydrant and internals at the Ball diamonds/ RV storage area, as well as completed 2 CC Repairs at 11038 Hoppe Ave and 10832 Stern Crescent
- Initiated Scada Master Plan discussion and information gathering.

Wastewater

- Awarded the DeBolt Sewer Force main Project to Glen Armstrong Construction LTD. of Peace River.
- Pulled and repaired pump at Grovedale sewage lift station.
- Consultants have begun their geotechnical drilling program at the Grovedale lagoon to investigate for leaks and/or what is causing the whale pockets within the storage ponds

Solid Waste

- Little Smoky Recycling Bins have been relocated to the intersection of HWY 43E service road and 1st.
- Grande Cache assisted Solid waste Team with landfill capping and cover.
- Solid Waste purchased 5- 4yd bins for Grande Cache and 2- 40 yd bins for Valleyview transfer sites totaling \$41,286.90, through the 2022 Capital budget.

Manager, Facility Maintenance, Wayne Perry

Task List Completed	112	Task List New Additions	108
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Valleyview

- Completed the Mechanics washroom in the I&P Shop
- Completed a building inspection of the Administration building looking at the condition of all components
- Installed two new air conditioners in the server room of the Administration Building. One had failed and the other was obsolete, so we decided to change them both at the same time.
- Installed a Star-link system at the Greenvue Regional Waste facility.
- Replace the eyewash station at the Crooked Creek Water Point.
- Install cabinets downstairs in the I&P Shop for Operations.

- Hung up fire code capacity signs in all MD meeting areas.
- Set up and take down an FCSS event at the Memorial Hall.

Grovedale

- Install the electrical service into the Grovedale Daycare.
- Completed a building inspection on Shop A looking for the condition of all components.
- Completed Four E-compliance tasks in the Grovedale area.
- Replace the eyewash station in the South Wapiti Water Point.

DeBolt

- Created the RFD and awarded the contract to Southeast Design and Construction for the building of a bay for operations onto the end of the DeBolt Public Service Building.
- Install signs on the DeBolt Maintenance shop with directions to the fire hall, in response to a Protective Services request. There was an emergency event which went to the wrong building.
- Install large bulletin board in the downstairs lounge at the PSB.
- Replaced the eyewash station Goodwin Water Point

Grande Cache

- Install mesh on the side of the Sewage treatment plant to prevent crumbling brick from falling to the ground. Found water damage behind the bricks causing the wall to crumble. We are now looking at adding a new building to the New Sewage Treatment Plant project.
- Repaired fence damage at the Water Treatment plant due to a fallen tree.
- Worked on a site evaluation and strategic plan surrounding the new building layout on the Grande Cache lot. Have identified suitable locations for the new Shop and the Salt and Sand Shed. Have developed a site map and 2 building designs which we will be moving to C class estimation.
- Set up and tore down the tables and decorations for the GIG presentation.
- Troubleshoot and repair the electronic crosswalk signs at Shand and 106 street.
- Upgrade the cameras in the Public Works and Ag. Services yards and add cameras to provide significantly more coverage. Will be starting the Tourism Centre next.
- Added security and access control to the Agricultural Services building.
- Repair 2-unit heaters in the Water Treatment Plant.

Security

A 3-month critique of the security guard program in the Valleyview and Grande Cache areas. So far, the system appears to be working well as we have not had any theft in the year. The programs are addressing issues before theft can occur. In the previous three months (76) incidents have been reported in Grande Cache, and (179) incidents have been reported in Valleyview.

Most of the incidents are unlocked doors left by employees. We are also seeing a significant rise in incidents now being reported from the building sensors which trigger the guards to respond. We are still seeing people on our sites after hours which the guards are escorting off the property.

All in all, a successful start to the trial. We did see higher incident in the early days in Grande Cache until the program became established, this is what we anticipated would happen over the next few months.

