REGULAR COUNCIL MEETING AGENDA

June 28,2022 9:00 a.m. Administration Building Valleyview, AB

#1	CALL TO ORDER		
#2	ADOPTION OF AGENDA		
#3	MINUTES		
		3.1 Special Council Meeting Minutes held June 08, 2022	4
		3.2 Regular Council Meeting Minutes held, June 14, 2022	6
		3.2 Business Arising from the Minutes	
#4	PUBLIC HEARING	4.1 Bylaw No. 22-906 Public Hearing	26
#5	DELEGATION		
#6	BYLAWS	6.1 Bylaw 22-906	27
		6.2 Bylaw 22-904	36
		6.3 Bylaw 22-878	71
#7	BUSINESS	7.1 METRIX Audit	86
		7.2 Town of Grande Cache Policy Repeal	124
		7.3 Policy 1039	171
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7.6 Wapiti Recreation & Trail Management Plan Initiative	196
7.7 RMA Hospitality Suite	201
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7.9 Consolidation of Lot 41MR, Block 46, Plan 972 2205	205
7.10 Appraisal & Sale of MD Owned Lots	211
7.11 Road Construction Request TWP Road 704	217
7.12 Connector Road Request	249
7.13 Road Construction Request – SE 33-73-1 W6	257
7.14 Road Construction Request – SE 5-74-1 W6M	273
7.15 SCADA Funding Commitments for 2022	291
7.16 Muskeg Seepee Cooperative Flooding – Update	294
7.17 Grande Cache Ball Diamonds/RV Storage Area	296
7.18 Grande Cache Operations Building design direction	304
7.19 Vacant Lot Sales – Eaton Falls Cres. & Stephenson Drive	319
7.20 Policy 2018 Payroll	322
7.21 Blossoming Garden of Hope Sponsorship	329
7.22 EOI to follow the Alberta Roadbuilders & Heavy Construction Association Addendum	352
7.23 Feasibility report to Co-host Hospitality Suite at 2023 FCM	354
7.24 Fee for Service Water Bottle Fill Station at Grande Cache Water Treatment Plant	356
7.25 Explore Options and Ways for Companies within the MD of Greenview to pay Taxes	358

		7.26 Explore potential options for additional dressing rooms at the Grande Cache Arena	360
#8	NOTICE OF MOTION		
#9	CLOSED SESSION	9.1 Disclosure harmful to intergovernmental relations (FOIP Sec. 21)	
#10	MEMBERS REPORTS/EXPENSE CLAIMS	 Ward 1 Ward 2 Ward 3 Ward 4 Ward 6 Ward 7 Ward 8 Ward 9 	362
#11	ADJOURNMENT		

Minutes of a

SPECIAL COUNCIL MEETING

MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Administration Building

Valleyview Alberta, on Wednesday, June 08, 2022

# 1: CALL TO ORDER	Deputy Reeve Bill Smith called the meetin	g to order at 1:06 p.m.
PRESENT	Ward 8 Ward 1 Ward 2 Ward 3 Ward 4 Ward 5 Ward 6 Ward 7 Ward 8	Deputy Reeve Bill Smith Councillor Winston Delorme (virtual) Councillor Ryan Ratzlaff Councillor Sally Rosson Councillor Dave Berry Councillor Dale Smith Councillor Tom Burton Councillor Jennifer Scott Councillor Christine Schlief
ATTENDING		<i>y</i>
	Chief Administrative Officer Director, Infrastructure and Planning Director, Corporate Services Manager of Marketing & Communications Recording Secretary	Stacey Wabick Roger Autio Ed Kaemingh Stacey Sevilla Wendy Holscher
ABSENT	Ward 9 Ward 9	Reeve Tyler Olsen Councillor Duane Didow
#2: AGENDA	MOTION: 22.06.296 Moved by: COUNCILLOR RYAN RATZLAFF That Council adopt the Wednesday, June 8, 2022, Special Council Meeting agenda as presented.	
	For: Deputy Reeve Bill Smith, Councillor Berry, Councillor Burton, Councillor Ratzlaff, Councillor Scott, Councillor Schlief, Councillor Rosson, Councillor Delorme, Councillor Dale Smith	
		CARRIED

3.1 ALBERTA ENERGY REGULATORS DELEGATION **AER PRESENTATION** MOTION: 22.06.097 Moved by: COUNCILLOR CHRISTINE SCHLIEF That Council accept the presentation from Alberta Energy Regulators for information, as presented. For: Deputy Reeve Bill Smith, Councillor Berry, Councillor Burton, Councillor Ratzlaff, Councillor Scott, Councillor Schlief, Councillor Rosson, Councillor Delorme, Councillor Dale Smith **CARRIED 4.0 ADJOURNMENT** ADJOURNMENT MOTION: 22.06.098 Moved by: COUNCILLOR TOM BURTON That Council adjourn the Special Council Meeting at 2:41 p.m. For: Deputy Reeve Bill Smith, Councillor Berry, Councillor Burton, Councillor Ratzlaff, Councillor Scott, Councillor Schlief, Councillor Rosson, Councillor Delorme, Councillor Dale Smith **CARRIED** CHIEF ADMINISTRATIVE OFFICER **CHAIR**

Minutes of a

REGULAR COUNCIL MEETING MUNICIPAL DISTRICT OF GREENVIEW NO. 16

Greenview Administration Building, Valleyview, Alberta on Tuesday, June 14, 2022

#1
CALL TO ORDER
PRESENT

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

Vard 9	Reeve Tyler Olsen
Vard 8	Deputy Reeve Bill Smith
Vard 1 Coun	cillor Winston Delorme
Vard 2	Councillor Ryan Ratzlaff
Vard 3	Councillor Sally Rosson
Vard 4	Councillor Dave Berry
Vard 5	Councillor Dale Smith
Vard 6	Councillor Tom Burton
Vard 7	Councillor Jennifer Scott
Vard 8	incillor Christine Schlief
Vard 9 Councillor	r Duane Didow (Virtual)

ATTENDING

Chief Administrative Officer
Director, Infrastructure and Planning
Director, Corporate Services
Director, Community Services
Communications and Marketing Manager
Recording Secretary
Legislative Services Officer

Stacey Wabick Roger Autio Ed Kaemingh Michelle Honeyman Stacey Sevilla Natalie Bartlett Sarah Sebo

ABSENT

#2 AGENDA

MOTION: 22.06.299 Moved by: COUNCILLOR TOM BURTON That Council adopt the Agenda of the June 14, 2022, Regular Council Meeting as amended.

 Alberta Transportation Delegation time change for presentation to 10:15 a.m.

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

#3 MINUTES

MOTION: 22.06.300 Moved by: COUNCILLOR SALLY ROSSON That Council adopt the minutes of May 24, 2022, Regular Council Meeting minutes as amended.

- 7.5 Councillor Bill Smith was absent record time left
- Clerical and grammatical errors
- Ward 4 Councillor Berry attended PRC meeting
- Ward 9 Reeve Olsen City and County of Grande Prairie in Members Business
- Ward 3 Councillor Rosson attended joint council meeting with the Town of Fox Creek in Members Business

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

CARRIED

3.2 BUSINESS ARISING FROM THE MINUTES

3.2 BUSINESS ARISING FROM MINUTES

#4 PUBLIC HEARING

4.0 PUBLIC HEARING

CLOSED SESSION

#6 BYLAWS **6.0 BYLAWS**

6.1 Bylaw No. 22-908 Re-designate from Agricultural One (A-1) to Country Residential One (CR-1) District

Bylaw No. 22-908

MOTION: 22.06.301 Moved by: COUNCILLOR TOM BURTON

That Council give first reading to Bylaw 22-908, to re-designate a 4.0-hectare ± area from Agricultural One (A-1) to Country Residential One (CR-1) District within SW-4-73-26-W5.

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

6.2 Bylaw No. 22-912 Re-designate from Rural Settlement (RS) District to Institutional (INS)

Bylaw No.22-912

MOTION: 22.06.302 Moved by: COUNCILLOR WINSTON DELORME

That Council give First Reading to Bylaw No. 22-912, to re-designate a 4.323 hectare ± area from Rural Settlement (RS) District to Institutional (INS) District within Registered plan number 3524TR PT. NW-27-56-8-W6.

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

CARRIED

7.1 Gravel Haul Actuals & Tender Results

Gravel Haul Actuals & Tender Results

MOTION: 22.06.303 Moved by: COUNCILLOR DAVE BERRY That Council accept gravel stockpiling data regarding 2022 actuals, comparisons, and 2021 stockpiling tender results for information as presented.

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

CARRIED

Tonne/Km and Hourly Gravel Hauling

7.2 Tonne/Km and Hourly Gravel Hauling

MOTION: 22.06.304 Moved by: COUNCILLOR WINSTON DELORME That Council direct Administration when hiring gravel hauling contractors through the Equipment Contractors Registry, stockpiling projects with haul distances of 60.0 Km or less be calculated at an hourly rate, while stockpiling projects with haul distances of greater than 60 Km be calculated at a tonne/km rate.

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

7.3 2022 Crack Sealing, Spray Patch and Line Painting

Crack Sealing, Spray Patch & Line painting

MOTION: 22.06.305 Moved by: COUNCILLOR DALE SMITH

That Council award the 2022 Crack Sealing, Spray Patch and Line Painting Project to AAA Striping & Seal Coating Service with funds to come from the 2022 Operational Budget in the amount of \$931,666.95.

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

CARRIED

Reeve Olsen recessed meeting at 9:56 a.m. Reeve Olsen reconvened meeting at 10:05 a.m.

5.0 DELEGATIONS

DELEGATION

5.1 Alberta Transportation

AB TRANSPORTATION

MOTION: 22.06.306 Moved by: COUNCILLOR SALLY ROSSON

That Council accept the presentation from Alberta Transportation for

information, as presented.

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

CARRIED

BF 76902

7.4 BF 76902 Culvert Replacement and Other Work

MOTION: 22.06.307 Moved by: COUNCILLOR SALLY ROSSON
That Council award Bridge File 76902 Culvert Replacement and associated works to Green Acre Ventures for the total project cost of 451,885.00, (excludes GST), with funds to come from the 2022 Capital Bridge Budget

BF76902.

TABLED

MOTION: 22.06.308 Moved by: COUNCILLOR DALE SMITH That Council table motion 22.06.307 "BF 76902 Culvert Replacement and Other Work" until later in the meeting.

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

2022 BRIDGE MAINTENANCE **CONTRACT AWARD**

7.7 2022 Bridge Maintenance Contract Award

MOTION: 22.06.309 Moved by: COUNCILLOR DALE SMITH That Council award the 2022 Bridge Maintenance Contract to Bridgemen Services for \$368,000.00 excluding GST to come from the 2022 Bridges Professional Services Operational Budget.

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

CARRIED

GRANDE CACHE

PATHWAY AWARD

7.8 Grande Cache Pathway Award

MOTION: 22.06.310 Moved by: COUNCILLOR DUANE DIDOW That Council award the Grande Cache Pathway Project to Knelsen Sand & Gravel Ltd. with funds to come from the 2022 Operational Capital Budget.

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

CARRIED

7.9 Shoulder Pull Map for Information

SHOULDER PULL MAP

MOTION: 22.06.311 Moved by: COUNCILLOR JENNIFER SCOTT That Council accept the Shoulder Pull Map for information, as presented.

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

CARRIED

ROAD CLOSURE APP **REGISTERED ROAD** PLAN 8921846

7.10 Road Closure Application for Registered Road Plan 8921846

MOTION: 22.06.312 Moved by: COUNCILLOR RYAN RATZLAFF That Council rescind motion 21.06.294 directing Administration to work with the landowner to submit an application for a road closure to a portion of road plan 8921846.

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

Against: Councillor Delorme

7.11 Replenish Nutrients – Letter of Support

REPLENISH NUTRIENTS

MOTION: 22.06.313 Moved by: COUNCILLOR TOM BURTON

That Council provide a Letter of Support to Replenish Nutrients for the DeBolt

fertilizer plant project.

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

CARRIED

TWP RD 701A OVERLAY

7.12 Township Road 701A Overlay Award

MOTION: 22.06.314 Moved by: DEPUTY REEVE BILL SMITH That Council award Township Road 701A Overlay Project to Knelsen Sand and Gravel for \$2,246,276.28 plus GST with funds to come from the 2022 capital budget PV22002.

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

CARRIED

VALLEYVIEW AIRPORT

7.13 Valleyview Airport

MOTION: 22.06.315 Moved by: COUNCILLOR DALE SMITH
That Council approve the cost sharing on the Valleyview Airport
Rehabilitation work, up to \$255,000.00, with funds to come from
Unrestricted Reserves upon Valleyview being granted the Community Airport
Grant.

DEFERRED

MOTION: 22.06.316 Moved by: COUNCILLOR WINSTON DELORME That Council defer motion 22.06.315 "Valleyview Airport" to a future council meeting where more information can be brought forward.

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

Against: Reeve Olsen, Councillor Dale Smith

7.14 Township Road 714, 720 and 722

TWP 714,720,722

MOTION: 22.06.317 Moved by: COUNCILLOR DALE SMITH That Council accept the evaluation report for Township Roads 714, 720, and 722 as presented.

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

CARRIED

MOTION: 22.06.318 Moved by: COUNCILLOR DALE SMITH That Council approve additional funding in the amount of \$238,000.00 to the 2022 Roads Professional Services 9-90-201-000-6040 operational budget, for the purpose of additional maintenance on Township Roads 714, 720 and 722, with funds to come from the Roads Infrastructure Reserve.

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

CARRIED

CAPITAL PROJECT RD22005

MOTION: 22.06.319 Moved by: COUNCILLOR SALLY ROSSON That Council cancel capital project RD22005.

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

CARRIED

Reeve Olsen recessed meeting at 12:01 p.m. Reeve Olsen reconvened meeting at 12:40 p.m.

Councillor Rosson absent when meeting reconvened Councillor Scott absent when meeting reconvened

7.15 Agricultural Plastics Recycling Program

AGRICULTURAL
PLASTICS RECYCLING
PROGRAM

MOTION: 22.06.320 Moved by: COUNCILLOR RYAN RATZLAFF

That Council accept the donation from Cleanfarms of two silage wrap/bale wrap compactors in order for the Agricultural Service Department to participate in the Cleanfarms Grain Bag and Twine pilot program.

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

Against: Deputy Reeve Bill Smith, Councillor Berry

Absent: Councillor Rosson, Councillor Scott

CARRIED

7.16 Tax Recovery – Public Sale of Land

TAX RECOVERY-PUBLILC SALE MOTION: 22.06.321 Moved by: DEPUTY REEVE BILL SMITH

That Council set the reserve bid terms and conditions that apply to the public sale of land as per the attached advertisement as amended.

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

Absent: Councillor Scott, Councillor Rosson

CARRIED

MOTION: 22.06.322 Moved by: COUNCILLOR TOM BURTON

That Council set Friday, September 16, 2022, at 1:30 p. m. Mountain Standard Time as the Public Auction Date, to be held in the Valleyview Administration building Council Chambers, the sale of the following properties:

Legal Description	Reserve Bid
NW-16-71-22-W5	\$175,000
SW-16-71-22-W5	\$140,000
SE-27-67-21-W5	\$130,000
NW-17-73-21-W5	\$75,000
SE-22-70-22-W5 Plan 9422527 Lot 1	\$50,000
NE-22-69-8-W6 Plan 9825734 Block 3 Lot	\$130,000
1	
NE-22-69-8-W6 Plan 9825734 Block 4 Lot	\$115,000
17	
NW-34-56-8-W6 Plan 0627943 Block 35	\$190,000
Lot 18	
NE-16-71-22-W5	\$140,000
SE-25-66-22-W5 Plan 1296KS Block 1 Lot 1	\$120,000
SE-8-71-23-W5 Plan 3978KS Block 1 Lot 14	\$105,000
	SW-16-71-22-W5 SE-27-67-21-W5 NW-17-73-21-W5 SE-22-70-22-W5 Plan 9422527 Lot 1 NE-22-69-8-W6 Plan 9825734 Block 3 Lot 1 NE-22-69-8-W6 Plan 9825734 Block 4 Lot 17 NW-34-56-8-W6 Plan 0627943 Block 35 Lot 18 NE-16-71-22-W5 SE-25-66-22-W5 Plan 1296KS Block 1 Lot 1

Roll #4713000	NE-29-56-8-W6 Plan 9722205 Block 47 Lot	\$120,000
	14	
Roll #520011	NW-34-56-8-W6 Plan 0925042 Block 11	\$15,000
Roll #520012	NW-34-56-8-W6 Plan 0925042 Block 12	\$15,000
Roll #520013	NW-34-56-8-W6 Plan 0925042 Block 13	\$10,000
Roll #520014	NW-34-56-8-W6 Plan 0925042 Block 14	\$10,000
Roll #520015	NW-34-56-8-W6 Plan 0925042 Block 15	\$10,000
Roll #520016	NW-34-56-8-W6 Plan 0925042 Block 16	\$10,000

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W-34-56-8-W6 Plan 0925042 Block 26	\$10,000
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W-34-56-8-W6 Plan 0925042 Block 28	\$10,000
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For: Reeve Olsen, Deputy Reeve Bill Smith, Councillor Dale Smith, Councillor Delorme, Councillor Ratzlaff, Councillor Berry, Councillor Burton, Councillor Schlief, Councillor Didow

Absent: Councillor Scott, Councillor Rosson

7.17 Request to Waive the Municipal, Education and Seniors portions of the Improvement Taxes on Roll 309695

WAIVE PORTION OF TAXES FOR ROLL 309695 MOTION: 22.06.323 Moved by: COUNCILLOR WINSTON DELORME That Council accept the request to waive the improvement portion of the municipal taxes in the amount of \$1,615.56, the education tax in the amount of \$1,731.86 and the seniors' tax in the amount of \$195.66 on tax roll 309695 due to a house fire on January 5, 2022, which resulted in the total loss of the house.

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

Absent: Councillor Scott, Councillor Rosson

CARRIED

LONG RUN EXPLORATION LTD. PROPERTY TAX PAYMENT PROPOSAL

7.18 Long Run Exploration Ltd. Property Tax Payment Proposal

MOTION: 22.06.324 Moved by: COUNCILLOR RYAN RATZLAFF
That Council take no action on the proposed payment plan from Long Run
Exploration Ltd., for their 2019, 2020 and 2021 property taxes and penalties.

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

Against: Councillor Dale Smith

Absent: Councillor Scott, Councillor Rosson

CARRIED

POLICY 1042

7.19 Policy 1042 Access to Information

MOTION: 22.06.325 Moved by: COUNCILLOR RYAN RATZLAFF That Council approve Policy 1042 "Access to Information" as presented.

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

Absent: Councillor Scott, Councillor Rosson

MOTION: 22.06.326 Moved by: COUNCILLOR DAVE BERRY That Council repeal Policy AD-01 "Access to Information".

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

Absent: Councillor Scott, Councillor Rosson

CARRIED

7.20 Fox Creek Greenview Joint Economic Development Board Appointments

FOX CREEK GREENVIEW JOINT EC. DEV. BOARD APPOINTMENTS MOTION: 22.06.327 Moved by: COUNCILLOR WINSTON DELORME That Council appoint two (2) elected members, Councillor Dave Berry, Councillor Ryan Ratzlaff to serve on the Fox Creek Greenview Joint Economic Development and Tourism Board.

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

Absent: Councillor Scott, Councillor Rosson

7.21 Town of Fox Creek Fire Service Agreement

TOWN OF FOX CREEK FIRE SERVICE AGREEMENT

MOTION: 22.06.328 Moved by: COUNCILLOR TOM BURTON

That Council authorize Administration to enter into a new 3-year Memorandum of Agreement (MOU) with the Town of Fox Creek for the provision of the joint use of firefighting equipment, and firefighting services to the Town of Fox Creek and the Municipal District of Greenview No. 16 in the Fox Creek Fire District as amended.

- Page 341 after first and second whereas Municipal District is referred as Greenview
- In the Therefore clause Schedule "A" should read Fox Creek Fire
- Page 342 11(b) "its" needs to be identified as Greenview fire apparatus and equipment
- Page 342 11(d) How many mobile radios and portables will be provided
- Page 342 12 (a) Need to define large motor vehicle collisions (MVC)
- Page 343 12 (c) Change Valleyview/Greenview Protective Services Building to Fox Creek
- Page 343 12 (g) Firefighter is one word
- Page 343 Section 13 Not defined what is this referring to?

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

Absent: Councillor Scott, Councillor Rosson

CARRIED

LOC BIG MOUNTAIN GROUP CAMPING & REC AREA

7.22 LOC Information Regarding the Big Mountain Group Camping and Recreation Area

MOTION: 22.06.329 Moved by: COUNCILLOR CHRISTINE SCHLIEF That Council direct Administration to bring forward the Licence of Occupation information and RDS regarding the road into the Big Mountain Group camping and recreation area.

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

Absent: Councillor Scott, Councillor Rosson

NGPSD & GRM

7.23 Northern Gateway Public School Division & GRM

MOTION: 22.06.330 Moved by: COUNCILLOR DALE SMITH

That Council direct Administration to bring back discussion items regarding the use between Northern Gateway Public School Division and the

Greenview Regional Multiplex.

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

Against: Councillor Delorme

Absent: Councillor Scott, Councillor Rosson

CARRIED

COSTS OF FINALIZNG DEBOLT SENIORS HOUSING PROJECT

7.24 Cost of finalizing DeBolt Seniors Housing Project

MOTION: 22.06.331 Moved by: COUNCILLOR TOM BURTON
That Council direct Administration to bring back costs of finalizing the DeBolt

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

Seniors housing project in conjunction with the Grande Spirit Foundation.

Against: Reeve Olsen

Absent: Councillor Scott, Councillor Rosson

CARRIED

GROVEDALE SENIOURS HOUSING & PROJECT HISTORY

7.25 Grovedale Seniors Housing & Project History

MOTION: 22.06.332 Moved by: COUNCILLOR CHRISTINE SCHLIEF That Council direct Administration to bring back information regarding Grovedale Seniors Housing and project history.

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

Absent: Councillor Scott, Councillor Rosson

COST PROPOSAL TO MOVE RECYCLE BINS WITHIN HAMLET OF GRANDE CACHE

7.26 Cost Proposal to move Recycle bins within the Hamlet of Grande Cache

MOTION: 22.06.333 Moved by: COUNCILLOR DUANE DIDOW

That Council direct Administration to provide a cost proposal to move the recycle bins within the Hamlet of Grande Cache.

For: Councillor Dale Smith, Councillor Delorme, Councillor Ratzlaff, Councillor Berry, Councillor Burton, Councillor Schlief, Councillor Didow

Against: Reeve Olsen, Deputy Reeve Bill Smith

Absent: Councillor Scott, Councillor Rosson

CARRIED

MOTION: 22.06.334 Moved by: COUNCILLOR DALE SMITH That Council lift tabled motion 22.06.307 BF76902 Culvert Replacement and Other Work.

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

Absent: Councillor Scott, Councillor Rosson

CARRIED

Reeve Olsen recessed meeting 2:18 p.m. Reeve Olsen reconvened meeting at 2:29 p.m.

Councillor Scott returned to meeting at 2:27 P.M. Councillor Rosson returned to meeting at 2:27 P.M.

7.4 BF 76902 Culvert Replacement and Other Work

MOTION: 22.06.307 Moved by: COUNCILLOR SALLY ROSSON

That Council award Bridge File 76902 Culvert Replacement and associated works to Green Acre Ventures for the total project cost of 451,885.00, (excludes GST), with funds to come from the 2022 Capital Bridge Budget BF76902.

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

CARRIED

BF76902

MOTION: 22.06.335 Moved by: COUNCILLOR DAVE BERRY That Council approve additional funding of \$152111.00 to be transferred from the bridge replacement reserves to the BF76902 Capital Bridge Budget.

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

CARRIED

BF77244

7.5 BF 77244 Culvert Replacement and Other Work

MOTION: 22.06.336 Moved by: COUNCILLOR TOM BURTON That Council award Bridge File 77244 Culvert Replacement and associated works to Green Acre Ventures for the total project cost of \$400,450.02, (excludes GST), with funds to come from the BF77244 2022 Capital Bridge Budget.

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

CARRIED

BF77976

7.6 BF 77976 Culvert Replacement and Other Work

MOTION: 22.06.337 Moved by: COUNCILLOR DALE SMITH That Council approve Administration to award Bridge File 77976 Culvert Replacement and other works to Boss Bridgeworks Ltd. for the total project cost of \$754,595.00 (excluding GST), with funds to come from the 2022 Capital Bridge Budget BF77976.

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

CARRIED

BF77976

MOTION: 22.06.338 Moved by: COUNCILLOR DAVE BERRY That Council approve additional funding of \$112338.00 to be transferred from the Bridge Replacement Reserves to the BF77976 2022 Capital Bridge Budget.

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

7.27 Managers Reports

MANAGERS REPORTS

MOTION: 22.06.339 Moved by: COUNCILLOR JENNIFER SCOTT That Council accept the Managers Reports as presented.

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

CARRIED

NOTICE OF MOTION

Councillor Burton makes a Notice of Motion that Council direct Administration to adjust Greenview's Expression of Interest to follow the Alberta Roadbuilders and Heavy Construction Association addendum to 2022 Rental Rate Guide – Fuel Prices in Construction.

Councillor Delorme makes a Notice of Motion that Council direct Administration to explore potential options for the addition of dressing rooms on the west side of the Grande Cache arena.

Councillor Delorme makes a Notice of Motion that Council direct Administration to provide a report for the establishment of a fee for service water bottle fill station to be located at the Grande Cache water treatment plant.

Councillor Delorme makes a Notice of Motion that Council direct Administration to provide a report on the feasibility of co-hosting a hospitality suite at the 2023 FCM Conference in Toronto.

Councillor Berry makes a Notice of Motion Councillor Berry makes a Notice of Motion to explore options and ways to compel companies within the MD of Greenview to pay their taxes

10.0 MEMBERS BUSINESS

#10 MEMBER REPORTS AND EXPENSE CLAIMS

WARD 1

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

- May 24, 2022, Regular Council Meeting
- STARS event in Grande Prairie
- Victor Lake Elders Lodge meeting
- Federation of Canadian Municipalities Conference
- Alberta Energy Regulator Special Council Meeting
- Photo with Municipal Climate Change regarding grant

WARD 2

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

May 24, 2022, Regular Council Meeting

- STARS Event in Grande Prairie
- Alberta Energy Regulator Special Council Meeting
- Little Smoky Community Hall meeting
- Road tours June 9 & 10, 2022
- Greenview Regional Waste Management Committee Meeting

WARD 3 COUNCILLOR SALLY ROSSON updated Council on recent activities, which include:

- May 24, 2022, Regular Council Meeting
- Greenview Regional Waste Management Committee Meeting
- Alberta Energy Regulator Special Council Meeting
- Road tours June 9 & 10, 2022
- Meeting with rate payer
- Seniors BBQ at Greenview Regional Multiplex
- Greenview Regional Waste Management Committee Meeting

WARD 4 COUNCILLOR DAVE BERRY updated Council on recent activities, which include:

- May 24, 2022, Regular Council Meeting
- Federation of Canadian Municipalities Conference -virtual
- Alberta Energy Regulator Special Council Meeting
- Road tours June 9 & 10, 2022
- Valleyview Seed CO-OP meeting

MOTION: 22.06.340 Moved by: COUNCILLOR DAVE BERRY That Council direct Administration to reconsider the intake of wood products at the transfer stations and landfills during the fire advisory.

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

Against: Reeve Olsen

CARRIED

WARD 5

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

- May 24, 2022, Regular Council Meeting
- STARS event in Grande Prairie
- Water North Coalition meeting with Alberta Environment and Parks
- Peace Region Economic Development Alliance meeting
- Red Willow Lodge Senior's week presentation
- Iosegun Manor

- Alberta Energy Regulator Special Council Meeting
- Road tours June 9 & 10, 2022
- Seniors BBQ at Greenview Regional Multiplex

WARD 6

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

- May 24, 2022, Regular Council Meeting
- Grande Spirit Foundation Board Meeting
- AEP EPR Paper Products and Packaging (PPP)
- Peace Library Board Meeting
- Federation of Canadian Municipalities Conference
- Alberta Energy Regulator Special Council Meeting
- MD of Greenview Library Board
- Red Willow, Senior's Week, May Fidler Retirement

WARD 7

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

- May 24, 2022, Regular Council Meeting
- Federation of Canadian Municipalities Conference
- Alberta Energy Regulator Special Council Meeting
- Road tours June 9 & 10 2022

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

WARD 8

- May 24, 2022, Regular Council Meeting
- Alberta Energy Regulator Special Council Meeting
- Community Futures meeting

WARD 8

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

- May 24, 2022, Regular Council Meeting
- Library Board training Virtual
- Federation of Canadian Municipalities Conference (virtual)
- Alberta Energy Regulator Special Council Meeting
- Road Tours June 9 & 10 2022
- MD Library Board meeting

WARD 9

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

- May 24, 2022, Regular Council Meeting
- FCSSAA budget meeting
- Federation of Canadian Municipalities Conference
- Community Futures
- FCSS regional meeting West Yellowhead

WARD 9

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

- May 24, 2022, Regular Council Meeting
- Nitehawk Ski Recreation Board
- STARS event in Grande Prairie
- Mid size cities Mayor caucus
- Community Futures West Yellowhead
- Meeting with Associate Minister Nally and staff (virtual)
- Grande Prairie Region energy coffee break at the Calgary Petroleum Club
- Federation of Canadian Municipalities Conference
- Global Energy Show, Energy Show Gala, Calgary meetings
- Reception for Odyssey and Sunrise House
- Road Tours June 10, 2022

MEMBERS BUSINESS

MOTION: 22.06.341 Moved by: COUNCILLOR TOM BURTON That Council accept the Members Business Reports for information as presented.

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

CARRIED

ADJOURNMENT #11 ADJOURNMENT

11.0 ADJOURNMENT

MOTION: 22.06.342 Moved by: COUNCILLOR SALLY ROSSON That Council adjourn this Regular Council Meeting at 4:06 p.m.

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

Ainutes of a Regular Council Meeting AD of Greenview	June 14, 2022

CHAIR



June 28, 2022 Bylaw No. 22-906 Public Hearing Background Information

PROPOSAL:

The application for land use amendment A22-002 has been submitted by Helix Surveys Ltd., on behalf of 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 Ward 8 area. The re-designation would allow for the subsequent subdivision of a vacant lot for future residential purposes.

BACKGROUND AND DISCUSSION:

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.

STAKEHOLDER COMMUNICATIONS OR ENGAGEMENT:

On March 24, 2022, a copy of the application was circulated to Greenview's internal department. No concerns were received.

On March 24, 2022, a copy of the application was circulated to the following referral agencies: Alberta Culture and Tourism, Alberta Transportation, Alberta Energy Regulator, Alberta Environment and Parks – Water Approvals, Alberta Environment and Parks – Marsha Trites-Russel, Alberta Municipal Affairs – David Dobson, ATCO, Peace Wapiti School District and Telus. No concerns were received.

On June 6, 2022, a copy of the application and notice of the Public Hearing was circulated to adjacent landowners within 804 metres of the property. No concerns were received. Referral agencies were also notified of the public hearing, as well as advertising published on Greenview's website and social media sites in accordance with the Advertising Bylaw, with no concerns received.

26

.03.12



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: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: PLANNING & DEVELOPMENT DIR: RA PRESENTER: CC

STRATEGIC PLAN: Development LEG:

RELEVANT LEGISLATION:

Provincial (cite) – Municipal Government Act, RSA 2000

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

RECOMMENDED ACTION:

MOTION: That Council give Second Reading to Bylaw No. 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.

MOTION: That Council give Third 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 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 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 Ward 8 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.

27

Administration is recommending that Council give Second and Third Reading to Bylaw No. 22-906.

.03.12

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.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Consult

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

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

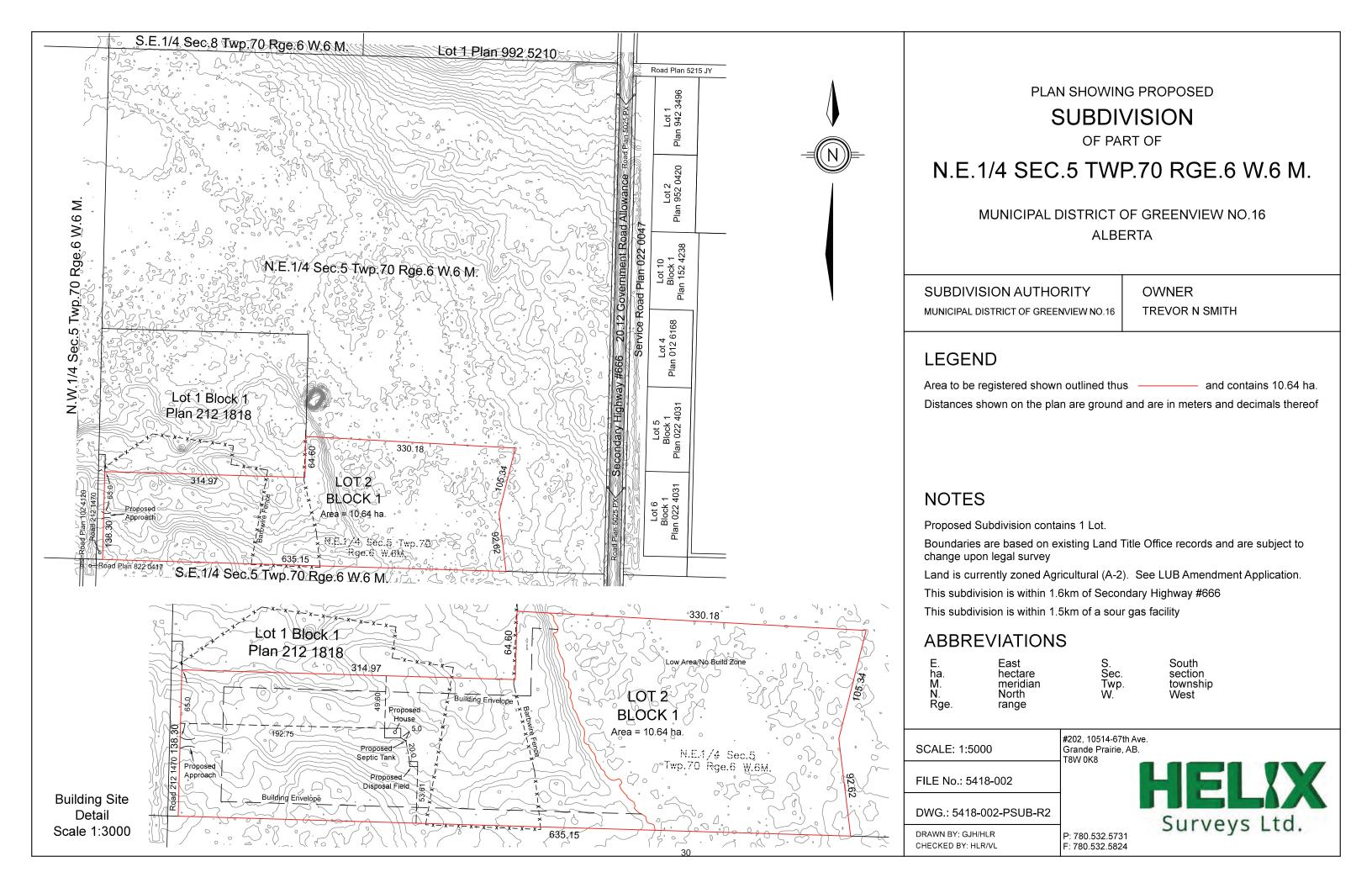
FOLLOW UP ACTIONS:

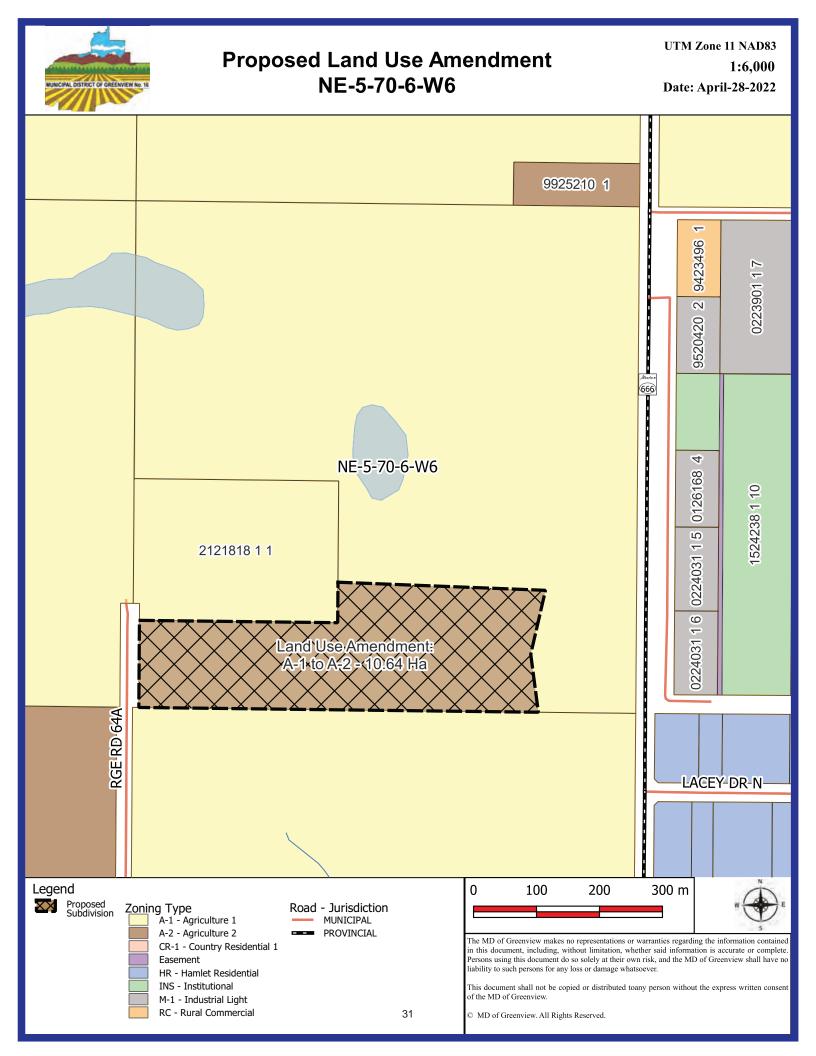
Administration will notify the landowner of the decision of Council following the Public Hearing.

ATTACHMENT(S):

• Schedule 'A' – Plan Showing Proposed Subdivision with "No Build Zone".

- Schedule 'B' Proposed Land Use Amendment Maps
- Schedule 'C' Bylaw No. 22-906
- PH background Information







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

UTM Zone 11 NAD83

1:6,000

Date: April-28-2022



of the MD of Greenview.

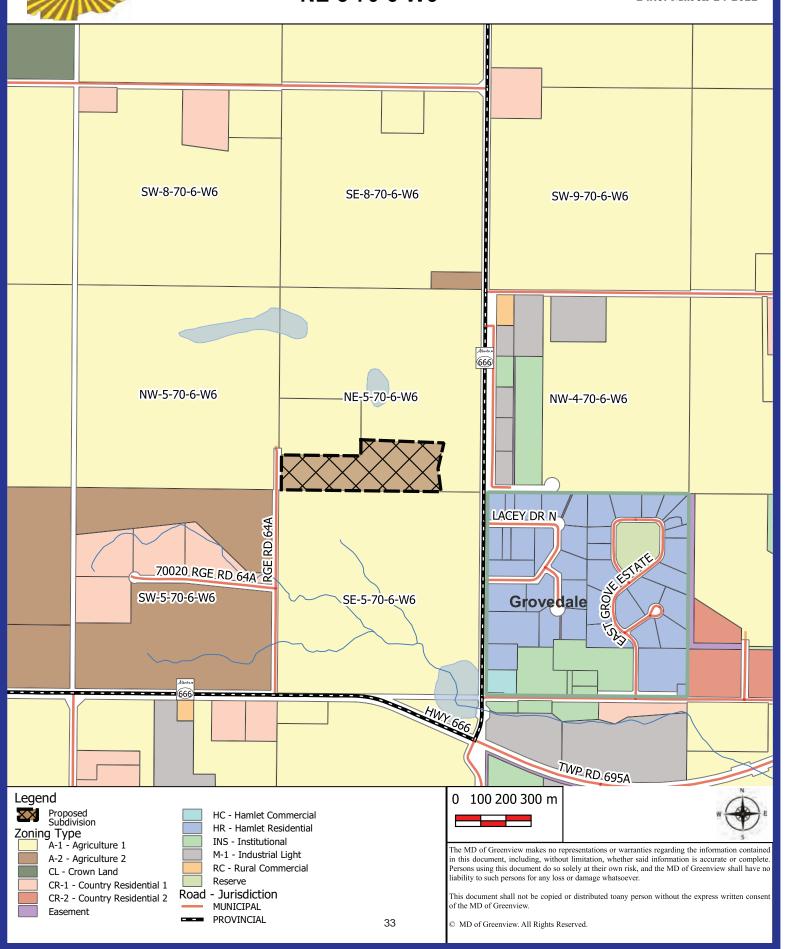
This document shall not be copied or distributed toany person without the express written consent



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

UTM Zone 11 NAD83 1:15,000

Date: March-24-2022





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 28th day of June, A.D., 2022.

Read a third time and passed this 28th day of June, A.D., 2022.

REEVE	
CHIEF ADMINISTRATIVE OFFICER	

SCHEDULE "A"

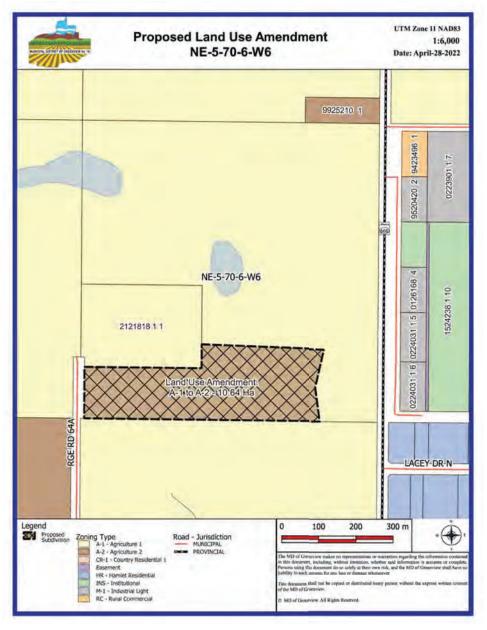
To Bylaw No. 22-906

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:



Bylaw 22-905



REQUEST FOR DECISION

SUBJECT: Bylaw 22-904 Records Retention and Disposition

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: June 28, 2022 CAO: SW MANAGER: SS DEPARTMENT: CORPORATE SERVICES DIR: EK PRESENTER: KC

STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

- Alberta Evidence Act;
- CAN/CGSB-72.34-2017 Electronic Records as Documentary Evidence
- Canada Labour Code and Standards;
- CRA Act;
- Electronic Transactions Act;
- Employment Act, Code & Equity Regulations;
- Environmental Protection & Enhancement Act
- Freedom of Information and Protection of Privacy Act
- Limitations Act;
- Local Authorities Election Act;
- Municipal Government Act and Regulations;
- Occupational Health and Safety Code;
- Water Act
- Waterworks Systems Using Quality Groundwater Code of Practice
- Weed Control Act

Council Bylaw/Policy Bylaw 19-817 Records Retention and Disposition

RECOMMENDED ACTION:

MOTION: That Council give first reading to Bylaw 22-904 Records Retention and Disposition.

MOTION: That Council give second reading to Bylaw 22-904 Records Retention and Disposition.

BACKGROUND/PROPOSAL:

In the last three years a number of the legislative requirements regarding records retention have changed. Administration thought it was prudent to update the existing records retention and disposition bylaw to reflect these changes.

This update arranges the content under their major heading, provides additional definitions, the removal of lengthy definition of a substantive record, declares Greenview records as the property of Greenview, and clarifies the CAO's responsibilities.

1.01.22

The schedule update identifies vital records, revised retention periods and removal of unused classification categories, to reduce filing errors, as listed below:

- Increased retention of all General folders 2 years to 3 years.
- C07 Elections reduced ballot retention to 120 days to 12weeks, added nomination papers 6weeks as advised by legal.
- C13 Accountability, Transparency & Governance reduced retention 12 to 10 years as advised by legal.
- E07 Solid Water Management Increased retention (Post Closure) E+10 to E+25.
- E10 Pits and Quarries Increased retention E+5 to E+10 as advised by legal.
- E14 Water Sampling Reduced retention 10 to 5. Relocated adverse sample results to E15
- E18 Environmental & Municipal Reserves Increased retention E+3 to P as advised by legal.
- F26 Working Papers Increased retention 1 to E+2 as advised by legal.
- H11 Recruitment Reduced retention 3 to 1.
- H12 Training and Development to Abstracts and Certificates name change, revised retention E+2 to SO.
- H13 Claims Reduced retention E+12 to E+10 as advised by legal.
- H14 Grievances Reduced retention E+12 to E+10 as advised by legal.
- H15 Investigations Terminations Reduced retention E+12 to E+10 as advised by legal
- H16 Criminal Background Checks to Payroll Year End name changed, increased retention E+7 to P.
- LO2 Claims Against Municipality Reduced retention E+12 to E+10 as advised by legal.
- L03 Claims by Municipality Reduced retention E+12 to E+10 as advised by legal.
- LO9 Precedents Revised retention 10 to SO as advised by legal.
- P07 Health Inspections to Health & Safety name change, increased retention SO to 10 as advised by legal.
- P08 Investigations Revised retention 10 to E+10 as advised by legal.
- P09 Licences Reduced retention E+12 to E+10 as advised by legal.
- P11 Permits, Certificates, Approvals Reduced retention E+12 to E+10 as advised by legal.
- P12 Warrants Increased retention 2 to E+3.
- P16 Emergency Services Increased retention SO to 10 as advised by legal.
- RO3 Museum and Archival Services Revised retention 2 to SO as advised by legal.
- R04 Parks Construction Projects and Management Increased retention 5 to Permanent.
- R06 Recreational Programming Increased retention 2 to 3.
- T03 Public Transit Increased retention E+2 to E+3.
- T06 Road Maintenance Increased retention E+5 to E+10.
- T07 Signs and Signals Increased retention E+2 to E+3.
- Removed unused drawers from Schedule:
 - o A06 Inventory Control Not used.
 - o A14 Uniforms and Clothing Not used.
 - o A23 Information systems Production activity and control Not used.
 - o C11 Request for Decisions & Reports See C03 or C05.
 - o D05 Natural Resources Not used.
 - o D07 Condominium Plans Not used.
 - o D10 Severances see Land of Subdivision files.
 - o D11 Site Plan Control Not used.

- o D13 Variances see Land of Subdivision files.
- o D16 Encroachments see project file.
- D24 Background Reports for official Plan Not used.
- o D25 Deeming Process Not used.
- D26 Development Charges Study Not used.
- o E01 Sanitary Sewers Not used.
- o E02 Storm Sewers Not used.
- o E05 Air Quality Monitoring Not used.
- o E09 Drains Not used.
- o E11 Nutrient Management Not used.
- o E16 Backflow Prevention and Cross Connection Control Not used.
- o E17 Energy Management Not used.
- o E19 Renewable Energy Not used.
- o E20 Source Water Protection.
- o E21 Ministry of the Environment Not used.
- o F13 Journal Vouchers See Financial System.
- o F14 Subsidiary Ledgers Registers and journals See Diamond.
- o F16 Payroll See Financial System.
- o F20 Reserve Funds Not Used.
- o F21 Revenues Not used.
- o F24 Trust Funds Not used.
- H01 Attendance and Scheduling Not used.
- o H04 Health and Safety See P07.
- H05 Human Resource Planning Not used.
- H09 Salary Planning Not used.
- o H10 Pension Records See H03.
- o H17 Employee Medical Records Hazardous Materials See H03.
- o H18 Employee Medical Records See H03.
- H19 Disability Management See H03.
- H20 Confined Spaces Not used.
- o L13 Prosecutions Not used.
- M05 News Clippings Not used.
- o M08 Speeches and Presentations Not used.
- o P06 Building and Structural inspections see Project file.
- P13 Criminal Records Not used.
- o P15 Community Protection Programs Not used.
- o P18 EMS Accident Reports See P05.
- o P19 EMS Statistics Not used.
- o P20 Prohibitions and Notices Not used.
- o R01 Heritage Preservation Not used.
- S02 Elderly Assistance Not used.
- S03 Long Term Care Facility Resident Records Not used.
- o S04 Social Assistance Programs Not used.
- o S05 Case Records Not used.
- o S06 Medical Case Records Not used.

- o S07 Children's Services Not used.
- o S10 Day Care Nursery Records Not used.
- o T10 Field Survey/Record Survey Books Not used.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is ensuring Greenview's compliance with applicable legislation and regulations of the management and retention of Greenview's records.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make additional recommendations to the bylaw however administration does not recommend shortening the retention periods as Greenview will not be compliant with legislation as a result.

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 bring the bylaw with any recommendations for third reading.

ATTACHMENT(S):

• Bylaw 22-904 Records Retention and Disposition



BYLAW NO. 22-904 of the Municipal District of Greenview No. 16

A Bylaw of the Municipal District of Greenview No. 16, in the Province of Alberta, to provide the management, retention and disposition of its records.

Whereas, Section 214(1) of the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26 and amendments thereto, provides that a Council may authorize the destruction of the original bylaws and minutes of Council meetings if the originals have been recorded on microfiche or on another system that will enable copies of the original to be made;

Whereas, Section 214 (2) of the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26 and amendments thereto, provides that Council may pass a Bylaw respecting the destruction of records and documents of the municipality;

Whereas, Section 214(3) of the Municipal Government Act, Revised Statues of Alberta 2000, Chapter M-26 and amendments thereto, provides that if an individual's personal information will be used by the municipality to make a decision that directly affects the individual, the personal information must be retained for at least one year after using it so that the individual has a reasonable opportunity to obtain access to it;

Whereas, Section 38 of the *Freedom of Information and Protection of Privacy Act*, as amended from time to time requires that public bodies protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction;

Whereas, the Municipal District of Greenview No. 16 deems it necessary and appropriate to ensure that municipal records are retained and destroyed in a manner consistent with applicable statutes and regulations as well as legal and administrative requirements;

Whereas, Council acknowledges that records management plays a vital role in effective public administration by supporting policy formation and managerial decision making; protecting the interests of the organization and the rights of third parties, the public and employees; enabling Greenview to meet legislative and regulatory requirements; and preserving Greenview's corporate history;

Whereas, the Municipal District of Greenview No. 16 has adopted the Generally Accepted Recordkeeping Principles® (Principles), a cross-disciplinary framework composed of standards, processes, roles, and metrics that hold the Municipal District of Greenview No. 16 and individuals accountable for the proper handling of information assets; and

Whereas, municipal records are managed as a resource and asset of the organization as a whole and not the property of individuals, groups, or departments of the Municipal District of Greenview No. 16;

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

1. TITLE

1.1 This bylaw may be cited as "Records Retention and Disposition Bylaw."

2. **DEFINITIONS**

- 2.1 CAO means Chief Administrative Officer or their delegate;
- 2.2 **Destruction** means the process of expunging records beyond any possibility of reconstruction and viewing;
- 2.3 **Disposition** means the final retention action carried out on a record. This may include destruction, deletion, secure destruction or deletion, or transfer for archival review or transfer to a third party;
- 2.4 **Digitized** means the process of rendering a paper record into an electronic record;
- 2.5 **Digital Record** means a record that is carried by an electrical conductor and requires the use of electronic equipment to be understood;
- 2.6 **ERMS** means Electronic Records Management System that enables users to store, search, filter, retrieve, share, publish and track records throughout their lifecycle;
- 2.7 **Greenview** means Municipal District of Greenview No. 16;
- 2.8 **Legal Hold** means the process to temporarily preserve all forms of potentially relevant records when litigation is reasonably anticipated or underway;
- 2.9 Record means information in any form and without restricting the generality of the foregoing, includes notes, images, audio-visual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded, or stored in any manner, but does not include software or any mechanism that produces records;
- 2.10 Retention Period means the length of time records are kept;
- 2.11 **Substantive Record** means a record that is judged to hold administrative, legal, fiscal, research or historical value and will be held in accordance with the records retention schedule; and
- 2.12 **Transitory Record** means a record that has short-term, immediate or no value to the organization and will not be needed in the future nor will it be held in accordance with the records retention schedule.

- A. Transitory records include drafts, copies, working papers, messages, post-it notes, invitations, duplicates, unsolicited mail, blank forms, external publication, opened envelopes, memos, notes, and messages (either paper, voice or electronic).
- B. Source documents digitized and imported into the ERMS become transitory and shall be destroyed without due process after a period of at least 30 days and no longer than two years, allowing for securing of the records on backup systems and time for staff to ensure that the records are viewable and safely stored in the ERMS.

3. PRINCIPLES AND RESPONSIBILITIES

- 3.1 All substantive records will be retained, disposed of, or destroyed in accordance with Schedule A of this bylaw.
- 3.2 Substantive Records are those that hold value to Greenview and may be utilized in the future.

 Each record in Schedule A shall be retained based on the following needs:
- 3.2.1 Administrative Value Refers to the length of time records are required to carry out day today activities of Greenview. Records deemed to have administrative value are kept on file or used regularly in conducting business. Once the activities have been fulfilled their administrative value ceases. Secondary use of records must be taken into consideration when determining how long to keep records;
- 3.2.2 Fiscal Value Refers to the worth of a record in terms of providing documentation for some type of financial transaction and refers to the length of time records are required for the planning, directing, monitoring, organizing, and controlling of the monetary resources. Fiscal value is also evidentiary in nature, serving as the basis for justifying the chain of events that occur with the event under consideration. The immediate fiscal value ceases once the financial transactions have been completed. However, proper fiscal and legal requirements must be taken into consideration as some records have value beyond the completion of the financial transaction;
- 3.2.3 Legal Value Refers to the length of time records are required as legal proof of authority or business transaction, enforceable rights or obligations, or as the basis for a legal action and identifies the usefulness of records which are necessary to provide an authentic and adequate evidence of Greenview's actions, functions and policies and identifies the usefulness of the records in conducting day to day operations. Legal value is also determined by identifying any requirements for records to be retained for specific periods of time in the enabling legislation for the records creator or other relevant legislation, such as the Limitations Act;
- 3.2.4 Records of Enduring Value Refers to providing the best evidence of the activities and responsibilities of Greenview (its accountability and the evolution of its powers, organizational structure, programs, policies, procedures, decisions, and functions), and/or have significant historical, cultural, intrinsic, or informational value;
- 3.2.5 Personal Information Value Refers to the length of time records are required to support the capture, use, response and to whom one's personal or organizational information is to be

revealed. The principle for records relating to privacy is to ensure that personally identifiable information be retained for no longer than needed;

- 3.2 Records entered in the ERMS become the official records of Greenview business.
- 3.3 Records in the care and custody of Greenview departments are the property of Greenview. Where records are in the possession of an outside agency, such records will be under Greenview's control when:
 - A. The record is specified in the contract as being under the control of Greenview;
 - B. The content of the record relates to Greenview's mandate and functions;
 - C. Greenview has the authority to regulate the record's use and disposition;
 - D. The outside agency is a consultant, and the record was created for the public body; or
 - E. The contract permits Greenview to inspect, review, or copy the records produced, received, or acquired.
- 3.4 Should Greenview become aware of a situation where litigation or potential litigation affecting Greenview is occurring or may occur, all records relating to that situation shall be placed on a Legal Hold status, temporarily suspending all record disposition processes until the threat of litigation has passed or the litigation has ended.
- 3.5 Should Greenview receive a formal FOIP request or receive an indication that there may be a formal FOIP request, all records relating to said FOIP request will be retained for a period of at least one year after the FOIP request has been made.
- 3.6 Council delegates the authority and responsibility to the CAO who shall:
- 3.3 The Chief Administrative Officer or delegate is authorized to retain records longer than the period provided for in "Schedule A" if the records are or may be required for administrative, legal, financial, or historic reasons.
- 3.4 Destruction of Records will require a written statement, attesting to which records were destroyed to be signed off by the Chief Administrative Officer or designate and a witness and retained on record as a permanent file.
 - A. Authorize the destruction of records, only after signing a written statement attesting to which records will be destroyed. The signed statements(s) will be retained on record as permanent;
 - B. Have the discretion to retain records longer than the period provided for in Schedule A of this bylaw, or to release records to either the Provincial Archives or other local archives, where deemed appropriate.
 - C. In the case of litigation, declare a Legal Hold on all relevant records to retain said records longer than the period provided for in Schedule A of this bylaw.
 - D. Keep a permanent record of records destroyed, or transferred to Provincial or Federal archives, local museums, or other archival entities for long term preservation.

- E. Ensure that this bylaw is adhered to and that regular compliance audits of the ERMS are performed.
- F. Provide for the adequate storage and security of all Greenview records.
- 3.7 Transitory Records are exempt from the provisions of this bylaw and may be confidentially routinely discarded. If there is any dispute as to whether a record is substantive or transitory the final decision shall be made by the CAO.
- 3.8 All records which the CAO has authorized for destruction, must be destroyed in the presence of a witness, who is also required to sign the attestation listing the documents designated for destruction.

4. **SEVERABILITY**

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

5. **REPEAL**

5.1 Upon third reading of this bylaw, Bylaw 19-817, its schedule and any amendments thereto is hereby repealed.

6. **COMING INTO FORCE**

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

Read a first time this day of , 2022.		
Read a second time this day of , 2022.		
Read a third time and passed this day of	, 2022.	
		REEVE
		CHIEF ADMINISTRATIVE OFFICER

Bylaw 22-904

Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	A - ADMINISTRATION: Contains records of routine administration and office services functions.	<u>'</u>		•	
A00	ADMINISTRATION – GENERAL				
Record availat	ds of administrative records which cannot be classified elsewhere. Used only if no other heading is ble	Originating	3	D	
A01	ASSOCIATIONS AND ORGANIZATIONS				
to whi	ds of correspondence, minutes, agenda, notices and reports regarding organizations and associations ich staff belong or with which they communicate in the course of their duties. Where possible, these is should be filed by their subject, not the originator or recipient of the report and/or correspondence. les: Membership Fees - see F01	Originating	5**	D**	
A02	STAFF COMMITTEES AND MEETINGS				
	ds of notices of meetings, agendas, and minutes of staff committees and meetings. May also include s of staff activity reports. les: Council Minutes and Agendas - see CO3, CO4 Council Boards and Committees - see CO5, CO6	Originating	5**	D**	
A03	COMPUTER SYSTEMS AND ARCHITECTURE INFORMATION				
charte testing develc evalua systen orders Exclud	Reports - file by subject Quotes and Tenders - see F18	ΙΤ	so	D	
A04	CONFERENCES				
	ds of invitations, approvals, agenda, notes on proceedings, and other records regarding conferences, ntions, seminars, and special functions attended by staff or sponsored by the municipality. **Jesi:**	Originating	3**	D	**Greenview Sponsored

DISPO	PSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, $**$ = Arc	hival Review, I	P = Perma	nent,	
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
A05	CONSULTANTS CONTRACTORS				
	Invoices - see F01 Quotations and Tenders - see F18	Originating	5**	D	
A07	Reports - file by subject OFFICE EQUIPMENT AND FURNITURE				
Record	ds of the design, maintenance, and disposal of owned and leased office equipment and furniture. es chairs, desks, tables, photocopiers, printers, scanners, computers, etc.	Originating	E+3		E = Item disposed
A08	OFFICE SERVICES				
Record regard	ds of rates and services provided by courier, mail, and postage suppliers. Also includes records ing the inter-office mail system, internal printing, fax journal reports and management of all mental internal forms and templates.	Originating	3 SO	D D	SO = Forms & Templates
A09	POLICIES AND PROCEDURES	Vital			
Record	ds of all internal active and inactive policies and procedures, Internal directives, and their lists.	Originating	P	P	
A10	RECORDS MANAGEMENT				
manag media manag	Retention By-Law - see CO1	RM	SO+10	D	
Λ11	Record Destruction Lists - see A11 RECORDS DISPOSITION				
statem Archiv	ds of lists of destroyed records, legal opinions, amendments, the disposal method used and nents authorizing and describing the destruction of the records and lists of records transferred to es.	RM	P	P	
A12	TELECOMMUNICATIONS SYSTEMS				

	DSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Arc	_	P = Perma	nent,	ī
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
teleco	ds of the purchase, maintenance and disposal of all types of Greenview owned/used mmunications systems: telephones, cellular phone, facsimile machines, base and mobile stations, s, antennae, police, and fire communications systems, and 911 emergency systems. **Jess of Communications** **Jess of Greenview owned/used and mobile stations, and 911 emergency systems. **Jess of Communications** **Jess of Greenview owned/used and mobile stations, and 911 emergency systems. **Jess of Communications** **Jess of Greenview owned/used and mobile stations, and 911 emergency systems. **Jess of Communications** **Jess	Originating	E+6	D	E = Disposal of equipment
A13	TRAVEL AND ACCOMMODATION				
		Originating	3	D	
A15	VENDORS AND SUPPLIERS				
	ds of correspondence from vendors and suppliers of goods and services as well as information about goods and services, price lists, bidder's information sheets and Greenview credit applications. Iles: Purchase Orders and Requisitions - see F17 Office Equipment - owned and leased - see A07 Fleet Management - see V01 Expressions of Interest – see T06	Originating	5	D**	
A16	INTERGOVERNMENTAL RELATIONS	Vital			
munic	ds of correspondence and other records of a general nature regarding the relationship between the ipality and all levels of government. May include correspondence to and from Boards and hissions. Where possible, these records should be filed by their subject, not by originator or recipient. Hes: Legislation – see L10 or L11	Originating	10	D**	
A17	FOIP ACCESSIBILITY OF RECORDS				
	ds of the municipality's responsibilities for the protection of information, handling information sts as regulated by Freedom of Information and Protection Privacy Act les: Complaints and Inquiries - see M04 or by subject	RM	10	D	
A18	SECURITY				
Record Exclud	ds of the security of offices/facilities and properties such as security passes and control of keys. **Jess: Vandalism Reports - see P05** 47**	Originating	3 E+3	D D	E = User leaves/ends agreement

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DISPO	DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,						
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks		
	Computer Security - see A03						
A19	FACILITY CONSTRUCTION RENOVATION	Vital					
engine	ds of the RFP/tender process, site meetings, consultant reports, financials, architectural and sering drawings for the planning, construction and renovation of municipal facilities such as fire as, recreation facilities and office buildings. Les: Facility operations & maintenance—see A20 Lagoons/Wastewater sites — see E03 Solid Waste Sites/Transfer station buildings — see E07	Originating	E+10	D**	E= Facility removed/sold		
	Water Treatment Plants & Water Points – see E08						
A20	FACILITY AND PROPERTY MAINTENANCE	Vital					
clinics	Lagoons/Wastewater sites - see E03 Parks Management - see R04	Originating	E+10	D**	E= Facility/equipme nt removed/sold		
	Public Service Buildings (Fire stations) - see P17 Recreational Facilities Operations & Maintenance - see R05 Solid Waste Sites & Transfer stations buildings - see E07 Water Treatment Plants & Water Points - see E08						
A21	FACILITY BOOKING						
Record	ds of permits and bookings issued for the rental of recreational and administrative facilities for specific ies.	Originating	3	D			
A22	ACCESSIBILITY OF SERVICES						
Record	ds of accessibility of Municipal buildings, services, and information to disabled persons.	Originating	5	D			
A24	ACCESS CONTROL AND PASSWORDS						
Record etc.	ds of the management of and access to software programs, individual access, password management,		SO+5	D			
A25	PERFORMANCE MANAGEMENT						

DISPO	OSITION: $D = Destroy$, $E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Arcl$	nival Review, I	P = Perma	nent,	
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
Balanc etc. wo	ds of the performance of the Municipality as a whole and quality assurance programs Benchmarking, sed Score Cards, and Municipal Performance Measurement Programs. Key performance indicators, could also be included. Types of records included reports, statistical analysis, program documentation, pondence, awards for outstanding organizational achievements, work plans, etc. es: Employee performance appraisal - see H03 Council Goals & Objectives - see C08	Originating	10	D	
C - COI respor	UNCIL, BOARDS AND BY-LAWS - Contains records of the establishment of policies, by-laws, the operansible.	tions of Counc	il and of E	Boards for wh	ich Council is
C00	COUNCIL, BOARDS AND BYLAWS - GENERAL				
Record availab	ds of Council, Boards and bylaws which cannot be classified elsewhere. Use only if no other heading is ble.	Originating	3	D	
C01	BYLAWS	Vital			
Record bylaw. <i>Exclud</i> e		Originating	P	P	
C02	BYLAWS - OTHERS				
Record	ds of versions of bylaws of other municipalities which are of interest.	Originating	so	D	
C03	COUNCIL AGENDAS	Vital			
	ds of notices and agendas with attachments of Council's regular, special and organizational meetings. es staff reports and RFDs to Council.	EA	Р	Р	
C04	COUNCIL MINUTES	Vital			
Exclud	Council Committees and Boards - see CO6	EA	P	P	Recordings destroyed after transcribed
	COUNCIL COMMITTEES & BOARDS AGENDAS	Vital			
	ds of notices and agendas with attachments of internal and external committees /boards that illors are appointed to. Includes staff reports and RFDs to Council. es: Appeal Hearing Agendas (SDAB, Pest Control, etc.) - See LO1	EA'S	P 5	P D**	Internal COMT/BRD External COMT/BRD
C06	COUNCIL COMMITTEES & BOARDS MINUTES	Vital			
	ds of the minutes of internal and external committees/boards that Councillors are appointed to. es:	EA'S	Р	Р	Internal COMT/BRD

Class Code	PSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Arc Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
					External COMT/BRD Recordings destroy after transcribed
C07	ELECTION				
and ju Office	ds of the municipal election, by-election, final election results, statement of results, election appeals dicial recounts, nomination papers, election, disclosure statements, oaths of the Deputy Returning r, Enumerator and Constable, setting of fees for election officers, arrangements for voting stations, rates, publishing of first and second election notices, notice of nomination day, notice of election day,	LEG	P E+6w	P D	Nomination papers; E = end of term of office
	of advance vote.		E+12w	D	Ballots; E = vote or resolution of recount
C08	GOALS AND OBJECTIVES				
	ds of strategic planning, goals and objectives, and mission statements such as the municipal nability plan.	CAO	SO+10	D**	
C09	MOTIONS AND RESOLUTIONS				
Record	ds of final versions of resolutions and motions of Council.	EA	Р	Р	
C10	MOTIONS AND RESOLUTIONS - OTHERS				
Record	ds of final versions of motions and resolutions of other municipalities which are of interest.	Clerk's	so	D**	
C12	BOARD AND COMMITTEE APPOINTMENTS				
Record	ds of the appointments of council members, staff and members at large.	EA	Р	Р	
C13	ACCOUNTABILITY, TRANSPARENCY & GOVERNANCE				
	ds of Council Oaths, Code of Conduct, complaints and related investigations, closed meeting gations and initiatives, etc.	CAO	10	D**	
D - DE	VELOPMENT AND PLANNING: Contains records of development and planning such as, general studies	, official plans	, zoning, (drainage etc.	
D00	DEVELOPMENT AND PLANNING - GENERAL				
	ds of development and planning records which cannot be classified elsewhere. Use only if no other ng is available.	Originating	3	D	
D01	DEMOGRAPHIC STUDIES				
		Originating	Р	Р	
D03	Vital Statistics - see L12	Vital			
D02	ECONOMIC DEVELOPMENT	Vital			

DISPO	OSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, $**$ = Arc	hival Review, I	P = Perma	nent,	
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
Record Exclud	ds of the growth of the economy. Includes studies, statistics, projections, projects, etc. Demographic Studies - see D01 Residential Development - see D04 Tourism Development - see D06 Non-Greenview Industrial/Commercial Development - see D21 DRAINAGE/FLOOD CONTROL ds of storm drainage, flood control planning and their project records. Also contains information on a water protection such as risk assessments and risk management plans.	Originating Vital I&P	E+10	D** D**	E= Project/study cancelled.
	RESIDENTIAL DEVELOPMENT ds of the history of the residential development of Hamlets, reports of availability of housing, general ments of the need for affordable housing, occupancy rates, housing cost statistics, etc.	P&D	E+10	D**	E= Project/study cancelled.
D06	Industrial & Residential Development Permits – see LD TOURISM DEVELOPMENT				
Record	ds of the tourism industry and efforts made to promote and encourage tourism such as the use of the ipality as a convention site or special event.	P&D	E+10	D**	E= Program/project cancelled or ended
D08	OFFICIAL PLANS	Vital			
policie	ds of official plans and amendments, secondary plans and amendments, detailed objectives and secondary plans are secondary plans and amendments, detailed objectives and secondary plans are secondary plans and amendments, detailed objectives and secondary plans are secondary plans and amendments, detailed objectives and secondary plans are secondary plans and amendments, detailed objectives and secondary plans are s	P&D	Р	Р	
	ds of applications to amend the official plan or secondary plans, staff reports, notices, resolutions, ons and background documents.	P&D	P	P	
D12	SUBDIVISIONS	Vital			
drawir land si comm	ds of the subdivision of both residential and commercial properties, applications, registered planings and changes to approved plans, technical reports, granting of severances, services to individual ites, water, sewage, parking areas, drainage, driveways, utility approvals, correspondence, written ents, working notes, background information, clearance letters, "red line" revisions, stop work orders, achments and the granting of variances in land use and zoning applications from existing zoning tions.	P&D	Р	Р	

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = A	Archival Review,	P = Perma	nent,	
Class Code Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
D14 ZONING	Vital			
Records of the standards regarding the designation of zones for land use planning purposes and zoning applications from neighboring municipalities. Excludes: Zoning Bylaws - see CO1 Variances - see D12 or LD	P&D	Р	P	
D15 EASEMENTS	Vital			
Records of on Rights of Way and Easements concerning municipal ownership of private lands to maintain public service such as water and sewer lines that cross private property. Excludes: Original Agreements - see L04	P&D	Р	Р	
D17 ANNEXATION AMALGAMATION				
Records of the annexing and amalgamating of lands adjacent to municipal lands to accommodate growth. Also includes amalgamation of municipalities. May include studies on restructuring.	Clerk's	P	Р	
D18 COMMUNITY IMPROVEMENT PROJECTS				
Records of studies, statistics, and any required background information on community development programs. May also include records on housing rehabilitation programs. Excludes: Economic Development – see D02	P&D	E+6	D**	E= Project/program cancelled or completed
D19 MUNICIPAL ADDRESSING	Vital			
Records of requests for and assignment of new subdivision and other street names and numbers. May include correspondence, reports, drawings, and copies of related bylaws.	P&D	Р	Р	
D20 REFERENCE PLANS				
Records of registered site plans, real property report/survey certificates and property survey plans as received from Registry Office. May include correspondence.	P&D	P	Р	
D21 INDUSTRIAL COMMERCIAL DEVELOPMENT				
Records of the addition and development of industry and commercial projects affecting the Greenview. Records include reports, studies, statistics, projections, etc. Excludes: Agricultural Development – see D23 Industrial Road Use Approvals - see P11	P&D	5	D**	
D22 DIGITAL MAPPING				
Records of all records used to produce maps and updates in a digital format.	P&D	Р	Р	
necords of all records used to produce maps and applicates in a digital format.				

DISPC	OSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Arc	hival Review, I	P = Perma	nent,	
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	ds of the development of agricultural growth. Weed/pest control, spray exemption agreements, and ltural programs offered, etc.	AG	10	D**	
D27	DEVELOPMENT REQUESTS	Vital			
	ds of request applications from ratepayers for miscellaneous work requests, private approach and construction. les: Road Construction projects - See TO4 Property Development – D12 or LD	I&P	P	P	
	VIRONMENTAL SERVICES - Contains records of the provision of public works and other environmentals, treatment plants, waste management, gravel pits/stockpiles and environmental monitoring, included				water works,
E00	ENVIRONMENTAL SERVICES - GENERAL				
	ds of environmental services records which cannot be classified elsewhere. Use only if no other ng is available.	Originating	3	D	
E03	WASTEWATER AND COLLECTION SYSTEMS	Vital			
compl	ds of the design, construction, operation, maintenance, drawings, inspections, commissioning and iance and required reporting of Greenview operated wastewater treatment facilities, pumping/lift as, drains and lagoons. Tes: Private Sewage Disposal Systems – see E12	ENV	Р	P	
E04	TREES				
Record	ds of tree removal, planting, trimming, pruning and preservation.	Originating	5	D	
E06	UTILITIES				
	ds of maps and location drawings provided to the municipality from utility companies such as one lines, gas mains, power lines, water mains etc.	I&P	Р	Р	
E07	SOLID WASTE MANAGEMENT	Vital			
statior accept compo	ds of the design, construction, maintenance, site records, and operations of landfills and transfer as. Groundwater, environmental and gas monitoring. Surface water releases, remedial actions, waste and how waste is to be handled and annual reports, energy from waste, collection services and osting. e Program operational reports.	ENV	E+25	D D	E= Post Closure
Exclud					
F00	Environment Planning - see D03	Vital			
E08	WATER WORKS (Drinking Water Treatment and Distribution)	Vitai			

DISDO	OSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Arcl	hival Poviow I	D - Dorma	nont	
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
unpot	ds of the design, construction, commissioning, water meter registration numbers, potable & able water points/wells, water treatment facilities/distribution, water mains, tanks, pipelines, nts, equipment design and their maintenance.	ENV	Р	P	
E10	PITS AND QUARRIES	Vital			
	ds of gravel pits, stockpiles and quarries, exploration, maps, project reporting, assessments, general cations, clean-up/reclamation plans and correspondence. les: Lease agreement/purchase - see LO7	ENV	E+10	D**	E=Lease Expiry
E12	PRIVATE SEWAGE DISPOSAL SYSTEMS				
Recor	ds of the design, construction and maintenance of sanitary sewers and septic systems.	ENV	Р	Р	
E13	WATER MONITORING				
quarte quanti	ds of the routine monitoring of water quality and quantity, annual reports, chemical samples collected erly (trihalomethanes, nitrate and nitrites), as well as responses to interference with quality or ity. Also includes monitoring and control of creeks and floods, weeds, noise, erosion, topsoil and water. **Research Complaints and Inquiries - see M04**	ENV	10	D	
E14	WATER SAMPLING				
chloring fluorica to correction	ds of bacteriological analysis results, daily records, including but not limited to flow meter readings, the concentrations, treatment chemical dosages, iron and manganese concentrations, and all lation information required. All monthly reports and records of action taken by the registration holder rect contraventions of potable water quality limits (MAC), including the following information for each exention: name and address of the person who discovered the contravention, and copies of all rations to the public. **Jession 1.** **Jession 2.** **Jession 3.** **Jes	ENV	10 5	D	Waterworks System 9.1.1(b)(i)
E15	CHEMICAL SAMPLING OF WATER	Vital			
Minist registr inform and co Inorga	ds of chemical samples collected and tested, adverse bacteriological analysis samples and notices to cry, Spills Action Centre and local Health Unit. All monthly reports and records of action taken by the ration holder to correct contraventions of potable water quality limits (MAC), including the following nation for each contravention: name and address of the person who discovered the contravention, opies of all notifications to the public. In and organics, chemical and pesticide analytical results, samples collected and tested every 60 as and lead, sodium and fluoride samples collected and tested annually, and engineer evaluation	ENV	P	P	

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
report guidar <i>Exclud</i>					
E18	ENVIRONMENTAL & MUNICIPAL RESERVES				
	ds of green lands, municipal forests and forestry, enforcement records, management and preservation ks, harbours and beaches.	Originating	Р	Р	
F - FIN	ANCE AND ACCOUNTING - Contains records of the management of funds.				
F00	FINANCE AND ACCOUNTING - GENERAL				
	ds of finance and accounting records which cannot be classified elsewhere. Use only if no other ng is available.	Originating	3	D	
F01	ACCOUNTS PAYABLE	Vital			
	ds of municipality's payables, vendor invoices, cheque requisitions, membership fees, supporting nents used to authorize issuance of cheques. Ves: Receipts – See F19 Cancelled Cheques - see F07 Employee and council expenses – see F09	FIN	10	D	
F02	ACCOUNTS RECEIVABLE	Vital			
water buildir recove compl <i>Exclud</i>	les: Assessment Hearings – L01 Tax Assessments, Rolls and Tax Arrears - see F22 Write-offs - see F23	FIN	10	D	
F03	AUDITS				
Record Exclud	ds of internal and external financial audit of accounts. Greenview funding confirmation requests. *les:** Operational audits - see relevant subject Audited Financial Statements - See - F10 55	FIN	E+10	D	E = Audit Complete

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
F04	BANKING	Vital			
	ds regarding banking transactions and relationships with banks. Includes bank reconciliations, deposit s, expenditure designations and signing authority. es: Bank Statements - see F07 Cancelled Cheques – see F07	FIN	10	D	
F05	BUDGETS AND ESTIMATES	Vital			
	ds of capital and operating departmental and corporate budgets.	FIN	10	D**	
	pproved budget.		Р	Р	
F06	ASSETS	Vital			
	ds of current and fixed assets. Includes inventories as well as records of initial expenditure, ciation, amortization, and their disposal. es: Land Acquisition and Sale - see L07 Office Equipment Disposal - See A07 Vehicle & Equipment Disposal – See V01 V02 V03 V04 V05	FIN	E+10	D**	E= Asset Disposed
F07	CHEQUES				
Record	ds of N.S.F, cancelled cheques, interac, and bank statements, and cheque listings.	FIN	10	D	
F08	DEBENTURES AND BONDS	Vital			
	ds of debentures and bonds issued. Includes information regarding the initial issuance of the ture or bond as well as all records of payments made to investors. es: General Ledger and Journals -see F15 Project Bonds & Security Deposits - see F25	FIN	E+10	D	E= Debentures surrendered for exchange or cancellation/Bon d performed or cancelled
F09	EMPLOYEE AND COUNCIL EXPENSES	Vital			
Comm	ds of travel and meeting expense claims, all receipts submitted by employees or Council and ittee members to substantiate their claims. May include Credit Card information i.e. account ers and statements etc. May also include employee time sheets combined with travel and expense nents.	FIN	10	D	
F10	FINANCIAL AUDIT STATEMENTS	Vital			
	ds of the Audited Financial Statements, Balance Sheet, Financial Information Return, Income nent, Statement of Source, Application of Funds and Engagement Letter. es:	FIN	P	P	

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DISPO	DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,						
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks		
	All working notes, calculations, and background documentation - see F26 Auditor Agreement – L04						
F11	GRANTS AND LOANS	Vital					
	ds of grants payable and receivable, revenue generated in the form of grants-in-lieu, provincial and I grants, subsidies, applications, acknowledgements, letters of support and required reports.	Originating	10	D			
Record	ds of loans issued by Greenview.		E+10	D	E= Loan settled		
F12	INVESTMENTS	Vital					
Record	ds of the municipality's investments statements, term deposits, and promissory notes.	FIN	E+10	D	E= Closure of account		
F15	GENERAL LEDGERS AND JOURNALS – See Microsoft Dynamics GP	Vital					
Record	ds of the General ledger, adjustments and financial year end.	FIN	Р	Р			
F17	PURCHASE ORDERS	Vital					
	Quotations and Tenders - see F18	Originating	10	D			
F18	QUOTATIONS AND TENDERS	Vital					
Record Exclud	ds of unsuccessful quotes and tenders. les: Successful Tender package, evaluation and awarding of tenders/quotations, acceptance letters — transfer to subject file post awarding	Originating	E+5	D**	E= Bid awarded		
F19	RECEIPTS						
Record	ds of receipts issued for payments of services rendered, licences, rentals and taxes.	FIN	10	D			
F22	TAX AND ASSESSMENT	Vital					
arrear	Annual Tax Notices – see F02 Assessment complaints resolved - see F02 Correspondence related to tax issues <u>not</u> of a long-term significance - see F02	TAX CLK	P	P			
53 0	Mortgage Companies - see F02	\/:tal					
F23	WRITE-OFFS and BANKRUPTCY	Vital					

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent, Class Responsible Retain Final .							
Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks			
uptcies of which Greenview has an interest. es:	FIN/CAO	E+12 37	D	E= Account Closure			
SECURITY DEPOSITS	Vital						
of guarantee, proof of insurance when required and records of monies held as security (i.e. Road	Originating	E+10	D	E= Project warranty period complete and deposit returned to company			
WORKING PAPERS							
· · · · · · · · · · · · · · · · · · ·	Originating	E+2	D	E= Audit Complete			
MAN RESOURCES - Contains records of the municipality's relationship with its employees, employee	records and g	eneral sta	ff programs.				
HUMAN RESOURCES - GENERAL							
·	HR	3	D				
BENEFITS							
	HR	so	D				
EMPLOYEE RECORDS	Vital						
plunteers) initial resume/applications, performance evaluations, training certificates or reports, pondence with/about the employee, employee assistance, letter of offer, commencement notice, loath, personal information such as age, gender, social insurance number, address and citizenship, cion; employment history, passport and firearm permits related to employment, notice of promotion, e in employment or pension status, transfer, assignment, termination or retirement, appraisal, inary actions, notations of decision relating to staffing, attendance records and leave, pay and ts, staff development and training, payroll and tax deductions, occupational health and safety, yee assistance, health and life insurance, bonds, master attendance records, probationary periods,	HR	E+5	D	E = Age 75 or death, whichever comes earlier			
	Record Classification Is of taxes, AR accounts that have been written off as uncollectible, as well as all correspondence of uptcies of which Greenview has an interest. Is: Accounts Receivable Refunds - see F02 SECURITY DEPOSITS Is of capital project bonds (performance & Labour & Material), development deposits, letter of credit, of guarantee, proof of insurance when required and records of monies held as security (i.e. Road). WORKING PAPERS Is of all working notes of a financial nature such as calculations and background documentation used ulate financial statements such as the monthly trial balance and budget. MAN RESOURCES - Contains records of the municipality's relationship with its employees, employee HUMAN RESOURCES - GENERAL Is of human resources activities which cannot be classified elsewhere. Use only if no other heading is ple. BENEFITS Is of brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered ployees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EMPLOYEE RECORDS Is regarding the employment history of municipal employees (full-time, part-time, student employees plunteers) initial resume/applications, performance evaluations, training certificates or reports, pondence with/about the employee, employee assistance, letter of offer, commencement notice, oath, personal information such as age, gender, social insurance number, address and citizenship, tion; employment history, passport and firearm permits related to employment, notice of promotion, in employment or pension status, transfer, assignment, termination or retirement, appraisal, inary actions, notations of decision relating to staffing, attendance records and leave, pay and ts, staff development and training, payroll and tax deductions, occupational health and safety, yee assistance, health and life insurance, bonds, master attendance records, probationary periods, cation, names of pension beneficiaries, grievances, and other personal data.	Responsible Dept. Is of taxes, AR accounts that have been written off as uncollectible, as well as all correspondence of upticles of which Greenview has an interest. Is: Accounts Receivable Refunds - see F02 SECURITY DEPOSITS So of capital project bonds (performance & Labour & Material), development deposits, letter of credit, of guarantee, proof of insurance when required and records of monies held as security (i.e. Road). WORKING PAPERS Is of all working notes of a financial nature such as calculations and background documentation used ulate financial statements such as the monthly trial balance and budget. MAN RESOURCES - Contains records of the municipality's relationship with its employees, employee records and general information and budget. BENEFITS Is of human resources activities which cannot be classified elsewhere. Use only if no other heading is let. BENEFITS Is of brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered ployees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EMPLOYEE RECORDS Is regarding the employment history of municipal employees (full-time, part-time, student employees plouteers) initial resume/applications, performance evaluations, training certificates or reports, pondence with/about the employee, employee assistance, letter of offer, commencement notice, loath, personal information such as age, gender, social insurance number, address and citizenship, ion; employment history, passport and firearm permits related to employment, notice of promotion, ein employment or pension status, transfer, assignment, termination or retirement, appraisal, inary actions, notations of decision relating to staffing, attendance records and leave, pay and ts, staff development and training, payroll and tax deductions, occupational health and safety, yee assistance, health and life insurance, bonds, master attendance records, probationary periods, cation, names of pension beneficiaries, grievances, and oth	Responsible Dept. Retain Years Is of taxes, AR accounts that have been written off as uncollectible, as well as all correspondence of upticies of which Greenview has an interest. Is: Accounts Receivable Refunds - see F02 SECURITY DEPOSITS Is of capital project bonds (performance & Labour & Material), development deposits, letter of credit, of guarantee, proof of insurance when required and records of monies held as security (i.e. Road WORKING PAPERS Is of all working notes of a financial nature such as calculations and background documentation used ulate financial statements such as the monthly trial balance and budget. MAN RESOURCES - Contains records of the municipality's relationship with its employees, employee records and general statements such as the monthly trial balance and budget. HUMAN RESOURCES - GENERAL Is of human resources activities which cannot be classified elsewhere. Use only if no other heading is less. BENEFITS Is of brochures, rates, quotes, correspondence and explanatory documents regarding benefits offered ployees, such as group insurance, dental plans, Canada Savings Bonds, and general information on EMPLOYEE RECORDS Is regarding the employment history of municipal employees (full-time, part-time, student employees late of the propose, employee assistance, letter of offer, commencement notice, oath, personal information such as age, gender, social insurance number, address and citizenship, tion, employment history, passport and firearm permits related to employment, notice of promotion, ein employment history, passport and firearm permits related to employment, notice of promotion, ein employment and training, payroll and tax deductions, occupational health and safety, yee assistance, health and life insurance, bonds, master attendance records, probationary periods, cation, names of pension beneficiaries, grievances, and other personal data.	Record Classification Responsible Dept. Retain Vears Disposition So of taxes, AR accounts that have been written off as uncollectible, as well as all correspondence of particles of which Greenview has an interest. SS: Accounts Receivable Refunds - see F02 SECURITY DEPOSITS So of capital project bonds (performance & Labour & Material), development deposits, letter of credit, of guarantee, proof of insurance when required and records of monies held as security (i.e. Road by the control of guarantee, proof of insurance when required and records of monies held as security (i.e. Road by the control of guarantee) and the control of guarantee in the control of guara			

Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
	Health & Safety Training - see P07				
H06	JOB DESCRIPTIONS				
Recor	ds of job descriptions and specifications as well as background information used in their preparation	HR	SO	D**	
or am	endment.				
H07	EMPLOYEE RELATIONS				
Recor	ds of the relationship between labour and management. Includes collective bargaining,	HR	E+5	D**	E= Collective
corres	pondence with staff liaison committee.				agreement expiry
H08	ORGANIZATION	Vital			
Recor	ds of relationships, reorganization, organizational analysis, organization chart and salary grid.	HR	SO	D**	
Exclud	les:				
	Job Descriptions - see H06				
H11	RECRUITMENT				
Recor	ds supporting recruitment activities for Greenview s internal and external job positions such as	HR	1	D	
	ring position descriptions, reviewing applications and resumes, interviewing candidates, checking				
	nces and issuing final offer letters. Records may include: Applicant resumes. interview schedules,				
	iew questions, interview notes, reference checks, etc.				
Exclud					
1143	Successful applications – see H03				
H12	ABSTRACTS & CERTIFICATES	HR	60		
	ds of driver abstracts and career-oriented certificates obtained by employees, information on career rofessional development programs.		so	D	
Exclud					
LXCIUU	Employee Records - see H03				
H13	CLAIMS	Vital			
	ds of claims to WCB or insurance carriers for lost-time incidents, accidents, Short-Term Disability or	HR	E+10	D	E = Resolution of
	Ferm Disability.		1 5+10		claim
Exclud	·				
	Non-lost-time incidents or accidents – See P07		20 or	D	For hazardous exposure claims =
			40		longer of 40
	59		1		years, or 20 years

Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
					after last record made
H14	GRIEVANCES				
	ds of dealing with grievance complaints filed against the municipality such as; the initial complaint, gation, reports and final resolution. es: Harassment & Violence – see H15	HR	E+10	D	E = Grievance Resolution
H15	INVESTIGATIONS/TERMINATIONS	Vital			
	ds of dealing with harassment and/or violence complaints by or against employees of the ipality. It includes documents such as the initial complaint, investigation, reports and final resolution. es: Grievances – see H14	HR	E+10	D	E = Resolution of complaint
H16	PAYROLL YEAR END	Vital			
	ds of payments of salary, timesheets, wages and deductions to employees, pay lists, benefits ciliations, T-4 Slips and Statistics Canada reports, payroll registers, honoraria and fees to Council. es: Transactions from 2017 to present - See Penny Employee Payroll System	HR	P	P	
L - LEG	AL AFFAIRS - Contains records of litigation, legislation, contracts, agreements, insurance and real est	ate matters.			
L00	LEGAL AFFAIRS - GENERAL				
Record	ds of legal records which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
L01	APPEALS AND HEARINGS	Vital			
judgm	ds of all transcripts and related documentation of appeals, hearings, legal proceedings and final ents in relation to zoning, petitions, official plans, SDAB and weed control. Also includes orders issued ulatory bodies and boards. es: Litigation - see LO2, LO3 Investigations/Terminations - see H15 Property Assessment Complaints: resolved - see FO2	Clerk's	P	P	
L02	CLAIMS AGAINST MUNICIPALITY	Vital			
	ds of litigation, insurance and disputes against the municipality, may also include petitions.	Originating	E+10	D	E= Claim resolved
Record Exclud	es: Internal Committee/Board appeals and hearings - see LO1				
		Vital			

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
Exclud	les:				
	Internal Committee/Board appeals and hearings - see LO1				
L04	CONTRACTS AND AGREEMENTS - MAJOR	Vital			
	ds of all long-term agreements and contracts between Greenview and service providers, ipalities, government agencies, landowners or other individuals, oil companies or other entities, etc.		E+10	D**	E= Item sold or agmt/contract ends
Record • • Exclud	ds of agreements and contracts associated with major capital projects. Road construction and upgrades Facilities and sites construction and renovation les:		P	P	
	Short-term: Office/ Equipment Maintenance /Annual Service Agreements - see L14 Subdivision & Development Agreements - see Land - LD Land purchases - see L07 Insurance Policies - see L06				
L05	INSURANCE APPRAISALS				
Record	ds of appraisal reports of municipal properties and properties of interest.	Originating	E+15	D	E= new appraisa conducted
L06	INSURANCE POLICIES	Vital			
	ds of insurance policies and renewal forms for vehicles, buildings, aviation, equipment & property, unity groups, council and volunteer coverage. les: Employee Group Insurance - see H02	FIN	E+15	D	E= Policy terminated
L07	LAND ACQUISITION AND SALE	Vital			
Record throug	ds of real estate transactions, conveyance of land such as lot sales, alley closings, allowances whether sh voluntary transactions or expropriation. Includes Greenview operated leases/dispositions, renewal ments and notices, deeds and expropriation plans, purchase letters and their appraisals.	Originating	E+20	D**	E= Property sold
L08	LEGAL OPINIONS AND BRIEFS	Vital			
	ds of opinions and briefs prepared by the municipality's legal counsel on specific issues and ential legal agencies invoicing.	Originating	10	D**	
L09	PRECEDENTS				
Record	ds of judgments and decisions which may affect the municipality's position in actual or potential legal rs.	Clerk's	so	D	
L10	FEDERAL LEGISLATION				
	ds of bills, acts and regulations enacted by the Parliament of Canada which affect or are of interest to unicipality.	Originating	so	D	

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	SITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Arc		P = Perma	1	1
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
L11	PROVINCIAL LEGISLATION				
	s of provincial bills, acts and regulations enacted by the Legislature which affect or are of interest to inicipality.	Originating	so	D	
L12	ORGANIZATION / INCORPORATION	Vital			
	s of the municipality's incorporation, organizational structure, mission statement, business s/plans and viability reviews	CAO	Р	Р	
L14	CONTRACTS AND AGREEMENTS - SIMPLE	Vital			
	s of contract and agreements between Greenview and service providers for short-term services es those renewed annually.	Originating	E+10	D**	E= Expiry
LD - LA	ND – PROPERTY FILES				
LD	LAND	Vital			
develo applica and zo Exclude	Development Permit Advertisements – see P10 Tax Notices – See F22				
	EDIA AND PUBLIC RELATIONS - Relationship with the media and the general public.		ı		
M00 Record availab	MEDIA AND PUBLIC RELATIONS - GENERAL Is of media and public relations which cannot be classified elsewhere. Use only if no other heading is ale.	Originating	3	D	
M01	ADVERTISING				
Record Exclude	ls of advertising in magazines, newspapers, and website. es: News Releases - see M06 Land use amendment and development advertisements - see LD/P10 Recruitment - see H11 Elections - see C07	Originating	3	D**	
M02	CEREMONIES AND EVENTS				
	Is of participation in special events, openings, graduations, anniversaries and ratepayer events. Also es the set-up and running of Greenview-hosted events. es: Permit to hold event – see P11	Originating	3	D**	

Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
M03	CHARITABLE CAMPAIGNS/FUND RAISING				
	s of the raising of funds and donations for municipality run programs or for other charitable ations. es: Receipts - see F19	Originating	10	D	
M04	COMPLAINTS, COMMENDATIONS AND INQUIRIES				
compla congra <i>Exclude</i>	FOIP requests - see A17 Specific Complaints – file by subject Road complaints – see T05	Originating	5	D**	
M06	NEWS RELEASES				
special	s of background notes and final versions of news releases issued. Includes messages for inclusion in event programs.	COMC	5	D**	
M07	PUBLICATIONS - INTERNAL ONLY				
publica and ma	s of municipal published manuscripts, artwork, printed copies and related records regarding the tion of tourism information, trade shows, current events, industrial directories, business directories, ps. May include annual reports of a non-financial nature as well as copies of social networking sites te, Facebook, etc.)	Originating	P	P	
M09	VISUAL IDENTITY AND INSIGNIA	Vital			
Prograi	s of the standards which apply to graphic designs in the interest of establishing a Visual Identity m. Includes logo and letterhead design, signage, flags, vehicle identification, etc. Also includes regarding corporation insignia and seals of office.	COMC	P	P	
M10	WEBSITE AND SOCIAL MEDIA CONTENT				
	s of website content and copies of web pages created by the municipality for general public use, s information on social media sites such as Facebook & Twitter.	COMC	5	D	
	TECTION AND ENFORCEMENT SERVICES - Functions of law enforcement, the Health & Safety progrepre prevention.	am, issuance o	f permits	& licences, pu	blic protect
P00	PROTECTION AND ENFORCEMENT SERVICES - GENERAL				
Record	s of protection and enforcement services records which are not classified elsewhere. Use only if no	Originating	3	D	

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Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks			
P01	BYLAW ENFORCEMENT							
	Is of municipal efforts to enforce bylaws such as parking tickets, order to comply, inspection reports, ag notes, correspondence, exhibits, photographs etc. es: Stop work orders Development /Subdivision – see LD or D12 Stop work orders Capital projects - file by project Inspections - see P07 or P08	Originating	5	D**				
	Animal Control Enforcement - see P14							
P02	DAILY OCCURRENCE LOGS							
	ls of all daily journals, calendars, visitor logs, working alone and EIO reports.	Originating	5	D**				
P03	EMERGENCY PLANNING	Vital						
earthq	ls of contingency plans for the continuation of municipal operations in the event of disasters such as uakes, fires, floods and vandalism. Includes neighboring municipalities and industrial sector ency response plans.	Originating	SO	D**				
P04	HAZARDOUS MATERIALS							
	ds of information and reports on chemicals and substances that pose fire hazards, records dealing oxic substances control, transportation, and effects. es: Staff Safety Training - see P07 Personal exposure - see H03 Manifests - see E07	Originating	SO	D**				
P05	INCIDENT/ACCIDENT REPORTS	Vital						
Also in	Is of incidents, accidents and vandalism that occur or involve municipal staff, facilities and properties. cludes records of the Emergency Operations Centre, community disasters - notes, reports, press gs, etc. es: Security - see A18 Vehicle Accidents - see L02 or L03	HS	12	D				
P07	HEALTH & SAFETY							
Safety	Is of site inspections of facilities and equipment conducted/performed by the Greenview Health & Committee, H&S and Toolbox meetings, Bulletins, internal/external H&S Audit reports and ctor safety orientations.	HS	10	D				
P08	INVESTIGATIONS	Vital						

DISPO	DSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Arc	hival Review.	P = Perma	nent.	
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
activit	cords of investigations pertaining to law enforcement, traffic accidents, ambulance and fire department tivities. cludes: Bylaw Enforcement – see P01		E+10	D**	E= Investigation concluded/resolv ed
P09	LICENCES	Vital			
	ds of licences administered by or required by the municipality, province, GIS data service, water nent plants/points, wastewater sites, road allowance licences, dog kennels, pets, businesses, lotteries	Originating	E+10 P	D P	E= Expiry Business licences
P10	DEVELOPMENT PERMITS				
	opment Permit Advertisements and permits with no property identifies. Permits issued to Greenview.	Originating	P	P	
P11	PERMITS, CERTIFICATES, APPROVALS	Vital			
transp and ap	Building Permits - file by subject see P10 Burial Permits - see S09 Encroachment Permits - see LD or D12	Originating	E+10 1	D D	E= Expiry
P12	Roadside Development Permits - LD WARRANTS				
	ds of provincial and municipal issued warrants.		E+3	D	E= Execution of warrant
P14	ANIMAL CONTROL				
Recor Exclud	ds of the control of household pets, strays, livestock, wildlife control. Programs and reports. des: Dog Licences - see P09 Wolf Harvest Incentive contracts – see F01	AG	E+5	D	E = date animal released
P16	EMERGENCY SERVICES	Vital			
	ds of policing, land ambulance, boundaries, body removal, fire and rescue services. Peace Officer ntments and Enforcement Authority. EMERGENCY FACILITY OPERATIONS	PROTS	10	D	
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1				26

DISPO	DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,						
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks		
	Is of correspondence, reports, records dealing with the management, and operations of specific pal emergency facilities partially and fully owned/operated by Greenview. es: Facility Construction & Renovation - see A19 Facility Property Maintenance - see A20	PROTS	E+10	D	E= Facility Removed/Sold		
R - REC	CREATION AND CULTURE: Provision of recreational and cultural services to the immediate and surrou	ınding commu	nities.				
R00	RECREATION AND CULTURE - GENERAL						
	ls of recreation and cultural services which cannot be classified elsewhere. Use only if no other g is available.	Originating	3	D			
R02	LIBRARY SERVICES						
Record Exclud	ds of Correspondence, reporting and joint ventures with other municipal library boards. es: Agreements – see L04 or L14	Originating	E+5	D	E = end of services/joint venture or completion of report		
R03	MUSEUM AND ARCHIVAL SERVICES						
	Is of registers of holdings, museum programming, activity reports, historical society holdings, archival ions, conservation information and related records. es: Agreements – see L04 or L14 Records Management Program - see A10	Clerk's	SO	D**			
R04	PARKS CONSTRUCTION PROJECTS AND MANAGEMENT	Vital					
landsc	Is of site construction, tender process, correspondence, descriptions, reports, design, set-up, aping of specific municipal owned/run parks. Includes maps, plans and the maintenance of bund equipment. es: Facilities Construction & Renovation – see A19 Building and Property Maintenance – see A20	REC	P	P			
R05	RECREATIONAL FACILITY AND CLUB OPERATIONS	Vital					
	Is of the management, operation, maintenance, design of recreational facilities, arenas, rinks, pools, ness centres, Greenview and community club/society owned/operated. es: Building and Property Maintenance - see A20 Facility Construction & Renovations — Greenview owned - see A19	REC	E+10	D	E= Facility removed/sold		
R06	RECREATIONAL PROGRAMMING						

DISPO	OSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Arch	nival Review, I	P = Perma	nent,	
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks
and de	Is of correspondence, applications, registrations and general information regarding the development elivery of recreational programs to the community such as youth, sport, fitness, adult education, crafts her programs.	REC	3	D**	
S - SO	CIAL AND HEALTH CARE SERVICES: Contains records of social services, health care programs and ceme	teries.			
S00	FCSS - GENERAL				
	ds of social and health care services provided to individual residents which cannot be classified nere. Use only if no other heading is available.	COMT	3	D	
S01	FCSS PROGRAMS				
Record Babies	ds of programs offered by Family Community Social Services, such as Welcome Wagon, Books for , etc.	COMT	5	D	
S08	PUBLIC HEALTH SERVICES				
	ds of public health programs, health and safety education, school health programs, doctor ment, family planning and disease control including immunization.	COMT	5	D	
S09	CEMETERY RECORDS	Vital			
	ds of burial permits, plot ownership records, plots layout, interment registers and indexes of municipal eries and abandoned cemeteries.	COMT	Р	Р	
T - TRA	ANSPORTATION SERVICES: Development and improvement of transportation systems.				
T00	TRANSPORTATION SERVICES - GENERAL				
Record	ds of transportation which cannot be classified elsewhere. Use only if no other heading is available.	Originating	3	D	
T01	ILLUMINATION	Vital			
	ds of the installation and repair of equipment used to illuminate roads such as streetlights, pedestrian ver lights, etc. Includes power consumption reports.	I&P	E+6	D	E= Equipment Removal
T02	PARKING				
	ds of municipal parking issues, residential parking requests, handicapped parking, lot and garage cions, fire routes and employee parking.	I&P	E+6	D	E= Closure of lot or space
T03	PUBLIC TRANSIT				
record	ds of public transit systems, schedules, routes, maps and similar information. Also includes project s regarding the construction of bus shelters and similar facilities, route administration and planning, plicies, intergovernmental transit co-ordination and access for the disabled.	Originating	E+3	D**	E= Closure of route/ shelter/ stop/service ends
T04	ROAD CONSTRUCTION	Vital			
	27				

DISPO	DISPOSITION: $D = Destroy$, $E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,$					
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks	
relate	ds of construction or major improvements to roads and approaches, tender process, meetings, all dreports, all related studies, drawings, agreements with contractors, consultants, landowners and gagencies. es: Design and Planning future goals - see T05 Bridges and Culverts – see T11 Routine maintenance and minor improvements to road systems - see T06 Studies not associated with construction project - see T05	I&P	P	P		
T05	ROAD DESIGN AND PLANNING	Vital				
	Records of road concerns, estimates, studies, and other records regarding the design and planning of proposed roads. Also includes design of curbs and sidewalks, cycle ways, footpaths, walkways, etc.		Р	Р		
T06	ROAD MAINTENANCE	Vital				
Records of studies regarding the inspection and maintenance of roads, installation of culverts, minor repairs to the road surfaces, curbs, side-walks, cycle-ways, footpaths, walkways, etc., grading, ploughing, sanding, snow removal, dust suppression and road cleaning.		OPS	E+10	D	E= project complete	
T07	SIGNS SIGNALS					
Records of the manufacture, purchase and installation of signs and signals. Excludes: Visual Identity Program - see M09		I&P	E+3	D	E= Removal of sign/signal	
T08	TRAFFIC					
crossir	Records of the flow of traffic on roads, intersection drawings, registered road plans, pedestrian crossovers, crossing guards, traffic counts, accident statistics and related records, temporary road closures for special events, and seasonal road bans.		P	P		
T09	ROADS AND LANES OPENINGS/CLOSURES					
	ds of roads and lanes closed on a permanent or regular basis, reports, appraisals, correspondence and t court applications, requests to open road and street allowances. es: Land Acquisition and Sales - see L07 Road Closing By-Laws - see C01	I&P	P	P		
T11	BRIDGES	Vital				
	Records of bridges and culverts installation, repair, maintenance, inspections, awarded contracts, estimates and studies.		Р	Р		
T12	RAILWAYS 68					
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DISPO	DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,							
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks			
Recor	ds of railway crossings, maps and correspondence.	I&P	Р	Р				
V - VE	V - VEHICLES AND EQUIPMENT - Contains records of fleet management, mobile equipment, protective equipment and their related maintenance.							
V00	VEHICLES AND EQUIPMENT - GENERAL							
Records of vehicles and equipment records which cannot be classified elsewhere. Use only if no other heading is available.		Originating	3	D				
V01	FLEET MANAGEMENT – Motorized /Drivable	Vital						
	ds of motorized vehicles leased or owned, operated, and maintained by the municipality, successful r/quote/RFP, purchase, registration, maintenance, and disposal. les: Insurance Policies - see L06 Accident Claims - see L02, L03 Leases/Contracts - see L14 Unsuccessful quotes/tenders – see F18	Originating	E+5	D	E = Disposal of equipment			
V02	MOBILE EQUIPMENT – Pull by motorized vehicle	Vital						
	ds of mobile/attachable equipment used in conjunction with motorized vehicles, utility trailers, s, snow-blowers, sanders, etc., successful tender/quote/RFP, purchase, maintenance and disposal. des: Insurance Policies – see L06 Accident Claims – see L02, L03 Leases/Contracts – see L14 Unsuccessful quotes/tenders – see F18	Originating	E+5	D	E = Disposal of equipment			
V03	TRANSPORTABLE EQUIPMENT – Carry	Vital						
mainte Exclud	ds of equipment owed or leased by the municipality, purchase, successful tender/quote/RFP, enance, and disposal of push lawnmowers, generators, hoses, weed-eaters, drills, etc. les: Leases/Contracts - see L14 Unsuccessful quotes/tenders – see F18 PROTECTIVE EQUIPMENT	Originating	E+5	D	E = Disposal of equipment			
	ds of protective equipment used by the municipality, successful tender/quote/RFP, purchase,	Originating	E+5	D	E = Disposal of			
	enance, disposal of breathing apparatus and tanks, alarms, etc.				equipment			
V05	ANCILLARY EQUIPMENT— Fixed	Vital						
gener	ds of non-vehicle and non-office in nature, appliances, water heaters, garbage compactors, ators, furniture (non-office), industrial shredders etc., successful tender/quote/RFP, purchase, enance, disposal, correspondence, equipment user and procedural manuals, warranty and setup tests. des: 69	Originating	E+5	D	E = Disposal of equipment			

DISPOSITION: D = Destroy, E = Event Required to Calculate Retention, SO = Superseded/Obsolete, ** = Archival Review, P = Permanent,								
Class Code	Record Classification	Responsible Dept.	Retain Years	Final Disposition	Remarks			
	Leases/Contracts - see L14 Unsuccessful quotes/tenders – see F18							



REQUEST FOR DECISION

SUBJECT: Bylaw 22-878 Grande Cache Cemetery

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: ECONOMIC DEVELOPMENT DIR: MH PRESENTER: LL

STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

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

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

RECOMMENDED ACTION:

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

BACKGROUND/PROPOSAL:

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

The processes of internment and disinterment shall remain the same, the changes being brought forward cover the operation of the cemetery and ensuring all relevant regulations are covered.

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

As well the maintenance and care of the Grande Cache cemetery has been updated in this bylaw to better aid the operations carried out by Greenview staff.

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

Administration has confirmed that the Grande Cache Cemetery ground is not favorable to have more than one full body burial in a single Plot.

The following changes were requested by Council at the second reading of the bylaw.

- Whereas "as within" instead of "as described"
- 4.14 K) Minister of Community and Social Services

- 5.14 shoring no longer needs to be metal
- 5.9 a maximum of six cremated remains to align with the Greenview Cemetery Bylaw
- 9.14 and 9.15 specify Grande Cache Public Service Building
- Remove 9.17 stating children under twelve need to be accompanied by an adult.
- 9.18 CAO, or designate

BENEFITS OF THE RECOMMENDED ACTION:

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

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

Alternative #2: Council may make additional recommendations.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Administration will post the bylaw accordingly.

ATTACHMENT(S):

• Bylaw 21-878 Grande Cache Cemetery Bylaw



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

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

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

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

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

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

1. TITLE

1.1. This bylaw shall be cited as the "Grande Cache Cemetery Bylaw".

2. **DEFINITIONS**

- 2.1. In this bylaw, unless the context otherwise requires:
 - A) **Burial Permit** means a burial permit issued under the Vital Statistics Act, R.S.A 2000, c. V-4, as amended, by the Director of Vital Statistics.
 - B) Block shall mean a specific area within the cemetery as designated by Greenview.
 - C) Cemetery shall mean the Grande Cache Municipal Cemetery in the Hamlet of Grande Cache, owned and operated by and under the control of Greenview and situated on Lot A, Plan 6285 NY, containing 8.90 acres described as part of the NE¼ of Section 4, Township 57, Range 8, West of the 6th Meridian.
 - D) **Chief Administrative Officer** (CAO) shall mean the Chief Administrative Officer for the Greenview.
 - E) **Columbarium** shall mean a structure designed for storing the ashes of dead human bodies or other human remains that have been cremated.

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

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

3. **DUTIES, RIGHTS AND POWERS**

3.1. The CAO, or designate, shall have the sole control of all matters within the Cemetery that are concerned with the maintenance of the grounds in a neat and pleasing condition, and to that end, is hereby authorized to regulate and control the Cemetery grounds in accordance with this bylaw, the Cemeteries Act, R.S.A. 2000, Chapter C-3, and any applicable regulations.

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

4. RECORDS AND SALE OF PLOTS

- 4.1. Plans for burial purposes, including a record of all interments and disinterment will be kept at the Grande Cache Administration Office. Copies of all such plans shall be available for inspection, free of charge, at the Grande Cache Administration Office during regular office hours.
- 4.2. Any person wishing to purchase a Plot, Niche or other space or a Monument in the Cemetery is required to enter into a written Sales Contract with Greenview, which shall include.
 - A) The name and address of the purchaser;
 - B) The date of the purchase;
 - C) The amount of the sale and terms of payment;
 - D) In the case of a Plot, its location, area or dimensions; or
 - E) In the case of a Niche, the number or other designation of the Niche; and
 - F) Any other information the CAO, or designate, deems necessary or appropriate.
- 4.3. Ownership of all Cemetery lands remains vested in Greenview at all times. The Owner only acquires the right and privilege for the Interment of human remains and cremated remains, and the installation of Monuments, all in accordance with this Bylaw and the Cemeteries Act, R.S.A. 2000, c. C-3 and all regulations passed thereunder.

- 4.4. All Plots and Niches shall be held and disposed of free from the provisions of the Land Titles Act, R.S.A. 2000, c. L-4.
- 4.5. Plots shall be available for the burial of human remains at all times.
- 4.6. No person shall make a reservation for one or more Plots without making payment in full at the time of the reservation.
- 4.7. Upon payment of the full price of any Plot, Greenview shall provide a receipt for the said sum.
- 4.8. No reserved Plot shall be sold other than back to Greenview at 100% of the sale price for the Plot at the time of purchase. A copy of the original receipt must be submitted as 'Proof of Purchase'. If an original receipt is not available, a Plot can only be sold back to Greenview upon an approved request of Council.
- 4.9. Charges for Plots and the fees to be charged for opening and closing shall be in accordance with the rates established in the Schedules of Fees bylaw.
- 4.10. Veterans and destitute or indigent person will not be charged for a Plot.
- 4.11. Upon the sale of a Plot, the owner of the Plot waives any claim to Greenview arising by reason of any error or inaccuracy of any Plot. Greenview will undertake to avoid any errors of description, but its liability shall only extend to a refund of the Plot or a Plot assigned otherwise situated in the cemetery.
- 4.12. The rights granted by the sale shall not be transferred to any other person without the consent of Greenview.
- 4.13. If the plot(s) Owner is deceased, and a conflict arises in regards to the lot(s) and management thereof in the absence of a Court Order, the people in the following order of priority will make the decision:
 - A) The personal representative designated in the will of the deceased;
 - B) The spouse of the deceased if the spouse was living with the deceased at the time of death, or a person who had been living with the deceased at the time of death as spouse for a continuous period of at least 2 years;
 - C) An adult child of the deceased;
 - D) A parent of the deceased;
 - E) A guardian of the deceased under the Dependant Adults Act or, if the deceased is a minor, under the Child Welfare Act or the Domestic Relation Act;
 - F) And adult grandchild of the deceased;
 - G) An adult nephew or niece of the deceased;

- H) An adult next of kin of the deceased determined on the basis provided by sections 8 and 9 of the Intestate Succession Act;
- The Public Trustee;
- An adult person having some relationship with the deceased not based on blood ties or affinity;
- K) The Minister of Community and Social Services.

5. INTERMENT AND DISINTERMENT

- 5.1. A person delivering a body labeled under the **Bodies of Deceased Persons Regulation** AR 135/2008 as being infected with a communicable disease, shall inform the CAO, or designate, at least 48 hours prior to the time of delivering the remains.
- 5.2. Each Interment of a deceased human body or the cremated remains shall be made in a completely enclosed container, in accordance with the **Cemeteries Act**, RSA 2000, c.C-3, as amended, the **Public Health Act**, R.S.A. 2000, c. P-37, as amended and all applicable Regulations and approved by the CAO, or designate.
- 5.3. In all Plots containing one or more dead human bodies or one or more sets of human remains, the caskets shall be buried in accordance with the General Regulations AR 249/1998 as amended.
- 5.4. Each Interment in a Plot shall provide for not less than 0.9 m (3 ft.) of earth between the general surface level of the ground at the Plot and the upper surface level of the casket containing the human remains.
- 5.5. Each Interment of cremated remains, in an area so designated, shall provide for not less than 0.3 m (1 ft) of earth between the general surface level of the ground at the Plot and the upper surface level of the container.
- 5.6. The Funeral Home shall provide a burial permit for Greenview's records.
- 5.7. Plots shall not be used for any purpose other than burial grounds for human remains.
- 5.8. All burials are to be made within the confines of a single Plot. There shall not be more than one full body burial in a single Plot.
- 5.9. A maximum of two six cremated remains may be buried in one Plot.
- 5.10. An Owner, who makes application for an Interment, shall provide the CAO, or designate, the following information, and always meeting the requirements of the applicable Provincial Acts and regulations:
 - A) The name, age, date of birth, and date of death of the deceased person;
 - B) A copy of the Burial Permit;
 - C) A copy of the Sales Contract or proof of ownership;

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

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

6. **CREMATED REMAINS**

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

7. MONUMENTS

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

- 7.8. All monuments must remain fully on the Plot purchased (not encroaching on another Plot).
- 7.9. The owner of each plot may erect their own monument, marker or headstone with a maximum height of 5'.
- 7.10. Monuments shall be in keeping with the appearance of other monuments in the Cemetery and with the character of the Cemetery.
- 7.11. Greenview shall report to a family member or responsible party of an installation that it is in disrepair. It shall be the duty of the family member or responsible party to repair or remove such installation within thirty days of notice from Greenview. Greenview shall have the power to repair such monument and charge the cost thereof to the family member or responsible party. Such costs may be recovered as a debt from the family member or responsible party of Greenview.
- 7.12. Greenview will not be responsible for any errors resulting in monuments being designed, or the description on the face being inaccurate.
- 7.13. Greenview will not be responsible for normal wear and tear on monuments, this includes small chips and scratches from maintenance equipment.
- 7.14. The CAO, or designate, may arrange for the temporary removal of a monument without permission of the Owner if, during the excavation of an adjoining Plot, or other works, the Monument is found to be a hazard or removal of the Monument is required to gain access to a Plot for Interment preparation, provided the Monument is replaced in its original position on the Plot as soon as is reasonably possible. This work shall be done at the cost of Greenview.
- 7.15. Monument installations shall only occur under the direction and supervision of the CAO, or designate.
- 7.16. All work shall be performed during regular business hours of the Cemetery excluding statutory holidays.