Planning & Development

Beairsto and Associates have been contracted to assist the department in the absence of the Manager and soon to be vacant positions. The following information provides a summary of new planning and development applications:

Type	Applications
Business Licenses:	7
Development Permits:	13
Lease Referrals:	1
Road Allowance Licenses:	
Land Use Amendments:	2
Subdivisions:	1
Approaches:	4
Road Closures:	

The following provides a detailed breakdown of planning and development applications:

Business Licenses:

B22-119 / SW 33-56-8-W6M / LOT 32, BLOCK 18, PLAN 2769RS / HOME OFFICES / WARD 9
 B22-120 / NE 33-56-8-W6M / LOT 6 & 7, BLOCK 30, PLAN 2650RS / HOTEL / MOTEL / WARD 9
 B22-121 / SW 3-57-8-W6M / LOT 21, BLOCK 30, PLAN 3698RS / INDUSTRIAL VEHICLE EQUIPMENT SALES/RENTAL ESTABLISHMENTS / WARD 9
 B22-127 / SE 22-71-26-W5M / LOT 10, BLOCK 4, PLAN 2879MC / COMMERCIAL BUSINESS; UTILITIES / WARD 7
 B22-152 / SE 4-57-8-W6M / LOT 20A, BLOCK 9D, PLAN 1122571 / HOTEL/ MOTELS / WARD 9
 B22-160 / SW 33-56-8-W6M / LOT 116, BLOCK 14, PLAN 0825604 / CHILD CARE FACILITIES / WARD 9
 B22-164 / LOT 16, BLOCK 9C, PLAN 2787RS / RETAIL STORE - CONVENIENCE / WARD 9

Development Permits:

D22-151 / NW 11-70-7-W6M / LOT 2, BLOCK 1, PLAN 0820157 / DWELLING UNIT, MODULAR / WARD 8
 D22-153 / 12-33-62-5-W6M / PLAN RSC221010 / BORROW PIT / WARD 8
 D22-154 / SE 35-70-19-W5M / LOT 1, BLOCK 1, PLAN 1923389 / CABIN AND SHIPPING CONTAINER / WARD 4
 D22-155 / SW 2-69-6-W6M / LOT 3, BLOCK 1, PLAN 0227252 / ACCESSORY BUILDING; SHOP / WARD 8
 D22-156 / NE 9-69-6-W6M / LOT 4, BLOCK 1, PLAN 0823266 / HOME OCCUPATION, MAJOR; STOLEN HARVEST / WARD 8

D22-157 / SE 22-69-7-W6M / CABIN / WARD 8
D22-158 / 6-36-67-9-W6M / BORROW PIT / WARD 8
D22-159 / SE 33-70-24-W5M / LOT 3, PLAN 8921869 / DWELLING UNIT, SINGLE DETACHED / WARD 7
D22-161 / SW 8-70-7-W6M / LOT 1, PLAN 962 3135 / HOME OCCUPATION, MINOR / WARD 8
D22-162 / NE 30-69-22-W5 / DWELLING UNIT, SINGLE DETACHED / WARD 3
D22-163 / NW 21-72-1-W6 / DWELLING UNIT, MANUFACTURED / WARD 6
D22-165 / SE 30-70-25-W5M / LOT 1, BLOCK 1, PLAN 072 6958 / AGRICULTURAL / WARD 7
D22-166 / SW 12-72-1-W6M / LOT 1, BLOCK 2, PLAN 072 5943 / RESIDENTIAL / WARD 6

Lease Referrals:

L22-171 / NW 13-69-6-W5M / ELECTRICAL POWERLINE BURIED / WARD 8

Road Allowance Licenses:

NONE

Land Use Amendments:

A22-003 / SW-4-73-26-W5 / A-1 DISTRICT TO CR-1 DISTRICT / WARD 6
A22-004 / SW-1-71-25-W5 / A-1 DISTRICT TO A-2 DISTRICT / WARD 7

Subdivisions:

S22-003 / NE-9-71-25-W5 / SECOND PARCEL OUT / WARD 7

Approaches:

APPR22-05 / SE 27-65-21-W5M / RESIDENTIAL – NEW / WARD 2
APPR22-06 / SE 21-69-6-W6M / FARMLAND – NEW / WARD 8
APPR22-07 / NE 15-65-21-W5M / FARMLAND – NEW / WARD 2
APPR22-08 / SE 5-70-7-W6M / FARMLAND – NEW / WARD 8