8. MAINTENANCE AND CARE

- 8.1. Cemetery maintenance is to be supplied by Greenview, which is to include the seeding of Plots, watering, seasonal cutting of grass and weeds and keeping Plots in a well maintained condition. Cemetery maintenance shall not mean the care, maintenance, upkeep, repair or replacement of any monument or any object which has been placed as a marker.
- 8.2. Greenview is authorized to remove, or have removed, any weeds, grass, funeral designs or floral pieces which may become wilted, or any other article or thing which, in the opinion of Greenview is unsightly.

9. **GENERAL PROVISIONS**

- 9.1. No person shall disturb the quiet and good order of the Cemetery by noise or other improper conduct.
- 9.2. No person shall drive a vehicle in a Cemetery at a speed of more than 30 km/h, shall be subject to the directions and orders of the CAO, or designate, and must adhere to the applicable laws in force at the time in the Province of Alberta.
- 9.3. The owner of any moving vehicle shall be responsible for any damage done by such vehicle within the boundaries of the Cemetery.
- 9.4. No person shall drive any vehicle with a trailer within the Cemetery without first obtaining the written permission from the CAO, or designate, prior to entering the Cemetery.
- 9.5. No person shall drive a vehicle over any lawns, gardens or flower beds unless permitted by the CAO, or designate.
- 9.6. All persons and funeral processions in the Cemetery shall obey the instructions of the CAO, or designate.
- 9.7. No person shall destroy, cut, pick, break or damage any tree, shrub or plant in the Cemetery except as directed by the CAO, or designate.
- 9.8. No person shall create any nuisance, engage in activities such as games or sport, or otherwise engage in any activity that is, in the opinion of the CAO, or designate, a Peace Officer or Bylaw Enforcement Officer, indecent or disrespectful, disturbing to the solemnity or repose of a Cemetery, or disturbing of other persons assembled for the purpose of a funeral or interment within a Cemetery or Columbarium.
- 9.9. No person having care, control or ownership of a domestic animal, shall allow or permit that animal to be present within the boundaries of the Cemetery or Columbarium. This section does not apply to Service Dogs.
- 9.10. No person shall at any time, take or ride into the cemetery on an Off-Highway vehicle as defined in the Highway Safety Act.
- 9.11. Greenview will take all reasonable precautions to protect the property within the Cemetery, but assumes no responsibility for the loss of, or damage to, any monument, marker or part thereof, or any other article placed on a Plot or to a Plot itself.
- 9.12. No person shall write upon, deface, injure or change the position of any monument stone or other structure within the cemetery.

- 9.13. No person shall deposit any litter of any kind on any portion of the lands within the boundaries of the Cemetery except in the receptacles provided for that purpose
- 9.14. Cut flowers, wreaths, floral offerings, artificial flowers or other articles may be placed on Plots, but will be removed by the CAO, or designate, when their condition is considered to be detrimental to the aesthetics of the Cemetery or for the purpose of regular Cemetery maintenance. Any article removed pursuant to this Section, will be held at the Grande Cache Public Service building for collection. After 14 days, the Cemetery will dispose of any unclaimed items. The Cemetery is not obligated to give notice of removal or disposition.
- 9.15. Artificial wreaths and flowers will be allowed from the last cutting of the lawn in the fall, approximately October 1st, until the first cutting in the spring, approximately May 15th. Artificial flowers remaining in the Cemetery after May 15 will be removed and stored at the Grande Cache Public Services building until June 1 of each year, at which time they will be disposed.
- 9.16. No person shall plant any shrubs, trees, bulbs or flowers in any part of the Cemetery except the CAO, or designate. No seeds or wildflower mixes are permitted to be scattered. Illegally planted plant material will be removed by Greenview the CAO, or designate.
- 9.17. Children under the age of twelve years must be accompanied by an adult, who shall be responsible for the child's good conduct.
- 9.18. Selling of flowers or plants or soliciting the sale of any commodity or advertising of any sort in a Cemetery is prohibited, except as permitted by the CAO, or designate.
- 9.19. Nothing in this Bylaw relieves a person from compliance with any and all applicable Federal and Provincial laws and/or regulations, and/or other Bylaws and/or regulations of Greenview.
- 9.20. Greenview is not liable for exercising its discretion to not take action pursuant to this Bylaw if that decision is made in good faith.
- 9.21. Nothing in this Bylaw shall restrict Greenview's rights at common law or under any applicable legislation to enforce its rights and obligations with respect to the Cemeteries.

10. **ENFORCEMENT**

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

11. **SEVERBILITY**

the remaining bylaw shall be maintained.	·
REPEAL 12.1. Bylaw 811 Cemetery Bylaw and all amendments th	ereto are hereby repealed.
COMING INTO FORCE	
13.1. This Bylaw shall come into force and effect upon the	ne day of final passing and signing.
Read a first time this 11 day of January, 2022.	
Read a second time this 22 day of February, 2022.	
Read a third time this day of, 2022	·.
	REEVE
	CHIEF ADMINISTRATIVE OFFICER
	CHIEF ADMINISTRATIVE OFFICER

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

12.

13.



REQUEST FOR DECISION

SUBJECT: **2021 Draft Financial Statements**

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: CG DEPARTMENT: FINANCE DIR: EK PRESENTER: CG

STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - MGA Section 276-278 and Section 281

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council receive the delegation from Metrix Group LLP for information as presented.

MOTION: That Council approve the 2021 Audited Financial Statements as presented by Metrix Group LLP Chartered Accountant for submission to the Minister of Alberta Municipal Affairs.

BACKGROUND/PROPOSAL:

Metrix Group LLP is the appointed auditor for the Municipal District of Greenview.

The Auditor has completed the 2021 Draft Financial Statements for the MD of Greenview. Phil Dirks, CPA, CA (Partner) will lead the presentation. Council will be able to ask questions relating to the Financial Statements.

The legislated date for submitting the 2021 Financial Statements to the Minister has been extended from May 1 to June 30, 2022.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the Financial Statements and Information Return is that the municipality can submit the information to the Minister of Alberta Municipal Affairs as legislated.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative of not approving the financial statements; however,

1.01.22

Administration does not recommend this action because the information must be submitted to the Minister of Alberta Municipal Affairs as legislated.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

The approved Financial Statements and Financial Information Return will be submitted to the Minister of Alberta Municipal Affairs by June 30, 2022.

ATTACHMENT(S):

- MGA Excerpts, Section 276-278, Section 281
- 2021 Draft Audit Findings Report
- 2021 Draft Financial Statements

MGA Section 276-278

Annual financial statements

- **276(1)** Each municipality must prepare annual financial statements of the municipality for the immediately preceding year in accordance with
- (a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional Accountants of Canada, as amended from time to time, and (b) any modification of the principles or any supplementary accounting standards or principles established by the Minister by regulation.
- (2) The municipality's financial statements must include
- (a) the municipality's debt limit, and
- (b) the amount of the municipality's debt as defined in the regulations under section 271.
- (3) Each municipality must make its financial statements, or a summary of them, and the auditor's report of the financial statements available to the public in the manner the council considers appropriate by May 1 of the year following the year for which the financial statements have been prepared.

RSA 2000 cM-26 s276;2014 cC-10.2 s181

Financial information return

- **277(1)** Each municipality must prepare a financial information return respecting the financial affairs of the municipality for the immediately preceding calendar year.
- (2) The Minister may establish requirements respecting the financial information return, including requirements respecting the accounting principles and standards to be used in preparing the return.

1994 cM-26.1 s277;1995 c24 s34 RSA 2000

Returns and reports to Minister

278 Each municipality must submit

- (a) its financial information return and the auditor's report on the financial information return, and
- (b) its financial statements and the auditor's report on the financial statements to the Minister by May 1 of the year following the year for which the financial information return and statements have been prepared.

1994 cM-26.1 s278

MGA 281

Auditor's reports

- **281(1)** The auditor for the municipality must report to the council on the annual financial statements and financial information return of the municipality.
- (2) The reports on the annual financial statements and financial information return must be in accordance with (a) Canadian generally accepted accounting principles for municipal governments, which are the standards approved by the Public Sector Accounting Board included in the CPA Canada Public Sector Accounting Handbook published by the Chartered Professional

Accountants of Canada, as amended from time to time, and (b) any modifications of the principles referred to in clause (a) or any supplementary principles established by the Minister by regulation.

- (3) The auditor must separately report to the council any improper or unauthorized transaction or non-compliance with this or another enactment or a bylaw that is noted during the course of an audit.
- **(4)** The council or the Minister may require any further examination and report from the auditor. RSA 2000 cM-26 s281;2014 cC-10.2 s181



June 28, 2022

Municipal District of Greenview No. 16 PO Box 1079 4806–36 Avenue Valleyview, AB T0H 3N0

Attention: Members of MD Council

Dear Council Members:

RE: 2021 AUDIT FINDINGS REPORT

The purpose of this communication is to summarize certain matters arising from the audit that we believe would be of interest to MD Council.

The objective of our audit was to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Our audit was not designed for the sole purpose of identifying matters to communicate. Accordingly, our audit would not necessarily identify all such matters that may be of interest to Council, and it is inappropriate to conclude that no such matters exist.

This communication should be read in conjunction with the financial statements and our report thereon, and it is intended solely for the use of MD Council and should not be distributed to external parties without our prior consent. Metrix Group LLP accepts no responsibility to a third party who uses this communication.

SIGNIFICANT FINDINGS FROM THE AUDIT

Our objective is to communicate appropriately to Council any deficiencies in internal control that we have identified during the audit and that, in our professional judgment, are of sufficient importance to merit being reported to Council.

The audit findings contained in this letter did not have a material effect on the MD's financial statements, and as such, our audit report is without reservation with respect to these matters.

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Significant Deficiencies in Internal Control

A significant control deficiency exists where significant misstatements could occur if controls are not designed, implemented or operated in such a way that the control is able to prevent, or detect and correct, misstatements on a timely basis.

We noted significant improvements in this area, however during the course of the audit, two significant adjustments were required, to government transfers revenue and gravel inventory, in order to ensure the MD's 2021 financial statements were not materially misstated.

Significant Qualitative Aspects of Accounting Practices

Management is responsible for determining the significant accounting policies. The choice of different accounting policy alternatives can have a significant effect on the financial position and results of the MD. The application of those policies often involves significant estimates and judgments by management.

Accounting Estimates

The MD has made the following significant accounting estimates in preparing its financial statements.

Amortization of Tangible Capital Assets - \$23,587,129 (2020 - \$26,631,251)

The estimated useful economic life of tangible capital assets is management's best estimate.

Allowance for Doubtful Accounts - \$4,892,568 (2020 - \$3,649,622)

This estimate is comprised of an allowance for potentially uncollectible taxes. Due to the fact that municipalities have little recourse with respect to linear tax balances, and due to the current economic conditions, MD management has provided an allowance for outstanding balances where management believes there is a significant risk to the MD regarding collectability.

Grande Cache Landfill Closure / Post-Closure Liability - \$6,000,000 (2020 - \$6,000,000)

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The nature of this estimate is very subjective, depends on many variables, and is based on information provided by consultants that specialize in this area. The consultants provided the MD with cost estimates to close the existing landfill utilizing two methods to cap the landfill. The cost estimates ranged from approximately \$4.8 million to \$8.1 million. MD management decided to establish a liability of \$6.0 million which is approximately in the middle of the two amounts. The MD did not make any adjustments to this liability during 2021.

Grovedale Lagoon \$2,000,000 (2020 - \$2,000,000)

During 2018, the MD established an estimated liability related to future decommissioning work with respect to the Grovedale Lagoon in the amount of \$2,000,000. This liability is based on estimated costs provided by Associated Engineering. We recommend MD administration revisit this matter during 2022 to determine if there is any new information as well as to ensure the assumptions and calculations are as accurate as possible.

Gravel and Sand Inventory - \$8,973,844 (2020 - \$8,228,682)

Gravel quantities are estimated using Global Positioning System (GPS) technology.

We are of the opinion that the significant accounting policies, estimates and judgments made by management, and financial disclosures do not materially misstate the financial statements taken as a whole.

Corrected and Uncorrected Misstatements

Corrected Misstatements

During the course of the audit, we identified sixteen (16) adjustments that were communicated to management and subsequently corrected in the financial statements. This represents a significant improvement over the 2020 audit in which we identified fifty-five (55) adjustments.

Uncorrected Misstatements

Uncorrected misstatements aggregated by our Firm for the year ended December 31, 2021, amount to a \$60,729 understatement of the 2021 annual deficit.

After considering both quantitative and qualitative factors with respect to the uncorrected misstatements we accumulated during the audit, we agree with management that the financial statements are not materially misstated.

Significant Difficulties Encountered During the Audit

We encountered no significant difficulties during the audit that we believe should be brought to the attention of Council. We had the full co-operation of MD management and staff throughout our work, and we received full access to all necessary records and documentation.

Management Representations

Management's representations are integral to the audit evidence we will gather. Prior to the release of our report, we will require management's representations in writing to support the content of our report.

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Management Letter

We will be submitting a letter to MD management on other matters that we feel should be brought to their attention. We encourage Council to review the management letter.

AUDITOR INDEPENDENCE

We believe it is important that we communicate at least annually with MD Council regarding all relationships between the MD and our Firm that, in our professional judgment, may reasonably be thought to bear on our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by CPA Alberta and applicable legislation, covering such matters as:

- (a) holding a financial interest, either directly or indirectly, in a client;
- (b) holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- (c) personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- (d) economic dependence on a client; and
- (e) provision of services in addition to the audit engagement.

We have prepared the following comments to facilitate our discussion with you regarding independence matters.

We are not aware of any relationships between the MD and ourselves that, in our professional judgment, may reasonably be thought to bear on our independence that have occurred from January 1, 2021, to June 28, 2022.

We wish to express our appreciation for the co-operation and assistance we received during the audit from the MD staff.

Yours truly,

METRIX GROUP LLP

Philip J. Dirks, CPA, CA

Partner

PJD/law

cc: Stacey Wabick, Chief Administrative Officer

Ed Kaemingh, Director of Corporate Services

MD OF GREENVIEW NO. 16
Financial Statements
For the Year Ended December 31, 2021



INDEPENDENT AUDITORS' REPORT

To the Reeve and Council of MD of Greenview No. 16

Opinion

We have audited the accompanying financial statements of MD of Greenview No. 16 ("Greenview"), which comprise the statement of financial position as at December 31, 2021, and the statement of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Greenview as at December 31, 2021, the results of its operations and accumulated surplus, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are independent of Greenview in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with those requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

Management is responsible for the other information. The other information comprises the information included in the Annual Report, but does not include the financial statements and our auditors' report thereon. The Annual Report is expected to be made available to us after the date of this auditors' report. Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing Greenview's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate Greenview or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Greenview's financial reporting process.



Independent Auditors' Report to the Reeve and Council of MD of Greenview No. 16 (continued)

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit
 procedures that are appropriate in the circumstances, but not for the purpose of expressing
 an opinion on the effectiveness of Greenview's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Greenview's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause Greenview to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

METRIX GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta June 28, 2022

MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

To the Reeve and Council of MD of Greenview No. 16

The integrity, relevance and comparability of the data in the accompanying financial statements are the responsibility of management.

The financial statements are the responsibility of management, prepared in accordance with Canadian public sector accounting standards. They necessarily include some amounts that are based on the best estimates and judgments of management.

To assist in its responsibility, management maintains accounting, budget and other controls to provide reasonable assurance that transactions are appropriately authorized, that assets are properly accounted for and safeguarded, and that financial records are reliable for preparation of financial statements.

Metrix Group LLP, Chartered Professional Accountants, have been appointed by Greenview Council to express an opinion on the Greenview's financial statements.

Stacey Wabick	
Chief Administration Officer	
Chief Administration Officer	
E III.	
Ed Kaemingh	
Director of Corporate Services	

MD OF GREENVIEW NO. 16 Statement of Financial Position As at December 31, 2021

	2021	2020
FINANCIAL ACCETO		
FINANCIAL ASSETS Cook and cook assistator (Note 2)	¢ 04 CEO ECO	¢ 50 022 705
Cash and cash equivalents (Note 2) Receivables (Note 3)	\$ 81,650,563 19,362,321	\$ 58,933,795 13,957,225
Land held for resale	602,000	602,000
Loans receivable (Note 4)	002,000	36,388
Investments (Note 5)	84,653,307	125,666,607
	186,268,191	199,196,015
LIABILITIES		
Accounts payable and accrued liabilities	16,205,161	15,985,402
Deferred revenue (Note 6)	6,473,237	3,272,436
Long-term debt (Note 7)	2,390,450	2,844,361
Landfill closure and post-closure liability (Note 11)	6,000,000	6,000,000
	31,068,848	28,102,199
NET FINANCIAL ASSETS	155,199,343	171,093,816
NON-FINANCIAL ASSETS		
Tangible capital assets (Note 9)	382,498,280	380,209,521
Inventories for consumption (Note 10)	9,815,384	9,107,728
Prepaid expenses and deposits	1,344,234	1,244,978
	393,657,898	390,562,227
ACCUMULATED SURPLUS (NOTE 12)	\$548,857,241	\$561,656,043

Contingencies (Note 16)

ON BEHALF	OF COUNCIL:
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MD OF GREENVIEW NO. 16 Statement of Operations and Accumulated Surplus For the Year Ended December 31, 2021

	2021 (Budget) (Note 22)	2021 (Actual)	2020 (Actual)
DEVENUE			
REVENUE Net taxation (Schedule 2) Government transfers for operating (Schedule 3) User fees and sale of goods Interest and investment income Penalties and costs on taxes Other Licenses and permits Fines Franchise and concession contracts	\$ 90,401,889 5,486,530 5,880,172 2,717,164 360,000 289,500 86,100 50,000	\$ 91,579,141 11,971,875 6,542,441 3,645,366 860,783 380,407 206,643 37,605 30,581	\$ 89,823,515 11,332,825 6,035,984 4,441,948 621,103 578,306 99,985 35,903 664,867
Oil well drilling taxes	-	-	6,081,638
	105,271,355	115,254,842	119,716,074
EXPENSES (including amortization) Transportation services Recreation and cultural services Administrative services Planning and development services Protective services Utilities and environmental services Waste management services Public health and welfare services Council and other legislative services	62,300,938 18,412,318 39,863,433 7,582,397 4,279,914 3,953,989 2,048,282 2,176,103 1,472,482 142,089,856	75,223,855 18,809,506 15,057,469 6,082,791 5,379,274 5,008,005 2,165,814 1,974,496 1,148,078	73,038,991 16,618,233 14,578,072 5,354,498 4,745,791 4,741,612 5,023,246 1,542,793 1,033,722
ANNUAL OPERATIONAL DEFICIT	(36,818,501)	(15,594,446)	(6,960,884)
OTHER REVENUE (EXPENSE) Government transfers for capital (Schedule 3) Contributed tangible capital assets (Note 23) Gain (loss) on disposal of tangible capital assets Restructuring (Note 24)	3,000,000	2,312,616 437,600 45,428	3,609,879 - (8,438) 2,752,710
	3,000,000	2,795,644	6,354,151
ANNUAL DEFICIT	(33,818,501)		(606,733)
ACCUMULATED SURPLUS, BEGINNING OF YEAR	561,656,043	561,656,043	562,262,776
ACCUMULATED SURPLUS, END OF YEAR	\$527,837,542	\$548,857,241	\$561,656,043

	2021 (Budget) (Note 22)	2021 (Actual)	2020 (Actual)
ANNUAL DEFICIT	\$ (33,818,501)	\$ (12,798,802)	\$ (606,733)
Acquisition of tangible capital assets Tangible capital assets acquired - contributed (Note 23) Tangible capital assets acquired - restructuring (Note 24) Proceeds on disposal of tangible capital assets Amortization of tangible capital assets Loss (gain) on disposal of tangible capital assets	(52,744,300)	(25,566,337) (437,600) - 173,478 23,587,128 (45,428)	(46,372,615) - (2,752,710) 742,982 26,631,250 8,438
Use (acquisition) of inventory for consumption Use (acquisition) of prepaid expenses	(29,244,300)	(2,288,759) (707,656) (99,256)	(21,742,655) (1,294,296) (197,552)
DECREASE IN NET FINANCIAL ASSETS	(63,062,801)	(806,912)	(1,491,848)
NET FINANCIAL ASSETS, BEGINNING OF YEAR NET FINANCIAL ASSETS, END OF YEAR	171,093,816 \$108,031,015	171,093,816 \$155,199,343	194,935,052 \$171,093,816

	2021	2020
OPERATING ACTIVITIES Annual deficit	\$ (12,798,802) \$	(606,733)
Non-cash items included in annual deficit: Loss (gain) on disposal of tangible capital assets Amortization of tangible capital assets Net amortization of bonds (reversal from disposal) Loss (gain) on sale of investments Restructuring (Note 24) Contributed tangible capital assets (Note 23)	(45,428) 23,587,128 413,386 (1,089,949) - (437,600)	8,438 26,631,250 (1,008,124) 704,192 (2,752,710)
Change in non-cash working capital balances: Accounts receivable Prepaid expenses Accounts payable and accrued liabilities Deferred revenue Inventories for consumption Landfill closure and post-closure liability	9,628,735 (5,405,096) (99,256) 219,759 3,200,801 (707,656)	22,976,313 2,485,736 (197,552) 1,030,666 (1,400,228) (1,294,296) 2,500,000
	6,837,287	26,100,639
CAPITAL ACTIVITIES Proceeds on disposal of tangible capital assets Acquisition of tangible capital assets Purchase of investments Proceeds of sale of investments Loan principal payments received	173,478 (25,566,337) (27,238,438) 68,928,301 36,388	742,982 (46,372,615) (63,698,100) 60,367,157 106,917
	16,333,392	(48,853,659)
FINANCING ACTIVITIES Long-term debt principal repayments	(453,911)	(434,210)
INCREASE IN CASH AND CASH EQUIVALENTS DURING THE YEAR	22,716,768	(23,187,230)
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	58,933,795	82,121,025
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 81,650,563 \$	58,933,795

	2021	2020
BALANCE, BEGINNING OF YEAR	\$378,392,944	\$356,253,865
Acquisition of tangible capital assets Contributed tangible capital assets (Note 23) Tangible capital assets acquired - restructuring (Note 24) Cost of tangible capital assets disposed of Accumulated amortization of tangible capital assets disposed of Amortization of tangible capital assets Local improvement taxes receivable repayments Long-term capital debt repayments	25,566,337 437,600 (456,570) 328,520 (23,587,128) (39,687) 453,911	1,121,174
BALANCE, END OF YEAR	\$381,095,927	\$378,392,944
Equity in Tangible Capital Assets is Comprised of the Following: Tangible capital assets (Note 9) Long-term capital debt Local improvement taxes receivable	\$382,498,280 (2,390,450) 988,097 \$381,095,927	\$380,209,521 (2,844,361) 1,027,784 \$378,392,944

	2021 (Budget) (Note 22)	2021 (Actual)	2020 (Actual)
TAXATION			
Real property taxes	\$ 58,987,060	\$ 62,449,519	\$ 58,987,163
Linear property taxes	63,358,916	62,344,582	62,457,063
	122,345,976	124,794,101	121,444,226
REQUISITIONS			
Alberta School Foundation Fund	27,383,274	28,543,062	27,084,388
Seniors foundations	3,541,607	3,653,153	3,452,643
Designated industrial property	913,263	983,291	939,608
Other school boards	105,943	35,454	144,072
	31,944,087	33,214,960	31,620,711
NET MUNICIPAL PROPERTY TAXES	\$ 90,401,889	\$ 91,579,141	\$ 89,823,515

		2021 (Budget) <i>(Note 22)</i>	(2021 (Actual)	2020 (Actual)
TRANSFERS FOR OPERATING Provincial government Local governments	\$	1,892,835 3,593,695		8,396,077 3,575,798	\$ 11,168,230 164,595
	_	5,486,530	1	1,971,875	11,332,825
TRANSFERS FOR CAPITAL Provincial government		3,000,000		2,312,616	3,609,879
TOTAL GOVERNMENT TRANSFERS	\$	8,486,530	\$ 1	4,284,491	\$ 14,942,704

	Administrative	Recreation and Cultural	Community	Utilities and Transportation Services			Total
	Services	Services	Services	Services	Services	Other	Total
REVENUE							
Taxation	\$ 10,632,525	\$ 15,902,753	\$ 5,433,277	\$ 51,806,644	\$ (99,832)	\$ 7,903,774	\$ 91,579,141
Government transfers	3,402,767	194,009	129,973	7,606,077	-	639,048	11,971,874
User fees and sale of goods	525,614	699,558	98,491	1,244,095	3,602,365	372,318	6,542,441
All other		<u> </u>		<u> </u>	<u> </u>	5,161,386	5,161,386
	14,560,906	16,796,320	5,661,741	60,656,816	3,502,533	14,076,526	115,254,842
EXPENSES							
Transfers to other governments and							
local boards and agencies	_	11,472,078	849,639	25,000,000	_	508,548	37,830,265
Contracted and general services	4,161,852	650,537	671,468	21,951,429	1,127,875	2,401,089	30,964,250
Salaries, wages, and benefits	6,030,115	3,133,381	3,472,965	6,131,963	1,467,326	4,568,194	24,803,944
Amortization	496,563	2,013,186	421,050	17,060,097	1,505,472	2,090,760	23,587,128
Materials, goods, and supplies	812,233	317,535	507,044	3,024,624	334,346	594,679	5,590,461
Utilities	592,992	751,415	94,193	540,952	494,931	313,053	2,787,536
Repairs and maintenance	217,676	471,374	4,691	1,514,790	18,890	186,205	2,413,626
Bad debts - provision for allowances	1,984,041		1,001	-	-	.00,200	1,984,041
Insurance	761,997	_	_	_	1,000	5,134	768,131
Interest on long term debt		-	61,741	-	58,165	-	119,906
	15,057,469	18,809,506	6,082,791	75,223,855	5,008,005	10,667,662	130,849,288
NET REVENUE (DEFICIT)	\$ (496,563)	\$ (2,013,186)	\$ (421,050)	\$ (14,567,039)	\$ (1,505,472)	\$ 3,408,864	\$ (15,594,446)

		Recreation			Utilities and				
	Administrative	and Cultural	(Community	Transportation	_	invironmental	I All	
	Services	Services		Services	Services	_	Services	Other	Total
	OCIVICCS	OCIVICOS		OCI VICCS	OCI VICC3		OCI VICCS	Otrici	Total
REVENUE									
Taxation	\$ 13,534,447	\$ 13,635,478	\$	4,671,806	\$ 41,910,639	\$	(272,023)	\$ 16,343,168	\$ 89,823,515
All other	-	-		-	-		-	12,523,750	12,523,750
Government transfers	16,638	167,370		123,907	10,398,523		-	626,387	11,332,825
User fees and sale of goods	560,083	604,889		107,794	1,143,687		3,380,019	239,512	6,035,984
	14,111,168	14,407,737		4,903,507	53,452,849		3,107,996	29,732,817	119,716,074
EXPENSES									
Contracted and general services	4,763,314	295,070		857,801	24,018,616		678,131	4,670,542	35,283,474
Transfer to other governments and	1,1 - 2, - 1				,,,			1,010,01	,,
local boards and agencies	_	8,589,637		894,921	20,000,000		_	618,118	30,102,676
Amortization	466,904	2,210,496		450,991	19,586,142		1,633,616	2,283,101	26,631,250
Salaries, wages, and benefits	6,204,052	3,409,981		3,052,704	6,226,719		1,455,438	3,884,851	24,233,745
Materials, goods, and supplies	774,248	567,192		(66,761)	2,290,435		425,465	454,418	4,444,997
Utilities	453,092	632,451		78,406	453,397		409,007	278,497	2,304,850
Repairs and maintenance	343,667	913,406		13,136	462,578		61,297	152,490	1,946,574
Bad debts - provision for allowances	1,044,173	-		-	-		-	-	1,044,173
Insurance	528,622	-		_	1,104		-	3,631	533,357
Interest on long term debt		-		73,300	<u> </u>		78,658	(96)	151,862
	14,578,072	16,618,233		5,354,498	73,038,991		4,741,612	12,345,552	126,676,958
NET REVENUE (DEFICIT)	\$ (466,904)	\$ (2,210,496)	\$	(450,991)	\$ (19,586,142)	\$	(1,633,616)	\$ 17,387,265	\$ (6,960,884

1. SIGNIFICANT ACCOUNTING POLICIES

These financial statements are the representations of the Municipal District of Greenview No. 16 management prepared in accordance with Canadian public sector accounting standards. Significant aspects of the accounting policies adopted by the Greenview are as follows:

(a) Reporting Entity

The financial statements include the assets, liabilities, revenue and expenses and accumulated surplus of the reporting entity (Greenview). The reporting entity is comprised of all organizations and enterprises accountable for the administration of their financial affairs and resources to Greenview and which are owned or controlled by Greenview.

Greenview is a member of the Greenview Regional Waste Management Commission ("the Commission"), an organization that operates as a separate government reporting entity jointly controlled by Greenview, the Town of Valleyview, and the Town of Fox Creek. The Commission financial results have not been consolidated with Greenview's financial statements.

The Municipal Library Board (the "Board"), is a governing body responsible for the administration of all libraries within Greenview. The Board is controlled by Greenview Council but its financial results have not been consolidated with Greenview's financial statements.

The schedule of taxes levied includes operating requisitions for education and seniors foundations that are not part of Greenview's reporting entity.

(b) Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and / or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

(c) Cash and Cash Equivalents

Cash and cash equivalents consist of items that are readily convertible to known amounts of cash, are subject to an insignificant risk of change in value, and have a maturity of one year or less at acquisition.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

(e) Loans Receivable

Loans receivable are recorded at cost. A valuation allowance for uncollectible amounts is recorded in the period in which collectability is assessed to be uncertain. Interest revenue is recognized as revenue in the year it is earned.

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(f) Inventories for Consumption

Inventories for consumption consist of sand and gravel, parts, chemicals, and other, of which the cost is recorded at the lower of cost or net realizable value with cost determined by the average cost method.

(g) Tax Revenue

Property tax revenue is based on market value assessments determined in accordance with the *Municipal Government Act*. Tax rates are established annually. Taxation revenues are recorded at the time tax billings are issued. Assessments are subject to appeal.

Construction and borrowing costs associated with local improvement projects are recovered through annual special property tax assessments during the period of the related borrowings. These levies are collectible from property owners for work performed by Greenview and are recognized as revenue in the year they are levied.

(h) Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Buildings	25 - 50 years
Equipment	5 - 20 years
Automotive equipment	3 - 20 years
Engineered structures	
Roadways	10 - 20 years
Wastewater systems	50 years
Water systems	25-50 years
Other engineering	5 - 50 years

Greenview regularly reviews its tangible capital assets for sold or scrapped assets, at which time the cost and the related accumulated amortization are removed from the accounts and any resulting gain or loss on disposal is reported. No amortization is recorded in the year of disposition.

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

Works of art for display are not recorded as tangible capital assets but are disclosed.

(i) Over-levies and under-levies

Over-levies and under-levies arise from the difference between the actual levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisitions tax-rates in the subsequent year are adjusted for any under-levies or under-levies of the prior year.

1. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

(i) Government Transfers

Government transfers are recognized in the financial statements as revenue in the period in which the events giving rise to the transfer occurred, providing the transfers are authorized, any eligibility criteria have been met by the municipality, and reasonable estimates of the amounts can be determined.

(k) Pension Expenses

Selected employees of Greenview are members of the Local Authorities Pension Plan (LAPP), a multi-employer defined benefit pension plan. The trustee of the plan is the Alberta Treasurer and is administered by a Board of Trustees. Since the plan is a multi-employer plan, it is accounted for as a defined benefit plan and, accordingly, Greenview does not recognize its share of the plan surplus or deficit.

(I) Contaminated Sites

Contaminated sites are a result of contamination being introduced into air, soil, water or sediment of a chemical, organic or radioactive material or live organism that exceeds an environmental standard. The liability is recorded net of any expected recoveries. A liability for remediation of a contaminated site is recognized when a site is not in productive use and is management's estimate of the cost of post-remediation including operation, maintenance and monitoring.

(m) Land Held for Resale

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing costs and leveling charges. Related development costs incurred to provide infrastructure such as water and wastewater services, roads, sidewalks and street lighting are recorded as tangible capital assets under their respective function. Proceeds from sales of land held for resale are recorded as revenue in the period in which the events giving rise to the transfer occurred. providing the transfers are authorized, the eligibility criteria have been met and reasonable estimates of the amounts can be made.

(n) Measurement Uncertainty

The preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Such estimates include the provisions for uncollectible accounts receivable, provision for amortization of tangible capital assets, gravel quantities, accrued liabilities for contaminated sites and the fair value of contributed tangible capital assets. Actual results could differ from those estimates.

(o) New Accounting Standards not yet Adopted

Effective for fiscal years beginning on or after April 1, 2022, *PS 3280 Asset Retirement Obligations* provides guidance on how to account for and report liabilities for retirement of tangible capital assets.

Effective for fiscal years beginning on or after April 1, 2023, *PS 3400 Revenue* provides guidance on how to account for and report revenue, and specifically, it addresses revenue arising from exchange transactions and unilateral transactions.

2. CASH AND CASH EQUIVALENTS		
	2021	2020
High-interest savings account Operating account Cash on hand	\$ 70,110,511 11,520,737 19,315	\$ 57,000,000 1,932,660 1,135
	\$ 81,650,563	\$ 58,933,795

3. ACCOUNTS RECEIVABLE 2020 2021 Trade and other \$ 14,216,247 8.790.394 Taxes and grants in place of taxes 6,109,706 5,162,470 Goods and Services Tax 2,940,839 1,818,193 Local improvement taxes 988,097 1,027,784 Oil well drilling 808,006 24,254,889 17,606,847 Less: Allowance for doubtful accounts (4,892,568)(3,649,622)**\$ 19,362,321 \$** 13,957,225

Greenview passed Bylaw 07-534 authorizing Council to provide for a local improvement to install a water / wastewater line and lift station for the Creek Crossing Subdivision. The total cost of the local improvement was \$1,400,000, is repayable in 30 annual installments of \$92,164 including interest at a fixed rate of 5.152% per annum maturing September 2037.

4. LOANS RECEIVABLE	 2021		2020
Town of Valleyview	\$	_	\$ 36,388

Per an Agreement dated December 14, 2006 Greenview loaned \$531,769 to the Town of Valleyview for the purposes of the Town of Valleyview's contribution toward the Valleyview Regional Emergency Services Complex. The loan is unsecured, is repayable in 20 semi-annual installments of \$37,872 including interest at a fixed rate of 0.05% above a five-year Guaranteed Investment Certificate per annum and matured January 7, 2021.

5. INVESTMENTS	2021	2020
Cash and money market funds	\$ 655,135	\$ 1,942,407
Fixed Income Government and corporate bonds Guaranteed Investment Certificates	57,493,222 26,500,000	63,658,920 60,060,330
	83,993,222	123,719,250
Other	4,950	4,950
	\$ 84,653,307	\$125,666,607

Guaranteed Investment Certificates bear interest at rates between 1.06% - 2.30% per annum and mature at dates between February 2022 - September 2023. Government and corporate bonds bear interest at rates between 2.20% - 6.00% per annum mature between July 2024 - October 2029. The market value of the government and corporate bonds at December 31, 2021 was \$58,511,985 (2020 - \$68,128,480).

6. DEFERRED REVENUE

Deferred revenue consists of the following grant funding which has been restricted by third parties for a specified purpose. These amounts are recognized as revenue in the period in which the related costs are incurred.

<u> </u>	Opening	Receipts	Revenue	Ending
Alberta Municipal Water/Wastewater Partnership Canada Community Building Fund Municipal Stimulus Program Grande Cache Mini-Bus Society	1,001,586 335,000 185,423	4,700,000 - 692,927 -	(412,913) - (495,734) -	4,287,087 1,001,586 532,193 185,423
Other	12,697	226,408	(69,780)	169,325
Alberta Environmental and Park - Grand Cache Trail Greenview Regional Multiplex	-	300,000	(188,462)	111,538
- Furniture & Equipment Fund	105,085	-	-	105,085
Greenview Regional Multiplex - Sponsorships Alberta Economic Development and	162,000	-	(81,000)	81,000
Trade Grant	232,028	-	(232,028)	-
Municipal Sustainability Initiative \$\frac{\\$}{2}\$	1,238,617	\$ -	\$ (1,238,617)	\$
\$	3,272,436	\$ 5,919,335	\$ (2,718,534)	\$ 6,473,237

7. LONG-TERM DEBT		
	2021	2020
Government of Alberta debentures bearing interest at 4.964% per annum maturing in 2037.	\$ 988,098	\$ 1,027,784
Government of Alberta debentures bearing interest at 4.047% per annum maturing in 2025.	666,188	839,988
Government of Alberta debentures bearing interest at 4.006% per annum maturing in 2025.	664,837	838,445
Government of Alberta debentures bearing interest at 6.750% per annum maturing in 2022.	71,327	138,144
	\$ 2,390,450	\$ 2,844,361

Principal and interest payments are due as follows:

	Principal Interes		Interest	Total
2022 2023	\$ 474,545 420,016	\$	103,344 81,731	\$ 577,889 501,747
2024	437,518		64,229	501,747
2025 2026	249,989 50,712		45,994 39,507	295,983 90,219
Thereafter	757 ,670		234,731	992,401
	\$ 2,390,450	\$	569,536	\$ 2,959,986

Greenview's total cash payments for interest in 2021 were \$123,978 (2020 - \$143,679).

8. DEBT LIMITS

Section 276(2) of the *Municipal Government Act* requires that debt and debt limits, as defined by Alberta Regulation 255/00, for the Greenview be disclosed as follows:

	2021	2020
Total debt limit Total debt	\$172,882,263 (2,390,450)	\$179,574,111 (2,844,361)
Amount of debt limit unused	\$170,491,813	\$176,729,750
Service on debt limit Service on debt	\$ 28,813,711 (577,889)	\$ 29,929,019 (577,889)
Amount of debt servicing limit unused	\$ 28,235,822	\$ 29,351,130

The debt limit is calculated at 1.5 times revenue of Greenview (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limits requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities, which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of Greenview. Rather, the financial statements must be interpreted as a whole.

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9.

TANGIBLE CAPITAL AS	SETS				
				Net Book	Value
				2021	2020
.			_		
Engineered structures Roadways Water systems Bridges Wastewater systems Recreation Solid waste systems Cemetery			\$	113,594,968 56,571,899 28,562,312 27,319,105 4,418,919 2,653,998 68,899	117,446,469 54,361,498 27,955,025 25,968,173 4,329,362 2,825,894 72,827
				233,190,100	232,959,248
Buildings Land Machinery, equipment, a Vehicles	and furnishings			116,278,968 13,007,078 12,960,520 7,061,614	114,258,527 13,015,388 13,646,509 6,329,849
			\$	382,498,280 \$	380,209,521
	Cost Beginning of Year	Additions	Disposals	Transfers	Cost End of Year
Engineering structures Roadways Water Bridges Wastewater Recreation Solid waste Cemetery	\$ 492,717,466 59,702,681 51,630,944 33,061,374 6,601,183 3,729,496 88,090	\$ 9,663,337 3,104,753 1,698,546 2,038,033 566,969 23,148	\$ - \$ - - - - -	5 - \$ - - - - - -	502,380,803 62,807,434 53,329,490 35,099,407 7,168,152 3,752,644 88,090
	647,531,234	17,094,786	-	-	664,626,020
Buildings Machinery, equipment,	134,456,452	4,829,530	-	-	139,285,982
and furnishings Vehicles Land and land	25,005,272 18,458,552	1,953,820 2,040,801	(456,570) -	-	26,502,522 20,499,353
improvement	13,740,042	85,000	-	-	13,825,042
	\$ 839,191,552	\$ 26,003,937	\$ (456,570) \$	- \$	864,738,919

9. TANGIBLE CAPITAL ASSETS (CONT'D)

Acc	umulated Amortiz	ation		Accumulated A	mortization
	Beginning of	Current			End of
	Year	Amortization	Disposals	Transfers	Year
Engineered structures	Φ 075 070 007	Φ 40.544.000.0	•		000 705 005
Roadways	\$ 375,270,997	. , ,	\$ - \$	- \$	388,785,835
Bridges	23,675,919	1,091,259	-	-	24,767,178
Water	5,341,183	894,352	-	-	6,235,535
Wastewater	7,093,201	687,101	-	-	7,780,302
Recreation	2,271,821	477,412	-	-	2,749,233
Solid waste	903,602	195,044	<u>-</u>	_	1,098,646
Cemetery	15,263	3,928	_	_	19,191
-					
	414,571,986	16,863,934	-	- .	431, 435,920
D 1111	00 407 005	0.000.000			00 007 044
Buildings Machinery, equipment,	20,197,925	2,809,089	-	-	23,007,014
and furnishings	11,358,763	2,511,759	(328,520)	_	13,542,002
Vehicles	12,128,703	1,309,036	-	_	13,437,739
Land and land	, -,	, ,			, - ,
improvement	724,654	93,310		-	817,964
	\$ 458,982,031	\$ 23,587,128 \$	\$ (328,520) \$	- \$	482,240,639

Tangible capital assets include \$39,357,468 (2020 - \$40,605,467) of work in progress that is not being amortized as these projects are currently not completed.

10. INVENTORIES FOR CONSUMPTION	_	2021	2020
Sand and gravel Parts, chemicals, and other	\$	8,973,844 841,540	\$ 8,228,682 879,046
	\$	9,815,384	\$ 9,107,728

11. LANDFILL CLOSURE AND POST-CLOSURE LIABILITY

Alberta environmental law requires closure and post-closure care of landfill sites, which includes final covering and landscaping, pumping of ground water and leachates from the site, and ongoing environmental monitoring, site inspections and maintenance.

Greenview recognizes the anticipated costs for the Hamlet of Grande Cache landfill closure and post-closure liability on an annual basis. The estimated liability for these costs is based on estimates and assumptions related to future events and costs using information currently available to management and is recognized on a cumulative basis as the landfill capacity is utilized. Future events may result in significant changes to the estimated total costs, capacity used or total capacity and the estimated liability.

The accrued liability for closure and post-closure of the landfill is recognized over the life of the cells, using the net present value of the total estimated costs of closure and post-closure care, prorated on the basis of the current capacity in metric tonnes utilized over the total estimated capacity of the site. Estimated total costs equal the sum of the discounted future cash flows for closure and post-closure care activities discounted at the current average long-term borrowing rate of 4.0%, and using inflation rates of 3.0%.

The following summarizes the total net present value of the estimated total costs for closure and post-closure care:

		2021	2020
Estimated closure costs Estimated post-closure costs	\$	4,850,000 1,150,000	\$ 4,850,000 1,150,000
Estimated total liability	_	6,000,000	6,000,000
Estimated capacity remaining		-%	-%
Portion of total liability remaining to be recognized	_	-	
Estimated capacity used		100.0%	100.0%
Accrued liability portion	\$	(6,000,000)	(6,000,000)

Greenview is planning on closing the Hamlet of Grande Cache landfill and developing a waste transfer site within the existing landfill site. It is anticipated that post-closure care will be required for a period of twenty-five years once the landfill has been closed.

12. ACCUMULATED SURPLUS	2021	2020
Unrestricted surplus Restricted surplus (Note 13) Equity in tangible capital assets (Schedule 1)	\$ 4,197,393 163,563,921 381,095,927	\$ 4,129,294 179,133,805 378,392,944
	\$548,857,241	\$561,656,043

13. RESTRICTED SURPLUS

	2021	2020
Road infrastructure Economic development Project carry forward Facilities Bridge replacement Equipment and vehicle fleet Water Wastewater Fire apparatuses Operating contingency Recreation Disaster response Fire facilities Heart River Housing Gravel pit reclamation Solid waste reclamation	\$ 71,410,896 15,000,000 14,186,836 12,745,926 11,304,736 7,726,221 5,177,187 4,827,526 4,255,010 3,772,682 3,032,586 3,000,000 2,710,021 2,000,000 1,347,447 966,847	\$ 71,410,896 15,000,000 31,316,720 12,745,926 11,304,736 7,726,221 5,177,187 4,827,526 4,255,010 3,772,682 3,032,586 3,000,000 2,710,021
Greenview Family and Community Support Services	100,000	100,000
Grovedale daycare		440,000
	\$163,563,921	\$179,133,805

Reserves have been established and approved as follows:

(a) Road Infrastructure

Provides funds for future years' road construction budget, based on approved capital plans. This reserve will contain an additional amount of \$2 million to allow Greenview the ability to react to positive or negative pricing shifts.

(b) Project Carry Forward

Holds all funds for projects that have been carried over from one year to a subsequent year. This reserve will be funded as needed in any given year.

(c) Economic Development

Funds for municipal development projects (property development, etc.) as depicted in the long-term capital plan

(d) Facilities

Provides funds for replacement or construction costs for Greenview facilities such as offices and maintenance shops. Facilities relating to utilities and emergency services will be funded through their own respective reserve funds. Annual contributions based on depreciation.

(e) Bridge Replacement

Funds future replacement costs of bridges. Annual contribution based on life cycle costing of bridges.

(f) Wastewater

Provides funds for replacement or construction of wastewater collection systems and networks within Greenview. Annual contributions based on depreciation.

(g) Water

Provides funds for replacement or construction of water distribution systems and networks within Greenview.

13. RESERVES (CONT'D)

(h) Equipment and Vehicle Fleet

Ensures funds for replacing equipment and vehicles as per Council's replacement policy. The annual contribution based on yearly depreciation of vehicles.

(i) Operating Contingency

Provides funds to supply Greenview with emergency operating funds in case of a large scale disaster or other disruption to funding sources.

(j) Fire Apparatuses

Provides funds for the purchase of Greenview's fire apparatuses for Greenview fire stations and Greenview's share of apparatus purchases for the towns of Valleyview and Fox Creek.

(k) Disaster Response

Provides funds for emergency funding for Greenview to deal with disasters when they occur, with minimal impact to approved Operating and Capital Budgets.

(I) Recreation

Provides funds for construction or replacement of Greenview's recreation facilities (campgrounds, multiplexes, etc.). Annualized contributions based on depreciation for existing facilities. Annual contribution to be used for development of future facilities

(m) Fire Facilities

Provides funds for Greenview's share of replacement or construction of fire halls and other fire infrastructure (dry hydrants, etc.) within Greenview and the towns of Fox Creek and Valleyview.

(n) Gravel Pit Reclamation

Used for the environmental reclamation of gravel pits and as the source and return of deposits and guarantees regarding reclamation.

(o) Solid Waste Reclamation

Provides funds for post closure liability costs for Greenview waste sites such as transfer stations. Post closure liability costs for regional landfills will be budgeted for by Greenview Regional Solid Waste Management Commission.

(p) Grovedale Daycare

Provides funds to be used for the establishment of a daycare facility in Grovedale.

(g) Greenview Family and Community Support Services (FCSS)

Used to set aside FCSS program surpluses from the FCSS programs operated by Greenview on behalf of the Town of Valleyview. The Greenview FCSS Board shall determine the use of funds in this reserve.

14. CREDIT FACILITY

Greenview has access to a municipal revolving loan credit facility with a maximum of \$5,000,000 bearing interest at rate 3.20% per annum. No amounts were outstanding on the revolving loan at December 31, 2021 or 2020.

15. SALARIES AND BENEFITS DISCLOSURE

Disclosure of salaries and benefits for elected municipal officials, Chief Administrative Officer, and designated officers as required by Alberta Regulation 313/2000 is as follows:

	Salary	Benefits		2021 Total		2020 Total
Elected Officials:						
Ward 8 Division 9 (Olsen) Ward 5 Division 9 (Didow) Ward 6 Ward 1 Ward 7 Ward 4 Ward 2 Ward 3	\$ 73,240 71,062 76,388 67,744 63,562 62,113 63,093 63,133 60,519 60,286	\$ 11,726 12,897 6,682 12,504 10,757 12,064 10,182 7,890 9,369 8,207	\$	84,966 83,959 83,070 80,248 74,319 74,177 73,275 71,023 69,888 68,493	\$	70,426 76,915 83,898 71,531 75,469 73,324 72,506 70,765 69,209 68,048
Total for Elected Officials:	\$ 661,140	\$ 102,278	\$	763,418	\$	732,091
Chief Administrative Officer (six months)	153,971	25,229	·	179,200	·	298,836
Chief Administrative Officer (six months)	\$ 113,095	\$ 16,490	\$	129,585	\$	
	\$ 267,066	\$ 41,719	\$	308,785	\$	298,836
Designated Officers (3)	\$ 843,893	\$ 26,621	\$	870,514	\$	910,098

Salary includes base pay, bonuses, overtime, lump sum payments, honoraria and any other direct cash remuneration.

Benefits include:

- a) contributions made by Greenview on behalf of the councillors or officers, such as payments in respect of pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long and short term disability plans, professional memberships and tuition, and
- b) Greenview's share of the costs of taxable benefits received by the councillors or officers, such as special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances and club memberships.

16. CONTINGENCIES

Greenview is a member of the Alberta Municipal Insurance Exchange (MUNIX). Under the terms of the membership, Greenview could become liable for its proportionate share of any claim losses in excess of the funds held by the program. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

17. LOCAL AUTHORITIES PENSION PLAN

Employees of Greenview participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the *Public Sector Pension Plans Act*. The LAPP is financed by employer and employee contributions and investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

Greenview is required to make current service contributions to the LAPP of 9.39% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 13.84% on pensionable earnings above this amount. Employees of Greenview are required to make current service contributions of 8.39% of pensionable earnings up to the year's maximum pensionable earnings and 12.84% on pensionable earnings above this amount.

Total current service contributions by Greenview to the LAPP in 2021 were \$1,535,904 (2020 - \$1,475,100). Total current service contributions by the employees of Greenview to the LAPP in 2021 were \$1,390,362 (2020 - \$1,335,547).

At December 31, 2020 the Plan disclosed an actuarial surplus of \$4.961 billion (2019 - \$7.913 billion).

18. FINANCIAL INSTRUMENTS

Greenview's financial instruments consist of cash and cash equivalents, accounts receivable, investments, accounts payable and accrued liabilities, and long-term debt. It is management's opinion that Greenview is not exposed to significant interest, or currency risk arising from these financial instruments.

Greenview is exposed to credit risk with respect to receivables. Credit risk arises from the possibility that customers may experience financial difficulty and be unable to fulfill their obligations. Greenview is exposed to the credit risk associated with fluctuations in the oil and gas industry as a significant portion of the property taxes outstanding at December 31 relate to linear property and are receivable from companies in the oil and gas industry. The large number and diversity of customers minimizes Greenview's credit risk.

Unless otherwise noted, the carrying value of the financial instruments approximates their fair value.

19. CONTRACTUAL OBLIGATIONS

(a) Aggregate Supply Agreement

Greenview entered into an Agreement on April 1, 2013 which requires Greenview to purchase a minimum of 50,000 tonnes of aggregate at a price of \$3.00 per tonne during the first ten years of the agreement ending December 2023.

(b) Alberta Transportation - Twinning of Highway 40

Greenview entered into an Agreement dated August 19, 2020 which requires Greenview to share the costs to twin Highway 40 for a distance of approximately 20 kilometres (the "Project"). The Province of Alberta will contribute 50% of the total incurred Project costs and be responsible for any cost overruns above the Project cost estimated to be \$120 million. Greenview is required to contribute 50% of the total incurred Project costs, to a maximum of \$60 million. During 2021, Greenview made a contribution of \$25 million (2020 - \$20 million).

The County of Grande Prairie No.1 has agreed to contribute \$10 million to assist with Greenview's contribution of the Project.

20. SEGMENTED INFORMATION

Greenview provides a wide range of services to its citizens. For each reported segment, revenues and expenses represent both amounts that are directly attributable to the segment and amounts that are allocated on a reasonable basis. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in *Note 1*. For additional information see the Schedule of Segment Disclosure (*Schedule 4 & 5*).

21. TRUST FUNDS

Trust assets are not owned by Greenview, trust assets and liabilities have been excluded from the financial statements. The following table provides a summary of the transactions during the year:

	 Opening	Receipts	Di	sbursements	Ending
Greenview Regional Multiplex Tax sale proceeds Alberta Energy Regulator	\$ 324,158 71,049 31,673	\$ 2,262 2,877 -	\$	- \$ - (31,673)	326,420 73,926
	\$ 426,880	\$ 5,139	\$	(31,673) \$	400,346

22. BUDGET FIGURES

The 2021 budget data presented in these financial statements is based on the operating and capital budgets approved by Council on April 27, 2021. The chart below reconciles the approved financial plan to the figures reported in these financial statements.

	2021 (Budget)	2021 (Actual)
Annual surplus	\$ (33,818,501)	\$ (12,798,802)
Add back: Net transfers from (to) reserves	86,602,487	15,569,884
Deduct: Principal debt repayments Purchase of tangible capital assets	(39,686) (52,744,300)	(453,911) (26,003,937)
	\$ -	\$ (23,686,766)

23. CONTRIBUTED TANGIBLE CAPITAL ASSETS

Greenview Golf Resort development has been completed and Greenview now has ownership of the infrastructure completed by the developer. Greenview has recorded the contributed tangible capital assets at their estimated fair values as follows:

Roads Land improvement	\$	357,600 80,000
		437,600

24. RESTRUCTURING

Greenview and Town of Valleyview (the "Town") pursuant to the 2014 Agreement jointly own the Multiplex. The amounts allocated to Greenview and Town for the construction of the Multiplex and the acquisition of the Multiplex assets (the capital amounts) is as follows:

Greenview: \$29,183,350The Town: \$5,856,830

The entire capital amounts were paid by Greenview. The Town paid \$2,928,415 (50%) of its portion to Greenview and owed Greenview the remaining \$2,928,415 in respect to its portion of the capital payments as of December 31, 2019.

On January 1, 2020, Greenview and the Town agreed that effective as of January 1, 2020, Greenview acquired the Town's interest and will operate the Multiplex on a go forward basis, in exchange for Greenview forgiving and cancelling the outstanding capital payments.

The carrying value of the Town's interest in the Multiplex and the assets of the Multiplex acquired by Greenview was \$2,752,710.

25. RELATED PARTY DISCLOSURE

A related party exists when one party has the ability to exercise control or shared control over the other. Two or more parties are related when they are subject to common control and influence. Related party transactions are disclosed if they occurred at a value other than or terms different from that which would have been arrived at if the parties were unrelated and the transaction has a material effect on the financial statements.

Related parties include key management personnel and close family members, through their relationship with the key management personnel, as they have the ability to influence and impact the Greenview's policies, operations and strategic decisions.

Key management personnel of Greenview have been identified as the Reeve, Councillors, and Chief Administrative Officer for the purpose of this reporting. An external entity becomes a related party to the Greenview when the key management personnel and/or their close family member have the ability to influence and impact the policies, operations and strategic decisions of the external entities.

For the year ended December 31, 2021 there were no material transactions to disclose that occurred between related parties at a value other than or terms different from that which would have been arrived at if the parties were unrelated.

26. APPROVAL OF FINANCIAL STATEMENTS

These financial statements were approved by Council.



REQUEST FOR DECISION

SUBJECT: Town of Grande Cache Policy Repeal

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: CORPORATE SERVICES DIR: EK PRESENTER: SS

STRATEGIC PLAN: Governance 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:

- Business Incentives 305/15
- Citizen Engagement 438/12
- Code of Conduct for Members of Council and Council Committees 307/14
- Conflict of Interest 265/09
- Council Responsibilities 449/16
- Delegates Appearing Before Council 459/17
- Departure gift 265/09
- Donation and Sponsorship 204/14
- Honorarium and Compensation 554/17
- Joint Funding of Capital Projects with the Municipal District of Greenview No. 16 073/17
- Open Public Forum at Regular Council Meetings 340/14
- Orientation 265/09
- Property Tax Cancellation, Reduction and Refund 304/15
- Public Participation 250/18
- Risk Management 262/10
- Strategic and Long-Term Planning 439/12

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.

Business Incentives 305/15 shall be repealed. Greenview doesn't uphold Grande Cache's policy to
provide property tax breaks for new and existing businesses to incentivise development
upgrades/improvements.