Road Closures:

NONE



Manager's Report

Department: Corporate Services

Submitted by: Ed Kaemingh, Director Corporate Services

Date: 4/29/2022

Director, Corporate Services – Ed Kaemingh

Corporate Services has been busy, we welcomed Ashlee Holmes in the Procurement Officer position, on April 11. Since then, she has been integrating well with the Corporate Services team, and making inroads developing working relationships with the various departments. She is currently working on a presentation to Senior Leadership Team outlining the path forward for procurement, focussing on risk areas, and identifying areas that procurement can help the organization. To accomplish that she is reviewing contracts and policy, understanding current practice, and having those dialogues with other departments to understand their needs.

Back in the first quarter Corporate Services had our first business planning meeting to discuss how we could best meet the objectives set out in Councils strategic plan; I'm pleased to note that the next phase of that approach is occurring at the department level. Each area is identifying the business processes that tie to the strategic plan, and even more so how the day to day of what their teams do feed into that cycle. It's a new direction for Corporate Services and it is good to see the progress that's been happening.

As a director it is rewarding to see a team coming together and I'll be bold enough to say I think we are starting to see incremental improvements in both the quality and quantity of the work, and improvements in the relationships with other departments as we provide better support to meet their needs.

I would like to close out by thanking Council for their support in granting the extension request for the audit, as a group I can speak for the current Finance team that it's not something we are accustomed to, extenuating circumstances aside, we take pride in having always met these deadlines throughout our careers.

Finance & Administration, Manager – Cara Garrett

Following from March's work the final budget and tax bylaw has been completed and presented to Council in April. The audit has been more problematic and as a result Finance asked for and was approved to request an extension in the filing deadline.

The other significant activity in the month was supporting the investigation of the financial software issues and alternatives. Recent changes to reporting and some policies has highlighted some of the issues with both asset management and the financial software which need to be addressed. There has also been consideration with the chart of accounts that make it likely that we could improve reporting by making some changes there as well.

Finance held a team meeting in April and kicked off Business Planning and will be launching working groups in a several key areas to start with. These working groups will also be tasked with identifying processes and controls for improvement. If there are changes to the software, this information will be critical to the success of that project. Even without software changes, these groups will identify key performance indicators and statistics that will be reported in future management reporting.

Accounts Payable Statistics:

Accounts payable processed 1,338 invoices since the last report. Accounts payable staff continue to encourage vendors to switch over to electronic payment of funds. There are currently 940 vendors set up for EFT.

METHOD	MONTH	# OF PAYMENTS	# OF INVOCIES	\$ VALUE OF PAYMENTS
EFT	April	458	1107	\$3,965,236
CHQ	April	169	231	\$667,248

Financial Reporting, Manager – Marley Hanrahan

April continued to be a busy month for Finance and Reporting. We completed the audit file and are now responding to inquiries. The 2022 tax rate bylaw went to Council for all three readings and was passed on April 26. Also presented to Council at the April 26 RCM was the Q1 Financial Reporting package.

We have begun discussions on reviewing and updating job descriptions to ensure tasks and duties fall where they make sense and that everyone is aware and understands what they are responsible for, and what they have a supporting role in. Having this clarity will help the team in goal setting and performance management and will lead into our business plan for the year, which we plan to have finalized before the end of Q2.

We have continued to foster and strengthen relationships through the "Financial Business Partner" model. Now that the team is at full capacity, we are exploring a slight reorganization to balance the partners across the team, so they are in place for Q2 reporting and moving into budget season.

Considerable support was given to the team on evaluating the efficiency, customer support and functionality of the financial systems we use in preparation of the May 19 COTW presentation to Council on the request to acquire new Asset Management and Financial software as well as do a chart of accounts refresh. These are critical components of the work Finance and Reporting do and will be instrumental in our efforts to improve on the financial reporting to SLT and Council to link all reporting, variance reporting, budget and annual audit reporting.

Asset Management Officer – Jamie Hallett

Continued work updating the following Policies:

- Procurement and Disposal Policy,
- Fleet Replacement Policy
- Critical Infrastructure Assets Policy
- Risk Management Policy
- Grant Procedural Policy - led by Finance, I have a development part in the document.
- Finalizing Asset Management Framework to Corporate services business plan.

Asset Management framework for Greenview is nearing completion, shared with Financial Reporting Manager, Procurement Officer, and Manager of Finance & Administration. Aligned all 16 AMP with Councils Strategic Plan to convert into AM line of sight, this was presented to Ed, now working on final version.

Attended several meetings besides my regularly scheduled weekly and biweekly with other departments.

- IAMA Meeting for AM
- Workshop for Software and Asset Management
- Software Information Presentation at Committee of the Whole
- Greenview Regional Waste Management

I along with Cara, Ashlee, Wanda, met with Lacey from RMA insurance, Lane and Sheila joined as well to discuss different items of concern.

Ashlee and I met with the Regional & Deputy Fire Chiefs in Grovedale to discuss fire hall inventories; this is the first of many meetings going forward regarding department inventory.

Information Systems, Manager – Peter Stoodley

Internal IT Projects

Nutanix clusters (servers) have been ordered. ETA six weeks for the vendor to receive.

Private and Confidential Printing (PaperCut) has gone Live in Valleyview.

Upgrade of FileHold has been completed.

Deskside phone messages configured to “send to email”, the upgrades continue as no special trips are being made for this when we are at the facilities, we are upgrading the phones.

A support workflow for staff has been in the works and is now complete.

Adobe licenses renewed, there is an issue with Adobe Express renewals, they have changed the process, so we are actively working to get these few renewed.

Meraki device licenses are renewed

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 phone are occurring each month.
- Meetings with Yardstick on monthly happenings, projects, and security.
- Weekly team huddle within the IS department.
- Site visits to GC, VV as needed for technical/hardware issues.
- Monthly meeting with Corporate Services and the director ongoing monthly.
- Meeting with Apple to discuss account. This is a yearly account audit and time for Greenview IS to ask questions and provide any concerns.
- Managers Meeting.

Legislative Services Officer – Sarah Sebo

Policies/Bylaws

Policy 1502 Reserves was adopted by Council April 12.

Policy 3021 Fire-Rescue Services Apparatus & Equipment Replacement was adopted by Council April 12.

Bylaw 22-894 Designated Noxious Weeds passed first reading April 26.

Bylaw 22-907 Tax Rate Bylaw passed third reading and came into force April 26.

Policy 1040 Appointment to Boards and Committees was adopted by Council April 26.

Policy 2017 Bereavement/Illness Recognition was adopted by Council April 26.

Policy Review Committee

Policy Review Committee was held on April 13, 2022. PRC reviewed and made recommendations on Policy 1027 Signing Authority, Policy 2004 Employee Code of Conduct, Policy 6306 Wolf Harvest Incentive Program, Policy 6321 Beaver Harvest Program, Policy 6322 Greenview Vegetation Management, and a list of Grande Cache policies to repeal, which included: Capital Assets, Credit Card Use, Financial Functions and Controls, Planning and Development Fees, Release of Tax Roll Information, Reserve Funds, Tax Certificates/Tax Searches/Historical Data.

The next Policy Review Committee is scheduled for May 11, 2022.

Procurement Officer, Ashlee Holmes

Thank you for welcoming me to Greenview. I started in the Procurement Officer position April 11, 2022. Since then, I have been actively learning more about Greenview, including but not limited to Council, and Corporate Services. Furthermore, as I have been meeting managers and department throughout Greenview, I have been gaining an understanding of current contracts, procurement and purchasing policies and practices, along with their respective future hopes. With this information, I plan to develop a master contract list, and collaboratively build a procurement framework, best practices, consistent processes, and templates along with updating applicable policies that all together meet the needs of Greenview and its respective departments.

In addition, we (Finance and AMO) are actively working on a request for decision to bring forth to Council, in hopes of launching a tender for new financial, asset management and potentially budget management software for Greenview.