1.01.22

- Citizen Engagement 438/12 shall be repealed and replaced with Bylaw 21-876 Procedural Bylaw, CO
 08 Public Hearing Procedures, and 1025 Public Engagement. The cited bylaw and policies reflect the
 standard procedure for citizen engagement with Council.
- Code of Conduct for Members of Council and Council Committees 307/14 shall be repealed and replaced with Bylaw 21-893 Council Code of Conduct. The bylaw sets out the expected behaviour for members during council and committee meetings.
- Conflict of Interest 265/09 shall be repealed and replaced with Bylaw 21-893 Council Code of Conduct.
 The Council Code of Conduct Bylaw details the procedure for members with a real or perceived conflict of interest.
- Council Responsibilities 449/16 shall be repealed and replaced with Bylaw 21-893 Council Code of Conduct Bylaw. The Council Code of Conduct Bylaw details the responsibilities and expectations of Council members.
- Delegates Appearing Before Council 459/17 shall be repealed and replaced with Bylaw 21-876 Procedural Bylaw. The Procedural Bylaw outlines the process by which delegates are expected to adhere.
- Departure Gift 265/09 shall be repealed and replaced with Policy 1023 Council Years of Service. Policy 1023 details the parameters of departure gifts for councillors.
- Donation and Sponsorship 204/14 shall be repealed and replaced with Policy 8004 Greenview Sponsorships and Donations. Policy 8004 establishes the procedure on how to apply for Greenview grants.
- Honorarium and Compensation 554/17 shall be repealed and replaced with Policy 1008 Greenview Sponsorships and Donations. Policy 1008 establishes the procedures and requirements for Greenview to sponsor an event or organisation.
- Joint Funding of Capital Projects with the Municipal District of Greenview No. 16 073/17 shall be repealed. The policy is an interim funding agreement during the negotiation of an intermunicipal development plan, however amalgamation makes the policy null.
- Open Public Forum at Regular Council Meetings 304/15 shall be repealed and replaced with Bylaw 21-876 Procedural Bylaw. The Procedural Bylaw sets the process for delegates to make presentations to Council.
- Orientation 265/09 shall be repealed and replaced with Policy 1010 Council Orientation. Policy 1010 establishes what is to be covered during the onboarding of Council members upon election.
- Property Tax Cancellation, Reduction and Refund 304/15 shall be repealed and replaced with Policy 1504 Accounts Receivable Cancellation or Adjustment. Greenview abides by section 347(1) of the

MGA and Council uses discretion to decide if specific property taxes are cancelled, reduced, refunded, or deferred.

- Public Participation 250/18 shall be repealed and replaced with Policy 1025 Public Engagement. Policy 1025 establishes the procedure for public engagement and outreach in decision-making.
- Strategic and Long-Term Planning 439/15 shall be repealed and replaced with Greenview's 2022 Strategic Plan.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council repealing the policies is that it will 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 move the policies to inactive in Greenview's records.

ATTACHMENT(S):

- Resolution No. 305/15 Business Incentives
- Resolution No. 438/12 Citizen Engagement
- Resolution No. 307/14 Code of Conduct for Members of Council and Council Committees
- Resolution No. 265/09 Conflict of Interest
- Resolution No. 449/16 Council Responsibilities
- Resolution No. 459/17 Delegates Appearing before Council
- Resolution No. 265/09 Departure Gift
- Resolution No. 204/14 Donation and Sponsorship
- Resolution No. 554/17 Honorarium and Compensation
- Resolution No. 073/17 Joint Funding of Capital Projects with the Municipal District of Greenview No.
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- Resolution No. 340/15 Open Public Forum at Regular Council Meetings
- Resolution No. 265/09 Orientation
- Resolution No. 304/15 Property Tax Cancellation, Reduction or Refund
- Resolution No. 250/18 Public Participation
- Resolution No. 439/12 Strategic and Long-Term Planning



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Policy and Procedures

Title Business Incentives Page 1 of 2

Section C-1 Resolution No. 305/15

Department Council Effective Date October 14, 2015



POLICY STATEMENT

Council for the Town of Grande Cache strives to build a strong economy by creating an open environment in which any economic opportunity can thrive and where sustainability is essential. To accomplish this Council's goal is to ensure the Town of Grande Cache's taxation system encourages enterprise, growth and job creation.



POLICY

Existing Businesses

Existing businesses that invest a minimum of \$25,000 in upgrading/improving their business will realize the following tax advantages:

- 1. First year property tax based on land and improvement assessment of the year the investment is made (no increase in taxes);
- 2. Second year property tax based on the original assessment prior to improvements, plus 1/3 of the new assessment based on the improvements;
- 3. Third year property tax based on the original assessment prior to improvements, plus 2/3 of the new assessment based on the improvements.



Businesses investing in their business will realize the tax incentives upon written request to the Town with proof of the investment.





New businesses locating in the Town of Grande Cache will realize the following tax advantages:

1. Year development or construction begins – property tax will be levied based on assessment of land value only – will not include improvements;

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Title Business Incentives Page 2 of 2

Section C-1 Resolution No. 305/15

Department Council Effective Date October 14, 2015

- 2. Second year property tax to be based on the original assessment prior to improvements, plus 1/3 of the new assessment based on the completion of improvements;
- 3. Third year property tax to be based on the original assessment prior to improvements, plus 2/3 of the new assessment based on the completion of improvements.

Eligibility

To qualify for the Business Incentive:

- a) only development, upgrades and improvements that change the value of your property qualify for this incentive;
- b) all property taxes must be paid to date and remain current throughout this incentive period. Failure to keep property taxes current will result in the termination of this incentive;
- c) each project under this incentive must have an approved development permit submitted with the application;
- d) applications for this incentive must be submitted and approved prior to commencement of any construction; and
- e) construction must commence within twelve (12) months from the date the Development Permit is issued and in conjunction with the terms and conditions in the Development Agreement.

Disincentives

Commercial/industrial land undeveloped for two or more years will be assessed an additional tax with the amount to be determined annually.

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Town of Grande Cache

Business Incentives Information Sheet

Exciting News for Local Business!

As you know ...

Council wants to help build a strong economy and support businesses in Town ~ and to do this, they have approved the Business Incentives Policy. The purpose of this policy is to provide a property tax 'break' for new and existing businesses in Grande Cache by encouraging business growth through development, upgrading and/or improvements.

The advantage for your business . . .

Whether you have a vacant lot and are looking to establish a new business, or enhance an existing one, the Business Incentive Policy helps you save on property taxes!

How it works ...

Existing Business:

As the owner of an existing business property, you may decide to increase the size of your existing business or develop an additional building on your property. Your next years' property assessment will be adjusted to account for the improvement, but rather than having a higher tax bill due to the increase in assessed value of your property in one year, this incentive phases in the increase in taxes over a three year period.

For example:

Your existing business





Additional building









\$130,000

Year 1 - Taxes based on original assessed value only, no increase - \$100,000

Year 2 – Taxes based on original assessed value plus 1/3 of improvements \$100,000 + \$10,000 (1/3 of \$30,000) = \$110,000

Year 3 - Taxes based on original assessed value plus 2/3 of improvements \$100,000 + \$20,000 (2/3 of \$30,000) = \$120,000



New Business:



Year 1 – Taxes based on original assessed land value only, no increase - \$30,000

Year 2 – Taxes based on original assessed value plus 1/3 of the new assessment based on completion of improvements \$30,000 + \$40,000 (1/3 of \$120,000) = \$70,000

Year 3 - Taxes based on original assessed value plus 2/3 the new assessment based on completion of improvements \$30,000 + \$80,000 (2/3 of \$120,000) = \$110,000

Who is Eligible...

Any business property owners in Grande Cache may apply for this incentive, but there are some things you need to know, such as:

- only development, upgrades and improvements that will change the value of your property qualify for this incentive. Replacing furniture, equipment or fixtures that do not change the value of the property assessment will not qualify;
- ~ all property taxes must be paid to date and remain current throughout the incentive period;
- each project under this incentive must have an approved development permit submitted with the application;
- applications for this incentive must be submitted and approved prior to commencement of any construction; and
- construction must commence within twelve (12) months from the date the Development Permit is issued and must meet all the terms and conditions in the Development Agreement;
- ~ If you do not comply with these conditions, the Town may terminate the property tax incentive for your project.

It's easy ~ Apply Today!

Application forms and a copy of the policy are available at the Town Office or on the Town of Grande Cache website at: www.grandecache.ca

If you have any questions, please visit the Town Office in the Provincial Building, 10001 Hoppe Avenue or contact us at 780.827.3362



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Provincial Building ~ 10001 Hoppe Avenue Box 300 ~ Grande Cache, Alberta ~ T0E 0Y0 t. 780.827.3362 ~ f. 780.827.2406 ~ www.grandecache.ca

Business Incentives Application

	Date:
Application Information	
Applicant Name:	
Corporation Name:	
Address:	
City/Town:	Postal Code:
Phone:	Fax:
Email/Website:	
If different from above:	
Business Name:	
Address:	
City/Town:	Postal Code:
Phone:	Fax:
Email/Website:	
I would prefer that correspondence be mailed to Ap	plicant Address Business Address
GENERAL INFORMATION	
Incorporated Business (Limited Company)	
Trade, Sole Proprietorship or Partnership	
Home Business	
New Business	Existing Business
Business Description:	
Property Information	
Legal Description: (Lot, Block and Plan)	
Civic Address:	
Assessed Value: (as per Town Property Assessment Notice)	Assessment Year:

Property Improvements					
Please provide a brief description of proposed development/improvements:					
NOTE: A copy of the project co	sts must be submitt	ed with this application			
I/We,acknowledge and certify that:	, the re	gistered owner(s) of the business, hereby			
	o Rusinoss Incontivos Do	olicy for the Town of Grande Cache, and the			
requirements that must be met to qua		3			
		elete to the best of my/our knowledge, and that			
 failure to provide complete and accura It is an offence to provide false or m 	3 3	the approval process. his application, or at any time hereafter, to any			
person having authority for the enfor	cement or administration	of the policy and that the provision of false or			
misleading information may result in p		tion of this incentive. nit or condone the violation of any bylaw, statute			
or other regulation in effect in the To	wn of Grande Cache, and	d it shall be my/our responsibility to ensure that			
such applicable legislation is complied	d with at all times.				
X		X			
Applicant Signature		Date			
Office Use ONLY	Date R	eceived			
Business License?	Yes No	Application Pending			
Taxes Paid to Date?	Yes No				
Development Permit attached?	Yes No	Application Pending			
Other Permits Required?	Yes No	Application Pending			
If 'yes' above, please provide details below:	Dlumbing	Othor			
Building Electrical	Plumbing	Other			
Approved Yes	No	Application Pending			
Comments:					
Approved by		Date			

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Subject Citizen Engagement	Section No. C-1	Page 0.5	
Department	Approved by		
Council	Resolution No. 438/12		
Effective Date	=		
December 12, 2012			

CITIZEN ENGAGEMENT

Policy Statement

Council believes that transparent and accountable governance is achieved through effective community engagement and consultation.

Definitions

- a) Citizen is resident of the Town of Grande Cache.
- b) **Public** is the most general and inclusive term for participants of public process in the municipal context. This term includes individuals, not-for-profit, community and corporate organizations.
- c) *Involvement* is the term used to cover the continuum of purposes or phases for engaging the public in municipal issues. The continuum includes sharing information, consultation to test ideas and collaborating to build solutions and active participation in decision making.
- d) *Engagement/Participation* is the act of sharing in the activities of the Town.
- e) **Public Involvement** will be used to represent the various methods of engaging the people of Grande Cache in discussions about civic matters that affect them.

Responsibilities

All employees will be expected to take a strategic approach for every project in which public involvement is a consideration by using a Public Involvement Framework that includes:

a) Citizen Engagement:

- 1. Public involvement plans will be developed to ensure involvement processes align with the scope, complexity and outcomes of the decision being made.
- 2. A balance and range of public perspectives will be provided to decision-makers for consideration in the decision process.
- 3. Processes will be appropriately resourced to ensure effective implementation.

b) Respect for Participants:

- 1. The purpose and goal of the involvement will be identified at the outset of the process.
- 2. Participants will be provided with all necessary information in a timely manner.
- 3. Timing, location and format reflect considerations for effective participation.
- 4. Where appropriate, outreach processes are used to include the public who need support to participate.

Subject	Section No.	Page 0.6
Citizen Engagement	C-1	
Department	Approved by	
Council	Resolution No. 438/12	
Effective Date		
December 12, 2012		

Procedure

a) Process

Ideas will be brought forward from the public, Mayor, Council or Town staff.

The idea is then explored by staff who:

- research the subject;
- get input from different people and/or groups; and
- look at options to make the idea work.
- 1. If appropriate and feasible, a report will be prepared by staff.
- Staff will present all the information and provide recommendations to Council for direction and/or a decision to proceed.
- 3. Council will make a decision and staff will implement the decision regarding the idea.

b) Accessible Involvement

- 1. *Information is accessible*: information is always provided to the citizens in the simplest form possible in plain language or understandable graphic formats.
- 2. Facilities are accessible: location and physical accessibility are always considered.
- 3. *Information is readily available:* so the public may participate in an informed discussion. Utilize multiple means of providing information (ie. internet, website, social media, newsletter, newspaper, flyers, mailers, information signs, bulletin boards, etc.).

c) Citizen Involvement

- 1. **Sharing Information:** Council must share information to build awareness.
- 2. Consultation: Council may test ideas or concepts to build knowledge, collaborate with citizens to build commitment and provide information and receive feedback or comments. Council may choose to involve citizens in the development of solutions.
- **3.** Active Participation: sharing decision-making to build ownership. Delegating decision-making to build responsibility. Partner with stakeholders in developing recommendations. This will give stakeholders the responsibility to make decisions.

d) Citizen Involvement Roadmap

- > **Understand** the overall project, item or issue.
- > **Define** the purpose and desired outcomes of public involvement.
- > Clarify the public involvement commitment.
- > Details of the public involvement process need to be developed.
- Develop the public involvement plan.

Subject Citizen Engagement	Section No. C-1	Page 0.7
Department	Approved by	•
Council	Resolution No. 438/12	
Effective Date	=	
December 12, 2012		

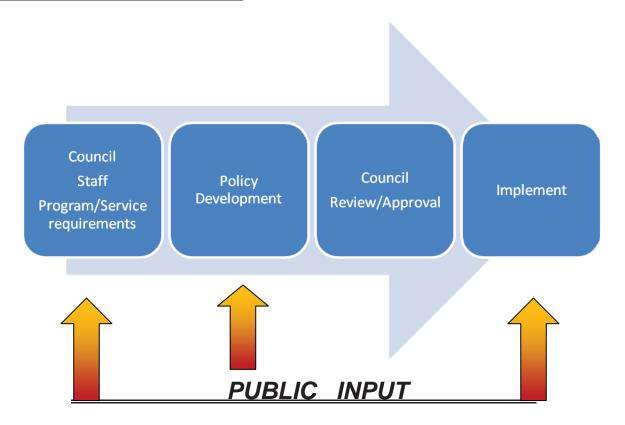
e) Getting Involved

Input and involvement from residents is very important in building our Town. Council encourages citizens to participate in the affairs of the Town by:

- sharing concerns and makeing suggestions
- providing feedback
- attending public consultations
- attending Council meetings
- contacting the Mayor or a Councillor
- writeing a letter to Council
- requesting a meeting with Council appearing as a delegation to a meeting
- serving on a board or committee
- contact our staff

We encourage everyone to participate Let's continue to build our Town together

DECISION MAKING PROCESS



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Subject Citizen Engagement	Section No. C-1	Page 0.8
Department	Approved by	
Council	Resolution	No. 438/12
Effective Date	-	
December 12, 2012		

f) The Plan

The Town of Grande Cache will solicit input via the use of surveys, questionnaires, open houses, and where appropriate, social media.

The Town of Grande Cache will annually have at least one open house to present the Strategic Plan and/or interim budget for discussion and input by the citizens. Council will consider feedback provided at the open house and utilize this information to modify, if Council so deems, and finalize the Strategic Plan and annual budget. Upon approval of the annual budget, the Town shall provide the detailed budget on the Town website and a summary document shall be mailed to every citizen with their utility or taxation notification summarizing the annual approved budget.

The Town of Grande Cache shall produce an annual report that will be provided as a mailer in the Spring of each year. A citizen satisfaction survey will be provided with the annual report so that citizens can provide feedback on the annual report.



TOWN OF GRANDE CACHE

Policy and Procedures

Title Code of Conduct for Members of Council and

Council Committees

Page 1 of 7

Section C-1 Resolution No. 307/14

Department Council Effective Date September 10, 2014



Policy Statement

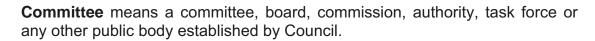
The Town of Grande Cache requires that its members of Council and Council Committees not engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public.



Reason for Policy

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for members of Council and Committees.

Definitions



Council means the Mayor and Councillors of the Town of Grande Cache.

Member means a member of Council duly elected and continuing to hold office, or a member of a Committee duly appointed by Council.



Town Council to:



- approve this policy by resolution.
- agree to by signing and to comply with the Town of Grande Cache's Code of Conduct for Members of Council and Council Committees (Schedule 'A').



Members of Council Committees to:

 agree to by signing and to comply with the town of Grande Cache's Code of Conduct for Members of Council and Council Committees (Schedule 'A').

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Title Code of Conduct for Members of Council and

Council Committees

Page 2 of 7

Section C-1 Resolution No. 307/14

Department Council **Effective Date** September 10, 2014

Chief Administrative Officer (CAO) to:

 ensure implementation of this policy with all members of Council and Council Committees.

Schedules

Schedule A – Town of Grande Cache Code of Conduct for Members of Council and Council Committees.

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Schedule 'A' Town of Grande Cache



Code of Conduct for Members of Council and Council Committees

Town of Grande Cache requires its members of Council and Council Committees not to engage in actions which are, or could be reasonably perceived as, damaging to the trust, confidence and faith of the public. Members shall, at all times, seek to advance the common good of the community which they serve and shall truly, faithfully and impartially exercise the office to the best of their knowledge and ability.

The purpose and intent of this Code of Conduct is to establish standards for ethical conduct for members of Council and Committees.

Conduct

Foster Respect for Decision-making Process

All members shall accurately and adequately communicate the attitudes and decisions of the Council or Committee, even if they disagree with the decision, such that respect for the decision-making process is fostered

All members shall share their concerns and communicate concerns amongst the presence of the entire Council or Committee.

Release of Confidential Information Prohibited

Members have a duty to hold in strict confidence all information concerning matters dealt with at in-camera meetings. A member shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the incamera deliberations to anyone, unless expressly authorized by Council or required by law to do so.

Members shall not release information in contravention of the provisions of the Freedom of Information and Protection of Privacy Act.

Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so.

Members shall not misuse confidential information (information that they have knowledge of by virtue of their position as a member) that is not in the public domain, including emails and correspondence from other members or third parties, such that it may cause detriment to the Town of Grande Cache, Council, Committee or others, or benefit or detriment to themselves or others.

Member	Initial	

Release of Information to Public and Media

Members acknowledge that official information related to decisions and resolutions made by Council or Committee will normally be communicated to the public and the media by the Mayor as Head of Council, or Chair of the Committee, or by the Town of Grande Cache Chief Administrative Officer.

Acceptance of Gifts Prohibited

Members shall not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.

Members are not precluded from accepting:

- personal gifts, benefits, rewards, commissions, or advantages from any person or organization not connected directly or indirectly with the performance or duties of office;
- political contributions that are otherwise offered, accepted and report in accordance with applicable law;
- food and beverages at banquets, receptions, ceremonies or similar events;
- services provided without compensation by persons volunteering their time;
- food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
- a reimbursement of reasonable expenses incurred in the performance of duties or office, in accordance with relevant Town of Grande Cache policy;
- token gifts such as souvenirs, mementos and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the municipality at an event, and
- gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

Members shall return any gifts or benefits which exceed these limits, along with an explanation why the gifts or benefits cannot be accepted.

Engaging in Incompatible Activity Prohibited

Members shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties in the public interest.

Member Initial	

Without limiting the generality of the foregoing, Members shall not:

- · use any influence of office for any purpose other than official duties;
- solicit, demand or accept the services of any municipal employee, or individual providing services on a contract for service, for re-election or re-appointment purposes;
- use any information gained in the execution of office that is not available to the general public for any purpose other than official duties;
- place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
- give preferential treatment to any person or organization in which a member has a financial interest:
- influence any Administrative, Council or Committee decision or decision-making process involving or affecting any person or organization in which a member has a financial interest; and
- use municipal materials, equipment, facilities or employees for personal gain or for any private purpose.

Avoidance of Waste

Members shall avoid waste, abuse and extravagance in the provision or use of public resources, and shall expose fraud and corruption of which the member is aware.

Treat Every Person with Dignity, Understanding and Respect

Members shall abide by the provisions of the Human Rights Code and, in doing so, shall treat every person, including other members, municipal employees, individuals providing services on a contract for service, students on placements, and the public with dignity, understanding and respect for the right to equality and the right to an environment that is safe and free from harassment and discrimination.

Not to Discriminate

In accordance with the Human Rights Code, Members shall not discriminate against anyone on the basis of their race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same sex partnership status, family status or disability. Age, disability, family status, record of offences and same sex partnership status shall be defined in the Human Rights Code.

Member	Initial	

Not to Engage in Harassment

In accordance with the Human Rights Code, harassment shall mean engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.

<u>Procedures for Handling Complaints</u>

The Town of Grande Cache takes breaches of the Code of Conduct seriously and expects any Member of Council who perceives a breach to immediately take action.

In the event that a Member of Council believes that one (or more) of the standards has been breached by another Member of Council, the following steps shall be taken:

Any member, who perceives that a violation has occurred, shall advise the offending member. This advice should be in writing and copied to the Mayor. If the complaint is about the actions of the Mayor, then the complaint should be lodged with the Deputy Mayor.

The Mayor (or Deputy Mayor) shall call a special Council meeting for the purpose of considering the complaint in camera.

If a two-thirds majority vote of the members of council, who are present, at the Council Meeting where the complaint is considered, determines that the complaint is a valid complaint against the member then any or all of the following sanctions may be imposed by the Council at a public Council Meeting:

- verbal reprimand provided by the Mayor of Deputy Mayor.
- written censure.
- initiate legal action to remove the Councillor from Council, as per section 175 of the Alberta Municipal Government Act, if the breach relates to a conflict of interest pursuant to sections 169-173 of the Alberta Municipal Government Act, and if the Councillor refuses to resign immediately.
- termination of the Councillor's appointment to Committees.
- Council may request an inquiry be conducted under section 572 of the Alberta Municipal Government Act into the conduct of a Councillor.

It is essential that strict confidentiality be maintained in the handling of any potential violations of the Code of Conduct for the Town of Grande Cache.

Member	Initial	

Member's Name (please print)	Member's Signature
Witness Name (please print)	Witness Signature
Dated:	

By signing this Code of Conduct, I state that I have read and fully understand the contents of the Code of Conduct. My signature is my contractual agreement that I will

follow and abide by the Code of Conduct in good faith.

Subject	No.	Page 1	
Conflict of Interest	C-1	J	
Department	Approved by		
Council	Resolution No. 265/09		
Effective Date	Supersedes		
September 30, 2009			

CONFLICT OF INTEREST

Conflict of interest situations may arise when a Councillor has a direct or indirect financial interest in any matter coming before the Council.

It is the policy of the Town of Grande Cache that the individual Councillor bears the responsibility of avoiding possible conflict of interest by:

- a) Declaring themselves ineligible to vote on a question before discussion of the matter begins.
- b) Not taking part in such discussions, unless the Mayor rules otherwise.
- c) Ensuring that the recording secretary notes the declarations in the minutes of the meeting.
- d) Being aware of, and familiar with, legislation pertaining to Council member conflict of interest.

Information regarding "financial or pecuniary interest" is outlined in Sections 169 to 171 of the Alberta Municipal Government Act, Chapter M-26.1.



Policy and Procedures

Title Council Responsibilities Page 1 of 3

Section Council Resolution No. 449/16

Department Council Effective Date September 14, 2016



In order for Council to operate efficiently and be perceived as an effective public body, carrying forward its duties in a proactive manner, Council has developed guidelines to this policy statement to provide a useful behavioral guide to individual Councillors.

Council, therefore, directs that each member be familiar with, and govern themselves according to the guidelines set out as follows:



Each Councillor must realize that as an individual councillor, he or she has no authority. Each Councillor will, therefore, refrain from making decisions unless such authority has been delegated by the Council-as-a-Whole.

b) After a Decision has been Reached

The democratic process involves free disagreement up to the taking of a vote on any issue. Once a decision has been made by a vote, the decision is Council policy and it becomes the duty of each Councillor to support the corporate will.

c) Speaking for Council

Councillors should guard against speaking for Council, unless a group decision has been made on the topic or issue at hand.

d) The Councillor's Differing Hats

At times, a Councillor will see himself or herself as an individual affected by policy or actions. It is best to remember that other people may still view the Councillor, or their actions or words, as being those of a Councillor. In other words, the 'hat' one is wearing depends on the perception of others rather than one's own wish or perception.







Policy and Procedures

Title Council Responsibilities Page 2 of 3

Section Council Resolution No. 449/16

Department Council Effective Date September 14, 2016

e) Handling Complaints

Council members recognize that being an elected official involves receiving a wide variety of complaints from many different sources. Councillors are cautioned not to try to resolve complaints as an individual Councillor, but to instead direct the complainants to the appropriate level or channel for resolution.

f) Councillor Self-Development

Being an elected official is important, and at times, an onerous responsibility. It is, therefore, the duty of each Councillor to be prepared for meetings by carefully reading the agenda and background information, attend all Council and Committee meetings, take advantage of opportunities provided to develop increased awareness, expertise, knowledge and skills to become better informed and a more skilled Council member.

g) Council Attendance at Meetings

As per Section 174(1) (d) a Councillor is disqualified from Council if a Councillor is absent from all regular Council meetings held during any period of eight (8) consecutive weeks, starting with the date that the first meeting is missed unless otherwise approved by Council resolution.

h) Annual Convention

Attendance at the Alberta Urban Municipalities Association (AUMA) annual convention is a right and a responsibility of each member of Council. Attendance at the AUMA Pre-Convention Sessions is to be approved by Resolution of Council.

i) Other

In addition to the annual AUMA convention, each Councillor may choose to attend other seminars or workshops within Alberta during each calendar year. Attendance at a seminar or workshop is to be approved by Resolution of Council.



Policy and Procedures

Council Responsibilities Title Page 3 of 3

Section Council Resolution No. 449/16

Department Council **Effective Date** September 14, 2016

Each Councillor may attend the annual Federation of Canadian Municipalities (FCM) Convention once per term with a maximum of three representatives per convention, regardless of where it is held. If the FCM Convention is held in Alberta, all Councillors may attend.

The Mayor may attend all FCM Conventions.

TOWN OF GRANDE CACHE ~ Policy and Procedures

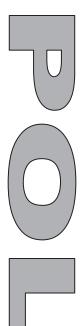


Policy and Procedures

Title Delegates Appearing Before Council Page 1 of 4

Section 3 Resolution No. 459/17

Department Council Effective Date September 13, 2017



1.0 Purpose

Town Council is the democratic institution and level of government closest to its citizens and provides the most accessible forum for residents to communicate with their elected officials.

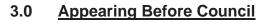
Citizen(s)/resident(s) of the Town of Grande Cache will be given an opportunity to express concerns about issues affecting the Town of Grande Cache at Regular Meetings of Council. Delegates may appear before Council to:

- express views or opinions regarding an issue appearing on a Council agenda
- identify a specific concern requiring a decision
- provide general comments for Council to consider about future community decisions.

2.0 Meetings

Regular Meetings of Council take place in Council Chambers in the Provincial Building, 10001 Hoppe Avenue, Grande Cache on the second and fourth Wednesday of each month at 6:30 pm, unless otherwise scheduled and advertised.

No decisions are made at Council-as-a-Whole Committee meetings, therefore, delegates are encouraged to appear before Council at the Regular Meetings.



3.1 Delegates Invited by Council to Present

3.1.1 Occasionally, Council will request an organization or group to make a presentation.



Policy and Procedures

Title Delegates Appearing Before Council Page 2 of 4

Section 3 Resolution No. 459/17

Department Council **Effective Date** September 13, 2017

- 3.1.2 Delegations of this nature will be allowed more than ten (10) minutes, but not to exceed thirty (30) minutes, for the presentation and to answer Council questions. Council may extend the time allowed for the presentation if required.
- 3.1.3 Delegates are asked to provide an approximate timeframe of the presentation and Administration will schedule the presentation accordingly.

3.2 Delegates Requesting to Present

- 3.2.1 A delegation must make arrangements to appear before Council and submit, in writing, the nature of their presentation. Delegates are asked to contact the Legislative Services Coordinator at 780.827.3362, ext. 31 or lisa.brown@grandecache.ca by 12:00 noon the Wednesday prior to the meeting they wish to attend. Information requested from a delegate includes the name of the person(s) or group, the item for discussion and which meeting they would like to attend.
- 3.2.2 Delegates will be asked to prepare in advance for no more than a 10 minute presentation.
- 3.3 The Chief Administrative Officer will be given advance notice of all delegates in order to:
 - a) determine if delegate attendance is absolutely necessary, or if concerns can be resolved by a staff member, or whether the item may be outside the jurisdiction of the municipal level of government.
 - b) determine if the item for discussion would be better presented 'In Camera' not open to the public (ie. involving personnel or confidential documents or issues).
 - c) arrange for audio/visual equipment, if necessary (a projector is available, but delegates must supply their own laptop).
- 3.3 Delegates are asked to provide any written material pertaining to the presentation item to the Legislative Services Coordinator by the deadline so that it can be included in the agenda package for distribution the Friday before the meeting. This also allows staff/department managers an opportunity to gather or prepare necessary background information and Council an opportunity to study the issue before the meeting. If written material is not available, it may result in the item being tabled or a decision delayed.



Policy and Procedures

Title Delegates Appearing Before Council Page 3 of 4

Section 3 Resolution No. 459/17

Department Council Effective Date September 13, 2017

- 3.4 The following will not be heard as delegation items:
 - a) Invitations for Council to participate in an event, special occasion, etc. These requests are to be submitted, in writing, to the Chief Administrative Officer or Legislative Services Coordinator during regular business hours (Monday to Friday, 8:30 am to 4:30 pm excluding statutory holidays).
 - b) Promotions of private business or groups.

4.0 Procedures During the Meeting

- 4.1 Delegates may sit anywhere in the audience section of Council Chambers.
- 4.2 Once the meeting has been called to Order, the Mayor or Deputy Mayor will announce the delegates as they appear on the agenda. Upon announcement of the delegate, they will take a seat at the delegate's table directly in front of Council.
- 4.3 Large delegations will be asked to appoint no more than two spokespersons to speak on behalf of the group. The spokespersons will be asked to identify themselves and state their presentation.
- 4.4 Delegates are asked to be clear and concise on what the request/concern is. Following the presentation, the Mayor and Council may ask questions. The Mayor or Deputy Mayor will thank the delegate for the presentation, at which time the delegate may return to seating in the audience section. At this point, no further comments or debate will be held with the delegate. Council members may direct questions to staff members on the matter.
- 4.5 Once all delegates on an item have been heard, the Mayor or Council may:
 - a) discuss the item later on the agenda and make a decision; or
 - b) refer the item to a future meeting so additional information may be provided; or
 - c) receive the item for information only, which means no decision to change current policy is supported.
- 4.6 Applause, booing or other audible demonstrations of support or opposition will not be tolerated, as it may be intimidating for those with opposing views. Delegates and members of the audience are expected to respect all citizens, regardless of views and opinions.



Policy and Procedures

Title Delegates Appearing Before Council Page 4 of 4

Section 3 Resolution No. 459/17

Department Council Effective Date September 13, 2017

5.0 Response to the Delegate following the Meeting

5.1 Once a decision has been made by Council pertaining to a delegation, Administration will contact the delegation within seven (7) working days, in writing, to inform them of Council's decision.

6.0 Other

6.1 Information provided at a meeting will be uploaded to the Town's website under 'Additions to the Agenda Package'.

Subject Departure Gift	No. C-1	Page 5	
Department Council	Approved by Resolution No. 265/09		
Effective Date September 30, 2009	Supersedes		

DEPARTURE GIFT

Members of Council who have served a term(s) on Council are to be recognized with a gift (as determined by Council) not to exceed the following amounts:

One or two terms of service: \$150.00
Three or four terms of service: \$250.00
Five or more terms of service: \$500.00

The gifts will be presented to outgoing Councillor(s) at the organizational meeting of Council immediately following a general election. Presentation of gifts will be made by the newly appointed Council.



Policy and Procedures

Title	Donation and Sponsorship Policy		Page	1 of 2	
Section Department	C-1 Council	Resolution No.	204/14 May 14 2014		



This policy is intended to establish guidelines for requests for donations from non-profit groups or organizations within the Town of Grande Cache.

The Town will implement and maintain a donations and sponsorship program with the purpose of demonstrating good corporate citizenship.



A budget will be allocated for donations each year under 'Council Expenditures'.

The Town's Donation program will be administered and approved by Council.

Definitions



In-kind Donations are donations that do not involve a direct cash contribution, but may include providing promotional items or Town services (ie. Rec Centre facility pass) in an amount not to exceed \$200.00, although Council may consider an alternate amount in exceptional circumstances.

Sponsorships are support, in-kind, of a specific event or activity open to the public in the Town of Grande Cache and that will, in most cases, offer a promotional opportunity for the Town.

Requests for Donations



Non-profit groups or organizations that are requesting the assistance or resources of the Town of Grande Cache must adhere to the following criteria:

- a) Requests for donations should be short, submitted in writing, and to include the following:
 - an outline of the project or event for which the donation or sponsorship is being requested, the date(s) and the expected outcome;
 - the amount being requested together with a total budget or projected cost of the event;
 - a list of all project contributors;
 - a list of personnel involved with running the organization;





Policy and Procedures

Title	Donation and Sponsorship Policy		Page	2 of 2
Section Department	C-1 Council	Resolution No. Effective Date		

applications are to be submitted at least two weeks prior to the event to:

Mayor and Council

c/o Town of Grande Cache

Box 300

Grande Cache. Alberta ~ T0E 0Y0

- b) If staff time is requested as part of the request, the number of hours the staff would be required must be outlined by the applicant.
- c) Staff that are deployed to as a resource to non-profit organizations will be paid their normal rate of pay and hours dedicated to the project/group will be monitored and authorized by the appropriate department head
- d) Preference is given to non-profit groups and organizations that can demonstrate community support, involvement and can demonstrate how the funds or in-kind donations from the Town are to be spent, with the expected outcome of the event.
- e) The following, for the most part, are not eligible for support: individuals, organizations, projects or activities located outside the municipal boundary of the Town. Professional fundraisers working on behalf of an organization, and generic requests that may have been sent to various organizations. 'To Whom It May Concern' letters/requests will not be considered.

The authority for determining requests for donations shall reside with Council. Council reserves the right to decline all or a portion of the request.



Policy and Procedures

Title COUNCIL HONORARIUM AND COMPENSATION Page 1 of 3

Section Council Resolution No. 554/17

Department Council/Administration Effective Date November 8, 2017



Members of the Council for the Town of Grande Cache will be paid a monthly base honorarium. In accordance with the Alberta Municipal Government Act and the Federal Income Tax Act, one third of the salary (excluding benefits) paid to an elected official is deemed to be an allowance for expenses (without receipts) that are not incidental to the discharge of the elected officials duties and is, therefore not taxable.



It must be clearly understood by all elected members of Council that Regular Council meetings take priority over any other Council activity. Failure to obtain permission to be absent from a Regular Council meeting by Council resolution may result in a forfeiture of a Councillors' honorarium for the period absent.

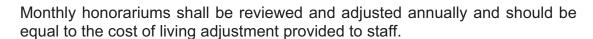


Council members shall receive a monthly honorarium for the performance of their duties as elected officials as follows:

The Mayor will be paid a monthly honorarium of \$2,400.00 per month effective January 1, 2014.

The Deputy Mayor will be paid a monthly honorarium of \$1,700.00 per month effective January 1, 2014.

Councilors will be paid a monthly honorarium of \$1,200.00 per month effective January 1, 2014.





Monthly honorarium is to compensate members of Council for:

- attendance at Regular Council meetings, monthly internal committee meetings and Committee of the Whole meetings;
- preparation and research;
- day-to-day activities related to Council affairs.



Daily honoraria is compensation to members of Council for:

- attendance at meetings or functions sanctioned by Council;
- official meetings where minutes are kept and Councillor attendance is recorded;
- Special meetings of Council.

TOWN OF GRANDE CACHE ~ *Policy and Procedures*



Policy and Procedures

Title COUNCIL HONORARIUM AND COMPENSATION Page 2 of 3

Section Council Resolution No. 554/17

Department Council/Administration **Effective Date** November 8, 2017

Daily Honorarium

Eligible meetings less than 2 hours	\$ 50.00
Eligible meetings more than 2 hours	\$100.00
Eligible meetings more than 4 hours	\$200.00
Eligible meetings requiring travel outside of the corporate limits of Grande Cache, regardless of length of meetings per day, including travel	
time, is a maximum of	\$200.00
Eligible meetings requiring travel outside of the corporate limits of Grande Cache, for multiple meetings exceeding nine (9) hours per day including travel, is a maximum of	\$300.00

External committees or boards, as authorized by Council, except where honorarium is paid by that committee or board. Council members appointed to committees organized by outside agencies may receive an honorarium from that organization, which falls outside this Town policy. All appointments to external committees require Council approval prior to appointment, and all appointments will be reviewed at the annual Organizational Meeting of Council.

Unless pre-authorized by Council resolution, meetings not paid for attendance are:

- Openings;
- fundraising events, ie. golf tournaments, etc.;
- general public appearances in the community;
- community events, ie. Canada day, Remembrance Day, etc.;
- retirement or social events.

Per diem and expense claims are to be submitted on a monthly basis.

Per diem compensation will be provided to Council Members, who have been authorized by Council resolution, to attend conferences/events or to those participating in special projects for the Town.

Per diem compensation will be provided to Council Members who are obligated to attend events/business sessions including, but not restricted to, the following:

- Council Committees:
- Council Orientation sessions:
- Council Planning sessions;
- Alberta Urban Municipal Association (AUMA) conferences;
- Federation of Canadian Municipalities (FCM) conferences.



Policy and Procedures

Title COUNCIL HONORARIUM AND COMPENSATION Page 3 of 3

Section Council Resolution No. 554/17

Department Council/Administration Effective Date November 8, 2017

When Council Members are obligated to attend such functions, members must provide a report to all of Council at a Council Regular meeting under the agenda item, 'Councillor Reports'.

Council members who are required to attend Committee Meetings out of the community and are not already receiving an honorarium, may submit a claim to receive per diem compensation. The following meetings qualify:

- Regional Committees and Boards;
- Provincial Boards approved by Council that do not offer an honorarium but membership provides substantial benefit to the community;
- any other committees approved by Council.

Elected Councillors will receive the following benefits during their term in office:

- Accidental Death and Disability Insurance up to 70 years of age to a maximum of \$30,000;
- Dental Coverage;
- Group Life Insurance to a maximum of \$30,000 up to 70 years of age after which the benefit is \$15,000;
- Health Insurance benefit:
- Dependent Life up to \$10,000;
- Wellness and Recreation Centre Family Pass.

All Council members attending a political fundraiser must pay the registration cost directly and may be reimbursed only for the amount as an expense, as per the Election Finances and Contributions Disclosure Act.

Council members will be provided with a computer (laptop, tablet or iPad) in accordance with the Council Electronic and Mobile Device Policy, plus a \$50 monthly allowance for wi-fi/internet access. The Town is responsible for supplying work related/Town endorsed applications and programs to mobile devices.

Council members have the option to purchase the computer/tablet and cell phone at the end of their active service at a depreciated value as determined in the Town's Councilor Communication Device Policy.

A review of Council honorariums, per diem compensation, benefits and allowances will be conducted prior to a General Municipal Election.



Policy and Procedures

Title Joint Funding of Capital Projects with the Municipal District of Greenview No. 16

Page 1 of 1

Section 3 - Council Department All

Resolution No. 073/17 Effective Date Februar

February 22, 2017



Bill 21, being the Modernized Municipal Government Act, has been passed in Provincial Legislature. This Bill requires municipalities to adopt an Intermunicipal Development Plan with municipalities having common boundaries. Section 631(1)(b) requires that the Intermunicipal Development plans include the following:

- (iv) proposals for the financing and programming of Intermunicipal infrastructure for the area.
- (v) the co-ordination of Intermunicipal programs relating to the physical, social and economic development of the area,

Bill 21 also makes it mandatory to develop an Intermunicipal Collaboration Framework among 2 or more municipalities:



- (a) To provide for the integrated and strategic planning, delivery and funding of Intermunicipal services;
- (b) To steward scare resources efficiently in providing local services, and
- (c) To ensure municipalities contribute funding to services that benefit their residents.

The Intermunicipal Collaboration Framework must be adopted within two (2) years of the coming into force of Section 708 and must have the Intermunicipal Development Plan attached to it. The Framework must include:

- (a) The services being provided by each municipality,
- (b) The services being shared on an Intermunicipal basis by the municipalities, and
- (c) The services each municipality that are being provided by third parties by agreement with the municipality.

Until the legislated Intermunicipal Development Plan and the Intermunicipal Collaboration Framework are in place between the Town of Grande Cache (the Town) and the Municipal District of Greenview No. 16 (the MD), Council for the Town will enter into negotiations with the MD to ensure the future capital and operational costs for services (including the necessary infrastructure) – construction and upgrades - in the Town that benefit both their residents are shared in equitable manner between the two municipalities. These negotiations will take place on a case by case basis.



Policy and Procedures

Title

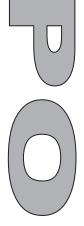
OPEN PUBLIC FORUM AT REGULAR COUNCIL MEETINGS

Page 1 of 1

Section C-1

Resolution No. 340/14

Department Council Effective Date October 8, 2014



The Town of Grande Cache is committed to community engagement and encouraging residents in the community to participate in the governance of the community by expressing views and opinions to a duly convened Council at a Regular Council Meeting.

Citizens are encouraged to appear before Council to make informal presentation to Mayor and Council regarding their views or opinions on any municipal matters. Formal presentations will be made in compliance with the 'Delegates to Appear Before Council' policy. The Open Public Forum will be allotted a maximum of ten (10) minutes, to commence at the start of each Regular Council Meeting. Citizens will be granted a maximum of two minutes each to make a presentation.

When hearing a presentation Mayor and Council may:

- 1) Refer the matter to a Committee/or Regular meeting of Council for consideration.
- 2) Ask questions of the presenter to clarify the matter.
- 3) Accept the presentation as information.
- 4) No discussion or decision(s) by Council will be made related to the presentation during the Open Public Forum session.

The Procedural Bylaw of Council mandates this policy by way of bylaw.



	Subject	No.	Page 9	
ı	Orientation	C-1	3.1	
ı	Department	Approved by		
ı	Council	Resolution No. 265/09		
ı	Effective Date	Supersedes		
	September 30, 2009			

ORIENTATION

Following the election of new members to Council, the Chief Administrative Officer shall, upon the request from the Mayor, provide an orientation program to assist each new Councillor to develop and provide an understanding of his or her duties and responsibilities, and introduce them to the senior officials and other members of the staff.

In addition, the orientation program should include an examination of the organization and content of the policy manual for the Town of Grande Cache.

The Mayor is responsible for determining whether an orientation session will occur, and if so, establishing a date (as per the Alberta Municipal Government Act, Chapter M-26, Section 192(1)), and requesting the Chief Administrative Officer to provide such session.

The Chief Administrative Officer will develop an appropriate program, and will assume substantial responsibility for its implementation.

Newly elected Councillors will be provided with the latest edition of the Alberta Municipal Government Act and all other required documentation, and may be paid honoraria and expenses for attending the orientation program, in accordance with the policy on remuneration.



Policy and Procedures

Title Municipal Property Tax Cancellation, Reduction or Refund

Page 1 of 2

Section C-1 Resolution No. 304/15

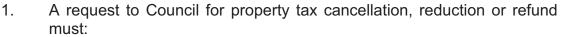
Department Council **Effective Date** October 14, 2015

D

Policy Statement

In accordance with the Alberta Municipal Government Act (MGA), all property is to be taxed. The MGA, Section 347 allows Council, if they consider it equitable to do so, generally or with respect to a particular taxable property, or business or a class of taxable property or business, to cancel, reduce or refund all or part of a tax. Council is prepared to consider requests for tax cancellation, reduction or refund for non-profit societies. Criteria to evaluate requests for tax cancellation, reduction or refund in a consistent manner is required.





- a) be submitted in writing addressed to the Mayor and Council and signed by the applicant;
- b) be submitted by a non-profit society;
- c) include a completed Application for Property Tax Exemption Non-Profit Organization as required by the Community Organization Property Tax Exemption Regulation (AR 281/98)
- d) include proof of their non-profit society status;
- e) explain the purpose of the non-profit society and what services it provides to the community:
- f) outline what benefits the non-profit society provides for the Town of Grande Cache; and
- g) include an annual audited financial statement for the society for the year preceding the year the request for tax cancellation, reduction or refund is being made.
- h) Comments from the Town of Grande Cache Assessor as to whether the non-profit organization would be eligible for exemption under the Community Organization Property Tax Exemption Regulation (AR 281/98).













Policy and Procedures

Municipal Property Tax Cancellation, Reduction or Title Refund

Page 2 of 2

Section C-1 304/15 Resolution No.

Council Department Effective Date October 14, 2015

- 2. The amount of the cancellation, reduction or refund of property taxes will be at the discretion of Council. Each application will be considered on a case-by-case basis.
- 3. A tax cancellation, reduction or refund will apply to municipal property taxes only. Requisitions for Schools and Seniors Lodges or any other tax on the property will not be waived.
- 4. Council will approve the cancellation, reduction or refund of all or part of the property tax for a non-profit organization for one year only.
- 5. The deadline for submission of an application for tax exemption under this policy is September 30th.

TOWN OF GRANDE CACHE ~ Policy and Procedures



Policy and Procedures

Title	Public Participation			Page	1 of 4
Section	3	Resolution No.	250/18		
Department	Council	Effective Date	June 13, 2018		

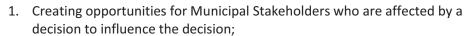
I. PURPOSE AND APPLICATION

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public. This Public Participation Policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.



II. GENERAL POLICY PRINCIPLES

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:



- 2. Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- 3. Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- 4. Recognizing that although councillors are elected to consider and promote the welfare and interest of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision-making process.



III. DEFINITIONS

CAO - means the Chief Administrative Officer of the Municipality or their delegate.

Municipal Stakeholders - means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.



Municipality - means the Town of Grande Cache.

Public Participation - includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

Public Participation Plan - means a plan which identifies which Public Participation Tools to be used to obtain public input in a particular circumstance.

Public Participation Tools - means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:



Policy and Procedures

Title	Public Participation			Page	2 of 4
Section	3	Resolution No.	250/18		
Department	Council	Effective Date	June 13, 2018		

- a) in-person participation which may include at-the-counter interactions, door knocking, interviews, meetings, round-tables, town halls, open houses, and workshops;
- b) digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- c) written participation which may include written submissions, email, and mail-in surveys, polls and workbooks; and
- d) representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

IV. POLICY RESPOSIBILITIES

Council Responsibilities

- a) Council shall:
 - i. Review and approve Public Participation Plans developed by the CAO in accordance with this Policy or as directed by Council.
 - ii. Consider input obtained through Public Participation.
 - iii. Review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation.
 - iv. Ensure appropriate resources are available to solicit Public Participation in accordance with this Policy.
 - v. Promote and support Public Participation.
 - vi. Request and review information from the CAO on the scope, timing, appropriate methods, and resources required for Public Participation prior to directing the development of a Public Participation Plan.

Administration Responsibilities

- b) CAO shall:
 - i. In accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval.
 - ii. Implement approved Public Participation Plans.
 - iii. Report the findings of the Public Participation to Council.
 - iv. Consider timing, resources, and engagement when developing and modifying Public Participation Plans.
 - v. Evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance.



Policy and Procedures

Title	Public Participation			Page	3 of 4
Section 3		Resolution No. Effective Date	250/18 June 13, 2018		

- vi. Communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used.
- vii. Develop the necessary procedures to implement this Policy.
- viii. Assess this Policy and make recommendations to Council about the Public Participation and resourcing.

V. PUBLIC PARTICIPATION OPPORTUNITIES

- a) CAO shall develop and implement a Public Participation Plan in the following circumstances:
 - i. when new programs or services are being established;
 - ii. when existing programs and services are being reviewed;
 - iii. when identifying Council priorities;
 - iv. when gathering input or formulating recommendations with respect to budget;
 - v. when gathering input or formulating recommendations with respect to the Municipality's strategic plans or business plans;
 - vi. when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan.

VI. POLICY EXPECTATIONS

1. Legislative and Policy Implications

- a) All Public Participation will be undertaken in accordance with the *Municipal Government Act, the Freedom of Information and Protection of Privacy Act* and any other applicable legislation.
- b) All Public Participation will be undertaken in accordance with all existing municipal policies.
- c) This Policy shall be available for public inspection and may be posted to the Municipality's website.
- d) This Policy will be reviewed at least once every four years.



Policy and Procedures

Title	Public Participation			Page	4 of 4
Section	3	Resolution No.	250/18		
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2. Public Participation Standards

- a) Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility.
- b) Public Participation activities will be conducted in a professional and respectful manner.
- c) Public Participation plans will consider early, ongoing and diverse opportunities to provide input.
- d) Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities.
- e) The results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

VII. PUBLIC PARTICIPATION PLANS

- a) When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:
 - i. the nature of the matter for which Public Participation is being sought;
 - ii. the impact of the matter on Municipal Stakeholders;
 - iii. the demographics of potential Municipal Stakeholders in respect of which Public Participation Tools to utilize, level of engagement and time for input;
 - iv. the timing of the decision and time required to gather input;
 - v. what information is required, if any, to participate; and
 - vi. available resources and reasonable costs.
- b) Public Participation Plans will, at minimum, include the following:
 - a communication plan to inform the public about the Public Participation plan and opportunities to provide input;
 - ii. identification of which Public Participation Tools will be utilized;
 - iii. timelines for participation;
 - iv. information about how input will be used; and
 - v. the location of information required, if any, to inform the specific Public Participation.

Subject
Strategic and Long-Term Planning

Department
Council

Effective Date
December 12, 2012

Section No.
C-1

Approved by
Resolution No. 439/12

STRATEGIC AND LONG-TERM PLANNING

Policy Statement

Council believes that it is Important to plan for the short and long-term future of our community.

Definitions

- a) Citizen is a resident of the Town of Grande Cache.
- b) **Public** is the most general and inclusive term for participants of public process in the municipal context. This term includes individuals, not-for-profit, community and corporate organizations.
- c) Involvement is the term used to cover the continuum of purposes or phases for engaging the public in municipal issues. The continuum includes sharing information, consultation to test ideas and collaborating to build solutions and active participation in decision making.
- d) **Engagement/Participation** is the act of sharing in the activities of the Town.
- e) **Strategy** refers to a plan of action designed to achieve a particular goal.

Responsibilities

All employees will be expected to take a strategic approach for every project undertaken:

a) Standards of Practice:

The Town of Grande Cache will produce a Strategic Plan each calendar year which shall be approved by Council prior to February of each year. Strategic Plans shall be of at least three years duration.

b) Citizen Engagement:

Council should seek input from the public in undertaking a strategic or long-term plan to know the needs and desires of the citizens. This may be accomplished through discussions one on one with the public, open houses, questionnaires, surveys, etc.

Subject Strategic and Long-Term Planning	Section No. C-1	Page 24	
Department Council	Approved by Resolution No. 43		
Effective Date December 12, 2012			

Procedure

a) Process

It starts with input on the needs and desires of the community from its citizens, Mayor, members of Council and staff. That's the strength of democracy – everyone can be involved.

The process is then presented by staff to Council, who will:

- obtain input from different people and/or groups;
- provide priorities;
- look at options to make the priorities work;
- prepare a strategic plan or long-term plan;
- present the plan to the public for feedback and input; and
- finalize the plan.
- 1. If appropriate and feasible, a report will be prepared by staff.
- 2. Staff will present all the information and provide recommendations to Council for direction and/or a decision to proceed.
- 3. Council will make a decision and staff will implement the decision regarding the idea.
- 4. The CAO will update Council on the progress of the plan as part of the regular reporting to Council.

b) Accessible Involvement

- 1. *Information is accessible*: information is always provided to the citizens in the simplest form possible in plain language or understandable graphic formats.
- 2. Facilities are accessible: location and physical accessibility are always considered.
- 3. *Information is readily available:* so the public may participate in an informed discussion. Utilize multiple means of providing information (ie. internet, website, social media, newsletter, newspaper, flyers, mailers, information signs, bulletin boards, etc).

c) Citizen Involvement

1. **Sharing Information:** Council must share information on each plan to build awareness. Council may also present information about issues that may affect citizens.

Subject	Section No.	Page 25
Strategic and Long-Term Planning	C-1	
Department	Approved by	
Council	Resolution	No. 439/12
Effective Date	-	
December 12, 2012		

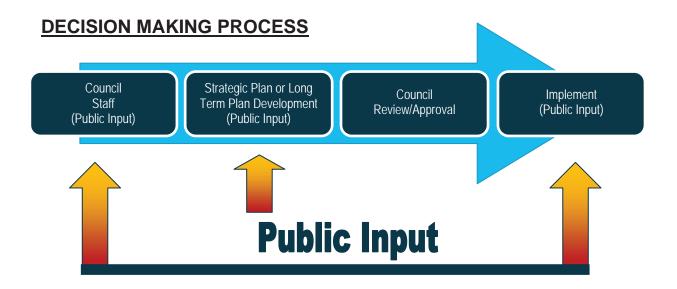
- Consultation: Council may test ideas or concepts to build knowledge, collaborate
 with citizens to build commitment and provide information and receive feedback or
 comments. Council may choose to involve citizens in the development of solutions.
- 3. **Active Participation:** sharing decision-making to build ownership. Delegating decision-making to build responsibility. Partner with stakeholders in developing recommendations. This will give stakeholders the responsibility to make decisions.

d) Getting Involved

Input and involvement from residents is very important in building our Town. Council encourages citizens to participate in the affairs of the Town by:

- sharing concerns and making suggestions
- providing feedback
- attending public consultations
- attending Council meetings
- contacting the Mayor or a Councillor
- writing a letter to Council
- requesting a meeting with Council appearing as a delegation to a meeting
- serving on a board or committee
- contact our staff

We encourage everyone to participate Let's continue to build our Town together





REQUEST FOR DECISION

SUBJECT: Policy 1039 Annual Ratepayers Barbecues

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: CORPORATE SERVICES DIR: EK PRESENTER: SS

STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

Provincial - N/A

Council Bylaw/Policy - N/A

RECOMMENDED ACTION:

MOTION: That Council approve Policy 1039 "Annual Ratepayers Barbecues" as presented.

MOTION: That Council repeal Policy CO-01 "Annual Ratepayer Barbecues."

BACKGROUND/PROPOSAL:

Administration has updated the Annual Ratepayer Barbeque in accordance with the policy review schedule. In doing so, administration is recommending that the Policy Review Committee recommend Council repeal Policy CO-01 Annual Ratepayers Barbecues.

The Policy Review committee recommended the following changes which have been added to the policy:

• Include – (3.4) Greenview partners will be invited to the BBQ to have a booth/presence at the discretion of administration.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that it will allow the continuity of the Ratepayers' Barbeques as currently instituted but with minor updates to invite Greenview partners.

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.

1.01.22

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 CO-01 Annual Ratepayer Barbecue
- Policy 1039 Annual Ratepayers Barbecues



M. D. OF GREENVIEW NO. 16 POLICY & PROCEDURES MANUAL

Section:

COUNCIL

		POLICY NUMBER: CO 01
POLICY TITLE:	ANNUAL RATEPAYER BARBECUES	Page 1 of 1
Date Adopted by Council / Motion Number:		11.05.292

PURPOSE:

To provide an opportunity to present information to the M.D. ratepayers, to provide ratepayers an opportunity to voice concerns, and to foster good rapport with M.D. ratepayers.

POLICY:

Council will hold on an annual basis ratepayer barbecues at Valleyview, DeBolt, Grovedale and Grande Cache, preferably in June.

PROCEDURE:

- 1. Council will set dates, times, venues and locations for annual ratepayer barbecues.
- 2. These annual barbecues will be advertised.
- 3. The current approved Audited Financial Statements will be available at the annual barbecues for ratepayers.

(Original signed copy on file)		
REEVE	C.A.O.	

Title: Annual Ratepayer Barbecues

Policy No: 1039

Effective Date:

Motion Number:

Supersedes Policy No: CO 01

Review Date: (3 Years from date approved

by Council)

Purpose: Fostering positive relationships with ratepayers, allowing ratepayers an opportunity to interact with elected officials in person, and support community engagement.

1. DEFINITIONS

- 1.1. **Council** means the Reeve and Councillors duly elected in the Municipal District of Greenview No. 16 and who continue to hold office.
- 1.2. Greenview means the Municipal District of Greenview No. 16.

2. POLICY STATEMENT

2.1. Council will hold an annual ratepayer barbecue in DeBolt, Grande Cache, Grovedale and Valleyview.

3. PROCEDURE

- 3.1. Council will set the dates, times, venues and locations for the ratepayer barbecues annually.
- 3.2. Ratepayer barbeques are advertised on the Greenview website, social media channels, and other forms of media as available.
- 3.3. Greenview Annual Reports, along with the most current Strategic Plan will be available at the annual barbecues for ratepayers.
- 3.4. Greenview partners will be invited to have a presence at the barbecues at the discretion of Greenview Administration.



REQUEST FOR DECISION

SUBJECT: Ridgefest Sponsorship

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: LL

STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

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 \$5,000.00 to the Grande Cache Community Events Foundation for Ridgefest on the 2022 August long weekend, with funds to come from the Community Services Miscellaneous Grants Budget.

BACKGROUND/PROPOSAL:

Administration received a sponsorship request initially from the Ridge Restaurant & Lounge for Ridgefest the 2022 August long weekend. 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. Council approved an in-kind sponsorship of up to \$5,000.00 to the Ridge Restaurant & Lounge for the use of Greenview picnic tables, including transportation and Greenview staffing costs. The Ridge Restaurant and Lounge confirmed with Administration that the picnic tables would not be required, allowing Administration to open the picnic table rentals up to Greenview residents. There was much discussion during the Council meeting regarding having a non-profit come forward to apply for this sponsorship as it aligns with Policy 8004-Greenview sponsorships and donations.

The Grande Cache Community Events Foundation submitted a sponsorship request in the amount of \$5,000.00 for Ridgefest, in collaboration with the Ridge Restaurant and Lounge to help cover part of the expenses. The Grande Cache Community Events Foundation is a non-profit organization that focuses on providing community events to enhance the quality of life for Greenview residents. The Ridge Restaurant & Lounge is a for-profit locally owned Restaurant that has hosted Ridgefest the past five years. 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 the equipment rentals have an increased cost due to transportation from Grande Prairie or/and Hinton. The estimated cost to host this event is \$32,700.00.

Council awarded the Ridge Restaurant & Lounge a \$5,000.00 sponsorship in 2021 for Ridgefest and have awarded the Grande Cache Community Events Foundation a \$50,000.00 grant in 2022.

1.01.22

The Ridge Restaurant & Lounge is grateful for Council's in-kind donation of picnic tables for Ridgefest, however tables & chairs are a low cost to rent compared to the tents, stage, band and transportation expense. Administration recommends providing a \$5,000.00 sponsorship to the Grande Cache Community Events Foundation to assist with the cost of equipment for Ridgefest.

The balance of the Miscellaneous Grants to Organizations Budget as of June 27, 2022 is \$803,356.24.

BENEFITS OF THE RECOMMENDED ACTION:

- 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. There are no perceived disadvantages to the recommended action.

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: \$5,000.00
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 Grande Cache Community Events Foundation of Council's decision.

ATTACHMENT(S):

- Sponsorship Application
- Letters of Support

Greenview Sponsorship and Donation Request Form

Row 8

Organization or Person Requesting Funds	The Ridge Restaurant and Lounge The Grande Cache Community Events Foundation
Date of Application	06/10/22
Form Date Field	97
Date of Event	07/30/22
Phone Number	7808272257 for the Ridge 7807830311 for the Foundation
Purpose of Organization	Jake@gccef.ca For Primary contact email - GCCEF theridgegrandecache@gmail.com for The ridge
Mailing Address	Box 1021 Grande Cache Alberta T0E 0Y0 Foundation mailing Box 1582 Grande Cache Alberta, T0E 0Y0
Funding Request Total	\$5,000.00
Type of sponsorship request	Event
Describe your organization	The Ridge is a for profit Restaurant recovering from the covid-19 pandemic. A locally owned and operated business, This will be the fifth year running this festival. The Grande Cache Community Events Foundation is a Registered non-profit organization focusing on providing community events to enhance quality of life for ratepayers in the MD of Greenview.
Intended Purpose	The funds would be used to help cover part of the expenses for the Event. Band - \$5000 Fencing - \$2400 Tables, Chairs, Stage, Sound system and Tents - \$17000 Staff - \$3000 Product - \$8000 Rough Estimate total - \$32,700
Direct Goals	The Ridge/Jake - The goals of the event is to bring a city level event to our small hamlet for a weekend. Live entertainment in the community has always been very limited. We also want to showcase what our community can do to the hundreds of tourists we get over the Deathrace weekend and give them a reason to want to come back. Jake - The Foundation objective is to ensure events like this are encouraged and supported. This is a community event and benefits the members of the community as a whole. Would you rather hear about how someone had an awesome weekend or hear about there being nothing to do in Grande Cache? I want to leave people with a positive impression of my home.

Where/When?	Set up on July 29th with the event running July 30th and 31st during the death race weekend teardown would be August 1st.
Benefit to residents of Greenview	Jake - This has become a social gathering for community members both present and former to reunite. Grande Cache doesn't have many events for people to socialize and this is the only one I am aware of this summer. Events like this one have been show to improve community connection and as we continue to leave the pandemic behind, we need more events like this one. This needs to be the region where things happen, not the region where events die. This is a memorable event for many. The Ridge - This event brings entertainment to our small town, It gives people a reason to get out and listen to live music, dance and socialize. We have found in past years it gives people the chance to meet other deathracers and get to know one another as well as tell stories of our community and experiences.
Funding from others	no other sources of funding have been found.
Recognition	A banner hung at the event and thank you to our sponsors posts on the Ridge and GCCEF facebook pages. In addition our sponsors and partners will be listed on our posters.
Previous Donation	The MD of Greenview has previously supported this event and the same methods as above were used to recognize the contribution.
Grant Funds Received from other sources?	
Have you performed any other fundraising projects?	
Agreement	
Grant Purpose	
Year Grant Received	
Amount of Grant	
List the donaee, purpose and amount	
What type of fundraising & how much did you raise?	
Signature	
Date	
	179

Financial Statement	
Administration Recommendations	
Email	
Column41	
MD Logo	
Email Comm.	
Column44	
List for Recognition	
Contact Name(s)	Beatrice McIntyre For the Ridge Jake O'Reilly For the Foundation
Column47	
Logo Permission	
Agreement with Statement	
Signature1	Jake O'Reilly
FOIP Disclosure	

To: The MD of Greenview

The Ridge Restaurant & Lounge is very supportive of Home Hardware and our community. They have been a big part of how successful the weekend entertainment is for Death Race weekend. The Death Fest brings a lot of people to the uptown core of our community which in turn brings customers into our stores which is greatly appreciated.

The Management and Staff at Home Hardware



We here at The Source look forward to Ridgefest and the increased foot traffic it will bring to our uptown core. As long as provincial Covid protections don't change between now and when Ridgefest will take place, we fully approve of the event.

Slav Rosa SR Electronics

The Source Grande Cache

May 16,2022

To whom this may concern,

I am writing you this letter in response to Ridge fest being held in the multi use parking lot in downtown Grande Cache. We support this event, and donate to it, and enjoy the influx of foot traffic in our downtown area. It in no way hinders our business, and is a very popular destination for those Participating in the Canadian Death Race. The organizers have always been respectful to μ s, and they Only utilize the area in front of the legion, and the ridge restaurant. The only impact on our business is Positive.

Sincerely,

Chris Dozorec

Store Manager

Grande Cache Food Store



New Horizon Co-operative Limited 3100 Pine Plaza Mall Grande Cache AB TOE 070





REQUEST FOR DECISION

SUBJECT: Ronald McDonald House Charities Alberta Sponsorship

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: LL

STRATEGIC PLAN: Economy LEG:

RELEVANT LEGISLATION:

Provincial (cite) -N/A

Council Bylaw/Policy (cite) – Policy 8004, Greenview Sponsorships and Donations

RECOMMENDED ACTION:

MOTION: That Council approve an in-kind sponsorship of an auction item or prize valued up to \$500.00 to Ronald McDonald House Alberta Charities for the Annual Shoot for the House event, September 10th, 2022 at the Wapiti Shooters Club, Grande Prairie, AB, with funds to come from the 2022 Community Services Miscellaneous Grants Budget.

BACKGROUND/PROPOSAL:

Ronald McDonald House Charities Alberta is a registered charity (non profit organization) and provides a home away from home for families during serious illness or injury of a child. Ronald McDonald House is located in Edmonton and an office to support families in the Peace Region is located in Grande Prairie.

On September 10th, 2022, Ronald McDonald House Alberta is hosting the 10th Annual Shoot for the House event at the Wapiti Shooters Cub, located in Grande Prairie. This annual clay shooting tournament raises money for Ronald McDonald House and the funds raised at this event will help support local Peace Region families needing to travel out of the region to seek medical treatment.

Ronald McDonald House Alberta is requesting a \$500.00 to \$10,000.00 sponsorship for the Annual Shoot for the House event. Greenview has not received a sponsorship request for this event in the past.

Greenview did not support the Stollery Children's Hospital in-kind donation to support the silent auction/raffle campaign for the 2021 ATB Financials Annual Teddy for a Toonie Campaign because ATB is a for profit entity.

Administration recommends Greenview provide an in-kind sponsorship of an auction item or prize valued up to \$500.00 to the Ronald McDonald House Alberta Charities to support the Annual Shoot for the House event.

184

The Community Services Miscellaneous Grants Budget as of May 23, 2022, totals \$803,356.24.

1.01.22

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Greenview will be supporting a charity that supports a home away from home for local Peace Region families.

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 the sponsorship amount or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$500.00

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 Ronald McDonald House Charities Alberta of Council's decision.

ATTACHMENT(S):

- Sponsorship Request
- Sponsorship Package

Greenview Sponsorship and Donation Request Form

Row 5

Organization or Person Requesting Funds	Ronald McDonald House Charities Alberta
Date of Application	05/16/22
Form Date Field	94
Date of Event	09/10/22
Phone Number	7808314366
Purpose of Organization	mdurda@rmhcalberta.org
Mailing Address	RMHC Alberta 9419-117 ave Grande Prairie, AB T8V 4P7
Funding Request Total	\$500 - \$10,000
Type of sponsorship request	Event
Describe your organization	Parents never expect to need a Ronald McDonald House, but we are there when families need us the most — during the serious illness or injury of a child. At least three families check into an Alberta Ronald McDonald House everyday. We are there to provide them with the support and a Home Away from Home.
Intended Purpose	RMHC Alberta alleviates the tremendous emotional, financial, and physical burdens faced by families during these difficult times. The funds raised at our 10th Annual Shoot for the House event will help support all local Peace Region families needing to travel out of the region to seek medical treatment.
Direct Goals	It is our goal to host 400 participants and raise \$500,000 at our 10th Annual Shoot for the House event. This event is currently the largest single day fundraiser in RMHC Alberta history and we currently hold the honor of the single largest 1 day, non registered fundraising shoot in Canada. Being it's our 10 year anniversary we set the above goals hoping to make this our most successful event yet.
Where/When?	September 10th, 2022 at the Wapiti Shooters Club
Benefit to residents of Greenview	Many of our current RMHC Alberta families come from the Peace Region including the MD of Greenview areas. We will continue to assist all residents with sick and seriously injured children from

the MD of Greenview's, providing them with local programing and support as well as accommodations and programing at any of the Alberta Houses they call home. **Funding from** We do not receive any government funding at this point. We have also applied to the County of Grande Prairie, The city of Grande others Prairie and all of our past sponsors and donors from the corporate and private sector in the Peace Region. The majority of our funds come from the oil and gas industry. Recognition A cash donation - the donor will receive a tax receipt. A Sponsorship contribution, the donor will revieve Previous Donation No, the MD of Greenview has not provided a donation or sponsorship contribution to RMHC Alberta in the past. **Grant Funds** Received from other sources? Have you performed any other fundraising projects? **Agreement Grant Purpose Year Grant** Received **Amount of Grant** List the donaee, purpose and amount What type of fundraising & how much did you raise? **Signature Date Financial Statement** Administration Recommendations **Email** Column41

MD Logo

Email Comm.	
Column44	
List for Recognition	
Contact Name(s)	Megan Durda
Column47	
Logo Permission	Megan Durda
Agreement with Statement	Megan Durda
Signature1	Megan Durda
FOIP Disclosure	Megan Durda

Friends of the House SERIES By Ronald McDonald House Charities* Alberta











2022 SHOOT FOR THE HOUSE SPONSORSHIP PACKAGE



WHY SUPPORT RMHC ALBERTA?

IN 2020



\$565,000

RAISED THROUGH HERO FROM HOME



20,173

MEALS PROVIDED

THROUGH HERO FROM HOME



284

FAMILIES SUPPORTED

THROUGH GIFT CARDS AND HOTEL STAYS



848

FAMILIES STAYED AT A RONALD MCDONALD HOUSE® IN ALBERTA



15,349

NIGHTS OF COMFORT PROVIDED TO FAMILIES

TOP 5 MEDICAL REASONS FOR STAY

NEONATAL/NICU

ANTEPARTUM & POSTPARTUM

CARDIOLOGY

ONCOLOGY

OTHER

215 NIGHTS LONGEST STAY IN 2020

1 NIGHT SHORTEST STAY IN 2020

20 NIGHTS

AVERAGE
LENGTH OF STAY
IN CALGARY
& EDMONTON

4 NIGHTS

AVERAGE LENGTH OF STAY IN MEDICINE HAT & RED DEER



OUR 4th HOUSE

OPENED IN
JULY IN
MEDICINE HAT



252

REGULAR VOLUNTEERS



2,547 EVENT

EVENT VOLUNTEERS



9,689

VOLUNTEER HOURS



404 COVID-19 TESTS

425 MATERNAL HEALTH VISITS

791 TOTAL CLINICAL VISITS

423 CHILDREN SERVED

191

COMMUNITIES SERVED IN ALBERTA





SPONSOR BENEFITS & BRAND ALIGNMENT

Sponsoring an RMHC Alberta event in 2022 is a unique opportunity for provincial market exposure, while supporting the significant future growth of what was previously a regional event.

By sponsoring an RMHC Alberta event, you will not only be aligning your brand with a well-known and respected global charity, you will also gain market exposure for your organization.

In Canada, RMHC brand visibility across this country is at an all-time high. In a recent survey, 90% of Canadians in Western Canada indicated they had a strong awareness of RMHC, making it the most-known corporate-affiliated charity in Canada. In the same survey, respondents indicated they also had a strong understanding of the RMHC mission, which has grown in an upward trend from 38% in 2013 to 78% in 2019. Additionally, 1 in 4 Canadians have either stayed at, or know someone who has stayed at, a Ronald McDonald House.

Source: 2019 Cause Marketing Report, Ipsos

Show the community that (YOUR BRAND) is socially responsible.

(YOUR BRAND) has the opportunity to invest in the families we serve

(YOUR BRAND) can demonstrate community engagement.

RMHC Alberta will highlight (YOUR BRAND) in front of social media followers



EVENT DETAILS



SHOOT FOR THE HOUSE

SEPTEMBER 10TH, 2022WAPITI SHOOTERS CLUB

A sporting clay event which includes 96 targets, ammunition, breakfast, on course snacks, happy hour, dinner & auctions. We are hoping to have 400 registrants come to celebrate the 10th anniversary of this event.



Largest single one day, non-registered shoot in Canada.

2.6 Million raised over the last nine years, help us reach 3 Million.

Special shout out to Wapiti Shooters Club and Flexbar Contracting who have been supporting this event since its inception.







BENEFITS TO SHOOT FOR THE HOUSE SPONSORSHIP

Join us for our 10th annual RMHC Alberta Shoot for the House event! This year's Shoot will be held at the Wapiti Shooters Club on September 10th, 2022. Consider sponsoring or registering your team and help us continue to raise awareness and funds in support of RMHC Alberta. The event includes breakfast, 96 targets, ammunition, on course lunch, happy hour, dinner, prizes, silent & live auction, raffles, games and much more...

	Presenting Sponsor	Dinner Sponsor	Target & Ammo. Sponsor	Safety Sponsor	Volunteer Sponsor	Happy Hour Sponsor	10th Anniversary Sponsor	Station Sponsor	Prize Sponsor	Program Postcard
Investment	\$10,000	\$7.500	\$5,000	\$3,500	\$3,000	\$2,500	\$2,000	\$1,500	\$1,000	\$500
Opportunities Available	Multiple	2	Multiple	2	4	6	Unlimited	30	8	Multiple
Participant Spots Included	10	8	5	3	3	2	2	1		
Logo on Table Tent Cards	•	•	•							
Signage Displayed at	Club House	Club House	Club House	Safety Area	Volunteer Station	On Drink Tickets		Club House	Prize Area	
Opportunity to Promote Company at Event	•	•	•							
Special Mention on Social Media	•									
Logo at Volunteer Station	·				•					
Logo on Program Postcard										
Speaking Opportunity	•	•	•							
Logo in Slideshow	•	•	•	•	•	•	•	•	•	•
Opportunity to include Company Swag in Player Bags	•									
Option to Participate in Volunteer Experience or Prize Presentions	•									
Logo on e-signature promoting the event the month leading up to the event										

Sponsorship Deadline: August 13th 2022

ADDITIONAL WAYS TO SUPPORT EVENTS



Sign up a team or purchase tickets



Donate an auction item or prizing



Purchase a raffle ticket, 50/50 or auction item



Share with your networks and encourage them to get involved



Challenge someone within your industry



Fundraise

SPONSORSHIP AGREEMENT

I would like to sponsor:

Please list the levels interested in sponso	s you are oring.			
Total Amount: \$				
Contact Information	on:			
Company Name (print as you wing sponsor recognition material	vould like it to appear s)	Contact Name		
 Address	City	Province	Postal Code	
	Email			
Payment Informat	ion:			
Cheque to follow (Please make payable to Ronal	d McDonald House Charities® Alb	perta)		
Please invoice me or the comp	any at the address above			
Visa/MC/AMEX				
Please call your RMHC Alberta	representative to process credit o	card payments.		
Authorized by:				
Sponsor Representative (Print N	Name)	Sponsored Representa	tive (Signature)	

Please complete form and send to Megan Durda at mdurda@rmhcalberta.org.

Email a high resolution logo file (vector or .eps) with the sponsorship agreement. Funds are due within 30 days.





REQUEST FOR DECISION

SUBJECT: Wapiti Recreation and Trail Management Plan initiative REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION **SUBMISSION TO:** MEETING DATE: June 28, 2022 CAO: SW MANAGER: KG **DEPARTMENT: RECREATION** DIR: MH PRESENTER: KG STRATEGIC PLAN: LEG: SS Governance **RELEVANT LEGISLATION: Provincial** (cite) – N/A Council Bylaw/Policy (cite) – N/A **RECOMMENDED ACTION:** MOTION: That Greenview Council appoint Councillor as the alternate to represent Greenview on the Wapiti Recreation and Trail Management Plan initiative. BACKGROUND/PROPOSAL:

The Wapiti Plan area has evolved into a major multi use outdoor recreation and trail network for land and water-based activities. Several recreation facilities and trail networks have been in the area for years as well as a number of motorized associations. The types of recreational activities and user groups continues to expand and diversify as the population of the City of Grande Prairie and area continues to grow. The area is also an important economic source and contains areas of land used for lumber and pulp production, oil and gas, gravel extraction, grazing, and trapping. It is also a source of drinking water for regional communities and a cultural landscape and traditional use area for indigenous peoples.

Growing recreational demand in the Wapiti Plan area has been a motivator for protecting the environmental integrity of the corridor, while balancing social and economic interests. Since the 1970s, Alberta Environment and Parks has developed several Integrated Resource Plans (IRPs) and Regional Integrated Decisions (RIDs) to provide management direction and guidance for the area. In recent years, community driven planning initiatives have been undertaken separately to protect the environmental integrity of the sand dunes, address land use conflicts, and enhance recreational opportunities within. The planning initiatives were not led by the regulated decision maker (i.e. AEP); and therefore, the plans were not implemented. The previous initiatives will form this planning process.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit to accepting the recommended action is that Council will be informed, have input and provide direction to the planning process.

196

2. The benefit to accepting the recommended action is that Council will represent Greenview as an elected official in the implementation process.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the recommended action however; this is not recommended by Administration due to Greenview's lack of involvement, participation and direction setting from an elected official's perspective.

Alternative #2: Council has the alternative to amend the recommended action if so desired.

FINANCIAL IMPLICATION:

Direct Costs: Direct costs would include expenses for Council associated with participation on this Committee, including meeting costs and travel.

STAFFING IMPLICATION:

There are no administrative staffing implications to the recommended action.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

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 follow up with the planning and initiatives committee with Council's decision.

ATTACHMENT(S):

• Wapiti Recreation and Trail Management Plan Fact Sheet

Wapiti

Recreation and Trail Management Plan

The Wapiti plan area runs along the Wapiti River Valley south of the City of Grande Prairie and forms one of the jurisdictional boundaries between the County of Grande Prairie and the Municipal District of Greenview. It spans unique ecological areas and key biodiversity habitat along the Wapiti Dunes, wetlands and riparian areas. The area has been identified as a Provincial Environmental-Significant Area due to the ecosystem dunes, trumpeter swan nesting habitat and river valley landscape. The planning area also includes historic sites and world-class paleontological resources.

Background

The Wapiti plan area has evolved into a major multi-use outdoor recreation and trail network for land and water-based activities. Several recreation facilities and trail networks have been in the area for years as well as a number of motorized associations. The types of recreational activities and user groups continues to expand and diversify as the population of the City of Grande Prairie and area continues to grow. The area is also an important economic source and contains areas of land used for lumber and pulp production, oil and gas, gravel extraction, grazing, and trapping. It is also a source of drinking water for regional communities and a cultural landscape and traditional use area for Indigenous peoples.

Growing recreational demand in the Wapiti Plan area has been a motivator for protecting the environmental integrity of the corridor, while balancing social and economic interests. Since the 1970s, Alberta Environment and Parks has developed several Integrated Resource Plans (IRPs) and Regional Integrated Decisions (RIDs) to provide management direction and guidance for the area. In recent years, community-driven planning initiatives have been undertaken separately to protect the environmental integrity of the sand dunes, address land use conflicts, and enhance recreational opportunities within. These planning initiatives were not led by the regulated decision maker (i.e. AEP); and therefore, the plans were not implemented. The previous initiatives will inform this planning process.

Challenges

Over the years, Alberta Environment and Parks and local stakeholders have documented the following key challenges in the Wapiti plan area:

 Unmanaged motorized recreation without adequate infrastructure



- Damage to sensitive environmental areas including sand dunes slopes, vegetation, riparian areas and watercourses and the introduction of invasive species
- Public safety concerns including fire risks from unmanaged recreational activity, target shooting and other firearm use and potential for human-wildlife conflict
- Random camping in inappropriate or unsafe areas
- Unmanaged and unauthorized social/group events that lead to issues with fires, garbage, noise and other public safety concerns
- Garbage dumping
- Illegal driving and washing motorized vehicles in natural waterways

Where does the plan fit?

The Wapiti Recreation Plan fits into the issue-specific level of the planning hierarchy, under the Provincial Land-Use Framework. At a future date, the plan might be adopted or incorporated into the future Upper Peace Regional Plan.

Alberta



Public Land Management Vision

Alberta's Government has adopted a common sense approach to Crown land management that finds the right balance between conservation, recreation and economic use. To meet this vision, Alberta's Government is committed to updating legislation, working with partnerships and promoting sustainable use of trails and recreational areas.

The new approach promotes working and planning together to meet diverse goals and listening to stakeholder and community perspectives to incorporate in Crown land management.

Trails Act

The <u>Trails Act</u> was proclaimed in February 2022. The <u>Trails Act</u> provides guidance and structure for trail use in our province's growing recreation and tourism sector. The Act allows for better trail experiences for Albertans by ensuring high quality, well-managed and safe designated trails. Over time, trail users will see improved management and planning for trails that better supports the activities Albertans want, such as hiking, biking and off-highway vehicle (OHV) use.

Purpose of the Plan

The purpose of the Plan is to provide direction and guidance for the development of high quality recreation infrastructure and trail networks that are ecologically, socially, economically and operationally sustainable. The plan will provide strategic long-term direction for planning, management, operational, and capital decisions in the plan area.

Planning Process

Alberta Environment and Parks is committed to shared responsibility and working together to meet the interests and perspectives of local communities. The department will lead the planning process as regulatory decision-maker and provide overall guidance and direction to the planning process. The plan will be developed through a collaborative process to ensure the interests and the perspectives of all stakeholders and Indigenous communities are reflected in plan development. An inclusive Advisory Committee, consisting of local municipalities, stakeholders, and Indigenous communities, will be established to provide advice, input, suggestions, and sector perspectives in plan development. The decision to approve the final plan will remain the responsibility of Alberta Environment and Parks. The department has a duty to consult with Indigenous Communities and the planning process will engage Indigenous communities early in the process.

Engagement Strategy

Input from recreation users is important and stakeholder/public engagement will be a cornerstone for the Wapiti Recreation and Trail Management Plan Planning process. A proactive engagement strategy will be implemented to create opportunities for stakeholders and the public to provide input and feedback in a number of ways throughout the process.

For More Information

For more information on the planning process, please contact the planning lead: Abdi Siad-Omar 780-427-7227

Abdi Siad-Omar@gov.ab.ca

Alberta

Proposed Wapiti Recreation and Trail Management Plan Boundary





REQUEST FOR DECISION

SUBJECT: RMA Hospitality Suite – Fall Convention

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER:

DEPARTMENT: CAO SERVICES DIR: PRESENTER: SW

STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council direct administration to proceed with planning a hospitality suite at the RMA Fall Convention in November 2022, with a budget of \$15,000.00 with funds to come from Councils Hospitality Budget.

BACKGROUND/PROPOSAL:

Administration is seeking Councils direction on whether we continue to hold a hospitality suite at the RMA Fall Convention. Convention dates for 2022 are November 7-10. Holding the hospitality suite aligns with Greenviews Strategic plan in helping to improve intermunicipal government relations.

In 2019 Council hosted its first hospitality suite at the Courtyard Marriott during the Fall RMA Convention. The event cost \$11, 886.00 for the venue, food and beverages and the attendance was high.

In 2021 Council hosted the second hospitality suite, in a larger venue at the Courtyard Marriott. The event cost \$13,278.51. Attendance at the 2021 event was lower than 2019, however, there was unfortunate scheduling that resulted in competing with the Ministers meeting, which Administration was not aware of at the time of booking.

BENEFITS OF THE RECOMMENDED ACTION:

The benefit of Council accepting the recommended motion is Council will continue to make steps to
achieve their Strategic Plan while building their Intermunicipal Government Relations. It provides
opportunities for Council to have meaningful conversations with other municipalities, vendors and
stakeholders that they may not otherwise have, and to share and promote projects such as the
Greenview Industrial Gateway.

DISADVANTAGES OF THE RECOMMENDED ACTION:

201

1. The disadvantage to the recommended motion is that the public perception of Council hosting an event such as a hospitality suite may be negative.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to request Administration to reach out to the City of Grande Prairie, and Grande Prairie County to explore the options of co-hosting a "Grande Prairie Region" hospitality suite. Doing this will further build relationships, will lower Greenviews direct costs, and may bring in more attendance to the hospitality suite itself.

Alternative #2: Council has the alternative to not host a hospitality suite for 2022.

FINANCIAL IMPLICATION:

Direct Costs: The direct costs for 2021 were \$10,206.63 for the food and venue, and an additional \$3071.88 for beverages. If Council chooses to host independently, we expect these costs to be about the same. If Council chooses to co-host the overall budget may increase due to increased attendance but would be split equally between the hosting partners.

Ongoing / Future Costs:

STAFFING IMPLICATION:

2 additional staff members would be required to travel down to Edmonton the day of the event for setup and takedown.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a final decision Administration will proceed accordingly.

ATTACHMENT(S):



REQUEST FOR DECISION

SUBJECT: Western Canadian "FCM" Committee

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: CAO SERVICES DIR: PRESENTER:

STRATEGIC PLAN: Economy LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council rescind motion 21.04.196 "That Council direct Administration to research the concept of polling the rural and small urban municipalities in British Columbia, Alberta, Saskatchewan and Manitoba to form an association as a federal voice similar to FCM."

BACKGROUND/PROPOSAL:

At the March 23, 2021, Regular Council Meeting, Councillor Les Urness made the following Notice of Motion: "for administration to research the concept of polling the rural and small urban municipalities to form an association as a federal voice similar to FCM."

This Notice of Motion was brought back to the April 13, 2021, Regular Council meeting where it was passed unanimously. Councils' intention behind researching this concept was to look for ways to better represent the Western provinces and have more applicable discussions on the issues and concerns we have.

Previous CAO, D. Thompson, and previous Legislative Services Officer, D. Leurebourg. had started the initial research and groundwork to begin this process. However, since their departure no further steps have been taken to fulfill this motion.

New Council has now been established and Administration is unsure if this motion currently reflects the views of today's Council members. Therefore, before further action is taken it has been brought forward for discussion.

FCM was held in a western province (Saskatchewan) in 2022.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council would continue to support and attend FCM. New Councillors would benefit from the time to learn more about FCM and then be able to make an informed decision moving forward.

203

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative not to rescind the original motion and move forward with polling the rural and small urban municipalities as stated. However, if Council chooses to move forward, Administration is recommending hiring a third party to facilitate the activities outlined in this motion.

FINANCIAL IMPLICATION:

Direct Costs:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will proceed accordingly.

ATTACHMENT(S):



REQUEST FOR DECISION

SUBJECT: Subdivision and Consolidation of portion of Lot 41 MR with Lot 40 to resolve

driveway encroachments

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: PLANNING & DEVELOPMENT DIR: RA PRESENTER: CC

STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION: **Provincial** (cite) – N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to proceed with the selling of lands due to encroachments on Lot 41MR, Block 46, PLAN 972 2205 with registration of a Utility Right-of-Way by agreement and caveat to address existing utility and sewer main lines located thereon.

BACKGROUND/PROPOSAL:

On May 25, 2021, Council passed motioned 21.05.273 directing administration to pursue option #1A for the purpose of addressing multiple driveway encroachments onto municipal land located on Lot 41MR, Grande Cache. Option #1A required that the portion of Lot 41MR that included the two driveways be subdivided, and the landowner required to purchase and consolidate the parcel with the adjacent residential Lot 40 as shown in Schedule 'A' hereto.

Recently administration found that Lot 41MR has buried utilities (1 gas line and two major electrical cables) as well as a sewer main within an existing Utility Right-of-Way (URW) Plan 802 2639 as shown on Schedule 'B'. Telus lines are located in the area of the southwest boundary of proposed Lot 40B, and Telus is satisfied with concurrent registration of a Utility Right-of-Way agreement. URW Plan 802 2639 is still registered at Land Titles, but there are no agreements registered on Certificates of Title to reference it because the utilities were covered by the MR lot, making URW Plan 802 2639 dormant.

Schedule 'B' outlines in red the portion of Lot 41MR that would be subdivided and consolidated with the adjacent Lot 40. The dashed pink lines indicate the UTW Plan aforementioned. Discussion with Land Titles to resurrect URW Plan 802 2639 on the proposed new lot is currently underway and if that is not possible, a Utility-Right-of-Way registered by caveat or a URW plan to cover and protect existing buried pipes would need to register concurrent with the subdivision/consolidation.

.01.22

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Administration will be able to continue working towards resolving encroachments matters in Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is the extra agreements needed to protect the underground utilities.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the option to reduce the proposed lot boundary to exclude the utility lines and sewer main on Lot 41MR.

FINANCIAL IMPLICATION:

Direct Costs:

Preparation of the subdivision plan and utility right-of-way agreement or plan and registration thereof at Land Titles.

Ongoing / Future Costs:

Costs associated with any enforcement measures required.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

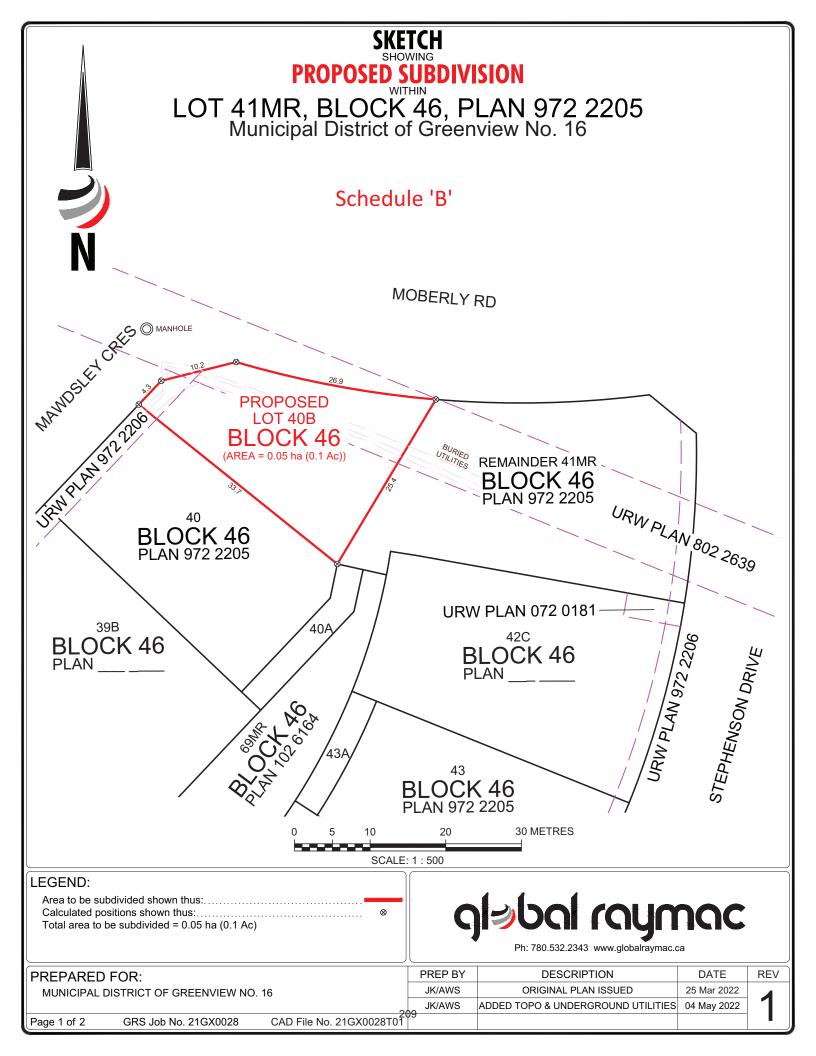
FOLLOW UP ACTIONS:

A letter will be sent to the affected landowners to inform them of the next steps.

ATTACHMENT(S):

- Schedule 'A' Aerial showing proposed lot boundaries as per Motion 21.05.273
- Schedule 'B' Tentative Plan including URW Plan 802 2639

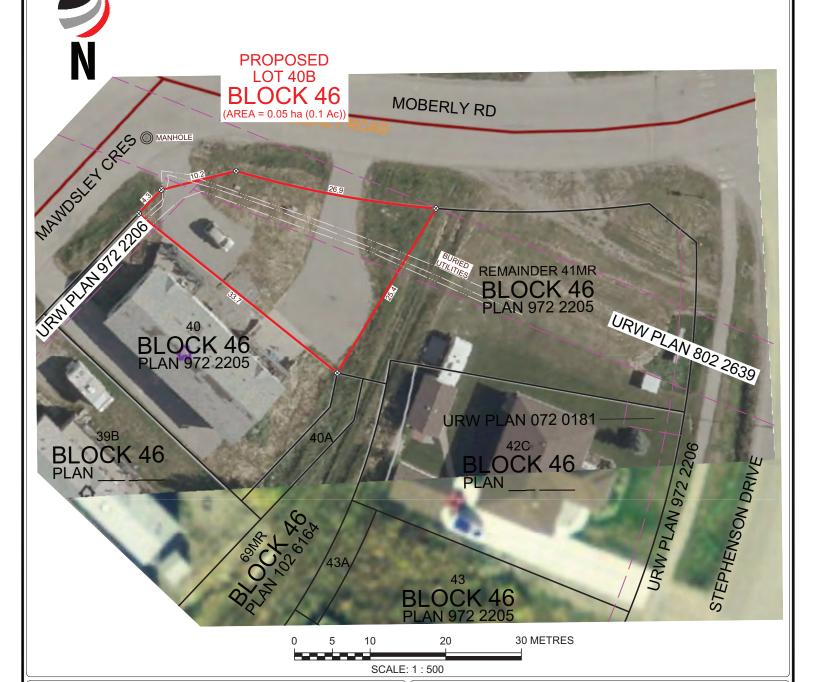




PROPOSED SUBDIVISION

LOT 41MR, BLOCK 46, PLAN 972 2205

Municipal District of Greenview No. 16



LEGEND:

Area to be subdivided shown thus:..... Calculated positions shown thus:..... Total area to be subdivided = 0.05 ha (0.1 Ac)



Ph: 780.532.2343 www.globalraymac.ca

PREPARED F	OR:
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MUNICIPAL DISTRICT OF GREENVIEW NO. 16

CAD File No. 21GX0028T01 Page 2 of 2 GRS Job No. 21GX0028

	PREP BY	DESCRIPTION	DATE	REV
	JK/AWS	ORIGINAL PLAN ISSUED	25 Mar 2022	4
,	JK/AWS	ADDED TOPO & UNDERGROUND UTILITIES	04 May 2022	1
	10			



REQUEST FOR DECISION

SUBJECT: Mawdsley Crescent, Stephenson Drive and Leonard Street – Appraisal and Sale of

MD Owned Lots

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER:
DEPARTMENT: PLANNING & DEVELOPMENT DIR: RA PRESENTER: CC

STRATEGIC PLAN: Environment LEG:

RELEVANT LEGISLATION:

Provincial – Section 70, Municipal Government Act

Council Bylaw/Policy – N/A

RECOMMENDED ACTION:

MOTION: That Council accept the assessed values set out on Schedule 'B' for Greenview lots available for sale located within Plans 102 6164 and 722 2953 in the Hamlet of Grande Cache for information, as presented.

MOTION: That Council direct Administration to offer to sell the lots below at the median value of \$2.11 per square foot as described in Schedule 'B', if purchased prior to March 15, 2023:

Roll Number	Plan, Block & Lot			
Mawdsley Cresc / Stephenson Dr				
4619001	102 6164, 46, 19A			
4622001	102 6164, 46, 22A			
4624001	102 6164, 46, 24A			
4625001	102 6164, 46, 25A			
4626001	102 6164, 46, 26A			
4627001	102 6164, 46, 27A			
4629001	102 6164, 46, 29A			
4630001	102 6164, 46, 30A			
4631001	102 6164, 46, 31A			
4632001	102 6164, 46, 32A			
4633001	102 6164, 46, 33A			
4634001	102 6164, 46, 34A			
4635001	102 6164, 46, 35A			
4636001	102 6164, 46, 36A			
4637001	102 6164, 46, 37A			
4638001	102 6164, 46, 38A			
4639001	102 6164, 46, 39A			

Roll Number	Plan, Block & Lot
4642002	102 6164, 46, 42B
4643001	102 6164, 46, 43A
4644001	102 6164, 46, 44A
4645001	102 6164, 46, 45A
4646001	102 6164, 46, 46A
4647001	102 6164, 46, 47A
4648001	102 6164, 46, 48A
4649001	102 6164, 46, 49A
4650001	102 6164, 46, 50A
4651001	102 6164, 46, 51A
4652001	102 6164, 46, 52A
4655001	102 6164, 46, 55A
4656001	102 6164, 46, 56A
4657001	102 6164, 46, 57A
4666001	102 6164, 46, 66A
4668001	102 6164, 46, 68A
Le	onard Street
1162000	772 2953, 26, 123W

21.01.22

4640001	102 6164, 46, 40A +	1214000	772 2953, 29, 26W
	portion Lot 41MR)		

BACKGROUND/PROPOSAL:

Attached as Schedule 'A' is a map providing an overview of 3.5-metre lots (Stephenson/Mawdsley) and Lot 123W and 26W (Leonard Street) owned by Greenview that were re-designated to accommodate sale of these parcels to adjacent landowners and consolidation of the lots with their existing title. The consolidation would resolve encroachments onto the Greenview lots in some instances and otherwise would sell land no longer required by Greenview for municipal reserve. Twelve lots have been identified to be purchased at the Stephenson/Mawdsley location as shown on Schedule 'C' attached, plus the two Leonard Street locations and a portion of the MR that would be consolidated with 272 Mawdsley (Lot 40).

When Global Raymac surveyed the Leonard Street and 272 Mawdsley lots he noted the following possible encroachments on lots where landowners did not intend to purchase, being:

- Lot 19 south boundaries encroach onto adjacent URW
- Lot 35 shed at rear of property
- Lot 49 west side of eaves [possible aerial imagery distortion]
- Lot 57 shed on east side of adjacent lot (not owned by GV)
- Lot 66 east side may encroach onto MD owned lot [possible aerial image distortion]
- Lot 68 east side of attached garage [possible aerial image distortion].

A survey of unpurchased lots with identified encroachments would occur once the purchased lot sales were confirmed, rather than surveying parcels unnecessarily.

The assessor advised that sales data in the hamlet was limited to two vacant lot sales in 2021. One was included with the neighbouring improved property 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 value. Greenview's assessor provided the best opinion of value for each property.

As shown in the attached Schedule 'B', an adjusted market value of each lot was calculated by the assessor based on the 2020 assessment and current sales data. Adjacent landowners who inquired as to the cost to purchase the adjacent lots were provided the \$2.11 per square foot median as an estimate. (Example 3.5m X 18.13M or 11.5ft X 59.5ft = 63.46m² or 684.25ft² X\$2.11/ft² = \$1,443.77).

Only adjacent landowners would be interested in the small parcels and therefore administration feels that the additional area calculation provides a reasonable price for Greenview to sell the lands.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that Council will be informed on the assessed value of the parcels available for sale to adjacent landowners on Mawdsley Crescent, Stephenson Drive and Leonard Street.

2. The benefit of Council accepting the recommended motion is that administration will be able to finalize the sale agreement between Greenview and adjacent landowners and complete the consolidation of the purchased lots.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to sell the lots at fair market value based on the 2021 assessment.

Alternative #2: Council has the alternative to direct another option.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion as each landowner will be responsible for their share of the survey and subdivision (consolidation) costs.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

If approved, administration will have sale agreements signed by adjacent landowners at the appropriate value set by Council.

ATTACHMENT(S):

- Schedule 'A' Overview map
- Schedule 'B' Adjusted assessed values for MD owned lots on Mawdsley Crescent, Stephenson Drive and Leonard Street, Hamlet of Grande Cache

•	Schedule 'C' – Tentative Plan evidencing lots where landowners intend to purchase the adjacent 3.5-m lot; crosshatched area referencing area to be consolidated with Lot 40 (272 Mawdsley Crescent) and identified remaining lots with possible encroachments to be surveyed in future, if required.





Hamlet of Grande Cache: MD Owned Lots

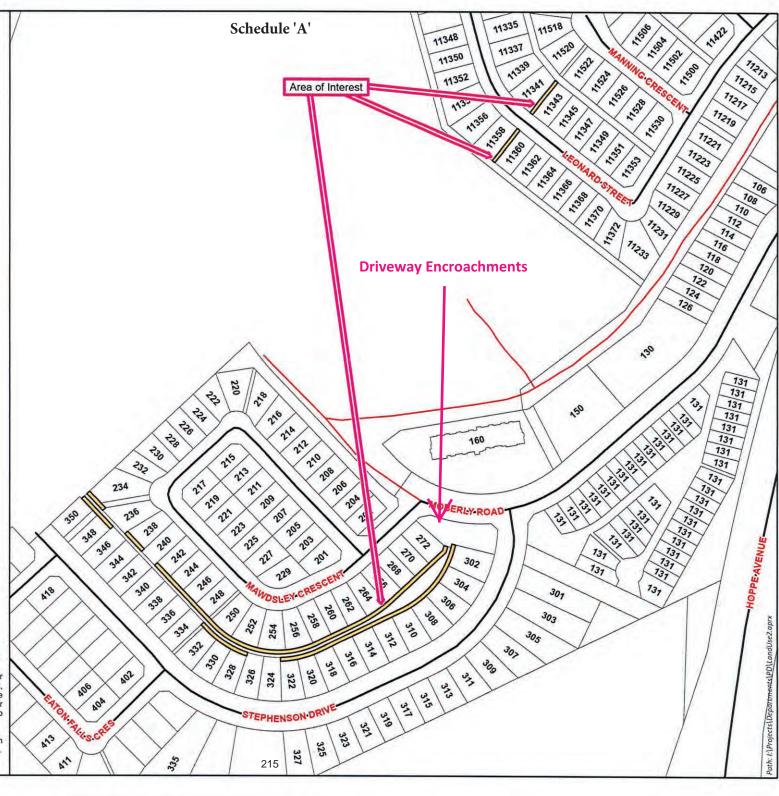


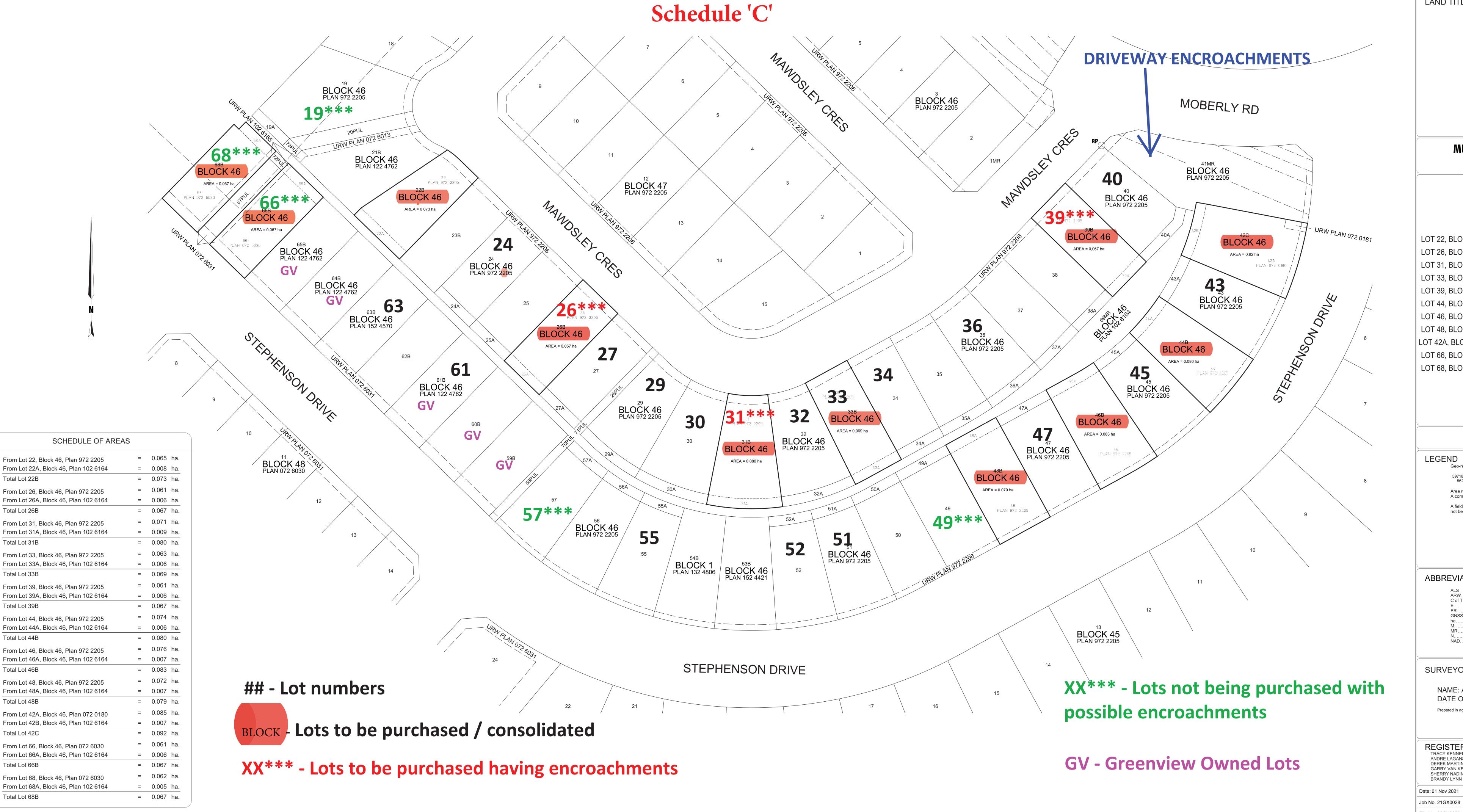
Produced: February, 2022 Projection: UTM Zone 11N NAD 83

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LAND TITLES OFFICE PLAN NO. **INSTRUMENT NO:** A.D. REGISTRAR

MUNICIPAL DISTRICT OF GREENVIEW NO. 16 (GRANDE CACHE)

DESCRIPTIVE PLAN

SHOWING

OF ALL OF

CONSOLIDATION

LOT 22, BLOCK 46, PLAN 972 2205 AND LOT 22A, BLOCK 46, PLAN 102 6164 LOT 26, BLOCK 46, PLAN 972 2205 AND LOT 26A, BLOCK 46, PLAN 102 6164 LOT 31, BLOCK 46, PLAN 972 2205 AND LOT 31A, BLOCK 46, PLAN 102 6164 LOT 33, BLOCK 46, PLAN 972 2205 AND LOT 33A, BLOCK 46, PLAN 102 6164 LOT 39, BLOCK 46, PLAN 972 2205 AND LOT 39A, BLOCK 46, PLAN 102 6164 LOT 44, BLOCK 46, PLAN 972 2205 AND LOT 44A, BLOCK 46, PLAN 102 6164 LOT 46, BLOCK 46, PLAN 972 2205 AND LOT 46A, BLOCK 46, PLAN 102 6164 LOT 48, BLOCK 46, PLAN 972 2205 AND LOT 48A, BLOCK 46, PLAN 102 6164 LOT 42A, BLOCK 46, PLAN 072 0180 AND LOT 42B, BLOCK 46, PLAN 102 6164 LOT 66, BLOCK 46, PLAN 072 6030 AND LOT 66A, BLOCK 46, PLAN 102 6164 LOT 68, BLOCK 46, PLAN 072 6030 AND LOT 68A, BLOCK 46, PLAN 102 6164

> ALL WITHIN THEORETICAL NE 1/4 SEC 29 TWP 56 RGE 8 W6M

> > ALBERTA

LEGEND 5971815.46 N1 The Geo-Reference point (RP) is the N corner Lot 40, Block 46, Plan 972 2205 56287.82 E 3TM-NAD 83 (Original) Reference Meridian 120°W Area required - 0.824 ha and is outlined thus. A combined scale factor of 0.999675 was used A field inspection has been carried out on October 27th, 2021 and boundaries have not been established or marked on the ground.

ABBREVIATIONS

ALSAlberta Land Surveyor	ODRW Overland Drainage R/W
ARWAccess Right of Way	PULPublic Utility Lot
C of T Certificate of Title	RefReference
EEast	RGERange
ER Environmental Reserve	R/WRight of Way
GNSS Global Navigation Satellite System	SSouth
haHectare	SECSection
M Mound or Meridian	TWPTownship
MRMunicipal Reserve	URWUtility R/W
NNorth	WWest
NAD North American Datum	3TM3° Transverse Mercator

SURVEYOR

NAME: A. W. SHADID, A.L.S. DATE OF SIGNING: November 1st, 2021 Prepared in accordance with the Land Titles Act.



REGISTERED OWNERS:

DEREK MARTIN AND ARLENE MARTIN GARRY VAN KEIMPEMA AND KATHERINE VAN KEIMPEMA SHERRY NADINE BAKER BRANDY LYNN MCINTYRE AND RANDY PHILIP MCINTYRE

JOSEPH PLANTE AND LAURIE PLANTE SORDON MAY AND KAREN MAY KATHIE PICARD AND TRAVIS JOHN BERRY DARREL CORY DELISLE

GLOBAL RAYMAC SURVEYS INC. 10550 117th Ave, Grande Prairie, Alberta T8V 7N7 Ph: 780.532.2343 www.globalraymac.ca File No. 21GX0028_CON01

Drawn by: JK



REQUEST FOR DECISION

SUBJECT: Road Construction Request

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: LT

DEPARTMENT: CONSTRUCTION & ENGINEERING DIR: RA PRESENTER: LT

STRATEGIC PLAN: Economy LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) -N/A

Council Bylaw/Policy (cite) - Policy 4002 Access Road

RECOMMENDED ACTION:

MOTION: That Council approve the access application to build a portion of Township Road 704 west from Range Road 251. Encompassing approximately 800m of new construction to access SE 27-70-25 W5M with funds to come from the 2023 Block Funding Budget.

BACKGROUND/PROPOSAL:

The current right of way on this undeveloped road allowance is 20m. Therefore, land would be required to be purchased to build the access to include a turnaround built to standard. Landowners contacted within the area as per the Landowner Consultation attached; landowners are in support of scenario 1, open to borrow supply and right of way.

Administration has reviewed this application and consulted with the surrounding landowners for comments and concerns bringing forward the three scenarios as stated below.

- Scenario 1- Meets policy. Township Road 704 west from Range Road 251 (Sturgeon Heights Road) 800 m of new construction appears to be all high ground. Passes 1 full time residence at the dead end, shares road with 2 residences. Estimated Cost \$500,000.00
- Scenario 2- Meets policy. Range Road 252 south from HWY 43
 820 m of new construction appears to be all high Ground. Passes 1 recreational property. Direct access to highway 43. Strong opposition from surrounding landowners. Estimated cost \$520,000.00.

1.01.22

Scenario 3- Meets policy. Twp 704 east of RR 253
 850 m of new construction with a large draw to cross. No residences currently and the longest distance for new construction. Furthest distance from Highway 43. Estimated cost is \$550,000.00.

Overall Administration has reviewed all scenarios and had discussions with the landowners in the area. The landowners and Administration agree on the recommendation of scenario 1.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is Council will be providing access to a ratepayer that currently does not have legal access.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not provide approval for the applicant.

FINANCIAL IMPLICATION:

Direct Costs:

\$500,000.00

Ongoing / Future Costs:

Yearly maintenance costs, gravel, grading, snow removal, and other required maintenance.

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:

Administration will advise the applicant of Council's decision and proceed accordingly.

ATTACHMENT(S):

- Road request
- Map Scenario 1
- Map Scenario 2
- Map Scenario 3
- Road Projects 2022 Overview
- Consultation with landowners
- Letter from Resident regarding access



MUNICIPAL DISTRICT OF GREENVIEW

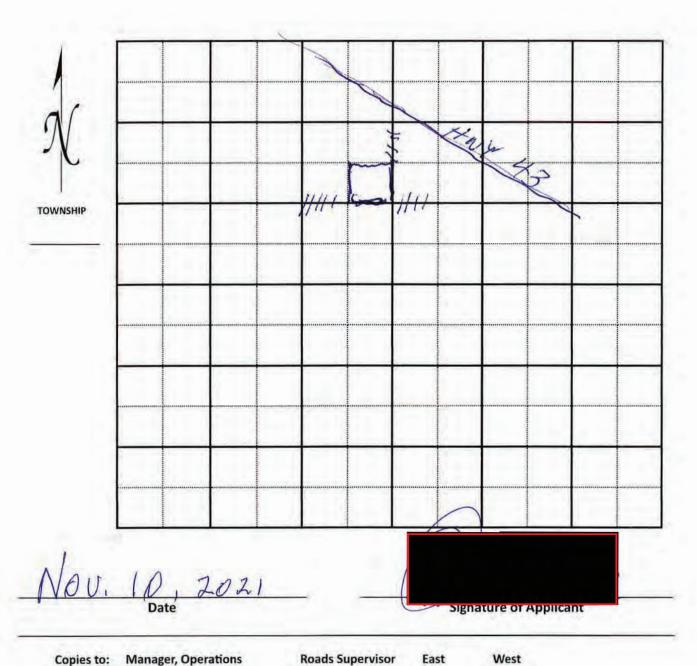
ROAD CONSTRUCTION REQUEST

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 (c) of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of our Public Works and Transportation Program. If you have any questions about the collection, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.