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		
12-Apr	8:15	18:15	M	RCM	80						447.00
13-Apr	8:15	15:45	M	MPC, PRC, GIG	80						308.00
18-Apr	17:00	20:00	M	Travel to GC for COTW	230			1	50.00		262.00
19-Apr	8:30	21:00	M	COTW, GIG open house							510.00
20-Apr	9:30	12:30	M	Travel home from GC GIG open house	230						262.00
NOTES:				KILOMETER CLAIM			TOTAL		50.00		1789.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	620	378.20	NET CLAIM		50.00		1789.00
				\$0.17 per km	620	105.40					
				SUBTOTAL		483.60	TOTAL CLAIM				2322.60
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		483.6	AMOUNT DUE (OWING)				\$2,322.60



Municipal District of Greenview No. 16

NAME: Sally Ann Rosson

Employee # : _____

ADDRESS : _____

Department: Council

DATE 2022	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		MEALS				LODGING EXPENSES	PER DIEM
							B	L	D	AMOUNT		
07-Apr	8:00	13:30	M	LS Ski Hill Meeting	104							308.00
12-Apr	8:30	17:45	M	Council	16							447.00
12-Apr	18:45	20:00		VV Recreation Board	16							
13-Apr	8:30	15:00	M	MPC, PRC & GIG	16							308.00
18-Apr	12:00	13:00	M	AHS North Zone Session Zoom								262.00
18-Apr	14:00	17:15	M	Travel to Grande Cache for COW	294				X	50.00		262.00
19-Apr	8:30	18:00	M	COW, McLeod Dedication & GIG								447.00
20-Apr	8:00	11:15	M	Return from GC	294		X			20.00		262.00
21-Apr	8:30	15:30	M	NLC (CEC) High Prairie	190							308.00
21-Apr	16:45	22:00	M	FCSS Volunteer Appreciation & GRM	16							308.00
NOTES:				KILOMETER CLAIM			TOTAL			70.00		2912.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.61 per km	946	577.06	NET CLAIM			70.00		2912.00
				\$0.17 per km	946	160.82						
				SUBTOTAL		737.88	TOTAL CLAIM					3719.88
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		737.88	AMOUNT DUE (OWING)					\$3,719.88

Sally Ann Rosson
Claimant

April 24, 2022
Date

163

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		
12-Apr	8:30	17:30	M	Reg Council	60						447.00
13-Apr	8:30	15:00	M	MPC, PRC, GIG	60						308.00
18-Apr	18:00	22:00	M	travel to Grande Cache	330			30			262.00
19-Apr	9:00	15:30	M	COTW							308.00
20-Apr	10:00	13:30	M	travel home from Grande Cache	330		20		20.00		262.00
NOTES:				KILOMETER CLAIM			TOTAL		20.00		1587.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	780	475.80	NET CLAIM		20.00		1587.00
				\$0.17 per km	780	132.60					
				SUBTOTAL		608.40	TOTAL CLAIM				2215.40
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		608.4	AMOUNT DUE (OWING)				\$2,215.40



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		
April 10 2022			C	Alberta Senior & Community Housing Association	745						447.00
April 11 2022			C	Alberta Senior & Community Housing Association	36						447.00
April 12 2022	8:45	17:45	M	Council, Alberta Senior & Community Housing Association							447.00
April 13 2022	8:45	22:30	M	Municipal Planning Commission, Policy Review Committee,	700						510.00
April 13 2022				Greenview Industrial Gateway,							
April 13 2022				Alberta Senior & Community Housing Association							
April 18 2022	19:45	23:15	M	East Smoky Recreation Board, Committee of the Whole	255						262.00
April 19 2022	7:15	19:00	M	Committee of the Whole	255						447.00
April 22 2022	7:30	15:00	M	Grande Spirit Foundation, State of the Region Address	135						308.00
NOTES:				KILOMETER CLAIM			TOTAL				2868.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	2126	1296.86	NET CLAIM				2868.00
				\$0.17 per km	2126	361.42					
				SUBTOTAL		1658.28		TOTAL CLAIM			4526.28
				LESS G.S.T.				LESS ADVANCES			
				TOTAL		1658.28		AMOUNT DUE (OWING)			\$4,526.28