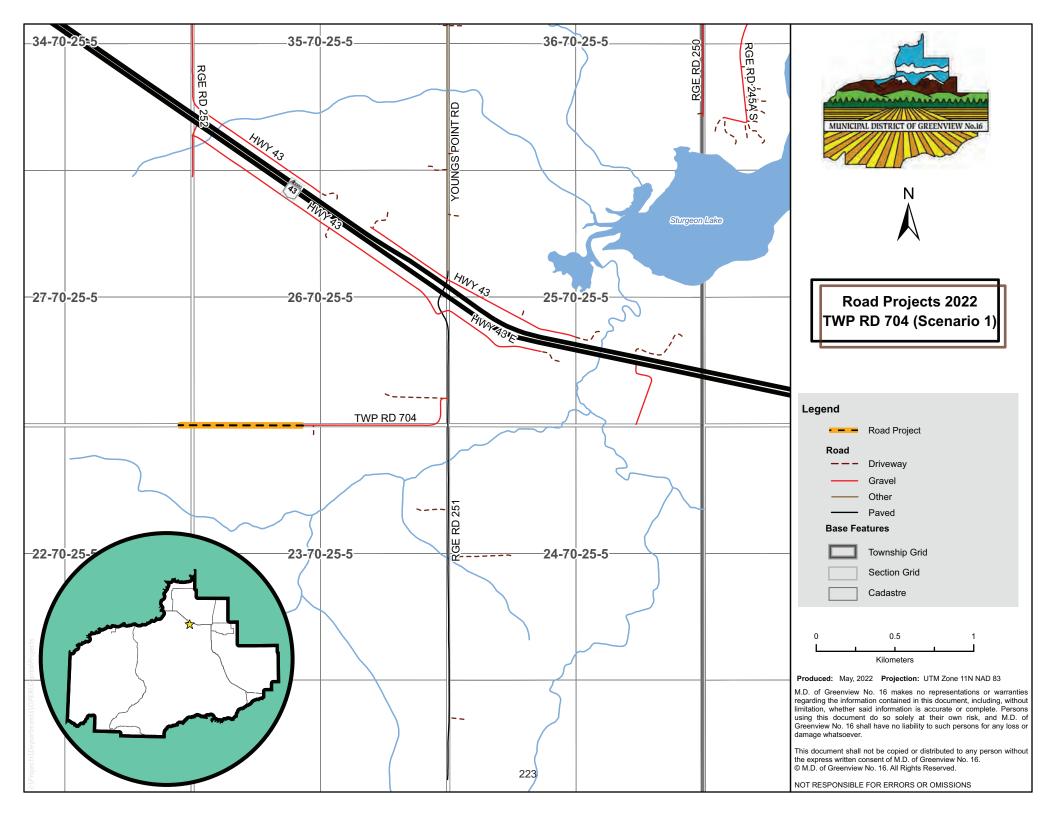
All requests submitted on this application will be investigated and submitted for consideration and/or priority rating. In order for your request to be properly investigated and considered, the following details and location sketch, on the reverse side, **must be completed.**

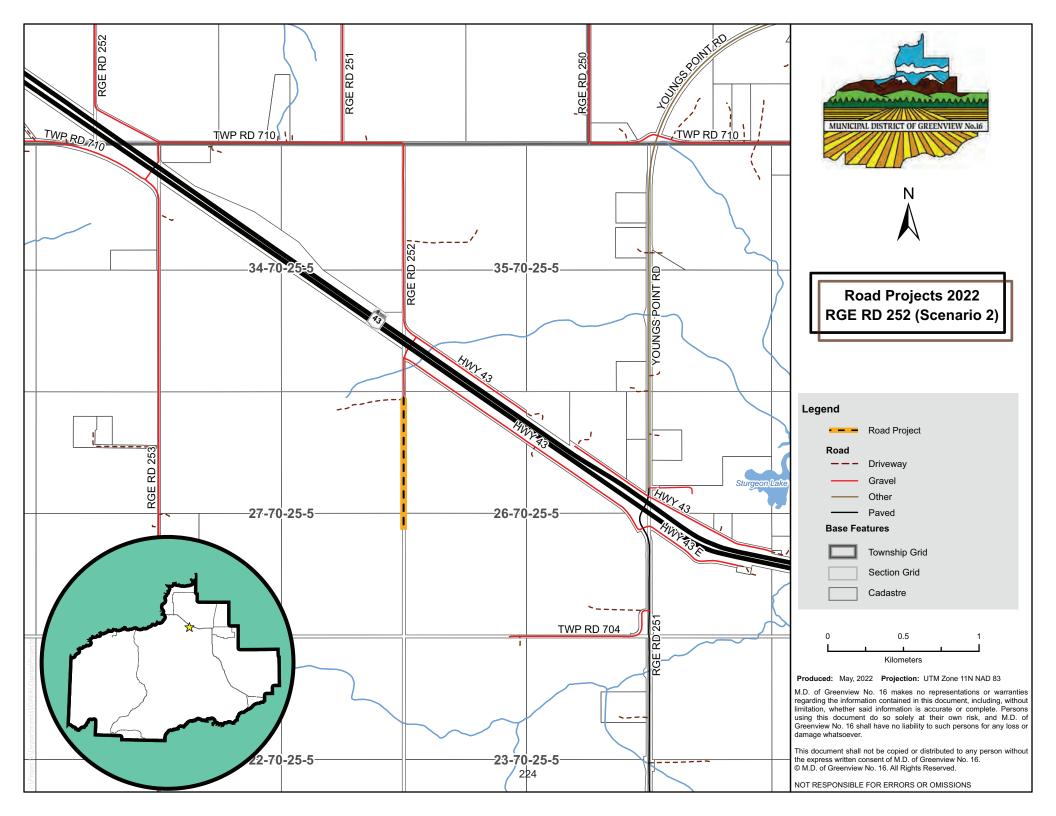
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					/		
Please answer the fo	llowing						
Road required for:	armland Access	Resider	ntial Purposes	Or Bo	oth		
f for residential purpos	es; do you live on	the land?	Yes	No			
f no, where do you pre	sently live?						
When will you reside or	the land?						
Have you applied for po	ower? No Ga	s? Ph	one?	Developmen	Application?	1	
Would the proposed ro	ad be on a school	bus route?	Yes	(No)			-0
How have you been get	ting to this land?	across	NEIG	HBOR	LAND	DR	QUAD
What is the condition o	f the present acce	ss? Good	Fair	Poor	Non	ie	
Date land acquired?	200	5					
For Residential Acces	s requests:		5				
Are you willing to provi	de a Security depo	sit as per policy	"Security For A	ccess Construc	tion To Propo	sed	
Residential Developmen		No	AND STREET	an deld (season) as			
	reallests.						
For Farmland Access How many acres are in		Cleared? 5		^			

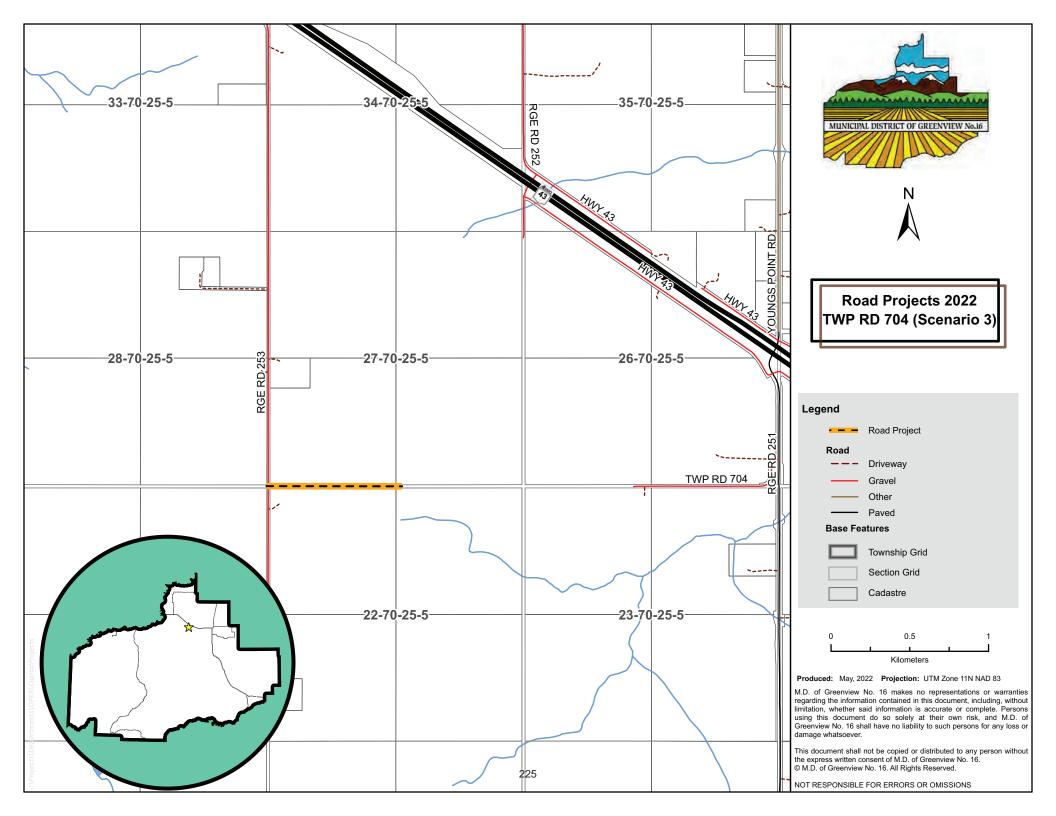
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}	Please indicate det power l	location sketch below must ails such as low areas, musk ines, existing or proposed bu u. Of <u>5</u> MERIDIAN	egs, drainage ditches, brid	dges, culverts, pi	pelines,
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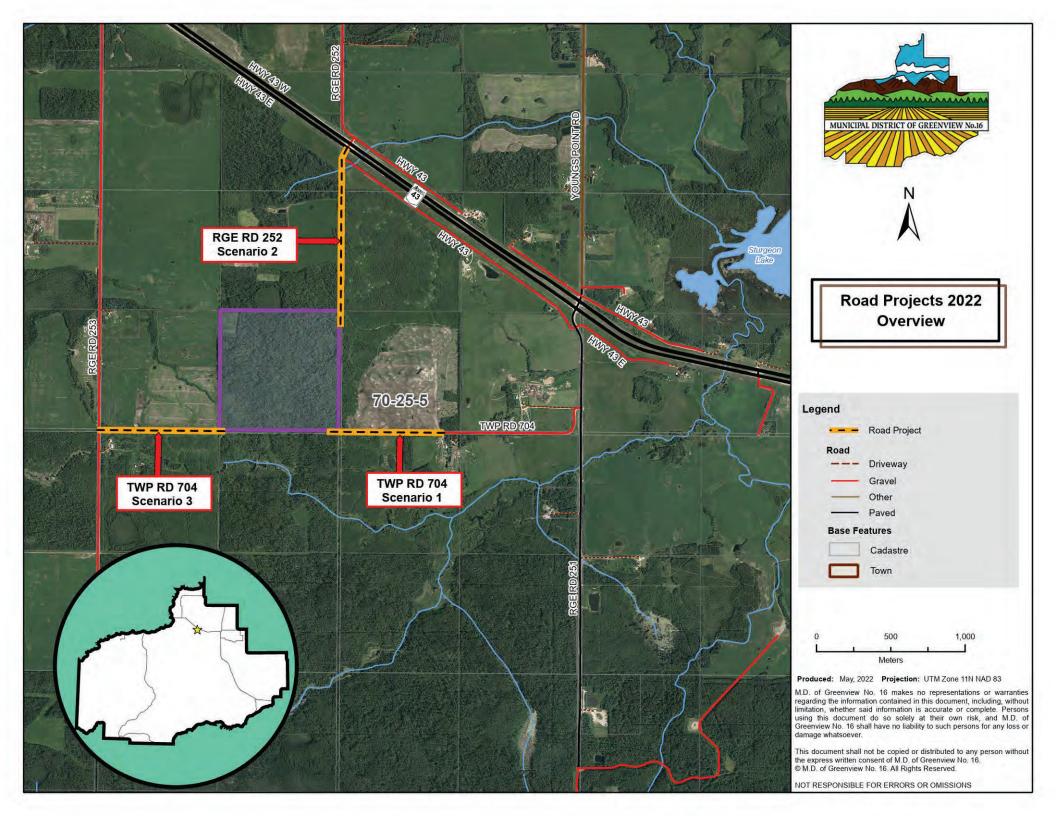


Copies to: Manager, Operations **Roads Supervisor** East











MUNICIPAL DISTRICT OF GREENVIEW

LANDOWNER CONSULTATION

PROJECT:	Cauchie	farmland Consultation	SE 27-70-25 W5	

Landowner	Legal Location	Comments
	SE 3-71-25 W5 25210 TWP RD 710	Sent in package, containing Backstory and significance of the road allowance for him and his Dog sled operation, Discussed the options with him and explained different options and reasoning, He would like to see Scenario 1 and is strongly opposed to Scenario2
	NE 23-70-25 W5, NW 23-70-25 W5, NE 22-70-25 W5	Was initially opposed to access passing his residence, after talking with neighbors was completely open and in support of Scenario 1 . Would be willing to provide ROW and Borrow material. Access to NE 22 could prompt development.
	NE 27-70-25 W5	Recreational property close to HWY 43. Contacted to express Opposition for Option 2, Would support Scenario 1 .
	NW 26-70-25 W5	Was un opposed to any option, Does not live in the area (Edmonton)
	SW 26-70-25 W5	Was opposed to Option 2 did not like the idea of direct access from HWY 43, Supported Scenario 1 and would be willing to provide ROW and Borrow material

SW 27-70-25 W5	Is opposed to option 3, Said large draws and ditches would be affected and bring no benefit to his land. Supports Scenario 1
SE-27-70-25 W5	No preference, But in hearing neighbors concerns. Would prefer Scenario 1
NW 22-70-25 W5	Unable to contact-

MO Greenview#16 RURAL ROAD Developeri



Re: Potential Development of Access
ROAD for
NE 27-to-25-WSM.

- I'm providing input into the above.

- I have trained and RACED SLED DOGS UTILIZING

and maintaining at my own expense existing

ROAD ALL OWANCES + Siesmic trails Since 1981.

Putting in thousands of hours (utilizing power

saw, hand labour, my own little tractor when dry

enough t even hined a dozen to level + help clean

my trails which total Ibmiles allowing me to

Prepone and train my sled dog teams for

2 Swould Championship Appearances, 36 OPEM

Month American Championship Sled Dog RACES

In Anchorage, Fair bonks and monit locations

across CAMADA, and the United States.

I maintain the trails both summer twinter. Each winter I hove many fellow competitors from Across LAMAD + the U.S. and from 220 Europe + Scandinousa

Stopin to utilizer my trails one they

ARE Kept to RACE quality Stondard

hand + fast as Sled Docs in teams

up to 20 Docs can cover a 20 mile

trail in 60 minutes

I have included pictures for Review to help understand the work that goes into maintaining the trails.

When I intially stanted I consulted Ray Brideau (ID. manager at the time) in regards to how best document the use of the Road Allowonces for Sled Dog trails. Headuised that there was no avenue for doing so but consultation would be available should the need anise.

I hope you can apprecials the work

The potential impact of ROAD

Development to the NEDT could bevery

negative on my ability to continue to

chilize the traits pending the Route

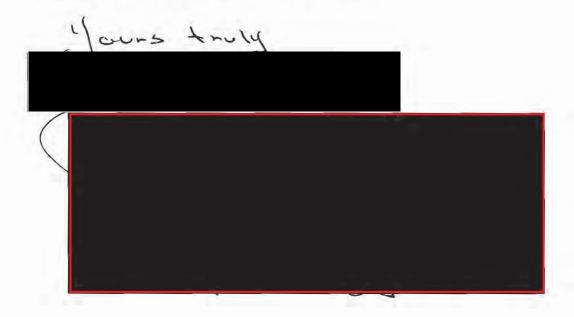
choosen it iming of construction and

Consideration for continued use for Sled

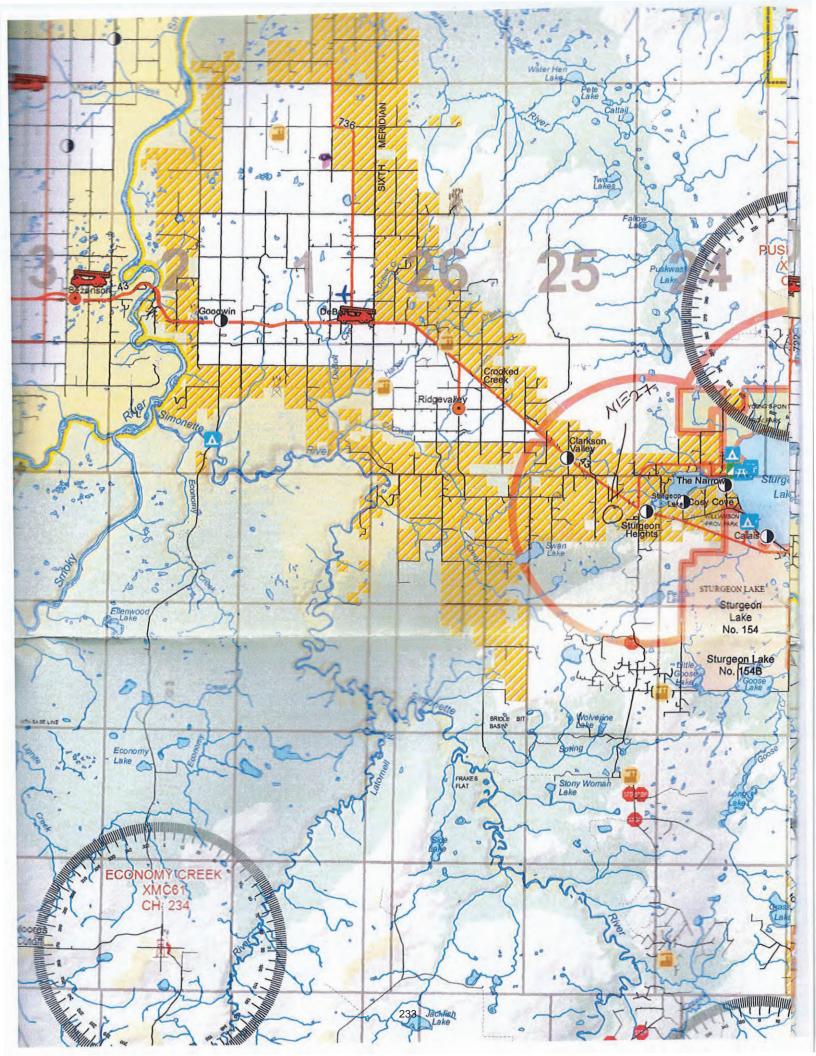
DOG TRAILS.

To me there are 3 potential for Access Domenton from the north what I'm asking is consideration be given to consideration minimal impact on my the Sled DOG TRAILS thus allowing me the ability to continue my Sled Doc RACING CAREER.

Timing is important to: when would cleaning a construction occur?

















































































































































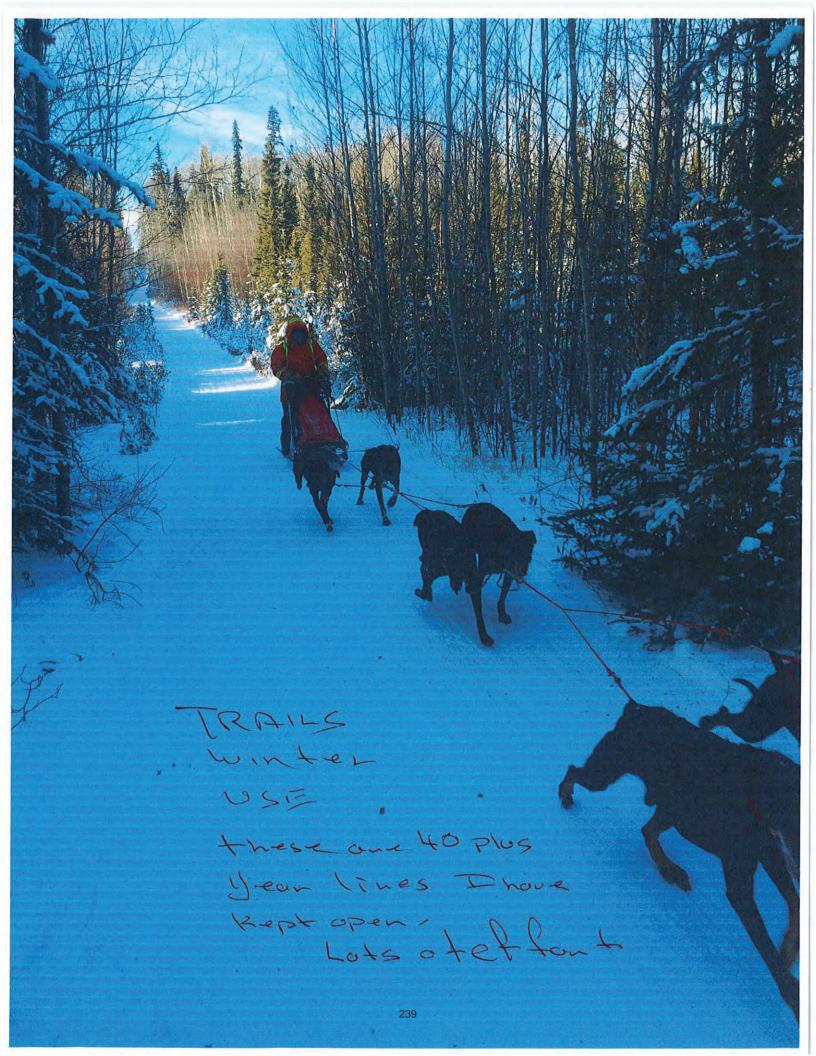


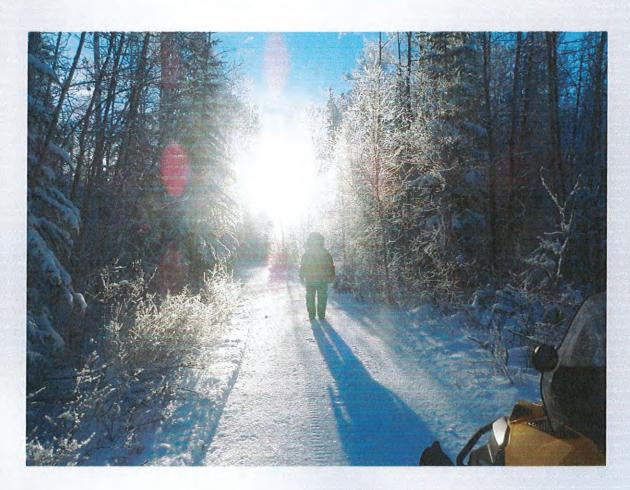












many hous one spent grooming A packing the trails through

All Kinds of winter weather abig challenge which I do all on my own







































Sted Dogs on TRAILS





























how myself and my sled Dogs trove I to Roces Doggie Hotel only heels"



















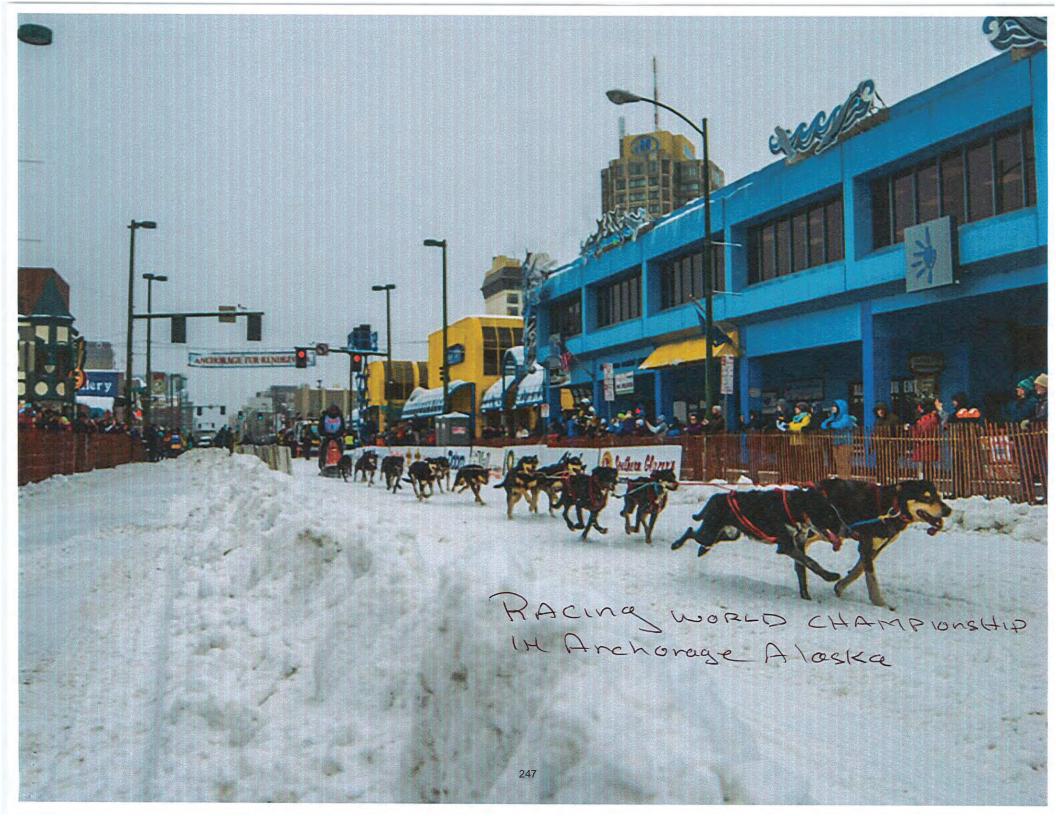














Anchorage Alosko home of the BIGGEST SPRINT DOG OPEN RACE my best Ginish 4th































REQUEST FOR DECISION

SUBJECT: Connector Road Request

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 14, 2022 CAO: SW MANAGER: LT DEPARTMENT: CONSTRUCTION & ENGINEERING DIR: RA PRESENTER: LT

STRATEGIC PLAN: Environment LEG:

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - Policy 4002 Access Roads, Policy 4033 Road Construction and Surfacing

RECOMMENDED ACTION:

MOTION: That Council refuse the connector road request application to connect Range Road 13 from Township Road 741 to Township Road 735.

BACKGROUND/PROPOSAL:

is requesting approx. 2.25km of new connector road be built north of the DeBolt area. This would connect the north and south portion of Range Road 13 between Township Road 741 and Township Road 735. Currently, in the undeveloped road right of way there is a ditch that would be required to be realigned (see attached photo of drainage).

does not own land in the area but has been farming the SW 3-74-1 W6 for 15 years, his main concern is safety when mobilizing farm equipment or hauling grain/ bales etc. The distance around is a 10kms loop of travel, using Secondary Highway 736 North on to Township 741 from Township 735. Essentially this request is related to farming but would in turn be a connector road.

Overall, applicant has been requesting this connector for many years and feels that this would be a benefit to all landowners in area to access within 2km vs 5kms. Administration has a very high-level estimate that was determined to be approx. \$1,400,000.00, which would include the requirement of land, borrow for material, culverts, gravel, government applications with wetland payment etc. within a 30m right of way.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended action is the cost that is associated with the construction.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

.01.22

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to approval for the connector road construction request.

FINANCIAL IMPLICATION:

Direct Costs: There are no direct costs.

Ongoing / Future Costs:

There are no ongoing / future costs

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

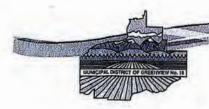
Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council decides the direction of Greenview administration will advise the applicant.

ATTACHMENT(S):

- Application for Connector Road
- Map of location
- Drainage
- Photo of Drainage



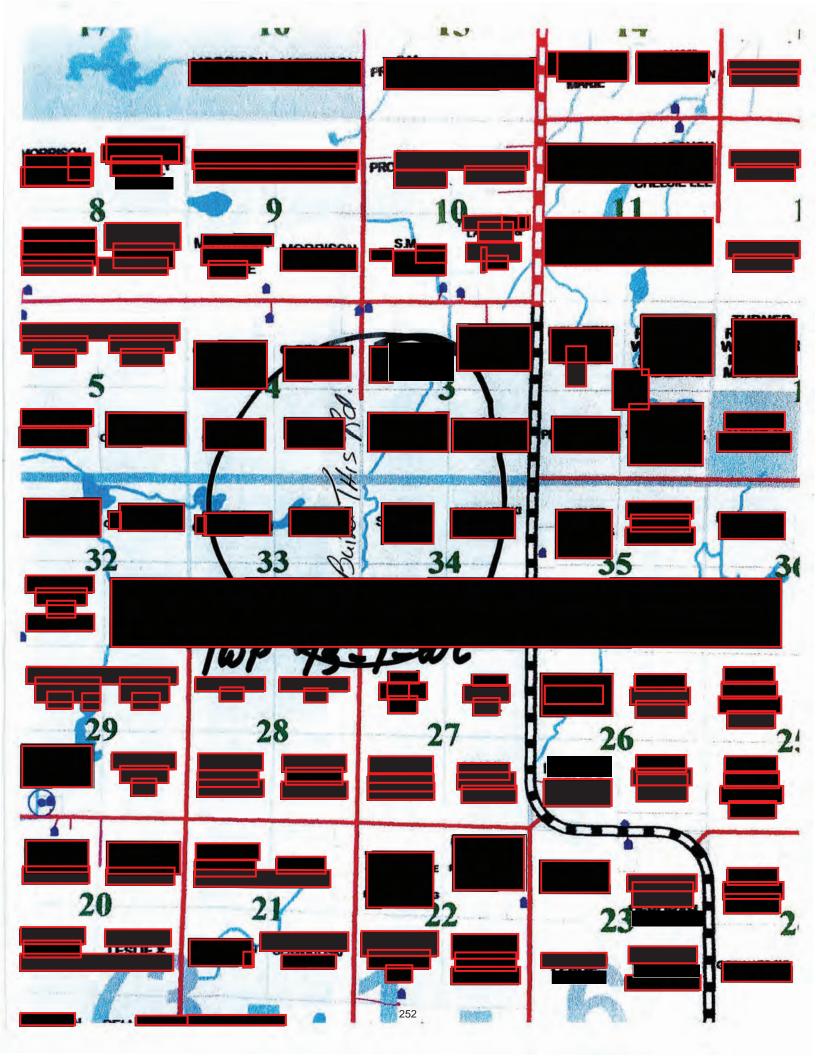
MUNICIPAL DISTRICT OF GREENVIEW No. 16

ROAD CONSTRUCTION REQUEST

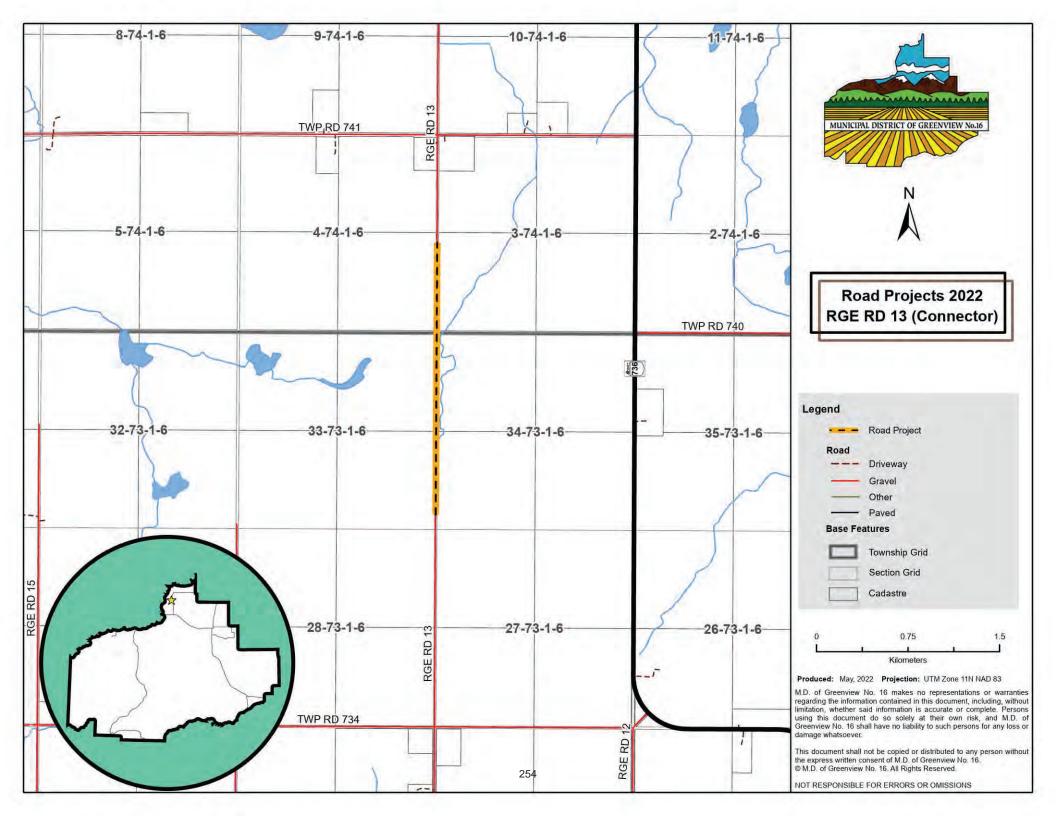
Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 (c) of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of our Public Works and Transportation Program. If you have any questions about the collection, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.

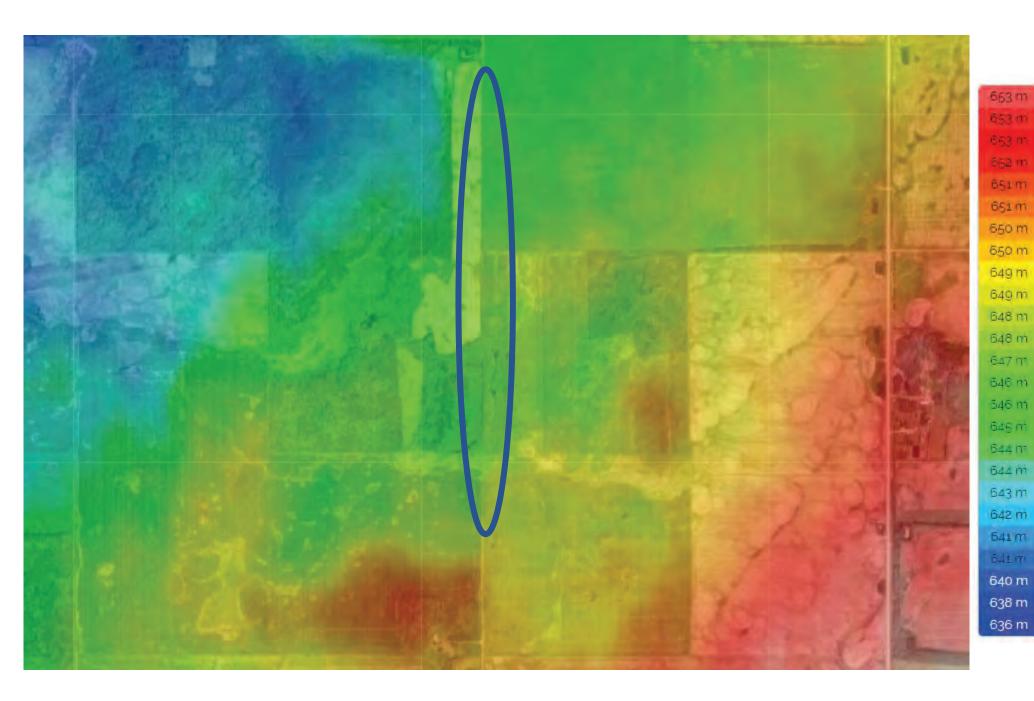
All requests submitted on this application will be investigated and submitted for consideration and/or priority rating. In order for your request to be properly investigated and considered, the following details and location sketch, on the reverse side, must be completed.

	Name: Address:
	Legal: 5 Location of Work to be Done Legal: 5 Location of Work to be Done Lot Block Plan No. Ward
	Please answer the following
	Road required for: Farmland Access Residential Purposes Or Both
	f for residential purposes; do you live on the land? Yes \(\sum \) No \(\sum \) f no, where do you presently live? \(\sum \) \(\sum \) \(\sum \) \(\sum \) \(\sum \) \(\sum \)
	When will you reside on the land?
	Have you applied for power? Gas? Phone? Development Application?
	Would the proposed road be on a school bus route? Yes No
	How have you been getting to this land? 3 mi AROWN &
1	What is the condition of the present access? Good Fair Poor None None
7	For Residential Access requests:
- 7	Are you willing to provide a Security deposit as per policy "Security For Access Construction To Proposed
1	Residential Development" Yes No 🖂
2	For Farmland Access requests:
	How many acres are in crop? 160 Cleared? Hay? 300
	ROAD RECONSTRUCTION
-	Location:
1	Deficiencies Observed:
	PAVING REQUEST
4	Location:
	Reason:



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REQUEST FOR DECISION

SUBJECT:	Road Construction Request			
SUBMISSION TO:	REGULAR COUNCIL MEETING	REVIEWED AND	APPROVED FOR SUBMISS	ION
MEETING DATE:	June 28, 2022	CAO: SW	MANAGER: L	.T
DEPARTMENT:	CONSTRUCTION & ENGINEERING	DIR: RA	PRESENTER: L	.T
STRATEGIC PLAN:	Governance	LEG:		
RELEVANT LEGISLAT	ION:		-	
Provincial (cite) – N/	'A			
Council Bylaw/Police	y (cite) – Policy 4033 Road Construction	on and Surfacing Pr	iority	
RECOMMENDED AC	TION:			
MOTION: That Coun 13.	icil deny the road access request sub	mitted to access S	E 33-73-1 W6 from Range	Road
BACKGROUND/PROF	POSAL:			
Administration has r operations.	eceived an access request from	to build a	an access for his farming	
•	licant is requesting +/- 800 ndeveloped road allowance to provide e property since 1962 where it has red	access to the SW	•	
land and water shed	oltiple applications over the past 26 ye s in the area it is difficult most years t and through the property as Policy 4002	o access through th	he undeveloped road allow	vance
•	way on this undeveloped road allowar his construction and for the turnarour	•	•	ling

- 2.1. Greenview may construct Access Roads to give access to any cultivated lands, which have no accessible
- access through a developed/undeveloped Road Allowance(s) and/or any applicant owned adjoining lands.
- 3.1. No access roads will be constructed where there is currently adequate access to the parcel whether through an existing roadway, a developed/undeveloped road allowance, or through the applicant's immediately adjacent parcel.

1.01.22 257

This request does not meet Policy 4002 in which states:

Administration has reviewed the application has had discussions with the applicant and consulted with surrounding landowners for comments and concerns resulting in the 3 options below. There is a natural water run that divides the property from the SW 34-73-1 W6M to SE 33-73-1 W6M. There is no crossing currently in place.

Scenario 1- Does not meet policy for access. Extend the north portion of Range Road 13 approx. 220m and upgrade the turnaround to standard, at a cost of \$110,000.00.

Scenario 2 -Does not meet policy. Extend the north portion of Range Road 13 approx. 700m to access NW 34-73-1 W6, at a cost of \$400,000.00.

Scenario 3 – Does not meet policy. Connect Range Road 13 north through to the Goodwin Road for approx. 2.26km to Township Road 741 at a cost of \$1,400,000.00.

The applicant and surrounding landowners were in favour of the 'Connector' aspect of the extension which would be Scenario 3 if Council were to entertain this request. Scenario one is the only one that would deem feasible due to the status of the current road condition.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Council would be following policy and not setting a precedence.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that potential development within the land is not available.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to chose any of the above-mentioned scenarios, however Administration does not recommend this action as none of the scenarios meet council directed policy.

FINANCIAL IMPLICATION:

Direct Costs:

There are no direct costs to the recommended motion.

Ongoing / Future Costs:

There are no ongoing / future costs 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 advise applicant of Council's decision.

ATTACHMENT(S):

- Road request
- Consultation with landowners
- Hicks Power Point (Rge Rd 13)



MUNICIPAL DISTRICT OF GREENVIEW No. 16

ROAD CONSTRUCTION REQUEST

Any personal information that the Municipal District of Greenview may collect on this form is in compliance with Section 33 (c) of the Freedom of Information and Protection of Privacy Act. The information collected is required for the purpose of carrying out an operating program or activity of the Municipality, in particular for the purpose of our Public Works and Transportation Program. If you have any questions about the collection, please contact the Freedom of Information and Protection of Privacy Coordinator at 780-524-7600.

All requests submitted on this application will be investigated and submitted for consideration and/or priority rating. In order for your request to be properly investigated and considered, the following details and location sketch, on the reverse side, **must be completed.**

Name: Address:	Telephone No.
	Location of Work to be Done Legal: SE 1/4 Sec 33 Twp 73 Rge 1 W of 6 th M Lot Block Plan No. Ward
Road requi	swer the following ired for: Farmland Access ✓ Residential Purposes ☐ Or Both ☐ ential purposes; do you live on the land? Yes ☐ No ☐ re do you presently live?
Have you a Would the How have What is the	you reside on the land? applied for power? Gas? Phone? Development Application? proposed road be on a school bus route? Yes No you been getting to this land? by trail on road allowance e condition of the present access? Good Fair Poor None acquired? 1962
Are you wi	ential Access requests: illing to provide a Security deposit as per policy "Security For Access Construction To Proposed Il Development" Yes \(\square \) No \(\square \)
	and Access requests:
	acres are in crop? 1000 Cleared? 1070 Hay? 0
	north extension to RGE Rd 13 and RGE Rd 14 adjacent to section 33 in Township 73 (refer to map)
Deficiencie	es Observed: no deficiencies
PAVING RI	EQUEST
Location:	n/a
Reason:	

COMMENTS/ ADDITIONAL INFORMATION:

The road allowance (RGE RD 13) adjacent to SE33 is open and clear of obstruction, no water

The road allowance (RGE RD 13) adjacent to NW 34 is partially treed and some water accumulation

The road allowance (RGE 14) adjacent to W1/2 33 73 1W6 is clear without obstruction (this will extend an additional 1/2 m adjacent to SE5 74 1W6

Note: The location sketch below must be completed for all request types.

Please indicate details such as low areas, muskegs, drainage ditches, bridges, culverts, pipelines, power lines, existing or proposed buildings, and current access.

RANGE 1	W. OF 6 ME	RIDIAN		;	
31	32	33	34	35	36
30	29	28	27	26	25
19	20	21	22	23	24
18	17	16	15	14	13
7	8	9	10	11	12
6	5	4	3	2	-
Date			Signa	ture of Applic	ant ant
		30 29 29 20 20 20 20 20 20 20 20 20 20 20 20 20	31 32 33 33 34 34 35 35 35 35 35 35 35 35 35 35 35 35 35	31 32 33 34 34 34 31 32 33 34 34 34 34 34 34 34 34 34 34 34 34	31 32 33 34 35 35 36 36 36 36 36 36 36 36 36 36 36 36 36

Title: SECURITY DEPOSITS FOR RESIDENTIAL ROAD CONSTRUCTION TO PROPOSED

RESIDENTIAL DEVELOPMENTS

Policy No: 4001

Effective Date: May 9, 2017

Motion Number: 17.05.176

Supersedes Policy No: 4001/4001-01 (Nov 26/13),

EES 01



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To establish a process whereby security deposits are required from applicants for the construction of residential roads.

DEFINITIONS

Permanent Residency means an approved permanent residence which is continuously occupied for more than six months.

POLICY

- 1. Greenview is required to provide or ensure legal access to property but is not required to provide physical access. When Council authorizes a road to be constructed to provide physical access to a quarter section(s) or a parcel of land, the road shall be constructed under the following conditions:
 - 1.1 All new roads being constructed to a quarter section(s) or a parcel of land shall be constructed through the quarter section as per Greenview's Engineering Design & Construction Standards' cul-de-sac section.
 - 1.2 Residential roads will be constructed to the specifications as outlined in the Greenview Engineering Design & Construction Standards.
 - 1.3 When the quarter section line or property line lies within a low area, muskeg, creek or other physical barrier unsuitable to access the parcel, the road shall be constructed sufficiently past such barrier to surpass any hindrance.
 - 1.4 When a low area, muskeg, creek or other physical barrier does not allow for acceptable access and would create substantial increase to the cost of the project, the issue will be brought to Council for review.
- 2. Upon Council approval for the construction of road access on a road allowance to unoccupied lands for the purpose of proposed residential development, the following conditions apply:

Policy No: 4001

- 2.1 The applicant will provide an administration fee in the amount of \$2,500.00 in the form of cash or certified cheque to cover administration costs such as preliminary planning & design.
- 2.2 If the applicant fails to move forward with the project after preliminary planning is initiated. Greenview will retain the administration fee.
- 2.3 If the applicant proceeds with the project, the administration fee of \$2,500.00 becomes part of the total security deposit of \$5,000.00 required for construction by the applicant.
- 4. The security deposit will be returned or refunded to the applicant, without interest, if permanent residency is established within three years of the date of approval of residential road construction. Where this has not been met, or the property has been sold prior to the fulfillment of this condition, the security will be forfeited.
- 5. Construction of a residential road will not commence until the specified security has been provided by the applicant and an agreement outlining terms and conditions has been entered into by the applicant.
- 6. Dedication of road widening, as determined by the General Manager, Infrastructure & Planning, will be required on land owned by the applicant adjacent to or abutting the residential road construction project.
- 7. Payment of the security deposit must be received within ninety (90) days from Council approval to construct, and prior to the project proceeding.



MUNICIPAL DISTRICT OF GREENVIEW

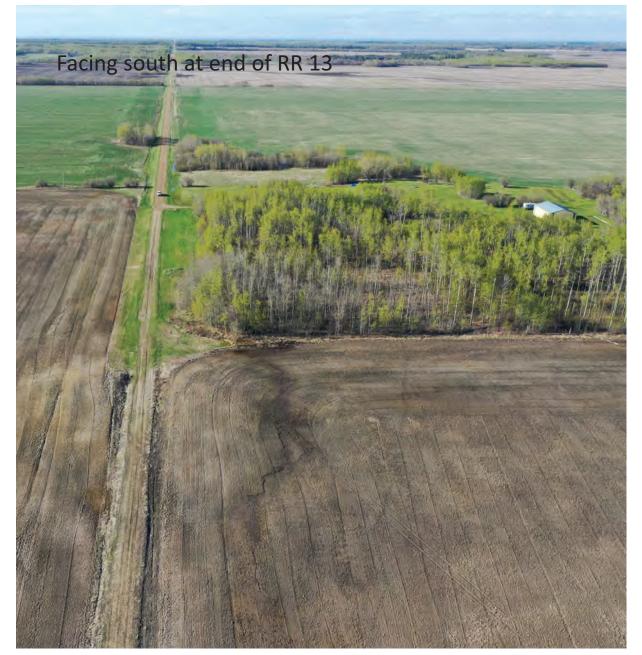
LANDOWNER CONSULTATION

PROJECT: For Access Application for SE 33-73-1 W6 & for Access Application SE 5-74-1 W6M

Legal Location	Comments
NW 3-74-1 W6	No concerns mentioned that he had heard and could potentially come for sale, this could bring new applications to Greenview regardless. Frustrated to hear of any new construction until the Goodwin Road is paved.
NE 4-74-1 W6 NW 4-74-1 W6	If either road where to become a connector RR 13 would be the most sensible. Does not want RR 14 to be connected as there is another road on the east side of his property. Was frustrated to hear of any new construction until Goodwin Road is paved.
NE/NW 28-73-1 W6	RR 13 would make sense, would make a great farm equipment connector right to HWY 43, eliminating a lot of farm traffic off HWY 736
SW 27-73-1 W6	Very supportive of RR 13 connector, would be a great HWY 736 bypass.
NE 33-73-1 W6 SW 4-74-1 W6 SE 4-74-1 W6	Unable to contact
SE 32-73-1 W6	Un opposed to either 13 or 14 thinks 13 would be mor sensible.
NE 5-74-1 W6	Wanted an extra day to think on it but was extremely grateful for the call and consideration. Will meet for a map discussion. Called back to thank for taking the time to consult

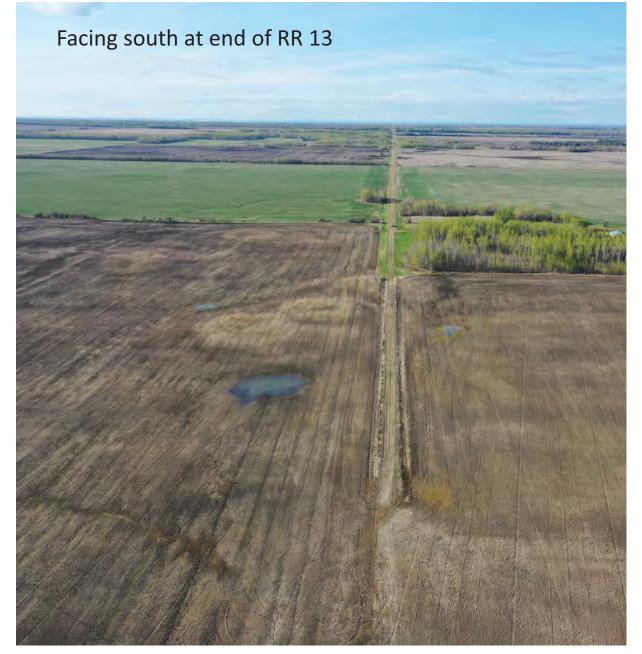
NW,SW 34-73-1 W6, SE	Prefers the idea of connector roads, has made it clear that he will continue to apply if denied.
SW 33-73-1 W6, NW 33-	
73-1 W6, NE 32-73-1	
W6, SE 5-74-1 W6	
	Met at her residence with Operations - went over potential drainage concerns, questioned about RR 13 connector and she had zero
	concerns.

Range Road 13 Access Request



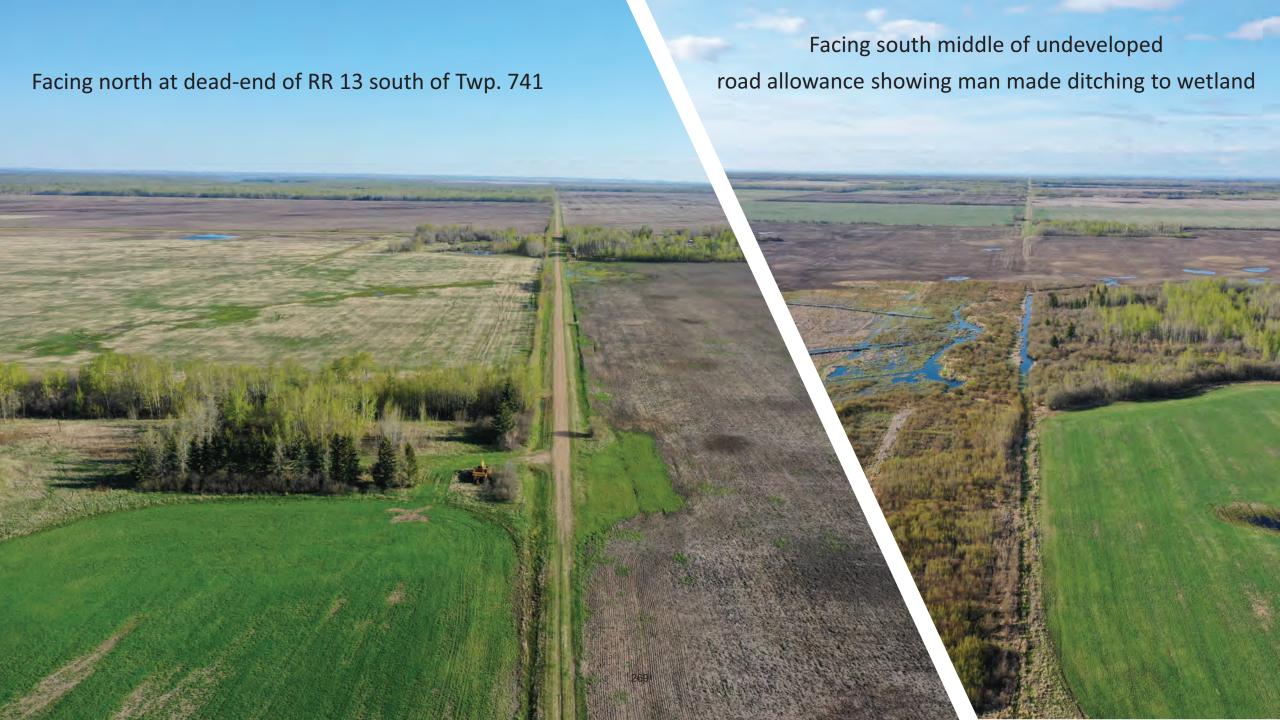




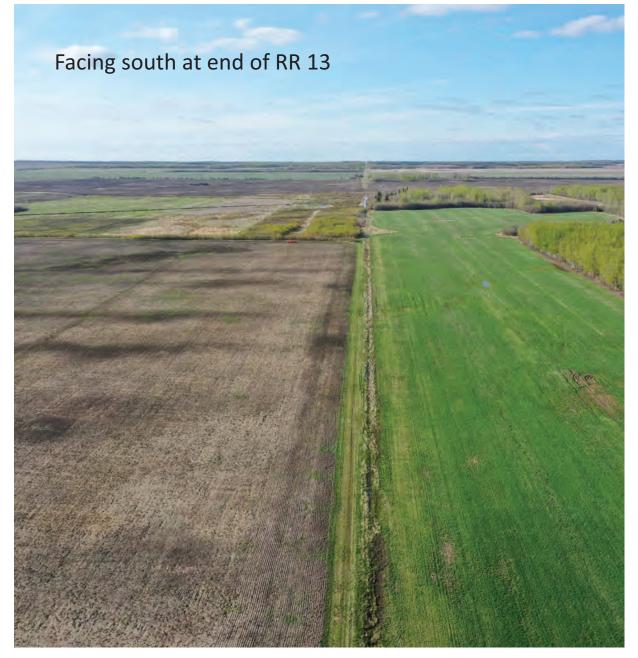


















Facing east off of undeveloped road allowance RR 13







REQUEST FOR DECISION

SUBJECT: **Road Construction Request** REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION **SUBMISSION TO:** June 28, 2022 MEETING DATE: CAO: SW MANAGER: LT DEPARTMENT: CONSTRUCTION & ENGINEERING GM: RA PRESENTER: LT STRATEGIC PLAN: **Economy** LEG: **RELEVANT LEGISLATION: Provincial** (cite) –*N/A* Council Bylaw/Policy (cite) - Policy 4001 Security Deposits for Residential Road Construction to proposed Residential Developments, Policy 4002 Access Road **RECOMMENDED ACTION:** MOTION: That Council approve the access road application submitted to access SE 5-74-1 W6M from the south of Township Road 741, with funds to come from the 2023 roads block funding budget. BACKGROUND/PROPOSAL: to build an access for his farming Administration has received an access request from operations. SE 5-74-1 W6- Applicant is requesting 1.6 km of road be built north of Township Road 734 on the Range Road 14 undeveloped road allowance to provide access to the SE 5-74-1 W6 quarter. The family has owned the property since 1962 where it is currently being farmed. There have been 3 applications over the past 26 years, and all have been denied. Due to the type of land and water sheds in the area it is difficult most years to access through the undeveloped road allowance without having a road through the property and it is only attainable on years with low precipitation. The current right of way on this undeveloped road allowance is 20m. The applicant has stated he is willing to provide land for this construction and for the turnaround required as per policy. The request does meet Policy 4002 which states:

2.1. Greenview may construct Access Roads to give access to any cultivated lands, which have no accessible access through a developed/undeveloped Road Allowance(s) and/or any applicant owned adjoining lands.

1.01.22

3.1. No access roads will be constructed where there is currently adequate access to the parcel whether through an existing roadway, a developed/undeveloped road allowance, or through the applicant's immediately adjacent parcel.

Administration has reviewed the application and consulted with surrounding landowners for comments and concerns resulting in the two options below. There is a natural water run that divides the property on NE 32-73-1 W6. Greenview has provided culverts for a crossing between NE 32-73-1 W6 and NW 33-73-1 W6 in the undeveloped road allowance. Scenario 2 below is the only option that does meet policy but is the only option that is not the desired option.

Scenario 1 – Scenario does not meet policy. Approx. \$800,000 - Construct 1.6kms (1600m) access with turn around continuing North on Range Road 14 with land to be provided to build within a 30m right of way. This provides improved access for one (1) landowner.

Scenario 2- Scenario meets policy. Approx. \$550,000 - Construct .85km (850m) access road with a standard turn around, south from Township Road 741. This price per m is higher due to requiring land from surrounding landowners that are not wanting to sell, there is an old oilfield road that would be required to be removed prior to construction and brushing within the right of way while keeping it a 20m right of way. This provides improved access for one (1) landowner.

Scenario 3 – Scenario does not meet policy. Provide a culvert for the applicant to upgrade the crossing.

The applicant and surrounding landowners are very much opposed to scenario 2 as per the consultation notes attached. Applicant feels this does not benefit the travel that is trying to be obtained. Currently, when not able to access due to the water in the area he is unable to farm the quarter.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the recommended motion is that Council would be following Policy 4002 Access Roads.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. The disadvantage of the recommended motion is that the applicant and surrounding landowners are not agreeable as it is not a benefit to the travel that is trying to be obtained.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not accept the motion as presented and amend.

FINANCIAL IMPLICATION:

Direct Costs:

Option 1- Approx. \$800,000.00 Option 2- Approx. \$550,000.00

Ongoing / Future Costs:

Yearly maintenance costs, gravel, grading, snow removal, and other required maintenance.

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:

Administration will advise the applicant of Council's decision and proceed to put into the 2023 construction schedule.

ATTACHMENT(S):

- Road request
- Map of options 1-3
- Consultation with landowners
- PowerPoint presentation



MUNICIPAL DISTRICT OF GREENVIEW No. 16

ROAD CONSTRUCTION REQUEST

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All requests submitted on this application will be investigated and submitted for consideration and/or priority rating. In order for your request to be properly investigated and considered, the following details and location sketch, on the reverse side, **must be completed.**

Name: Address:	Telephone No.
Leg	Location of Work to be Done gal: SE 1/4 Sec 5 Twp 74 Rge 1 W of 6 th M Block Plan No. Ward
Have you applie Would the prop How have you b	eside on the land? d for power? Gas? Phone? Development Application? osed road be on a school bus route? Yes No een getting to this land? dition of the present access? Good Fair Poor None red?
	Access requests: to provide a Security deposit as per policy "Security For Access Construction To Proposed elopment" Yes No No
How many acres	
	74 1W6 on RGE RD #14 served: none, road allowance is cleared ST
Location:	

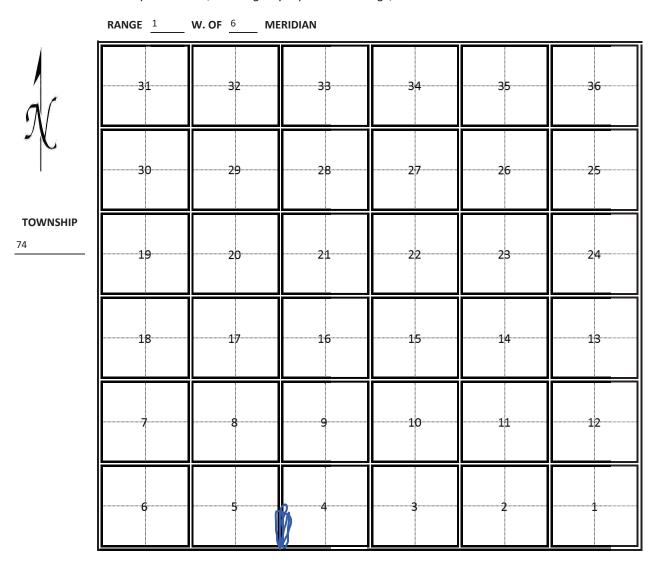
COMMENTS/ ADDITIONAL INFORMATION:

This is in conjunction	with attached road	dapplication and a	an extension of RGE RD #14

This will allow access to SE 5 74 1W6			

Note: The location sketch below must be completed for all request types.

Please indicate details such as low areas, muskegs, drainage ditches, bridges, culverts, pipelines, power lines, existing or proposed buildings, and current access.



October 23, 2021			
Date		Signature of Applicant	
Copies to: Manager, Operations	Roads Supervisor	East West	

Title: SECURITY DEPOSITS FOR RESIDENTIAL ROAD CONSTRUCTION TO PROPOSED

RESIDENTIAL DEVELOPMENTS

Policy No: 4001

Effective Date: May 9, 2017

Motion Number: 17.05.176

Supersedes Policy No: 4001/4001-01 (Nov 26/13),

EES 01



MUNICIPAL DISTRICT OF GREENVIEW NO. 16

"A Great Place to Live, Work and Play"

Purpose: To establish a process whereby security deposits are required from applicants for the construction of residential roads.

DEFINITIONS

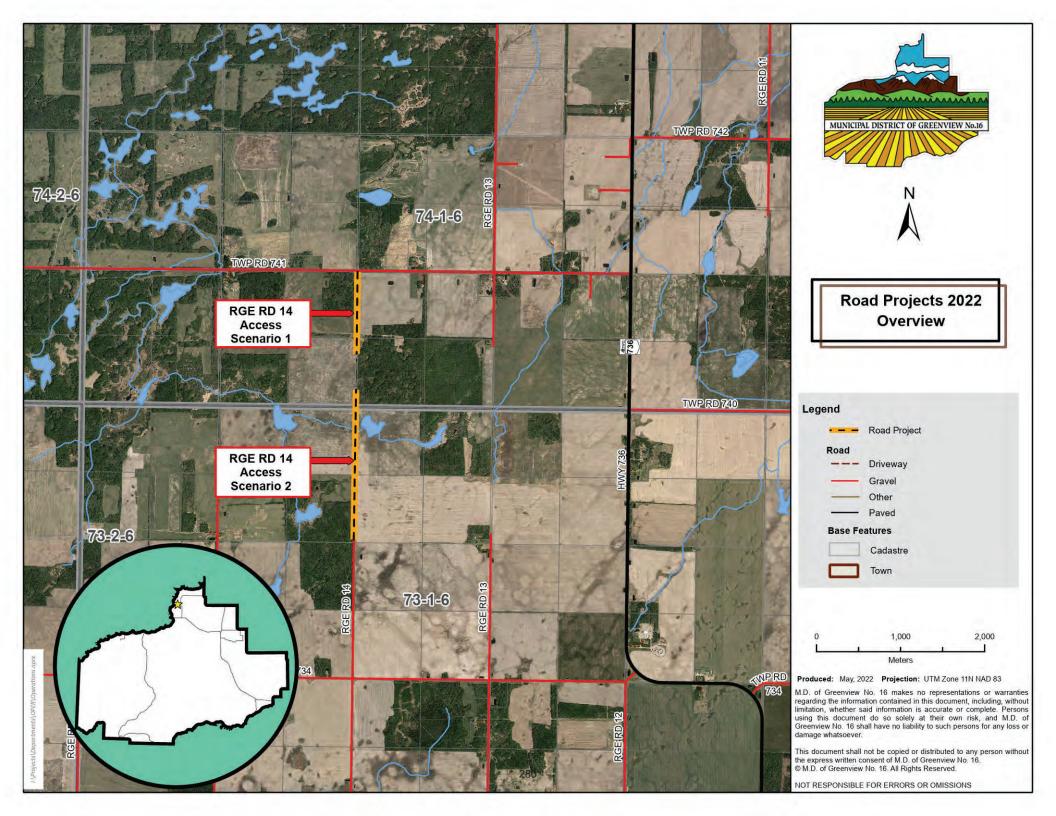
Permanent Residency means an approved permanent residence which is continuously occupied for more than six months.

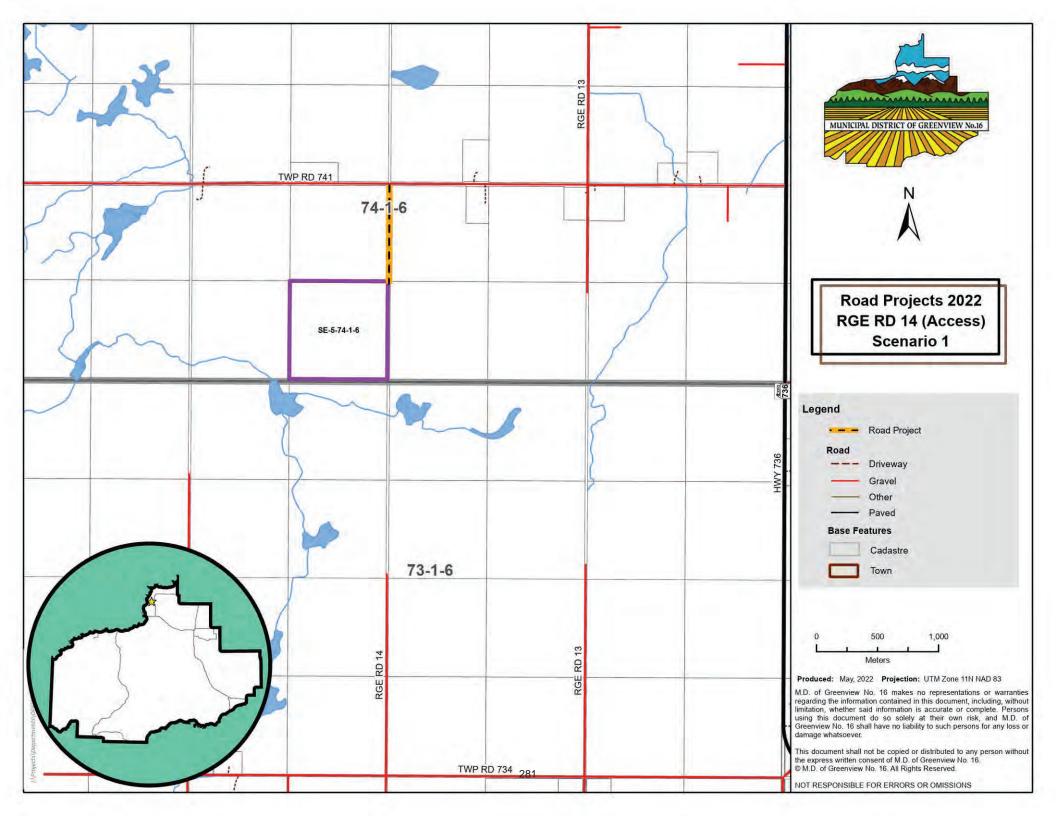
POLICY

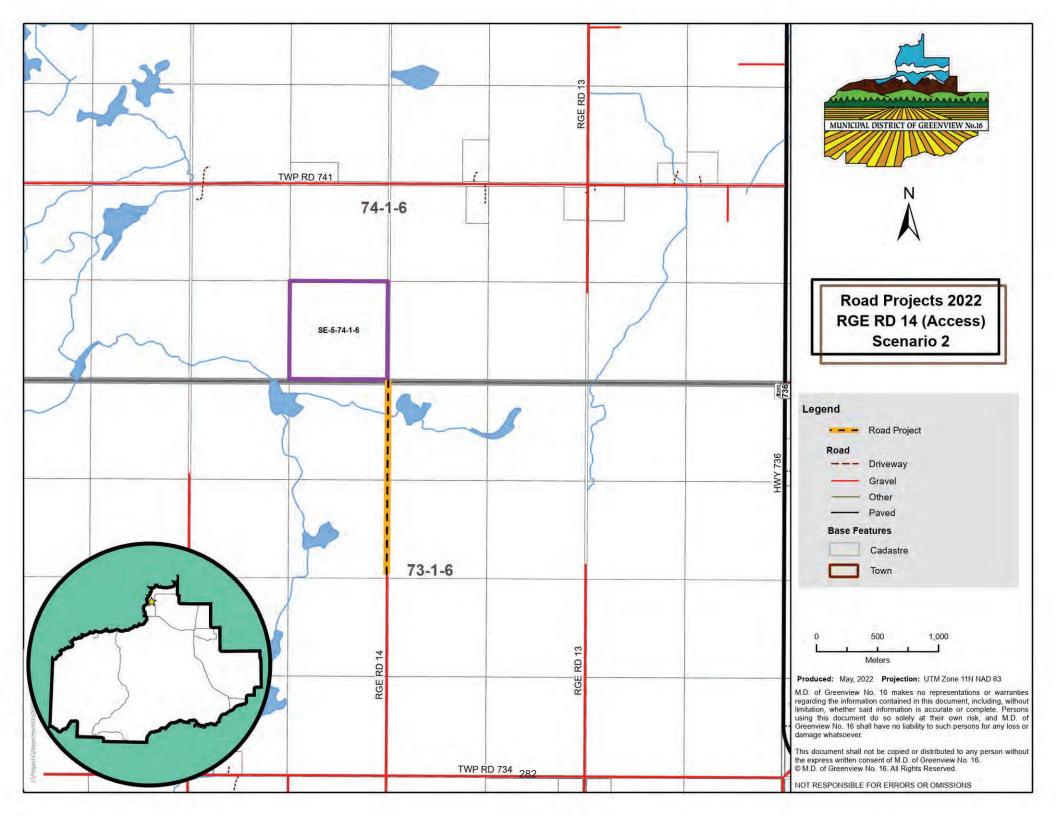
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 - 1.2 Residential roads will be constructed to the specifications as outlined in the Greenview Engineering Design & Construction Standards.
 - 1.3 When the quarter section line or property line lies within a low area, muskeg, creek or other physical barrier unsuitable to access the parcel, the road shall be constructed sufficiently past such barrier to surpass any hindrance.
 - 1.4 When a low area, muskeg, creek or other physical barrier does not allow for acceptable access and would create substantial increase to the cost of the project, the issue will be brought to Council for review.
- 2. Upon Council approval for the construction of road access on a road allowance to unoccupied lands for the purpose of proposed residential development, the following conditions apply:

Policy No: 4001

- 2.1 The applicant will provide an administration fee in the amount of \$2,500.00 in the form of cash or certified cheque to cover administration costs such as preliminary planning & design.
- 2.2 If the applicant fails to move forward with the project after preliminary planning is initiated. Greenview will retain the administration fee.
- 2.3 If the applicant proceeds with the project, the administration fee of \$2,500.00 becomes part of the total security deposit of \$5,000.00 required for construction by the applicant.
- 4. The security deposit will be returned or refunded to the applicant, without interest, if permanent residency is established within three years of the date of approval of residential road construction. Where this has not been met, or the property has been sold prior to the fulfillment of this condition, the security will be forfeited.
- 5. Construction of a residential road will not commence until the specified security has been provided by the applicant and an agreement outlining terms and conditions has been entered into by the applicant.
- 6. Dedication of road widening, as determined by the General Manager, Infrastructure & Planning, will be required on land owned by the applicant adjacent to or abutting the residential road construction project.
- 7. Payment of the security deposit must be received within ninety (90) days from Council approval to construct, and prior to the project proceeding.









MUNICIPAL DISTRICT OF GREENVIEW

LANDOWNER CONSULTATION

PROJECT: For Access Application for SE 33-73-1 W6 & for Access Application SE 5-74-1 W6M

Legal Location Comments

NW 3-74-1 W6	No concerns mentioned that he had heard Hinks land could potentially come for sale, this could bring new applications to Greenview regardless. Frustrated to hear of any new construction until the Goodwin Road is paved. Alex Klassen
NE 4-74-1 W6 NW 4-74-1 W6	If either road where to become a connector RR 13 would be the most sensible. Does not want RR 14 to be connected as there is another road on the east side of his property. Was frustrated to hear of any new construction until Goodwin Road is paved. Alex Klassen
NE/NW 28-73-1 W6	RR 13 would make sense, would make a great farm equipment connector right to HWY 43, eliminating a lot of farm traffic off HWY 736 Alex Klassen
SW 27-73-1 W6	Very supportive of RR 13 connector, would be a great HWY 736 bypass. Alex Klassen
NE 33-73-1 W6 SW 4-74-1 W6 SE 4-74-1 W6	Unable to contact
SE 32-73-1 W6	Un opposed to either 13 or 14 thinks 13 would be mor sensible. Alex Klassen
NE 5-74-1 W6	Wanted an extra day to think on it but was extremely grateful for the call and consideration. Will meet for a map discussion. Called back to thank for taking the time to consult Alex Klassen

NW,SW 34-73-1 W6, SE	Prefers the idea of connector roads, has made it clear that he will continue to apply if denied.
SW 33-73-1 W6, NW 33-	Alex Klassen
73-1 W6, NE 32-73-1	
W6, SE 5-74-1 W6	
	Met at her residence with Operations - went over potential drainage concerns, questioned about RR 13 connector and she had zero
	concerns.
	Alex Klassen

Range Road 14 Access Request































SUBJECT: SCADA Funding Commitments for the 2022 Budget Year

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: June 28, 2022 CAO: SW MANAGER: DB DEPARTMENT: ENVIRONMENTAL SERVICES DIR: RA PRESENTER: DB

STRATEGIC PLAN: Governance LEG:

RELEVANT LEGISLATION:

Provincial (cite) -

Council Bylaw/Policy (cite) - Policy 1502 "Reserves"

RECOMMENDED ACTION:

MOTION: That Council direct Administration to cancel WW22001 SCADA from the Approved 2022 Capital Budget, therefore releasing the committed funds of \$100,000 back into the Wastewater Reserve.

MOTION: That Council approve the additional commitment of \$100,000 to WD22002 for a total 2022 Capital Budget commitment of \$200,000, funds to come from the Water Reserves for the purpose of new SCADA integration and control upgrades.

BACKGROUND/PROPOSAL:

As per Policy 1502, 3.3 and 3.4 it is Councils responsibility to:

- Direct the transfer of funds to and from Reserves and Reserve Funds through Council Resolution or Bylaw outside of the budget process.
- Direct re-purposing of commitments and the lending or borrowing to and from Reserves and Reserve Funds through Council Resolution or Bylaw.

The Approved 2022 Capital budget includes 3 projects dedicated to SCADA (Supervisory Control and Data Acquisition) which is the system that acquires data including but not limited to flow rates, reservoir levels, and chemical levels from geographically separate locations for both the water and wastewater departments and provides some control or visibility to an Operator or Manager.

As per Motion: 22.04.204 "That Council passes the final 2022 Capital Budget as amended, showing Expenses of \$61,880,515, to be funded from Reserves.", funding has been committed as follows:

WD17002	\$100,000	Funding to come from Water Reserves
WD22002	\$100,000	Funding to come from Water Reserves
WW22001	\$100,000	Funding to come from Wastewater Reserves

WD17002 is the creation of Greenviews Master SCADA document which guides the development of our SCADA infrastructure in a consistent and predictable manner. During 2022 budget preparations administration anticipated that the current SCADA system operating could be upgraded to achieve the desired functionality to best suit Greenview needs. Thus, projects WD22002 and WW22001 were created.

We currently have a relatively live view of operations, however the remote capabilities that the SCADA system can offer are greatly under utilized resulting in frequent call outs and overtime incurred to travel to site. The proposed upgrades will not only provide the Operators a live view of trends including flows, pressures, and levels, it will also allow the ability to remotely respond to certain critical items such as alarms, chemical adjustments, or pump resets, all while greatly reducing call outs frequency, and overtime incurred travelling to site.

The Master SCADA assessment conducted this year has provided Administration a better understanding of what sites are priority, as it was discovered that some of the PLC's (Programmable Logic Controllers) are missing programable cards which accommodate the logic required to add the functionality desired. Additionally, some sites will also require controls be added to complete remote adjustments

Because of these unanticipated issues the cost to upgrade each site will vary. Administration is proposing to upgrade each SCADA system one at a time by location and priority, rather than by department. This will also allow Administration the ability to budget for 2023 and future years accordingly. It is important to note that the existing system will continue to run during upgrades until such time that all the sites have been upgraded.

To do so while staying within policy Administration is requesting to recommit funds as follows:

WD22002 \$200,000 Funding to come from Water Reserves

WW22001 \$0 Funding to come from Wastewater Reserves

Committing these funds as indicated will better suit Greenviews current SCADA needs allowing Administration to begin upgrades by priority, while accounting for funds in the correct manner.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is the 2022 SCADA upgrades will be funded through the correct reserve funds.

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 commit the funds as presented; however, Administration does not recommend this action because the proposed SCADA upgrades are better suited for funds to come from the Water Reserve at this time.

FINANCIAL IMPLICATION:

Direct Costs: \$200,000 Capital Commitment to WD22002 with funding to come from Water Reserves.

Ongoing / Future Costs: Annual maintenance to all systems is estimated at \$50,000.00.

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 the above motions are carried Administration will proceed with upgrades to the system.

ATTACHMENT(S):



SUBJECT: Muskeg Seepee Cooperative Flooding - Update

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER:
DEPARTMENT: INFRASTRUCTURE & PLANNING DIR: RA PRESENTER: RA

STRATEGIC PLAN: Environment LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council accept the update on the flooding issues on the Muskeg Seepee Cooperative for information, as presented.

BACKGROUND/PROPOSAL:

At the March 8, 2022, Regular Council Meeting, Council made the following motion;

That Council direct Administration to contact AWN, Mountain Metis, and Muskeg Seepee Cooperative for the purpose of exploring a partnership to research flooding issues on and near the Muskeg Seepee Cooperative.

Administration sent letters and emails to both parties requesting a joint meeting, but only received confirmation back from Mountain Metis and Muskeg Seepee. Administration has since spoken with AWN, and will keep them updated, as they have requested.

Administration met with Mountain Metis/Muskeg Seepee on May 18th, 2022, to discuss the flooding and options to minimize flood water.

The discussion centered on who was being affected by the flooding, has the Cooperative asked in the past for financial assistance to help the situation, has the river changed course and if they can add financial assistance with a study.

The group did say that the river has changed course a little bit in the past and the area residents (approx. 8 homes) are the ones mostly affected by flooding. The Cooperative and Mountain Metis are willing to assist in applying for grants but are unable to assist financially with an engineering assessment.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is that Council will be informed on the progress regarding the flooding issues on the Muskeg Seepee Cooperative.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to direct Administration to further investigate and costs associated with ways to mitigate the flooding on the Muskeg Seepee Cooperative.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

None



SUBJECT: Grande Cache Ball Diamonds/RV Storage Area

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: INFRASTRUCTURE & PLANNING DIR: RA PRESENTER: RA

STRATEGIC PLAN: Economy LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council accept the information on the Grande Cache Ball Diamonds and RV Storage area for information, as presented.

BACKGROUND/PROPOSAL:

On March 22, 2022, Council directed Administration to come up with a plan for options for the ball diamond/RV Storage area within Grande Cache and bring back a report to a Regular Council Meeting.

The options were to include what the future may look like for the sports grounds if Greenview continues or terminates the leased property within the design. The lease right now is on a month-to-month basis and can be terminated with a 1 month notice by either entity. Administration had plans for the grounds since June of 2019 which do not include the lease lands.

Administration has included 3 options for the grounds which at the time did include the possibility of a Community Hall. The options did not include the possibility of adding space for the Mountain Metis building but is shown on an additional map for reference.

Attached are options showing potential use for this area. Much of the information was generated from a previous Recreation Master Plan and was updated by Administration. Administration recognizes that the Hamlet of Grande Cache requires much investment into infrastructure and therefore is providing this as information only with no formal recommendation on how to proceed.

Option 1: Grande Cache Sports Field Master Plan to include one more ball diamond, two soccer fields, four beach volleyball courts and four-day use areas.

Option 2: Grande Cache Sports Field Master Plan to include one more ball diamond, two soccer fields, four beach volleyball courts, four-day use areas and the proposed Mountain Metis building.

Option 3: Grande Cache Sports Field Master Plan to include one more ball diamond, a community hall, four beach volleyball courts, and three-day use areas.

Option 4: Grande Cache Sports Field Master Plan to include one more ball diamond, a community hall (on a different lot not owner by Greenview), two soccer fields, four volleyball courts and four-day use areas.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of accepting the presentation is that Council will be updated on the options for the ball diamond/RV storage area in Grande Cache.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. There are no disadvantages to the recommended motion.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to choose an option and direct Administration to move forward with the project.

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

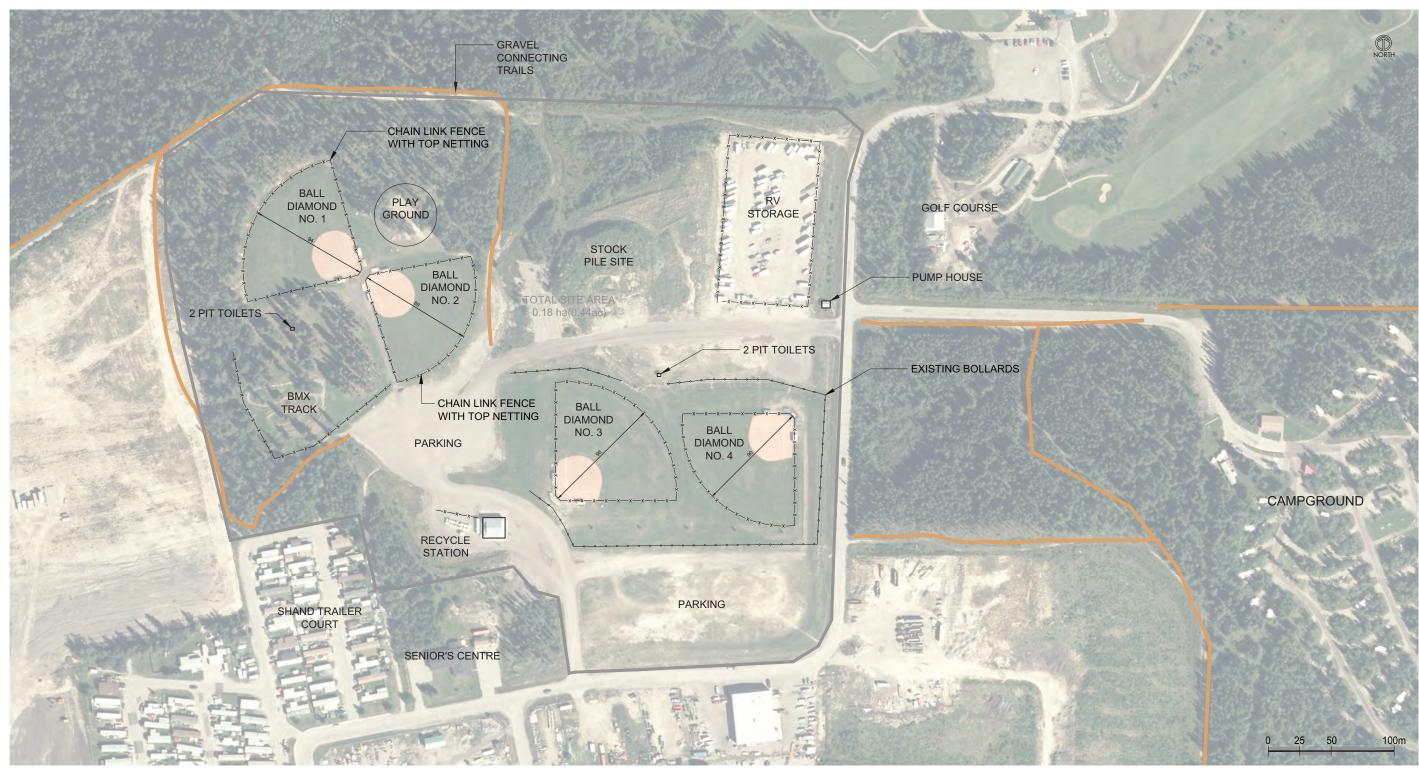
FOLLOW UP ACTIONS:

Administration will move forward on Council's direction.

ATTACHMENT(S):

- Existing Features
- Option 1 map
- Option 2 map
- Option 3 map
- Option 4 map

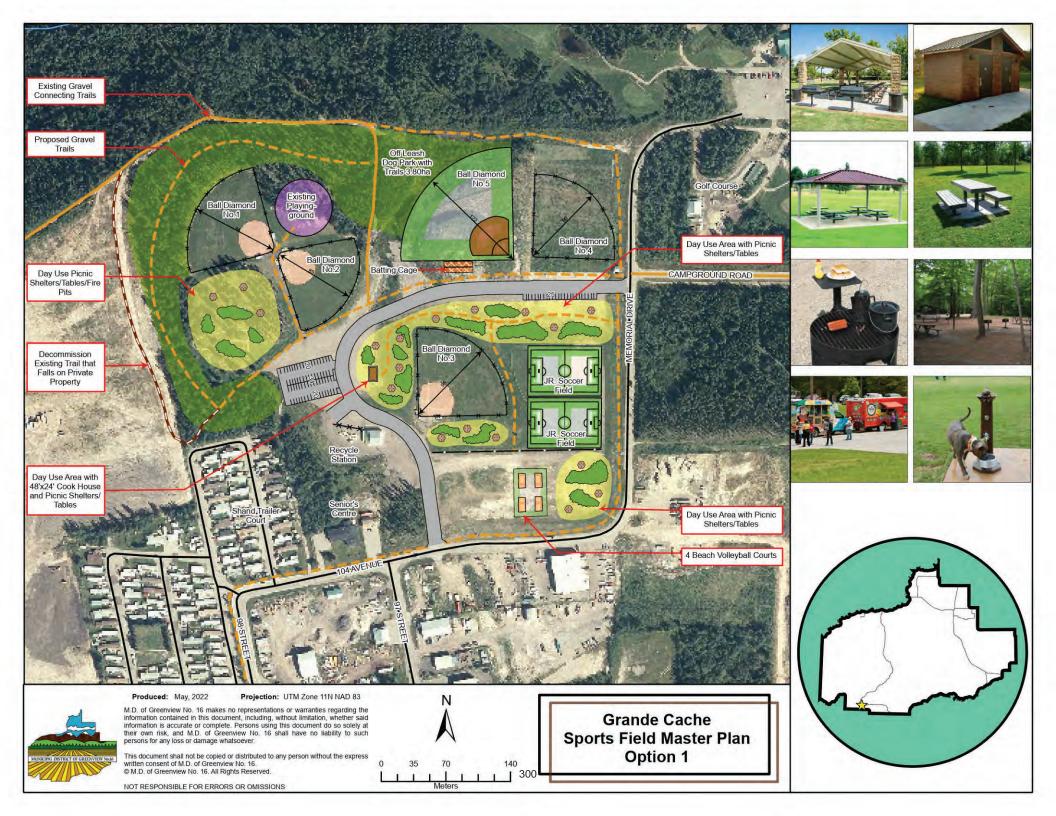
GRANDE CACHE BALL DIAMONDS

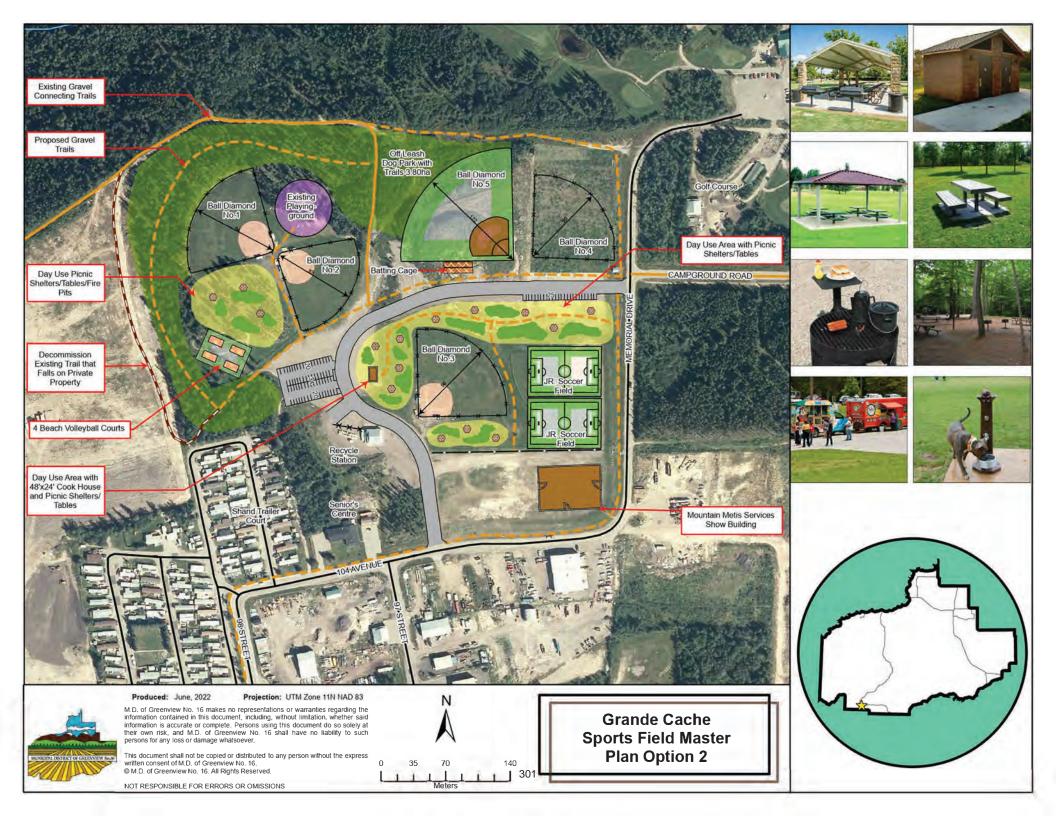




SCALE 1:300







GRANDE CACHE

SIAMANA DANAMAN DANAMA

SPORT FIELDS MASTER PLAN



















MASTER PLAN OPTION 3

SCALE 1:300



GRANDE CACHE

SPORT FIELDS MASTER PLAN



















MASTER PLAN OPTION 4

SCALE 1:300





SUBJECT: Grande Cache Operations Building design direction

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: June 28, 2022 CAO: SW MANAGER: WP DEPARTMENT: FACILITY MAINTENANCE DIR: RA PRESENTER: RA

STRATEGIC PLAN: Infrastructure LEG:

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION 1: That Council direct Administration to tender the Architecture and Engineering for a new Operations building in Grande Cache with approximately 27,750 square feet, with funding to come from the Capital Project FM22008.

MOTION 2: That Council direct Administration to place the new Operations building (Site A) in Grande Cache within the existing fenced location, which would require relocating the existing sand storage structure.

BACKGROUND/PROPOSAL:

Administration is seeking direction from Council on two questions today.

- 1. Which building design should administration tender for Architecture and Engineering, Design #1, or Design #2.
- 2. The best building location, Site A, B or C.

The need has been identified in the 2022 Capital Planning Process to build a new building in Grande Cache for Operations. The existing building had many concerns including being too small for the Operations Team. Being over 50 years old, it also has many maintenance concerns including Asbestos in the walls. Council, in the budgeting review process has approved in principle the need to build a new building.

A building sub-committee has been formed to work on building design and location. The committee has considered several design aspects and have settled on two concepts: with Design #1 being the preferred shop design. Prior to moving to Engineering and Design, Administration would like Council's input and comments.

The condition of the existing building is making repairs and upgrades not financially responsible. The issues with the current building are;

1. Asbestos throughout building (previous repairs have identified this)

- 2. Wash bay will not fit all equipment (plow trucks fit with door open with about 4 feet clearance from wall to truck)
- 3. All upgrades (wiring, electronics, security, Etc.) have added costs because of #1 (asbestos)
- 4. Mechanic bays are not monitored for carbon dioxide (safety requirement)
- 5. Building is 53 years old with little upgrades since
- 6. Some equipment will not fit in all parts of the building (storage space)
- 7. Lunchroom is too small for team (all can not sit at one table, presently 2 tables, and some will still be standing)
- 8. Roof will need repairs within the next 5 years
- 9. Concrete floors have large chips taken out that are being repaired but still only last for 2-3 years
- 10. Most all heating and ventilation equipment is 30 plus years old and only one office (window still) has air conditioning.

Site A is the preferred location for the new building. The original plan is to place the building on the corner of 98th Street and 104th Avenue on a flat building site with access to both roads. This plan though would require the removal of the existing Sand Shed which is on the proposed building site. Three options have been considered for this removal,

- 1. Move the existing shed to another location and rebuild it. This is the most cost-effective option with an anticipated cost of around \$150,000 to remove to a different location. The price is without having to replace the existing fabric.
- 2. The existing building is not large enough for the current and near future needs, so Administration has researched building a couple of different structures in an identified location in the existing yard. The first option is to build an 80' by 200' pole shed identical in design to the one's we have built in both Grovedale and Valleyview. This building has been quoted at \$950,000 to construct. On top of this option, we would still need to take down the original building.
- 3. We have looked at a smaller structure which would allow for minimal future growth. This building would be approximately twice the size of the existing structure at 60' by 140'. This building has been quoted at \$720,000 to construct. On top of this option, we would still need to take down the original building.

Considering the tight timelines needed to have a functioning Sand Shed for the coming winter Administration would need to move quickly to determine a course of action to make operations successful this winter.

Reviewing this and looking for lower cost alternatives, Administration has developed a couple of alternate location on the site where we could build the shop. These would not require removal of the sand shed. The second location considered (site B), is not Ideal as there is a significant elevation change (9') from the edge of 97 street to the back of the proposed building. This would require significant build up on the site and drainage improvements to make the shop area dry and secure.

The third area considered (Site C) is over top of an old structure located in the middle of the lot. This building is used as storage currently for the Garbage truck and as storage for Salt and some parts. Administration could find alternate locations for this equipment throughout the summer, then demolish the building in the fall and have the site prepped for building in the spring. As this site is in the middle of the property there will be some congestion between construction and the functioning yard but nothing we can't overcome.

The obvious advantage of the alternate locations are we don't need to move the sand shed, but the existing shed is too small for current needs and site preparation cost will be significant in both alternate locations.

Due to construction cost increases over the past year, we have developed two concept designs for Council to consider.

- 1. Design #1 (approximately 27,750 square feet) is based on the current needs analysis that has been completed with the department. The proposal will provide a building which will meet the community's needs for decades to come. The building incorporates enough internal heated parking spaces to keep the equipment warm in cold Grande Cache winters, with a Wash Bay for equipment longevity, a Mechanics Shop, and Offices to accommodate staff. To provide approximate pricing we are using a rough price of \$300/SF which is up considerably from the budget price of \$240/SF, but currently reflects existing building costs. Using these numbers, we anticipate Design #1 could be constructed for \$9,157,500 assuming a 10% contingency.
- 2. Design #2 (approximately 19,520 square feet) is an attempt to build a structure that is a more cost-effective design but is a smaller structure with no space for the future. Parking spaces will be limit for equipment in the Winter which would require more shuffling of vehicles. This design is also 8,500 SF smaller than design #1 and more of an open concept building which will reduce in construction costs. Administration is attempting to give Council an apples-to-apples comparison, so we have used the same 300/SF and 10% contingency. Administration assumes this building will cost \$6,336,000 based on current costs.

Administration has also reached researched the Architecture and Engineering tentative costs which come in much higher than anticipated (Tentative Architecture and Engineering costing). Administration will tender first before asking for additional funding.

Administration has also looked for another property in Grande Cache to purchase which would have a suitable shop for Operations. There are no vacant buildings which would be close to the size or design of what would be needed for Operations.

BENEFITS OF THE RECOMMENDED ACTION:

1. The preliminary benefit of building a shop is allow for efficient Operations of Public Works, Environment and Beatification departments for years to come, and a well functioning shop.

DISADVANTAGES OF THE RECOMMENDED ACTION:

1. Other than the Capital cost there no perceived disadvantages of building a new shop in Grande Cache.

ALTERNATIVES CONSIDERED:

Alternative #1: Council has the alternative to not proceed any further with the building design.

Alternative #2: Council has the alternative to ask for more information before proceeding.

FINANCIAL IMPLICATION:

Direct Costs:

The direct costs of capital are laid out for each of the questions asked above to help Council in deciding on a path forward. As we are in a consultation phase not all costs are solidified. Cost with an * beside them are still estimates.

Question #1 Building design review

Anticipated Cost of Building Design #1		\$	8,325,000.00 *
	Contingency 10%	\$	832,500.00 *
	Total Cost	\$	9,157,500.00 *
Anticipated Cost of Building Design #2		\$	5,856,000.00 *
	Contingency 10%	\$	585,600.00 *
	Total Cost	Ś	6.441.600.00*

Question #2 Building Location

Prefered Location			Alternate Location #1			Alternate Location #2		
Relocate the sand	\$	150 000 00*	Build up site to	\$	100, 000*	Demolish old	\$	70,000*
shed	۶	150,000.00*	level		100, 000	building in yard		
Build same as	\$	050 000 00						
Grovedale		950,000.00						
Teardown old	\$	40,000*						
	\$	990,000.00						
Build Smaller	\$	720,000.00						
Teardown old	\$	40,000*						
	\$	760,000.00						

Ongoing / Future Costs:

Future operating costs should be the same. In the last phase of the capital project, Administration will need to remediate and demolish the old building

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There are no staffing implications.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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PROMISE TO THE PUBLIC

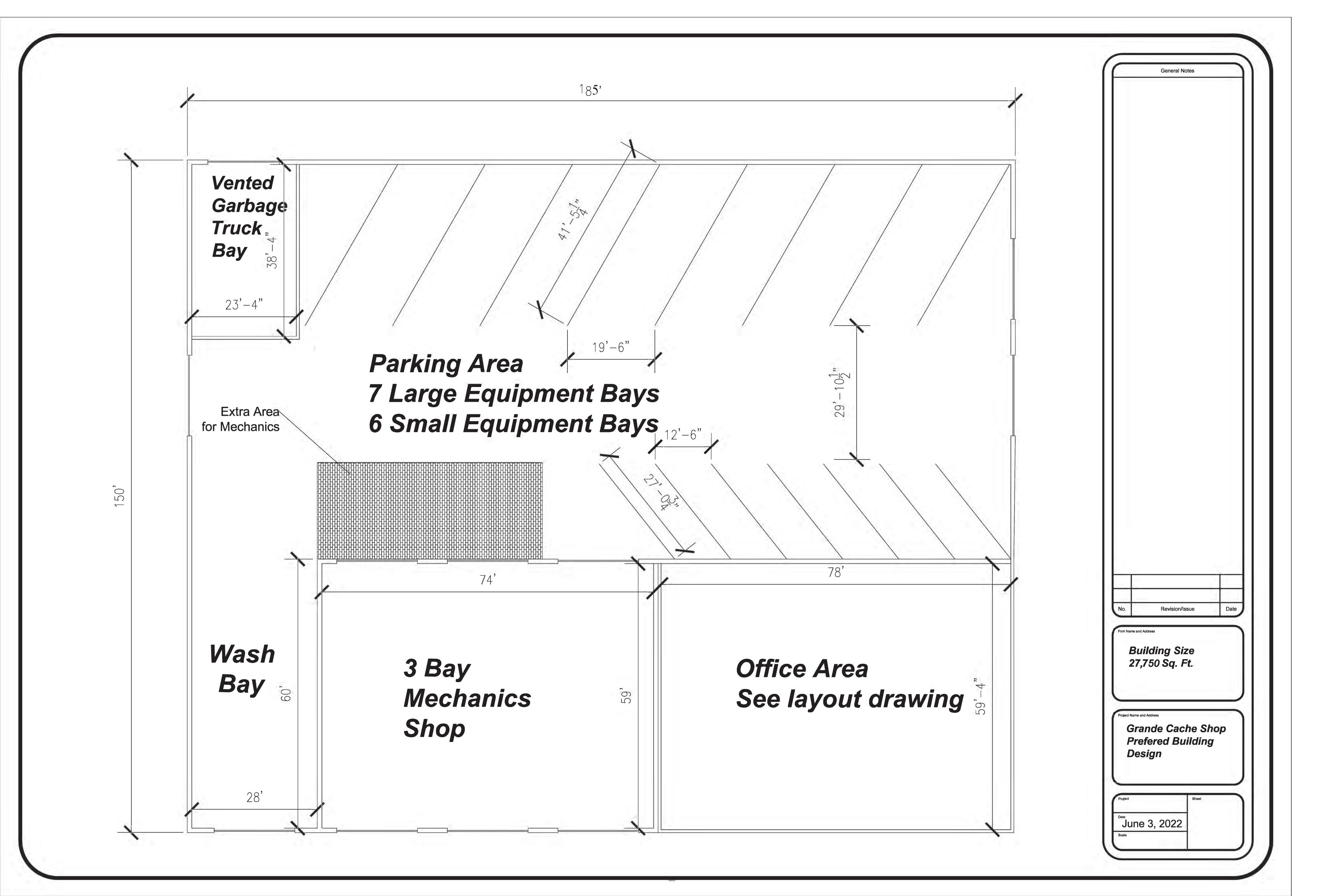
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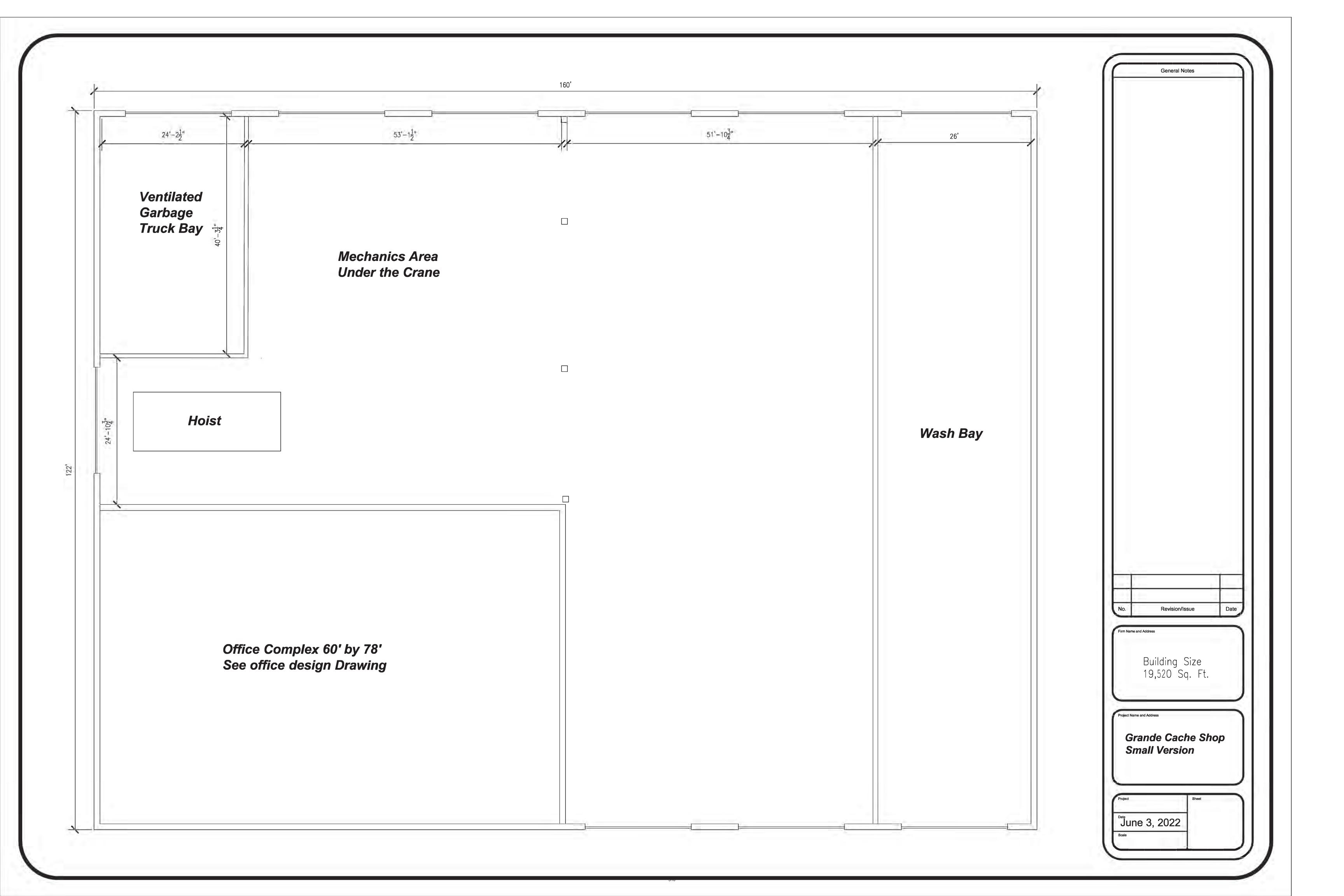
FOLLOW UP ACTIONS:

With Councils direction Administration will move forward on the building design to be approved in the 2023 Capital budget and the preparation of the agreed-on building site.

ATTACHMENT(S):

- Design #1 Preferred Building floor plan
- Design #2 Smaller building floor plan
- Site A
- Site B
- Site C
- Tentative Architecture and Engineering costing



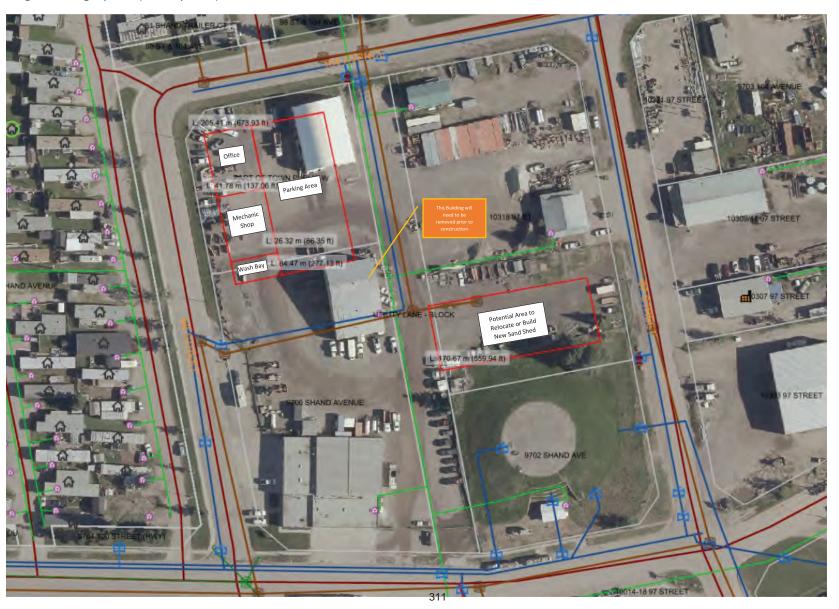


Grande Cache Operations Shop

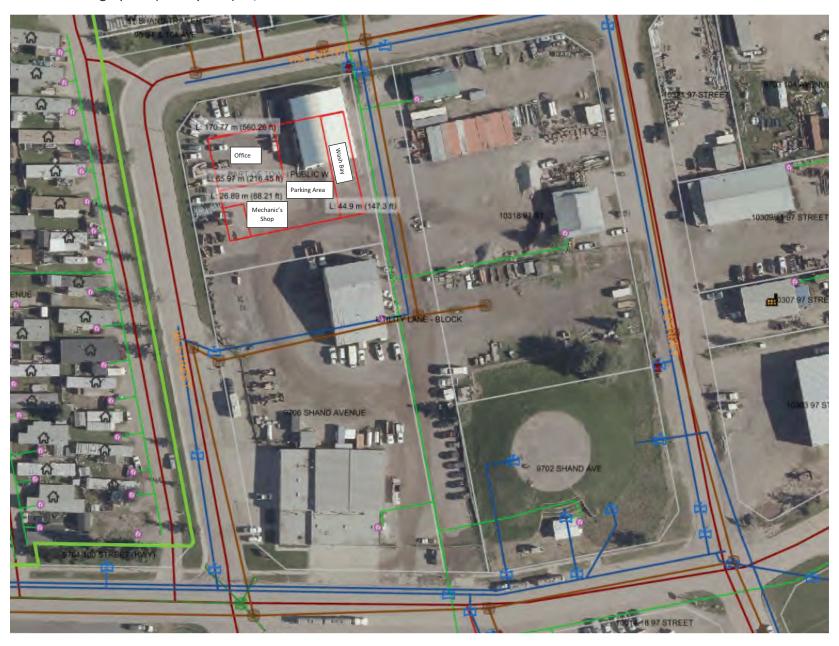
Preferred Building Location Layout

Here are to scale representations of the new buildings

Large Building Option (150' by 185') 27,750 SF



Smaller Building Option (120' by 160') 19,200 SF



Grande Cache Operations Shop

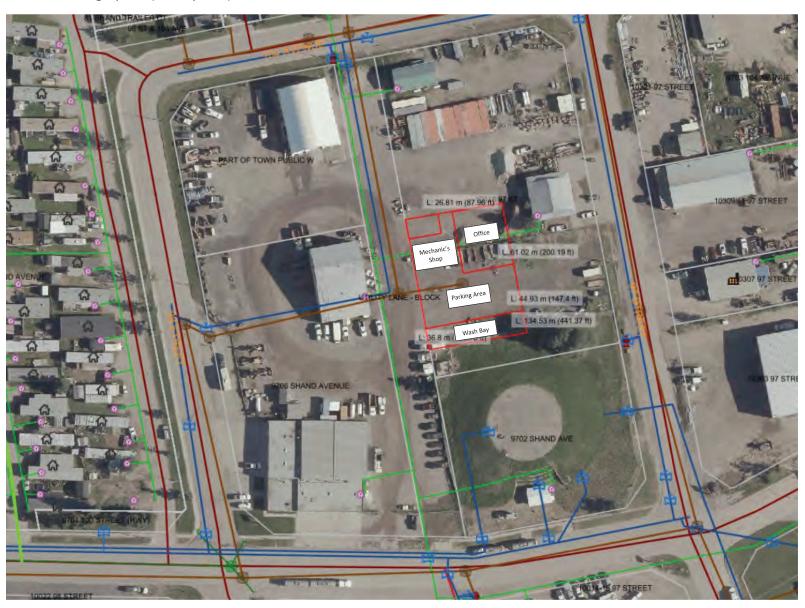
Alternate Building Location Layouts- Alternate Location #1

Here are to scale representations of the new building in the Alternate location

Large Building Option (150' by 185') 27,750 SF



Smaller Building Option (120' by 160') 19,200 SF



Grande Cache Operations Shop

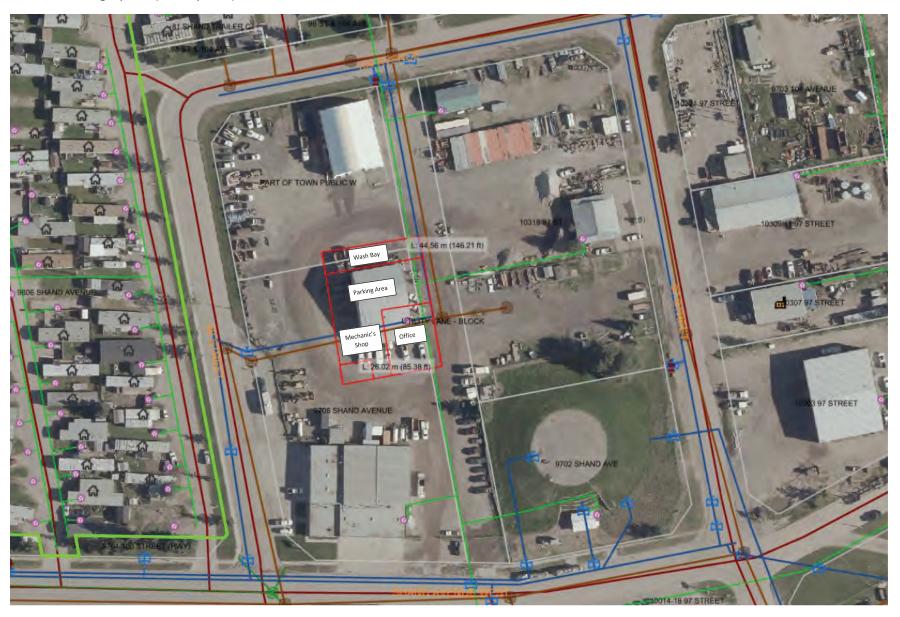
Alternate Building Location Layout - *Alternate Location #2*

Here are to scale representations of the new building in the Alternate location

Large Building Option (150' by 185') 27,750 SF



Smaller Building Option (120' by 160') 19,200 SF





MD of Greenview - Grande Cache Operations Shop Engineering Scope of Work and Cost Estimate BASE Project #22GEBD5034 June 02, 2022

	23,020 sq ft Shop Space	ONS SHOP); 9,360 sq ft Office S llue \$6.3M - \$7.5M	pace			
Task	Details	Rate	Amount	Fee		
	Architectural	Lump Sum	\$			
Preliminary	Structural	Lump Sum	\$			
Design	Mechanical	Lump Sum	\$			
Design	Electrical	Lump Sum	\$			
	Civil	Lump Sum	\$			
			Sub Total	\$12,400		
Surveying	Topographical Survey	Lump Sum				
Surveying	Draft Existing Site Plan	Lump Sum				
			Sub-Total	\$4,200		
Geotechnical Engineering	Geotechnical Report	Lump Sum	\$14,000	\$14,000		
	\$14,000					
		Preliminary Des	sign Stage Total	\$30,600		
	Architectural	Lump Sum		0		
Design	Structural	Lump Sum				
Development	Mechanical	Lump Sum	\$			
Development	Electrical	Lump Sum	\$			
	Civil	Lump Sum				
			Sub Total			
	Architectural	Lump Sum				
Construction	Structural	Lump Sum	\$			
Drawings &	Mechanical	Lump Sum	\$			
Specifications	Electrical	Lump Sum	\$			
	Civil	Lump Sum	\$			
	Sub-Total	\$73,500				
Tendering	Preparation of Tender Documents, Bid Review &	Lump Sum	\$5,000	\$5,000		
'0	Contract Preparation		ψ3,300	Ψ3,300		
			Sub-Total	\$5,000		
Contractor Selection Stage Total						

	Shop Drawing Review	80					
Contract Administration (Based on 16	PCN's & Change Orders	120					
	Responding to RFI's	80	\$				
	Inspections	80	\$				
months of	Attendance at Site Meetings	64	\$				
construction)	Meeting Minutes	40	\$				
	Progress Draws	32	\$				
			Sub-Total	\$71,760			
	As-built Drawings	16 hr	\$				
Post	O & M Manuals	8 hr	\$				
Construction	Warranty Inspections	12 hr	\$				
	Close-out Requirements	4 hr	\$				
	Sub-Total						
Disbursements	Travel Allowance for Site Meetings	32	\$				
Dispursements	Travel Allowance for Inspections	15 1					
	Sub-Total	\$30,550					
	tion Stage Total	\$107,710					
		Profess	ional Fees Total	\$272,510			

Note 1: All costs stipulated are not inclusive of GST.

Note 2: All work wiil be invoiced as a percentage complete at the end of each month.



SUBJECT: Vacant Lot Sales – Eaton Falls Crescent and Stephenson Drive

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER:
DEPARTMENT: PLANNING & DEVELOPMENT DIR: RA PRESENTER: RA

STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) – Section 70, Municipal Government Act

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council proceed with the sale of vacant lands in Grande Cache located at Eaton Falls Crescent and Stephenson Drive with the requirement that single detached dwellings be constructed on the lots within 5 years of purchase.

BACKGROUND/PROPOSAL:

At the May 10, 2022, Regular Council Meeting, Council made the following motion regarding vacant, Greenview owned lots within the hamlet of Grande Cache:

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', with the stipulation that the purchaser needs to develop within 5 years.

Since then, Administration has received multiple enquiries from landowners in Grande Cache who intend to purchase a vacant lot neighbouring their home lot for the purpose of consolidating the two lots. Some landowners have suggested fencing in the consolidated lots, building a garage on the adjoining lot, or just using the area for storage.

Administration has listed the pro's and con's of selling the land for building homes or consolidation of lands below;

- 1. The lots to be sold to purchasers who intend to build homes.
 - Pro's A. Increased tax revenue (approximate \$3,500.00 per home)
 - B. Vacant lots allow for new builds verse a home remodelling
 - C. Allows the Hamlet to grow
 - D. Can add requirements to building timelines, size, and type

1.01.22 319

Con's A. will not allow residents the ability to have larger lots

B. May not sell all the lots in a certain time frame

2. The lots to be sold to purchasers who intend to consolidate 2 parcels together.

Pro's A. Allows residents to have larger yards and or build a garage

Con's A. Loss of full potential extra tax revenue (taxes will go up but very little)

B. Legally very muddy if we try to add requirements on the sale

C. Some residents may be upset because they cannot purchase extra land

D. Landowners wanting to re-subdivide the land in the future

E. Will have to set a total number of lots a landowner can consolidate

Before Administration can proceed with the lot sales, clarification of the intention and conditions of the sale is required.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of council accepting the recommended motion is that administration will have clarification when selling the residential lots at Eaton Falls Crescent and Stephenson Drive

DISADVANTAGES OF THE RECOMMENDED ACTION:

- 1. A disadvantage to the recommended motion is that some ratepayers will be upset as they will not be permitted to increase the size of their yard or increase area for construction of a garage.
- 2. A disadvantage to the recommended motion is the limited purchasers who wish to develop in Grande Cache in which case Greenview may not sell the lots in a desired timeframe.