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		
12-Apr	8:00	18:00	M	Regular Council Meeting	76						447.00
13-Apr	8:00	17:00	M	MPC, PRC, GIG	76						447.00
18-Apr	12:00	13:00	M	AHS 101 Session- Welcome to North Zone							262.00
18-Apr	18:00	21:00		Grande Cache - Travel	271			x	50.00		
19-Apr	8:30	21:00	M	COTW and GIG Event							510.00
20-Apr	8:00	11:00		Grande Cache - Travel	271		x		20.00		
NOTES:				KILOMETER CLAIM			TOTAL		70.00		1666.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	694	423.34	NET CLAIM		70.00		1666.00
				\$0.17 per km	694	117.98					
				SUBTOTAL		541.32	TOTAL CLAIM				2277.32
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		541.32	AMOUNT DUE (OWING)				\$2,277.32

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		
12-Apr	7:00	21:30	M	Council / GD cemetery committee	315						510.00
13-Apr	7:00	16:30	M	MPC PRC GIG	305						447.00
18-Apr	12:00	13:00	M	AHS zoom							262.00
18-Apr				Travel to Grande Cache	195			1	50.00		
19-Apr	8:00	16:00	M	COTW		1		1	70.00		308.00
19-Apr	19:00	21:00	M	GIG public engagement							262.00
20-Apr				travel to Grovedale	195	1			20.00		
NOTES:				KILOMETER CLAIM			TOTAL		140.00		1789.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	1010	616.10	NET CLAIM		140.00		1789.00
				\$0.17 per km	1010	171.70					
				SUBTOTAL		787.80	TOTAL CLAIM				2716.80
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		787.8	AMOUNT DUE (OWING)				\$2,716.80



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		
11-Apr	17:00	20:00	M	Travel to VV	350				X	50.00		262.00
12-Apr	7:00	18:00	M	Reg Council Meeting	200		X		X	70.00	135.16	447.00
13-Apr	7:00	21:00	M	MPC, PRC, GIG & Foothills Forest FMP	350		X		X	70.00	135.16	510.00
17-Apr	9:00	21:00	M	COWT and GIG Stakeholders Event								447.00
22-Apr	9:00	16:00		State of the Region Event - GP	400			X		52.50		
NOTES:				KILOMETER CLAIM			TOTAL			242.50	270.32	1666.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST					
				\$0.61 per km	1300	793.00	NET CLAIM		242.50	270.32	1666.00	
				\$0.17 per km	1300	221.00						
				SUBTOTAL		1014.00	TOTAL CLAIM				3192.82	
				LESS G.S.T.			LESS ADVANCES					
				TOTAL		1014	AMOUNT DUE (OWING)				\$3,192.82	

Duane Didow
Claimant

Apr 25, 2021
Date

168

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		
11-Apr	9:00	16:00	m	Dry run State of the Region, CFWDY norht	200						308.00
12-Apr	6:30	19:30	m	regular council	220	1			20.00	15.00	510.00
13-Apr	7:00	18:00	m	MPC, PRC, GIG	420	1		1	70.00	15.00	447.00
14-Apr	12:00	13:00	m	AHS northern welcome							262.00
19-Apr	8:00	21:30	m	COW GC and GIG Stakeholder							510.00
21-Apr	9:30	19:30	m	County/City/MD lunch, RDDDS board me	250						447.00
22-Apr	10:30	17:00	m	State of the Region	200					150.16	308.00
NOTES:				KILOMETER CLAIM			TOTAL		90.00	180.16	2792.00
Meeting Code : M for Meetings C for Conferences				RATE	KM's	TOTAL	LESS GST				
				\$0.61 per km	1290	786.90	NET CLAIM		90.00	180.16	2792.00
				\$0.17 per km	1290	219.30					
				SUBTOTAL		1006.20	TOTAL CLAIM				4068.36
				LESS G.S.T.			LESS ADVANCES				
				TOTAL		1006.2	AMOUNT DUE (OWING)				\$4,068.36

Claimant

Date

Approved

Date