ALTERNATIVES CONSIDERED:

Alternative #1: Council may make an alternative motion where the vacant lots are sold and may be consolidated with an adjacent, already developed lot with no additional conditions or required development.

Alternative #2: Council may make an alternative motion where the vacant lots are sold and may be consolidated with an adjacent, already developed lot, with the condition that additional development take place on the consolidated lots.

FINANCIAL IMPLICATION:

Direct Costs: Lawyer fees associated with land sales.

Ongoing / Future Costs: Potential costs associated with enforcing any stipulations on the land sales.

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:

Properties should be publicly advertised for sale with a contact person established.

ATTACHMENT(S):

None



SUBJECT: Policy 2018 Payroll

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION MEETING DATE: June 28, 2022 CAO: SW MANAGER: EK

DEPARTMENT: HUMAN RESOURCES DIR: EGK PRESENTER: EK

STRATEGIC PLAN: Governance LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council approve the transfer of Policy 2018 "Payroll" from a Council policy to an administrative policy.

MOTION: That Council repeal HR 04 "Payroll".

BACKGROUND/PROPOSAL:

Greenview currently has a payroll policy, HR 04 that was last updated in 2010. Administration is reviewing and updating the policy in accordance with the policy review schedule.

While there have been significant changes to the policy, they are all in line with Alberta Employment Standards as well as the ratified staff agreement. Administration is recommending Council designate this policy as an administrative policy. This will allow the policy in its current form to be approved by the CAO, as well, any future updates will be subject to CAO approval.

Bylaw 07-548 Chief Administrative Officer 4.3(e) designates the CAO authority to "develop, approve, and implement policies, procedures, and practices dealing with administrative matters"

Nothing in this policy dictates employee salary or wage rates. Nor does it alter benefits. The payroll policy simply iterates the internal process and requirements for employees regarding payroll.

Policy HR 04 will be recommended for repeal.

The Policy Review Committee recommended the following changes which have been incorporated into the policy:

- (1.3) Include definition for employee
- (3.6) All staff will be provided access to retrieve electronic advice slips

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council approving the motion is that it will update the expectations, responsibilities, and procedures concerning payroll.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

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

FINANCIAL IMPLICATION:

There are no financial implications to the recommended motion.

STAFFING IMPLICATION:

There are no staffing implications to the recommended motion.

PUBLIC ENGAGEMENT LEVEL:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

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FOLLOW UP ACTIONS:

Administration will update the policy register.

ATTACHMENT(S):

- HR 04 Payroll
- Policy 2018 Payroll



(Original signed copy on file)

REEVE

M. D. OF GREENVIEW NO. 16 POLICY & PROCEDURES MANUAL

Section:

HUMAN RESOURCES

	POLICY NUMBER: HR 04
POLICY TITLE: PAYROLL	Page 1 of 1
Date Adopted by Council / Motion Number:	10.03.824
PURPOSE:	
To establish procedures to ensure employees are paid on a timely basis	
POLICY:	
Administration will ensure proper accounting and legislative requirement timely payroll.	ents are met for implementing a

C.A.O.

POLICY NUMBER: HR 04

TITLE:	PAYROLL PROCEDURES	Page 1 of 1

PROCEDURE:

- 1.0 Each salary and wage employee must complete a time sheet, sign it, and submit it to their supervisor every two weeks, per the pay schedule.
- 2.0 The time sheet is a valid, permanent statement and cannot be altered by anyone except the employee, with the approval of the supervisor, except to correct errors. When an error is corrected, a copy shall be sent to the employee.
- 3.0 It is the supervisor's & Director's responsibility to submit approved time sheets to the Payroll/Benefits clerk for record keeping.
- 4.0 Employees shall be paid every two weeks, per the pay schedule.
- 5.0 Deductions and withholdings required by law, as well as the employee's share of benefit premiums shall be deducted from each pay cheque, as they apply to salary and/or wage staff.
- 6.0 The employee's portion of premiums for benefits shall be deducted on the first pay period of each month.
- 7.0 All employees classified as 'Wage Employees' shall be paid on an hourly basis.
- 8.0 Employees may receive a pay advance if special circumstances warrant and approved by the C.A.O.
- 9.0 Each payroll run shall be approved by the C.A.O. or Director of Corporate Services prior to cheques being issued or electronically transferred.

C.A.O.		
C.A.U.		

Title: Payroll

Policy No: 2018

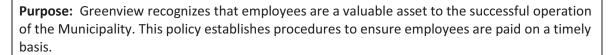
Effective Date: Date passed in Council

Motion Number:

Supersedes Policy No: HR-04

Review Date: (3 Years from date approved

by Council)



As an employer, Greenview will comply with all legislative requirements, employer responsibilities, and relevant tax and financial obligations.

It should be noted that this payroll policy only covers aspects of paying employees. Greenview has additional employment policies, processes and procedures that are covered under separate Human Resources policies and the Staff Agreement.

1. DEFINITIONS

- 1.1. Bi-Weekly means occurring every two weeks.
- 1.2. **CAO** means the Chief Administrative Officer or their designate.
- **1.3. Employee** means a person who is currently employed by Greenview in any capacity. The various employment relationships are defined as follows:
 - A) Permanent Full-Time Employee is a person employed by Greenview on a permanent basis and working 37.5 regular hours per week;
 - B) Permanent Part-Time Employee is a person employed by Greenview on a permanent basis and working less than 37.5 regular hours per week;
 - C) Temporary Employee is a person employed by Greenview on a temporary basis, working either full-time or part-time hours, with a specified term and end date;
 - D) Casual Employee is a person employed by Greenview providing coverage on an as needed and call-in basis and who is not regularly scheduled. After six (6) consecutive months without work, the Casual Employee will no longer be considered to be employed by Greenview, unless employment is extended by Greenview;
 - E) Seasonal Employee is a person employed by Greenview for a designated season working 37.5 hours a week during that period of time. Seasons are typically for a period of six (6) months or less and come with a specified start and end date.
- 1.4. **Greenview** means the Municipal District of Greenview No. 16.

1.5. **Taxable Benefit** means a benefit where an employee receives an economic advantage that can be measured in money. This is defined by the Canada Revenue Agency (CRA).

2. POLICY STATEMENT

- 2.1. All of Greenview's payroll obligations will be met in accordance with the following:
 - A) The Municipal District of Greenview will pay its employees accurately and on a timely basis, in accordance with the terms and conditions of employment agreements.

3. PROCEDURE

- 3.1. Greenview will maintain payroll records for all staff, including holidays entitled to/taken, and any other banked days entitled/taken.
- 3.2. All non-electronic employee payroll information will be kept in a locked facility to ensure the security of that information.
- 3.3. All newly hired employees will provide and complete payroll information. No pay shall be released until documentation is completed.
- 3.4. Upon receipt of appropriately authorised information, the Human Resources department will endeavour to update employee payroll information in an accurate and timely manner.
- 3.5. All payroll related payments will be made by direct debit. Any changes to Electronic Funds Transfers must be presented in writing at least one week prior to the pay day that will be affected by the change request.
- 3.6. All staff will be provided access to retrieve their own electronic advice slips.
- 3.7. All permanent full time, permanent part time, seasonal, casual, and temporary employees must complete an accurate electronic timesheet. The electronic timesheet must be submitted to their supervisor bi-weekly, per pay schedule.
- 3.8. Employees shall be paid bi-weekly as per the pay schedules.
- 3.9. In the event that the bi-weekly-pay dates fall on a holiday the Municipal District of Greenview No. 16 will pay employees on the last scheduled workday before the pay date.
- 3.10. The timesheet is a valid, permanent statement. A supervisor or a representative from Human Resources may correct errors on behalf of the employee.
- 3.11. It is the manager, supervisor and or the Director's responsibility to submit approved timesheets, by the deadline as outlined on the annual payroll schedule, to the HR Officer, Payroll & Benefits for record keeping and payroll processing.
- 3.12. In order to efficiently complete the payroll process, for each pay period, it is imperative that timesheets are approved and received by Payroll on the designated due date. Excessive failure to meet payroll deadlines may result in disciplinary action.
- 3.13. Deductions and withholdings required by law, as well as the employee's share of taxable benefit premiums shall be deducted from each pay cheque.

- 3.14. The employee's portion of taxable premiums for benefits shall be deducted on the first pay period of each month.
- 3.15. All employees classified as 'Part Time, Temporary, Seasonal, Casual Employees' shall be paid on an hourly basis.
- 3.16. Each payroll run shall be approved by the Manager of Human Resources and the Director of Corporate Services or the CAO prior to release of electronically transferred bank file.
- 3.17. Any errors in payroll processing, including over or under payments, that occur will be corrected in a timely basis. If the employee identifies the error in pay processing, they are required to notify the HR department and/or payroll staff. If Greenview identifies the pay error, they will contact the employee and arrangements will be made with the employee for payment or repayment and will be documented.
- 3.18. In special circumstances vacation accruals may be partially paid out with approval by the CAO.
- 3.19. On termination of employment, unused vacation accruals and any other payable accruals will be paid out as per Employment Standards.
- 3.20. Upon termination of employment, a record of employment will be provided.

4. APPLICATION

4.1. This policy applies to all Greenview employees.

5. ADMINISTRATION RESPONSIBILITIES

- 5.1. Review this policy in accordance with the review schedule, identify, issues and develop policy updates.
- 5.2. Ensure the policy is being implemented in accordance with Greenview's committed levels of service.



REQUEST FOR DECISION

SUBJECT: Blossoming Garden of Hope Sponsorship

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: COMMUNITY SERVICES DIR: MH PRESENTER: LL

STRATEGIC PLAN: Culture, Social & Emergency Services LEG:

RELEVANT LEGISLATION:

Provincial (cite) -N/A

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

RECOMMENDED ACTION:

MOTION: That Council approve sponsorship in the amount of \$5,000.00 to the Tiny Hands of Hope for the Blossoming Garden of Hope located in Grande Prairie, with funds to come from the Community Services Miscellaneous Grant Budget.

BACKGROUND/PROPOSAL:

The Tiny Hands of Hope and the Compassionate Friends of Grande Prairie presented the Blossoming Garden of Hope to Committee of the Whole on June 21, 2022. This is a one-of-a-kind Children's Memorial Garden in the Peace Country facilitated by the Tiny Hands of Hope and the Compassionate Friends of Grande Prairie in collaboration with the City of Grande Prairie and numerous other supporters. The vision of the Blossoming Garden of Hope "is to create a positive space for families, friends, school age children, nurses, first responders & all those affected by the loss of a child. A place where they can celebrate, honour, & remember the little one they miss. A garden that will bring life, hope, healing, comfort & a sense of community."

Statistics show that 90% of families in the Peace Region bring their children's remains home and according to the Tiny Hands of Hope survey 70% of those families and those affected by loss do not have a positive place to grieve and mourn. There are approximately 10% to 15% of participants that reside in Greenview.

The total cost to construct the Blossoming Garden of Hope is estimated at \$409,476.00 and approximately \$388,000.00 has been raised to date. The City of Grande Prairie has donated land near the Grande Prairie hospital and will provide ongoing maintenance services once the Blossoming Garden of Hope is complete. This project has broke ground and is anticipated that the Blossoming Garden of Hope will be complete in October 2022.

The Tiny Hands of Hope and the Compassionate Friends of Grande Prairie have requested a sponsorship in the amount of \$5,000.00 in which Greenview will be recognized as a silver sponsor on the donor wall.

Administration recommends supporting this sponsorship request in the amount of \$5,000.00.

1.01.22

The balance of the Community Services Miscellaneous Budget as of June 27, 2022, is \$803,356.24.

BENEFITS OF THE RECOMMENDED ACTION:

1. The benefit of Council accepting the recommended motion is that The Blossoming Garden of Hope may positively impact the social wellbeing of Greenview residents affected by the loss of a child.

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 the sponsorship amount or take no action to the recommended motion.

FINANCIAL IMPLICATION:

Direct Costs: \$5,000.00

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:

There are no follow up actions to the recommended motion.

ATTACHMENT(S):

• Tiny Hands of Hope Sponsorship Application

- Tiny Hands of Hope Sponsorship Request Letter
- Blossoming Garden of Hope Information Brochure
- Project Map Children's Memorial Garden Landscape Master Plan

Greenview Sponsorship and Donation Request Form

Row 10

Organization or **Person** Tiny Hands of Hope for the Blossoming Garden of Hope **Requesting Funds** Date of 06/22/22 **Application** Form Date Field 99 **Date of Event Phone Number** 7804024944 Purpose of Tinyhandsofhope@gmail.com Organization **Mailing Address** Tiny Hands of Hope PO Box 9006, Gateway PO Grande Prairie **AB T8V 4N2 Funding Request** 5000 Total Type of sponsorship request

Describe your organization

Tiny Hands of Hope is a non-profit society founded in May 2013. Tiny Hands of Hope's mission is to support families in Grande Prairie and area who have suffered from all types of pregnancy and infant loss. This includes pregnancy loss, neonatal loss, stillbirth, SIDS and infant death up to the age of 24 months. We are directed by a dedicated group of volunteers, whose lives have been touched by the loss of a child, with a passion for spreading awareness and helping others during their time of need and grieving. We are dedicated to providing centralized bereavement group support resources to those who need them, available bereavement materials to families, raise Pregnancy & Infant Loss Awareness in the peace and help in standardizing child loss bereavement packages for the Grande Prairie Regional Hospital. Through our fundraising efforts we have purchased much needed equipment, such as cooling cuddle cots for Grande Prairie Regional Hospital and the Peace River Community Health Centre and helped create a Parent Bereavement room at GPRH. Annually, we hold a memorial event called the Walk to Remember as an opportunity for families and friends to come together to honour and celebrate the little lives that have touched their hearts. This event on average sees over 500 attendees and currently 10-15% reside in the MD of Greenview. We also hold an annual gala as our primary fundraising endeavour. The funds being requested is for a one-of-kind project for a children's Memorial garden named Blossoming Garden of Hope. This is a

collaboration with the City of Grande Prairie, Tiny Hands of Hope and Compassionate Friends Chapter of Grande Prairie (the Children's Memorial Garden fund was set up at Community Foundation of NW AB). Our project officially began in 2018 and we have been working hard to complete it by October 2022. This garden will be a place to honour and celebrate all children no matter the age or gestation.

Intended Purpose

The funds are earmarked to help the society complete the Blossoming Garden of Hope by October 2022. We are approximately 20 K from completing the project (this number is fluid due to increasing costs). We are kindly asking the MD of Greenview to graciously donate \$5,000 towards this project.

Direct Goals

When a parent loses a child, no matter the age or gestation, a ripple is felt throughout the community. This garden will be a place of hope, love, healing and more importantly connection with our community where they can enjoy nature. It's a community initiative that will help bring many families and community members together in a positive and healing environment. Statistics tell us that 90%* of families in the Peace Region bring their children's remains home and according to our survey 70% of those families and those affected by loss do not have a positive place to grieve and mourn. This garden will fill that void that is much needed in the Peace Region. *stats from Bear Creek Funeral Home

Where/When?

We have already brokeground and we are aiming to have the rest of the funding secured for this project within the next 2 months.

Benefit to residents of Greenview

According to our survey we have 10-15% participants that reside in the MD of Greenview. To your residents that need the extra support with child loss or pregnancy loss this garden will be for them. Again, 90%* of families in the Peace Region bring their children's remains home and 70% of those families do not have a positive place to grieve and mourn. This garden will fill that void that is much needed in the Peace Region. I picture many visitors coming just to visit the garden to feel hope, to be reminded that they are not alone, that an entire community of people care and are here for them. That the MD of Greenview cares as you will be recognized as one of our silver donors on our donor plaque (with a 5 k donation). *stats from Bear Creek Funeral Home It is also close to the new Grande Prairie Regional Hospital and is walking distance from it so that individuals visiting the hospital have a place for solace and healing should they need it.

Funding from others

City of Grande Prairie designated the land value of \$187,533.19 and will be assuming the maintenance of the shrubs, trees and perennials upon completion which would have cost the society approximately \$25,000 (based on GP Landscaping quote January 2022). County of Grande Prairie gave \$10,000 Buchanan Family Foundation \$150,000, Northern Mat and Bridge \$20,000 and there are many local businesses and personal donations since 2018.

Recognition

I will forward you our campaign letter - there will be a donor plaque where there is donor recognition.

Previous Donation No.

Grant Funds Received from

other sources? Have you performed any other fundraising projects? **Agreement Grant Purpose Year Grant** Received **Amount of Grant** List the donaee, purpose and amount What type of fundraising & how much did you raise? **Signature Date Financial Statement** Administration Recommendations **Email** Column41 **MD** Logo **Email Comm.** Column44 List for Recognition Contact Name(s) Karen Gilkyson Column47 **Logo Permission Agreement with** Karen Gilkyson Statement

Signature1 Karen Gilkyson

FOIP Disclosure



Dear Reeve Tyler, council members and MD of Greenview,

Thank you for taking the time to hear about our one of a kind project, the Blossoming Garden of Hope (previously known as the Children's Memorial Garden) at Maskwôtêh Park. The Blossoming Garden of Hope is a project initiative by Tiny Hands of Hope along with the City of Grande Prairie. Tiny Hands of Hope has dedicated this project to provide families touched by child loss, at any age or gestation, as a positive place to honour their children. A beautiful garden where they can remember and celebrate their children. A garden for hope, healing and gathering with loved ones. This garden will be the first of its kind in Western Canada. Since 2018, we have raised \$233,000 for the project with a total projected cost of \$409,476 to complete.

Tiny Hands of Hope is a non-profit society whose mission is to support families in Grande Prairie and area, who have suffered from all types of pregnancy and infant loss. This includes pregnancy loss, neonatal loss, stillbirth, SIDS and infant death up to the age of 24 months. We are directed by a dedicated group of volunteers with a passion for spreading awareness and helping others during their time of need and grieving. We offer a variety of services to the community, including support services, working with the local Hospital, and our annual Walk to Remember held in September.

Our hope is that with your financial support we can achieve the goal of completing the garden this Fall. Your contribution regardless of size will bring us closer to the realization of a wonderful space for families and those impacted by child loss to visit. Your support will make all the difference and your donation can be made payable to "Community Foundation NW of Alberta". When showing your support please indicate in the memo section of your cheque "Blossoming Garden of Hope". Opportunities for donor recognition are available so please see attached document.

Thank you for allowing Elizabeth Naeth, with Compassionate Friends, and I to present to you on June 21st. It was wonderful to meet you all.

We thank you in advance for your time and consideration.

Sincerely,

Karen Gilkyson, Cofounder of Tiny Hands of Hope

Blossoming Garden of Hope Donor Recognition

Permanent Signage will be installed at the Blossoming Garden of Hope. All donor contributions of \$2,500 or more will be recognized accordingly.

Donor Level	Financial Contribution	
Silver	\$2,500-\$9,999	
Gold	\$10,000-\$24,999	
Platinum	\$25,000-\$500,000	

Donor Opportunities

"The Hole in the Sky" \$35,000

Platinum Donation. One available. Special signage at the sculpture.

About the Sculpture:

Grant Berg is an Indigenous sculptor. Grant's sculptures are created with stone, antler, and wood. His pieces are often tributes to his Cree/Metis grandmother who he was very close with as a child. Grant creates art that reflects Group of Seven forms and styles with Indigenous lines.

"The Hole in the Sky" as known to Indigenous Peoples of the prairies. The constellation is better known as Pleiades. "The Hole in the Sky" is made of polished stainless steel. In the sculptor's words:

"Indigenous Peoples believe that we come through this hole in this star. It is where we come from when we are born and where we return to when we pass. It is in line with traditional beliefs of where we go when we pass. I want to help free the spirits from their forgotten graves across the country and return them to where they belong. This sculpture is a portal or gate to give direction to those that have forgotten our culture or never had the chance to know it. It will be a place where families can stand and look through the cluster of 7 stars and see the hole and talk through the hole to visit those on the other side."

"Family of Geese" \$30,000

Platinum Donation. One available. Special signage at the foot of the three geese sculptures. This is for the remaining 3 geese; Mother Goose and her 2 male goslings.

About the Sculpture:

Don and Shirley Begg are international sculptors renowned for their lifelike bronze statues. They have been commissioned and have completed over 180 sculptures worldwide for places such as parks, schools, libraries, universities, airports and the Legislative grounds of all three prairie provinces. Also, First Nation Reserves, military bases and most recently they have had the honour of creating the sculpture of Humboldt Broncos coach, Darcy Haugan, at Baytex Arena in Peace River.

Each sculpture is cast in bronze, is larger than life size and designed sturdy and safe for children. This family of geese playing dress up, will entice children to play on them and around them. And for adults, they are a pleasant reminder of the Mother Goose nursery rhymes.

Blossoming Garden of Hope Supporting families in the Peace Region

Our Mission

To surround families that have lost a child from conception to adulthood with the beauty of nature, life and hope. A positive place where they can reflect, honour and feel a sense of community.

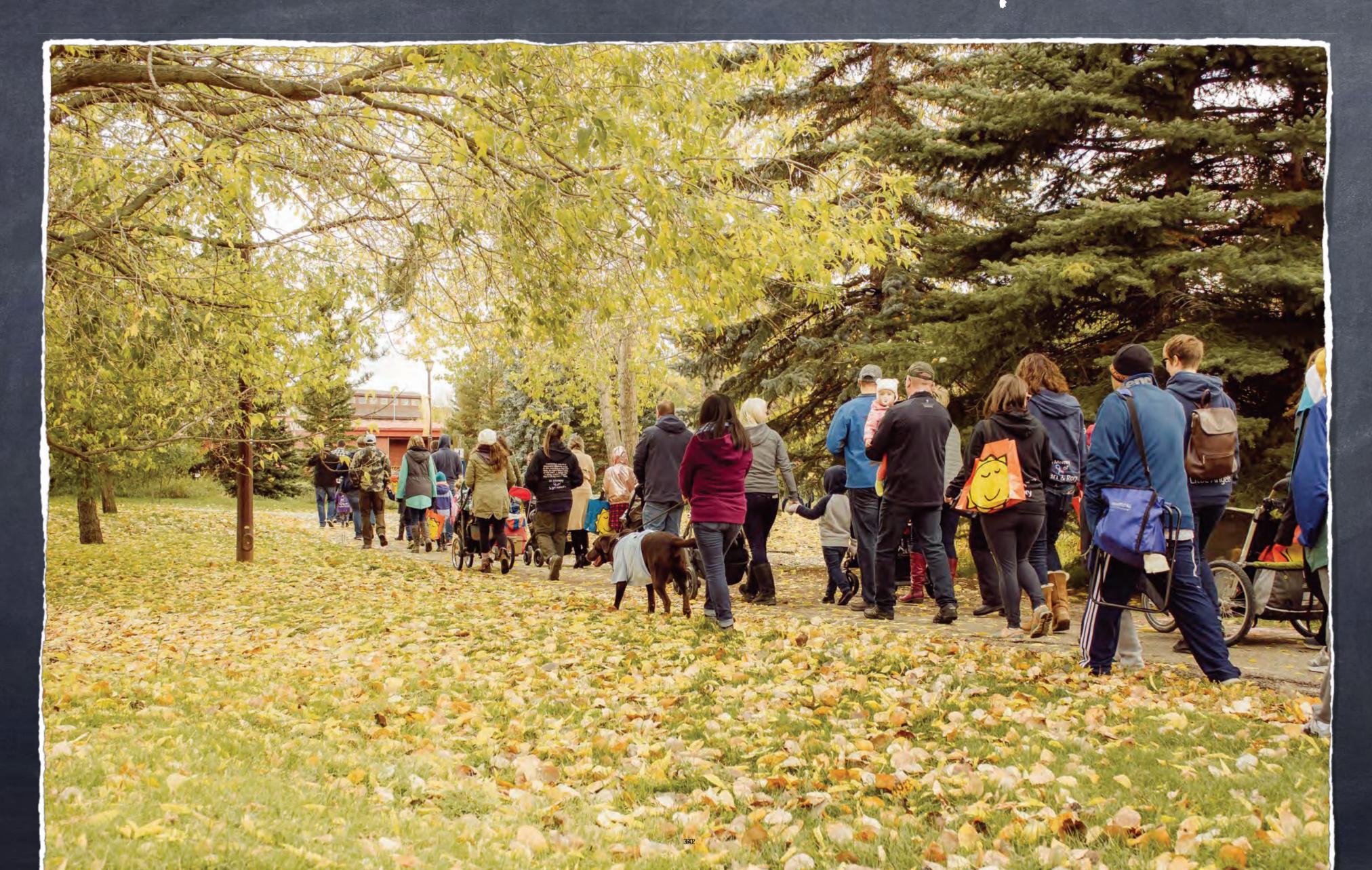


Our Vision

Our vision is to create a positive space for families, friends, school age children, nurses, first responders & all those affected by the loss of a child. A place where they can celebrate, honour & remember the little one they miss. A garden that will bring life, hope, healing, comfort & a sense of community.



Walk to Remember 2013 to present





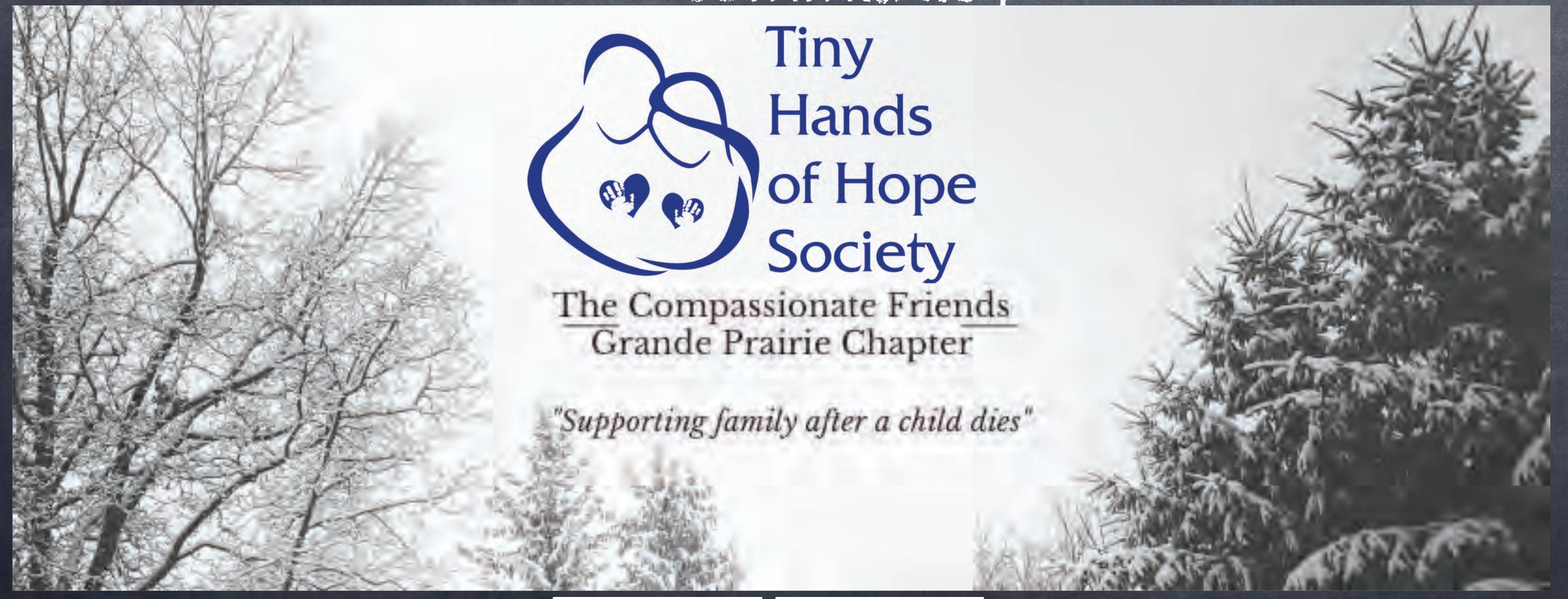


Shrubs were given to families

1 per loss family

We received a small area to place our "Remembering our Babies" plaque

We realized that we were missing something in our community







Why is the Crarden needed?



Childrens
Memorial
Carden

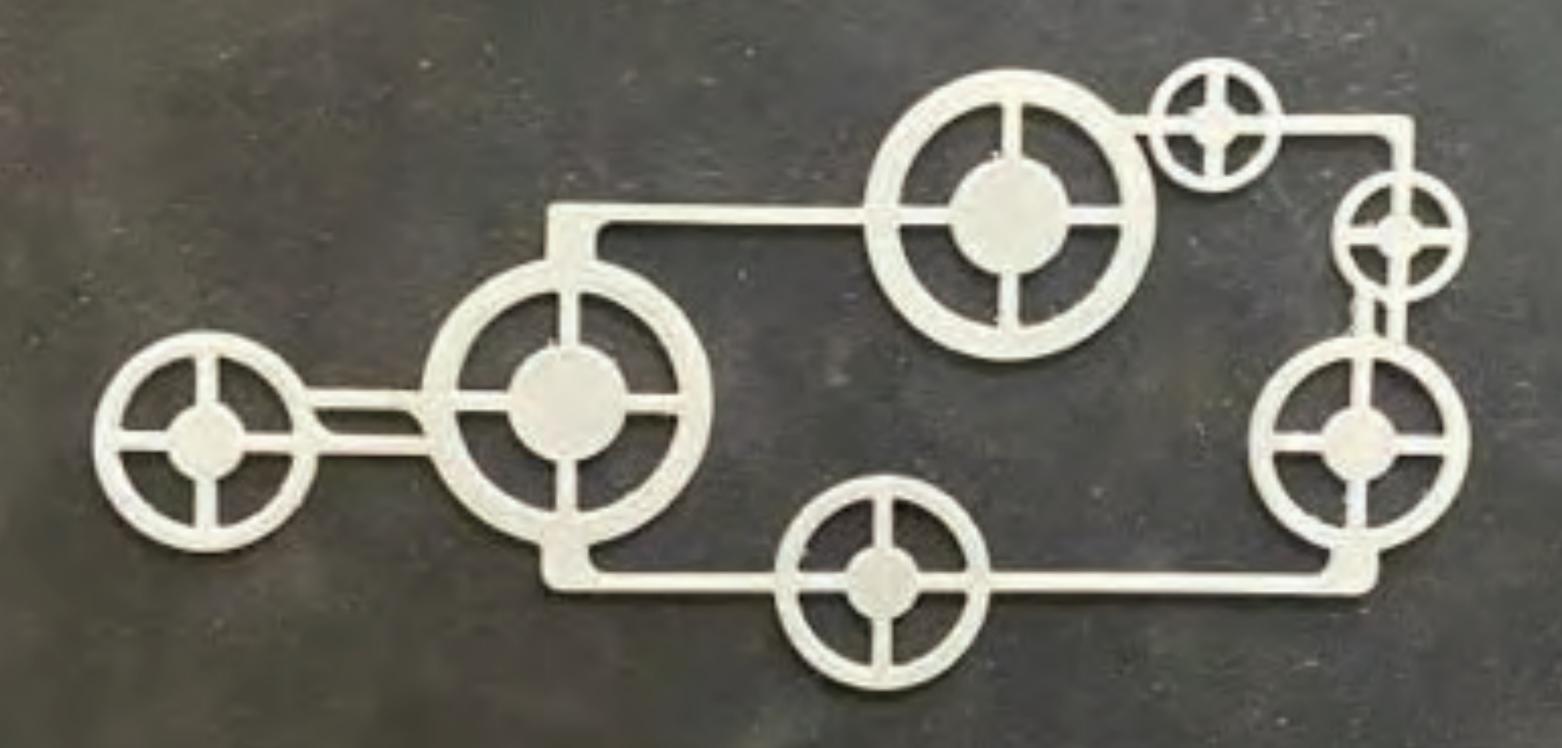


We have fundraised approximately 388 K

- CO2CDC 119, 6000
- Shrubs/Perennials \$17,293
- Cement 22,035 bb
- SCULPUTES 522,000
- Landscaping/Grading \$215,465

Crarden cost is \$400, 476

"The Hole in the Sky" By Grant Berg Gallery



1011 CONTRIBUTE CONTRIBUTE this project will help us complete the project this YEAR!

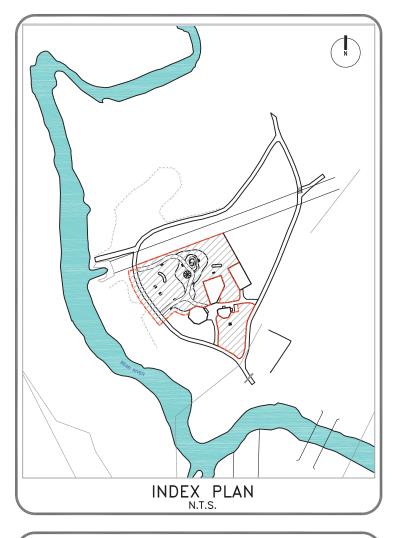




honour all of our IN OUT hearts and in cour arms

When you hear a child's voice, laughing with glee Just Look in the sky and imagine it's me.... - Connie Thomason, 2001







REVISION

REVISED AS PER CITY COMMENTS APRIL 29, 2020 AN

DATE BY APPE

CLIENT:
TINY HANDS OF
HOPE ASSOCIATION
PROJECT:
CHILDREN'S MEMORIAL
GARDEN

LANDSCAPE
MASTER PLAN

MASKWOTEH PARK – GRANDE PRAIRIE N.E.1/4 SEC.27 TWP.71 RGE.6 W.6 M.





REQUEST FOR DECISION

SUBJECT: Adjust Greenview's EOI to follow the Alberta Roadbuilders and Heavy Construction

Association Addendum

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: CAO SERVICES DIR: PRESENTER:

STRATEGIC PLAN: Economy LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to adjust Greenview's Expression of Interest to follow the Alberta Roadbuilders and Heavy Construction Association addendum to 2022 Rental Guide – Fuel Prices in Construction.

BACKGROUND/PROPOSAL:

At the June 14, 2022, Regular Council Meeting, Councillor Burton made a notice of motion "That Council direct Administration to adjust Greenview's Expression of Interest to follow the Alberta Roadbuilders and Heavy Construction Association addendum to 2022 Rental Rate Guide – Fuel Prices in Construction". 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 Council will discuss its objective(s) and goal(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 the Greenview's Expression of Interest in relation to the Alberta Roadbuilders and Heavy Construction Association addendum to 2022 Rental Rate Guide – Fuel Prices in Construction.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

21.01.22 352

ALTERNATIVES CONSIDERED:
Alternative #1: Council has the

Iternative #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:

Greenview has adopted the IAP2 Framework for public consultation.

INCREASING LEVEL OF PUBLIC IMPACT

Inform

PUBLIC PARTICIPATION GOAL

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

PROMISE TO THE PUBLIC

Inform - We will keep you informed.

FOLLOW UP ACTIONS:

Once Council makes a decision Administration will proceed accordingly.

ATTACHMENT(S):

N/A



REQUEST FOR DECISION

SUBJECT: Feasibility report to Co-host Hospitality Suite at 2023 FCM

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: CAO SERVICES DIR: PRESENTER:

STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to provide a report on the feasibility of co-hosting a hospitality suite at the 2023 FCM Conference in Toronto

BACKGROUND/PROPOSAL:

At the June 14, 2022, Regular Council Meeting, Councilor Delorme made a Notice of Motion "That Council direct Administration to provide a report on the feasibility of co-hosting a hospitality suite at the 2023 FCM Conference in Toronto".

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 Council to discuss its objective(s) and goal(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 the cost of establishing a fee for service water bottle fill station located at the Grande Cache Water Treatment Plant.

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.

1.01.22

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.
inform - we will keep you informed.
FOLLOW UP ACTIONS:
Once Council makes a decision Administration will proceed accordingly.
ATTACHMENT(S):
N/A



REQUEST FOR DECISION

SUBJECT: Fee for Service Water Bottle Fill Station at Grande Cache Water Treatment Plant

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: CAO SERVICES DIR: PRESENTER:

STRATEGIC PLAN: Economy LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to provide a report for the establishment of a fee for service water bottle fill station to be located at the Grande Cache water treatment plant.

BACKGROUND/PROPOSAL:

At the June 14, 2022, Regular Council Meeting, Councilor Delorme made a Notice of Motion "That Council direct Administration to provide a report for the establishment of a fee for service water bottle fill station to be located at the Grande Cache water treatment plant".

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 Council to discuss its objective(s) and goal(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 the cost of establishing a fee for service water bottle fill station located at the Grande Cache Water Treatment Plant.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

1.01.22

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:
Once Council makes a decision Administration will proceed accordingly.
ATTACHMENT(S):
N/A
N/A

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



REQUEST FOR DECISION

SUBJECT: Explore Options and Ways for Companies within the MD of Greenview to Pay Taxes

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: CAO SERVICES DIR: PRESENTER:

STRATEGIC PLAN: Economy LEG:

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) – N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to explore options and ways to compel companies within the MD of Greenview to pay their taxes.

BACKGROUND/PROPOSAL:

At the June 14, 2022, Regular Council Meeting, Councilor Berry made a Notice of Motion "That Council direct Administration to explore options and ways to compel companies within the MD of Greenview to pay their taxes". 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 Council to discuss its objective(s) and goal(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 the potential options to compel companies to pay their taxes with the MD of Greenview.

DISADVANTAGES OF THE RECOMMENDED ACTION:

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

ALTERNATIVES CONSIDERED:

1.01.22

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
FOLLOW UP ACTIONS:
Once Council makes a decision Administration will proceed accordingly.
ATTACHMENT(S):
N/A
,

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



REQUEST FOR DECISION

SUBJECT: Explore Potential Options for Additional Dressing Rooms at the Grande Cache

Arena

SUBMISSION TO: REGULAR COUNCIL MEETING REVIEWED AND APPROVED FOR SUBMISSION

MEETING DATE: June 28, 2022 CAO: SW MANAGER: DEPARTMENT: CAO SERVICES DIR: PRESENTER:

STRATEGIC PLAN: Culture, Social & Emergency Services LEG: SS

RELEVANT LEGISLATION:

Provincial (cite) - N/A

Council Bylaw/Policy (cite) - N/A

RECOMMENDED ACTION:

MOTION: That Council direct Administration to explore potential options for the addition of dressing rooms on the west side of the Grande Cache arena.

BACKGROUND/PROPOSAL:

At the June 14, 2022, Regular Council Meeting, Councilor Delorme made a Notice of Motion "That Council direct Administration to explore potential options for the addition of dressing rooms on the west side of the Grande Cache arena". 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 Council to discuss its objective(s) and goal(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 the potential options for the addition of dressing rooms on the west side of the Grande Cache Arena.

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.

1.01.22

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:
Once Council makes a decision Administration will proceed accordingly.
ATTACHMENT(S):
N/A



NAME:		Winsto	n Delorn	ne			_ Employee # :					
ADDRE	SS:									Departn	nent:	Council
DATE	DEPART	ARRIVE	MEETING	DESCRIPTION	KM				MEA	ALS	LODGING	PER DIEM
		TIME	CODE				В	L	D	AMOUNT	EXPENSES	
08-Jun	13:00	15:00	М	AER Meeting (Virtual)								262.00
13-Jun	15:00	18:00	М	Travel to GP	200							262.00
14-Jun	7:00	20:00	М	Council Meeting/Travel back to GC	500		1			20.00		510.00
15-Jun	9:00	11:30	М	MPC/PRC (Virtual)								262.00
20-Jun	16:00	19:00	М	Travel to GP	200							262.00
21-Jun	8:00	21:00	М	COTW (Grovedale) BBQ, Travel To GC	200		1			20.00		510.00
					-							
					1							
	NO	OTES:		KILOMETER CLAIM				ГОТА	۲L	40.00		2068.00
				RATE	KM's	TOTAL	LE	SS G	ST			
				\$0.61 per km	1100	671.00	NE	T CL/	MIA	40.00		2068.00
				\$0.17 per km	1100	187.00						
				SUBTOTAL		858.00				тот	AL CLAIM	2966.00
Meeting	Code : M	for Meeti	ngs	LESS G.S.T.						LESS AD	OVANCES	
		C for Cor	nferences	TOTAL		858	AMOUNT DUE (OWING)			OWING)	\$2,966.00	
					362							
	Clai	mant		Date			Αŗ	prov	/ed			Date



NAME:		Ryan R	atzlaff				Employee # :					
ADDRE	SS:									Departn	nent:	Council
DATE	DEPART	ARRIVE	MEETING	DESCRIPTION	KM				MEA	\LS	LODGING	PER DIEM
	TIME	TIME	CODE				В	L	D	AMOUNT	EXPENSES	
03-Jun	12:00	15:30	М	Special council w/AER	80							262.00
09-Jun	8:15	16:45	m	Spring road tour	80							447.00
10-Jun	7:30	15:45	М	Spring road tour	80							447.00
14-Jun	8:15	16:00	М	RCM	40							308.00
14-Jun	17:30	20:15	М	Joint council w/Valleyview	40							262.00
	NC	TES:		KILOMETER CLAIM			7	ОТА	L			1726.00
				RATE	KM's	TOTAL	LE	SS G	ST			
				\$0.55 per km	320	176.00	NE	T CLA	MIA			1726.00
				\$0.26 per km	320	83.20				•		•
				SUBTOTAL		259.20				тот	AL CLAIM	1985.20
Meeting	Code : M	for Meeti	ngs	LESS G.S.T.						LESS AD	VANCES	
		C for Cor	nferences	TOTAL		259.2	.2 AMOUNT DUE (OWING)			OWING)	\$1,985.20	
	Clai	mant		 Date	363		Ap	prov	ed			Date



Sally Ann Rosson

Claimant

Municipal District of Greenview No. 16

NAME:		Sally Ar	nn Rosso	n						Employe	ee#:	
ADDRE	SS:									Departn	nent:	Council
DATE 2022	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		В	L	MEA D	LS AMOUNT	LODGING EXPENSES	PER DIEM
24-May	8:30	14:30	M	Council	16							308.00
08-Jun	12:30	15:30	M	AER	16							262.00
09-Jun	8:00	13:30	M	Road Tour	16							308.00
10-Jun	8:00	16:30	M	Road Tour	16							447.00
13-Jun	8:00	13:00	M	GRWMC FC	168							308.00
14-Jun	8:30	12:00	М	Council (Less AF)	16							262.00
14-Jun	17:30	20:00	M	Joint C with Town of VV								262.00
15-Jun	8:30	12:00	M	MPC & PRC	16							262.00
	NC	TES:		KILOMETER CLAIM			٦	OTA	۸L			2419.00
				RATE	KM's	TOTAL	LE	SS G	ST			
				\$0.61 per km	264	161.04	NE	T CL	AIM			2419.00
				\$0.17 per km	264	44.88						
				SUBTOTAL		205.92				тот	AL CLAIM	2624.92
Meeting	Code : M	for Meetii	ngs	LESS G.S.T.						LESS AD	VANCES	
		C for Cor	nferences	TOTAL		205.92		A	OMA	UNT DUE (C	WING)	\$2,624.92
					<u> </u>							

364

Approved

Date

June 17, 2022

Date



NAME:		Dave B	erry				Employee # :					
ADDRE	SS:									Departn	nent:	Council
DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		В	L	MEA D	ALS AMOUNT	LODGING EXPENSES	PER DIEM
03-Jun	8:00	14:30	C	FCM virtual				_		7	2/11/2/20	447.00
05-Jun	8:00	12:00	С	FCM virtual								447.00
08-Jun	12:30	14:30	М	AER valleyview	30							262.00
09-Jun	8:30	17:00	М	road tour	30							447.00
10-Jun	7:30	16:30	М	road tour	30							447.00
13-Jun	9:30	12:00	М	Seed Plant valleyview	30							262.00
14-Jun	8:30	19:30	М	Council and Joint Valleyview	30							447.00
15-Jun	8:30	12:00	М	MPC PRC	30							262.00
	NC	DTES:		KILOMETER CLAIM			T	ОТА	L			3021.00
				RATE	KM's	TOTAL	LE	SS G	ST			
				\$0.55 per km	180	99.00	NE.	T CLA	MIA			3021.00
				\$0.26 per km	180	46.80						ı
				SUBTOTAL		145.80				ТОТ	AL CLAIM	3166.80
Meeting	Code : M	for Meeti	ngs	LESS G.S.T.			LESS ADVANCES			OVANCES		
		C for Cor	nferences	TOTAL		145.8	AMOUNT DUE (OWING)			OWING)	\$3,166.80	
	Clair	mant		 Date	365		Λ :-	prov	,od			Date
	Ciali	IIIdIIL		Date			Αþ	ρμον	red			Date



NAME:		Dale Sn	nith				Employee # :						
ADDRE	SS:									Departn	nent:	Council	
DATE	DEPART	ARRIVE	MEETING	DESCRIPTION	KM				MEA	IS	LODGING	PER DIEM	
27112	TIME	TIME	CODE	2233 1.0.1			В	L		AMOUNT	EXPENSES		
06-Apr	9:10	14:00	m	SARDA mtg- Falher	110			х		20.00		300.00	
07-Apr	8:30	14:15	m	Little smoky ski hill mtg/joint council	50							300.00	
12-Apr	8:05	17:30	m	regular council meeting	50							425.08	
13-Apr	8:00	15:30	m	MPC/PRC/GIG	50							200.00	
18-Apr	16:30		m	travel to Gande Cache	330				Х	30.00			
19-Apr		19:30	m	COW in Grande Cache	330		х		Х	50.00		656.00	
26-Apr	8:05	16:15	m	regular council meeting	50							398.00	
10-May	8:00	16:30	m	regular council meeting	50							398.00	
11-May	8:10	13:35	m	MPC/PRC	19-Feb	50km						300.00	
17-May	8:05	19:10	m	COW/ joint council with Fox Creek town	50							533.42	
24-May	8:00	15:45	m	regular council meeting	50							300.00	
25-May	11:00	16:30	m	Stars Helicoptor unveiling/GP	282			х		20.00		300.00	
27-May	7:35	16:45	m	Water North Coalition/ Beaverlodge	352							408.83	
03-Jun	7:15	16:00	m	Grande Spirit lodge/ Preda mtg	255							398.00	
06-Jun	9:05	12:10	m	Red Willow lodge/ seniors weeks start	50							200.00	
	NC	TES:		KILOMETER CLAIM			Т	ОТА	L	120.00		5117.33	
				RATE	KM's	TOTAL	LE	SS G	ST				
				\$0.59 per km	2109	1244.31	NE.	T CLA	MI	120.00		5117.33	
				\$0.15 per km	2109	316.35							
				SUBTOTAL		1560.66				ТО	TAL CLAIM	5237.33	
Meeting	Code : M	for Meeti	ngs	LESS G.S.T.			LESS ADVANCES						
		C for Cor	ferences	TOTAL			AMOUNT DUE (OWING) \$5,237.					\$5,237.33	



NAME:		Tom Bu	urton				Employee # :					
ADDRESS:							-			Departm	nent:	Council
DATE	DEPART	ARRIVE	MEETING	DESCRIPTION	KM				MEA	LS	LODGING	PER DIEM
	TIME	TIME	CODE				В	L	D	AMOUNT	EXPENSES	
June 1 2022			С	Federation of Canadian Municipalities	1269			1	1	70.00	15.00	447.00
June 2 2022			С	Federation of Canadian Municipalities							15.00	447.00
June 3 2022			С	Federation of Canadian Municipalities							15.00	447.00
June 4 2022			С	Federation of Canadian Municipalities							15.00	447.00
June 5 2022			С	Federation of Canadian Municipalities							15.00	447.00
June 6 2022			С	Federation of Canadian Municipalities	1269			1	1	70.00		447.00
June 8 2022	12:15	16:30	М	Alberta Energy Regulators Update	120							308.00
June 11 2022	7:30	13:00	М	MD of Greenview Library Board								308.00
June 12 2022	12:30	16:15	М	Red Willow Lodge, Senior's Week, May Fidler Retirement	120							262.00
June 14 2022	7:30	20:30	М	Council and Joint Council w/ Town of Valleyview	120							510.00
June 15 2022	7:30	13:00	М	Municipal Planning Commission and Policy Review Committee								308.00
June 16 2022				TP Creek Riverstone Sponsorship Event	124							
	NOTE	S:	•	KILOMETER CLAIM	•	•	٦	ГОТА	.L	140.00	75.00	4378.00
				RATE	KM's	TOTAL	LE	SS G	ST			
				\$0.61 per km	3022	1843.42	NE	T CLA	MIA	140.00	75.00	4378.00
				\$0.17 per km	3022	513.74						
				SUBTOTAL		2357.16				-	TOTAL CLAIN	6950.16
Meeting Code	: M for M	eetings		LESS G.S.T.			LESS ADVANCES					
		C for Cor	nferences	TOTAL		2357.16			AMC	OUNT DUE	(OWING)	\$6,950.16
						•						

Claimant Date Approved Date



NAME:		Jennife	r Scott							Employe	ee # :	
ADDRE	SS:						1			Departn	nent:	Council
DATE	DEPART	ARRIVE	MEETING	DESCRIPTION	KM				MEA	us.	LODGING	PER DIEM
D/(12	TIME	TIME	CODE	BESCHII HON			В	L	D	AMOUNT	EXPENSES	T EIX DIEIW
24-May	8:00	15:30	М	Regular Council Meeting	76							308.00
01-Jun			С	Travel to FCM	1172			х	х	70.00		447.00
02-Jun			С	FCM	20							447.00
03-Jun			С	FCM	20							447.00
04-Jun			С	FCM	30				х	50.00		447.00
05-Jun			С	FCM	20							447.00
06-Jun			С	Travel from FCM	1172		х	х	х	90.00		447.00
08-Jun	12:00	15:30	М	AER	76							262.00
09-Jun	8:00	16:30	М	Road Tour Drainage Ditches	76							447.00
10-Jun	8:00	16:30	М	Road Tour Drainage Ditches	76							447.00
14-Jun	8:00	20:00	М	RCM and Valleyview Meeting	76							447.00
15-Jun	8:00	12:00	М	MPC, PRC	76							262.00
16-Jun	18:30	21:30	М	Greenview Multiplex	76							262.00
	NC NC	TES:		KILOMETER CLAIM			-	<u> </u> ГОТА	L	210.00		5117.00
				RATE	KM's	TOTAL	LE	SS G	ST			
				\$0.61 per km	2966	1809.26	NE	T CL	AIM	210.00		5117.00
				\$0.17 per km	2966	504.22						
				SUBTOTAL		2313.48				ТОТ	AL CLAIM	7640.48
Meeting	Code : M	for Meeti	ngs	LESS G.S.T.						LESS AD	VANCES	
J			nferences	TOTAL		2313.48				OWING)	\$7,640.48	
							_	_				
					368							
	Clair	mant		Date			Αr	nrov	/ed			Date



NAME:		Bill Smi	th							Employe	ee # :	
ADDRE	SS:									Departn	nent:	Council
DATE	DEPART	ARRIVE	MEETING	DESCRIPTION	KM	<u> </u>			MEA	ıı ç	LODGING	PER DIEM
DAIL	TIME	TIME	CODE	DESCRIPTION	KIVI		В	L	D	AMOUNT	EXPENSES	PER DILIVI
10-May	6:00	17:00	m	council	300		х					447.00
11-May	8:00	13:00	m	mpc/policy review								308.00
12-May	12:00	14:00	m	community futures								262.00
17-May	6:00	20:00	m	cotw valleyview/joint council fox creek	300		Х					
24-May	6:30	17:00	m	council	300		Х					447.00
31-May	14:00	17:00	m	gig minister update	30							262.00
11-May	19:00	21:30	m	grovedale senior update	30							262.00
	NC	OTES:		KILOMETER CLAIM			1	ОТА	L			1988.00
				RATE	KM's	TOTAL	LE	SS G	ST			
				\$0.61 per km	960	585.60	NE	T CLA	MIA			1988.00
				\$0.17 per km	960	163.20						
				SUBTOTAL		748.80				ТОТ	AL CLAIM	2736.80
Meeting	Code : M	for Meeti	ngs	LESS G.S.T.			LESS ADVAN			LESS AD	VANCES	
		C for Cor	nferences	TOTAL		748.8	.8 AMOUNT DUE (OWING)			OWING)	\$2,736.80	
					369							
	Claiı	mant		Date			Ap	prov	/ed			Date



NAME:		Christii	ne Schlief	f			Employee # :					
ADDRE	SS:									Departn	nent:	Council
DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		В	L	MEA D	ALS AMOUNT	LODGING EXPENSES	PER DIEM
03-Jun	8:00	12:00	М	FCM Zoom								262.00
04-Jun	8:00	16:00	М	FCM Zoom								308.00
05-Jun	8:00	16:00	М	FCM Zoom								308.00
08-Jun	11:00	17:00	М	AER	305							308.00
09-Jun	7:00	16:00	М	Road Tours	305							447.00
10-Jun	7:00	16:00	М	Road tours	305							447.00
11-Jun	9:00	13:00	M	MD Library Board	186							262.00
14-Jun	7:00	21:00	М	Reg Council joint meeting VV	305							510.00
15-Jun	7:00	14:00	М	MPC PRC	305							308.00
16-Jun	13:30 14:3	14:30	М	Library training Zoom								262.00
	NO	OTES:		KILOMETER CLAIM			7	ОТА	١L			3422.00
				RATE	KM's	TOTAL	LE	SS G	ST			
				\$0.55 per km	1711	941.05	NE	T CL/	MIA			3422.00
				\$0.26 per km	1711	444.86						
				SUBTOTAL		1385.91				тот	AL CLAIM	4807.91
Meeting	Code : M	for Meeti	ngs	LESS G.S.T.			LESS ADVANCES			VANCES		
		C for Co	nferences	TOTAL		1385.91	1 AMOUNT DUE (OWING)			\$4,807.91		
	Clai	mant		 Date	370		Ar	prov	/ed			Date



NAME:		Duane	Didow				_			Employe	ee#:	
ADDRE	SS:						•			Departn	nent:	Council
DATE	DEPART	ARRIVE	MEETING	DESCRIPTION	KM				MEA	ALS	LODGING	PER DIEM
	TIME	TIME	CODE				В	L	D	AMOUNT	EXPENSES	
01-Jun	10:00	20:00	С	Travel to FCM (travel to airport and fligh	200			Χ		20.00	846.56	447.00
02-Jun	8:00	17:00	С	FCM Conference								447.00
03-Jun	8:00	17:00	С	FCM Conference								447.00
04-Jun	8:00	17:00	С	FCM Conference								447.00
05-Jun	8:00	17:00	С	FCM Conference								447.00
06-Jun	8:00	17:00	С	Travel home from FCM	200			Х	Х	70.00		447.00
08-Jun	10:00	17:00	М	FCSSAA - Edson								308.00
14-Jun	9:00	16:00	М	Reg Council meeting								308.00
15-Jun	9:00	10:00	М	MPC								262.00
16-Jun	10:00	18:00	М	FCSSAA - Executive meeting								308.00
17-Jun	9:00	18:00	М	FCSAA - Regular Board meeting								447.00
				Uber - FCM							9.52	
				Uber - FCM							15.19	
	NC	OTES:		KILOMETER CLAIM			1	ОТА	L	90.00	871.27	4315.00
Flight ticl	ket \$846.!	56 was ad	ded to	RATE	KM's	TOTAL	LE	SS G	ST			
Lodging a	as there is	no other	place	\$0.55 per km	400	220.00	NE	T CLA	MIA	90.00	871.27	4315.00
to record	this expe	ense		\$0.26 per km	400	104.00						
				SUBTOTAL		324.00				ТОТ	AL CLAIM	5600.27
Meeting	Code : M	for Meeti	ngs	LESS G.S.T.			LESS ADVANCES					
		C for Co	nferences	TOTAL		324	24 AMOUNT DUE (OWING)				OWING)	\$5,600.27





NAME:		Tyler O	lsen									
ADDRE	SS:									Departm	nent:	Council
DATE	DEPART TIME	ARRIVE TIME	MEETING CODE	DESCRIPTION	KM		В	L	MEA D	AMOUNT	LODGING EXPENSES	PER DIEM
06-Jun			С	Return from FCM							15.00	447.00
08-Jun	7:00	21:00	m	Calgary industry meetings, global energy	20						15.00	510.00
09-Jun	7:00	16:00	m	calgary to Grande Prairie	750		1	1		40.00	749.98	447.00
10-Jun	7:00	16:00	m	Drainage tours	210				1	50.00	285.32	447.00
13-Jun	12:30	16:00	m	travel to GP, RDDDMS Finance committe	220							262.00
14-Jun	7:00	21:00	m	regular council, joint meeting with VV	220		1			20.00	15.00	510.00
15-Jun	7:00	21:00	m	MPC, return to GC,CFWY, RDDDMS	450		1			20.00	285.32	510.00
18-Jun	11:00	15:00	m	lemonade day judging/CFWY/								262.00
	NO	OTES:		KILOMETER CLAIM				OTA		130.00	1365.62	3395.00
				RATE	KM's	TOTAL		SS G				
				\$0.55 per km	1870	1028.50	NE.	T CL	AIM	130.00	1365.62	3395.00
				\$0.26 per km	1870	486.20						
				SUBTOTAL		1514.70				TOT	AL CLAIM	6405.32
Meeting	Code : M	for Meeti	ngs	LESS G.S.T.			LESS ADVANCE			VANCES		
		C for Cor	nferences	TOTAL		1514.7	.7 AMOUNT DUE (OWING)			WING)	\$6,405.32	
	Clai	mant		 Date	372		Ap	prov	/ed	 		Date